



SAFETY OFFICER PLAYBOOK

SOPs, Policies, Registers & Formats

JD | SOPs | Policies | Registers | Formats

Use: This document is the operating manual for the Safety Officer (SAFE). Follow the Swara Authority & Escalation Matrix strictly. For immediate hazards, **stop work is mandatory**. If an approval is not in writing (ERP/email/WhatsApp screenshot attached), it is treated as NOT approved. Keep evidence for every safety action (photos, PTW, inspection records, training logs).

| Playbook Outputs (Must) | Evidence / File Location (suggested) |
|-----------------------------------------------------------------|-------------------------------------------|
| SAFE Job Description (JD) + KPI Scorecard | 00_Admin & Governance / HR / JDs |
| SAFE SOPs (SOP-01 to SOP-15) - one-by-one | 08_Site Execution / Safety / SOPs |
| SAFE Policies (POL-01 to POL-12) - one-by-one | 00_Admin & Governance / Policies / Safety |
| SAFE Registers (REG-01 to REG-20) - printable templates | 08_Site Execution / Safety / Registers |
| SAFE Formats/Templates (FMT-01 to FMT-20) - printable templates | 08_Site Execution / Safety / Formats |
| Escalation Ladder + Mandatory Message Format | 00_Admin & Governance / Escalations |
| 30-60-90 day onboarding plan (SAFE) | 00_Admin & Governance / HR / Onboarding |

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- 2. Phase Map (Phase 0-11) - SAFE responsibilities & evidence
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- 5. Registers (One-by-One) - REG-01 to REG-20
- 6. Formats & Templates (One-by-One) - FMT-01 to FMT-20
- Appendix A: Quick Reference - authority limits & escalation triggers
- Appendix B: 30-60-90 day onboarding plan (SAFE)

How to use: Print registers & formats for the site file. Keep scans in the project folder. If a record is missing, treat it as a risk and escalate. This playbook is designed to be auditable - keep evidence.

1. Role Overview & Job Description (SAFE)

Role purpose: Prevent accidents, protect people and property, and ensure statutory and company safety compliance across demolition, construction, finishing, and handover. Safety Officer has authority to stop unsafe work immediately.

Grade: L3 (Officer/Senior Executive) as per Swara Salary Grade Structure (refer HR pack).

Reports to: PM-S (Site). Functional escalation to PM-HO as per Escalation Matrix. Critical safety escalations to OWN via PM-HO.

Key interfaces: SSE, SE, SUP, Store, Accounts Officer, Subcontractors, Labour contractor, Security, MEP contractors, Fire vendor.

1.1 Key responsibilities (Must)

- Implement site safety plan, PTW system, and daily safety discipline (inspections, toolbox talks, PPE).
- Stop-work enforcement for immediate hazards; allow resumption only after correction + evidence.
- Maintain safety registers, permits and training records (audit-ready).
- Hazard identification and closure tracking (ownership + target dates).
- Incident/near-miss reporting, investigation, root cause analysis and CAPA closure.
- High-risk activity control: work at height, lifting, excavation, electrical, hot work, demolition.
- Emergency preparedness: first-aid readiness, fire extinguishers, mock drills, emergency contacts.
- Contractor safety compliance: induction, PPE, disciplinary actions, penalty recommendations to PM-S.
- Support statutory compliance files (labour insurance, BOCW-related site compliance, notices).
- Weekly safety reports to PM-S and PM-HO with top risks and decisions required.

1.2 Daily / Weekly / Monthly routine

Daily:

- Morning site walk (before work): check housekeeping, edges, scaffolds, electrical DBs, access, signage.
- Verify PPE compliance (helmets, shoes, harness where required) and record violations.
- Issue/close PTW for high-risk jobs (work at height, hot work, lifting, excavation).
- Toolbox talk (10-15 minutes) with supervisors/contractors; record attendance.
- Mid-day follow-up: close hazards with photos; stop-work if hazard persists.
- End-of-day: update registers, PTW closures, and hazard closure status.

Weekly:

- Weekly safety audit + score; share corrective action list with PM-S.
- Review incidents/near misses; verify CAPA closure.
- Check lifting gear, scaffolding tags, fire extinguishers inspection status.
- Submit weekly safety report to PM-S and PM-HO (top 5 risks + decision required).

Monthly:

- Conduct emergency drill (fire/evacuation) and record learnings.

- Training refreshers: work at height, lifting signals, electrical safety, first aid.
- Review safety KPIs with PM-S and update improvement plan.
- Audit safety documentation completeness (all registers signed, filed).

1.3 KPI Scorecard (suggested)

| KPI | Target / Standard | Evidence | Frequency |
|-------------------------------------|---------------------------------------------|---------------------------|----------------|
| High-risk hazards closed within SLA | Same day (critical) / 48 hrs (major) | SAFE-REG-05 + photos | Daily/Weekly |
| PTW compliance | 100% for defined high-risk activities | SAFE-REG-06 + permits | Daily |
| Toolbox talks conducted | Minimum 6 per week | SAFE-REG-03 | Weekly |
| Incidents / near misses reported | 100% reporting within 24 hrs | SAFE-REG-15 + SAFE-FMT-16 | As needed |
| Safety audit score | >= 85% (or improving trend) | SAFE-FMT-18 + report | Weekly/Monthly |
| PPE compliance | >= 95% daily compliance | Photos + warnings log | Daily |
| Training compliance | 100% for critical trades (riggers, welders) | SAFE-REG-16 | Monthly |

1.4 Boundaries & non-negotiables

- SAFE can STOP WORK immediately for any life-risk hazard (no permission required).
- Work resumes only after hazard correction + photo evidence + PM-S clearance.
- No high-risk work without PTW where required (work at height, lifting, hot work, excavation, electrical isolation).
- No shortcut on PPE. Repeated violation -> written warning to contractor + escalate to PM-S.
- All incidents and near misses must be reported (no hiding).
- If a safety decision is unclear, pause and escalate with evidence and deadline.

2. Phase Map (Phase 0-11) - SAFE responsibilities & evidence

| Phase | SAFE responsibilities (what to do) | Key evidence (registers / formats) |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| Phase 0 - Governance setup | Prepare Site Safety Plan, emergency contacts, PPE policy, induction plan, register templates, signage plan, PTW framework; verify contractor insurance requirements in contracts. | SAFE-FMT-01, SAFE-POL-01/02, SAFE-REG-01/02/03 |
| Phase 1 - Due diligence | Pre-demolition hazard mapping (asbestos/weak slabs), utility mapping input, neighbour risk mapping, demolition compliance checklist support. | SAFE-FMT-19, SAFE-REG-05, photos |
| Phase 2 - Feasibility & offer | Include safety cost items in BOQ assumptions; plan safety resources for demolition and structure; define safety commitments (barricading, dust control). | SAFE-FMT-17 weekly report template, budget note |
| Phase 3 - Stakeholder consensus | Support society/neighbour safety communication plan during vacate & demolition; define site access rules and barricading commitments. | Notices, SAFE-FMT-19, photos |
| Phase 4 - Agreements | Ensure safety clauses in contractor WOs (PPE, insurance, penalties, compliance) and stop-work rights. | Contract clause checklist, SAFE-POL-12 |
| Phase 5 - Design finalisation | Safety-by-design review: fall prevention points, safe access, fire escape/refuge planning; coordinate with fire consultant. | Design review notes, fire comments log |
| Phase 6 - Approvals & RERA | Support Fire NOC documentation, construction safety compliance documents as required; maintain records for audit. | Submission checklist, SAFE-REG-14 |
| Phase 7 - Vacate & transit | Safe shifting guidance, access control, barricading; ensure utilities disconnected safely before demolition. | SAFE-REG-05, disconnection confirmations |
| Phase 8 - Demolition | Demolition method statement safety review; PTW system live; dust control; debris disposal route safety; neighbour protection; daily demolition toolbox talk. | SAFE-SOP-10, SAFE-REG-06, SAFE-REG-20 |
| Phase 9 - Construction | Daily inspections, PTW, scaffold/lifting/electrical controls; incident management; weekly audits; training; housekeeping enforcement. | SAFE-REG-04/05/06/08/09/11/15 |
| Phase 10 - Completion & handover | Commissioning safety, fire system testing witness, final safety file compilation, handover safety briefing. | SAFE-SOP-15, SAFE-FMT-20 |
| Phase 11 - DLP | Safe rectification works management; PTW if needed; complaint visits safety; maintain closure evidence. | DLP safety notes, SAFE-REG-05 |

3. SOPs (In-depth, One-by-One) - SOP-01 to SOP-15

SAFE SOP-01: Site Safety Governance Setup (Pre-start)

Objective: Set up site safety system before demolition/construction starts (roles, registers, signage, emergency readiness).

Trigger / Frequency: Once per project (before any physical work starts) and whenever site layout changes.

Inputs:

- Approved site layout and access plan
- List of contractors and scope
- Company Authority & Escalation Matrix

Step-by-step:

- Prepare SAFE-FMT-01 Site Safety Plan (one-page) including rules, PPE, PTW, emergency contacts.
- Create safety file structure (SOPs, Policies, Registers, Formats) and print registers for site.
- Install mandatory safety signage and barricading at entry and hazard zones.
- Set up first-aid box, stretcher (if required), fire extinguishers and emergency numbers board.
- Define PTW categories for the site (height, hot work, lifting, excavation, electrical isolation).
- Conduct contractor kickoff: explain stop-work rules, PPE requirements, reporting discipline, penalties.
- Start induction process for all workers before entry (SAFE-REG-01).

Outputs / Evidence:

- Site Safety Plan displayed and filed
- Safety file + registers started
- Emergency readiness confirmed with photos

Registers / Formats used: SAFE-REG-01, SAFE-REG-02, SAFE-REG-03, SAFE-REG-04 | SAFE-FMT-01, SAFE-FMT-02, SAFE-FMT-03, SAFE-FMT-05

Escalations:

- Any site readiness gap that can cause unsafe start -> stop work and escalate to PM-S same day.

SAFE SOP-02: Induction, PPE Issue and Toolbox Talk System

Objective: Ensure every person entering site is inducted, PPE-compliant, and receives ongoing safety communication.

Trigger / Frequency: For every new worker/visitor; toolbox talk daily/weekly as planned.

Inputs:

- Worker/visitor list and ID proof (as per site admin)
- PPE stock availability

Step-by-step:

- Conduct induction using SAFE-FMT-02 (site rules, emergency plan, PPE, prohibited acts).
- Issue PPE and take acknowledgement (SAFE-FMT-03); record in SAFE-REG-02.
- Run toolbox talks (10-15 minutes) with supervisors; record attendance (SAFE-REG-03).
- For repeated PPE violations: issue written warning to contractor and copy PM-S.

Outputs / Evidence:

- 100% inducted workforce
- Toolbox talk records and PPE issue proof

Registers / Formats used: SAFE-REG-01, SAFE-REG-02, SAFE-REG-03 | SAFE-FMT-02, SAFE-FMT-03, SAFE-FMT-04

Escalations:

- PPE refusal / repeated violations -> PM-S same day; PM-HO if repeats 2 times in 7 days.

SAFE SOP-03: Daily Safety Walk, Hazard Reporting and Closure

Objective: Identify hazards early and close them with ownership, deadlines and evidence.

Trigger / Frequency: Daily (minimum twice: morning and mid-day).

Inputs:

- Site areas list (work fronts)
- Yesterday's open hazards list

Step-by-step:

- Conduct morning safety walk; capture hazards with photos and location tags.
- Log hazards in SAFE-REG-05 with severity (Critical/Major/Minor), owner, closure date.
- Issue stop-work immediately for life-risk hazards (open edge, unsafe scaffold, live wires).
- Verify closures with before/after photos; close only after evidence.
- Share daily top hazards list to PM-S and SSE.

Outputs / Evidence:

- Updated hazard register with closures
- Photos filed by date and location

Registers / Formats used: SAFE-REG-04, SAFE-REG-05 | SAFE-FMT-05, SAFE-FMT-06

Escalations:

- Critical hazard not closed within 0-30 min -> stop work and escalate to PM-S immediately.
- Same hazard repeats 2 times in 7 days -> escalate to PM-HO within 24 hrs.

SAFE SOP-04: Permit-to-Work (PTW) System (High-risk Jobs)

Objective: Control high-risk activities through permits, checklists and supervision.

Trigger / Frequency: Before start of any defined high-risk job; close after completion.

Inputs:

- Job plan and location
- Competent persons list (riggers, welders, electricians)

Step-by-step:

- Issue PTW using SAFE-FMT-07 (or specific permit format) with exact location and time window.
- Verify prerequisite controls: PPE, barricading, tools, supervision, emergency readiness.
- For Work at Height: use SAFE-FMT-08; for Hot Work: use SAFE-FMT-14; for Excavation: SAFE-FMT-13.
- Brief the working team; ensure signatures of supervisor and safety officer.
- Monitor job during execution; stop work if conditions change.
- Close permit with completion confirmation and housekeeping check; file permit copy.

Outputs / Evidence:

- PTW issued/closed with signatures
- Job executed with controls and evidence

Registers / Formats used: SAFE-REG-06, SAFE-REG-12, SAFE-REG-13 | SAFE-FMT-07 to SAFE-FMT-14

Escalations:

- High-risk work without PTW -> stop work and escalate to PM-S same day.

SAFE SOP-05: Work at Height and Fall Protection Control

Objective: Prevent falls from height (edges, openings, scaffolds, ladders, roofs).

Trigger / Frequency: Whenever work above 1.8m (or as defined) is planned.

Inputs:

- Work at height plan and access route
- Harness, lifeline, anchor points availability

Step-by-step:

- Ensure safe access (scaffold/ladders) and barricade drop zones.
- Inspect harness and lifelines; record in SAFE-REG-07 before use.
- Verify scaffolding inspection tag (SAFE-REG-08) and safe platform.
- Issue work at height permit (SAFE-FMT-08) and monitor continuously.
- Ensure edge protection / guardrails / safety nets as per site condition.
- Stop work if unsafe condition observed; resume only after correction.

Outputs / Evidence:

- Work at height permit + inspection records
- Zero fall incidents with evidence logs

Registers / Formats used: SAFE-REG-06, SAFE-REG-07, SAFE-REG-08 | SAFE-FMT-08, SAFE-FMT-09

Escalations:

- Open edges / missing guardrails -> immediate stop work (0-30 min) and escalate to PM-S.

SAFE SOP-06: Scaffolding Inspection and Tagging

Objective: Ensure scaffolds are safe, tagged and inspected before use.

Trigger / Frequency: Before first use, after alteration, and weekly minimum.

Inputs:

- Scaffold locations and responsible contractor
- Scaffold checklist

Step-by-step:

- Inspect scaffold structure, planks, toe boards, bracing, access ladder, ties.
- Tag scaffold: Green (safe), Red (do not use) using SAFE-FMT-09.
- Record inspection in SAFE-REG-08 with inspector name and date.
- Block use of red-tagged scaffold physically; inform PM-S/SSE.
- Re-inspect after rectification and re-tag green with evidence.

Outputs / Evidence:

- Scaffold inspection register updated
- Tagged scaffolds visible on site

Registers / Formats used: SAFE-REG-08 | SAFE-FMT-09

Escalations:

- Unsafe scaffold in use -> stop work immediately and escalate to PM-S.

SAFE SOP-07: Lifting Operations and Rigging Control

Objective: Prevent lifting accidents through lifting plans, gear inspection and competent rigging.

Trigger / Frequency: Any crane/hoist/material lifting activity; critical lifts require lifting plan.

Inputs:

- Lift plan (load, radius, path)
- Certified riggers and signalman

Step-by-step:

- Inspect lifting gear (slings, shackles, hooks) and record in SAFE-REG-09.
- For critical lifts, prepare SAFE-FMT-10 Lifting Plan and get PM-S approval.
- Barricade lifting zone and assign signalman; ensure no one under suspended load.
- Verify crane/hoist daily checklist (SAFE-REG-10) before start.
- Stop lift immediately if unsafe condition or weather risk observed.

Outputs / Evidence:

- Lifting gear inspection evidence
- Lifting plan for critical lifts

Registers / Formats used: SAFE-REG-09, SAFE-REG-10, SAFE-REG-16 | SAFE-FMT-10, SAFE-FMT-11

Escalations:

- Lifting without inspected gear / competent rigger -> stop work and escalate to PM-S same day.

SAFE SOP-08: Excavation, Trench and Confined Space Control

Objective: Prevent collapse, suffocation and utility strike incidents in excavation/confined works.

Trigger / Frequency: Before excavation start; daily during excavation; before entry in confined spaces.

Inputs:

- Utility mapping and approvals
- Excavation plan and shoring method

Step-by-step:

- Issue excavation permit (SAFE-FMT-13) with location, depth, protection method.
- Verify barricading, slope/shoring, safe access, dewatering if needed.
- Confirm utility isolation or safe method (no blind digging near services).
- For confined space entry: ensure gas test/ventilation and standby person (as applicable).
- Stop work during rain or unstable soil condition; re-assess before resuming.

Outputs / Evidence:

- Excavation permits and daily checks
- No collapse/utility incidents with evidence

Registers / Formats used: SAFE-REG-12, SAFE-REG-05 | SAFE-FMT-13

Escalations:

- Unsafe excavation (no barricade/shoring) -> stop work and escalate to PM-S immediately.

SAFE SOP-09: Electrical Safety, Temporary Power and LOTO

Objective: Prevent shock, fire and short-circuit incidents from temporary site electrics.

Trigger / Frequency: Daily electrical checks; before any electrical repair; before energizing equipment.

Inputs:

- List of DBs, cables, power tools
- Electrician list

Step-by-step:

- Inspect DBs, ELCB/RCCB function, earthing, cable routing; record in SAFE-REG-11.
- Ensure proper insulation, no exposed wires, and proper distribution board locks.
- Use LOTO form SAFE-FMT-12 for repairs/maintenance and keep key control.
- Stop use of damaged tools/cables immediately; tag out and replace.

Outputs / Evidence:

- Electrical inspection log with closures
- LOTO evidence for repairs

Registers / Formats used: SAFE-REG-11, SAFE-REG-05 | SAFE-FMT-12

Escalations:

- Live wire/exposed cable -> stop work and escalate to PM-S immediately (0-30 min).

SAFE SOP-10: Demolition Safety and Neighbour Protection

Objective: Execute demolition safely with barricading, dust control, controlled sequence and neighbour risk management.

Trigger / Frequency: Before and during demolition activities.

Inputs:

- Demolition method statement and sequence
- Neighbour risk mapping and utility disconnection proofs

Step-by-step:

- Review demolition method statement: sequence, drop zones, machine movement, debris route.
- Ensure utilities disconnected and confirmed in writing (electric/water/gas).
- Install barricading, dust suppression (water sprinkling), and safety signage.
- Inform neighbours/society with SAFE-FMT-19 notice where required.
- Use PTW for demolition works; conduct daily demolition toolbox talk.
- Manage debris disposal route; maintain disposal evidence (SAFE-REG-20).

Outputs / Evidence:

- Demolition safety compliance evidence
- Neighbour complaints minimized with records

Registers / Formats used: SAFE-REG-06, SAFE-REG-20, SAFE-REG-05 | SAFE-FMT-19, SAFE-FMT-07

Escalations:

- Any uncontrolled demolition risk / neighbour incident -> escalate to PM-S immediately and PM-HO within 2 hrs.

SAFE SOP-11: Hot Work and Fire Safety Control

Objective: Prevent fire incidents during welding/cutting/grinding and maintain fire readiness.

Trigger / Frequency: Before any hot work; daily fire equipment checks.

Inputs:

- Hot work location and duration
- Fire extinguisher availability and fire watch person

Step-by-step:

- Issue hot work permit SAFE-FMT-14; ensure area is cleared of combustibles.
- Provide fire extinguisher at point of work and assign fire watch.
- Verify PPE (welding shield, gloves) and proper cable management.
- After hot work: monitor area for minimum 30 minutes for smouldering.
- Inspect fire extinguishers monthly; record in SAFE-REG-14.

Outputs / Evidence:

- Hot work permits with closure
- Fire equipment inspection evidence

Registers / Formats used: SAFE-REG-13, SAFE-REG-14 | SAFE-FMT-14

Escalations:

- Hot work without permit/extinguisher -> stop work and escalate to PM-S same day.

SAFE SOP-12: Incident and Near Miss Reporting & Investigation

Objective: Ensure all incidents/near misses are reported, investigated and corrected to prevent repeat.

Trigger / Frequency: Immediately after any incident or near miss.

Inputs:

- Incident details, photos, witness statements
- Medical/first aid notes (if any)

Step-by-step:

- Provide immediate medical aid and secure the area; stop related work.
- Inform PM-S immediately; escalate as per severity (same day for high risk).
- Record incident in SAFE-REG-15 within 24 hrs; issue investigation form SAFE-FMT-16.
- Conduct root cause analysis (5-Why) and define CAPA with owners and dates.
- Verify CAPA closure with evidence; update hazard register to avoid repeat.

Outputs / Evidence:

- Incident report + investigation + CAPA closure evidence

Registers / Formats used: SAFE-REG-15, SAFE-REG-05 | SAFE-FMT-16

Escalations:

- Major incident / hospitalization -> PM-S immediate; PM-HO within 2 hrs; OWN same day via PM-HO.

SAFE SOP-13: Contractor HSE Compliance and Discipline

Objective: Ensure all contractors follow safety rules, documentation and site discipline.

Trigger / Frequency: At contractor onboarding; ongoing daily/weekly.

Inputs:

- Contractor list and scope
- Insurance/worker documentation status

Step-by-step:

- Verify contractor safety documents and manpower list; track in SAFE-REG-20 (or dedicated tracker).
- Conduct induction for all contractor workers before entry.
- Issue written warnings for violations; recommend penalty as per contract to PM-S.
- Block repeated violators from site entry; maintain evidence.

Outputs / Evidence:

- Contractor compliance tracker updated
- Reduced repeated safety violations

Registers / Formats used: SAFE-REG-01, SAFE-REG-05, SAFE-REG-16 | SAFE-FMT-06, SAFE-FMT-17

Escalations:

- Contractor refuses compliance -> escalate to PM-S within 24 hrs; PM-HO within 48 hrs for decision.

SAFE SOP-14: Safety Audits, Reporting and Escalation Discipline

Objective: Run weekly audits, issue corrective actions, and escalate unresolved risks on time.

Trigger / Frequency: Weekly audit; daily escalation for critical risks.

Inputs:

- Audit checklist and previous week actions
- Progress and activity plan from site team

Step-by-step:

- Conduct weekly audit using SAFE-FMT-18; score and identify top gaps.
- Issue corrective action list with owners and dates; track in SAFE-REG-19.
- Send weekly report SAFE-FMT-17 to PM-S and PM-HO with top 5 risks and decision required.
- Escalate as per matrix when closure timelines are not met.

Outputs / Evidence:

- Weekly safety audit score + action tracker
- Escalations with evidence where required

Registers / Formats used: SAFE-REG-19, SAFE-REG-05 | SAFE-FMT-17, SAFE-FMT-18, SAFE-FMT-20

Escalations:

- High-risk hazard unresolved -> escalate per Safety (High risk) TAT in matrix.

SAFE SOP-15: Handover Safety File and DLP Safe Working

Objective: Compile safety documents for handover and manage safe rectification during DLP.

Trigger / Frequency: Phase 10 handover preparation; during Phase 11 rectification visits.

Inputs:

- All safety registers and permits
- Commissioning and fire test certificates

Step-by-step:

- Compile final Safety File: induction summary, PTW, audits, incident logs, training records.
- Ensure fire safety equipment and signage are in place; verify extinguisher validity.
- Prepare safety briefing for occupants/clients if required.
- During DLP works, enforce PTW for risky repairs and maintain closure evidence.

Outputs / Evidence:

- Final Safety File handed over
- DLP works executed safely with records

Registers / Formats used: SAFE-REG-15, SAFE-REG-18, SAFE-REG-19 | SAFE-FMT-17, SAFE-FMT-20

Escalations:

- Any complaint visit hazard -> stop and escalate to PM-S same day.

4. Policies (In-depth, One-by-One) - POL-01 to POL-12

SAFE POL-01: Stop Work Authority and Zero Tolerance Policy

Policy statement: Any life-risk hazard must trigger immediate stop-work. No work resumes without correction and evidence.

Key rules:

- Open edges, unsafe scaffolds, electrical hazards, lifting under load, missing PPE, hot work without permit.

Enforcement (step-by-step):

- SAFE issues stop-work instruction immediately and informs PM-S.
- Contractor must correct hazard and submit photo evidence.
- PM-S clears resumption after SAFE verification.
- Repeat hazard 2 times in 7 days -> escalate to PM-HO as per matrix.

Evidence to file:

- Registers updated (SAFE-REG series) and photos where applicable
- PTW copies for high-risk works
- Warnings/penalty notes issued to contractors
- Incident investigation reports and CAPA closure proof

SAFE POL-02: PPE Policy (Mandatory on Site)

Policy statement: PPE is mandatory for entry and work. Site entry without required PPE is prohibited.

Key rules:

- Helmet and safety shoes mandatory at all times on site.
- Harness mandatory for work at height as per SOP-05.
- Welding shield/gloves for welding and grinding.
- PPE must be in good condition; damaged PPE must be replaced immediately.

Enforcement (step-by-step):

- SAFE to check PPE daily and record violations with photos.
- First violation -> warning; repeat -> penalty recommendation to PM-S.
- Chronic violators -> entry banned until compliance.

Evidence to file:

- Registers updated (SAFE-REG series) and photos where applicable
- PTW copies for high-risk works
- Warnings/penalty notes issued to contractors
- Incident investigation reports and CAPA closure proof

SAFE POL-03: Work at Height Policy

Policy statement: Work above defined height must follow permit, fall protection and supervision rules.

Key rules:

- No work at height without PTW and inspected harness.
- Guardrails / lifelines / nets must be installed as per risk.
- Ladders must be secured and used for access only (not work platform).

Enforcement (step-by-step):

- SAFE issues permit and inspects controls.
- PM-S responsible for ensuring contractors provide equipment.
- Stop work for any fall risk condition.

Evidence to file:

- Registers updated (SAFE-REG series) and photos where applicable
- PTW copies for high-risk works
- Warnings/penalty notes issued to contractors
- Incident investigation reports and CAPA closure proof

SAFE POL-04: Scaffolding Policy

Policy statement: All scaffolds must be inspected and tagged. Red-tag scaffold is prohibited for use.

Key rules:

- Scaffold must have base, bracing, guardrails, toe boards, safe access.
- Daily visual check + weekly recorded inspection.
- Any alteration requires re-inspection.

Enforcement (step-by-step):

- SAFE maintains scaffold register and tags.
- Contractor rectifies non-compliance before use.

Evidence to file:

- Registers updated (SAFE-REG series) and photos where applicable
- PTW copies for high-risk works
- Warnings/penalty notes issued to contractors
- Incident investigation reports and CAPA closure proof

SAFE POL-05: Lifting Operations Policy

Policy statement: Lifting must be controlled with inspected gear, trained riggers and barricaded zone.

Key rules:

- No lifting with uninspected slings/shackles.
- No person under suspended load.
- Critical lifts require lifting plan approval.

Enforcement (step-by-step):

- SAFE can stop any unsafe lift immediately.
- PM-S to approve critical lift plan.

Evidence to file:

- Registers updated (SAFE-REG series) and photos where applicable
- PTW copies for high-risk works
- Warnings/penalty notes issued to contractors
- Incident investigation reports and CAPA closure proof

SAFE POL-06: Electrical Safety & LOTO Policy

Policy statement: Temporary site electrics must be safe, protected and inspected; isolation is mandatory before repair.

Key rules:

- All DBs must have ELCB/RCCB and proper earthing.
- No exposed wires or joints; cables routed safely.
- Use LOTO for repairs/maintenance; only electrician performs repairs.

Enforcement (step-by-step):

- SAFE inspects and logs daily; unsafe equipment is tagged out.
- Repeat hazards escalated as per matrix.

Evidence to file:

- Registers updated (SAFE-REG series) and photos where applicable
- PTW copies for high-risk works
- Warnings/penalty notes issued to contractors
- Incident investigation reports and CAPA closure proof

SAFE POL-07: Hot Work / Fire Prevention Policy

Policy statement: Hot work must be permitted, supervised and supported with fire watch and extinguisher.

Key rules:

- Hot work permit mandatory.
- Combustibles cleared; sparks controlled.
- Fire watch for minimum 30 minutes after completion.

Enforcement (step-by-step):

- SAFE issues permit and monitors.
- Violation -> stop work + report to PM-S.

Evidence to file:

- Registers updated (SAFE-REG series) and photos where applicable
- PTW copies for high-risk works
- Warnings/penalty notes issued to contractors
- Incident investigation reports and CAPA closure proof

SAFE POL-08: Excavation and Confined Space Policy

Policy statement: Excavation/trench/confined work requires permit, barricading and collapse prevention controls.

Key rules:

- Permit mandatory with depth and method.
- Barricading and safe access mandatory.
- No blind digging near utilities.

Enforcement (step-by-step):

- SAFE issues permits and checks daily.
- Unsafe trench -> immediate stop work.

Evidence to file:

- Registers updated (SAFE-REG series) and photos where applicable
- PTW copies for high-risk works
- Warnings/penalty notes issued to contractors
- Incident investigation reports and CAPA closure proof

SAFE POL-09: Housekeeping & Waste Disposal Policy

Policy statement: Good housekeeping is mandatory to prevent slips, trips, falls and fire risk.

Key rules:

- Debris cleared daily; passages and stairs kept clean.
- Material stacking within designated zones only.
- Waste disposal route and timing controlled.

Enforcement (step-by-step):

- SAFE checks daily and raises actions to PM-S/SSE.
- Non-compliance -> contractor warning and penalty recommendation.

Evidence to file:

- Registers updated (SAFE-REG series) and photos where applicable
- PTW copies for high-risk works
- Warnings/penalty notes issued to contractors
- Incident investigation reports and CAPA closure proof

SAFE POL-10: Alcohol, Drugs and Fitness to Work Policy

Policy statement: Any person under influence or medically unfit is prohibited from site work.

Key rules:

- Zero tolerance for alcohol/drugs.
- Workers with serious illness/injury must be assessed before work.

Enforcement (step-by-step):

- SAFE and PM-S can remove any person from site.
- Repeat offence -> permanent ban.

Evidence to file:

- Registers updated (SAFE-REG series) and photos where applicable
- PTW copies for high-risk works
- Warnings/penalty notes issued to contractors
- Incident investigation reports and CAPA closure proof

SAFE POL-11: Incident Reporting & Non-Retaliation Policy

Policy statement: All incidents and near misses must be reported. No punishment for reporting; hiding is punishable.

Key rules:

- Report within 24 hrs with evidence.
- Investigate and close CAPA.
- Share learnings in toolbox talk.

Enforcement (step-by-step):

- SAFE owns investigation; PM-S supports enforcement.
- Hiding incidents -> escalate to PM-HO/OWN.

Evidence to file:

- Registers updated (SAFE-REG series) and photos where applicable
- PTW copies for high-risk works
- Warnings/penalty notes issued to contractors
- Incident investigation reports and CAPA closure proof

SAFE POL-12: Contractor Safety Compliance & Penalty Policy

Policy statement: Contractors must follow safety rules; repeated violations attract penalties and possible removal.

Key rules:

- Contractor must provide PPE, trained manpower and safe equipment.
- Contractor must cooperate in audits and documentation.
- Repeated violations -> written warnings and penalties.

Enforcement (step-by-step):

- SAFE logs violations; PM-S issues penalties as per contract.
- Chronic underperformer -> escalate to PM-HO for replacement decision.

Evidence to file:

- Registers updated (SAFE-REG series) and photos where applicable
- PTW copies for high-risk works
- Warnings/penalty notes issued to contractors
- Incident investigation reports and CAPA closure proof

5. Registers (One-by-One) - REG-01 to REG-20

SAFE REG-01: Safety Induction Register

Purpose: Record all inductions before site entry.

Update frequency: Daily / ongoing

Template (print-ready):

| Date | Name | Contractor | Trade | ID Proof | Induction by | Signature | Remarks |
|------|------|------------|-------|----------|--------------|-----------|---------|
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SAFE REG-02: PPE Issue Register

Purpose: Track PPE issued and acknowledgement.

Update frequency: Daily / ongoing

Template (print-ready):

| Date | Name | PPE items | Qty | Condition | Issued by | Signature |
|------|------|-----------|-----|-----------|-----------|-----------|
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SAFE REG-03: Toolbox Talk Register

Purpose: Record toolbox talks and attendance.

Update frequency: Daily/Weekly

Template (print-ready):

| Date | Topic | Location | Conducted by | Contractor | Attendees count | Signatures | Photos ref |
|------|-------|----------|--------------|------------|-----------------|------------|------------|
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SAFE REG-04: Daily Safety Inspection Checklist Register

Purpose: Daily checklist for key safety items.

Update frequency: Daily

Template (print-ready):

| Date | Zone | Key checks | Non-complian ces | Owner | Target date | Status | SAFE sign |
|------|------|------------|------------------|-------|-------------|--------|-----------|
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SAFE REG-05: Hazard / Observation Register

Purpose: Log hazards, severity, owner and closure evidence.

Update frequency: Daily

Template (print-ready):

| Date | Location | Hazard description | Severity | Assigned to | Target closure | Status | Photo ref |
|------|----------|--------------------|----------|-------------|----------------|--------|-----------|
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SAFE REG-06: Permit-to-Work (PTW) Register

Purpose: Log permits issued/closed for high-risk work.

Update frequency: Daily

Template (print-ready):

| Permit no. | Date | Work type | Location | Supervisor | Valid from-to | Closed (Y/N) | SAFE sign |
|------------|------|-----------|----------|------------|---------------|--------------|-----------|
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SAFE REG-08: Scaffolding Inspection & Tag Register

Purpose: Scaffold inspections and tag status.

Update frequency: Weekly/As needed

Template (print-ready):

| Date | Scaffold location/ID | Status (Green/Red) | Issues | Rectified on | Inspector sign |
|------|----------------------|--------------------|--------|--------------|----------------|
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SAFE REG-09: Lifting Gear Inspection Register

Purpose: Inspection log for slings, shackles, hooks, chains.

Update frequency: Weekly

Template (print-ready):

| Date | Gear ID | SWL | Condition | Inspector | Next due | Remarks |
|------|---------|-----|-----------|-----------|----------|---------|
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SAFE REG-10: Crane/Hoist Daily Checklist Register

Purpose: Daily checks for crane/hoist (if applicable).

Update frequency: Daily

Template (print-ready):

| Date | Equipment | Operator | Checks done | Issues | Action | SAFE sign |
|------|-----------|----------|-------------|--------|--------|-----------|
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SAFE REG-11: Electrical DB & Tools Inspection Register

Purpose: Daily/weekly checks of DBs, cables, tools.

Update frequency: Daily/Weekly

Template (print-ready):

| Date | DB/Tool ID | ELCB check | Earthing | Condition | Action | SAFE sign |
|------|------------|------------|----------|-----------|--------|-----------|
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SAFE REG-12: Excavation Permit Register

Purpose: Log excavation permits and closures.

Update frequency: As needed

Template (print-ready):

| Permit no. | Date | Location | Depth | Protection method | Supervisor | Closed (Y/N) |
|------------|------|----------|-------|-------------------|------------|--------------|
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SAFE REG-13: Hot Work Permit Register

Purpose: Log hot work permits issued/closed.

Update frequency: As needed

Template (print-ready):

| Permit no. | Date | Location | Work type | Fire watch | Extinguisher | Closed (Y/N) |
|------------|------|----------|-----------|------------|--------------|--------------|
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SAFE REG-15: Incident & Near Miss Register

Purpose: Record incidents/near misses, severity and closure.

Update frequency: As needed

Template (print-ready):

| Date | Type | Location | Description | Injury (Y/N) | Reported to | CAPA status |
|------|------|----------|-------------|--------------|-------------|-------------|
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SAFE REG-16: Training & Certification Register

Purpose: Track training and competency certificates.

Update frequency: Monthly

Template (print-ready):

| Name | Trade | Training type | Certificate no. | Valid till | Trainer | Remarks |
|------|-------|---------------|-----------------|------------|---------|---------|
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SAFE REG-17: First Aid & Emergency Equipment Register

Purpose: Track first aid kit contents and emergency equipment.

Update frequency: Monthly

Template (print-ready):

| Date | Item | Qty | Condition | Replenished | Checked by |
|------|------|-----|-----------|-------------|------------|
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SAFE REG-18: Emergency Drill Register

Purpose: Record drills and learnings.

Update frequency: Quarterly/Monthly

Template (print-ready):

| Date | Drill type | Participants | Gaps observed | Corrective actions | Next drill date |
|------|------------|--------------|---------------|--------------------|-----------------|
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SAFE REG-19: Safety NCR / Non-Compliance Register

Purpose: Track safety non-conformances and closure.

Update frequency: Weekly

Template (print-ready):

| NCR no. | Date | Issue | Severity | Owner | Target date | Closure evidence | Status |
|---------|------|-------|----------|-------|-------------|------------------|--------|
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SAFE REG-20: Waste / Debris Disposal Register

Purpose: Record debris removal and disposal evidence (especially demolition).

Update frequency: Daily/As needed

Template (print-ready):

| Date | Material | Quantity | Vehicle no. | Disposal location | Receipt/manifest | Remarks |
|------|----------|----------|-------------|-------------------|------------------|---------|
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6. Formats & Templates (One-by-One) - FMT-01 to FMT-20

SAFE FMT-01: Site Safety Plan (One-page)

Use: Prepare once per project and display at site entry.

Template fields / structure:

| Field | Fill |
|--------------------|------|
| Project name/code | |
| Site address | |
| Emergency contacts | |
| PPE rules | |
| PTW categories | |
| Top 10 hazards | |
| Escalation ladder | |
| Document control | |

SAFE FMT-02: Safety Induction Form

Use: Use for every worker/visitor before entry.

Template fields / structure:

| Field | Fill |
|--------------------------|------|
| Name | |
| Contractor | |
| Trade | |
| ID proof | |
| Induction topics covered | |
| PPE issued | |
| Signature | |

SAFE FMT-03: PPE Issue Acknowledgement

Use: Use when issuing PPE to any worker.

Template fields / structure:

| Field | Fill |
|-----------|------|
| Name | |
| PPE items | |
| Qty | |
| Condition | |
| Issued by | |
| Signature | |
| Date | |

SAFE FMT-04: Toolbox Talk Record Sheet

Use: Use daily/weekly toolbox talk records.

Template fields / structure:

| Field | Fill |
|----------------------------|------|
| Date | |
| Topic | |
| Location | |
| Conducted by | |
| Key points | |
| Attendees names/signatures | |
| Photo ref | |

SAFE FMT-05: Daily Safety Inspection Checklist

Use: Use for daily safety walks.

Template fields / structure:

| Field | Fill |
|-------------------|------|
| Date | |
| Zone | |
| Checklist items | |
| Observations | |
| Actions | |
| Owner | |
| Closure photo ref | |

SAFE FMT-06: Hazard Observation Card

Use: Use for any hazard/unsafe act report.

Template fields / structure:

| Field | Fill |
|------------------|------|
| Date | |
| Location | |
| Hazard observed | |
| Severity | |
| Immediate action | |
| Reported by | |
| Assigned to | |

SAFE FMT-07: Permit-to-Work (PTW) - Master

Use: Use as master permit for high-risk works.

Template fields / structure:

| Field | Fill |
|--------------------|------|
| Permit no. | |
| Work type | |
| Location | |
| Valid from-to | |
| Supervisor | |
| Hazards | |
| Controls checklist | |
| Signatures | |
| Closure | |

SAFE FMT-08: Work at Height Permit & Checklist

Use: Use for any height work permit.

Template fields / structure:

| Field | Fill |
|-------------------|------|
| Location | |
| Height | |
| Access method | |
| Harness inspected | |
| Anchor point | |
| Barricading | |
| Supervisor | |
| SAFE sign | |
| Closure | |

SAFE FMT-09: Scaffolding Tag Template (Green/Red)

Use: Use for tagging scaffolds after inspection.

Template fields / structure:

| Field | Fill |
|--------------------|------|
| Scaffold ID | |
| Status (Green/Red) | |
| Date | |
| Inspector | |
| Remarks | |

SAFE FMT-10: Lifting Plan Template (Critical Lifts)

Use: Use for heavy/critical lifts.

Template fields / structure:

| Field | Fill |
|---------------------|------|
| Load details | |
| Weight | |
| Radius | |
| Crane capacity | |
| Rigging plan | |
| Barricading | |
| Signalman | |
| Approval signatures | |

SAFE FMT-11: Lifting Gear Inspection Checklist

Use: Use weekly inspection of lifting gear.

Template fields / structure:

| Field | Fill |
|------------------|------|
| Gear ID | |
| SWL | |
| Condition checks | |
| Defects | |
| Action | |
| Inspector sign | |

SAFE FMT-12: Electrical Isolation / LOTO Form

Use: Use for repairs and maintenance of electrical equipment.

Template fields / structure:

| Field | Fill |
|------------------|------|
| Equipment/DB | |
| Isolation points | |
| Lock no. | |
| Tag no. | |
| Person in charge | |
| Start time | |
| End time | |
| Verification | |

SAFE FMT-13: Excavation Permit & Checklist

Use: Use before excavation/trenching.

Template fields / structure:

| Field | Fill |
|-------------------|------|
| Location | |
| Depth | |
| Utility clearance | |
| Shoring/slope | |
| Barricading | |
| Access | |
| Supervisor | |
| SAFE sign | |

SAFE FMT-14: Hot Work Permit & Fire Watch Checklist

Use: Use for welding/cutting/grinding.

Template fields / structure:

| Field | Fill |
|-----------------------|------|
| Location | |
| Work type | |
| Combustibles cleared | |
| Extinguisher provided | |
| Fire watch name | |
| Start-end time | |
| Closure | |

SAFE FMT-15: Emergency Response Plan (ERP) Template

Use: Prepare and display on site.

Template fields / structure:

| Field | Fill |
|------------------------|------|
| Emergency contacts | |
| Assembly point | |
| Nearest hospital | |
| Roles during emergency | |
| Evacuation map | |
| Drill schedule | |

SAFE FMT-16: Incident Investigation Form (5-Why + CAPA)

Use: Use for all incidents/near misses.

Template fields / structure:

| Field | Fill |
|--------------------|------|
| Incident summary | |
| Injury details | |
| Immediate actions | |
| Root cause (5-Why) | |
| Corrective actions | |
| Owner + date | |
| Verification | |

SAFE FMT-17: Safety Weekly Report Template

Use: Send weekly to PM-S and PM-HO.

Template fields / structure:

| Field | Fill |
|--------------------|------|
| Week dates | |
| Top risks | |
| Incidents | |
| Audit score | |
| Open actions | |
| Decisions required | |
| Photos refs | |

SAFE FMT-18: Safety Audit Score Sheet

Use: Use for weekly/monthly audits.

Template fields / structure:

| Field | Fill |
|--------------------|------|
| Audit areas | |
| Score | |
| Observations | |
| Corrective actions | |
| Owner | |
| Target date | |
| Closure proof | |

SAFE FMT-19: Neighbour / Society Intimation Notice (Demolition/High Dust)

Use: Use before demolition/high disturbance work.

Template fields / structure:

| Field | Fill |
|-----------------------------|------|
| Work type | |
| Dates/time | |
| Dust/noise control measures | |
| Contact person | |
| Emergency contact | |

SAFE FMT-20: Escalation Message Format (as per Swara matrix)

Use: Use for all escalations with evidence and deadline.

Template fields / structure:

| Field | Fill |
|-----------------------------------|------|
| Subject format | |
| Issue summary | |
| Impact (time/cost/quality/safety) | |
| Evidence ref | |
| Action taken | |
| Decision required + deadline | |

Copy-paste message (mandatory):

Subject: Escalation - [Safety] - [Tower/Floor/Zone] - [Date]

- Issue summary (one line)
- Impact: Time/Cost/Quality/Safety (quantify if possible)
- Evidence: Photo/PTW/IR/Tracker ref
- Action taken so far (micro-actions)
- Support/Decision required + deadline

Appendix A: Quick Reference - authority limits & escalation triggers

A.1 Safety stop-work authority (from Swara Authority Matrix)

Stop work is mandatory for immediate hazards. SAFE/SUP/SE can stop work instantly; resume only after clearance and evidence.

A.2 Safety escalation timelines (from Swara Escalation Matrix)

| Issue category | Trigger / threshold | Level 1 (Operational) TAT | Level 2 (Tactical) TAT | Level 3 (Strategic) TAT |
|--------------------|-----------------------------------------------------------------|----------------------------------------|-----------------------------|-------------------------|
| Safety (High risk) | Open edge, electrical hazard, lifting risk, no PTW, PPE refusal | SAFE/SUP -> PM-S: Immediate (0-30 min) | PM-S -> PM-HO: Within 2 hrs | PM-HO -> OWN: Same day |
| Safety (Repeat) | Same hazard repeats 2 times in 7 days | SAFE/SUP -> PM-S: Same day | PM-S -> PM-HO: 24 hrs | PM-HO -> OWN: 48 hrs |

A.3 Escalation message format (mandatory)

Subject: Escalation - [Category] - [Tower/Floor/Zone] - [Date]

- Issue summary (one line)
- Impact: Time/Cost/Quality/Safety (quantify if possible)
- Evidence: Photo/PTW/IR/Tracker ref
- Action taken so far (micro-actions)
- Support/Decision required + deadline

Appendix B: 30-60-90 day onboarding plan (SAFE)

First 30 days (stabilise the system)

- Understand site layout, work fronts, contractor list and high-risk activities plan.
- Set up all safety registers and formats; implement induction and PPE issue system.
- Deploy PTW for work at height, hot work, lifting, excavation and electrical isolation.
- Run daily safety walks and start hazard closure discipline with photos.
- Conduct weekly audits and submit weekly safety report to PM-S and PM-HO.

Day 31-60 (improve compliance)

- Stabilise safety culture: reduce repeated violations through training and enforcement.
- Implement training calendar for critical trades (riggers, welders, electricians).
- Improve housekeeping and waste disposal system; ensure debris disposal evidence.
- Close all audit non-conformances within SLA and track trends.

Day 61-90 (optimise and audit-ready)

- Achieve consistent safety KPI targets (PTW 100%, audit score trend upward).
- Conduct emergency mock drills and verify emergency readiness.
- Finalise contractor safety performance evaluation and improvement plan.
- Prepare safety readiness for upcoming stages (finishing/commissioning/handover).