# Site Specific Safety Plan –

# Add name of site(s)

**Address:** Add address

**Work being carried out by:** Add name of group / groups or individuals involved

**Lead person on site (volunteer):** Name & (contact details)

**Safety Plan compiled by:** Name & (contact details)

**Outline of proposed works:**

|  |
| --- |
| Please complete (expand box as necessary, attach site plans if appropriate) |

**Dates for work on site:** Please complete

**Project approved by (Council Project Manager):** Name (contact details)

**Council site contact person:** Name (contact details)

**Outline any conditions / agreements put in place by Council** e.g. No go areas, specific training or PPE requirements for certain tasks. Council may request an initial site meeting where site specific hazards, such as underground services, will be discussed so that they can be added to the site hazard register.

|  |
| --- |
| To be completed after initial site meeting (expand box as necessary) |

1. **Hazard Register**

A hazard is a condition, practice or process with the potential to cause injury, illness, damage or loss.

The Health and Safety at Work Act (HSWA) 2015 states that you must take all practicable steps to ensure the health and safety of volunteers. Before starting work it is important to walk around the potential work site and identify all the possible risks in the job you will be doing. You should also consider how you will be doing the work and identify risks such as heavy lifting or rotating blades. It is a good idea to do this exercise in a group to ensure you have identified all the risks.

Record the risks and then identify the ways in which you can either eliminate or minimise the risk. These are your controls. E.g. wearing sunscreen and a hat is a control to protect you from ultraviolet radiation.

This exercise is called a risk assessment and results in the generation of a site hazard register. Attached is an example of a hazard register with some typical examples. On the back sheet is a guide on how to generate scores for your risks. The higher the risk score the higher the risk and the more controls you should think of to reduce the risk.

Having completed your hazard register you should keep a copy on site and use it as part of your induction process to ensure all your workers, and any visitors, are made aware of the hazards on the site and the controls that are in place before they enter the work site.

During the works if you identify a hazard that is not listed in the hazard register then please inform your team leader immediately.

Remember if you ever feel unsafe performing a task please stop and contact your team leader.

1. **First Aid**

Please record the names of people who will be on site and hold current first aid certificates and are trained to administer first aid.

|  |  |
| --- | --- |
| **Name** | **Certificate expiry date** |
| Please complete | Please complete |
|  |  |
|  |  |
|  |  |

The first aid kit is located: Please complete

If a serious accident involving a volunteer occurs whilst they are working on Council land then Council has some legal responsibilities. The project should be stopped, emergency services called if needed and the incident reported to the Council site contact person immediately. Minor injuries should also be reported so that, if possible, preventive measures can be put in place to avoid similar injuries in the future

1. **Closest Medical centre to site details**

|  |  |
| --- | --- |
| **Medical Centre name** | Please complete |
| Address | Please complete |
| Phone | Please complete |
| Opening hours | Please complete |

1. **Emergency Response**

**Details of emergency procedure**: (How will people be alerted? Air horn, whistle etc.) Please complete

**Assembly area is located at:** Please complete

**Sound the alarm**

**Call the emergency services by dialling 111**

**Assemble at the assembly area and take the role call**

1. **Tools and equipment**

All equipment must be properly maintained and checked prior to use, to ensure it is in good working order. Power or mechanical tools should only be used by people who are qualified or experienced, have the correct safety equipment (PPE) and you have discussed the use of these tools with your Council contact. Isolating transformers or a residual-current device (RCD) is required when using electrical tools.

List all power/mechanical tools used on this project in the box below, these should also be added to the site hazard register.

|  |  |  |
| --- | --- | --- |
| Type of tool | Name of authorised user | Qualification / experience |
| Please complete | Please complete | Please complete |
|  |  |  |
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1. **Toolbox meeting record**

At the start of each day it is important to ensure that everyone who will be working on the site is aware of the potential hazards on site and the controls that are to be used to reduce the risk. Such “toolbox” meetings are also a good time to organise who will be doing what and give people an opportunity to discuss the day ahead.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Toolbox run by | Topics discussed |
|  |  | Please complete | Please complete |
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1. **Working in the road reserve**

If you are planning to carry out any work or activity that affects the normal operation of the road, footpath or berm, you must submit a Corridor Access Request (CAR) before you start. CAR’s ensure that all work is done safely and complies with national regulations.

Applications must be submitted through Submitica.co.nz

1. **Other contact details on site**

|  |  |
| --- | --- |
| **Name:** | **Phone number:** |
| Please complete | Please complete |
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**When completed please send a copy of this plan to your Council project manager for their approval and keep a copy on the work site, when volunteers are working there.**

**Work should not commence on site until the project has been approved.**

**Please be aware that Council has the right to refuse to approve a volunteer project, on Council owned land, if the risk to health and safety is considered too great or the proposed controls are considered insufficient to manage the hazards.**