

Site safety plan

A plan for one site, written before the first day. Short enough to read in the van, specific enough to mean something.

The law: under the Health and Safety at Work Act 2015 every business (PCBU) must ensure the health and safety of its workers and anyone affected by its work so far as is reasonably practicable (s 36). Where more than one business works on a site, each keeps its own duty and must consult, cooperate and coordinate with the others (s 34). Workers must be engaged on health and safety matters that affect them (ss 58 to 61). Risks are managed in the order set by the General Risk and Workplace Management Regulations 2016: eliminate first, then minimise by substitution, isolation or engineering, then administrative controls, then protective equipment (reg 6). Checked on legislation.govt.nz and worksafe.govt.nz on 9 October 2026. This template is general information, not legal advice.

Site address	_____	Start date and expected finish	_____
Client	_____	Scope of our work	_____
Our business (PCBU) and site contact	_____	Nearest medical centre / hospital	_____
Other businesses on site and their contacts	_____	First aid kit and first aider on site	_____

1. Site rules

- ☐ Everyone is inducted to this plan before starting; sign the register on page 3
- ☐ PPE for this site: _____
- ☐ No work at height, in excavations or on live electrical systems without the control in the hazard register in place
- ☐ Pre-2000 building: no cutting, drilling or sanding of suspect materials until asbestos has been identified or assumed and managed
- ☐ Children, pets and the client kept out of the work area; barriers where needed
- ☐ Incidents, near misses and new hazards reported to the site contact the same day

2. Emergency

EVENT	WHAT WE DO
Serious injury	Call 111. First aid. Preserve the scene until WorkSafe releases it (HSWA s 55). Notify WorkSafe as soon as possible (s 56). Keep the record 5 years (s 57).
Fire	Evacuate to: _____. Call 111. Extinguisher location: _____
Services strike (power, gas, water)	Stop work, isolate if safe, call the network company. Before digging: beforeUdig plans obtained on _____
Severe weather	Secure materials, stop work at height, site contact decides on continuing

3. Communication

- ☐ Toolbox talk at the start of each new stage, and whenever a new hazard or new worker arrives (record on page 4)
- ☐ Client told what areas to keep clear of and when
- ☐ Changes to the hazard register shared with every business on site the same day

Plan prepared by (name, signature)	_____	Reviewed with workers on (date)	_____
Date	_____	Next review	_____

Hazard and risk register

Hazards are things; risks are what they can do to someone. Write both, then the control in the order the regulations set.

#	HAZARD	WHO COULD BE HURT AND HOW	RISK BEFORE (H / M / L)	CONTROL (ELIMINATE, MINIMISE, PPE)	WHO CHECKS	RISK AFTER
1	Working at height (ladders, roof edge, scaffold)	Fall: worker, serious injury	H	Edge protection or scaffold before PPE; harness only where fixed protection is not practicable; ladders for access only		
2	Live electrical	Shock, arc flash: worker, occupants	H	Isolate and lock out; test before touch; licensed worker only		
3	Asbestos (pre-2000 building)	Fibre exposure: everyone on site, long-term illness	H	Assume present until tested; licensed removal for friable material; no dry cutting		
4	Power tools, cutting, grinding	Cuts, eye and hearing damage	M	Guards on; eye and hearing protection; dust extraction		
5	Manual handling	Strain: worker	M	Two-person lift over 25 kg; trolley; deliveries to point of use		
6	Public, client and children	Struck, trip, chemical: third parties	M	Barriers, signage, materials stored out of reach, client briefed		
7						
8						
9						

Rows 1 to 6 are starting points for most trade sites. Delete the ones that do not apply and add the ones that do. A register with a hazard that is not on your site is as useless as one that misses the hazard that is.

Site induction register

NAME	COMPANY	DATE INDUCTED	SIGNATURE

Toolbox talk

Ten minutes, standing up, before the work changes. Write down what was said and who heard it.

Site

Led by

Date and time

Stage of work starting

Talked about

- ☐ Today's tasks and the order they happen in
- ☐ Hazards for this stage and the controls in the register (name them)
- ☐ Other businesses on site today and how we work around each other
- ☐ Anything that went wrong or nearly went wrong since the last talk
- ☐ Questions and suggestions from the team (write them below, they count as worker engagement under HSWA ss 58 to 61)

RAISED BY THE TEAM	ACTION	OWNER

Attended

NAME	SIGNATURE	NAME	SIGNATURE

Across 20,286 publicly posted reviews of NZ electricians, plumbers and painters, clear explanation is praised in 35 to 36% of positive reviews and tidiness in about 15%. A site that is run safely looks run. Clients notice the barriers, the clear floor and the person who explains what is happening.