

Site Specific Safety Plan requirements:

Contractor assurance declaration checklist

This checklist provides the Ministry with assurance that the Ministry's requirements for an SSSP have been addressed. Please fill in this form and submit it together with the SSSP to the MOE Delivery Manager for review prior to commencement of works.

Refer to the Site specific safety plans (Main Contractor) Ministry of Education content requirements [here](#) on the MOE's expectations for SSSP documents.

H&S Elements	Detail	Submission (please select)			Reference
		YES	NO	N/A	
1. Project Description					
1.1	Details of the project are adequately described: <ul style="list-style-type: none"> School name, location, address Project scope Project milestones Safety roles and responsibilities Detailed site plan 				
2. Anticipated Hazards and Risks					
2.1	Site hazard and risk registers must refer to working within an operational school environment and should outline the controls in place to manage identified risks and hazards				
2.2	Safe Access & Egress <ul style="list-style-type: none"> Construction site is fully isolated and secure with adequate sturdy fencing and signage in place deliveries to be made during school drop off and pick up times. Delivery times to be agreed with school. Spotter must always be in place 				
3. Critical Risks					
3.1	Identify the risks arising with your project. Determine what the critical risks are and ensure these are managed as a priority.				
3.2	Safe work methods are specified for critical or high-risk work.				
3.3	Determine if asbestos has been identified prior to commencing work.				
3.4	Notifiable Works have been identified and notified to WorkSafe NZ before project commencement (provide details)				
4. Monitor/Manage Hazards and Risks					
4.1	Specify the process to monitor and measure the effectiveness of hazards and risk controls (including regular review/update of risk register, regular review/update of hazard board and weekly site inspections.				
5. Hazardous Substances					
5.1	A process is in place for the safe management of hazardous substances \ (including substances brought on site by sub-contractors).				

H&S Elements		Detail	Submission (please select)			Reference
			YES	NO	N/A	
6. Incident Management						
6.1	Record, report and investigate all incidents. <ul style="list-style-type: none">The process should demonstrate alignment with Ministry requirements to report notifiable events and notifiable injuries within 24 hours and all other incidents within five working days.Report all incidents (near misses and injuries) to the Te Puna Hanganga, Matihiko Infrastructure and Digital (TPHM) H&S Team TPHM.HealthandSafety@education.govt.nz					
7. Working with Other PCBUs						
7.1	Before the project commences identify other PCBUs who have shared or overlapping responsibilities under the HSWA.					
7.2	Establish agreement on, and document how all parties will consult, cooperate and communicate with each other on H&S matters throughout the project life cycle: This includes, but is not limited to, Main Contractor, School / Principal, ministry representatives, external subcontractor consultants and external Project Managers. (e.g. PCG meetings)					
8. Managing Subcontractors						
8.1	Establish arrangements for subcontractors engaged by the main contractor to work safely on site.					
9. Training and Competency						
9.1	A process is in place to ensure that persons on site are adequately trained, competent and/or supervised to undertake the work safely at all times.					
10. Emergency Arrangements						
10.1	Site emergency procedures are agreed upon between the main contractor and the school so that each party is aware of how an emergency evacuation will impact each other.					
10.2	Site emergency plan will identify all possible scenarios, e.g., asbestos find, fire, structural collapse, earthquake or threat to school (firearms or bomb threat, etc.).					