

Site Safety Plan – Community Project

Thank you for your contribution!

COUNCIL REPRESENTATIVE						
VOLUNTEER PROJECT LEADER						
PROJECT DESCRIPTION						
Duration	From		To			
Leader signature					Date	
CREW MEMBERS	RESPONSIBILITY					INITIALS
PPE REQUIRED	ASSEMBLY AREA			EMERGENCY NUMBERS:		
				Council: 0800 732 732		
				Police/ fire/ ambulance: 111		
				Worksafe: 0800 030 040		
HAZARDS	CONTROLS (WHO, WHAT AND HOW)					
Please list the hazards that you will encounter during this project (examples can be found on the next page)	Please list how you will control these hazards e.g. training, personal protective equipment (PPE), well maintained gear					
Date						
Review hazards daily: Note – Visual inspection of ALL height safety equipment before work starts.						
Date	Date	Date	Date	Date	Date	Date

EXAMPLE HAZARDS	POTENTIAL CONTROLS
Working at heights using Ladders	Visually inspect equipment daily, correct PPE, Using the ladder as per height safety guidelines i.e. three points of contact and on a level surface, always a two-person job, area to be isolated
Working at heights using Scaffolding	Appropriate training, visually inspecting equipment daily, using only per safety regulations, installed by competent providers, area to be isolated, correct PPE to be worn
Working at heights using elevated work platforms	MEWP/EWP training, visual inspection of equipment daily, correct PPE to be worn, area to be isolated
Working in pits and trenches	Must be notified to worksafe – Requires critical risk plan
Working with Chemicals	Must have appropriate training, Regulations must be adhere to at all times, SDS must be available at all times, appropriate PPE must be worn
Working outside in variable Weather/Temperature	Appropriate clothing, sunscreen, footwear etc.
Working near Traffic	Traffic management plan in place, appropriate signage and barriers to be in place, appropriate PPE to be worn
Working near extreme Noise	Noise monitoring, hearing protection, noise to not exceed maximum standards for workplace noise exposure
Working near Dust and debris	Dust suppression such as water to be used, appropriate PPE to be worn
Working with Machinery such as chainsaws	Only competent and trained users, visual inspection of all machinery daily (must be in well maintained and safe condition), appropriate PPE to be worn, machinery must be used only for intended purpose (see manufacturers guidelines)
Working alone	Management plan should be in place including sign in/out procedures, All workers to have form of communication appropriate to location (satellite if no cell phone signal), All workers to wear appropriate clothing and footwear, Leaders should be aware of approximate location of worker and intended return time, first aid kits and emergency equipment such as locator beacon should be on person at all times
Working near Biological Hazards such as wasps	Leaders should be aware of potential allergies and this should be managed appropriately, appropriate clothing and footwear to be worn at all times, first aid kits should be available, training given to staff on how to manage any stings
Manual handling	Training should be given to staff on the appropriate techniques to lift common items, areas should be cleared before lifting begins, appropriate footwear to be worn, use of a secondary person if required.