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May 16, 2015

[Ref. number]

Marc Arnecke, PMP

## [Project Name]

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*[Sub-Project, phase, etc.]*

### Project Safety Management Plan

The project safety management plan is a component of the project management plan and essentially defines the strategy or methodology to be adopted by the performing organization to undertake safety management and how to fulfil the safety requirements of the project.



## REVISIONS AND DISTRIBUTION

Revision	Release date	Distributed to*												
		Client	Consultant	JV Main office(s)	All project mgmt. dept.	Sub-contractors	Suppliers							
Rev. 0 (draft)	29/10/2013													

\*) Detailed distribution lists shall be prepared for each distribution event. Further details as per the project communication plan

### Amendments

The Project Safety Management Plan from time to time may require updates. Any amendment to this plan shall be **informed to the change control board by use of the change request form and approved by the project change control board** prior to distribution. Only revised parts of the plan will be distributed along with the approval and shall be accompanied by instructions how to implement the changes.

The initial page numbering system (**to be added upon initial approval**) will be a normal continuous numbering displayed in the lower right corner of each page. In the event that pages have to be added, characters shall be added to the number. In case entire pages are deleted, the corresponding page shall be replaced by a blank page stating "page removed".

Each added/changed page shall have the revision number and date of approval displayed on the bottom of the page.



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## PROJECT SPONSOR APPROVAL

<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by Proj. Sponsor:</b>
Place, dd/mm/yyyy	Place, dd/mm/yyyy	Place, dd/mm/yyyy
Marc Arnecke, PMP Designation	Name Designation	Name Designation



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## **SAFETY MANAGEMENT APPROACH**

Give an introduction on the approach taken by the company and project team to ensure that the applicable requirements for project safety will be determined so that the project is planned and executed in a manner that prevents accidents.



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## **SAFETY POLICY**

The safety policy similar to quality policy dictates with perspective to safety how the project shall be carried out.



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## **SAFETY REQUIREMENTS & ACCEPTANCE CRITERIA**

Explain the legal and the project safety requirements for safety assurance and control and define the criteria which have to be fulfilled in order to carry on with an activity.



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## **SAFETY EXECUTION CONSTRAINTS**

List the constraints, which may influence the project safety strategy (e.g. legal requirements such as restricted summer working hours, traffic rules and so further and so on).





*[Project Name]*

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### **SAFETY STAFFING**

With cross-reference to the project human resource management plan explain organizational arrangements, roles and responsibilities.

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### **Training Requirements**

Explain what trainings need to be conducted and the repetition periods.

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### **Inductions**

Task specific safety inductions, tool-box talks etc.



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## **SAFETY HAZARD RISK ANALYSIS**

Analyse and describe in a systematic review for each process the threads and the appropriate recommendations how to avoid it.



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## **EMERGENCY RESPONSE**

Even if carefully planned and executed, accidents etc. can happen for various reasons. Plan and explain how and in what intervals you are going to carry out emergency drills to avoid cases of emergency and how you will respond to it if it still happens.



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## **MONITORING AND CONTROLLING**

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### **Safety Records**

Determine the effectiveness of the project management as whole with regards to safety, plan and list what records shall be kept.

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### **Safety Reporting System**

As a subset to the overall project performance reporting system develop and explain the safety reporting.

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### **Permit to Work**

Explain the requirements relating to permits (e.g. confined space, hot work, excavation etc.).



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## **SAFETY ASSURANCE**

Explain how the results of safety control will be evaluated to assure that all activities are in compliance to the safety requirements. For unsafe acts corrective actions have to be recommended.



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## **SAFETY IMPROVEMENT**

Safety similar to quality has to be continuously (re-)measured and improved. Explain how you want to do that...



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**ATTACHMENTS:**

Attachment 1	
Attachment 2	