



### SITE SPECIFIC SAFETY PLAN TEMPLATE

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

- **Scope of work**
  - This includes a narrative of the project scope associated with your contract including schedule and major project milestones
- **Designated on-site safety representative and competent persons**
- **Safety orientation program**
  - This serves to orient workers to your safety rules and expectations and can include ongoing toolbox safety talks.
- **Hazardous Communication Program**
- **24-hour emergency points of contact**
- **Site logistics plan**
  - This portion of the plan must address the protection of students, faculty, staff, and the public in addition to traffic and equipment plans, site security, tire washing, emergency evacuation muster points, etc.
- **Minimum personal protective equipment requirements**
- **Accident procedures**
- **Safety audit/inspection procedures**
- **Project clean-up plan**
  - Provide details on how you plan to keep the workplace clean and free of potential hazards.
- **Hazard assessment**
  - This must include the identification of hazards associated with the defined project tasks. Focus on highly hazardous tasks such as crane picks, scaffolding, work in confined spaces, utility shut-downs, hazardous material abatement, hot work, or trenching. See the Job Hazard Analysis for more details.
- **Projected start date**
- **Projected end date**

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Any questions regarding the submission of an SSSP may be directed to [ohsp@okstate.edu](mailto:ohsp@okstate.edu).