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# Safety Message

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Alert: Issued by Corporate Date: February 2009

## General Learning – Safety Systems and Practice

The purpose of Hazard Alert is to ensure that systems and practices exist at all Amcor sites for key risk exposures.

This alert relates to **unauthorised entry to sites**.

All sites need to be aware that unauthorised personnel, including children, entering sites can introduce additional hazards and risks that would not otherwise be considered. Additional risks introduced may be to the unauthorised person or to Amcor employees. Hence it is vital that all Amcor sites recognise this risk and have appropriate controls in place.

### The Following is the Required Safety Practice for all Amcor sites

1. All persons/visitors entering Amcor sites/offices must be authorised and accompanied by an Amcor representative if necessary. This applies both during and after operational hours.
2. Children are prohibited from entering Amcor sites/offices. The only exceptions to this are in circumstances where the visit/access is pre arranged and made safe for children or visitors generally i.e. site open days where appropriate controls are in place to ensure equipment is locked out or site access is restricted, or in circumstances where visitors/children are accompanied by Amcor co-workers at all times. Children in delivery vehicles and trucks under any circumstances are not authorised to visit/access Amcor sites/offices.
3. All contractors / sub-contractors shall not be permitted to access or commence work on any Amcor site/office until a site induction has been conducted which may incorporate a tour of their relevant work areas.
4. Site access/security including gates/fences on Amcor owned or occupied land and general Amcor property must be regularly maintained and inspected.

### Site Review and Actions Required:

*This section is for sites to review their own practices and determine what gaps exist and actions need to be implemented.*

*This information shall then be communicated through posting on site and communication throughout Amcor.*

For further information regarding this incident, please contact via e-mail

