

Site specific safety plans (Main Contractor)

Ministry of Education content requirements

Site Specific Safety Plans (SSSPs) set out how a project within a specific site will be undertaken without exposing workers and others to health and safety (H&S) risks.

SSSP procedures and documents should align with the PCBU's overall health and safety management system.

The Ministry needs to ensure that contractors working within school environments are effectively managing hazards and risks arising from the works. SSSPs must include the following elements as a minimum:

H&S Elements	Detail	Documents
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 	Project plans Site plans Program <i>Reference: Health and Safety Management</i>
2. Anticipated Hazards and Risks Identify hazards and risks known or likely to arise during the project works and list control measures.	2.1 Identify and document likely or known project hazards, risk ratings and control measures. 2.2 Site hazard and risk registers must make reference to working within an operational school environment and should outline the controls in place to manage identified risks and hazards. 2.3 Safe Access & Egress <ul style="list-style-type: none"> Construction site is fully isolated and secure with adequate sturdy fencing and signage in place No 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. 2.4 Workers are made aware of sensitivities associated with working in a school environment <ul style="list-style-type: none"> Site induction process in place to communicate hazards and risks of working within and around the construction site to all persons on site (i.e. no talking to students, Police vetting requirements, smoke-free environment, emergency procedures, access and egress, management of deliveries, movement of heavy plant, underground services etc.) 2.5 Consultation between multiple PCBUs <ul style="list-style-type: none"> Before the project commences, agree on how all parties will communicate with each other on H&S matters throughout the project life cycle. This includes, but not limited to; Main Contractor, external Project Manager, School/Principal, Ministry Representatives, external Consultants and subcontractors. 	Hazard and risk registers Site plan Traffic management plan <i>Reference: Health and Safety Management</i> <i>Reference: Ministry Construction Works Isolation Guidelines</i>
3. Critical Risks Understand the H&S risks involved with the project and manage them in terms of priority.	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. A Task Analysis (TA), Safe Work Method Statement (SWMS) or Job Safety Analysis (JSA) should clearly identify those risks, the work methods to be undertaken and the specific control measures to be in place to manage those risks (e.g. working at height and lifting operations) 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)	Hazard and risk register. Documented Safe Work Procedures i.e. Safe Work Method Statement, Task Analysis, Job Safety Analysis. <i>Reference: Ministry Requirements for Asbestos Removal</i>

4. Monitor / Manage Hazards and Risks Plan how hazards will be identified, and risks monitored and controlled throughout the project life cycle.	4.1 Specify the process to monitor and measure the effectiveness of hazards and risk controls. 4.2 Regularly review hazard and risk register to identify any new or changed hazards. 4.3 Regularly review the site hazard board to ensure it is current. 4.4 Conduct regular checks of the project's H&S system i.e. daily visual checks and weekly site inspections with results linked to Toolbox talks or other remedial measures.	Main contractors H&S procedures including a site inspection checklist
5. Hazardous Substances Know what hazardous substances are on the project site.	5.1 Identify the hazardous substances on the project site and the risks associated with the use, handling, and storage of these substances. 5.2 Establish a process for ensuring sub-contractors advise the main contractor of hazardous substances they introduce to the project site. 5.3 Safety data sheets for all hazardous products on site are available.	Hazardous Substances Register.
6. Incident Management Record, report and investigate incidents. Investigate incidents such as injury accidents and near misses. Apply remedial action where necessary and any learnings or changed risk controls	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> 	Incident / Accident register Incident investigation reports Reference: Health and safety incident reporting on Ministry-led construction projects
7. Working with Other PCBU's Establish how consultation and coordination with other PCBU's who share an interest in the same matter (i.e. other contractors and subcontractors, schools, suppliers) will be undertaken.	7.1 Before the project commences identify other PCBU's 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. 7.3 Arrangements may vary between parties. Actions can include, but are not limited to: <ul style="list-style-type: none"> Hold a Prestart meeting at least 2 weeks before the project commences. Regular liaison meetings between the Main Contractor and School Principal – either formal or informal. Regular consultative (toolbox) meetings between all Contractors on site to discuss current risks, issues, tasks, programme of works etc. Project Control Group meetings between Main Contractor, consultants, project managers, designers, engineers, to discuss site activities, hazards and risks, incidents, safety in design etc. Main contractor has specific arrangements to manage and consult with subcontractors and their workers. 	Main contractor procedures PCG or other project meeting minutes Prestart meeting minutes School liaison project meeting minutes Reference: Ministry of Education Fact Sheet 'Consulting with PCBU's'
8. Managing Subcontractors	8.1 Establish arrangements for subcontractors engaged by the main contractor to work safely on site. This should include: <ul style="list-style-type: none"> Subcontractors and their workers are included in site meetings and made aware of the H&S and emergency arrangements Communication arrangements in place for sharing information on existing and new site hazards and the risk controls Note; this includes information about new hazards created by equipment, machines or substances introduced to the site Arrangements for reporting and managing site incidents Subcontractors and their workers are included in the site toolbox meetings or other H&S briefings 	Main contractor procedures PCG or other project meeting minutes Reference: Ministry of Education Fact Sheet 'Consulting with PCBU's'
9. Training and Competency Information, instruction, training and supervision of workers.	9.1 Ensure that persons working within the project site are adequately trained and competent (think industry, site and task level) to undertake the work safely. 9.2 Ensure there is a trained and experienced person to supervise the site at all times. 9.3 Review the training and competency register regularly to reflect all stages of the project.	Training and competency register Toolbox on site meeting notes Reference: Ministry of Education Fact Sheet 'Consulting with PCBU's'

H&S Elements	Detail	Documents
10. Emergency Arrangements	<p>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.</p> <p>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).</p>	<p>Emergency response plan for site</p> <p>Reference:; Ministry Preparing for emergencies, traumatic incidents, evacuations and lockdowns</p>