**HEALTH & SAFETY** (for completion)

Please refer to Section 2.4 of the RFT document for guidance on this section.

Site Specific Safety Plan

|  |  |
| --- | --- |
| 1 | Project name or location |

**Write** project name or location of site.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| 2 | Outline of work being undertaken |

**Write** a brief outline of the scope of work this SSSP relates to.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| 3 | Subcontractors |

**Tick one** – Will you be using subcontractors for any part of your contracted work?

Yes  No

**Write** the **business name** of any subcontractors being used.

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

As evidence of due diligence, retain a copy of your Subcontractor’s SSSP or other agreed evidence before the Subcontractor begins work on this site.

|  |  |
| --- | --- |
| 4 | Significantly Hazardous Activities review |

**Review** this list and **tick** those that are applicable to your activities.

|  |  |
| --- | --- |
| Excavations less than 1.5m deep | Erection / dismantling scaffolds over 3m |
| Structural demolition | Asbestos related activities |
| Structural propping & false-works | Height activities requiring use of harness |
| Crane lifts | Tower crane erection/dismantling |
| Confined space entry | Live electrical work |
| Where tools/materials could fall from height | Work creating, removing or adjacent to penetrations or openings with a fall hazard |
| Generation of silica dust | Generation of wood dust |
| Use of products / machinery requiring spill control | Use of highly toxic, eco-toxic, flammable or explosive products, substances or materials |
| Hot-works, including activities that generate sparks | Lead paint removal or coating |
| MEWP use (any type) | Work over or adjacent to deep water or other fluids |
| Operation of plant & machinery | Exposure to processes, equipment or power tools that create vibration |
| Concrete pumping | Close approach to above or underground services |
| Generation of noise in excess of 85dB | Use of supplied breathing air |
| Direct drive nailgun use | Isolated or lone workers |
| Use of combustion engine in enclosed space | Inexperienced workers or workers of unknown skillset / background |
| Activities or processes that could affect the public or other workers | Activities or processes which could have an environmental impact |
| Activities that create risks to eyes, hands or head | Creation of slip, trip, fall hazards |
| Truck loading and unloading | Work from a swinging-stage or BMU |
| Work undertaken on steep slopes | Use and / or storage of hazardous products, substances or materials |
| Manual handling of heavy or repetitive loads | Other |

**Record** the ticked items in your Hazard / Risk Register.

* Do not record non-significant hazards in the Hazard / Risk Register.
* This list is not exhaustive. You may record other significant hazards that are not on this list.

|  |  |
| --- | --- |
| 5 | Activities Requiring a Safe Work Plan |

The following activities require the development of more detailed safety planning before the activity is begun.

* Do not create the Safe Work Plan until it is needed.
* A Safe Work Plan may be one or a combination of the following – Task Analysis, Job Safety Analysis, Safe Work Method Statement, Permit to Work, Safe Operating Procedure (this last must be made relevant to the site and project) or other methods as agreed with Department of Environment.
* This list is not exhaustive, you may create Safe Work Plans for high risk situations that are not on this list.

**Check** any activities that will require the development of a Safe Work Plan before the activity is begun.

|  |  |
| --- | --- |
| Operation of heavy plant & machinery | Excavations more than 1.5m deep |
| Structural demolition | All asbestos related activities |
| Structural propping & false-works | Height activities requiring use of harness |
| Crane lifts | Tower crane erection/dismantling |
| Confined space entry | Live electrical work |
| Where tools/materials could fall from height | Work creating, removing or adjacent to penetrations or openings with a fall hazard |
| Generation of silica dust | Generation of wood dust |
| Use of products / machinery that require spill control | Use and/or storage of hazardous products, substances or materials |
| Hot-works, including all activities that generate sparks | Other |

|  |  |
| --- | --- |
| 6 | Onsite communications |

How will you be communicating health and safety information and activities to your employees, subcontractors and the Department of Environment?

**Tick** requirements and **write** communications frequency

Project pre-start briefings

|  |
| --- |
|  |

Daily pre-start briefing

|  |
| --- |
|  |

Progress meetings

|  |
| --- |
|  |

Other

|  |
| --- |
|  |

Sub - Contractor Declaration Return Email

**By signing this declaration, you agree to the following:**

1. You will follow the health and safety information contained in this Plan.

2. You will notify The Department of Environment of activities that will require the development of a Safe Work Plan before the activity is begun.

3. You will complete a Job Hazard Analysis (or similar) for high risk or non-routine

activities.

4. You will have an up to date Hazardous Substances Register and Safety Data Sheets onsite, if relevant.

5. You will report all accidents and incidents to the Department of Environment within 24 hours of the incident.

6. Your workers will be trained (or under close supervision) and qualified.

7. You will complete a site/job specific work plan for your work activities.

8. You will carry out regular workplace safety inspections.

9. You will communicate to the primary contractor any specific emergency response requirements that

you may have.

|  |  |
| --- | --- |
| **Signed by the Primary Contractor**  **Date:** |  |

**Signed by Primary Contractor**

***Note: the above signature is considered to be an electronic signature that is appropriate for the purpose of this document***

**ENVIRONMENTAL PLAN (**for completion)

Please refer to Section 2.5 of the RFT document for guidance on this section.

Environmental Plan

|  |  |
| --- | --- |
| 1 | Will vehicles or equipment be refuelled onsite? |

Yes  No

If ‘Yes’, **write** the mitigation method below.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| 2 | Will equipment used with concrete or mortar be washed/cleaned onsite? |

Yes  No

If ‘Yes’, **write** the mitigation method below.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| 3 | Could site run-off enter a drain or waterway? |

Yes  No

If ‘Yes’, **write** the mitigation method below.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| 4 | Could noise levels adversely affect those outside of the site? |

Yes  No

If ‘Yes’, **write** the mitigation method below.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| 5 | Will dust be generated that could adversely affect members of the public or other workers in the vicinity? |

Yes  No

If ‘Yes’, **write** the mitigation method below.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| 6 | Will fumes or smoke be generated that could adversely affect members of the public or other workers in the vicinity? |

Yes  No

If ‘Yes’, **write** the mitigation method below.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| 7 | Will waste material or empty product containers be generated? |

Yes  No

If ‘Yes’, **write** the mitigation method below.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| 8 | How will removal or disturbance of natural vegetation be minimised? |

|  |
| --- |
|  |

|  |  |
| --- | --- |
| 8 | SPREP requires pollution prevention principles and techniques to avoid or minimise adverse impacts on the environment. Please provide mitigation method below |

|  |
| --- |
|  |