

**Project Name**

# **Security Plan**

**Contractor Name**

## INDEX

1. Purpose
2. Security organization
  - 2.1 Security organization chart
  - 2.2 Where to make contact
3. Security cycle of every day
  - 3.1 Security cycle in a day
  - 3.2 Morning gathering
  - 3.3 T.B.O. (Tool box meeting)
  - 3.4 Checking before starting the Work
  - 3.5 Inspection under work (Safety patrol)
  - 3.6 Safety process meeting
  - 3.7 Sort-out before finishing the Work
4. Security cycle of every week
  - 4.1 Weekly safety and Progress meeting
  - 4.2 Security check on week
  - 4.3 Cleaning together
5. Security cycle of every month
  - 5.1 Safety committee
  - 5.2 Safety rally
6. Other security plan
  - 6.1 Education for new comer to Site
  - 6.2 Sign board for stimulating safety mind
7. Security plan at High-place work
8. Security plan of the falling
  - 8.1 Floor opening
  - 8.2 Elevator, Slope, Staircase opening
  - 8.3 Method of retaining materials at high place
9. Security plan of machine-working
10. Security plan for third party
  - 10.1 Interception of third party passage in site
  - 10.2 Interception method
  - 10.3 Guard
11. Security plan of Outside of the Site
  - 11.1 Security plan of Transportation
  - 11.2 Security plan at Entrance of Site

## 1. Purpose

This Security plan was made so that the project will be achieved in a safely prescribed term of works by a prescribed quality.

It provides for the organization to work safely, and the safety information transmission method and the method of managing daily safety are rule. The company which relates to this project, the organization, and the number of men participate in all the safety management described to this plan, and are tried to achieve safety.

## 2. Security organization

### 2.1 Security organization chart

(Omission)

### 2.2 Where to make contact

(Omission)

## 3. Security cycle of every day

### 3.1 Security cycle in a day

No.	Time	Security cycle item
1	7:45-7:55	Morning gathering
2	7:55-8:00	T.B.O. (Tool box meeting)
3	8:00	Starting of the daily work
4	8:00-8:10	Checking before starting the Work
5	10:00-10:15	(Rest)
6	At any time	Inspection under work (Safety patrol)
7	12:00-13:00	Lunch and rest
8	15:00-15:15	(Rest)
9	15:00-15:15	Safety process meeting
10	16:50-16:55	Sort-out before finishing the Work
11	16:55-17:00	Work end TBM
12	17:00	Finish of the daily work

### 3.2 Morning gathering

At the beginning of the daily work, all people who work at the site gather then safety during a day prays to the god and the mind is switched to the time of work from personal time.

Well-knowing to all participant about hazardous location of the content of the entire work, adjustment of daily together works and prohibition are aimed at there.

The progress of Morning gathering is shown below:

- 1) Pray
- 2) Physical exercise
- 3) Transmission of adjustment and instruction (chairperson by safety charge employee and safety person on duty, etc.)
  - a. Announces the safety notes
  - b. Transmission of safety patrol result the day before and instruction of measures
  - c. Hazardous job on that day and explanation of no-go area
  - d. Explanation, traffic movement line, heavy equipment schedule, and guide in parking lot, etc. of the main carrying materials

- e. Explanation of disaster case etc.(at any time)
  - f. Explanation of various event schedules(at any time)
  - g. Introduction of new figure group
- 4) Dissolution  
(Omission)

### 3.3 T.B.O. (Tool box meeting) and dangerous prospect activity

The tool box meeting shall be held on group by group for making the work on the day safety and for conforming the contents and the target of the work. And also safety promotion among participation is aimed.

The content is shown below.

- 1) All workers of the group are made to participate.
- 2) Transmission of content of work
  - a. Requisite qualifications are checked according to work.
  - b. It directs it concisely, and plainly with 5W1H (When, Where, Who, Whom, What, How )
- 3) The report and the adjustment matter, etc. with another occupational category or group are confirmed, and transmitted.
- 4) Execution of dangerous prospect activity
  - a. Work on that day and confirmation of dangerous location
  - b. Check on clothes, protection tool, and physical condition
  - c. Well-known of work chief and conductor on that day, and confirmation of qualification proof carrying, etc.

### 3.4 Checking before starting the Work

The check of the use capital machines on that day is executed before it begins to work and the safety is confirmed to prevent accidents.

The content of the check is classified into the following three.

- 1) Human check: Work clothes, Protection tool, Qualified person, Experience, Health condition, Age, New visitor education
- 2) Material check: Equipment, Machine, Apparatus tool, Environment, Detriment, Slings work wire
- 3) Management check: Report, Well-known of method, Adjustment, between occupational categories content of work, Signal, Sign, Warning

### 3.5 Inspection under work (Safety patrol)

When inspecting it, a work place peripheral in work place (The yard of materials etc. are included).

The point when confirming it as follows is enumerated.

- 1) Object
  - a. Various workers' arrangement and work situations
  - b. Security situation such as equipment machines
  - c. Environment of construction office and site
  - d. Situation of equipment (The security equipment etc. are included) to the third party and disaster measures
  - e. Situation of carried materials, machine, and tools and materials
  - f. Supervising situation for workers by Staff
- 2) The overall safety and health controller's patrol is inspected distinguishing from general check patrol.

- 3) The result of patrol is recorded, and preserved in the document (safety diary etc.).
- 4) The result of patrol is well-known, persisted by making arrangements for the safety process beforehand, and corrected on that day.
- 5) When incompleteness, the defect, and abnormality are found when patrolling it, it is made to correct then and there or the work is discontinued until completing it.

### 3.6 Safety process meeting

Securing the safety of construction and the quality and efficiency is aimed at including the report adjustment between works.

The person present is Site deputy, Site representative of sub-contractor in charge of each construction.

The content of the conference on the process meeting is enumerated as follows.

- 1) Report and correction instruction of safety patrol result
- 2) Grasp and measures of problem by work progress report on that day
- 3) Work schedule for the next day and confirmation of content of work
- 4) Report and adjustment between occupational categories by coexistence work
- 5) Examination of security precaution to danger and harmful work
- 6) Confirmation of site planning to carrying out insertion materials and confirmations of heavy equipment use schedule
- 7) Confirmation of construction progress report(process confirmation)

The result of the safety process meeting shall be transmitted to Sub-contractor and all staff as safety instruction matter.

### 3.7 Sort-out before finishing the Work and Work end TBM

The worker cleans the part where he worked, and prepares for the work on the next day before ending all work. When it is ended, it gathers in the group, the progress condition of the work on the day is confirmed, and the work on the next day is confirmed.

## 4. Security cycle of every week

### 4.1 Weekly safety and Progress meeting

Weekly safety and Progress meeting is held to discuss about the security and work schedule on week. It concretely catches the progress of work during monthly based schedule on the scheme of execution in the flow of the process, clarifies the reflection on the work completion part, the plan for next week, and the policy, and aims at the improvement of the prevention of work accidents by smooth progress of the working line and the coexistence work, etc. and efficiency on the week. A day is on every Monday at 16:00 done in regular meeting.

The content of the conference on the process meeting is enumerated as follows.

- 1) Passage of the day before and the plan
- 2) Work adjustment between each employment by progress report
- 3) The construction schedule of each employment on the week is heard, and adjusted based on our process of planning.

- 4) Well-known according to work in dangerous location
- 5) Well-known of installation or arrangement of temporarily facility and changing safety pass.

#### 4.2 Security check on week

Security check on week is enumerated as follows.

Day	Weekly Security check
Monday	Machine and electric apparatus check day
Tuesday	Check of all temporary housing equipment
Wednesday	Work method check day
Thursday	Check of equipment such as clothes
Friday	Environment check day
Saturday	Integrated check and Cleaning together day
Sunday	(Holiday)

#### 4.3 Cleaning together

Cleaning together shall be held on each Saturday from 16:45 to 17:00 on the participation of all workers at site.

The cleaning at site improves maintenance of the rule in making of not only the beautification of the working environment but also the working environment and safe the place, the improvement of the equipment materials management is improved together, the decrease in an uneasy all actions is improved, and the work efficiency is improved.

The cleaning area is including the vicinity.

### 5. Security cycle of every month

#### 5.1 Safety committee

Content of conference as follows

- 1) Confirmation of construction progress report this month and process confirmation next month
  - a. Explanation of process during month based on work plan
  - b. Explanation of notes on safety according to process
  - c. Confirmation of report and the adjustment matter between each occupational category and executions of adjustment
- 2) Setting of reflection on safety target this month and safety target next month
  - a. Explanation of reflection on safety target this month which depends on main contractor and safety target next month
  - b. Reflection on safety target this month, content of work next month, and explanation of safety target from cooperation company
- 3) Study meeting concerning safety
- 4) Confirmation of event schedule for next month

#### 5.2 Safety rally

A specific day (1<sup>st</sup> of each Month) at 3:00 are provided to uplift the safety mind, and it is engaged the site.

All people (employee, worker of the sub-contractor, and person in charge of the cooperation company safety) are collected and held.

The safety rally is enumerated as follows.

- 1) The overall safety engineer's greeting
- 2) Explanation of outline of construction during month(process explanation)
- 3) Explanation of content of work and safety notes of this month from person in charge of cooperation company site residing
- 4) Safety commendation(commendation of excellent worker)
- 5) Distribution of participation commemorative gift

## 6. Other security plan

### 6.1 Education for new comer to Site

When receiving new coming worker to Site, Education about the rule of Site and Safety information shall be done by the Contractor for prevention of work accidents.

The execution when the new coming worker is educated is enumerated as follows.

- 1) A necessary matter is filled in on the form of prescribed the Contractor.
- 2) New worker employee's possession qualification and health condition are confirmed.
- 3) The state of work, and presence situation of a dangerous location of the site.
- 4) Issue of certificate of new coming worker's education attending a lecture

### 6.2 Sign board for stimulating safety mind

**(Omission)**

## 7. Security plan at High-place work

**(Omission)**

## 8. Security plan of the falling

### 8.1 Floor opening

**(Omission)**

### 8.2 Elevator, Slope, Staircase opening

**(Omission)**

### 8.3 Method of retaining materials at high place

**(Omission)**

## 9. Security plan of machine-working

Mechanical inspection shall be done by the company bringing in the site and report to the Contractor.

The person in charge of the security of the Contractor will check the report of the machine and will issue the certification to allow using it in the site.

The confirmed content is as follows.

- 1) Confirm the report of the machine having a normal function.
- 2) Deliver the acceptance of bringing in certificate after it confirms it, and to identify on the site.

## 10. Security plan for third party

### 10.1 Interception of third party passage in site

**(Omission)**

10.2 Interception method

(Omission)

10.3 Guard

(Omission)

11. Security plan of Outside of the Site

11.1 Security plan of Transportation

(Omission)

11.2 Security plan at Entrance of Site

(Omission)