

Site Specific Safety Plan

Purpose: The intent of this template is to identify the MINIMUM requirements of a Site Specific Safety Plan (SSSP) for a project or job for all employees.

SSSP Template (minimum requirements):

1. **Scope of Work:** narrative of the project scope associated with your contract including schedule and major project milestones.
2. **Designated On-Site Safety Representative and Competent Persons**
3. **Safety Orientation Program:** process to orient workers to your safety rules and expectations including ongoing toolbox safety talks.
4. **Hazardous Communication Program**
5. **24-hour emergency points of contact**
6. **Site Logistics Plan:** plan shall address student/faculty/staff/public protection, traffic plan, equipment and lay-down areas, site security, tire washing, emergency evacuation muster points, etc.
7. **Min. PPE requirements**
8. **Accident Procedures**
9. **Safety Audit/Inspection Procedures**
10. **Project Clean-Up Plan:** detail how you plan on keeping the workplace clean and free of potential hazards.
11. **Hazard Assessment:** identification of hazards associated with defined project tasks. Please focus on highly hazardous tasks associated with the work (crane picks, scaffolding, confined space, utility shut-downs, hazardous material abatement, hot work, trenching, etc.). See attached JHA for more details.
12. **Projected Start Date:**
13. **Projected End Date:**

Any questions regarding the submission of SSSP may be directed to XXXX (XXXX@okstate.edu).