

Site Safety Plan Overview Template

For Construction Projects

1. Project Information

Project Name	
Location	
Project Manager	
Date	

2. Key Contacts

Name	Role	Phone	Email

3. Emergency Procedures

- Emergency Assembly Point: _____
- Nearest Hospital: _____
- Emergency Contact Number: _____
- Procedure for Reporting Incidents: _____

4. Site Hazards & Controls

Identified Hazard	Control Measures

5. Personal Protective Equipment (PPE)

- Required PPE: _____
- Special Instructions: _____

6. Site Rules & Signage

- Site Access Requirements: _____
- Signage Locations: _____
- Prohibited Actions: _____

7. Training & Inductions

- Induction Required For: _____

- Training Provided: _____
- Record Keeping Location: _____

8. Monitoring & Review

- Inspection Schedule: _____
- Review Frequency: _____
- Responsible Person: _____

This overview serves as a template. All fields should be completed and customized as appropriate for each project.