**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.

# Designated On‐Site Safety Representative and Competent Persons

1. **Safety Orientation Program**: process to orient workers to your safety rules and expectations including ongoing toolbox safety talks.

# Hazardous Communication Program

1. **24‐hour emergency points of contact**
2. **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.

# Min. PPE requirements

1. **Accident Procedures**
2. **Safety Audit/Inspection Procedures**
3. **Project Clean‐Up Plan:** detail how you plan on keeping the workplace clean and free of potential hazards.
4. **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.
5. **Projected Start Date:**
6. **Projected End Date:**

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