

# Subcontractor Site Specific Safety Plan Summary

This summary is to be completed and sent to the Project Manager identified on the attached Subcontractor Acceptance Letter along with the items listed below before undertaking work on any Alexander Construction site.



Subcontractor \_\_\_\_\_

Contract name \_\_\_\_\_

Project location \_\_\_\_\_

Subcontract works \_\_\_\_\_

**Name of your site based safety representative** \_\_\_\_\_

*(This is the person your staff will report to in the event of an emergency)*

Contact phone number \_\_\_\_\_

**Do you have notifiable works associated with your work on this project?**

Yes  No

*Osh has been notified and a copy of the Notice of Hazardous Work is attached*

**Before you begin work we need to know what hazards may be involved. Once you have begun work on site you need to carry out regular site inspections in case your hazards or their controls change. Let us know if this happens. Sub contractors are also included in site inspections carried out by Alexander Construction.**

*A Task Analysis of the planned work has been done and is attached*

*Identified hazards and the way they will be controlled are on the attached Hazard Register*

*The attached Hazard Register includes any hazardous substances you plan to use on site*

**Your site safety representative is required to attend our Tool Box Meetings so they are aware of changes to hazards or PPE required on the site. The date and time for the next meeting will be written on the site hazard board.**

How will you inform your staff of hazards and changes to PPE required on site?

\_\_\_\_\_  
*(Please note: You are required to supply a copy of your Tool Box Meeting minutes to the Project Manager)*

**In the event of an emergency we expect you to follow our Site Emergency Plan. All staff must be inducted to this site so they are aware of our emergency procedures.**

Where will your first aid kit be kept? \_\_\_\_\_

Where will your fire extinguisher be kept? \_\_\_\_\_

Please write the name of any staff member who has been trained to give assistance in the event of an emergency

\_\_\_\_\_  
**You must keep a register of accidents or near misses involving your staff and inform our Site Safety Officer.**

*Blank copies of your Accident/Near Miss forms and Accident Register are attached*

**Your staff must be competent in the work you are undertaking.**

*Relevant staff training records or a completed Training Register is attached*

**Completing this form, ticking the checkboxes and attaching the required site specific forms and registers acknowledges that you have read and understood the above requirements and agree to comply with Alexander Construction's health and safety and emergency procedures for the duration of this project and that failure to do this may result in the cancellation of your contract.**

Full name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_