


Contractors OHS Handbook

TETRA PAK OCCUPATIONAL HEALTH AND SAFETY



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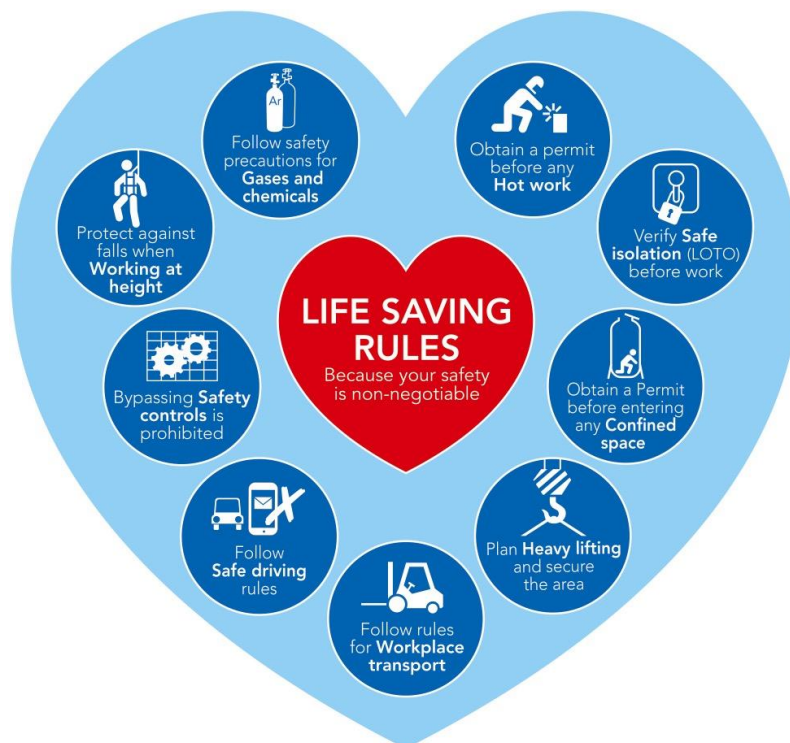
Contractors OHS Handbook

1. Introduction

At Tetra Pak we are committed to **Protect what's good** and therefore health and safety is at the heart of what we do. Nothing is more important than the health and safety of our employees, contractors, visitors and anyone who may be affected by our operations.

At Tetra Pak we understand that strong standards of health and safety are essential in helping us grow as a company. Our goal is to maintain a safe and healthy environment, both at our own sites and any other sites at which we operate, with **zero accidents and work-related illness**.

As such we have prepared this Contractors OHS Handbook which sets out the minimum OHS requirements to be understood and followed by all Contractors engaged by Tetra Pak. Tetra Pak has a set of 9 life saving rules that all employees and contractors are expected to follow.



More details are highlighted in the section 7 of this Contractors OHS Handbook. A copy of the Tetra Pak OHS Policy can be found in appendix 5.

We all have a responsibility to ensure we work safely and hence we encourage all our Contractors to work together with us to create a “Zero Incident Safety Culture”.

2. Scope & Applicability

2.1 Scope

The requirements outlined in this document apply to all Contracted Work performed for Tetra Pak either at a Tetra Pak or customers site. The Contractor is responsible for ensuring that all its personnel including any authorised sub-contractors are fully aware of, required to, and do always comply with the OHS Requirements during performance of the Contracted Work or while onsite at Tetra Pak or one of its customers sites.

2.2 Applicability

The Contracted Work must always be undertaken in accordance with Tetra Pak OHS Requirements and applicable legal requirements. If compliance to any requirement contained in this document would result in a breach of an applicable legal requirement, then that requirement is not applicable. Any exceptions to these Tetra Pak OHS Requirements must be approved in writing by a Tetra Pak OHS officer. Where there is doubt over the applicability or application of a particular requirement then advice must be sought from a Tetra Pak OHS officer.

3 Definitions

3.1 Contractor - A company or individual contracted by Tetra Pak to perform Contracted Work.

3.2 Subcontractor - A company or individual that is contracted by the Contractor to perform all or a portion of the Contracted Work.

3.3 Contractor Personnel - The Contractor's employees, subcontractors, representative's agents, visitors, and all persons employed or engaged to perform all, or part of the Contract Work and any other person present at the site on behalf of the Contractor in connection with the Contracted Work.

3.4 Contracted Work - All work and services to be performed by the Contractor under the Contract.

3.5 Contract - The agreement entered between Tetra Pak and the Contractor for the performance of Contracted Work.

3.6 Safety Critical Activities - A safety critical activity is an activity where poor or uncontrolled work planning and execution may result in one (or more) of the following outcomes:

- ▶ **death or serious injury to people**
- ▶ **loss or severe damage to equipment/property**

In Tetra Pak, these include, but are not limited to the following:

- ▶ *Work in confined spaces;*
- ▶ *Electrical work;*
- ▶ *Work at height;*
- ▶ *Work involving powered industrial trucks;*
- ▶ *Work requiring isolation of energy sources (LOTO);*
- ▶ *Work on machines;*
- ▶ *Work involving use of powered tools;*
- ▶ *Hot works;*

- ▶ *Lifting operations, use of cranes, hoists etc.*
- ▶ *Work with exposure to radiation;*
- ▶ *Work involving Asbestos-Containing Materials;*
- ▶ *Work in explosive atmosphere;*
- ▶ *Work requiring use of respiratory protection;*
- ▶ *Work involving exposure to hazardous chemicals;*
- ▶ *Trenching and excavation works;*
- ▶ *Construction or demolition works;*
- ▶ *Lone work, involving safety critical activity;*
- ▶ *Works with components which are spring loaded, such as Alfa Laval Unique Single Seat Valves, Normally Open and Normally closed.*
- ▶ *Other classified by the site as safety critical.*

3.7 OHS Requirements - The requirements relating to OHS or the management of OHS set out in the applicable laws and regulations, project safety plans, risk assessment control measures and this Contractors OHS Handbook.

3.8 Site – Any physical location owned or managed by Tetra Pak

3.9 Permit to Work - A documented system to risk assess and authorise high risk activities

4 Roles and responsibilities

The roles identified as having responsibilities and accountabilities for ensuring effective Contractor OHS management are outlined below:

- ▶ ***Tetra Pak Managing Director or Factory Manager:*** Responsible person for the site.
- ▶ ***Tetra Pak Supplier Management:*** Responsible person(s) for the purchasing and procurement activity.
- ▶ ***Tetra Pak OHS Officer:*** Responsible person for the Occupational Health and Safety Management system.
- ▶ ***Tetra Pak Project Manager:*** The Tetra Pak nominated person responsible for one or several projects from conception to completion.
- ▶ ***Tetra Pak Site Manager:*** The Tetra Pak nominated person responsible for one or several contractors engaged to work on a specific project.
- ▶ ***Contractor Management Representative:*** The contractor nominated management representative.
- ▶ ***Contractor Site Supervisor(s):*** The contractor nominated supervisor(s) who will be present on site.
- ▶ ***Project Management Consultant:*** Tetra Pak may appoint a consultant to manage contractor activities

5 General Requirements

5.1 Security & Access Control

Tetra Pak may refuse access to the site to any of the Contractor Personnel in case of non-compliance to the OHS Requirements, and such refusal shall not form the basis of any claim from the Contractor for any delays or costs incurred.

The Contractor must advise Tetra Pak immediately of any potential threat to security or health and safety that they become aware of, including intruders, suspicious packages, danger to safety of persons, goods or property or risk of explosion or pollution.

The Contractor shall co-operate with the all site security personnel with respect to reporting of security incidents, closing and locking of gates, visitors, vehicles and any other matters to be reasonably requested. Firearms and weapons are always prohibited on site.

5.2 Contractor Personnel

The Contractor must provide competent and suitable personnel for the contracted work. The Contractor Personnel admitted to site must always conduct themselves in an orderly and safe manner and conform to the OHS Requirements.

The Contractor must ensure that all Contractor Personnel are medically fit to carry out the tasks in accordance with the OHS Requirements.

All Contractors and Contractor Personnel must be in possession of the necessary licenses and certificates that are required by the OHS Requirements for the execution of the Contracted Work. The Contractor must maintain records of all Contractor Personnel training and competency certifications.

5.3 OHS Training

All Contractor Personnel must be trained and competent to effectively and safely execute the Contracted Work. In addition, all Contractor Personnel must complete the Tetra Pak site's contractor OHS induction training. Contractor's Personnel will only be allowed onto the work location after successful completion of the induction program.

Contractor Personnel may be required to attend additional training provided by Tetra Pak related to specific site requirements.

5.4 Welfare, Sanitation and First Aid

The Contractor must make provision to ensure that suitable and sufficient welfare facilities (including toilets, sanitation, lockers and eating facilities) are made available for the Contractor Personnel that will be on site.

Tetra Pak's facilities may be made available, but only via prior agreement with Tetra Pak.

The Contractor shall ensure that suitable first aid facilities and a suitable number of trained first aiders are on site as required by applicable legal requirements.

Where the Contractor is unable to provide their own first aid facilities and/or trained first aiders then Tetra Pak first aid facilities and trained first aiders may be used with prior agreement with Tetra Pak or in the event of an emergency.

5.5 Personal Protective Equipment

The Contractor must ensure that each Contractor Personnel is provided with the correct personal protective equipment (PPE) or clothing for the Contract Works to be carried out as may be required by risk assessment or site rules. This may include (but is not limited to):

- ▶ *Safety shoes;*
- ▶ *Safety helmets;*
- ▶ *Long trousers;*
- ▶ *Long sleeved shirts;*
- ▶ *Gloves;*

- ▶ *Aprons;*
- ▶ *High visibility clothing;*
- ▶ *Safety glasses or goggles;*
- ▶ *Hearing protection;*
- ▶ *Safety harnesses and lanyards*
- ▶ *etc.*

All PPE provided shall always be in accordance with internationally recognized standards and the applicable law.

The Contractor shall ensure that all PPE has been properly assessed for suitability, is maintained and stored properly and is provided with instructions on safe use.

The Contractor shall monitor correct use of PPE by Contractor Personnel.

5.6 Monitoring and Supervision

The Contractor is responsible for ensuring that Contractor Personnel always adhere to Tetra Pak's OHS requirements. The Contractor must supervise, monitor and undertake regular inspections of Contracted Work.

Tetra Pak also reserves the right to monitor Contractor's compliance with OHS Requirements during the execution of the Contracted Work and to require Contractor Personnel to attend any additional meetings, training or other coordination that Tetra Pak determines necessary.

Additional requirements apply to Contracted Work involving Safety Critical Activities, as discussed in Section 6.3 below.

Any deficiencies found in the Contractor's management of OHS matters and any deviation to the OHS Requirements must be immediately rectified by the Contractor to Tetra Pak's satisfaction at the Contractor's cost.

5.7 OHS Reporting

The Contractor must immediately notify Tetra Pak of any, injury, illness, near-miss, environmental incident, unsafe condition or practice and any loss or damage to Tetra Pak's property.

The Contractor must submit a preliminary investigation report to Tetra Pak within one day of the event and must submit a corrective action and preventative action report to Tetra Pak within five days.

5.8 Housekeeping

The Contractor must ensure that their work area is kept clean, tidy and free from debris generated by the Contracted Work. The Contractor must ensure that its work area is cleaned and left tidy at the end of each shift.

Each Contractor shall perform work in a manner that will minimize and control the production and migration of noise, dust and debris to adjacent work areas.

5.9 Emergency Response Procedures

The Contractor must ensure that all Contractor Personnel are made aware of the site-specific emergency response procedures and evacuation points.

The Contractor must coordinate with Tetra Pak on emergency response procedures to ensure Contractor Personnel are accounted for in any site evacuation.

5.10 Insurance Requirements

Contractors must maintain insurance protection against claims related directly or indirectly to the works on terms customary for businesses within Contractors' industry as outlined in the Contract. Subcontractors used in the completion of the work or services must maintain the same level of insurance.

6. Requirements for Work Involving Safety Critical Activities

Where work involves Safety Critical Activities, then the following additional requirements and controls apply. These additional controls are comprehensive and may require consultation with the Tetra Pak or the customer site personnel prior to and post contract award.

The Contractor is responsible for ensuring that the attached templates are read, understood and considered when bidding for the contract and that any Safety Critical Activities are duly identified, and controls put in place.

6.1 Project Safety Plan (PSP)

For larger project works or when mandated by applicable law, Tetra Pak will require a Project Safety Plan to be developed and submitted for approval within the time period defined by Tetra Pak and before the commencement of Contracted Work.

Tetra Pak may reject the PSP if it considers the plan is not adequate or doesn't comply with all Tetra Pak OHS Requirements. In such case, the Contractor must remedy the deficiency and re-submit the plan to Tetra Pak for further review and approval.

The Contractor is not authorized to commence any activity on site before having obtained written approval of the PSP by Tetra Pak.

The PSP should be in the format described in this Contractors OHS Handbook, where the Contractor has an existing form that meets Tetra Pak requirements then this may be approved for use by the Tetra Pak site Project Lead. *Appendix 1: Project Safety Plan (PSP) Template.*

6.2 Implementation Phase Risk Assessment (IPRA)

The Contractor must prepare and submit within a defined time period an Implementation Phase Risk Assessment. The Contractor must ensure that the IPRA identifies all the detailed tasks within each activity and sufficiently deals with all significant risks.

The Contractor is not authorized to commence any work involving Safety Critical Activity on site before having the IPRA accepted by Tetra Pak

All Contractor Personnel assigned to the work must attend a briefing, read the IPRA and sign to say they understand and agree to what is written in the section provided.

Additionally, the Contractor's Management Representative must ensure that the Contractor Supervisor responsible for the work conducts a pre-task briefing using the IPRA at the start of each shift. The intent is to recap on any specific risks with the tasks and the risk control measures that must be used.

The IPRA should be in the format described in the Contractors OHS Handbook, where the Contractor has an existing form that meets Tetra Pak requirements then this may be approved for use by the Tetra Pak site Project Lead. *Appendix 2: Implementation Phase Risk Assessment (IPRA)*

6.3 Permit to Work

All work performed by the Contractor involving Safety Critical Activities must have a Permit to Work (the "PTW") that is approved by Tetra Pak or in the case of FREM activities where agreed the FREM collaborator. This will include the following activities;

- ▶ *Working in a confined space*
- ▶ *Working at height >2m*
- ▶ *Heavy lifting*
- ▶ *Hot work*
- ▶ *Excavation*
- ▶ *Any other activity assessed as a High-risk activity.*

The Contractors site Supervisor must complete the relevant section and request a PTW for work they have been nominated to supervise. Prior to Tetra Pak (or the FREM Collaborator) issuing and/or closing a PTW the Contractors site Supervisor must undertake an inspection of the works together with Tetra Pak to ensure it is in accordance with the PTW requirements and that is in a clean, tidy and safe condition.

Hot Work Permits are valid for max of one shift or 24 hours. All other Permits to Work are valid for 7 days. To ensure that PTWs remain current they must be revalidated daily by the Tetra Pak (or the FREM Collaborator) and the Contractor site Supervisor. If shift change occurs, the PTW must be reviewed and revalidated at shift change.

PTWs must be repealed and requested again if the scope of the work changes from what was originally agreed and stated in the PTW.

Depending on the activity to be performed a Specific PTW checklist is required to be completed as defined in the Contractors OHS Handbook. *Appendix 3: Permit to Work (PTW) Template*

6.4 Increased Monitoring & Supervision

As a minimum, Contractor's monitoring and supervision of Contracted Work involving Safety Critical Activities must include the following:

OHS Kick Off Meeting;

Prior to the commencement of Contracted Work, and from then on annually as a minimum for long term Contractors, the Contractor must coordinate a Kick Off Meeting with Tetra Pak. The agenda for this meeting shall include as a minimum:

- ▶ *Clarification on roles and responsibilities*
- ▶ *Review of the requirements of the Contractors OHS Handbook*
- ▶ *Review the Tetra Pak Life Saving Rules*
- ▶ *Review the project risk assessment action plan*
- ▶ *Review requirements for submitting Project Safety Plan*

- ▶ *Review Permit to Work requirements*
- ▶ *Review the site OHS induction training requirements*
- ▶ *Review the site access protocol*
- ▶ *Establish frequency and agenda of ongoing meetings*

Daily toolbox meeting;

Prior to the beginning of each shift, and prior to the commencement of work, a daily toolbox talk/OHS briefing must take place to discuss and resolve any pertinent OHS issues.

Daily OHS Inspections;

The contractor site supervisor(s) shall perform regular inspections at a frequency appropriate to the nature and risk of the work being performed.

As requested the contractor site supervisor(s) will be required to join Tetra Pak on a documented worksite inspection. This inspection shall be done when the work is being performed and shall include all areas where Safety Critical Activities are performed. *Appendix 4: OHS Inspection Template*

Weekly OHS Review;

Contractor Site Supervisor(s) may be required to attend weekly documented operational OHS review meetings with the Tetra Pak Site Contractor Supervisor (dependant on the length of the project). The agenda for this meeting shall be as a minimum:

- ▶ *Any OHS incidents that have been reported;*
- ▶ *Any issues relating to performance of the work;*
- ▶ *Adequacy of the implementation phase risk assessment and any proposed changes;*
- ▶ *Plans for bringing new personnel or equipment on site.*

7 Safety Requirements

7.1 Machinery, Equipment and Tools

The Contractor must ensure compliance with all relevant OHS Requirements relating to machinery, equipment and tools. Specifically, the Contractor must ensure:

- ▶ *The competence of all involved Contractor Personnel.*
- ▶ *Any required training and qualifications are to be in place prior to the start of work.*
- ▶ *All machinery, equipment and tools used are suitable and maintained in a safe condition.*
- ▶ *Any required checks and inspections are performed.*

7.1.1 Hand Tools

Defective hand tools must not be used, they must be replaced or removed from service until repaired. Tools subject to impact, such as chisels, must be dressed to avoid “mushrooming” of the head of the tool.

Tools may not be thrown from one location to another, from one employee to another, or dropped to lower levels.

Tools must not be forced beyond their capacity. Homemade extensions or “Cheater Bars” shall not be used to increase tool capacity.

7.1.2 Tetra Pak Machinery, Equipment & Tools

Contractors must not use Tetra Pak machinery (including vehicles), equipment or tools without prior permission from Tetra Pak. Where this is agreed, Contractor management will be required to

demonstrate that Contractor Personnel using loaned items are qualified in accordance with applicable Tetra Pak and regulatory requirements.

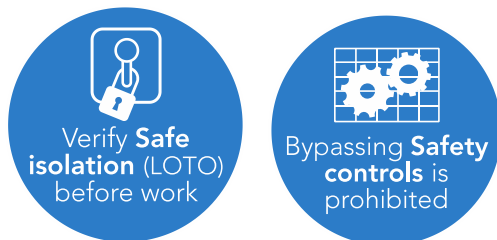
7.1.3 Portable Powered Tools

Access must be prevented to dangerous parts of machines by ensuring suitable guarding is in place. Removing or overriding guarding is strictly forbidden. Portable circular saws, grinders and magnetic drilling machines must be provided with guarding around moving parts. All portable tools must be provided with a non-latching on/off switch. This switch is not to be bypassed.

Electrical power tools may not be used in areas where flammable or combustible liquids or dusts are stored or handled unless the tools are approved for service in a hazardous location. Electrical tools must be double-insulated or contain a ground. The use of ground-fault circuit interrupters is required for all outdoor locations or indoor locations that are wet or damp. Appropriate safety guards must be in place on all power tools before use.

Extension cords must be maintained in good working condition and may not contain any slices. Electrical tape may not be used to repair extension cords. Cords must be kept out of walkways and other areas where they could present trip hazards or where they can be damaged. Pneumatic tools and hoses must be secured together by a positive means to prevent the tools from becoming accidentally disconnected. Compressed air may not be used for cleaning personnel or clothing.

7.2 Isolation of energy sources (LOTO)



For all work involving work on unguarded machinery then a Permit to Work must be requested from Tetra Pak.

The Contractor is responsible to ensure compliance with all relevant OHS Requirements. Specifically, the competence of all Contractor Personnel working or supervising work involving energy control must be ensured by the Contractor. All the necessary training and qualifications must in place prior to the start of work.

LOTO must be implemented before servicing and maintenance is performed on machines and equipment which could unexpectedly start-up, become energized, or release stored energy exposing persons to a risk of injury, unless the work undertaken is performed using an alternative measure agreed with Tetra Pak to provide effective protection.

Absence of residual energy must be verified before the start of work using the suitable equipment or process adapted to the machine and the kind of energy.

The Contractor must restrict access to work areas by unauthorized personnel where energy sources have been de-energized. All affected Contractor's Personnel shall be notified. The area must be secured and signs erected.

7.3 Electrical Safety

The Contractor is responsible to ensure compliance with all relevant OHS Requirements. Specifically, the competence of all Contractor Personnel performing or supervising electrical work must be ensured by the Contractor. All the necessary training and qualifications must in place prior to the start of work.

No live work, other than measurement tests and checks of equipment, is allowed on voltages greater than 55V phase to ground. All high voltage and electrical works must be performed on isolated equipment and only after verification of absence of voltage with suitable equipment.

7.4 Working at Height



For the following types of work at height, a Work at Height Permit to Work must be requested from the Tetra Pak Site Contractor Supervisor regardless of the height involved:

- ▶ *Use of a Mobile elevated work platform (MEWP)*
- ▶ *Erection of a scaffolding – fixed and temporary*
- ▶ *Working on a roof or tank that does not have edge protection*
- ▶ *Work near to overhead “live” electrical cables*
- ▶ *Any work at height >2m*

The Contractor is responsible to ensure compliance with all relevant OHS Requirements. Specifically, the competence of all Contractor Personnel working at height or supervising work at height activities must be ensured by the Contractor. All the necessary training and qualifications must be in place prior to the start of work.

Whenever reasonable, practical, collective fall prevention measures must be in place (e.g. safe work platform, barriers, railings, mobile work platform).

When it is not possible to implement collective fall prevention measures, all persons exposed to a risk of falling from height must use a full-body harness that is always attached to a secure designated anchor point or life line.

Roof work and access to roofs must not be undertaken without prior authorisation from Tetra Pak. All roof openings must be physically secured to prevent falls.

All ladders, harnesses, mobile elevated work platforms, scaffolds and other relevant equipment used for work at height or for fall prevention or protection must be uniquely identified, listed in a register and subject to formal regular inspection by the Contractor.

A secure exclusion zone shall be maintained by the Contractor below overhead work to prevent access and protect personnel from falling objects.

Scaffolds and Work Platforms

All scaffolds and work platforms must be designed, erected, altered, inspected (initially before use and then every seven (7) calendar days minimum) and dismantled by competent persons.

Stairways and Ladders

Fixed and portable ladders must only be used as an access to, or egress from a workplace when the use of alternative equipment is not practicable. When used, ladders must comply with the following requirements:

- ▶ *Self-fabricated ladders are prohibited.*
- ▶ *Conductive or metal ladders shall be prominently marked as conductive and not be used near energized lines or equipment.*
- ▶ *Extension ladders will be secured top and bottom to keep them from shifting, slipping, being knocked or blown over.*
- ▶ *Ladders will never be tied to facility services piping, conduits, or ventilation ducting.*
- ▶ *Temporary ladders will be lowered and securely stored at the end of each workday.*
- ▶ *Ladders shall be maintained free of oil, grease and other slipping hazards.*
- ▶ *Ladders will be visually inspected by a competent person and approved for use before being put into service.*
- ▶ *Each user shall inspect ladders visually before using.*
- ▶ *Ladders with structural defects shall be tagged "Do Not Use," immediately taken out of service, and removed from the Site by the end of the day.*
- ▶ *Three points of contact must always be maintained between the user and the ladder.*

Mobile Elevated Work Platforms

Mobile elevated work platforms (MEWP) (boom, scissors, snorkel types, etc.) must be used in accordance with OHS Requirements. All Contractor's Personnel operating MEWP's must be properly trained.

Contractor's Personnel shall work from the floor of the MEWP basket only. Climbing on handrails, is prohibited.

7.5 Confined Spaces



For all entry or work in a confined space, a Confined Space Permit to Work must be requested from Tetra Pak.

The Contractor is responsible to ensure compliance with all relevant OHS Requirements. Specifically, the competence of all Contractor Personnel working or supervising work involving confined spaces must be ensured by the Contractor. All the necessary training and qualifications must be in place prior to the start of work.

All confined spaces created by the Contractor shall be identified and clearly signed posted as a confined space forbidden to unauthorised personnel at every entrance. A method for preventing entry must be established and maintained for all confined spaces.

Rescue services to be provided by the Contractor and be in place during all entry or work into a confined space.

7.6 Vehicles



The Contractor must ensure all vehicles used by Contractor Personnel and subcontractors for carrying out the works comply with the relevant OHS Requirements. Any vehicle that is not in possession of current valid documentation and certificates shall not be allowed on the Tetra Pak site.

All persons driving on site must be subject to formal competence check by the Contractor to ensure the necessary training, experience and qualification prior to placement, and carry a valid driver's license for any vehicles they operate.

When operating vehicles seat-belts/restraints must always be worn. High visibility vests are mandatory as a minimum by vehicle drivers and in construction, forklift and truck manoeuvring areas.

When a powered vehicle is parked, it must be ensured that:

- ▶ *The engine is stopped and locked with the starter key removed, brake applied (and with wheels chocked for heavy vehicles);*
- ▶ *All raised parts are lowered to the ground (like forks) or put in a safe position (cranes);*
- ▶ *No parked vehicle is obstructing emergency exits, other routes, fire equipment or electricity panels.*

7.7 Cranes & Hoists



The Contractor is responsible to ensure compliance with all relevant OHS Requirements. Specifically, the competence of all Contractor Personnel working or supervising work involving cranes and hoists must be ensured by the Contractor. All the necessary training and qualifications must be in place prior to the start of work.

For all work involving cranes a Lifting Operations Permit to Work must be requested from Tetra Pak. A risk assessment and lifting plan must be prepared, checked and issued by a competent authorised Contractor's person prior to any lifting operation.

Suspended loads shall not be left unattended and no employee of the Contractor shall be positioned under a suspended load or between a suspended load and fixed objects.

All lifting/hoisting equipment and devices must be visually inspected before each use. Damaged lifting devices must be immediately removed from service. All hooks must be equipped with safety latches

All lifting/hoisting equipment and accessories must have valid manufacturers certificates or thorough examination records and be uniquely identified, marked with the safe working load, listed in a register, subject to formal regular inspection.

7.8 Demolition

Prior to starting demolition operations, the Contractor must survey the structure to determine its condition. A written plan, identifying the safe work procedures to complete the demolition, must be developed. While conducting the work, the demolition area must be barricaded.

Crane operators involved must be able to see the work, or a signal person must be utilized to direct the crane operator.

Employees may not work below other employees during demolition work.

Unstable structures may not be left in place without temporary support.

Do not throw materials to the ground; lower them by crane or chutes.

7.9 Trenching and Excavation

The Contractor is responsible to ensure compliance with all relevant OHS Requirements. Specifically, the competence of all Contractor Personnel performing, or supervising trenching or excavation work must be ensured by the Contractor. All the necessary training and qualifications must be in place prior to the start of work.

Excavations of more than 1.2 meters in depth must have:

- ▶ *Rigid barriers and toe-boards around the outside to prevent persons and material from falling in.*
- ▶ *Measures to prevent collapse of the excavation or caves-in (i.e. sloping, sloping and benching, shielding, support systems).*
- ▶ *Safe means of access and egress shall be in all trench excavations at least every 15 meters.*

7.10 Hazardous Substances and Other Chemicals



All chemicals along with the estimated amount to be brought on site must be approved by Tetra Pak prior to the material being brought onsite by a Contractor. The Contractor must provide Tetra Pak with a copy of a safety data sheet for each chemical brought on site. Lead-based paints may not be used.

Chemicals must be labelled and stored in accordance to all applicable legal requirements and any additional direction by the Tetra Pak Site OHS Officer. The exact method, place and amount for chemicals storing, handling and managing the wastes needs to be approved by Tetra Pak.

The Contractor must provide all necessary measures to react in case of emergency, such as a spillage, release to environment or fire. In case of any releases made by the Contractor, then the Contractor is considered responsible for the release.

Contractors conducting argon gas welding must ensure that all ensure Contractor Personnel and sub-contractors' personnel are aware of the risks from argon i.e. asphyxiation risk

7.11 Safety Signs, Signals, and Barricades

Barricades and signs shall be used by the Contractor to secure hazardous work areas.

All safety signs and signals must be in accordance with local regulation.

Yellow "Warning" barricade tape should be used where entry is permitted under certain conditions. Red "Do Not Enter" barricade tape indicates that entry into an area is prohibited. A tag must be posted on the barricade or tape to indicate the potential hazards and entry requirements.

Barricades must be promptly removed when the work has been completed and the area is safe.

7.12 Asbestos-Containing Materials

The Contractor must not bring any asbestos or material containing asbestos onto the Site. If the Contractor discovers any previously unknown asbestos on the site, then they must stop work and inform Tetra Pak immediately.

Any unknown insulation material or potential asbestos containing material (PACM) is to be treated as asbestos-containing material. Third parties may not remove or disturb material until it is determined to be asbestos-free. Asbestos-containing material may only be removed by certified asbestos contractors and must be removed in accordance with local regulatory requirements.

7.13 Compressed Gas Cylinders

Gas cylinders must be securely stored, transported, identified and used in line with the OHS Requirements. Hose lines shall be adequately protected, inspected and tested for leaks in line with OHS Requirements.

7.14 Fire Protection and Prevention

Full and unrestricted access to emergency exits, fire-fighting equipment, fire control and emergency vehicles must always be maintained.

The Contractor must provide, install and maintain their own temporary fire protection against hazards they introduce to the site.

7.15 Works with Alfa Laval Single Seat Valves

Alfa Laval Single Seat Valves use air to move the actuator for installation and service. While the air is on the valve, there is a risk of serious injury and suitable precautions must be taken. Only trained and competent people can work with these valves.

8. Miscellaneous

8.1 Waste

All waste must be placed in the proper receptacles. The management of hazardous and other regulated wastes generated on Tetra Pak premises must be coordinated in advance with Tetra Pak and may not be removed from the site without prior coordination with the Tetra Pak.

Contractors must comply with any waste minimization or recycling programs in effect on site or as specified by contract.

8.2 Alcohol & Drugs

The Contractor is responsible to ensure Contractor Personnel and sub-contractors' personnel do not visit or work at a Tetra Pak site or those of a Tetra Pak customer whilst under the influence of alcohol or drugs. The Contractor shall ensure that Tetra Pak is informed of any prescription medication that may affect Contractor Personnel or sub contractor's personnel ability to work safely.

8.3 Smoking

The Contractor is responsible to ensure Contractor Personnel or sub contractor's personnel only smoke in designated areas.

9. Actions for Non-Compliance with OHS Requirements

Failure to follow Tetra Pak's OHS Requirements constitutes a material breach of contract by the Contractor. In the event of a failure to comply with Tetra Pak's OHS Requirements, Tetra Pak reserves the right to require Contractor to stop the services and remove itself and Contractor's Personnel from the Site until the Contractor has taken appropriate corrective actions.

The Contractor shall be solely responsible for all costs, liabilities and claims associated with such stoppage, and shall not charge Tetra Pak for any resulting stoppages.

The rights and remedies of Tetra Pak in this Contractors OHS Handbook are in addition to, and not in lieu of, Tetra Pak's other rights and remedies under the contract (including contract termination).

10. Documentation and Recordkeeping Rules

The below documents are required when managing the contract on Tetra Pak site:

- ▶ *Project Safety Plan*
- ▶ *Project risk assessments*
- ▶ *Permits to Work*
- ▶ *OHS Inspection Reports*

The original documents or controlled copies must be passed to Tetra Pak Site manager at the end of the project.

The templates for these documents can be found in the Appendix to this Contractors OHS Handbook.

11. Contractor Performance Evaluation

Overall Contractor performance during executing of the contract will be evaluated by Tetra Pak. Results of the evaluation will be shared by Tetra Pak with the Contractor as appropriate.

12 Appendix

12.1 Appendix 1

Project Safety Plan (PSP) Template PDID – 2 - 19883

12.2 Appendix 2

Implementation Phase Risk Assessment (IPRA) PDID – 2 - 19501

12.3 Appendix 3

Permit to Work (PTW) Templates PDID – 2 - 19503

12.4 Appendix 4

OHS Inspection Template PDID – 2 - 19502

12.5 Appendix 5

Tetra Pak Group OHS Policy (following)

12.6 Appendix 6

Supplier declaration PDID – 2 - 19911

12.7 Appendix 7

COVID-19 Contractor Requirements PDID-2-26415

TETRA PAK GROUP

Occupational Health and Safety Policy

<i>Policy Owner:</i>	<i>Dennis Jönsson, CEO and President</i>
<i>Date of Approval:</i>	<i>03/01/16</i>
<i>Date of Communication:</i>	<i>12/01/16</i>
<i>Valid from:</i>	<i>01/01/16</i>
<i>Contact person:</i>	<i>Andrew Jones, Corporate Director OHS</i>

Introduction

Strong standards of health and safety are essential to achieving our strategic growth ambitions. At Tetra Pak, we are committed to ensure the occupational health and safety of our employees, contractors, visitors and anyone who may be affected by our operations, both at our own sites and any other site at which we operate. Our goal is to maintain a safe and healthy environment, with *zero accidents and work related illness*. This policy is designed to help us towards realising that ambition.

Scope

We have integrated health and safety within all aspects of our business and this Occupational Health & Safety (OHS) policy is applicable across all Tetra Pak businesses.

Policy

All Tetra Pak group companies must take appropriate steps to ensure that:

- All of the company's operations meet, or exceed, the occupational health and safety regulatory requirements defined for the geography in which they are located and, where relevant, any specific requirements defined by customers on whose site we are operating
- Potential hazards related to our activities are identified and control measures are established that either eliminate the associated risks, or reduce them to an acceptable level
- Safe behaviour and responsible work practices are promoted and observed in all of our activities
- Robust occupational health and safety management systems are implemented and maintained
- OHS communication, education and training is provided to all employees, contractors and other relevant stakeholders
- There is a clear commitment to OHS within the leadership teams of their respective organisations, and employee participation in OHS is actively encouraged
- The company's OHS performance is monitored and audited, to ensure we are meeting these objectives and driving continuous improvement.

Governance & assurance

Monitoring adherence to this policy has been delegated by the CEO to the Corporate Director Occupational Health & Safety.