

# 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.*