PROJECT SAFETY PLAN TEMPLATE

Project <name>

Using this Project Safety Plan Template

This template is designed as a guide to assist Tetra Pak TS/PS project managers and safety responsible to implement robust OHS controls during the design, planning, implementation and commissioning phases of a project.

- Black text: This is a mandatory component of the project safety plan. You may change the detail of the wording but not the spirit of the content
- Red text: This is where you should insert project specifics
- Blue text: This is examples of optional guidance, you can choose to keep these, add your own or modify as appropriate.
- Delete instructions and any section or text that is not applicable to your project

Template Start

Tetra Pak Project Safety Plan

< Name>

<Project Number>

<Project Name>

Confidentiality:

Information and documentation relating to Tetra Pak management system, work practices and procedures is commercially sensitive and confidential between Tetra Pak and < Name>. It is to be used only in relation to this contract and is not to be divulged to third parties without the express written approval of the Tetra Pak Cluster Leader.

Approval and Distribution

The project safety plan shall incorporate list of key people who need to authorise the plan or to whom it should be issued

For Example

This project safety plan has been approved by:		
Tetra Pak Project Manager	<Name & contact details>	<Date>
Project Safety Officer	<Name & contact details>	<Date>
Representative	<Name & contact details>	<Date>

Issue to list	Holder
3	Tetra Pak Site Manager <Name & contact details>
4	Civil Works Subcontractor < Name & contact details>
5	Mechanical Works Subcontractor < Name & contact details>
6	Electrical and Automation Subcontractor < Name & contact details>
7	Project Manager < Name & contact details>
8	**SITE FILE COPY** – Held in Tetra Pak site office/permit office
TBC	Additional holders to be confirmed

*Any amendments to this version of this Project Safety Plan will result in a reissue of a complete updated version to all holders listed above. An electronic copy of the Project Safety Plan will be issued apart from the **Site File** copy noted above.*

Project safety Plan Contents **(These subjects shall be covered in your 'Project safety plan')**

1. Introduction & OHS Policy

Tetra Pak Project Management of OHS

This **Project safety Plan** is intended to set out how Tetra Pak will manage Health and Safety on Project <insert project name>.

This plan refers to further documentation such as procedures and forms.

Tetra Pak expects from its sub-contractors and their sub contractors that they will respect the requirements and agreements as they are stated in this document and that they will implement them unchanged in their own Safety Plan during the execution of the project.

Before the project activities on site start, agreement is reached with the parties concerned about the content of the Project Safety Plan. At the start of a project and during the installation, the Project Safety Plan is the formal document in which agreements are laid down concerning the implementation occupational health safety and hygiene. The Project Safety Plan will be made available to all concerned parties.

The Project Safety Plan is a dynamic document. If significant changes occur during the life of the project, it will be updated and reissued.

Tetra Pak Health & Safety Policy

<Paste the current local OHS policy statement here, or attach as an annex>

2. Project details

Scope of Project

This project works consist of: <Insert simple description of project>

For example:

- The construction of a new filling line with associated plant and building items.

The overview of the work is:

- The work period is from a start on site on <Date> to a handover of the plant <Date>. The timeline and sequence of construction is given on the project programme, refer to separate document.
- The layout of the project is shown on the project layout drawing (Reference number TP-10012015) which sets out the location of the project working area, access points, parking, lay down areas, site welfare facilities, traffic routes, loading zones, permit office and evacuation areas.

3. Project OHS Objectives

The Health and Safety Objectives for this project are:

- Deliver the project to completion with **ZERO accidents and work related incidents**
- To meet all requirements and obligations under Health and Safety legislation and all associated regulations

Examples of additional OHS objectives

- To provide a safe working environment for all personnel working on, or associated with this project. This includes Tetra Pak staff and contractors including sub-contractors, Customer staff, other contractors and visitors
- Actively promote safe work practices among all Employees, Contractors and visitors
- To ensure all hazards are identified and controlled
- To successfully implement the Customer Project Health and Safety Standards

4. Works Tasks

The following tasks are expected to complete the project works:

<Insert list of major tasks to be undertaken>

For Example: **This list is intended to give an overview and as such does not contain every task that will be undertaken on this project**

Task Detail	Who responsible
Civil engineering (Building work fabrication, carpentry, excavation and drainage)	<Name of TP responsible or contract company >
Concrete installation	
TIG Welding of stainless steel	
Stick/MIG/TIG Welding of carbon steel	
Cutting/grinding/drilling of carbon and stainless steel	
Erecting and dismantling of scaffolding	
Use of cranes and heavy lifting equipment	
Installation of new vessels, machines, electrical and process plant items, platforms and decks	
Installation and connection of power and control cables (415VAC, 24VDC, 24VAC)	
Installation of service and process pipelines (steam, water, compressed air)	
Commissioning activities (to be controlled in a separate commissioning plan, which will be completed and approved later, prior to commencement of commissioning activities)	

5. Control of project work areas

The controlled areas will be agreed and defined on a project layout drawing and updated as required throughout the term of the project.

For example:

Tetra Pak Controlled areas

- Handover of the controlled area to Tetra Pak will take place as required after documented authorisation
- The areas under the control of Tetra Pak will be designated as a construction area and will have a physical barrier and signage to separate it from the rest of the factory/site
- Entry into this zone will be restricted and authorisation prior to entry is required from Tetra Pak
- Tetra Pak will have a physical presence on site from the start of work on site. (Note: - This does / does not include all the civil works that will commence prior to the plant installation)
- All activities carried out in the Tetra Pak controlled area will be coordinated and planned by Tetra Pak Project Management

Return of the controlled area to the Customer will take place on completion of plant commissioning.

Temporary Handover of Areas

Sections of the controlled area may be temporarily handed back to the Customer to allow separate activities to take place.

- These shall have a physical barrier and signage to separate them from the rest of the controlled area
- The person in control shall then be the Customer for the duration of the temporary handover
- Exact details of the timing and procedures required will be established on a case by case basis

Customer Controlled Areas

All areas outside of the controlled area are under the Customer's control.

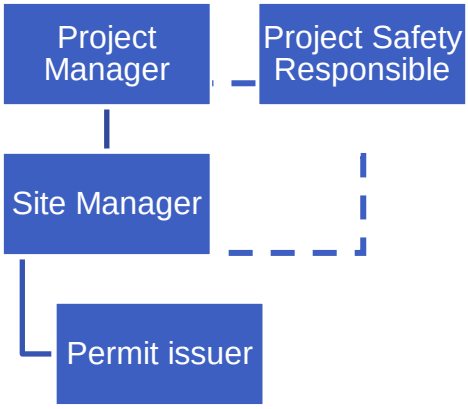
All work outside the controlled area is to be undertaken under the Customer's safe work procedures.

6. Project Personnel and Roles & Responsibilities

Project Organisation

Refer to issue and distribution list at the beginning of this plan for a list of key personnel and their contact details

<Insert Organogram of the project OHS organisation>



Note: These are examples of roles only. For small projects the site manager may also be the permit issuer or the Project Manager may also be the Project Safety Responsible.

Roles and responsibilities for the project are defined as follows:

Tetra Pak Project Manager

<Insert name> has been appointed as Tetra Pak Project Manager. With respect to OHS his key functions include:

- Ensuring compliance with all project safety and legal requirements
- Ensuring the Project Safety Plan (SSSP) is prepared
- Ensuring project OHS performance through inspection and auditing
- Ensuring a competent project work force and sub-contractors
- Stopping work in the event of unsafe situations or the repeated unsafe actions of Tetra Pak or the subcontractors' employees.

Tetra Pak Site Manager

<Insert name> has been appointed as Tetra Pak Site Manager.

When the Site Manager is not on site his duties are delegated to <Insert name>

With respect to OHS his key functions include:

- Complying with all project safety and legal requirements
- Ensuring the Tetra Pak Project Safety Plan and management procedures are established and effective.
- Reviewing the initial preparation of the Site Specific Safety Plan (SSSP) as well as any updates
- Auditing the Project OHS System
- Providing information for the weekly/monthly OHS meeting
- Ensuring that all site workers and visitors receive adequate induction and ongoing information regarding the project safety requirements
- Stopping work in the event of unsafe situations or the repeated unsafe actions of Tetra Pak or the subcontractors' employees.

<Insert name and details of any additional roles with OHS responsibility>

For example: Additional roles may include:

Project Safety Responsible

Key functions include:

- Assisting the Tetra Pak Project Manager to prepare any updates to the 'Project safety plan'
- Systematically identifying new and existing hazards to employees at work
- Regularly assessing each hazard identified to determine if it is a significant hazard
- Ensuring that all practicable steps are taken to eliminate hazards
- Where it is not practicable to eliminate hazards to isolate them from employees,
- Where hazards cannot be eliminated or isolated ensure employees are provided with protective equipment so as to minimise the likelihood of harm.
- Regularly inspecting the project work area to ensure safe working conditions, and safe working procedures are being maintained
- Conducting safety inductions
- Ensuring training requirements for the project workforce have been met
- Providing safety training to Tetra Pak employees by way of communication meetings
- Review of Tetra Pak and other Contractor's Work Method Statements
- Reporting and investigating incidents
- Validating Risk Assessments as required
- Acting as an authorised Permit Issuer
- Conducting daily Permit checks to ensure they reflect the activities being carried out

- Ensuring subcontractor safety plans and associated documentation are reviewed and approved
- Completing Monthly Reporting
- The Tetra Pak Safety Responsible will be on site while project work is being undertaken.

Works Supervisors

Works Supervisor(s) key functions with respect to Health and Safety include:

- Carrying out hazard identification and control
- Completing **Task Risk Assessments** for the work
- Brief workers on the hazards identified and the hazard controls required.
- Checking health and safety compliance by personnel under their control
- Leading toolbox meetings and taking notes
- Reporting accidents
- Attending health and safety co-ordination meetings as required
- Promoting positive health and safety attitudes, and leading by example
- Acting as an authorised Permit Issuer

The number of supervisors and the size of the work crew they are responsible for will fluctuate through the course of the project.

7. Communication and Safety Information

Tetra Pak shall provide safety information to its employees and sub-contractors. This information shall be provided in a form and manner that the workers on site are reasonably likely to understand. This information shall be provided on an ongoing basis.

Methods of communication

OHS information will be provided for this project as follows.

<Insert details of how OHS information will be communicated>

For example:

- Initially the Tetra Pak Project Induction will be used to provide the information required for emergency procedures and other site rules and provide details of where further information on site will be displayed.
- As the project proceeds any additional information will be provided to the subcontractors by Tetra Pak for inclusion in the subcontractor's regular toolbox meetings to ensure their employees and contractors are kept informed.

- Signage and notices shall also be utilised
- Planned work by other contractors or the customer, is to be discussed at regular project co-ordination meetings between Tetra Pak and sub-contractors representatives.
- A safety notice board will be set up at the entrance to the project construction zone

Safety Information

<Insert details of what safety information will be communicated>

For example:

The information to be displayed on this notice board is:

- A copy of the Tetra Pak emergency plan that sets out what an individual is required to do in the event of an emergency
- A list of First Aiders on site
- Contact details for the key personnel on site
- Toolbox or other safety meeting minutes.
- Emergency plans and other emergency contact information
- Other appropriate additional safety information as the project proceeds

Site Signage

Signage shall be erected to manage visitors and deliveries to the site. (Including location of office, stores, parking, evacuation areas, and PPE requirements).

These OHS Meetings will be planned

Daily pre start meetings

The Project Manager/Site Manager is responsible for arranging daily pre start meetings which will be brief and shall held at the start of the day/shift to review the day's activities.

These meetings shall be attended by all persons under their control and will be documented

The following are examples of topics that may be covered:

- The works that are planned for that day.
- The main hazards and control measures for those works
- Weather conditions for the day and how this may affect activities.
- Special attention will be given to the site cleanliness i.e. housekeeping. If it is identified, by the OHS Coordinator or Site Manager that the site is not suitable for work to

commence, no work will be permitted until such time as the site is in an acceptable condition.

- These meetings provide another forum to discuss safety and raise any concerns.

Weekly/Monthly OHS Review meetings

Depending upon the length and complexity of the project, periodic OHS review meetings will be implemented

OHS review meetings will be attended where possible by the Project Manager, Site manager, OHS Responsible and Customer and Contractor representatives.

The following are examples of topics that may shall be covered:

- OHS performance against identified goals, objectives.
- Review of any recent incidents.
- Review of any open actions.
- Review of any concerns raised by any party.
- Review of any training needs.
- Review of risk management for upcoming works.
- Review/Update the Project Safety Plan
- A tour of the project area should be conducted as part of the meeting.

<Insert details of what other OHS meetings will be held>

For example:

Tool Box Meetings

The purpose of these meetings is to brief the work crew on the task to be done as well as the hazards and required controls.

- They provide opportunity for worker involvement in the risk management.
- These may take place with the whole work crew or an individual.
- Attendance at these meetings shall be recorded.

Project Safety documentation

Understanding of Information

Tetra Pak is mindful of the literacy and language issues that exist within the construction industry as a whole and shall take this into account when providing safety information to its employees and contractors.

The aim of the following guidelines is to ensure that workers on site are reasonably likely to understand the information provided:

- Information shall be provided in a simple clear and concise manner
- The use of layman's language is preferable
- Visual formats are more universally understood
- Workers who do not have a sufficient level of literacy or language shall be assisted by someone so they can understand the information provided

Project safety documentation used on this project consists of

- Standard Tetra Pak documentation
- Customer documentation
- Regulatory and Statutory Reporting Documentation

Project safety documentation is kept in the Tetra Pak site office, and is available for inspection.

<Insert details of safety records that will be compiled during the project>

For example:

Safety Records

- Employee competency/training records
- Sub-contractor competency/training records
- Safety Induction Records
- Current status of work equipment, tools, safety equipment etc… including registers
- Personnel on site and hours worked
- Visitors to site

Hazard Management and Risk Assessment

- Project Hazard Register
- Risk Assessments and Permit's
- Hazardous substances, MSDS sheets

OHS Incident Records (including near misses)

- Accident register
- Accident Investigations
- Corrective and preventative actions

- Statistics

Procedures

- Emergency Procedures
- Work method statements

Meeting and Inspection Records

- Safety Meeting Minutes
- Pre Work/Toolbox Meeting Attendance Records
- Site Inspection Records
- Safety Audit findings and correspondence

Internal Reports

- Monthly Safety Reports

Statutory Reports & Correspondence

- Notifiable Work Notices
- Correspondence (to and from)
- Serious Harm Notification

8. Risk Assessment

See 'Working at Customer Sites Risk Assessment Procedure' for details of how hazards are identified and risks managed during the project.

Site Specific Hazards

These are hazards will have an impact on a wider section of people in addition to those conducting a specific task on site. Examples could be as site traffic hazards, hazards created by other contractors that impact on others or hazards caused by the interaction of different contractors operations.

To ensure that everyone is aware of these hazards and controls that are in place the following procedures will be used

- The Customer will provide Tetra Pak with a list of general hazards and Tetra Pak will post them on the site safety notice board.
- The Tetra Pak Safety Induction will be used to provide information on these general hazards in the first instance.
- The Customer will provide updates to Tetra Pak of these general hazards as required and Tetra Pak will also post these on the site safety notice board.

- Tetra Pak will provide to sub-contractors updates of these general hazards so they can be discussed at daily prestart meetings.
- Tetra Pak will inform the Customer of any new general Hazards noticed by Tetra Pak or its contractors

9. Safe Systems of Work - SSOW (Where relevant)

SSOW may be required for high risk activities to give details of how to manage working with a specific hazard e.g. 'Working in confined spaces'.

Where Tetra Pak has defined a SSOW these will be used.

SSOW will be prepared in advance of arriving on site by each work group. For subcontractors the SSOW shall be submitted as part of the submission of the subcontractor's safety plan.

Tetra Pak will review the SSOW prior to commencement of the Project work on site.

Safe Systems of Work will be available to the Customer for auditing.

The following list is a guideline for tasks that may require a SSOW:

- Confined space working
- Hot work (welding, burning, grinding)
- Working at height
- Working with Live electrical components
- Excavations

10. HAZOP (where relevant)

A HAZOP (Hazard and operability study) is a systematic examination of the design and operation of an item of equipment or piece of plant. The HAZOP is used to identify the hazards (risks) created by the combination of the design, layout, location or operation of the plant concerned.

The Project Manager will decide if a HAZOP is required for the project.

Example of considerations If a HAZOP is required.

Tetra Pak Project Manager shall ensure a HAZOP is carried out for the contract prior to the installation phase, in accordance with the following:

- The HAZOP study shall be carried out by competent persons

- The HAZOP study shall ensure any regulations or standards containing requirements regarding risk assessments are complied with
- The HAZOP study shall be recorded.
- All actions and specific safeguards required by the HAZOP shall be checked and confirmed as being complete before the plant item is put into service
- The HAZOP study should be carried by an interdisciplinary specialist team
- The HAZOP study shall involve The Customer (or Customer's representative) representatives as the intended operators of the plant

Tetra Pak shall ensure a HAZOP provides control methods for the identified risks by a combination of various features of the design, layout or operation of the plant concerned, including the following:

- Plant layout—open-air structural designs to aid ventilation, separation or isolation of hazardous areas via physical restrictions or buffer zones, appropriate slope and drainage for containment or dispersal, etc.
- Protective systems—including fire protection, barricades and guarding, appropriate ventilation, operation and process monitoring, emergency disposal, containment or recovery systems, etc.
- Administrative safety controls—entry restrictions for access areas, work permit systems, work procedures, lock-out/tag-out and isolation procedures, etc.
- Operating procedures—appropriate control of process conditions (e.g. temperature, pressure, flow rates, etc) during start-up, shut-down, normal running, stand-by.
- Specialized training—operations, maintenance, materials and emergency response, etc.
- Allowance for deliberate fluid release during relief valve discharge, blow-downs, cleaning, sampling, maintenance, etc.
- Other appropriate controls.

11. Housekeeping and waste disposal

In the absence of a Customer strategy for housekeeping and waste disposal, Tetra Pak and its sub contractors will be develop a strategy where the responsibility for housekeeping and waste disposal.

Tetra Pak and its sub-contractors will be responsible for their work areas. This will be assessed daily by Tetra Pak personnel or the sub-contractor and improvements identified and actioned immediately.

Example of items to be considered:

- Waste disposal
- Bin Positioning
- Storage of tools and equipment

- Trip or slip hazards
- Trailing cables
- Cleanliness of work area
- Access and egress
- Site Facilities

12. Permits to Work

See working at sites 'Permit to Work Procedure' for details of how permits are to be used to deliver safe working practices for high risk activities.

<Insert details of works that will a 'Permit to Work' during the project>

The following works are examples of Critical Tasks that may require a Permit to Work.

- All work outside the controlled area
- Demolition
- Penetrations in or into existing structures or services
- Excavations - other than horticultural works under 300mm
- Confined space entry
- Work at height where there is a potential fall of >2m.
- Lifting of personnel
- Lifting of any item of plant using a crane
- Lifting over occupied areas
- Where the task has the potential to release stored energy
- Hot work – Welding, gas torch cutting, grinding
- Erection, alteration, or dismantling of suspended and engineered scaffold
- Use of a radiation source (i.e. non destructive testing)
- All work on the fire systems and any detection, protection or monitoring systems
- Working on live services
- Use of supplied air for breathing
- Use of Powder Actuated Tools
- Asbestos removal
- Use of explosives
- Commissioning – First start of a service

13. Inspections and audits

Post installation inspection

A post installation safety inspection shall take place. This inspection is used to identify if there any additional hazards created by the combination of the layout, location or operation of the plant that have not already been identified and controlled.

The Tetra Pak Project Manager and Tetra Pak Project Safety Responsible shall co-ordinate the timing and details of this process.

Pre commissioning inspection

A pre-commissioning inspection shall take place before any operation.

A pre commissioning inspection may include

For Example:

- Checking that the installation of the plant is in accordance with the design drawings and specifications
- An inspection of all controls and safety devices, supports, tightness of joints, and other features required to ensure satisfactory operation
- Testing of instrumentation required for the safe operation of the plant
- Testing of alarms and emergency shutdowns
- Testing of all pressure-limiting devices, relief valves, pressure regulators, and control equipment for:
    - (a) good mechanical condition;
    - (b) adequate capacity, effectiveness and reliability for operation in the service for which they are employed;
    - (c) function at the correct pressure, temperature or flow; and
    - (d) proper location and installation, free from foreign materials, or other conditions that may prevent proper operation.

Other OHS inspections and audits

OHS inspections shall be frequently undertaken during the installation and commissioning phases.

Inspections can be carried by any competent employee including sub-contractors personnel and should be brief (20 to 30 minutes) but effective in monitoring OHS working practices.

Examples of :

Inspections should look to identify unsafe conditions, such as poor housekeeping that creates slip and trip hazards and unsafe actions, such as working at height on a scaffold without appropriate fall protection.

Permit Sample review

At least one Permit shall be reviewed on site on a daily basis and notes made of the findings of the review.

Risk assessment/work method statement audit

A current Risk Assessment and Work Method Statement from a sub-contractor shall be selected and reviewed comparing to the **'as done'** work activity.

Monthly system audit

Each contractor's management of OHS on site shall be audited on a monthly basis. The Tetra Pak Project Safety Responsible shall carry out these audits.

The findings of these audits shall be forwarded to the appropriate Tetra Pak employee and sub-contractor with a date noted for the completion of any remedial items found.

External Safety Audits

In addition to the internal monthly review of the Project Safety Plan the services of an external resource will be used to audit the management of OHS on the project. This may be for example an external consultant or the Tetra Pak Cluster Safety lead.

14. Commissioning

Commissioning is the process of testing and initial operation by the plant installers to ensure an item of plant is able to be operated in its intended function in accordance with the operation manual(s) and procedures. Commissioning commences following installation of this plant, and continues until handover of the plant.

Prior to commencement of commissioning, the Tetra Pak Project Manager in collaboration with the Customer, will prepare a detailed commissioning plan, identifying hazards that may be created as a result of specific commissioning tasks, and how these hazards will be controlled.

The plant shall be initially operated in a manner that allows the commissioning process to safely check that all parts of the system function correctly and in accordance with the manufacturer's recommendations.

For example:

The commissioning plan shall provide control methods for the identified hazards by a combination of the following:

- Isolate and De-energise whenever practicable to test/adjust or work on plant.
- Designated personnel to carry out work
- Manufacturers recommendations to be followed
- Safely catch/contain fluids produced or divert/isolate persons from exposure
- Restrain loose fittings/ends
- Isolate persons from moving parts/energy sources whenever practicable or train personal in controls to be used
- Inform others of work and safety controls as required by stages of commissioning
- Other appropriate controls
- All commissioning shall be carried out by competent persons
- Commissioning of the item of plant shall not start until a documented inspection has been completed and signed off

15. Notifiable Work

The Tetra Pak Project Manager is responsible for notifying the **Local authority or regulator** regarding any notifiable works, as required under national legislation. A copy of this notification shall be provided to The Customer.

16. Site Access

Access onto the Customer's site shall be in compliance with The Customer's procedures.

Access onto the 'controlled' area shall be restricted to people who are either inducted or escorted by someone who has been inducted. All Tetra Pak employees are responsible for monitoring compliance with site access procedures and should challenge anyone they think should not be in the controlled area.

For example:

The procedure to manage site access may include:

- The induction process shall be used not only to inform the personnel of the major hazards within the area but also to gather contact information for each person, so that they or their supervisor can be contacted if required (i.e. name, phone number & company)
- There will be one point of entry into the project area
- Every person who enters the site shall be logged in and out using a sign in register at the entrance to the site.
- Supervisors shall be primarily responsible to know where each member of their work crew is working and when they are expected to arrive and leave site.

- Supervisors shall be primarily responsible to ensure that each member of their work crew has left site.
- Each person is responsible for signing the entry/exit log and the Site Manager is responsible for verifying that every person has 'logged out'.
- If a person has not 'logged out' the Site Manager shall make the initial query with the persons supervisor
- If a person has not 'logged out' steps shall be taken to contact the person and/or locate the person on site.
- If the person is still on site then the Site Manager is to be informed and they can be logged out when they leave site.
- A person who in no longer on site can be 'logged out' by the Site Manager if the person can confirm directly to the Site Manager that they have left the project site and they are safe
- Once everyone has been confirmed as having left, the project area the area will be secured against unauthorised entry by closing and locking the gate.
- Compliance with these access procedures shall be monitored and discussed at the weekly The Customer (or Customer's representative) co-ordination meeting

17. Traffic Management

Tetra Pak will implement a traffic management plan in collaboration with the Customer.

<insert details of project traffic management plan>

For example:

The maximum speed on site is <insert maximum speed> km/hr.

The traffic management plan (Signage and vehicle routes etc) is set on <insert drawing reference>. The project layout drawing sets out the location of the project access point, parking, lay down areas, site welfare facilities, traffic routes, loading zones, project office and evacuation areas.

18. Lone Working

Lone working is defined as being the only employee or individual from a contracting company working in an area or where there is limited opportunity to raise the alarm should an emergency situation occur.

<insert any known occasion where lone working will be required and controls to be in used>

Example of controls for Lone working

- No personnel are to work alone during the construction phase of the project.
- No personnel are to work alone during commissioning. In rare situations, contractor employees can be accompanied by Tetra Pak personnel if required to be on site.

19. Fatigue & Stress Management

Tetra Pak will implement a Fatigue management plan. This plan shall consist of:

- Standard site working hours will be <insert standard working times and maximum weekly working hours> The guidelines for working hours are:

The guidelines for working hours are:

- Daily limit of 12 work hours.
- Maximum limit of 16 hours in emergency situations with appropriate controls.
- Rest periods of 10 hours.
- Weekly limit of 64 hours.

If overtime is necessary, plan for it so workers can schedule their activities around it.

Working hours for all Tetra Pak and sub contractors will be monitored and controls put in place to restrict working hours outside of the guideline when identified.

Management are to manage stress within their own groups, Tetra Pak will report to contractor and sub-contractor's if specific personnel are observed to be under high levels of stress.

20. OHS Incidents (accidents and near misses)

All OHS incidents (including near misses) are to be reported in the first instance to the Site manager, and recorded on the Tetra Pak Accident Form**.**

- OHS incidents shall be reported according to the Tetra Pak 'Reporting of OHS Incidents Procedure'.
- All incidents will be investigated and corrective and preventative actions identified
- In the event of a fatality or serious harm injury, the site shall be preserved pending an investigation by the regulator, in line with national legislation.
- Tetra Pak shall ensure that sufficient trained first aiders/responders are available during the project installation and commissioning phase, this can include Customer trained employees.

Example process for incident response

First Response

As first response to an accident, first aid should be applied.

Sufficient first aiders shall be available and the number required shall be reviewed as the project proceeds. The names of the first aider(s) will be established during the engagement of that subcontractor and at the induction. A list of first aiders is held in the site safety file and their names are to be posted on the safety notice board and advised to workers at toolbox meetings

Medical treatment

If warranted, further medical attention can then be sought.

The closest medical centre is located at <insert standard opening times and maximum weekly working hours> Maps and details of services will be displayed on site

Alternatively call <insert emergency telephone numbers> and ask for an ambulance (refer also emergency procedures

All accidents and incidents including near misses and fire are to be verbally reported to The Customer as soon as possible. This initial reporting is to be followed up by providing a copy of the Tetra Pak Accident Form or by inclusion in the The Customer format for monthly reporting on safety.

These reporting requirements are in addition to the statutory requirements for reporting of accidents.

Investigation

All Recordable Incidents will be investigated by Tetra Pak and shall be carried out as detailed in the **Tetra Pak Investigating OHS Incidents guidance**.

Tetra Pak will lead this investigation with a qualified Safety Responsible. The scale of this investigation process will vary depending on severity or potential severity of the incident.

In the event of a non-serious harm accident, or near-miss incident, the Tetra Pak Site Manager or their designate will investigate the incident proportionately and report back.

21. Safety Training

Safety Inductions

The purpose of this induction is to:

- Pass on the information given by The Customer for inclusion in the induction
- Provide opportunity for the Project Safety Coordinator to make them self known and set the safety expectations on the project.
- Tetra Pak requirements of subcontractors
- Emergency procedures including location of first aid facilities and first aiders
- Review the current work and hazards present on the project

- Timing of toolbox meetings
- Specific detail of safety procedures for the project
- Training held by persons

Employee or sub-contractor induction Requirements

All personnel who are required to carry out work on the project site area shall comply with the following:

- Complete the Customer site induction and the further department inductions as required by the area where they are to be working
- Complete the project specific induction (if different from above)

Safety inductions may be carried out by Project Safety Coordinator or their designate, who shall be part of the Tetra Pak Project team.

The induction should be:

- Brief and of a nature likely to be understood by the attendees
- Documented by a register of new employees and contractors inducted
- Include an brief assessment to verify the understanding of the key element of the induction

Other OHS training requirements

Other requirements for training (training needs) will be identified during the Hazard Management and Risk Assessment process, where specific risks require certain competences to enable the management of that risk.

This applies to both Tetra Pak employees and sub-contractor personnel.

Sub-contractors are responsible for ensuring competence of their personnel.

<insert details of other OHS training requirements >

For example:

Training needs may be identified for the following risks:

- Confined space working
- Working at height
- Heavy lifting
- Use of chemicals (E.g. Peroxide)
- Permit to work training
- Risk assessment training

22. Control of Sub-Contractors

See The following Tetra Pak Procedures for details:

Selecting Safe Contractors Procedure

Managing Contractors on Site Procedure

23. Stop Work and Disputes Procedure

Stop Work Procedure

All employee or sub-contractors personnel may refuse to carry out work if they believe that the work that they are required to perform is likely to cause harm to him or her.

In the event of a dispute, the project management team will discuss and review the work activity and if deemed to be of high risk, will implement additional controls to guarantee the safety of employees and sub-contractors.

24. Personal Protective Equipment

The Risk assessment and work method statement has identified the following operations for which PPE will be required:

Tetra Pak will supply its own staff with required PPE. Primary sub-contractors to ensure all staff and their contractors have and use the required PPE. Compliance to this will be monitored by all Tetra Pak employees and sub-contractor managers.

<insert details of work activities and PPE requirements>

Other PPE may be required, as identified during the Risk assessment process.

For Example

Works/Task	Who affected	Hazard/Risk	PPE to be supplied	Use of PPE

Standard for entry to site/project area including visitors	All persons entering the controlled area or the Customers site	Puncture or crushing of foot	Safety footwear with toe and sole protection	To be worn at all times
		Eye injuries from projectiles or chemicals	Safety glasses	To be worn at all times
		Impact from moving vehicles	High Visibility vest/jacket	To be worn at all times
		Cuts and bruises from manual handling	Appropriate gloves for the tasks	To be worn whenever the risk is present
		Impact from falling objects	Hard hat	To be worn at all times
		Noise induced hearing loss	Approved ear plugs or ear muffs	To be worn whenever a risk to hearing exists
		Contamination of Customer products	'Whites' in accordance with hygiene procedure	To be worn at all times
Welding	All welders	Burns caused by ignition of flammable clothing	Non flammable overalls	To be worn at all times. Hi Vis vests to be displayed next to the worker
Live electrical working	Any worker exposed to live electrical conductors. E.g. Pulling cable into a distribution board Terminating 3-phase connections	Death or injury from electrocution	Arc rated long sleeves	To be worn whenever risk is present
			Arc rated long trousers	To be worn whenever risk is present
			Arc rated visor	To be worn whenever risk is present
			Insulated gloves	To be worn whenever risk is present
Installing equipment from scaffolding	All persons working on scaffolding	Death or injury from falls from height	Harness and restraint lanyard	To be worn and secured whenever working from scaffold
		Impact from falling object or with low ceilings	Hard hat	To be worn at all times

25. Emergency Planning

General Emergencies

The Customer site emergency plan and procedures will be used for workers who are working outside the controlled area. Details of this plan are covered during the Customer site specific induction if appropriate.

Controlled area Emergency Procedures

The controlled area shall have its own emergency plan that is independent of the rest of The Customer site. The overall evacuation procedure shall be produced and distributed by Tetra Pak.

The Tetra Pak evacuation plan is displayed in the Tetra Pak site office

Evacuation points and alarms are identified to all workers and visitors during the induction.

A map of the site showing the evacuation points is displayed in the Tetra Pak site office

Any evacuation on one of the other areas of The Customer site may require a general evacuation of the controlled area. In this instance the Customer representative shall co-ordinate with Tetra Pak and advice.

<Insert details of controlled area emergency plan>

Emergency co-ordinator

<Insert name> is appointed as Tetra Pak's emergency co-ordinator

Examples of the duties of the Tetra Pak emergency co-ordinator are:

- Authorise, train and maintain a list of evacuation wardens
- Stay calm when the evacuation alarm is sounded
- Raise the alarm if required and not already raised by another person
- Call <insert emergency telephone number> to notify the emergency services as set out on the emergency evacuation plan
- Meet and liaise with the emergency services
- Inform all others of the need to evacuate and provide assistance as required
- Go to the evacuation area and establish the status of the evacuation
- Get status of the evacuation of all project personnel from each evacuation warden
- Report the overall status of the evacuation to The Customer emergency co-ordinator
- Report the overall status of the evacuation to the Tetra Pak Project Manager
- Co-ordinate with the Tetra Pak Project Manager during the evacuation and determine what further actions are required

- Authorise and give the 'All Clear' after liaison with the Tetra Pak Project Manager and The Customer emergency co-ordinator and emergency services if required

Task Specific Emergency Procedures

This refers to a specific emergency that is not covered by the general Emergency plan.

As part of the hazard management and risk assessment process, the need for specific task emergency procedures shall be identified.

The workers involved in these tasks shall be trained in these specific emergency procedures at toolbox talks or pre task meetings.

Examples of these include:

- Confined space rescue plan
- Fall from Height rescue plan
- Fire control plan when doing hot work
- Specific task emergency procedures
- Shall be developed prior to the start of the work
- Shall include responsibilities
- Will include details of any equipment required
- Will be included in the risk assessment for the task

26. Plans, Templates and Attachments

Plans, templates and other attachments

<insert OHS plans and templates that will be used during the project>

For example:

- Risk Assessment templates
- Permit to work template
- Accident and near miss forms