# Site Safety Plan Template For Construction Projects

## 1.0 Policy Purpose & Scope

The purpose of this Site Safety Plan (SSP) is to establish a standardized framework for identifying, assessing, and controlling hazards specific to construction projects undertaken by [Company Name]. This policy applies to all construction sites under the company's control, including all employees, subcontractors, suppliers, and visitors. The core objective is to prevent workplace injuries, illnesses, and fatalities by ensuring that every project has a documented, site-specific safety plan that is reviewed and approved prior to the commencement of work. This SSP serves as the primary document for communicating safety expectations, emergency procedures, and hazard controls to all personnel on site.

## 2.0 Regulatory Context & Compliance

This Site Safety Plan is developed in accordance with the Workers Compensation Act (WCA) and the Occupational Health and Safety Regulation (OHSR) of British Columbia, specifically Part 20 – Construction, Excavation, and Demolition. It also aligns with WorkSafeBC's requirements for prime contractors to establish and maintain a site-specific safety program (OHSR 20.2). Additional compliance considerations include the Canadian Standards Association (CSA) standards for fall protection, scaffolding, and electrical safety, as well as local municipal bylaws regarding noise, dust, and traffic control. The plan ensures that [Company Name] meets its due diligence obligations under the WCA, including the duty to provide a safe work environment, adequate instruction, and proper supervision.

## 3.0 Roles & Responsibilities

**Employer/Management:** The employer is responsible for allocating resources for the development, implementation, and maintenance of the SSP. This includes ensuring that the prime contractor or site supervisor is competent and authorized to enforce the plan. Management must review and approve the SSP before work begins and conduct periodic audits to verify compliance.

**Supervisors:** Site supervisors and forepersons are responsible for implementing the SSP on a daily basis. They must conduct pre-task hazard assessments, ensure that all workers have received site-specific orientation, enforce the use of required personal protective equipment (PPE), and stop any unsafe work immediately. Supervisors must also document all safety meetings, inspections, and incidents.

**Workers:** All workers, including subcontractor employees, have the duty to follow the SSP, use required PPE, report hazards and near misses to their supervisor, and participate in safety training and toolbox talks. Workers have the right to refuse unsafe work without reprisal, as outlined in the WCA.

## 4.0 Program Execution & Procedures

The SSP must be developed prior to the start of any construction activity and updated as site conditions change. The following procedures shall be followed:

1. Hazard Identification & Risk

**Assessment:** A site-specific hazard assessment shall be conducted by the prime contractor or safety officer, identifying all potential hazards (e.g., falls, electrical, confined spaces, heavy equipment, excavation). Controls shall be established using the hierarchy of controls (elimination, substitution, engineering, administrative, PPE).

2.

**Emergency Response Plan:** Each SSP must include a site-specific emergency response plan detailing evacuation routes, assembly points, first aid stations, emergency contact numbers, and procedures for fire, medical emergencies, and severe weather.

3. Orientation & Training: All workers must complete a site-specific orientation before starting work. This includes reviewing the SSP, hazard controls, emergency procedures, and any specific training requirements (e.g., fall protection, WHMIS, confined space entry).

4.

**Daily Safety Meetings:** A daily toolbox talk shall be conducted by the supervisor to review the day's tasks, hazards, and controls. Attendance shall be documented.

5. Inspections & Monitoring: Regular site inspections shall be conducted by the supervisor and joint health and safety committee (if applicable) to verify compliance with the SSP. Any deficiencies shall be corrected immediately and documented.

6.

**Change Management:** If site conditions change (e.g., new subcontractor, altered work scope, weather), the SSP must be reviewed and updated. A formal change request must be approved by the safety officer or project manager.

## 5.0 Review & Recordkeeping

The SSP shall be reviewed at least annually by the joint health and safety committee or safety department, and updated as needed to reflect changes in regulations, work processes, or lessons learned from incidents. Records of all SSP versions, hazard assessments, training attendance, inspection reports, and incident investigations shall be retained for a minimum of three years following project completion. The prime contractor or safety officer is responsible for maintaining these records. Upon project closeout, all SSP documentation shall be archived in the company's safety management system (e.g., SafeDesk) for future reference and audit purposes.