

# Subcontractor SSSP Summary



\*Refer to Construction Policy 2.2.06 - Subcontractor SSSP Compliance

Subcontractor: \_\_\_\_\_  
Trade: \_\_\_\_\_  
Project Name: [Project.Name] Project Number: [Project.Number]  
Your site-based Safety Rep: \_\_\_\_\_ Phone: \_\_\_\_\_

A pre-op Hazard ID 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. All Subcontractors are included in Site Inspections carried out by Alexanders.

**FOR ALEXANDER'S USE ONLY**

Are there any notifiable works on this project? Yes  No   
Are there any High-Risk materials/equipment likely to be present? Yes  No   
Are you planning on bringing Hazardous Substances onto the site? Yes  No   
If so, a list of ALL substances HAS been submitted to the Site Foreman Yes  No

**Hazardous Substances list received?**  
 Check

Alexanders have a Hazard Register (which identifies the risk ratings and controls for these Hazards), which has been attached for your use. It is your responsibility to identify any other hazards associated with your trade and inform the Site Manager/Foreman prior to commencing work on site.

**Required to submit Task Analysis/ Hazard ID?**  
 Check

Are there any Medium/High risks associated with your work on this project? Yes  No   
These can include:  
Working around underground utilities, working at heights, confined space work, work within 4 meters of overhead power lines, work involving "Live" Electrical supply and working with Asbestos.

*If you have ticked yes to any of the above, Alexander's will expect the correct accompanying documentation ( Task Analysis, Hazard Id etc.) prior to work commencing*

Tool Box Meetings are held regularly to update changes to hazards or PPE requirements on site and subcontractors are also required to attend. The date and time for the next meeting will be written on the Hazard Board and subject to the size of the project all staff on site are to attend.

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

Emergency procedures and site hazards are covered in site inductions

A register of accidents or near misses will be kept on site and copied to the company Accident Register.

Training/Induction:

Staff have been trained in all the relevant tasks and are deemed competent. Yes  No   
All persons under our control on site are inducted on site safety in general. Yes  No   
Can you supply a Staff Training Register? Yes  No

**Training Matrix Attached?**  
 Check

Copy to Client  
 Alexander's Health and Safety Policy attached

Project Manager OR \_\_\_\_\_ Date \_\_\_\_\_  
Site Safety Officer OR \_\_\_\_\_  
Site Manager \_\_\_\_\_ Date \_\_\_\_\_

**APPROVED SUBCONTRACTOR SSSP RETURNED VIA EMAIL**  
 Check

Copy of approved summary page to H&S Admin file

## 2. Site Safety