# CONSTRUCTION STAGE HEALTH AND SAFETY PLAN TEMPLATE

**PROJECT NAME: SAMPLE PLAN** 

**COMPANY NAME: SAMPLE SAFETY** 

NAME:

DATE: 3<sup>rd</sup> May 2017

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### INTRODUCTION



#### HOW TO USE THE PLAN

The Construction Stage Health and Safety Plan is the primary management document for health and safety on site. It should be prepared before construction work starts. However, it is a live and dynamic document that will change and grow during the project.

The Construction Stage Health and Safety Plan is developed from the pre-construction information that the Client and the Project Supervisor Design Process (PSDP) provide to you, the Project Supervisor Construction Stage (PSCS). Pre-construction information may include:

•Preliminary Design Stage Health and Safety Plan from the PSDP

•Existing Health and Safety File, including as-built drawings, etc.

•Reports, e.g. Refurbishment/Demolition Asbestos Survey (RDAS).

It is important to save this Construction Stage Health and Safety Plan template to a safe location on your PC or tablet, and to update it on a regular basis. Updates will occur to the risk assessments if changes are made using BeSMART.ie. When using the plan, make sure to re-save it when you make an amendment.

This Construction Stage Health and Safety Plan a 4-step process:

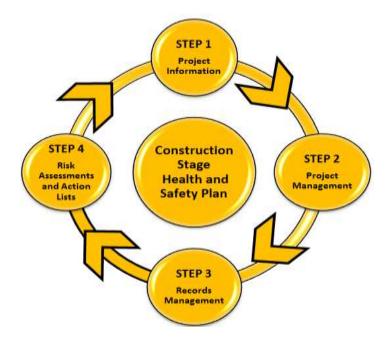


Figure 1: Construction Stage Health and Safety Plan – 4-Step Process

#### **STEP 1 – Project Information**

In this step you input contact details for the various stakeholders, e.g. Client, Designer, PSCS and PSDP, along with other associated information, e.g. safety files, programmes and RDASs.

#### STEP 2 – Project Management

This step will help you manage and run the day-to-day issues on site. Information is provided on particular risks, co-ordination of contractors, statutory inspections and training requirements.

#### STEP 3 – Records Management

This section provides a non-exhaustive index of records that need to be documented and managed on site, and a range of templates and registers to help you complete this work.

#### STEP 4 – Risk Assessments and Action Lists

Risk assessments and action lists will automatically populate in this section if you have used BeSMART.ie to develop your site-specific risk assessments. A competent person(s) must be appointed to ensure that all controls are in place and that action lists are closed out.

#### Notes for Completing the Plan and Managing the Construction Site

The person(s) responsible for developing and maintaining the Construction Stage Health and Safety Plan must ensure that:

•The plan is updated and reviewed so that it contains all relevant information for the work to be undertaken.

- o Competent persons are appointed to oversee and carry out tasks such as:
- o Keeping the plan current
- o Co-ordinating contractors on site
- o Managing records
- o Investigating and reporting accidents

•Specific risks, as listed in Schedule 1 of the Construction Regulations, are identified and measures are put in place to reduce or eliminate the risk from these hazards

•If applicable, the construction site is notified to the Health and Safety Authority (see Step 1.3)

•The plan is made available to all contractors and persons working on or visiting the site

- o Site-specific risk assessments are carried out for work activities
- o Contractors and their sub-contractors have provided:
- o Site-specific safety statements and risk assessments
- o Insurances
- o Method statements where required
- o Relevant statutory forms and certification for plant and machinery
- o Training records
- •Contractors and work activities are co-ordinated and managed

•The construction site is secure and access is monitored.