

Construction Safety Plan

Document site-specific risks, control measures and emergency procedures before work starts. Keep everyone aligned on how to work safely.

Title: _____

Severity: _____ Site: _____

Date / Time: _____ Completed by: _____

Project Information

1 Client name

2 Principal contractor

3 Location

Address or coordinates

4 Project start date

5 Expected completion date

6 Project description

Key Contacts

7 Site manager name *

8 Site manager contact number *

9 Health and safety manager name

10 Health and safety manager contact number

11 Client contact name

12 Client contact number

13 Emergency contact number *

Site Rules

14 Site working hours

15 Site speed limit

16 Minimum PPE requirements *

17 Smoking policy

18 Alcohol and drugs policy

19 Mobile phone policy

20 Visitor arrangements

Site Access and Security

21 Site entry point location

22 Site exit point location

23 Sign in and sign out procedure

24 Security arrangements

25 Delivery arrangements

26 Pedestrian and vehicle segregation

Welfare Facilities

27 Toilets location

28 Washing facilities location

29 Drinking water location

30 Rest area location

31 Drying room location

32 First aid room location

Emergency Procedures

33 Fire alarm location

34 Fire assembly point

35 Fire extinguisher locations

36 First aider names

37 First aid kit locations

38 Nearest hospital

39 Hospital address

40 Emergency evacuation procedure

41 Spill response procedure

Site Hazards

42 Existing site hazards

43 Asbestos present

Yes

No

N/A

44 Asbestos register location

45 Underground services

Yes

No

N/A

46 Underground services details

47 Overhead services

Yes

No

N/A

48 Overhead services details

49 Contaminated land

Yes

No

N/A

50 Contamination details

51 Other significant hazards

High Risk Activities

52 Working at height activities

53 Excavation works

54 Lifting operations

55 Hot works

56 Confined space entry

57 Demolition works

58 Work near live services

Permits Required

59 Hot work permit required

Yes

No

N/A

60 Confined space permit required

Yes

No

N/A

61 Excavation permit required

Yes

No

N/A

62 Electrical permit required

Yes

No

N/A

63 Working at height permit required

Yes

No

N/A

64 Other permits required

65 Permit issuer

Control Measures

66 Traffic management arrangements

67 Fall protection arrangements

68 Exclusion zones

69 Noise and vibration controls

70 Dust suppression measures

71 Manual handling arrangements

Training and Competence

72 Site induction requirements

73 Minimum competency requirements

74 Toolbox talk arrangements

Communication

75 Daily briefing arrangements

76 Notice board location

77 Reporting hazards procedure

78 Reporting accidents procedure

Environmental Controls

79 Waste management arrangements

80 Pollution prevention measures

81 Noise restrictions

82 Working hours restrictions

Monitoring and Review

83 Site inspection frequency

Daily

Weekly

Fortnightly

Monthly

84 Person responsible for inspections

85 Plan review frequency

Weekly

Monthly

Quarterly

As required

Supporting Documents

86 Site layout plan

Attach file here

87 Traffic management plan

Attach file here

88 Emergency plan

Attach file here

89 Risk assessments

Attach file here

90 Other documents

Attach file here

Sign-off

91 Prepared by name *

92 Prepared by signature *

Signature

93 Date *

94 Approved by name

95 Approved by signature

Signature

96 Approval date

97 Additional comments
