

# Subcontractor Site Specific Safety Plan Summary



*NB: Attachments or responses that are to accompany this SSSP are detailed in italics*

Subcontractor \_\_\_\_\_

Contract name \_\_\_\_\_

Project location \_\_\_\_\_

Scope of works \_\_\_\_\_

Name of subcontractor's site based safety representative \_\_\_\_\_

Contact phone number \_\_\_\_\_

**Are notifiable works associated with work on this project?**

- Yes  No
- WorkSafe NZ has been notified and a copy of the Notice of Hazardous Work is attached*
- WorkSafe NZ has yet to be notified and a copy of the Notice of Hazardous Work will be forwarded at that time*

**A pre op hazard identification has been done to identify what hazards may be involved in this contract work. Once work begins on site regular site inspections will be carried out in case hazards or their controls change. Subcontractors are also included in site inspections carried out by Alexander Construction.**

**Description of job and Specific Hazards**

Are there high risk materials/equipment likely to be present?

- Yes  No

*If 'Yes' please supply relevant SDS's and an indication of what quantities you will be bringing on site*

Are there any processes that relate to the following?

- Work around Underground utilities?  Yes  No
- Working at height?  Yes  No
- Confined Spaces?  Yes  No
- Work within 4m of overhead power lines?  Yes  No
- Work involving asbestos?  Yes  No

- Where asbestos is present please supply asbestos test results and a removal plan*
- (If Yes to any of the above, please specify details and what controls are in place to manage those risks – Supply documentation to assist)*

**Check for Alexander Construction LTD**  
Subcontractor has supplied accompanying documentation as requested

Yes  No  NA

Yes  No  NA

Yes  No  NA

Yes  No  NA

Yes  No  NA

**General Significant Hazards relating to the job**

Are there any significant hazards that relate to the project? (not mentioned above)  Yes  No

- Identified hazards and the way they will be controlled are on the attached Hazard Register
- Any additional documentation to aid in Hazard identification is attached e.g. Task Analysis, Method Statements
- All electrical equipment brought on site will be tagged and up to date. Please confirm  Yes
- Approved Traffic Management Plan attached if required

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	<input type="checkbox"/>

**In the event of an emergency ACL staff, subcontractors and visitors will follow our Site Emergency Plan.**

**Emergency procedures and site hazards are covered in site inductions.**

Subcontractor's first aid kit will be kept \_\_\_\_\_

Subcontractor's Staff members trained to give assistance in the event of an emergency are as follows  
(please specify name and training) \_\_\_\_\_

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	<input type="checkbox"/>

**A register of accidents or near misses will be kept on site and copied to the company Accident Register. Choose one of these 2 options**

- Copies of the Subcontractor Accident/Near Miss investigation forms and Accident Register have been supplied to ACL in the last year
- Copies of the Subcontractor Accident/Near Miss investigation forms and Accident Register are attached

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	<input type="checkbox"/>
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**Training/Induction**

Staff have been trained in the tasks relevant to this contract and deemed competent.

Yes  No

All persons under our control on site are inducted on site safety in general

Yes  No

Relevant staff training records or a completed Training Register is available on request.

**Site Inspections**

Frequency of subcontractor's site Inspections are? \_\_\_\_\_

<b>For use of Alexander Construction Ltd</b>	
<input type="checkbox"/>	Copy to client
<b>Project Manager</b>	_____ <b>Date</b> _____
<b>Site Safety Officer</b>	_____ <b>Date</b> _____
<input type="checkbox"/>	Copy of approved summary page to H&S Admin file