

Creating an SSSP

🕒 EST. 4 MINUTE READING TIME

Start a new SSSP with the **Create New** button on the [dashboard](#), or go straight to:

- <https://eden.samconsulting.co.nz/apollo/new>

An SSSP is built from a short form and the scope you feed into it. Tell *Apollo* about the site and the people involved, hand it the scope of works, and it drafts the hazards, controls, task analysis, and work programme for you to refine. Your progress is saved automatically as you go - for up to a week - so you can step away and come back to finish later.

The screenshot shows the 'New SSSP' form in the Apollo dashboard. The form is titled 'New SSSP' and has a breadcrumb 'Apollo > New SSSP'. It contains three main sections: 'Link Fergus Job' with a search input containing 'e.g. J-1234' and a search icon; 'Link Domino Quote' with a search input containing 'e.g. Quote #147' and a search icon; and 'Details' with a 'Site Location' input containing 'Search for an address...'. Below the form are 'Reset form' and 'Create SSSP' buttons.

Starting a new SSSP by linking a Fergus job.

Where to Begin

The form opens with two quick ways to seed the SSSP from work you have already done:

- **Link a Fergus job** - search for the job and *Apollo* pulls through what it already knows, including the site address and any files attached to it.
- **Link a Domino quote** - search for a quote (for example `Quote #147`) and its scope and line items seed the SSSP and the Work Breakdown Structure.

If you would rather start from scratch, choose **Enter details manually**, or drop a scope document straight onto the page to begin from a file.

Details

The **Details** section captures the essentials of the plan:

- **Site Location** - the address the work is being carried out at. Linking a Fergus job fills this in for you.
- **Office Location** - the office the job runs out of, chosen from your business locations.
- **Users** - the people responsible on this job: the **Project Manager**, the **Site Foreman**, and the **Safety Manager**, each with a contact phone number.
- **Dates** - the planned **Start Date** and **End Date** for the work.

Meetings


Set how often the on-site safety routines will run. Each cadence can be **None**, **Daily**, **Weekly**, **Fortnightly**, **Monthly**, or **As Needed** :

- **Site Inspections** - a full-site health and safety inspection. Recommended weekly.
- **Toolbox Talks** - the short crew safety catch-up on site. Recommended daily.
- **Task Analysis** - reviewing and updating the task analysis. Recommended as needed.

Scope of Works

This is what steers the whole process. Upload the documents the plan should be based on - a scope document, a marked-up report, photos - and *Apollo* reads them to work out the hazards, tasks, and programme. You can drag files straight onto the page and drop them, and *Apollo* accepts images, PDFs, and common Office, Pages, and OpenDocument files.

Scope of Works



Attach a Scope of Work document.

[+ Upload File](#)

Upload a Scope of Works to steer the H+S process.

Manually write a Scope of Works

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Write a scope of works...

Write out a Scope of works, be as descriptive as possible - include measurements and specific details about the job.

If you linked a Fergus job, you can also use **Auto-generate Scope of Works from Fergus Job** to build the scope from what is already on the job.

Note: generating a scope from a Fergus job runs in the background and takes a few minutes.

Configuration

The **Configuration** section tells *Apollo* what to account for when it drafts the plan. **Automatic Configuration** is on by default and lets the A.I. work these settings out from your scope of works, which suits most jobs.

Configuration

Automatic Configuration

Allows the A.I. to automatically determine the appropriate configuration based on the Scope of Works.

Turn **Automatic Configuration** off when you want to set them yourself:

- **Hazardous Work or Materials** - the job involves higher-risk work such as heights, confined spaces, trenches, electrical, hot work, or demolition.
- **Hazard Board Required** - a hazard board will be displayed on site.
- **Asbestos** - asbestos is present or being worked with.
- **Is Notifiable Works** - the work must be notified to WorkSafe (for example scaffold at or above 5m, or trenches 1.5m or deeper). When this is on you can record the **Worksafe Reference** (for example `ON-abcd1234`).
- **Property will be Occupied During Works** - people will be living in or using the property while work is under way.
- **Works Involve Elderly, Young, or Vulnerable Persons** - extra care is needed for the people around the site.

Creating the SSSP

When you are ready, use the save bar at the bottom of the page to create the SSSP, or reset the form to start over. *Apollo* then prepares the Site Specific Safety Plan and Work Breakdown Structure in the background.

Note: you will land on a **SSSP is being prepared** screen while this happens. It typically takes a few minutes, and you can watch the progress or come back later - the page reloads into the builder once it is ready.