

The SSSP Builder

🕒 EST. 6 MINUTE READING TIME

The builder is where an SSSP takes shape. Once *Apollo* has prepared a plan, selecting it from the [dashboard](#) opens it here, drafted and ready for you to refine. Everything is laid out in one page: the five safety sections, the Work Breakdown Structure, and the site configuration, with a save happening quietly in the background as you work. If several of you open the same SSSP, you edit it together in real time.


An SSSP open in the builder, with the safety sections and Work Breakdown Structure.

At the top you can rename the SSSP, adjust its site address, and open the **Actions** menu (covered under [Editing Details & Deleting](#) below). When you are ready to produce the documents, use **Publish SSSP** in the footer - see [Publishing](#).

The Sections

An SSSP is made up of five sections, each a table you can build up row by row:

- **Hazards** - the hazards on site, their risk **Rating**, the **Controls** in place, and the **Residual** rating once those controls are applied.
- **Hazardous Substances** - substances on site with their quantity, location, storage, class, ratings, and controls.
- **Task Analysis** - each **Task**, the **Hazard** it carries, the **Controls**, and the ratings before and after.
- **Toolbox Meeting Agenda** - the **Topic** and **Detail** for each item to raise at toolbox talks.
- **Pre-start Inspection Checklists** - the checks the crew works through before starting. These are grouped into checklists and sections, and you can add to them with the `Add Check`, `Add Section`, and `Add Checklist` buttons.



Ratings assume the listed controls are in place. Review on site before work begins. [Read More](#)

Use A.I. to produce a summary of this section

<input type="checkbox"/> Hazard	Rating	Controls	Residual
<input type="checkbox"/> Working at heights	High	Use scaffolding or edge protection where practicable. Secure ladders at a 4:1 lean angle and maintain three points of contact. No roof work in high winds or rain.	Medium
<input type="checkbox"/> Electrical hazards	High	Isolate circuits before work and test before touch. Licensed electricians only for electrical work. RCD protection on all temporary supplies.	Low
<input type="checkbox"/> Power tools and plant	High	Guards in place, pre-use inspections, RCD protection, and trained operators only.	Low
<input type="checkbox"/> Slips, trips and falls	Medium	Maintain housekeeping, keep walkways clear, manage leads and cords, and clean spills immediately.	Low
<input type="checkbox"/> Manual handling	Medium	Use mechanical aids where available, team lift heavy or awkward items, and use correct lifting techniques.	Low
<input type="checkbox"/> Dust and airborne particles	Medium	Wear P2 masks when cutting Gib, timber, or handling insulation. Use dust extraction and ventilate work areas.	Low
<input type="checkbox"/> Hazardous substances	Medium	Keep Safety Data Sheets on site, ventilate when using paints/solvents/adhesives, wear PPE per the SDS, and store containers correctly.	Low
<input type="checkbox"/> Falling objects	Medium	Establish exclusion zones below overhead work, wear	Low

Every section can be collapsed with the arrow beside its heading, shows a count of how many items it holds, and carries a **Notes / Assumptions / Description** field for any context the reader should be aware of. Ratings run on a five-level scale - **Very Low**, **Low**, **Medium**, **High**, and **Critical** - colour-coded from green through to red so risk is easy to read at a glance.

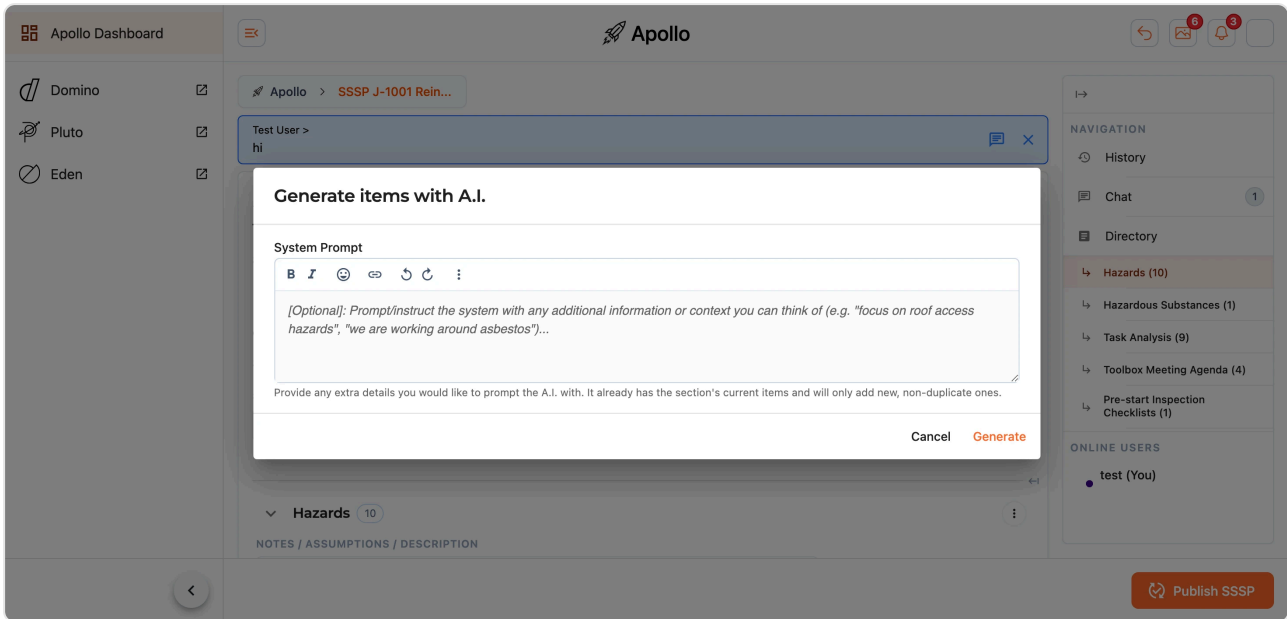
Working With Items

Each row can be reordered, duplicated, or removed from its own menu, and rows can be dragged to reorder them. Tick the checkboxes to select several rows at once, then use the floating action button that appears to delete the whole selection in one go.

The \ddots menu on each section heading gathers the section-wide actions: generating items with A.I. (below), selecting or deselecting every item, resetting the column widths, and deleting the items in that section.

Generating With A.I.

Any section can be filled out - or topped up - by *Apollo*. Choose **Generate items with A.I.** from the section menu (an empty section also offers a **Generate with A.I.** button) to open the generator.



You can add an optional **System Prompt** to steer it - for example `focus on roof access hazards` or `we are working around asbestos` - then choose `Generate`. *Apollo* already has the section's current items and the scope of works to work from, and only adds new, non-duplicate items.

Note: the suggestions are a starting point, not the finished plan. Always read through what *Apollo* adds and adjust it to the job in front of you.

Work Breakdown Structure

Beneath the safety sections sits the **Work Breakdown Structure** - the ordered programme of work behind the job. It works like the other sections, with its own count and its own **Notes / Assumptions / Description** field for the assumptions, exclusions, and dependencies behind the programme. Tasks can be nested under one another by dragging them, so the structure of the job reads clearly on the finished schedule.

▼ **Work Breakdown Structure** 2
⋮

NOTES / ASSUMPTIONS / DESCRIPTION

Notes, assumptions and dependencies the customer should be aware of...

Use A.I. to produce a summary of this section

Assumptions, exclusions and dependencies behind the programme.

<input type="checkbox"/>	Task	Description	Key Trade	Days	Start Date	Crit.	
⋮ <input type="checkbox"/>	1	Painting	Key Trade	1	19/07/202 📅	<input checked="" type="checkbox"/>	⋮
⋮ <input type="checkbox"/>	↳ 1.1	Description	Key Trade	Days	DD/MM/YYYY 📅	<input type="checkbox"/>	⋮

+ Add Task


Configuration

The **Configuration** section at the foot of the builder holds the site-wide details that appear across the finished documents:

- **First Aid Location** - where the first aid kit is kept and where to go for help.

- **Evacuation Instructions** - the escape routes, assembly point, and who takes the roll call.
- **PPE Requirements** - the minimum PPE for anyone on site, plus any task-specific additions.
- **Emergency Plan** - the immediate steps after an incident and who coordinates them.

Below these are the site flags - **Hazard board on site**, **Property occupied during works**, **Vulnerable persons on site**, and **WorkSafe notifiable works** (with its **WorkSafe Notifiable Reference**) - along with the meeting cadences you set when creating the SSSP.



First Aid Location

Site office

Where the first aid kit is kept and where to go for help.

EVACUATION INSTRUCTIONS

Leave via the nearest safe exit and assemble at the front gate. The site [Read More](#)

How people leave the site in an emergency and where they gather.

PPE REQUIREMENTS

Hi-vis vest, steel-cap boots, and hard hat as a minimum, plus gloves and eye [Read More](#)

The minimum PPE for anyone on site, plus any task-specific additions.

EMERGENCY PLAN

Make the area safe, call 111 if anyone is hurt, apply first aid, and notify the site [Read More](#)

What happens after an incident - immediate steps and who coordinates.

Hazard board on site

Property occupied during works

Emergency Locations

Record the nearest **Medical Centre** and **Hospital** for the site. If you have set a site address, you can let *Apollo* fill each one in for you with the **Find nearest medical centre** and **Find nearest hospital** links rather than searching by hand.

People


Confirm the **Project Manager**, **Site Foreman**, and **Safety Manager** for the job, each with a contact phone number, so the crew knows who to call.


Working Together


An SSSP can be edited by several people at once, and the builder keeps everyone in step. A drawer down the right-hand side lists who is currently viewing the plan, gives you a directory to jump straight to any section, and holds the history and comments.


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NAVIGATION


-  History


-  Chat 1


-  Directory

-  **Hazards (10)**

-  Hazardous Substances (1)

-  Task Analysis (9)

-  Toolbox Meeting Agenda (4)

-  Pre-start Inspection Checklists (1)

ONLINE USERS

test (You)



You can leave a comment on individual fields to raise a query or note a decision, and others can reply, react, or acknowledge it to sign off that they have read it. When someone adds a comment, a banner appears at the top of the builder so it is not missed.

History

Apollo keeps a running history of changes to the SSSP. Open it from the **History** (🕒) button in the drawer to review earlier versions and, if you need to, restore one.

Editing Details & Deleting

The **Actions** menu in the title bar gathers the whole-SSSP tasks:

- **Edit Details** - change the title, source, site location, and linked Domino quote.
- **Fullscreen** - give the builder the whole screen.
- **Reset Column Widths** - return every table to its default column layout.
- **Clear All Items** - empty every section and the Work Breakdown Structure.
- **Delete SSSP** - remove the SSSP altogether.

Note: **Clear All Items** and **Delete SSSP** cannot be undone. If you are unsure, restore an earlier version from the history rather than clearing, and reach out to support@samconsulting.co.nz if you need a hand.