



Site Specific Safety Plans (Main Contractor)

Content requirements and checklist

The Ministry needs to ensure that contractors working within school environments are effectively managing hazards and risks arising from the works. It is particularly important that construction hazards are effectively isolated from the school occupants. To provide this assurance it is a requirement that the contractor must provide a Site-Specific Safety Plan (SSSP) that sets out how they will safely manage safety on project.

The SSSP procedures and documents should align with the contractor's overall Health and safety management system and must include the following elements as a minimum.

To confirm that these requirements have been addressed, this form should be submitted together with the SSSP to the Ministry prior to commencement of work to SP.healthandsafety@education.govt.

	Elements	Detail	Verification <i>(e.g. page number where this was referenced in the ARCP, file name of the document submitted, etc.)</i>
1	Project description Details of the project are adequately described	1.1 School name, location, address 1.2 Project scope, descriptive of what the project involves identifying any staged works 1.3 Project milestones 1.4 Safety roles and responsibilities 1.5 Detailed site location plan	
2	Anticipated hazards and risk 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"> • A detailed site isolation plan is available (1) • 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.) 	

<p>3</p>	<p>Critical Risks Understand the critical risks of the project and prioritise them accordingly</p>	<p>3.1 Identify the critical risks arising from your project. Determine what the critical risks are and ensure these are managed as a priority</p> <p>3.2 Safe works methods are specified for critical or high-risk work A task analysis (T/A). Safe works method statement (SWMS) or Job Safety analysis (JSA) should clearly identify these risks, the work method to be undertaken and the specific control measures to be in place to manage these risks (e.g. working a height, or lifting operation)</p> <p>3.3 Determine if Asbestos has been identified prior to commencing work (2)</p> <p>3.4 Notifiable Works have been identified and notified to WorkSafe NZ before commencement (provide details)</p>	
<p>4</p>	<p>Monitor/Manage hazards and risks Plan how hazards will be identified, and risks monitored and controlled throughout the project lifecycle</p>	<p>4.1 Specify the process to monitor and measure the effectiveness of hazards and risk controls</p> <p>4.2 Regularly review hazard and risk register to identify and new or changed hazards</p> <p>4.3 Regularly review the site hazard board to ensure it is current</p> <p>4.4 Conduct regular checks of the projects Health and safety system (i.e. daily and weekly site observations and checks with results linked to daily prestart and toolbox talks or other remediation measures</p>	
<p>5</p>	<p>Hazardous substances Know what hazardous substances are on the project site</p>	<p>5.1 Identify the hazardous substances on the project site and the risks associated with the use, handling and storage of these substances</p> <p>5.2 Establish a process for ensuring sub- contractors advise the main contractor of hazardous substances they introduce to the project site</p> <p>5.3 Safety data sheets for all hazardous products on site are available</p>	
<p>6</p>	<p>Incident management Record, report and investigate incidents.</p>	<p>6.1 Record, report and investigate all incidents. (3)</p> <ul style="list-style-type: none"> • The process of recording, reporting and investigation of all • incidents should demonstrate alignment with Ministry • requirements, reporting notifiable events and notifiable injuries • within 24 hours and all other incidents (near misses and • injuries) within five working days • Reports are required to be sent to: SP.healthandsafety@education.govt 	
<p>7</p>	<p>Working with Other PCBUs</p>	<p>7.1 Before the project commences identify other PCBUs who have a shared or overlapping responsibilities under the HSWA.</p> <p>7.2 Establish agreement on, and document how all parties will consult, cooperate and communicate with each other on health and safety matters throughout the project life cycle. This includes but is not limited to Main contractor, school/principal, ministry representatives, external subcontractors, consultants, and external project managers</p> <p>7.3 Arrangements may vary between parties. Actions can include, but not limited to:</p> <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 or 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 	

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 or other H&S briefings and made aware of the H&S emergency arrangements • Communication arrangements in place for sharing information on existing and new site hazards and risk controls This includes new hazards created by equipment, machines or substances introduced to the site. • Arrangements for reporting and managing site incidents. 	
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	
10	Emergency arrangements	10.1 Site emergency procedures are agreed between the main contractor and the school so that each party is aware of how emergency evacuations will impact each other (4) 10.2 Site emergency plan will identify all possible scenarios, e.g. asbestos found, fire structural collapse, earthquake or threat to school (firearms or bomb threat) (5)	

References and guidance:

1. [Construction-Works-Isolation-Guidelines_Nov2023\[1\].pdf](#)
 2. [Managing asbestos in schools - Ministry of Education](#)
 3. [Health and safety incident reporting on Ministry-led property projects - Ministry of Education](#)
 4. [Prepare for an emergency or traumatic incident - Ministry of Education](#)
 5. [Respond at school to an emergency or traumatic incident - Ministry of Education](#)
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