



Site Specific Safety Plan Template

Purpose: The intent of this template is to identify the MINIMUM requirements of a Site Specific Safety Plan (SSSP) for any contractor awarded work at Penn State University (PSU). Contractors are encouraged to elaborate and expand upon these requirements.

SSSP Deliverable: The SSSP shall be submitted OPP Contract Administration along with other contract documents. Failure to submit the SSSP will result in a delay of your company's NTP. Please allow up to 5 business days for review. Incomplete plans will not be reviewed. DO NOT SUBMIT your company's safety manual.

SSSP Template (minimum requirements):

PSU reserves the right to request additional information on a project by project basis.

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 your company plans 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.).

Reminder: Upon substantial completion of your project, contractors will be required to submit the following information to the OPP Contractor Safety Coordinator:

1. Total project man-hours worked
2. Total OSHA Recordables on project
3. Total Lost Time Injuries on project

Any questions regarding the submission of SSSP may be directed to Jonathan Risley (jrr26@psu.edu).