

# Site-Specific Safety Management Plan

Project Name: \_\_\_\_\_

Project Location/Address: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

## 1. Project Overview

Description of project scope, duration, and involved parties.

## 2. Key Contacts

Role	Name	Phone	Email
Site Manager			
Safety Officer			
First Aid Contact			

## 3. Risk Assessment Summary

- Identify top site-specific hazards.
- Summarize control measures in place.

## 4. Roles & Responsibilities

- Project Manager: \_\_\_\_\_
- Site Supervisor: \_\_\_\_\_
- Safety Coordinator: \_\_\_\_\_
- All Workers: Follow all safety procedures.

## 5. Emergency Procedures

1. Evacuation routes and assembly points.
2. Location of first aid kits and fire extinguishers.
3. Person responsible for reporting emergencies.

## 6. Site Rules

- PPE Required: \_\_\_\_\_
- Restricted Areas: \_\_\_\_\_
- Prohibited Activities: \_\_\_\_\_

## 7. Subcontractor Management

- Visitor/Contractor induction procedure.
- Responsibility for verification of insurance, qualifications.

## 8. Training & Communication

- Site induction requirements.
- Methods of safety communication.
- Toolbox meeting schedule.

## 9. Incident Reporting & Investigation

- Process for reporting hazards, near-misses, and incidents.
- Investigation and corrective actions procedure.

## 10. Plan Review & Sign-off

This plan should be reviewed and signed by all responsible parties prior to project commencement.

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Signature: Site Manager

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Signature: Safety Officer