



If you have any questions about this procedures sheet contact Auckland Council Stormwater



1. WHAT IS A SITE SPECIFIC SAFETY PLAN?

A Site Specific Safety plan provides a consistent and simple methodology for the identification, establishment and implementation of the risk management process when planning for and carrying out physical works.

2. WHAT IS THE PROCESS FOR DEVELOPING AND IMPLEMENTING A SITE SPECIFIC SAFETY PLAN?

A general overview of the process is as follows:

- a) A risk assessment is to be carried out by Council and Tenderers as part of the Tender process.
- b) The best Tender is accepted.
- c) Contractor develops and submits a Site Specific Safety Plan including Task Analysis and Work Method Statements for acceptance by Council two weeks before starting work.
- d) Site Specific Induction and Safety Plan review carried out with all stakeholders before work starts.
- e) Work Starts.

3. WHEN SHOULD I USE A SITE SPECIFIC SAFETY PLAN?

Site Specific Safety Plans are required on all sites where consultants and contractors perform physical works on behalf of Auckland Council Stormwater (Stormwater). Physical works includes any work involving construction, maintenance or installation of physical infrastructure or equipment and includes temporary installation and operation of site investigation or testing equipment.

4. WHAT IS THE AIM OF A SITE SPECIFIC SAFETY PLAN?

The aim of a Site Specific Safety Plan is to provide a safe environment for contractors, other personnel and the public in / on or around works where physical works are being undertaken.

The development of good quality, site and risk specific safety plans for a contract demonstrates that you understand the requirements of the work, hazards, risks and situations and risk mitigation measures that could or will be encountered.

The Safety Plan must be specific to the work being carried out and should not be a generic plan unless the work is mobile and repetitive and a site-specific plan is not practicable.

5. RISK ASSESSMENT

- Study the project plans, scope of works and any information to determine the type and level of risk relating to hazards that may have the potential to cause harm to people, equipment or the environment.
- Provide the completed Risk Assessment to Stormwater with Tender Documentation.

6. SITE SPECIFIC SAFETY PLANS

- The Site Specific Safety Plan needs to be provided to the Stormwater Representative for acceptance prior to taking possession of the site and work commencing).
- Your Site Specific Safety plan must include information under the following headings:
 - Contract Description.
 - Contract Health and Safety Structure and System.
 - Contract Induction and Training.
 - Safe Work Practices and Procedures, in particular for high risk work Job Safety Analysis and Safe Work Method Statements.
 - Hazard and Environmental Management.
 - Any 'Notification of Particular Hazardous Work' sent to the MBIE (DoL).
 - Safety Inspections.
 - Health and Safety Consultation and Communication.
 - Emergency Procedures.
 - Accident Reporting and Investigation.
 - Health and Performance Monitoring.

7. TIPS

- Identify all risks, controls and required training, competencies, PPE and / or safety equipment and their costing during the Risk Assessment process.
- If you have any questions, contact the Auckland Council Stormwater representative who may be able to help.
- Ensure you have all documentation into Auckland Council Stormwater for approval well before the contract starts. This will allow for any changes prior to work starting.

8. USEFUL LINKS AND INFORMATION

- Auckland Council requires Contractors to develop Site Specific Safety Plans and to manage safety on site to the following standards:
 - Minimum Health and Safety requirements for Physical Works: Document Number HS262.
 - Guidelines for Health and Safety Plan for Physical Works: Document Number HS263.
- There are other industry related documents that may assist including:
 - Ipswich City Council: A Contractors Guide to Work Method Statements. http://www.ipswich.qld.gov.au/business/tenders/supplying_council/
 - Work Method Statements: Guidelines for the Civil Construction Industry. <http://www.safetyrisk.com.au/wp-content/uploads/downloads/2010/12/WMS-Guidelines-Civil-Construction.pdf>
 - Guideline for Service Providers in the Construction Industry: How to Prepare Site-specific Safety management Plans and Safe Work Method Statements. http://www.nswprocurement.com.au/psc/nsw_government_guidelines/ohsms_guidelines.aspx

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For access to this BMP and to find the other BMP information sheets, go to the link below:
www.aucklandcouncil.govt.nz/stormwater

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