

Seavest Health & Safety Manual

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Seavest Africa

Seavest is a professional service provider to the hydrocarbon industry with outstanding customer satisfaction and referral rating. That means our future is on display everyday in how we carry out our work at any retail site around the country.

Mission Statement

Seavest Africa strives to provide the best quality workmanship and outstanding customer service in the most cost effective and safest manner possible. It is the goal of everyone at Seavest Africa to continue to expand our services and with this in mind we will provide the necessary tools, supervision and safe workplace to all employees.

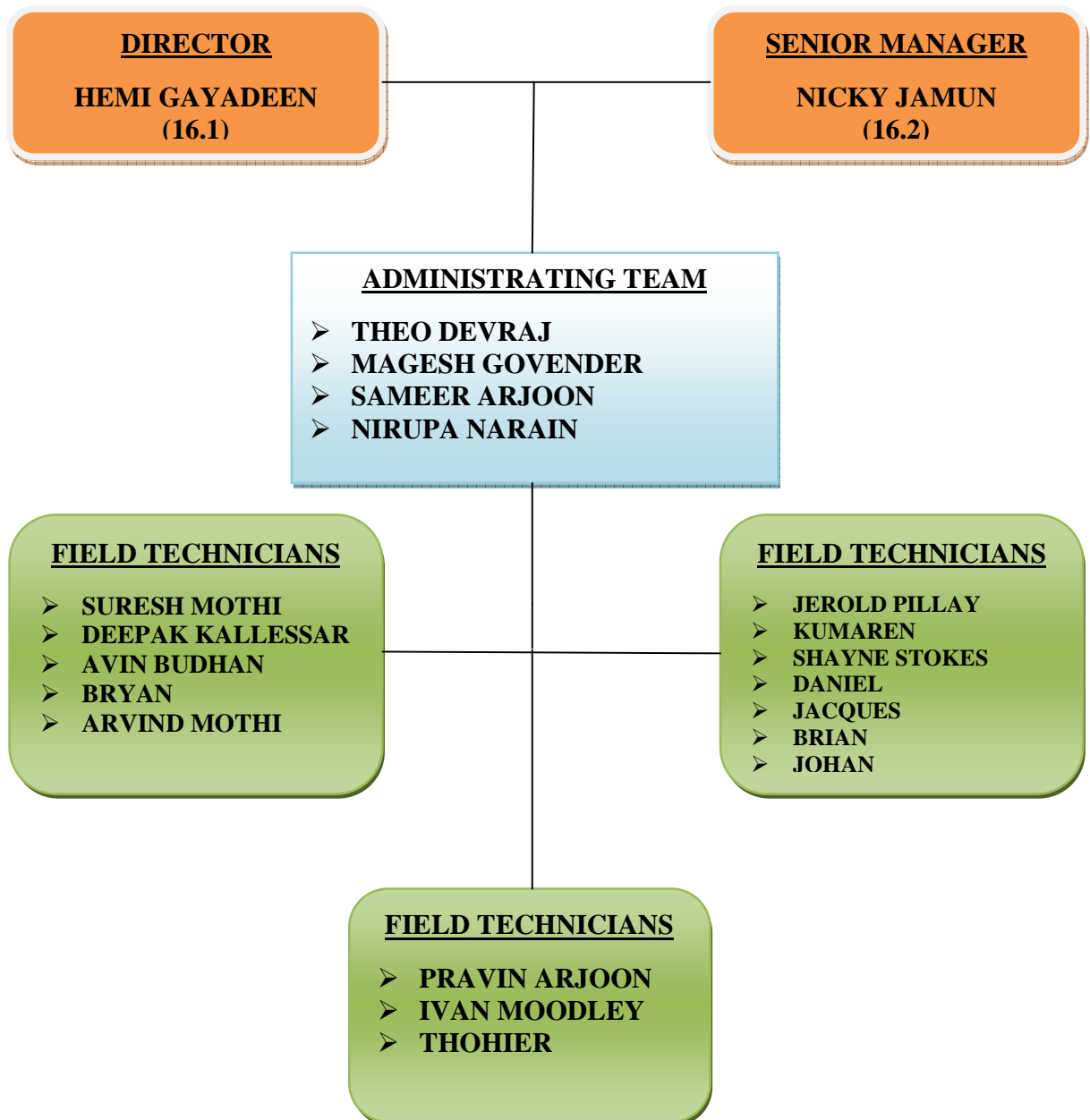
What We Do

Seavest is a Durban based, South African company providing services to the petroleum industry in Durban, Cape Town & Johannesburg. The company provides an intensive building and maintenance service to cover almost every task at the retail sites.

Although the company was established in 2003, management has twenty two years experience in the industry. The services that Seavest provides are exclusively reserved for the petroleum industry. The company is therefore geared to serve safely what the industry requires. Seavest has undergone an intensive audit by Bitline SA and was HSSE accredited. Seavest is now level one BBEE certified.

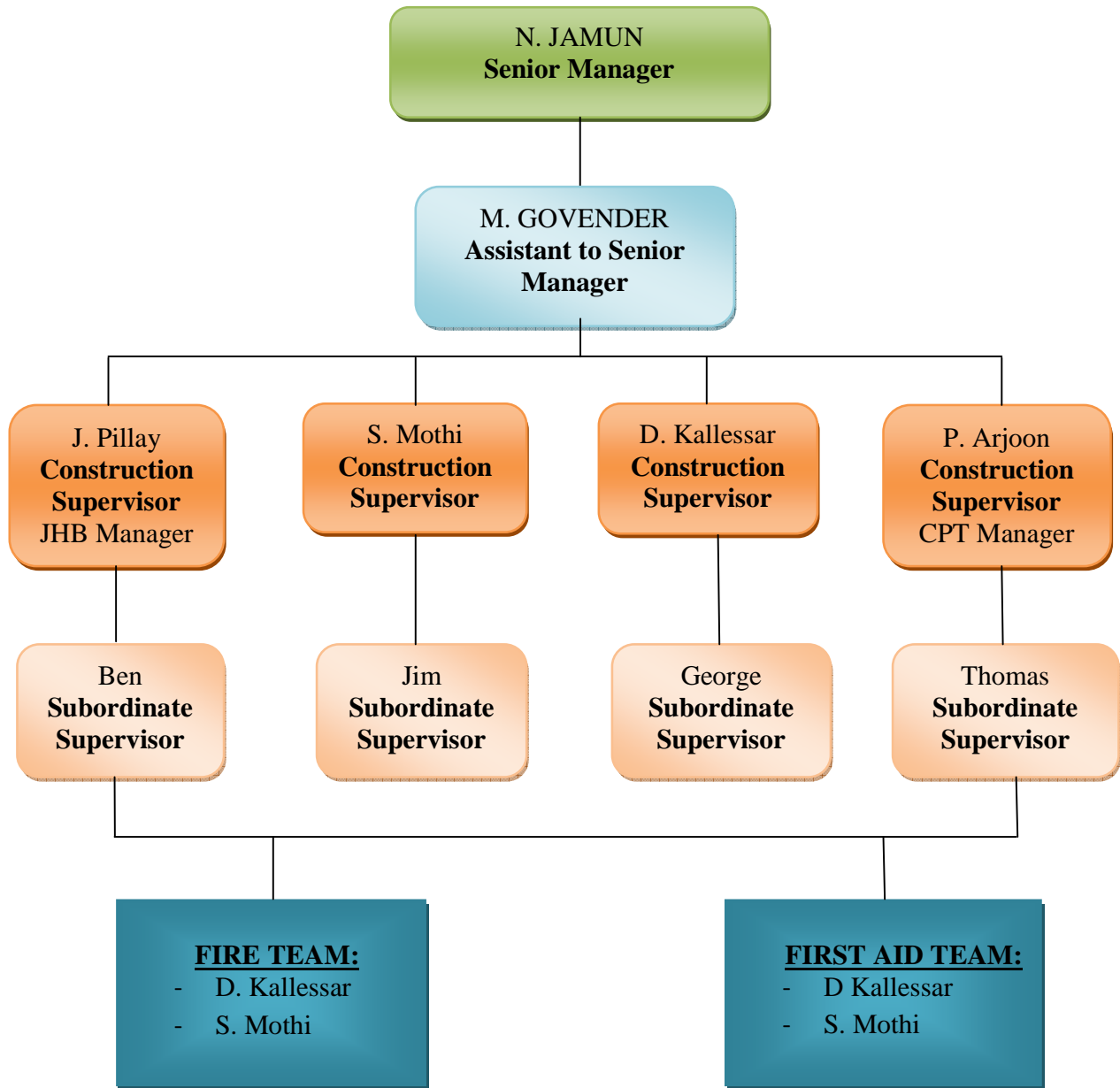


SEAVEST COMPANY ORGANOGRAM

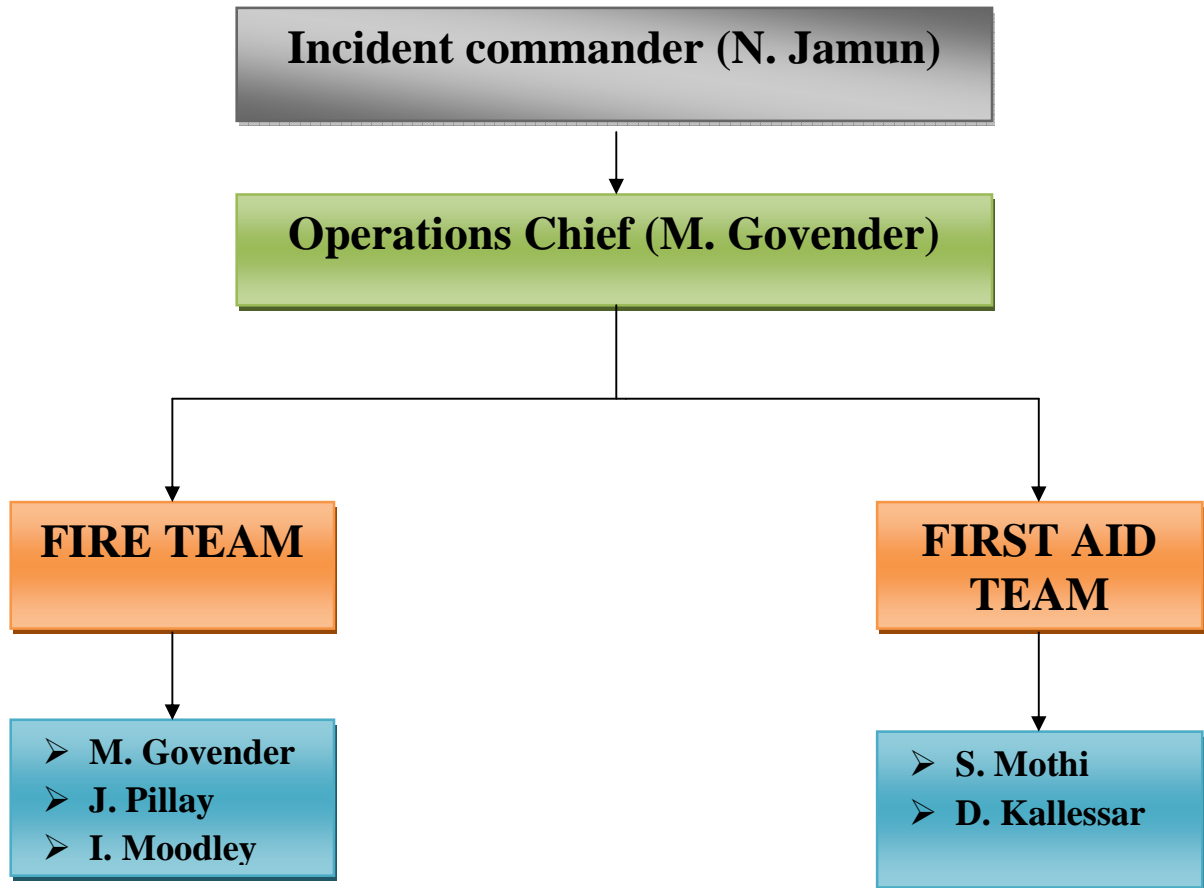


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SEAVEST SAFETY ONGANOGRAM



EMERGENCY RESPONSE ORGANOGRAM



Duties:

Incident Commander

- Calling Emergency Service
- Tactical Response
- Liaise with fire department
- Radio control
- Evacuation

Operations Chief

- Take instructions from IC
- Calling Emergency Services
- Ensuring equipment is available for emergency.
- Taking roll call
- Liaise with emergency service with regards to incidents.
- Ensure notifications are done to authorize and other relevant people.
- Check safety of response team
- Inspect site before returning to normal service.

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Basic requirements to work for Seavest Africa

Skilled Laborer: Must know basic construction work, eg; excavation, mixing of cement, etc. Work that requires practically no training or experience for its adequate or competent performance.

Technicians: Our technicians must be trained or skilled in the technicalities of the projects on hand. They must perform basic quality techniques, possibly including analyzing, and reporting about the project. The individual qualified and authorized must provide specified care and maintenance to the area of work and perform inspection, repair, and testing beyond the level classified.

Administrative staff: An administrative personal must have a metric and/or higher education and must meet established criteria for managerial responsibilities, professional and technical competence and leadership responsibilities. The individual must have basic knowledge of the computer and sum experience in clerical work.

Management: Management in all business and organizational activities is the act of getting people together to accomplish desired goals and objectives using available resources efficiently and effectively. Management operates through various functions, which is often classified as planning, organizing, staffing, leading/directing, controlling/monitoring and motivating the staff. Management must have skills that:

- Technical: used for specialized knowledge required for work.
- Political: used to build a power base and establish connections.
- Conceptual: used to analyze complex situations.
- Interpersonal: used to communicate, motivate, mentor and delegate.
- Diagnostic: ability to visualize most appropriate response to a situation.

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Hazards Associated with Seavest Africa

Type Of Hazards	Exposure (Low, Medium, High)	Control Step	Who will perform control step
Fall from height	High	Secure ladder, wear safety harness	Artisan on site
Inhalation of dust & fumes	High	Dust mask, correct PPE	Artisan on site
Slipping on liquids	Low	Barricade, safety shoes & warning signs	Artisan on site
Objects falling on you	Low	Wear hat	Artisan on site
Getting hurt while excavation	Low	Correct PPE	Artisan on site
Getting hurt while using tools	Medium	Correct PPE, check tools before use	Artisan on site
Trench Collapses	Low	Two exit ladder, waste kept same distant as excavation away from trench.	Artisan on site
Compressed-Gas Explosion	N/A	Not exposed to compressed gasses.	Artisan on site
Faulty ladders	Low	Ladder check & at 75* angle away from structure	Artisan on site
Stored pressure	Medium	Shut of water main & release all pressure	Artisan on site
Electrocuted	N/A	We do not do electrical work	Artisan on site
Noise	Low	Very low noise level, use earplugs.	Artisan on site

Health Effects of Toxic Chemicals

There are many materials used in the workplace that can be hazardous. However, in order for them to affect your health, they must contact the body or be absorbed into the body. When assessing the potential health effects from working with a particular material it is necessary to understand difference between "toxicity" and "hazard".

1. **TOXICITY** is the ability of a substance to produce an unwanted effect when the chemical has reached a sufficient concentration at a certain site in the body.

The more toxic a material is, the smaller the amount of it necessary to be absorbed before harmful effects are caused. The lower the toxicity, the greater the quantity of it necessary to be absorbed. The toxicity of a chemical is generally measured by experiments on animals (*quite often rats*). If it is measured in terms of the amounts of material necessary to cause death in 50% of the test animals. These values are called LD50 (*lethal dose*) or LC50 (*lethal concentration*), and are usually given in weight of material per kg of body weight or airborne concentration of material per set time period respectively.

2. **HAZARD** is the probability that this concentration in the body will occur.

Toxicity is an inherent property of the material. A material may be very toxic, but not hazardous, if it is handled properly and is not absorbed into the body. On the other hand, a material may have a very low toxicity, but be very hazardous.

Example:

1. An open container of an acid is much more hazardous than a closed container of the same material.
2. Two liquids may possess the same degree of toxicity but present different degrees of hazard:-

One material may be non-irritating to the eyes and nose and odourless. The other may be irritating to the eyes or respiratory system and possess a pungent odour.

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The latter material, because of its warning properties presents a lesser degree of hazard.

In order for toxicants to affect the human system either they must cause damage to external tissues, such as the skin or eyes, or they must be able to enter the body by some mechanism.

Routes of Entry

There are three primary routes of entry into the body: ingestion, skin or eye absorption, and inhalation.

Ingestion:- This means taking a material into the body by mouth (swallowing). Ingestion of toxic materials may occur as a result of eating in a contaminated work area.

Absorption- Substances that contact the eye and the skin may be either absorbed into the body or cause local effects. For the majority of organic compounds, the contribution from skin absorption to the total exposure should **not** be neglected.

Inhalation- This means taking a material into the body by breathing it in. In the lungs, very tiny blood vessels are in constant contact with the air we breath in. As a result, airborne contaminants can be easily absorbed through this tissue. In the occupational environment, this is generally the most important route of entry.

Health Effects - Chronic vs Acute

Once a toxic substance has contacted the body it may have either acute (*immediate*) or chronic (*long term*) effects.

Example: Spilling acid on your hand will cause ***immediate harm***, i.e. a burn to the skin.

Exposure to asbestos or tobacco smoke may result in lung cancer after as much as twenty years (*this is a long term effect*).

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Exposure - Chronic vs Acute

Exposure can be classified as chronic or acute. In chronic exposures, the dose is delivered at some frequency (*daily or weekly usually*) over a period of time. In acute exposures, the dose is delivered in a single event and absorption is rapid. Usually, a chronic exposure occurs at low concentration and acute exposure at high concentration.

Some materials may only cause harm if given acutely, not having any effect in the long term. Other materials may not exhibit an effect in the short term, but may cause problems after prolonged exposure.

Physiological Classification of Materials

This classification identifies toxic materials on the basis of biologic action.

Irritants - refers to some sort of aggravation of whatever tissue the material comes in contact with.

e.g. ammonia, nitrogen dioxide.

Asphyxiants - exert their effects through a depletion of oxygen to the tissues

e.g. - simple asphyxiants - carbon dioxide, nitrogen, methane, hydrogen

chemical asphyxiants - carbon monoxide, hydrogen cyanide, hydrogen sulphide.

Narcotics or Anaesthetics - the main toxic action is the depressant effect upon the Central Nervous System.

e.g. - many organics, chloroform, xylene.

Systemic Poisons - the main toxic action includes the production of internal damage

e.g. Hepatotoxic agents - *toxic effects produce liver damage. eg. carbon tetrachloride.*

e.g. Nephrotoxic agents - *toxic effects produce kidney damage eg. some halogenated hydrocarbons*

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Carcinogens - agents/compounds that will induce cancer in humans.

e.g. benzene, arsenic, inorganic salts of chromium, nickel, beryllium.

Mutagens - agents that affect the cells of the exposed people in such a way that it may cause cancer in the exposed individual or an undesirable mutation to occur in some later generation.

e.g. radiation, variety of chemical agents that alter the genetic message.

Teratogens - Agents or compounds that a pregnant woman takes into her body that generate defects in the fetus

e.g. Thalidomide, possibly steroids

Sensitizers-Agents that may cause allergic or allergic-like responses to occur. After an initial exposure to a substance an individual may become sensitized to that substance. Subsequent exposures to the same substance, often at a much lower concentration than before, produce an allergic response. This response may be a skin rash (*dermatitis*) or an asthmatic-like attack, depending on the route of exposure.

e.g. cutting oils, isocyanates in polyurethane foam operations and paint spraying operations, some laboratory solvents.

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HEALTH AND SAFETY POLICY

Seavest Africa Trading is committed to providing a safe and healthy environment for all personnel and visitors' to our site. We will strive to continually improve the effectiveness of the health and safety system through the setting and measurement of health and safety objectives and by conforming to current, applicable occupational health and safety legislation.

Our main aim is to implement and maintain, as far as is reasonably practicable, the activities of the company in such a manner, as to prevent harm or damage to persons and property respectfully.

Safety, health and protection of the environment will form an integral part of our planning and decision making. We will manage our company, wherever we do business, in an ethical way that strikes an appropriate and well reasoned balance between economic, social and environmental needs.

We are committed to:

- ✚ Conducting our business with respect and care for people and the environment
- ✚ Responsible utilisation of natural resources
- ✚ Continually improving our safety, health and environmental performance
- ✚ Complying, as a minimum, with all applicable legal and other agreed requirements
- ✚ Promoting dialogue with stakeholders about safety, health and environmental performance

We will achieve these by:

- ✚ Implementing safety, health, environmental management system
- ✚ Informing and appropriately training all employees and contractors on safety, health and environmental matters
- ✚ Responding effectively to safety, health and environmental emergencies involving our actives and products
- ✚ As far as reasonably practicable, providing appropriate resources required to implement the above
- ✚ Ensure that the health, safety and environmental policy is reviewed at periods not exceeding three years from the effective date or by a date set by the Chief Executive Officer.

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Drug and Alcohol Policy

- ✚ The consumption of drugs and alcohol while on duty is strictly forbidden. This is a general and long established regulation. No workplace is exception to this rules and nor is any employee.
- ✚ Consumption of alcohol and drugs cause impaired judgement. While executing work tasks this may lead or cause accidents. Any fatalities or loss of life resulting from this situation will hold you responsible. This means criminal charges like culpable homicide and manslaughter.
- ✚ Excessive consumption of alcohol on a off day preceding a work day results in a hangover. The alcohol level in your system will be tested at the beginning of the work day irrespective of when the consumption occurred.
- ✚ Any employee found in possession of forbidden substances or alcohol will be prosecuted. Any employee that finds forbidden substances or alcohol in the workplace needs to report their findings.
- ✚ Consumption of alcohol or drugs in tea or lunch breaks is forbidden. Staff ablutions and change rooms will be randomly monitored.
- ✚ Alcohol testing will be conducted randomly or when deemed necessary.
- ✚ Any employee refusing to take the test will not be allowed into the work premises.
- ✚ Any employee who suspects or becomes aware or a co worker engaging in forbidden consumption of drugs or alcohol needs to report this. Failure may lead to charge.
- ✚ Employees who think that they are addicted to a substance may approach the employer for help and rehabilitation. The employer will assist and help you to rehabilitate for your addiction.
- ✚ Drivers of the company vehicles stand the risk of losing their licence while driving under the influence. This will also then result in the termination of their employment. This is a dismissible offence.
- ✚ You may be subjected to a drug test by a physician if it is found that your behaviour at the workplace is irrational.
- ✚ Your work is sometimes conducted in a toxic vapour area. If you feel that your vapours are impairing your judgement, stop and get help immediately.
- ✚ Let's work soberly and have zero incidents

Environmental and waste management policy:

OUR Company will always strive to conduct its operations in accordance with the relevant local By-Laws and National Legislation. Furthermore, we will continuously strive to become responsible corporate citizens who place the safety of our employees and of our communities before our profit objectives. We pledge to treat our clients, their properties and backyards with all due care and decency.

Incorporation of environmental considerations into our decision-making process.

The company is committed to promoting and implementing the following core principles of its environmental policy at all levels in the organisation.

The core principals are:

- ✚ Conservation of natural resources
- ✚ Continuous reduction, including the prevention of pollution, of any adverse impacts of the company's activities, products and services on air, water and land
- ✚ Compliance with all applicable legal and other requirements
- ✚ Prevention of environmental incidents
- ✚ Framework for setting and reviewing environmental objectives and targets

Waste management is also a very important issue when it coincides with the environment, therefore we need to introduce procedures to ensure waste is managed and utilised properly, these are some pointers on waste management:

- ✚ **Waste avoidance:** The reduction of waste at source. Through a deliberate policy of minimising the creation of waste within an industrial process, many 'waste-exchange' opportunities (whereby one company's waste becomes another's raw material) can significantly reduce costs and increase the profitability of companies.
- ✚ **Re-use:** The utilisation of a waste product without further transformation.
- ✚ **Recycling:** The manufacturing of a product that is made from waste materials. This can only be done by a business that is technically equipped to change the properties of a former waste material into a new product (e.g. making plastic pellets out of plastic waste, melting waste glass to make new bottles, melting beverage cans for new steel appliances, etc.). There is a distinction between closed-loop and open loop recycling. Closed-loop recycling is a process within the same company that generated the waste, whereby the waste materials from one process is 'internally recycled' to be used for another process step or to make another product. Open-loop recycling means that the waste material leaves the location where it was generated and is sent elsewhere for recycling.

Please refer to disposal of waste material records – Ref No.: SEA022DWM

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Driving Policy

Seavest Africa Trading is committed to the delivery of its obligations under Health and Safety legislation with regard to driving at work, and recognizes that there are specific risks to employees who are driving on behalf of the company.

Seavest Africa has introduced this policy with the objective of identifying and minimising those risks and encouraging safe driving in order to reduce the number of accidents and comply with its legal obligations.

Seavest places great importance on the health and safety of employees, as well as members of the public and must rely on every employee to maintain a responsible attitude to the welfare of others.

The practice of safe driving is essential to maintain all our drivers' ability to perform their jobs effectively. The Company endeavours to achieve the highest standards in all areas of health and safety and Company drivers are relied upon to observe all the rules of the road, in addition to guidance related to the use and maintenance of their vehicles.

On the basis that all accidents are preventable, all Company drivers are required to operate their vehicles, at all times, in a responsible and considerate manner, with due regard to the safety of themselves and others, the objective being to minimise the risk of accident.

Company vehicles are expensive items of business equipment that must be maintained in a legal, road worthy condition at all times. Drive within the speed limit at all times. Staff driving at work must not contravene the drink driving laws nor have taken drugs or medicines which adversely affect their ability to drive safely. Where a deficiency is highlighted, such as accidents and endorsements the company will offer the appropriate remedial training.

To manage the risks associated with driving both for business and to and from work, the Company requires management and drivers to treat every journey as a managed journey, not something to be treated casually or left to chance. Factors to be taken into account include the type of vehicle, the distance to cover, the type of journey (e.g. motorway, urban), the road and weather conditions and the tiredness of the driver. A responsible attitude is expected from all managers and drivers towards driving, having considered these and other factors which may be relevant, in an effort to reduce risk.

INCIDENT INVESTIGATION POLICY

Investigation, Reporting and Follow-up

1. Introduction

In our company we strive to minimize the risk as far as is reasonably practicable by identifying hazards and threats. Defences (policies, procedures, inspections, audits, supervisors etc.) are put in place to minimize the identified risks. Should an incident still occur we will investigate and learn from such incident to ensure that the incident will not occur again. Where applicable the existing control measure will be evaluated and where appropriate additional control measures will be put in place. Without discipline, all things will fall apart and where needed, discipline will be enforced.

2. Definitions

Word / phrase	Description
Exposure Hours (EH)	Total number of hours worked during the year by all employees
Total Reportable Cases (TRC)	The sum of injuries resulting in fatalities, permanent total disabilities, lost workday cases, restricted work cases and medical treatment (by a qualified nurse or medical practitioner) cases. Note: Minor injuries treated by on-site first-aid workers are not classified as a Total Reportable Case.
Total Reportable Case Frequency (TRCF)	$TRCF = TRC \times 1,000,000 / EH$ Example: $TRCF = 25 (TRC) \times 1,000,000 / 3,456,123 (EH)$ $TRCF = 7.23$
Incident	means an incident as contemplated in section 24 (1) of the OHS Act;
Major incident	means an occurrence of catastrophic proportions, resulting from the use of plant or machinery, or from activities at a workplace;
Near miss	means an unplanned event that did not result in injury, illness, or damage - but had the potential to do so;
Workplace	means any premises or place where a person performs work in the course of his employment

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3. Legal requirements

Occupational Health and Safety Act, Act 85 of 1993

Section 24 Report to inspector regarding certain incidents

- (1) Each incident occurring at work or arising out of or in connection with the activities of persons at work or in connection with the use of plant or machinery in which, or in consequence of which -
 - (a) any person dies, becomes unconscious, suffers the loss of a limb or part of a limb or is otherwise injured or becomes ill to such a degree that he is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or to continue with the activity for which he was employed or is usually employed;
 - (b) A major incident occurred; or
 - (c) The health or safety of any person was endangered and where
 - (i) A dangerous substance was spilled;
 - (ii) The uncontrolled release of any substance under pressure took place;
 - (iii) Machinery or any part thereof fractured or failed resulting in flying, falling or uncontrolled moving objects; or
 - (iv) Machinery ran out of control, shall, within the prescribed period and in the prescribed manner, be reported to an inspector by the employer or the user of the plant or machinery concerned, as the case may be.
- (2) In the event of an incident in which a person died, or was injured to such an extent that he is likely to die, or suffered the loss of a limb or part of a limb, no person shall without the consent of an inspector disturb the site at which the incident occurred or remove any article or substance involved in the incident there from: Provided that such action may be taken as is necessary to prevent a further incident, to remove the injured or dead, or to rescue persons from danger.
- (3) The provisions of subsections (1) and (2) shall not apply in respect of -
 - (a) A traffic accident on a public road;
 - (b) An incident occurring in a private household, provided the householder forthwith reports the incident to the South African Police; or
 - (c) Any accident which is to be investigated under section 12 of the Aviation Act, 1962 (Act No. 74 of 1962).
- (4) A member of the South African Police to whom an incident was reported in terms of subsection (3) (b), shall forthwith notify an inspector thereof.

General Administrative Regulations

8. Reporting of incidents and occupational diseases

- (1) An employer or user, as the case may be, shall -

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- (a) Within seven days of any incident referred to in section 24(1)(a) of the Act, give notice thereof to the provincial director in the form of WCL1 or FEMA; and
- (b) Where a person, in consequence of such an incident, dies, becomes unconscious, suffers the loss of a limb or part of a limb, or is otherwise injured or becomes ill to such a degree that he or she is likely either to die or to suffer a permanent physical defect, such incident, including any other incident contemplated in section 24(1)(b) and (c) of the Act, shall forthwith also be reported to the provincial director by telephone, facsimile or similar means of communication.
- (2) If an injured person dies after notice of the incident in which he or she was injured was given in terms of sub regulation (1), the employer or user, as the case may be, shall forthwith notify the provincial director of his or her death.
- (3) Whenever an incident arising out of or in connection with the activities of persons at work occur to persons other than employees, the user, employer or self-employed person, as the case may be, shall forthwith notify the provincial director by facsimile or similar means of communication as to the -
 - (a) Name of the injured person;
 - (b) Address of the injured person;
 - (c) Name of the user, employer or self-employed person;
 - (d) Address of the user, employer or self-employed person;
 - (e) Telephone number of the user, employer or self-employed person;
 - (f) Name of contact person;
 - (g) Details of incident:
 - (i) What happened;
 - (ii) Where it happened (place);
 - (iii) When it happened (date and time);
 - (iv) How it happened;
 - (v) Why it happened; and
 - (h) Names of witnesses.
- (4) Any registered medical practitioner shall, within 14 days of the examination or treatment of a person for a disease contemplated in section 25 of the Act, give notice thereof to the chief inspector and the employer in the form of FEMA2.
- (5) Any other person not contemplated in this regulation may in writing give notice of any disease contemplated in section 25 of the Act, to the employer and chief inspector.

9. Recording and investigation of incidents

- (1) An employer or user shall keep at a workplace or section of a workplace, as the case may be, a record in the form of Annexure 1 for a period of at

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least three years, which record shall be open for inspection by an inspector, of all incidents which he or she is required to report in terms of section 24 of the Act and also of any other incident which resulted in the person concerned having had to receive medical treatment other than first aid.

- (2) An employer or user shall cause every incident which must be recorded in terms of sub regulation (1), to be investigated by the employer, a person appointed by him or her, by a health and safety representative or a member of a health and safety committee within 7 days from the date of the incident and finalized as soon as is reasonably practicable, or within the contracted period in the case of contracted workers.
- (3) The employer or user shall cause the findings of the investigation contemplated in sub regulation (2) to be entered in Annexure 1 immediately after completion of such investigation.
- (4) An employer shall cause every record contemplated in sub regulation (1) to be examined by the health and safety committee for that workplace or section of the workplace at its next meeting and shall ensure that necessary actions, as may be reasonable practicable, are implemented and followed up to prevent the recurrence of such incident.

4. Procedure

4.1 Reportable Incidents

The following incidents must be reported to the manager as soon as possible after the incident namely:

- All minor incidents where only first-aid was applied;
- All incidents where the injured went to a medical practitioner for assistance;
- All fatal incidents;
- All traffic incidents;
- All “near miss” incidents.

4.2 Action in case of minor incidents

Action	Time frame
1. Notification: a. to Manager	within 24 hours
2. First-aid / medical: a. First-aider to apply first-aid as required	
3. Administration: a. None	
4. Investigation: a. Manager to appoint investigator and report back to him/ her.	within 24 hours
5. Report: a. Report of incident investigation to Manager	Within 2 weeks
6. Follow-up: a. None	

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4.3 Action in case of all other incidents (“near misses” included)

Action	Time frame
1. Notification: a. to Manager; b. CEO (in case of fatal / major incident) c. Family of injured person (in case of fatal).	Immediately (phone)
2. First-aid / medical: a. First-aider(s) to apply first-aid as required; b. Get paramedics on scene; c. Send to nearest hospital for treatment.	
3. Administration: a. Complete FEMA incident reporting form – send to Compensation Commissioner b. Send copy of completed FEMA form to Local Department of Labour (See General Administrative Regulations 8(1))	Within 7 days Immediately or within 7 days
4. Investigation a. Manager to appoint investigators to investigate incident b. Manager to assist in investigation and report to CEO;	Within 12 hours
5. Report: a. Draft report of incident investigation to CEO b. Final report of incident investigation to CEO	Within 2 weeks Within 4 weeks of incident
6. Outcome a. Internally circulate report so that all persons can learn from incident. b. Keep incident investigation on record (incident Investigation Register.	
7. Follow-up: a. Any recommendations prescribed in investigation report must be followed up to ensure similar incidents do not occur again. b. Report on finding must be sent to CEO	Within 1 year Within 1 week after follow-up

1.4 Statistics

The following statistics will be kept by the company namely:

- Hours worked by all employees of the company (Exposure Hours – EH)
- All incidents where a medical practitioner’s services were used (Total Recordable Cases – TRC).
- All near miss incidents;
- All incidents where first-aid was rendered;

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5. Records

Form description	Identification
Incident reporting to Compensation Commissioner / Department of Labour	FEMA, Annexure 1 to this Policy
Recoding and Investigation of incidents	Annexure 1 of GAR Annexure 2 to this Policy
Incident report	Annexure 3 to this Policy

Where no person was involved in the incident or where a near miss took place, the Incident Report form (See annexure 3) must be used. Complete the form as follows:

Incident description

A description of what happened in no more than 100 words. The description should factually state the work activity at the time and the sequence of events that led to the incident.

Outcome

In no longer than 25 words provide a description of injuries and/or damage.

Main findings from investigation

Provide a list of the main findings based on factual and proven evidence from the final investigation report. Limit the number of main findings to 4-5

Main causes

Provide a list of the main causes based on factual and proven evidence. These should typically come from identified failed defenses. Limit the number of main findings to 4-5

Immediate actions

Provide a list of the immediate actions taken to prevent re-occurrence of the incident. These should typically come from identified actions to ensure the above identified defences are in place in future. Limit the number of main findings to 4-5

Underlying causes

Provide a list of the underlying causes in the company that led to the incident occurring. These should typically come from the final investigation report. Limit the number of underlying causes to 4-5.

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Management actions to address underlying causes

Provide a list of the actions for Management in the company to take to prevent re-occurrence of this incident or any other incident of similar nature occurring. These should typically come from the actions to address the identified latent failures in the company. Limit the number of Management actions to 4-5

All completed documents must be filed on the Incident Investigation Register.

6. Responsibilities

- 6.1 All personnel are responsible to study the contents of this policy and procedures to ensure that they are knowledgeable with the contents.
- 6.2 The HSSE Manager is responsible to ensure that the requirements in terms of safety in the offices are enforced.
- 6.3 The CEO is overall responsible to ensure compliance with this policy and procedure and the Occupational Health and Safety Act and Regulations.

7. Title and allocation / Responsible person / Review

- 7.1 This procedure
 - 7.1.1 Shall be called the Incident Investigations, Policy and Procedure.
 - 7.1.2 Form part of the Health, Safety, Security and Environmental policies and procedures.
- 7.2 The HSE Manager is the responsible person to ensure that revisions take place and that all correspondence in relation to this policy be kept and taken into consideration at the review.
- 7.3 This procedure must be reviewed when need be, but not later than 24 months from the effective date of this policy and procedure.

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Seavest Trading

Short Service Employee Program

The intention of this programme is to prevent workers unfamiliar with a job from working, without appropriate Supervision.

Short service employees can be regarded as:-

- A new employee who has just been employed by the Seavest. This employee could either be a very young person, who just left school or college, who has no or very little experience; or it could be a qualified person who has many years of experience, but is new to Seavest.
- It could also include temporary employees, who are hired to perform a specific task for a specified duration. This generally a short period.

The risks associated with Short Service Employees is that they may not fully understanding the policies, procedures and working conditions and hazards of a job, thereby exposing themselves to injury and/or to their co-workers, or cause damage to the environment or equipment.

For this reason, Seavest does not make use of Short Service Employees on any High Risk jobs.

All Short Service Employees are identified by the person wearing a WHITE HARD HAT, and a reflective vest. Long Service or Competent Employees wear BLUE HARD HATS and a Reflective Jacket. No SSE will be allowed to work on any jobs without being assigned a mentor. The SSE will be only take instructions and guidance from his/her mentor. Depending on the complexity of the job and the rate at which the SSE learns, the SSE will be under the control of his/her mentor for the first 6 weeks or until the mentor decides that the SSE is capable of performing the task or job without close supervision.

This programme is communicated to all teams and to all Short Service Employees during induction.

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Health, Safety and Environment Policy, Management System and Audits

Every Seavest employee has a duty to comply with the policy, which applies to all company-owned and -operated locations. The policy also requires contractors and suppliers to manage HSE in compliance with our standards.

For example, before starting a venture, in addition to evaluating the sustainability and business risks that we may encounter, we enlist the help of experts in specific areas to research and identify significant risks, including social and environmental concerns, and define how such risks will be managed. During the negotiation phases of a joint-venture project, we outline the risks identified, clearly state our expectations on environmental and social-issue performance, and discuss with potential co-ventures how these concerns should be managed.

Our HSE policy sets the foundation for our companywide HSE programs. We audit our facilities at least once every five years to ensure that they comply with our own policies and standards and applicable regulatory requirements. Large, complex facilities are audited more frequently. Our own corporate HSE audit group performed 41 such compliance and management system audits in 2008, covering roughly a quarter of our assets. Individual sites also performed their own HSE and management system self-assessments.

If any performance gaps are found, the business unit must develop a corrective action plan within 60 days. Our auditors review and approve these plans, and track them to completion.

We use a company-wide annual HSE compliance verification process to audit action items and risk assessments, and to process hazard analyses, incident investigations and similar corrective actions. Each year all operating business managers must certify their compliance with regulatory requirements and company standards, and attest that adequate action plans exist for any identified gaps. The system is designed to guide identified risk issues and HSE-related issues to conclusion.

The corporate HSE audit group also conducts reviews to determine the operational status for selected exploration and production assets that are new to the company's portfolio. This helps ensure that the assets are commissioned and operated correctly, that the work force has been properly trained, and that effective inspection and maintenance programs are in place.

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Beginning in January 2008, an assessment was required for all items identified in audits as lacking conformance with our standards, policies or procedures. A chart connecting each audit finding to the proper section of the HSE management system is now part of every audit report issued. This allows more systematic evaluation to identify the root causes or underlying factors associated with the nonconformance, and the process improves the quality of corrective action plans. This effort is designed to reduce the likelihood of recurring issues. For all issues identified in the assessment, improvements that are consistent with the company HSE management system must be identified to prevent recurrences.

A specific strength of our HSE audit program is the inclusion of guest auditors. Every audit team includes not only members of the permanent corporate HSE auditing staff, but also other experts nominated by their facility. This allows a more thorough evaluation by team members who are aware of current issues and likely weaknesses, and possess keen insights into the programs and procedures being audited. Additionally, the guest auditor process promotes networking and allows for mutually beneficial peer review. In addition to our corporate auditing process, we also conduct self assessments and inspection processes.

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Asbestos Policy

Purpose

To manage risk associated with the exposure to asbestos

Requirements

The contractor is responsible for implementing the following requirements:

- Manage Asbestos risks via a Job Hazard Analysis (JHA) and Permit to Work.
- Appoint an Authorized Person or approved contractor for Asbestos for work on or removal of this substance including exposure monitoring and clearance testing.
- Seavest are not authorized to conduct any asbestos work.

Apply the following for work on and removal of asbestos including:

- Enclosure, segregation and signposting of the work area that may be contaminated
- Protective clothing and respiratory protection
- Personal hygiene facilities
- Waste collection, labelling and disposal
- Exposure monitoring and Clearance Testing

And where appropriate:

- Ventilation or air filtration equipment
- Decontamination unit

Do not introduce Asbestos into new or existing facilities

In most cases, there is no danger from the asbestos in your home. As long as the materials that contain the asbestos are intact and undamaged, there is no reason to worry. Asbestos is only a health hazard when tiny fibers of it become airborne. This can happen if you disturb asbestos containing materials during renovations or repairs, or if a material containing asbestos becomes damaged.

Removing Asbestos

In general, removing asbestos-containing materials from your home yourself is not recommended. Asbestos is extremely hazardous, and there is no safe level of exposure to asbestos. Even a few fibers have the potential to be inhaled and eventually cause asbestosis, mesothelioma, or another cancer. Currently, there are no mesothelioma treatments that result in a cure. Before you consider removing asbestos from your home yourself, consider the following cautions:

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- Never sand, drill or saw asbestos containing materials. Do not use power tools on asbestos containing materials.
- Seek professional advice if you're considering removing materials containing asbestos, or are planning renovations that may disturb materials that contain asbestos.
- Do not attempt to remove asbestos spray coatings, insulation or insulation board by yourself. These are complex jobs that require the training and equipment available to professionals.

Important Precautions

Before you begin work:

- Clear the area where the asbestos is to be removed to cut down on the risk of contaminating furniture, clothing and other items with asbestos fibers.
- Cover anything that can't be removed with thick polyethylene sheeting.
- Isolate the area where work is to be done from the rest of the house by building a containment area and air lock of polyethylene sheeting.
- Cover walls and floors in the area where asbestos is to be removed with polyethylene sheeting.
- Post signs to alert visitors, family and friends of the work in process and the possible exposure risk.

Protecting yourself while you work:

- Wear a respirator that is approved for asbestos removal at all times that you are in the containment area.
- Wear a disposable coverall, disposable rubber gloves, rubber boots and protective eye goggles the entire time that you are in the containment area.
- Remove all protective clothing and gear inside the air lock before you leave the containment area. This will prevent the spread of asbestos fibers outside the containment area.

While working with asbestos:

- Keep other people away from the working area.
- When possible, saturate the material to be removed with water containing dishwashing liquid to help reduce the dust created by the work.
- Always remove asbestos containing materials whole if possible. Do not break up components or sheets.
- Have an adequate supply of waste bags approved for asbestos disposal on hand.

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Handling Asbestos during Removal

- Never handle asbestos with your bare hands. Wear disposable rubber gloves.
- Place all removed materials into asbestos waste disposal bags for later disposal
- Keep the floor and any debris on it damp while you work to reduce the amount of dust in the air. Remove the asbestos without breaking it up.

Seavest is not authorized to conduct any asbestos work. We are not equipped to handle asbestos. If we encounter or need to remove asbestos, specialist are contacted to take action. This is just a guideline to highlight and make us aware of dangers and risks.

Malaria Policy

Overview of Malaria

Symptoms of malaria can begin a month or more after the infecting mosquito bite. Early symptoms of malaria are non-specific and can easily be mistaken for those of influenza. Rapid diagnosis and early treatment are important, particularly for falciparum malaria, which is fatal in up to 20 percent of infected people and can kill within 24 hours. Drugs taken for prevention are not 100 percent effective. In Sub-Saharan Africa the most important strain of malaria is falciparum malaria, which can cause fatal infections.

What is Malaria?

Malaria has been recognised as a disease for thousands of years. Descriptions of the disease date from as far back as 1700 BC in China, and 1570 BC in Egypt. The association between malaria and marshes (where mosquitos breed) has also been long recognised. In fact, the name “malaria” (from “bad air” in the marshes) is based on this association.

Malaria is an infection of red blood cells caused by a single-celled parasite. Malaria is almost always spread by the bite of an infected female Anopheles mosquito, but also potentially by a transfusion with contaminated blood, or an injection with a needle that was previously used by a person with the infection.

Malaria occurs most commonly in tropical areas of the world, such as Africa, Asia, and Central and South America. It was endemic in the United States and Canada at the beginning of the 20th century, but due to extensive programmes to eradicate it, is now usually only seen in the US in travelers from other parts of the world. Malaria occurs in the North Eastern parts of South Africa, particularly during rainy periods of the year.

Signs & Symptoms of Malaria

The first symptoms are usually very similar to flu – aches and pains, fever, headache and more. After a few days, the typical paroxysms may occur – chills, followed firstly by a high fever for a few hours, and then by profuse sweating. Between these paroxysms, the patient may feel well, depending on the type of malaria that has been contracted. Some forms of malaria are more severe than others, and the time between the paroxysms differs, depending on the type of malaria. Malaria should be suspected in anybody with these sorts of symptoms who has been to a malaria area.

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Plasmodium vivax, ovale and malariae

The incubation period (the time between being bitten by the mosquito and developing symptoms) is variable – usually between 2 and 3 weeks. However, in some cases it may take months for the disease to manifest itself. The initial symptoms are often similar to those of influenza:

- an intermittent mild fever
- headache
- muscle aches and chills
- a general feeling of illness (malaise).

After a few days (three to five) the typical malarial paroxysms start. These are usually characterised by chills, followed by fever (up to 40 degrees Celsius), and then sweating. The paroxysms normally last about 8 to 10 hours. In between paroxysms patients often feel remarkably well. In vivax and ovale malaria the paroxysms typically recur every 48 hours, while in malariae malaria, the paroxysms recur every 72 hours. The paroxysms occur at about the same time that the red blood cells burst and release more parasites, and this explains the 48 or 72 hour cycle. Eventually, the body will eliminate the parasites from the blood, and the paroxysms will get less and less severe and disappear.

Plasmodium falciparum

Symptoms usually begin 10 to 35 days after a mosquito injects the parasite into a person. Again, there are initial “prodromal” symptoms, followed by the malarial paroxysms. However, unlike the other forms of malaria, the paroxysms are not usually as regular, and patients often have a fever between paroxysms.

Although *P. falciparum* also causes rupture of the red cells every 48 hours, the timing is not as well co-ordinated as with the other forms of malaria, hence the less well delineated paroxysms. In addition, there are usually more parasites in the blood with falciparum malaria than with the other forms, which is one of the reasons that falciparum malaria is more severe than the other forms.

Malaria caused by *Plasmodium falciparum* is the most severe form of malaria. The most important, and potentially life threatening complication is cerebral malaria. Symptoms of cerebral malaria include:

- high fever
- severe headache
- drowsiness
- delirium and confusion.

Cerebral malaria can be fatal. It most commonly occurs in infants, pregnant women, and travelers to high-risk areas.

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Cause of Malaria

The parasite

There are four species of the parasite that cause malaria: *Plasmodium vivax*, *Plasmodium ovale*, *Plasmodium falciparum*, and *Plasmodium malariae*. The life cycle of the malaria parasite begins when a female mosquito bites a person with malaria.

The mosquito ingests blood containing malarial parasites, which reproduce in the mosquito's gastro-intestinal tract, and then move to the salivary glands. When the mosquito bites another person, the parasites are injected along with the mosquito's saliva. Inside the human, the parasites move to the liver, where they multiply. They mature over an average of 2 to 4 weeks, then leave the liver and enter the blood stream. The parasites infect red blood cells, multiply inside the red blood cells and eventually cause the infected cells to rupture.

Plasmodium vivax, *ovale* and *falciparum* usually cause the red cells to rupture every 48 hours, and *P. malariae* cause rupture every 72 hours. The parasites released from the ruptured red blood cells go and infect more red blood cells, setting up the cycle once more. Occasionally, sexual forms of the parasites (called gametocytes) develop in the blood. These are the forms that reproduce in the mosquito if they are ingested.

P. ovale and *P. vivax* parasites preferentially infect young red blood cells, while *P. malariae* prefers to infect older red blood cells. For this reason the number of parasites in the blood is limited if one contracts any of these three forms of malaria. *P. falciparum* can infect red blood cells of any age, which means infection with this form of malaria results in a much higher number of parasites in the bloodstream.

Some of the liver stages of *Plasmodium vivax* and *Plasmodium ovale* can remain dormant in the liver. Periodically, mature parasites will be released into the bloodstream, causing recurrent attacks of malaria. *Plasmodium falciparum* and *Plasmodium malariae* do not remain dormant in the liver. However, if the infection is untreated or inadequately treated, the mature form of *Plasmodium falciparum* may persist in the bloodstream for months, and the mature form of *Plasmodium malariae* may remain in the bloodstream for years. This causes repeated attacks of malarial symptoms. In Africa the predominant strain is *Plasmodium falciparum*, which has a very high mortality rate.

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Treatment for Malaria

The choice of which drug to use to treat malaria depends on where the patient acquired malaria (ie whether chloroquine resistance is common or not), whether prophylaxis was taken, and what form of malaria the patient has.

If the patient has *P. vivax*, *P. ovale*, *P. malariae*, or has been in an area where there is no chloroquine resistance in *P. falciparum*, chloroquine is the best drug to use to treat malaria. If the patient is infected with *P. vivax* or *P. ovale*, primaquine needs to be given as well. This drug is able to kill the liver stages of the parasites, unlike chloroquine. If primaquine is not used, the chloroquine will cure the acute attack, but the dormant liver stages will be able to cause recurrences in the future.

In cases where chloroquine resistant *P. falciparum* is suspected, either quinine, mefloquine, halofantrine or the artemesinins can be used. Parasites that are resistant to mefloquine are also often resistant to halofantrine. Mefloquine is also not licensed for use as treatment in South Africa. Halofantrine has been associated with cardiac side effects, and should not be used for routine treatment. Quinine was the first drug used to successfully treat malaria, and with increasing chloroquine resistance, it is making something of a “comeback”. It is thought to be the best available agent for treating complicated chloroquine resistant *falciparum* malaria. Unfortunately, resistance to this drug is also being described.

A new class of drug is the artemesinin derivatives. This drug has been known for centuries in China and is derived from the wormwood plant. It shows great potential in being able to treat resistant *falciparum* malaria, and has been used often in SE Asia. Unfortunately, resistance to this agent is also being described. When these drugs are used to treat malaria, they should be combined with a second agent to try and reduce the development of resistance.

In South Africa, treatment is usually with either an artemesinin derivative called artemether in combination with lumefantrine (Coartem), or with quinine combined with doxycycline. The artemether/lumefantrine combination has been used since 2001 in Kwazulu Natal with good results. It can be used for uncomplicated malaria if the patient is able to take medication orally. For severe or complicated malaria, quinine given intravenously is still the recommended treatment in South Africa.

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HEARING POLICY

Policy: In compliance with the Occupational Health and Safety (OHS) Regulation, the GSC will take all reasonable precautions to protect its employees from hazardous noise exposure in the workplace. The intent of this policy is to add further details and highlight portions of the PHSA Employee Wellness & Safety Program document titled Hearing Conservation Program dated February 2008.

Procedure: This program applies to all staff who work in noise hazard areas or who have the potential to develop noise-induced hearing loss as a result of their occupation. At the GSC, Engineering and/or administrative controls are the preferred methods for reducing noise exposure. If these are not feasible or practical, hearing protection must be used where noise levels regularly exceed 85 dBA. For regular noise exposures between 80 and 85 dBA, hearing protection is not mandatory but is encouraged and will be provided on request. Earplugs and earmuff type hearing protection are available from Lab Operations.

MANAGERS/SUPERVISORS RESPONSIBILITIES

Managers and supervisors will:

- Ensure that all components of the Hearing Conservation Program are implemented and enforced in noise hazard areas
- Identify noise hazard areas and workers who may be exposed to noise in excess of permissible limits
- Take appropriate steps to minimize the risk of noise-induced hearing loss, including, but not limited to, implementation of noise-control measures where feasible and the provision of appropriate hearing protection devices
- Ensure that employees who are exposed to excessive noise participate in the Audiometric Testing Program
- Ensure that all new employees who may be exposed to hazardous noise levels undergo audiometric testing
- Ensure noise-exposed employees who have terminated employment undergo audiometric testing prior to departure
- Maintain records of current noise levels, and noise-control and hearing-conservation measures
- Maintain an up-to-date list of employees who are at risk for noise-induced hearing loss. This list must indicate whether the employees have

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received noise hazard awareness training and whether they are participating in the audiometric testing program

EMPLOYEES RESPONSIBILITIES

Staff members will:

- Participate in the Audiometric Testing Program
- Use hearing protection as required and ensure its maintenance
- Report noise concerns to their supervisor

NOISE IDENTIFICATION AND ASSESMENT

The identification of noise hazard areas and employees who are at risk of excessive noise exposure must be carried out by means of workplace noise surveys and dosimetry in accordance with CSA Standard Z107.56-94, "Procedures for the Measurement of Occupational Noise Exposure." Whenever workplace conditions in these areas change (i.e., when new equipment is introduced or the design of the workspace is changed), an assessment to determine changes in noise exposure should be conducted.

The GSC is not required to measure the noise exposure of a worker if(a) based on other information, the supervisor identifies the worker as being exposed to noise in excess of an exposure limit, and(b) the supervisor establishes an effective noise control and hearing conservation program for that worker.

NOISE CONTROL

In a noise hazard area, where noise cannot be eliminated, engineering controls to reduce noise levels must be considered as a first option and, where feasible or practical, be implemented. Depending on the circumstances, possible engineering controls could include:

- Barriers between the noise source and exposed staff
- Vibration damping
- Isolation of the noise source
- Sound-absorbing enclosures

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Before new equipment is purchased, consideration must be given to the noise levels it will generate and the potential exposure of employees working with or near the equipment. Before equipment is purchased, its noise specifications must be checked. Consideration must be given to the long-term implications of equipment that produces sustained noise levels in excess of 85 dBA in the workplace and impact noise above 135 dBA. In instances where engineering controls are not practical or feasible, administrative controls such as changes in work procedures, rescheduling of the noisy activity or decreasing the duration of exposure must be considered.

HEARING PROTECTION

Engineering and/or administrative controls are the preferred methods for reducing noise exposure. If these are not feasible or practical, hearing protection must be used where noise levels regularly exceed 85 dBA. For regular noise exposures between 80 and 85 dBA, hearing protection is not mandatory but is encouraged and should be provided on request. The hearing protection will be selected and maintained in accordance with CSA Standard Z94.2.

PROGRAM REVIEW

The Hearing Conservation Program will be reviewed annually by Employee Wellness & Safety.

Where needed and/or identified the review will address:

- Noise surveys and assessments, conducted due to either equipment or design change or newly
- identified areas of concern
- Effectiveness of education and training in regards to hearing conservation
- Adequacy of existing noise controls
- Selection and use of hearing protection and its effectiveness
- Audiometric results and their implications
- Information on the rate and extent of occupational hearing loss Provincial Health Services Authority

Safe Working Procedures For: Drills

1. General safety - Safe Operations:

- Read All Instructions - failure to follow the safety rules listed below and other basic safety precautions may result in serious personal injury.

2. Work Area

- Keep children away
- Do not let visitors contact tool or extension cord. All visitors shall be kept away from work area.
- Do not use power tools in damp or wet locations.
- Keep work area well lit.
- Do not expose power tools to rain.
- Do not use the tool in the presence of flammable fluids or gases.

3. Personal safety

- Now your power tool - Read and understand the owner's manual and labels affixed to the tool. Learn its application and limitations as well as the specific potential hazards peculiar to this tool.
- Don't overreach - Keep proper footing and balance at all times.
- Watch what you are at all times doing.
- Dress properly -do not wear loose clothing or jewellery; they can be caught in moving parts. Rubber gloves and non-skid footwear are recommended when working outdoors. Wear protective hair covering to contain long hair.
- Disconnect tools from power source when not in use, before servicing, when changing wheels etc.
- Keep guards in place, in working order, and in proper adjustment and alignment.
- Remove adjusting keys and wrenches when not in use, before servicing, and when changing wheels.
- Ensure the switch is in the "off" position before plugging in tool.
- Never stand on tool or its stand.
- Check damaged parts for damaged parts before operating the tool.
- Only trained repairmen should attempt all repairs, electrical or mechanical.
- Don't leave tool until it comes to a complete stop.
- Do not operate electric tools in gaseous or explosive atmosphere.
- Keep handles dry, clean and free from oil and grease.
- Before connecting the tool to a power source (receptacle, outlet), be sure voltage supplied is the same as that specified on the nameplate of the tool
- Use the drill press in a well-lit area and on a level face, clean and smooth enough to reduce the risk of trips and falls.

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- Never place your fingers in a position where they could contact the drill bit or other Cutting tool parts.
- Always support work piece so it won't shift or bind on the tool.
- Always position backup material underneath the work piece.
- Whenever possible, position the work piece to contact the left side of the column.
- When using a drill press vise, always fasten to the table.
- Never do any work "free hand". (Hand holding a work piece rather than supporting it on the table)
- Never move the head or table support while the tool is running.
- Before starting the operation, jog the motor switch to make sure the drill bit or other cutting tools do not wobble or cause vibration.
- If a work piece overhangs the table such that it will fall or tip if not held, clamp it to the table or provide auxiliary support.
- Use fixtures for unusual operations to adequately hold, guide and position the work piece.
- Use the spindle speed recommended for the specific operation and work piece material.
- Never climb on the drill press table; it could break or pull the entire drill press down on you.
- Turn the motor switch off and unplug from the power source when not in operation.
- To avoid injury from thrown work or tool contact, do not perform layout, assembly, or setup work on the table while the cutting tool is rotating.

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Angle Grinder

Part 1: Preparation and safety

Objective

- Show the correct operating procedure for using an angle grinder.

Personal safety

Whenever you perform a task in the workshop you must use personal protective clothing and equipment that is appropriate for the task and which conforms to your local safety regulations and policies. Among other items, this may include:

- Work clothing - such as coveralls and steel-capped footwear
- Eye protection - such as safety glasses and face masks
- Ear protection - such as earmuffs and earplugs
- Hand protection – such as rubber gloves and barrier cream
- Respiratory equipment – such as face masks and valve respirators

If you are not certain what are appropriate or required, ask your supervisor.

Safety check

- Always wear impact-resistant protective glasses, ear protection and a full-face shield when using an angle grinder.
- Disconnect the power supply when changing any grinding attachments or discs.
- Wear safety shoes, leather gloves and an apron to protect your body from flying metal chips. Make sure the blade guard is firmly secured.
- Use the correct type of disc.
- Make sure the guard handles are secure.
- Use the correct flange or spindle nut for the type of disc being used. If you don't, the disc can shatter at high speed and injure you.
- Angle grinders, like all portable grinding tools, need to be equipped with safety guards to protect you from flying fragments in case the disc breaks apart.
- Always follow the manufacturer's recommendations to make sure the spindle wheel does not exceed the abrasive wheel specifications.
- Make sure there are no obvious defects or damage to the disc before you install it.
- Everyone who uses an angle grinder must receive training and instruction in safe work procedures.

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- Make sure that you understand and observe all legislative and personal safety procedures when carrying out the following tasks. If you are unsure of what these are, ask your supervisor.

Points to note

- The angle grinder uses an electric motor to drive an abrasive disc at high speed.
- The grinder disc is turned at speeds that range from 5,000 rpm to 12,000 rpm.
- The turning disc is used to grind or cut metal.
- The grinder size relates to the diameter of the cutting disc. This can range from 100 mm to 230 mm (4 inches to 9 inches). The size of grinder you use depends on the type of job you are doing.
- The smaller the grinder, the higher the speed it turns.
- Sanding discs and wire wheels can be fitted on the grinder, making it a versatile electric tool.
- An extra handle is provided that is attached to the grinder head. This can be fitted to the left, right or top of the head to make it easy to use for left-handed as well as right-handed people.
- The abrasive disc or cutting wheel is attached to the grinder by a flange and nut. The nut is specially designed to fit in a recess in the center of the pad or wheel. It is tightened by a spanner that is provided with the grinder when purchased. Do not lose this wrench because it is the only tool that can tighten the nut properly.
- When using cutting discs you should always use the edge of the disc rather than the face.
- Do not confuse a grinder with a sander/polisher. The sander/polisher turns at lower speeds, typically 600 to 3,000 rpm. They are commonly used to sand and polish paint. The pads these tools use cannot be turned at high speed. If the polish pad were attached to an angle grinder, the higher rotational speed would cause the polishing pad to burn the paint and cause the polish pad to fly apart.

Part 2: Step-by-step instruction

1. **Position the disc**
Hold the face of the disc against the work, not the edge.
2. **Work carefully**
Be careful that the motor's torque does not cause the grinder to slip out of your hand. Do not press too hard. Let the grinder do the work.
3. **Select the correct disc**
Use special discs for cutting, in places where a hacksaw can't be used. With cutting discs, use the edge of the wheel, not the face

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Jig Saw

The Safety Procedure includes:

- Personal Qualifications and Experience
- Preparation
- Pre-Start Checks
- Blade Replacement
- Operation
- On Completion
- General Maintenance

Jigsaw Safety Notes

Before Operating A Jigsaw:

- Jig saws should always be used with a safety switch.
- Ensure the work area is clear of debris. Example – Previous off cuts have been moved to a safe position.
- Check the trigger switch and Lock-On button operates correctly and does not stick.
- Check the blade roller guide is adjusted so that it is in slight contact with the rear of the blade.

Identify Risks and Hazards

Hazards that arise when operating portable electrical power equipment include:

- Moving and rotating parts (blades and bits, tool disintegration)
- Movement of the work piece.
- Inhalation of fumes and dust particles
- Electrocution from power faults, faulty equipment or incorrect use
- Ejection of waste materials from cutting blades
- Burns from hot material or friction

General Safety Precautions

- Always obtain permission from the teacher before using the jigsaw
- Obtain training and instructions in the safe and proper use of the jigsaw
- Never operate jigsaws in wet or damp conditions
- Switch off and remove the plug from the power outlet before fitting attachments.
- Never connect a portable jigsaw to a damaged power outlet
- Wear appropriate Personal Protective Equipment such as safety glasses
- Long hair must be contained with a suitable cap or net.

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Skill Saw

PRE-OPERATIONAL SAFETY CHECKS

1. Check workspaces and walkways to ensure that no slip/trip-hazards are present.
2. Check that all safety guards are in position and are set to the minimum clearance from the work piece being cut.
3. Locate and ensure you are familiar with the operation of the ON/OFF starter and E-Stop (if fitted).
4. Ensure all locks are securely tightened.
5. Ensure table and work area is clear of all tools, off-cut timber and sawdust.
6. Start the dust extraction unit before using the machine.
7. Faulty equipment must not be used. Immediately report suspect equipment.

OPERATIONAL SAFETY CHECKS

1. Do not cut freehand.
2. Allow the saw blade to obtain maximum speed before making a cut.
3. Use push stick (at least 400 mm long) to guide timber through saw.
4. Always stand to one side of the line of cut.
5. Never remove off cuts or sawdust from the saw table while the saw is running.
6. Before making adjustments switch off and bring the machine to a complete standstill.
7. Never leave the machine running unattended.
8. Remove the rip fence when using the mitre gauge.
9. Make sure someone "tails out" when cutting long material.

HOUSEKEEPING

1. Switch off the machine.
2. Leave the machine in a safe, clean and tidy state.

POTENTIAL HAZARDS

1. Kickback - wood may catch or jam and be flung back violently
2. Airborne dust
3. Eye injuries
4. Contact with blade at point of operation

FORBIDDEN

1. Cutting irregular stock, branches or wood with embedded nails or screws

Extension Cords

1. Use extension cords only when necessary and only on a temporary basis.
2. Look for a certification label from an independent testing lab such as UL (Underwriters Laboratories) or ETL (Electrical Testing Laboratories) on the package and on the product.
3. Use cords with polarized plugs or grounded three-pronged plugs.
4. High wattage appliances need special, heavy-duty extension cords.
5. Extension cords used outside should be specifically designed for outdoor use.
6. Always insert plugs fully so that no parts of the prongs are exposed.
7. Never cover cords with rugs or other objects because trapped heat may result in a fire.
8. Don't overload cords with too many appliances.
9. If a cord feels hot to the touch, stop using it and throw it away.
10. Don't drive over, or roll equipment over a cord.

Ladders / Step Ladders

To enable the Council to fulfil its legal obligations under the existing Health and Safety legislation the following instructions should be strictly observed:

1. All reasonable precautions should be taken when using ladders/step ladders to safeguard the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
2. All ladders/step ladders should conform to British and European Standards.
3. Ladders/step ladders should be inspected before use to ensure that they are sound and free from defects. Be on the look-out for split stiles and treads, broken or loose rungs and missing tie bars. Loose hinges to back flap of step ladders and defective ropes must be replaced.
4. Never paint ladders/step ladders as this could cover up defects. Clear varnish may be used to protect timber ladders.
5. Use the correct height of ladder/step ladder for the job in hand. Do not improvise by standing ladders on top of bricks, blocks, boxes, chairs, etc., to gain extra height. Never lash two ladders together to make a longer one.
6. Ensure that ladder/step ladders are placed on a firm, level base.
7. Wherever possible, the tops of ladders should be firmly secure, particularly with heights of 3 metres and over. If this is impracticable then see that a fixing is made at the base but remember that this will not prevent side slipping.
8. When ladder is erected in a position where traffic has access a man should be placed on guard at the base. Alternatively, a space around the ladder should be fenced off for protection.
9. If a ladder/step ladder is erected close to a door then the door should be shut and locked in the opening position with a man on guard to prevent people walking through the door opening.
10. Ensure always that ladders are set at a safe angle. A useful rule to bear in mind is '4 up - 1 out'. This means the base should be positioned 1ft. (0.13m) out from the wall for every 4ft. (1.2m) of height.

Welding Machines

Do not use this machine unless a teacher has instructed you in its safe use and operation and has given permission.

- Safety glasses must be worn at all times in addition to welding mask.
- Appropriate footwear with substantial uppers must be worn.
- Respiratory protection devices may be required for some operations.
- Rings and jewellery must not be worn.
- Long and loose hair must be contained.
- Close fitting/protective clothing to cover arms and legs must be worn.
- Oil free leather gloves and spats must be worn when welding.
- A welding mask with correct grade lens for GMAW must be worn.

PRE-OPERATIONAL SAFETY CHECKS

1. Ensure no slip/trip hazards are present in workspaces and walkways.
2. Ensure the work area is clean and clear of grease, oil, and any flammable materials.
3. Keep the welding equipment, work area and gloves dry to avoid electric shocks.
4. Ensure the gloves, welding gun and work leads are in good condition.
5. Ensure other people are protected from flashes by closing curtain to welding bay or erecting screens.
6. Ensure fume extraction unit is on before beginning welding operation.
7. Ensure the work leads do not create a tripping hazard.

OPERATIONAL SAFETY CHECKS

1. Ensure machine is correctly set up for current, voltage, wire feed and gas flow.
2. Ensure work return cables make firm contact to provide a good electrical connection.
3. Never leave the welder running unattended.
4. Take care to avoid flashes.

HOUSEKEEPING

1. Switch off the machine and fume extraction.
2. Close gas cylinder valve.
3. Hang up welding gun and welding cables.
4. Leave the work area in a safe, clean and tidy state.

POTENTIAL HAZARDS

1. Electric shock
2. Fume
3. Radiation burns to eyes or body
4. Body burns due to hot or molten materials
5. Flying sparks

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Barricades

Barricades PPE Required: Reflective safety vest, steel-toe boots, gloves, hard hat

Steps:

1. Load the truck with signs and barricades required for the job
2. Block off the street with a closed sign in order to install the proper barricades.
3. Install barricades and signs to protect workers and the public from injury.
4. Barricades should be removed in reverse order. In some instances, a flag person may be required to assist access and egress from the construction zone.
5. The barricades are to be inspected daily by the barricade personnel.
6. If barricades are damaged, they are to be repaired or replaced immediately.

LOCKOUT PROCEDURE

Often power sources are inadvertently turned on, or valves opened mistakenly before the work is completed, resulting in serious injuries and fatalities. Therefore, it is important not only to ensure that all energies are properly locked out, but also that they remain locked out until the work is completed.

What is Lockout?

“Lockout” means to physically neutralize all energies in a piece of equipment before beginning any maintenance or repair work. Lockouts generally involve:

- stopping all energy flows (for example, by turning off switches, or valves on supply lines)
- locking switches and valves
- securing the machine, device, or power transmission line in a de-energized state (for example, by applying blocks or blanks, or bleeding hydraulic or pneumatic pressure from lines)

Why is a Lockout Necessary?

If a lockout is not performed, uncontrolled energies could cause:

- electrocution (contact with live circuits)
- cuts, bruises, crushing, amputations, death, resulting from:
 - Entanglement with belts, chains, conveyors, rollers, shafts, impellers
 - Entrapment by bulk materials from bins silos or hoppers
 - Drowning in liquids in vats or tanks
- burns (contact with hot parts, materials, or equipment such as furnaces)
- fires and explosions chemical exposures (gases or liquids released from pipelines)

How is a Lockout Done?

For lockouts to be effective, a clear, well-defined lockout policy supported by administrative and control procedures and proper training, is essential.

A systematic approach would be to:

- develop a lockout policy
- identify lockout situations
- develop procedures
- train workers
- enforce and update your policy

Develop a Lockout Policy

Your written lockout policy should make reference to your company’s general occupational health and safety policy. It should clearly outline responsibilities, and refer to procedures to be followed. It should state your company’s intent to protect all employees by:

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- identifying all activities and machines, equipment, and processes which require lockouts (for example, repairs, maintenance, and cleaning of pipelines, tanks, and machines)

Equipment Operator

- When assigned to operate equipment that had been locked out for any reason, review the condition of that equipment to ensure that all guards are in place and that the equipment is ready to begin operations
- If equipment is unsafe, report the condition to your supervisor. If you must leave the equipment to make this report and there is a possibility that someone else may operate it, lock the equipment out with your operator lock and tag before leaving the equipment.

Person Installing Lock

- Recognize that lock out is needed. If in doubt, ask your supervisor. Ensure that all energy sources are locked out and that ram blocks, etc., are used
- Attach the lock using the required attachments as appropriate. Test operating controls to see that the lockout has been effective
- Attach a tag to the lock or to equipment as required
- Remove lock and tag when your work is finished

Develop Procedures

Procedures should be in writing and communicated to all employees and departments. Administrative procedures for lockouts in general should include the following:

- supervisors to be notified of lockouts in their areas
- all lockouts to be authorized by a work permit
- lockout to stay in effect if work is not completed at the end of the shift
- completed work to be reported to the person in charge for signing off the work permit
- making the appropriate persons responsible for lockouts
- ensuring that lockouts are performed by authorized persons only
- developing procedures for each specific lockout situation
- training those who will perform lockouts
- verifying the effectiveness of such training
- reviewing, updating, and enforcing the lockout policy

Identify Lockout Situations

Assess all processes, machinery, energies, and work activities to identify where and when lockouts are needed. Maintenance work will probably be the major focus of lockout needs. A useful source of information may be workplace inspections, and recommendations from your joint health and safety committee or health and safety representative. List every machine, device, or process that will require a lockout. Against each, list the energy forms involved. Different energy forms will require different procedures. More than one lockout may be required for a single machine or system.

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Safety Coordinator

- Train all staff in lock out procedures and maintain records of this training
- Receive reports of locks being cut or removed because of lost keys, etc. and report to the General Manager any recommendations as needed

Supervisor

- Ensure that lockout procedures are understood and followed by all employees as required
- Co-ordinate work beyond shift with other supervisors as appropriate

Control procedures involve developing separate, detailed, written lockout procedures for each identified machine, device or process that may require to be locked out at some time. The procedure should identify:

- the person responsible for performing the lockout (for example, operator, millwright, electrician)
- the person responsible for ensuring that the lockout is properly performed (for example, maintenance supervisor and/or site supervisor)
- the energy sources to be controlled by the lockout
- the location of control panels, power sources (including electrical power boxes), switches, interlocks, valves, blocking points, relief valves and/or blanking and bleeding points (review schematics)
- special hazards (for example, a flywheel that spins for minutes after power is removed, electrical capacitors)
- the personal protective equipment that must be used or worn (for example, eye protection, electrically insulated foot protection)
- the step by step lockout procedure (that is, who does what, and when)
- the testing procedure to ensure that all energy sources are controlled
- the step by step procedure for removing the lockout

Electrical Lockout

- Shut down machine using normal operational shutdown procedure and controls. This should be done by, or in consultation with the machine operator.
- After ensuring that the machinery has been completely shut down, and all controls in the “off” position, open the main disconnect switch located in the field. Some AC or DC drive units are located in a switch room, normally operated by electricians. In the case of DC drive units, a motor blower switch and a field switch must also be switched off which are located inside of the cabinet. If training has been conducted to allow other persons to operate this switchgear, a record should be made of the training duration and dates. If racking out is required in a MCC, a qualified electrician must be contacted. If fuses are to be removed, qualified personnel must use fuse pullers due to the proximity of the bus bar that is still energized. **Removal of fuses only does not constitute a lockout**
- Using your own personal padlock, or one assigned by your supervisor, lock the disconnect switch in the off position. Do not lock only the box. Remove

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the key and retain. Complete a lockout tag and affix to the disconnect switch. Each person working on the equipment must follow this step. The lock of the person doing the work or in charge must be installed first, remain throughout and be removed last

- Test the main disconnect switch and make sure it cannot be moved to the “on” position
- Try to turn start the machine using the normal operation controls and point of operation switches to make sure that the power has been disconnected
- Other sources of energy that could create a hazard while working on the equipment must also be de-energized and appropriately “locked-out” This can include flywheels, gravity, springs, capacitors, compressed air, hydraulics, steam and other pressurized or hazardous liquids and gases (see figure 1)
- When the work is completed, prior to removing the last lock, make sure the operational controls are in the “off” position so that the main disconnect switching is done under “no load”. Ensure all blocks, tools and other foreign materials are removed from machine. Also ensure that all personnel that may be affected are informed that the lock(s) will be removed
- Remove lock and tag, and close the main disconnect switch if permission has been given
- When the work has not been completed on the first shift, the next operator should install a personal lock and tag before the first operator removes the original lock and tag. If the next operator is delayed, a lock and tag could be installed by the next supervisor.

A locked out and tagged disconnect switch

The existence of this procedure will be communicated to all employees through orientation.

Train Your Workers

All workers performing lockouts and their supervisors must receive training. The training should address:

- importance of lockouts
- legal requirements for lockouts
- company policy on lockouts
- the energy forms, hazards and procedures (administrative and work-related) that must be followed
- the importance of following procedures
- lockout errors to be avoided (for example, assuming the equipment is inoperable or that the job is too small to warrant a lockout)
- the use and care of personal protective equipment
- proper use of all tools

We are not electrical contractors therefore no electrical work is to be carried out on site. The above procedure is to identify and make employees aware of a lock out procedure.

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WORKING AT HEIGHTS/SCAFFOLD

Working at heights entails any work that is undertaken where the fall height of a worker would be equal to or greater than 2 *meters* above the ground level at that point.

No worker will be performed from a ladder for any work undertaken at a height greater than 2 *meters* in which case a scaffold will be erected.

Scaffolds are to have access ladders, platforms, handrails, toe-boards and to be suitably braced back to a fixed structure.

Approved standard mobile free standing scaffolds are allowable where a risk assessment indicates suitability of use.

All scaffolds are to be erected under the supervision of a formally authorized and competent scaffold supervisor who is required to sign-off the completed structure before use. Signs indicating- scaffold safe/unsafe for work, to be displayed on the structure at ground level.

All workers are required to wear full body harness with the lanyard fixed to a rigid secure point when working on a scaffold.

No working platform higher than 500 mm is allowed to be placed on any scaffold in order to increase a workers reach.

No person is to be upon the scaffold whilst in the process of moving a mobile scaffold.

The work area surrounding the base of the scaffold is to be clearly demarcated with safety cones or hazard tape.

Pumping positions on the forecourt where the movement of vehicles could jeopardize the safety of the workers must be temporarily closed.

When work is done whilst workers are on top of a roof or canopy, a safety harness must be worn and the lanyard secured when there is any risk of falling.

The use of approved mechanical working platforms (i.e. cherry-picker) is acceptable in extreme cases to access the top of high light masts (safety harness to be worn). The risk from working at height is falling resulting in possible death.

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TYPICAL TYPES OF WORK COULD ENTAIL:

- Bricklaying and plastering of high walls
- Scraping, cleaning and painting of high walls
- Erecting (includes bolting, cutting and welding) of canopy structure
- Installation of canopy sheeting
- Installation of canopy light fittings, electrical connections and lamp replacement
- Scraping, cleaning and painting of canopy
- Installation and maintenance of canopy fascia light-line and electrical connections
- Scraping, cleaning and painting of canopy fascia
- Erection and installation of panels to monolith signage
- Installation of electrical fittings and wiring etc. to monolith signage
- Installation and painting of vent pipes
- Maintenance / cleaning of fittings at the top of vent pipes
- Maintenance of electrics and lights on high light masts
- Any work on Ultra City towers

Scaffold

General

Protecting workers from injuries associated with erecting and working with scaffolding

Application

All scaffolding used shall be erected, maintained and dismantled by a competent worker, in accordance with manufactures specifications and legislation.

Protective Mechanisms

1. Permit system
2. Manufacturers specifications
3. Fall protection devices
4. Safe work procedure PPE
5. ERP (Emergency Response Plan)

Supervisor Responsibility

Supervisors are responsible to facilitate and/or provide proper instruction to their workers on protection requirements and training Determine the type of scaffold required

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Worker Responsibility

1. Ensure grounding on a firm and level base.
2. Maintain the established minimum clearances from all power lines.
3. Provide a safe access ladder.
4. Ensure scaffold has a platform perimeter handrail.
5. Anchor or tie a *free standing* scaffold according to legislation.
6. Do not use a ladder sloped against the side of a scaffold at any time.
7. A toe board is required on all platforms.
8. Ensure tube and clamp modular construction is utilized. Wood construction is to be used only when absolutely necessary.
9. Ensure proper safe scaffold tags are installed.
10. Utilize a tag line when hoisting material.
11. Minimize tools, material and debris on the platform.
12. Ensure a hand line with a tool bag for tools is utilized.
13. When working at 2m fall protection system must be used.
14. Follow scaffold safe work procedure step by step.

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Hot Work

Definitions

Designated Safe Hot Work Area: Areas that have been designated and constructed for performing open flame or spark producing work.

Fire Watch: Trained personnel who are in attendance during the entire hot work operation and are immediately available to extinguish a fire or take other effective action if needed.

Hot Work: Any work using an open flame or spark producing equipment. Hot work includes, but is not limited to welding, cutting, burning, grinding, and any related heat producing jobs that could ignite combustible materials or flammable atmospheres.

Hot Work Operator: Any employee or contractor who operates an open flame or spark producing equipment or performs any hot work.

Responsibilities for Hot Work

Department heads are responsible for ensuring that the requirements of this operating procedure are understood and practiced by their employees. Any department that employs an outside contractor who will be performing any hot work, as defined, must comply with the requirements of this procedure. Specific responsibilities of the department conducting or coordinating any hot work operations include:

1. Contact the facility manager or person responsible for that area in which the hot work is to take place, inform that person of the scope of work to be performed and determine if they have any specific concerns about the procedure.
2. Determine the combustible materials and hazardous areas present or likely to be present in the work location.
3. Protect combustibles in the work location by moving the work to a designated safe hot work area or a location free of combustibles.
4. If the work cannot be moved, have the combustibles moved to a safe distance from the work or have the combustibles properly shielded against ignition.
5. Ensure that workers are provided with and use proper safety equipment, including personal protective equipment and fire extinguishing equipment.
6. When required, designate a responsible person to serve as a fire watch.
7. Ensure that the work area is given a final inspection one half hour after completion of the job to detect and extinguish possible hot spots or smoldering fires. The fire watch shall be released after the final inspection.

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Hot Work Requirements

Permissible Areas – routine hot work operations shall be allowed without the requirements of a permit, only in areas that have been designated as a Safe Hot Work Area.

Permit Required Areas – in areas where it is not practical to move the work to a designated safe hot work area, hot work shall only be permitted once the area is made fire safe by removing combustibles or protecting combustibles from ignition sources. Hot work operations are strictly prohibited under the following conditions:

1. In areas not designated safe hot work areas where a proper hot work permit has not been obtained.
2. In sprinklered buildings while such protection is impaired.
3. In the presents of explosive atmospheres, such as mixtures of flammable gases, vapors, liquids, or dust with air.
4. On or in any drum, container or vessel that has not been properly cleaned to remove any possible explosive atmospheres that can develop inside from residual contents.
5. In areas near the storage of large quantities of flammable or combustible materials that can readily ignite.

Hot Work Permit Procedures

Preparation of work area – Before a hot work permit is approved and issued, the department or individual requesting the permit shall verify that:

1. All hot work equipment to be used is in satisfactory condition and in good repair.
2. Any combustible materials such as paper clippings, wood shavings, or textile fibers on the floor are swept clear for a radius of 35 feet.
3. Floors constructed of combustible materials are properly protected by either wetting the surface or covered by fire resistant shields. Where floors have been wetted down, personnel operating arc welding or cutting equipment shall be protected from possible shock.
4. All combustible materials are relocated at least 35 feet horizontally from the work area. Where relocation is not practical, the combustible materials shall be protected with flame proof covers or otherwise shielded with metal or fire resistant shields or tarps.
5. Openings or cracks in walls, floors or ducts within 35 feet of the work area are tightly covered to prevent the passage of sparks to adjacent areas.
6. Where hot work is done near walls, partitions, ceilings or roofs of combustible construction, fire resistant shields or guards are provided to prevent ignition.
7. If hot work is to be done on a metal wall, partition, ceiling or roof, that precautions are taken to prevent ignition of combustibles materials on the other side, due to conduction or radiation, such as relocation or covering the materials. If the combustible materials cannot be relocated or protected, a fire watch shall be provided on the opposite side of the wall where the work is being performed.

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8. No hot work is attempted on metal partition, wall, ceiling, or roof having a covering, nor on walls or partitions of combustible sandwich type panel construction.
9. Hot work is not undertaken on pipes or other metals that are in contact with combustible walls, partitions, ceilings or roofs, if the work is close enough to cause ignition by conduction.
10. Nearby personnel are suitably protected against heat, sparks, slag, etc.
11. Where hot work is to be done in close proximity to a sprinkler head, that the head is covered by a wet cloth to prevent activation. The cloth must be removed immediately at the conclusion of the hot work.
12. Where hot work is to be done in close proximity to a smoke detection system, Fire Systems must be notified to disable the system to prevent alarm activation.

Designation of Fire Watch - The department or individual requesting the hot work permit is responsible for designating a fire watch. The fire watch shall:

1. Have fire extinguishing equipment readily available and be trained in its use.
2. Know how to activate the building's fire alarm system, if applicable, or who to notify in the event of a fire.
3. Watch for fires in all exposed areas and try to extinguish them first only when obviously within the capacity of the equipment available, or otherwise sound the alarm immediately.
4. Monitor the work area for at least 30 minutes after completion of the hot work to detect and extinguish any smoldering fires that may be identified.

Verify that the buildings fire sprinkler system is operational, where applicable. Determine if the work area has any fire alarm detectors that need to be disabled to prevent false alarms, and appropriately disable only those devices that could be accidentally activated.

Verify the location, start time and duration of the hot work operation. A hot work shall only be valid for the time duration identified. No hot work permit shall exceed an 8-hour period.

Special Precautions

Confined Spaces – Any hot work that is to be performed in a confined space shall be conducted in accordance with the University of North Texas Confined Space Manual.

Welding or Cutting on Containers – No cutting, welding, or other hot work is to be performed on any drums, tanks, containers or any vessel that may have contained chemicals or materials that when heated may produce flammable, explosive or toxic atmospheres if the container has not been thoroughly cleaned and prepared.

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Hot Tapping – Hot work that must be performed on any utility piping used for the transmission or distribution of flammable gases or liquids shall only be performed by a crew qualified to make hot taps.

Outside Contractors – Contractors shall perform all hot work procedures in accordance with this operating procedure or be able to demonstrate that they have a comparable procedure that meets or exceeds the requirements of this operating procedure.

Personal Protective Equipment

Personal protective equipment for eyes, face, head, and extremities, respiratory protection and protective shields and barriers, shall be used and maintained in a sanitary and reliable condition.

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ELECTRICAL WORK

Electrical work entails any work that is undertaken on electrical conductors, circuits, switches and fittings, components of electrical distribution boards as well as all electrical appliances.

No work will commence before the appropriate circuit has had the electrical current isolated and locked-out.

Only appropriately qualified electricians are allowed to undertake work on live electrical circuits and only in extreme cases where current cannot be isolated, i.e. fault-finding.

PPE and insulated tools are to be used at all times.

An “Electrical Isolation Certificate” is required to be completed before the commencement of work on conductors etc.

The risk from electrical work is electrocution resulting in possible death.

Typical types of work could entail:

- Distribution boards
- Plug points
- Light fittings
- Electrical cables
- Busbars
- Switches and isolators
- Relays, electrical motors etc.
- Fluorescent globes / bulbs
- Neon lights
- Microwave ovens, electric kettles and urns, pie warmers, chip fryers etc.
- Etc.

We are not electrical contractors. You are not allowed to carry out any electrical work at all!!!

CONFINED SPACE WORK

Confined space work is limited to any part of a worker's body is required to be within any space where there is a possibility of the "contained" atmosphere having accumulated volatile, toxic or dusty material or being unsuitable to support normal breathing.

A confined space does not imply that the space is "sealed".

No work can be conducted in confined spaces unless it has been assessed through the PTW process as being safe to enter. At a *minimum a gas-free test* must be conducted and certificated accordingly.

It is important to remember that hydrocarbon vapours are heavier than air and will sink and accumulate at the lowest point in any confined space.

Risks to be considered during the PTW process include fire, explosion, asphyxiation etc. resulting in death.

Typical confined space environments include:

- Inside of underground tanks
- Entrance chambers to underground tank fittings, i.e. the void below the forecourt manhole.
- Entrance chambers to underground tank fittings and manholes-even if the forecourt level manhole cover has been removed
- Service / lubrication pits
- Drain pits
- Inside ceiling
- Etc.

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EXCAVATION

Excavation work entails any work where excavations are done by hand or mechanically and where the excavation reaches a depth of greater than 300mm from the natural ground level at that point.

No excavated material or any other materials (bricks, pipes etc.) may be stored in close proximity to the edge an excavation so as to result in collapse.

Risks to be considered during excavation work are side-wall collapse resulting in physical injury and asphyxiation, falling of people and machinery/vehicles into the excavation resulting in injury etc.

- Excavation pits for underground tanks
- Excavation pits for petrol/oil gravity separators
- Trenches > 300mm deep for fuel lines
- Trenches > 300mm deep for storm water and sewerage lines
- Trenches > 300mm deep for foundations
- Pits > 300mm deep for signage bases
- Etc.

TRAFFIC CONTROL WORK

Traffic control work entails any work where moving vehicles have the potential to cause injury to any workers performing work on the site.

This would normally involve the work location being in the entrance or exit to the site, anywhere on the forecourt or in the parking areas.

It also includes any service roads on site. Risks to be considered during traffic control work are vehicles driving into or over workers resulting in injury and death.

- Maintenance of forecourt surface, i.e. brick paving, concrete and asphalt work
- Excavation work on forecourt
- Work on pump islands
- Working on pumps and dispensers
- Working in manholes and pits located on the forecourt
- Pressure testing of fuel lines
- Installation, removal or replacement of fuel lines
- Work on forecourt signage
- Painting on forecourt surface
- Maintenance of canopy lighting and signage
- Painting of canopy
- Maintenance of service roads
- Installation, removal or maintenance to shade ports
- Landscaping work where traffic flow would be disrupted.

SAFE WORKING PROCEDURES FOR LIFTING & HOISTING

Lifting:

Preserve your back health by using the following lifting strategies:

- Before lifting a load, think of other means of moving it using a device that can help you to pull, push or roll the load.
- Have firm footing and make sure the standing surface that you are on is not slippery.
- Determine the best way to hold the load using handles, gripping areas or special lifting tools. Get a firm grip on the load.
- Keep your back straight by tucking your chin in.
- Tighten your stomach muscles and lift with your legs.
- Lift the load slowly.
- Hold the load as close to the body as possible; be sure you position the load close to the body before lifting.
- Do not twist during your lift or when moving the load. Turn with your feet rather than your back.
- Set the load down gently, using your legs and keeping your back as straight as possible.
- Be sure your fingers are out of the way when putting the load down and when moving the load through tight spaces.
- Ask for help if you need it and use lifting tools and devices whenever they are available.

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Hoisting



Safety glasses must be worn at all times in work areas.



Long and loose hair must be contained.



Appropriate footwear with substantial uppers must be worn.



Close fitting/protective clothing must be worn.



Rings and jewellery must not be worn.



Do not stand on hoist whilst hoist is in operation.

A vehicle hoist must not be operated unless it has a current certificate of inspection.

PRE-OPERATIONAL SAFETY CHECKS

8. Ensure that vehicle hoist has operating and maintenance instructions permanently located and clearly visible.
9. The equipment must be used in accordance with manufacturer's instructions.
10. Check the capacity of the hoist compared to the weight of the vehicle. If vehicle is too heavy, do not proceed.
11. Ensure the area is clean and clear of grease, oil, and objects that may be a slip/trip hazard.
12. Familiarise yourself with and check all machine operations and controls.
13. Check all safety devices are in good condition.
14. Ensure support arms are capable of being locked in position.
15. Ensure rubber pads are in good condition on all load points.
16. Faulty equipment must not be used. Immediately report suspect equipment.

OPERATIONAL SAFETY CHECKS

5. Centre vehicle on hoist, ensuring that the weight is evenly distributed to the front and rear.
6. Identify the correct jacking points and place the lifting pads under the vehicle at the front & rear on the jacking points, ensuring contact.
7. Only one person shall operate the hoist at a time.
8. Ensure hoist area is clear of people and equipment before operating.
9. Never leave the hoist running unattended.
10. Check vehicle stability by looking at the jacking points.
11. Engage manual lock.
12. At the completion of work lower the vehicle hoist and ensure all equipment is left in a safe position.

HOUSEKEEPING

5. Switch off equipment.
6. Leave the equipment and work area in a safe, clean and tidy state.

POTENTIAL HAZARDS

- Falling objects ■ Trapping hazards ■ Crushing hazards ■ Entanglement hazard

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Risk Assessment

How to do it

- Step 1 : Identifying the hazards
Step 2 : Aim to identify major hazards, don't waste time on the minor & detail
Step 3 : Involve as many people as possible in the process especially those at risk
Step 4 : Gather all the information and analyse it
Step 5 : Look at what actually occurs including non-routine operations
Step 6 : Use a systematic approach to ensure all hazards are adequately addressed
Step 7 : Assess the risks arising taking into account the effectiveness of controls
Step 8 : Ensure the process is practical and realistic
Step 9 : Always record the assessment in writing including assumptions and why

How serious is it?

PROBABILITY

- A Common
B Has Happened
C Could Happen
D Not Likely
E Practically impossible

CONSEQUENCES

- 1 Fatality or permanent disability
2 Major injury
3 Average Lost Time Injury
4 Minor Injury
5 Medical Treatment or less

PROBABILITY

C O N S E Q U E N C E	A	B	C	D	E	
	1	1	2	3	4	5
	2	2	3	4	5	6
	3	3	4	5	6	7
	4	4	5	6	7	8
	5	5	6	7	8	9

Risk Rating:

- 1 – 3 = Serious
4 – 5 = High
6 – 7 = Moderate
8 – 9 = Acceptable

ACTION

- Immediate (within 1 week)
Within 1 month
> 4 weeks
No action

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General Health and Safety Risk Assessment											
Company						Department					
Contact Name						Nature of Business					
Telephone No											
Principal Hazards											
1											
2											
3											
4											
5											
Persons at Risk											
Main Legal Requirements											
1											
2											
3											
4											
5											
Significant Risks						Consequences					
1											
2											
3											
4											
5											
Existing Control Measures											
1											
2											
3											
4											
5											
Residual Risk, i.e. after controls are in place.											
Severity				Likelihood				Residual risk			
Information relevant HSE and trade publications											
Comments from Line Manager						Comments from Risk Assessor					
Signed				Date				Signed			
Review Date											

Personal Protective Equipment

Personal protective equipment such and their purpose:

- Helmets – Prevent head injury from falling objects
- Goggles – Protect eyes from grinding sparks and debris
- Steel tip shoe – Protect feet from heavy falling objects
- Overall – Protect from dirt, dust and abrasion
- Gloves – Protect hands and fingers from cuts / abrasion
- Dust mask – Protect respiratory system
- Ear muffs – Protect ears from excessive noise
- Full body harness – Fall arrester
- Luminous vest – Make work more visible.

Relevant PPE is essential before any task is initiated!

Please refer to PPE records – Reference number SEA014 PPE

INDUCTION

Induction is a very important part of the employment process, and one that can easily get overlooked in a small, busy organization where everyone is working at full capacity. It is worth getting your induction procedures organized – preferably in discussion with the rest of your staff – so that when you get a new member of staff you do not have to rush around on their first day thinking about what to do with them.

All new staff and casual employees must be inducted before attempting any task.

- Educate new person about all the risks and precautions
- Ensure that he understands the induction
- Emphasize the nature of work
- Ensure that his attire complies

THE FIRST DAY

The single most important aspect of the first day is making time for the new recruit. There is nothing more disappointing and disheartening than sitting for hours waiting for someone to come and show you what to do, or give you information you need. Getting off on the wrong foot can colour that an employee's impression of the business forever. Indeed, you may lose the person you have spent so much time and money getting – so it's worth getting it right! What makes a huge difference is having a planned induction programme.

This might cover a period of two days, two weeks, or two months, depending on the nature of the job and the size of the business, but at the end of a good induction process, new employees should be thoroughly conversant with the operating procedures of the company, and have all the basic knowledge required to do their job. They may not yet be competent to work completely unsupervised, but they should feel comfortable with what they are required to do and know where to get help if they need it. They should also understand your business objectives, and what you are trying to achieve. If you have the opportunity, use a "buddy" system where another employee is "assigned" to look after the new person – it can help both employees to develop confidence!

It is important to consider the length of the induction process. Again, if you think back to your first day in a new job, you'll probably remember feeling overwhelmed by the amount of information to take in and getting home exhausted and confused! It's better to break information into bite-sized pieces, and mix it with activity.

EMERGENCY RESPONSE PLAN

The Emergency Response Plan involves the following process:

1. Retailer to conduct a risk assessment of the service station to establish the likelihood of any identified risks occurring.

✚ The following are typical risks that could be identified at every service station:

- Fire
- Physical injury (gun shot wounds, broken limbs, lacerations, burns, electrical shocks, etc)
- Medical emergencies (heart attacks, loss of consciousness etc)
- Riot / Demonstration
- Fuel spillage
- Robbery
- Bomb threats

✚ Less common risks identified at some sites could involve the following:

- Existence of buildings (commercial, residential, etc) above the site
- Existence of basements, shops, storerooms, etc below the site
- Flood (proximity to rivers and the coast)
- Landslides
- Insect/ snake bites
- Threat of wild animals

2. Field force member and the retailer devise an Emergency Response Plan to deal with each identified risk once it has occurred in order to minimize its impact and to prevent it from escalating.
3. Test the Emergency Response Plan once a year.

It is incumbent on each site's manager to assess the particular risk that could occur and devise a plan to deal with each one.

It is suggested that the above scenarios are documented in a special file entitled "Emergency Response Plan" and filed in a safe place.

Fire Emergency Response Plan

- Switch off all pumps-use the emergency switch
- Attempt to extinguish the blaze as soon as possible if it is not already too large
- Use the fire extinguishers and sand for petrol fires
- Use the fire-hose for fires in the building (don't use water on electrical or petrol fires)
- Evacuate the entire building
- Summon the fire brigade as soon as possible if the blaze cannot be immediately extinguished
- Keep onlookers away from the site
- Report incident to Shell field force member as soon as possible

PRODUCT SPILLS AND LEAKS

If there is a large spill, the following should be done:

- Switch off all the pumps-use the emergency switch
- Ensure there is no smoking, fire or welding in the vicinity
- Do not switch on vehicle engines
- Ask customers to get out of their vehicles
- Keep fire extinguishers approximately 5 meters away, ready for action
- Call the fire brigade and advise Shell
- Soak up the product spill with sand or sawdust and remove to a safe place
- Don't use water as this will spread the product faster and carry it into drains
- Form a dam to prevent the product from reaching a drain

PHYSICAL INJURY

In the event of physical injury the following should be done:

- Apply first aid technique
- Phone the doctor and / or hospital
- Take injured party to the doctor or hospital

MEDICAL EMERGENCY

In the event of a medical emergency the following should be done:

- Apply first aid technique
- Phone the doctor and / or hospital
- Take injured party to the doctor or hospital

RIOT / DEMONSTRATION

When you see a group of protesters moving in on your site, you should take the following precautions:

- Telephone your local police station.
- Telephone your field force member or Shell Call Centre.
- Ask customers to complete their transactions and quickly leave the service station in a direction away from the approaching/gathering crowd
- Lock all the pumps and dispensers
- Switch off the power to the forecourt pumps
- Switch off all electricity including the lights
- Remove all loose forecourt equipment into the building or the rear section of the property. This would include fire extinguishers and sand buckets
- Lock all gates and doors and assemble all staff back in a room out of site
- Unlock your first aid cabinet
- Keep fire extinguishers handy
- Cancel any imminent fuel deliveries
- Ask your staff to remain calm and quite

Your service station should appear to be closed and so hopefully deflect the crowd. The circumstances of each incident will differ; however retailers should use their

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discretion when making operational decisions, whether all or some forecourt staff should be sent home or if it is safe for them to leave the site.

In all instances adopt a non-confrontational approach with the protesters or the media. Practice these measures beforehand to ensure that you are properly prepared.

ROBBERY

If a robbery does take place, your staff should do the following:

- Give the robber what he demands
- Obey the robber, move slowly and be calm, alert and observant
- Remember his height, skin colour, his voice, his weapon, his vehicle and the registration
- Write down the details of the robber as soon as possible once he has gone
- Figures in the Safety at Service Station Operational Standards Manual shows sketches that will assist in recording the details of the robber
- Telephone the police and don't touch anything that might carry the robber's fingerprints
- Ask witnesses to remain on the premises until the police arrive, or take their names and addresses.
- Report the incident to Shell field force member immediately





7. Emergency Procedures, accidents, first aid and details of proactive equipment routinely provided

Emergency Action Plan

Any injury at work- not matter how small- must be reported immediately to your supervisor and receive first aid attention. Serious conditions often arise from small injuries if they are not cared for at once.

DO NOT ENDANGER YOUR LIFE. SURVEY THE SITUATION BEFORE TAKING ANY ACTION.

CONTRACTOR NAME:SEAVEST AFRICA	CONTRACTOR HONE: 083 781 1234
 Site Location Name:	
 Site Location Address:	

Emergency Phone Numbers

CONTACT	TELEPHONE NUMBER
Ambulance	
Fire	
Police	
Hospital Name	
Hospital Phone	
Responsible RMC	
Chevron Health and Safety Specialist	
Client Contact	

Utility Emergency Telephone Numbers

UTILITY	TELEPHONE NUMBER
Water	
Gas	
Electric	
Telephone/Cable	
Sewer	

Directions to Hospital

■ Critical hazards

Work at height on roof, Rusty roof sheets and roof structure

■ Minimum personal protective equipment

Safety Shoes, High visibility vest, Leather Gloves, Safety Harness with lanyard, and hard hat with chin strap.

■ Onsite location of first aid kit and safety supplies

First aid kit and safety supplies are located at the site office/foremen's vehicle.

■ Emergency first aid

Ensure first aid kit is stocked with minimum requirements as per Annexure to General Safety Regulations in OHSAct.

First aid for petroleum hydrocarbon emergencies

Ingestion:

DO NOT INDUCE VOMITING. Call Poison Control; follow instructions. Administer cardiopulmonary resuscitation (CPR), if necessary. Seek medical attention.

Inhalation:

Remove person from contaminated environment. DO NOT ENTER A CONFINED SPACE TO RESCUE SOMEONE WHO HAS BEEN OVERCOME UNLESS PROPERLY EQUIPPED, TRAINED, AND A STANDBY PERSON PRESENT. Administer CPR if necessary. Seek medical attention.

Skin contact:

Brush off dry material, remove wet or contaminated clothing. Flush skin thoroughly with water. Seek medical attention if irritation persists.

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Exposure symptoms: Headache, dizziness, nausea, drowsiness, irritation of the eyes, nose and throat, skin and breathing difficulties.

Contingency plan: Report incidents to HSE Department after emergency procedures have been implemented.

Response to emergency steps:

1. Survey the situation. Do not endanger your own life. DO NOT ENTER A CONFINED SPACE TO RESCUE SOMEONE WHO HAS BEEN OVERCOME UNLES PROPERLY EQUIPPED, TRAINED, AND A STANDBY PERSON IS PRESENT.
2. Call Netcare 082 911 (if available) for paramedics or the fire department IMMEDIATELY. Explain the physical injury, chemical exposure, fire, or release situation.
3. Decontaminate victim without delaying life saving procedures.
4. If victim's condition appears to be non-critical, but seems to be more severe than minor cuts, he /she should be transported to the nearest hospital by trained Emergency Medical Services (EMS) personnel: let the doctor assume the responsibility for determining the severity of the injury. If the condition is obviously serious, EMS must transport the victim.
5. Notify the HSE Department. Complete the applicable Incident Reporting Forms within 24 hours.



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EMERGENCY FIRST AID PROCEDURES

To Stop Bleeding	CPR
<ol style="list-style-type: none"> 1. Give medical treatment. 2. Assure airway, breathing, and circulation. 3. Use DIRECT PRESSURE over the wound with clean dressing or you hand (use no permeable gloves). Direct pressure will control most bleeding. 4. Bleeding from an artery or several injury sites may require DIRECT PRESURE on a PRESSURE POINT. Use pressure points for 30- 60 seconds to help control severe bleeding. 5. Continue primary care and seek medical aid as needed. 	<ol style="list-style-type: none"> 1. Call for help. 2. Arousal: check for consciousness. 3. Open airway with chin-lift. 4. Look, listen and feel for breathing. 5. If breathing is absent, give 2 slow, full rescue breaths. 6. Check the pulse for 5 to 10 seconds. 7. If pulse is present, continue rescue breathing: 1 breath every 5 seconds. 8. If pulse is absent, start CPR: 15 comprehensions, 2 breaths (1man)

8. The site Manager, and supervisory staff will monitor safety in the location in the locations visited throughout the course of the day, and should any area be identified attention, ensure that the necessary actions are taken.

Accident statistics

AFR (Accident Frequency Rate) = $\frac{\text{Total reportable events}}{\text{Total number of employees}} \times 100000$

	Last year		Year before		Year before that	
RIDDOR DESCRIPTION	Total no.	AFR	Total no.	AFR	Total no.	AFR
Deaths						
Major injuries						
Over 3 day injuries						
Reportable diseases						
Dangerous Occurrences						

Fall Protection Plan



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1. INTRODUCTION

Fall protection is a concept that describes behaviors, systems, processes, procedures, equipment and rules intended to protect workers from hazards. Fall protection does not mean bulky or cumbersome equipment. It doesn't interfere with work tasks, and it doesn't get in the way of co-workers if you understand the concept and apply it appropriately.

2. BASIC FALL PROTECTION REQUIREMENTS

The basic fall protection requirements are summarized below:

- Workers must be protected from fall hazards when they are on unguarded surfaces more than 2 meters above a lower level or at any height above dangerous equipment
- Workers performing duties on a skeleton steel building or structure must be protected by a
- Fall arrest system connected to a securely anchored lanyard or lifeline when the fall distance is greater than 2 meters. (Each anchor to be able to support at least 1 500 kg per attached worker.) It is advisable for workers to be connected at all times.
- Workers must tie to the steel beams of the cradle when they performing a task and to never exceed the indicated maximum weight including materials and equipment.

3. FACTORS WHICH CAN CAUSE A FALL

A worker may fall from, through or into a place or thing when;

There is a sudden acceleration or deceleration;

- moving from one surface to another;
- the surface is not capable of supporting a load;
- openings or holes are not identified or protected,
- open edges are not protected;
- levels change;
- hand grip is lost;
- surfaces are slippery (e.g. Surfaces are wet or covered with dust);
- footwear is unsuitable;
- equipment, tools, rubbish are causing obstructions in work area;
- ladders are used incorrectly,

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- clothing is caught;
- surfaces move;
- lighting is unsatisfactory;
- weather conditions are bad (e.g. heavy rain or wind is present);
- struck by a moving or falling object; and devices are not provided or are used incorrectly
- Other factors may have a detrimental effect on a person's behavior or performance (e.g. exposure to chemicals or electricity) which may increase the risk of a fall.

4. LEGISLATIVE REQUIREMENTS

LEGISLATION:

Occupational Health and Safety Act, 1993

Construction Regulations, 2003

Definitions:

“Competent person”

means any person having the knowledge training, experience and qualifications specific to the work or task being performed: Provided that where appropriate qualifications and training are registered in terms of the provisions of the South African Qualifications Authority Act, 1995 (Act No.58 of 1995). These qualifications and training shall be deemed to be the required qualifications and training;

“Fall prevention equipment”

means equipment used to prevent persons from falling from an elevated position, including personal equipment, body harness, body belts, lanyards, lifelines or physical equipment, guardrails, screens, barricades, anchorages or similar equipment;

“Fall arrest equipment”

means equipment used to arrest the person in a fall from an elevated position, including personal equipment, body harness, lanyards, deceleration devices, lifelines or similar equipment, but excludes body belts;

“Fall protection plan”

means a documented plan, of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the

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procedures and methods to be applied in order to eliminate the risk;

Regulation 8 fall protection:

- 1) A contractor shall cause:
 - a) The designation of a competent person, responsible for the preparation of a fall protection plan;
 - b) The fall protection plan contemplated in (a) to be implemented amended where and when necessary and maintained as required
 - c) Steps to be taken in order to ensure the continued adherence to the fall protection plan.
- 2) The fall protection plan contemplated in sub regulation (1), shall include-
 - a risk assessment of all work carried out from an elevated position which shall include the procedures and methods used to address all the risks identified per location:
 - the processes for evaluation of the employees' physical and psychological fitness necessary to work at elevated positions and the records thereof, and
 - the procedure addressing the inspection, testing and maintenance of all fall protection equipment and
 - The procedure addressing the inspection, testing and maintenance of all fall protection equipment.
- 3) A contractor shall ensure that the construction supervisor appointed in terms of regulation 6(1) is in possession of the most recently updated version of the fall protection plan.
- 4) Notwithstanding the provisions of sub regulations (1) and (2), the contractor shall ensure that-
 - all unprotected openings in floors, edges, slabs, hatchways and stairways are adequately guarded, fenced or barricaded or that similar means are used to safeguard any person from falling through such openings;
 - no person works in an elevated position, unless such work is performed safely as if working from a scaffold or ladder;

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- notices are conspicuously placed at all openings where the possibility exists that a person might fall through such openings;
- fall prevention mid fall arrest equipment is;
- suitable and of sufficient strength for the purpose or purposes for which it is being used having regard to the work being carried out and the load, including any person, it is intended to bear; and

- securely attached to a structure or plant and the structure or plant and the means of attachment thereto is suitable and of sufficient strength and stability for the purpose of safely supporting the equipment and any person who is liable to fall;
- fall arrest equipment shall only be used where it is not reasonably practicable use fall prevention equipment; and
- Suitable and sufficient steps shall be taken to ensure, as far as reasonably practicable, that in the event of a fall by any person, the fall arrest equipment or the surrounding environment does not cause injury to the person.

5) Where roof work is being performed on a construction site, the contractor shall ensure that in addition to the requirements set out in sub regulations (2) and (4), it is furthermore indicated in the fall protection plan-

- that the roof work has been properly planned;
- that the roof erectors are competent to carry out the work
- that no employees are permitted to work on roofs during inclement weather conditions or if weather conditions are a hazard to the health and safety of the employees;
- that prominent warning notices are to be placed where all covers to openings are not of sufficient strength to withstand any imposed loads and where fragile material exists;
- that the areas mentioned in paragraph (d) are to be barricaded off to prevent persons from entering;

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- that suitable and sufficient platforms, coverings or other similar means of support have been provided to be used in such a way that the weight of any person passing across or working on or from fragile material is supported; and
- that there is suitable and sufficient guard-rails or barriers and toe-boards or other similar means of protection to prevent, so far as is reasonably practicable, the fall of any person, material or equipment

SOUTH AFRICAN BUREAU OF STANDARDS SPECIFICATION

The following EN standards have been adopted by the SABS as South African National Standards and were launched at a function at the SABS on August 24, 2000.

PERSONAL PROTECTIVE EQUIPMENT AGAINST FALLS FROM A HEIGHT

EN - NUMBER SANS - NUMBER	SPECIFICATION
SABS EN 341: 1992	Descended devices.(Approved according to SABS procedures on 10 December 1999)
EN 351-1:2002 SANS 50353- 1:2003	Guided type fall arresters including a rigid anchor line. (Edition 2)
EN 353-2:2002 SANS 50353- 2:2003	Guided type fall arresters including a flexible anchor line. (Edition 2)
EN 354:2002 SANS 50354:2003	Lanyards. (Edition 2)
EN 355:2002 SANS 50355	Energy absorbers. (edition 2)

5. HEIGHT FALL PROTECTION

➤ Before onsite work begins

- a) Ensure that only competent persons who are fit and capable of doing the work to which they are assigned, are employed on the Project
- b) Provision of well maintained equipment and certified tools suitable for the work to be done.

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- c) Nominate and appoint person for managing the on site safety programmed.
- d) Ensure that active follow up, in co-ordination with GVK supervision is carried out for any injury, site incident, or failure of the safety management system.
- h) Forward any relevant information for inclusion in the health and safety file.
- l) put in place a Health, Safety & Environment onsite Training Programmed, addressing the specific needs of his workforce.

➤ ***As onsite work progresses***

The designated responsible person shall:

- a) Daily plan for type and nature of work
- b) Scope of work
- c) Allowable working hours
- d) Confirm that work can be safely executed within the proposed programmed of works
- e) HSE Induction Requirements
- f) Personnel Protective Clothing
- g) Equipment, standards and requirements
- h) Noise restriction including local requirements
- i) Interfaces with other Contractors
- j) Contractors HSE plan
- k) Auditing — participation and involvement
- l) Daily Risk Assessments
- m) Work Stoppages
- n) Training
- o) Hazardous materials (bringing into the Premises)
- p) Reporting of incidents and accidents
- q) Permit System — administration and requirements
- r) Consider Language barriers
- t) Any other specific anticipated hazards related to the work scope
- u) Environmental Considerations

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Daily team talks shall be given at start of each shift. These will be conducted by the Contractors line supervision and should address the application of HSE rules and procedures to the hazards of current work. Duration of the team talk should typically be 5 minutes, but particularly hazardous operations may require extended team talks, for example, confined space entry.

A register shall be maintained and daily checks be carried out.
Items to be verified are:

<u>SUSPENDED SCAFFOLD</u>
Sound Equipment
Not Overloaded
Secure outriggers
Lifting Gear
Wire ropes
Shackles
Safety belts available
Checked by a suspended scaffold specialist

➤ ***Housekeeping arrangements***

The effectiveness of a HSE programme is determined by the general standards of housekeeping maintained on site. Key points to be applied are:

- a) Cable management: strap hooks or rubber ties for hanging cables and hoses shall be provided to keep access ways clean and tidy
- b) All loose material shall be stored in a clean and tidy manner
- c) Scrap bins shall be sited near work areas, and cleaned regularly
- d) Skips should be sited in strategic locations
- e) Scaffolding platforms shall be kept clear of debris, with all material stored in suitable containers
- f) Housekeeping problems shall be identified and auctioned on a daily basis as part of the inspection responsibility of individual supervisors

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➤ *Responding to emergencies*

Site Evacuation & Emergency Response Plan

The GVK Site agent shall be responsible for preparing, issuing and ensuring that all personnel understand site conditions in conjunction with clients overall emergency preparedness procedures and systems. All site personnel shall be advised of the actions to be followed in the event of fire, gas/toxic release, environmental contamination or damage or any other emergency situation. Such advice shall be given at site inductions and subsequent ongoing HSE talk's sessions.

The Plan shall be clear and concise. The procedures shall be included on notice boards, strategically placed around the site.

Emergency telephone numbers shall be listed. A basic map should be provided which shows evacuation routes and assembly points.



LETTERS OF APPOINTMENT



APPOINTMENT

SEAVEST AFRICA

**OCCUPATIONAL HEALTH AND SAFETY ACT
SECTION 16(2) – ASSISTANT TO THE CHIEF EXECUTIVE OFFICER
APPOINTMENT**

I, _____ the _____ appointee of _____ hereby appoints you _____ as the Section 16(2) (Assistant to the CEO) appointee responsible for the area known as _____.

In terms of this appointment, you are responsible for occupational health and safety matters at the aforementioned area. In order to ensure that you meet this responsibility you must familiarize yourself with the Occupational Health and Safety Act and its Regulations. You are also required to ensure that all statutory requirements are met at all times.

In order to be of assistance, you may make further appointments in terms of Section 16(2). These appointees must assist with occupational health and safety matters within specific designated areas. These further appointees may not make further appointments in terms of the Occupational Health and Safety Act.

Your appointment is valid from _____ to _____.

You shall report directly to me on all occupational health and safety matters arising out of _____.

.....
(Hemi Gayadeen)

Kindly confirm your acceptance of this appointment by completing the following:

ACCEPTANCE

I, _____ understand the implications of the appointment as detailed above and confirm my acceptance.

.....
(Nicky Jamun)

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OCCUPATIONAL INJURIES AND DISEASES ACT APPOINTMENT

Responsible Person in terms of Section 39(3) (A) of the Compensation for Occupational Injuries and Diseases Act, 130 of 1993

I, _____, having been appointed in terms of Section 16(2) of the Occupational Health and Safety Act (85 of 1993) as the **Manager** for Seavest Trading, hereby appoint you, _____, as the responsible person.

The following will be your duties and responsibilities:

1. To ensure that all injuries and occupational diseases that may come to your attention, are _____ reported to the Commissioner as required by subsection 38, 39(1) in the prescribed manner.
2. To ensure and assist the Commissioner on request to furnish him with particulars regarding _____ the accident and injuries concerned to comply with the provisions at Section 40.
3. Shall within 14 days after having received a claim send such claim and any relevant _____ information and documents to the Commissioner. (Section 41)
4. To ensure that the employer is registered, and furnish the Commissioner with the prescribed _____ particulars of the business, and shall within a period determined by the Commissioner furnish _____ such additional particulars as the Commissioner may require. (Section 80)

Position valid from **1st January 2010** until **31st December 2015**.

DIRECTOR

Please confirm your acceptance of this appointment by completing the following:

ACCEPTANCE

I, _____, understand the implications of this appointment as detailed above and confirm my acceptance.

SIGNATURE

DATE

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EMERGENCY RESPONSE TEAM COORDINATOR

[General Safety Regulation 2; Environment Regulation 9(1)]

I, _____, having been appointed in terms of Section 16(2) of the Occupational Health and Safety Act (85 of 1993) as the **General** for Seavest Trading, hereby appoint you, _____, as the **Emergency Response Team Coordinator**.

The following will be your duties and responsibilities:

1. Ensure that you are fully familiar with all emergency procedure regulations.
2. Draw up an emergency plan for the premises which caters for any natural or man-made emergency / disaster / business interruption.
3. Ensure that all relevant parts of the plan are available to all employees.
4. Ensure that emergency escape routes are displayed prominently on the plan.
5. Ensure that emergency exits are clearly identified and obstruction free, with all keys available at the doors.
6. Co-ordinate training with all staff, appointing suitable persons to control various functions during an emergency- i.e. fire / first-aid / evacuation etc.
7. Co-ordinate training all staff members in use of emergency equipment.
8. Co-ordinate regular inspections and maintenance of all emergency equipment.
9. Co-ordinate all emergency drills.
10. Restore and / or isolate water, electricity and other energy sources if necessary.
11. Liaise with Local Municipality Board, Civil Departments (Metro / S.A.P.S / etc), Fire Brigade and any neighboring industries to ensure that the emergency plan benefits all parties.
12. Revise the emergency procedures annually to ensure that they are up-to-date and practical.
13. All areas in front of fire equipment to be demarcated as "KEEP CLEAR" and ensure compliance with this instruction.
14. All equipment to be indicated according to company standards.
15. Liaise with local authorities and ensure that the service company is registered with the town board as being competent to inspect and maintain the equipment.
16. Co-ordinate all activity in the case of a fire.

Position valid from **1st January 2010** until **31st December 2015**.

DIRECTOR

Please confirm your acceptance of this appointment by completing the following:

ACCEPTANCE

I, _____, understand the implications of this appointment as detailed above and confirm my acceptance.

SIGNATURE

DATE

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FIRST AID COORDINATOR

In terms of General Safety Regulation 3 of the Occupational Health and Safety Act, Act 85 of 1993.

I, _____, having been appointed in terms of Section 16(2) of the Occupational Health and Safety Act (85 of 1993) as the **Manager** for Seavest Trading, hereby appoint you, as the First Aider of your team.

The following will be your duties and responsibilities:

1. Ensure that all accidents are reported, including the minor cuts, bruises etc.
2. Ensure that all of the injuries in clause 1 are investigated.
3. Ensure that all the injuries are treated.
4. Ensure that all the treatments are recorded in the first-aid book:
 - 4.1 Name of employee.
 - 4.2 Short description of the accident, cause and treatment.
 - 4.3 Date off and date of resumption.
 - 4.4 Your signature.
5. Ensure that your certificate is valid at all times.
6. Ensure that the first-aid box is equipped with the minimum requirement of the General Safety Regulation Annexure.
7. Ensure that the first-aid box is sign posted.
8. Ensure that the first-aid box is available and unobstructed.
9. Ensure that all employees in your team are aware that you are the first-aider
10. Ensure that your name is displayed on the box and how to get hold of you in the event of an emergency.

Position valid from **1st January 2010** until **31st December 2013**.

DIRECTOR

Please confirm your acceptance of this appointment by completing the following:

ACCEPTANCE

I, _____, understand the implications of this appointment as detailed above and confirm my acceptance.

SIGNATURE

DATE

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PERSON RESPONSIBLE FOR MACHINERY

(General Machinery Regulation 2 Appointment
of the Occupational Health and Safety Act No. 85 of 1993)

I, **Nicky Jamun**, having been appointed in terms of Section 16(2) of the Occupational Health and Safety Act (85 of 1993) as the **Manager** of **Seavest Trading**, hereby appoint you, _____, as the **Supervisor of Machinery**.

The following will be your duties and responsibilities: -

1. To ensure that the machinery is safe to use in terms of Regulation 2 of the General Machinery Regulations.
2. Ensure that you are familiar with the Act and its regulations, and that these are complied with.
3. Ensure that an organized maintenance programme has been developed.
4. Ensure that proper records are kept regarding the machinery under your surveillance.

Position valid from **1st January 2010** until **31st December 2015**.

Person to report to: **Director**

Director

Please confirm your acceptance of this appointment by completing the following:

ACCEPTANCE

I, _____, understand the implications of this appointment as detailed above and confirm my acceptance.

SIGNATURE

DATE

Seavest Health & Safety Manual

INCIDENT INVESTIGATOR

In terms of Section 24 and General Administration Regulation 8(1) of the Occupational Health and Safety Act, Act 85 of 1993.

I, _____, having been appointed in terms of Section 16(2) of the Occupational Health and Safety Act (85 of 1993) as the **Manager** for Seavest Trading, hereby appoint you, _____, as the Investigator of all incidents occurring at the Plant.

The following will be your duties and responsibilities: -

1. Investigate all incidents and accidents in accordance with General Administrative Regulation 6, 8 and Section 24.
2. Report the findings of the investigation on the Annexure 2 form.
3. Report the Section 24 incidents to the Provincial Director within seven days on the form of WCL 1 or WCL 2 as published in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993).
4. Ensure that the Annexure 2 forms are endorsed by the employer and the chairman of the Health and Safety Committee.

Position valid from **1st January 2010** until **31st December 2015**.

Area of responsibility: **Workshop and All customer sites where work is being conducted**

DIRECTOR

Please confirm your acceptance of this appointment by completing the following:

ACCEPTANCE

I, _____, understand the implications of this appointment as detailed above and confirm my acceptance.

SIGNATURE

DATE

Seavest Health & Safety Manual

CHAIRMAN OF THE HEALTH AND SAFETY COMMITTEE

(Section 19(3) of the Occupational Health and Safety Act No. 85 of 1993)

I, _____, having been appointed in terms of Section 16(2) of the Occupational Health and Safety Act (85 of 1993) as the **Manager** for Seavest Trading, hereby appoint you as the **Chairman of the Health and Safety Committee**.

The following will be your duties and responsibilities: -

1. Perform all the required duties as the Chairman of the Health and Safety Committee.
2. Endorse the minutes of the Health and Safety Committee Meetings.
3. Ensure Meetings are held regularly and copies of the Minutes are available.

Position valid from **1ST January 2010** until **31ST December 2015**.

DIRECTOR

SEAVEST *africa trading*

Please confirm your acceptance of this appointment by completing the following:

ACCEPTANCE

I, _____, understand the implications of this appointment as detailed above and confirm my acceptance.

SIGNATURE

DATE

Seavest Health & Safety Manual

MEMBER OF THE HEALTH AND SAFETY COMMITTEE

(Section 19 of the Occupational Health and Safety Act No. 85 of 1993)

I, _____, having been appointed in terms of Section 16(2) of the Occupational Health and Safety Act (85 of 1993) as the **Manager** for Seavest, hereby appoint you as a **Member of the Health and Safety Committee** of Seavest Trading.

The following will be your duties and responsibilities:

5. Ensure that you are familiar with the provisions of the Act and its regulations, especially Sections 19 and 20.
6. All required duties are to be performed as detailed in Sections 19 and 20 of the Act and in General Administrative Regulations 8 and 10.
7. Be prepared to regularly attend meetings at a prescribed time and place.

Position valid from **1st January 2010 until 31st December 2013.**

Area of responsibility: **Seavest Workshop and all sites where work is being performed by Seavest staff.**

DIRECTOR

Please confirm your acceptance of this appointment by completing the following:

ACCEPTANCE

I, _____, understand the implications of this appointment as detailed above and confirm my acceptance.

SIGNATURE

DATE

Seavest Health & Safety Manual

ENVIRONMENT, HEALTH AND SAFETY REPRESENTATIVE

[Section 17 of the Occupational Health and Safety Act (Act 85 of 1993)]

I, _____, having been appointed in terms of Section 16(2) of the Occupational Health and Safety Act (85 of 1993) as the Manager for Seavest Trading, hereby appoint you, _____, as the **Environment, Health and Safety Representative** for the Team 1.

In terms of Section 18 of the Act, the following will be your duties and responsibilities: -

1. To review the effectiveness of health and safety measures;
2. To identify potential hazards and potential major incidents at the workplace;
3. To examine the causes of incidents at the workplace, in collaboration with the employer;
4. To investigate complaints by any employee relating to that employee's health and safety at work;
5. To make representations to the employer on general matters affecting the health or safety of the employees at the workplace;
6. To inspect the Work area, including any article, substance, plant, machinery or health and safety equipment at that workplace with a view to the health and safety of employees, on a quarterly basis;
7. To participate in consultations with inspectors at the workplace and accompany inspectors on inspections of the workplace, when required;
8. To attend the safety meetings of which you are a member.
9. He/She shall, in respect of the workplace or section of the team for which he has been designated to be entitled to:-
 - visit the site of an incident at all reasonable times and attend any inspection in loco;
 - attend any investigation or formal inquiry held in terms of this Act;
 - in so far as it is reasonably necessary for performing his functions, inspect any document which the employer is required to keep in terms of this Act;
 - accompany an inspector on any inspection;
 - with the approval of the employer, accompany a technical adviser, on any inspection; and
 - Participate in any internal health or safety audits.
10. A health and safety representative shall not incur any civil liability by reason of the fact only that he failed to do anything, which he may do or is required to do in terms of this Act.

Position valid from **1st January 2010** until **31st December 2013**.

DIRECTOR

Please confirm your acceptance of this appointment by completing the following:

ACCEPTANCE

I, _____, understand the implications of this appointment as detailed above and confirm my acceptance.

SIGNATURE

DATE

Seavest Health & Safety Manual

WORK PERMIT ISSUING OFFICER

(General Safety Regulation 4)

I, _____, having been appointed in terms of Section 16(2) of the Occupational Health and Safety Act (85 of 1993) as the Manager for Seavest Trading, hereby appoint you, _____, as the **Work Permit Issuing Officer**.

The following will be your duties and responsibilities: -

1. Conduct a work permit survey to establish if the following types of work apply to the premises:
 - (a) Any work on a roof
 - (b) Any electrical installation work
 - (c) Any work necessitating the use of scaffolding
 - (d) Any work in a confined space
 - (e) Any work on pressurized pipelines
 - (f) Any welding work which has not been exempted in writing
 - (g) Any hot work
 - (h) Any cold work
2. Record your findings on the survey form, noting whether the work can be safely undertaken.
3. Ensure that the correct permits are issued and appropriately approved / signed.
4. Ensure that the permits and forms are filed appropriately.

Position valid from **1st January 2010** until **31st December 2013**.

DIRECTOR

Please confirm your acceptance of this appointment by completing the following:

ACCEPTANCE

I, _____, understand the implications of this appointment as detailed above and confirm my acceptance.

SIGNATURE

DATE

Seavest Health & Safety Manual

CONSTRUCTION VEHICLE AND MOBILE PLANT INSPECTOR

GENERAL SAFETY REGULATION

Construction regulation 21

REG. 21.(1) A contractor shall ensure that all construction vehicles and mobile plants-

REG. 21. (1)(j) are on a daily basis inspected prior to use, by a competent person who has been appointed in writing and the findings of such inspection is recorded in a register

I, _____ (Employer) for, _____ (Company)
do hereby designate / nominate, _____ (Employee) as the,
Supervisor Of Construction Work at the following premises / site.

Period: _____

Duties and Responsibilities

- 1 Ensure compliance with the Construction Regulation 21
- 2 Ensure all Construction vehicles and mobile plant are inspected daily prior use.
- 3 Ensure all Construction vehicles and mobile plant which is found to be unsafe are withdrawn from use until the required repairs are effected
- 4 Ensure record is kept of all inspections and the register is made available for controlling monthly.

AUTHORISED/ DESIGNATED BY :

Signature	Designation	Date

ACCEPTANCE

I, _____ hereby accept and understand the requirements of this
appointment

Signature	Designation	Date

Seavest Health & Safety Manual

CONSTRUCTION WORK SUPERVISOR

CONSTRUCTION REGULATION 6

REG .6. (1) The Contractor shall appoint a full- time competent employee in writing as the construction supervisor, with the duty of supervising the construction work.

I, _____ (Employer) for, _____ (Company)
do hereby designate / nominate, _____ (Employee)as the,
Supervisor Of Construction Work at the following premises / site.
Midland Site & Sasol 1

Period: _____

Duties and Responsibilities

- 1 To assist the employer to comply with sections 8,9,13,17,19 & 26 of the Act, which are not restricted to sections only.
- 2 Endorse Safety Representatives reports / minutes of the meeting.
- 3 Report and investigate any incident as contemplated in section 24 of the Act.
- 4 Ensure the “Agreement with Mandatory” as per Sect. 37 (1) (2) of the Act are complied with.
- 5 Ensure compliance with the Regulations .
- 6 Ensure Risk assessment are conducted in your area of responsibility and up to date.
- 7 Assist with the compiling of method statement and the development of safe working procedures.

AUTHORISED/ DESGINATED BY :

Signature	Designation	Date

ACCEPTANCE

I, _____ hereby accept and understand the requirements of this
appointment

Signature	Designation	Date

Seavest Health & Safety Manual

CONTROL OF TEMPORARY FLAMMABLE LIQUID STORES

CONSTRUCTION REGULATION 23

REG.23 Notwithstanding the provisions for the use and storage of flammable liquids as determined in the general safety Regulations promulgated by government notice No. R1303 dated 30 May 1986, as amended, a contractor shall ensure that - -

REG .2 (10) (c) flammable liquids on a construction site in stored in a well- ventilated container, cage or room and kept locked with proper access control measures in place;

I, _____ (Employer) for, _____ (Company)
do hereby designate / nominate, _____ (Employee) as a,
_____ premises / site.

Period: _____

Requirements for the Appointment

1. Ensure compliance with the construction regulation 23
2. Ensure unauthorized access to flammable liquid storage areas are controlled
3. Ensure the storage area is locked at all times
4. Ensure the storage area is maintained in a safe state.
5. Ensure all flammable liquids leaving the store are signed in the register.
6. Ensure you maintain a register of flammable liquids in storage and their quantities
7. Ensure you have MSD'S for all flammable liquids in storage.
8. Ensure the required safety signage and fire protection is available.
9. Report all unsafe conditions

AUTHORISED/ DESGINATED BY :

Signature	Designation	Date

ACCEPTANCE

I, _____ herby acknowledge receipt of and accept and understand the requirements of this appointment.

Signature	Designation	Date

Seavest Health & Safety Manual

EXCAVATION SUPERVISOR

OCCUPATIONAL HEALTH AND SAFETY ACT, (ACT NO 85 OF 1993) AND CONSTRUCTION REGULATION 11

CONSTRUCTION REGULATION 11

Reg. 11.(1) A contractor should ensure that all excavation is carried out under the supervision of a competent person who has been appointed in writing.

GENERAL DUTIES OF EMPLOYERS TO EMPLOYEES – Section 8 (2)

(e) Providing such information, training and supervision as maybe necessary to ensure, as far as reasonably practicable, the health and safety at work of his employers;

(I) Ensure that work is performed at the plant or machinery is used under the general supervision of a person trained to understand the hazards associated with it, and who has the authority to ensure that precautionary measures taken by the employer are

(j) causing all employees to be informed regarding the scope of there authority as contemplated in section 37 (1) (b)

I, _____ (Employer) for, _____ (Company)
do hereby appoint, _____ (Employee) as a, _____
at the following premises / site:

Period: _____

Duties and responsibilities

- 1 Excavations shall be barricaded.
- 2 Proper access shall be provided.
- 3 Inspection of excavations daily before use.
- 4 Watchman to be placed for high risk activities.
- 5 No machinery to work on the embankments.
- 6 Stockpiled materials to be stepped back 2 meters from edge.

AUTHRISED / DESIGNATED BY :

Signature	Designation	Date

ACCEPTANCE

I, _____ hereby acknowledge receipt of and accept and understand the requirements of this appointment.

Signature	Designation	Date

Seavest Health & Safety Manual

FALL PROTECTION PLANNER

CONSTRUCTION REGULATION 8

REG.8. (1) A contractor shall cause-

REG.8. (1)(a) the designator of a competent person, responsible for the preparation plan;

I, _____ (Employer) for, _____ (Company)
do hereby designate / nominate, _____ (Employee) to,
_____ premises / site.

Period: _____

Particulars of electrical Engineering experience / Cert No: _____

Requirements for the Appointment

1. Ensure compliance with the construction regulation.
2. Compile a fall protection plan for the project.
3. Implement the fall protection plan and amend where required.
4. Take steps to ensure all employees adhere to the plan.
5. Ensure risk assessments are conducted prior to commencing work in elevated positions.
6. Ensure persons required to work in elevated positions are physically and psychologically fit.
7. Ensure all employees required to work in elevated positions are trained
8. Ensure all fall arrest equipment is inspected and maintained.
9. Ensure the construction supervisor is issued the latest version of the fall protection plan
10. Ensure Roof work is include in the planning

AUTHORISED/ DESIGNATED BY :

Signature	Designation	Date

ACCEPTANCE

I, _____ hereby acknowledge receipt of and accept and understand the requirements of this designation.

Signature	Designation	Date

Seavest Health & Safety Manual

FIRE EQUIPMENT INSPECTOR

CONSTRUCTION & ENVIRONMENTAL REGULATION

Construction Regulation 27

27 (h) the fire hose equipment as contemplated in paragraph (g) is inspected by a competent person, who has been appointed in writing, in the manner indicated by the manufacture thereof;

Environment Regulation

(2) having regard to the size, construction and location of the work place, and the amount and type of flammable articles used, handle or stored on the premises, an employer shall provide on the premises, an employer shall provide on the premises an adequate supply of suit fire-fighting equipment

I, _____ (Employer) for, _____ (Company) do hereby designate / nominate, _____ (Employee) as the, Supervisor Of Construction Work at the following premises / site.

Period: _____

Duties and Responsibilities

- 1 Ensure you inspect the equipment a minimum once per month.
- 2 Ensure you record the results of your inspections include your deviations
- 3 Ensure you report deviations to your supervisor and arrange repair immediately
- 4 Ensure you inspect signage and report on deviations

AUTHORISED/ DESIGNATED BY :

Signature	Designation	Date
SEAVEST		africa trading

ACCEPTANCE

I, _____ hereby accept and understand the requirements of this appointment

Signature	Designation	Date

Seavest Health & Safety Manual

FIRST AIDER

GENERAL SAFETY REGULATION

REGULATION 3 (2),(4)&(5)

(2) If you employ more than 5 (five) persons, you are required to provide your own First Aid Box
(4) Where more than 10 employees are employed at any work place, the employer of such persons shall take steps to ensure that for every group up to 50 employees at that work place at least one person, who is in possession of a valid certificate of competency.

- (a) the S.A Red Cross Society ;
- (b) the St John Ambulance; or
- (c) the S.A Noodhulpliga ; or
- (d) any person or organization approved by an inspector for this purpose, is ready available during all working times; Provide that the qualification required by this sub- regulation shall not apply to any registered nurse or medical practitioner, as the case may be

(5) An employer shall take steps to ensure that the first aid worker referred to in sub-regulation (4) is trained in any circumstances with the first aid measures to be taken in case of acute poisoning by or leaking of any dangerous or high-risk substances.


I, _____ (Employer) for, _____ (Company)
do hereby designate / nominate, _____ (Employee) as the,
Supervisor Of Construction Work at the following premises / site.

Period: _____

Duties and Responsibilities

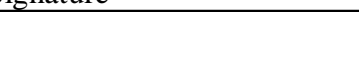
- 1 Ensure you inspect the contents of the first aid box once per a month
- 2 Ensure all dressing undertaken is recorded on the dressing register
- 3 Ensure deviations noted are reported to your supervisor.
- 4 Ensure the necessary signage is placed to determine first aid box placement.

AUTHORISED/ DESIGNATED BY:

Signature	Designation	Date
		

ACCEPTANCE

I, _____ hereby accept and understand the requirements of this appointment

Signature	Designation	Date
		

Seavest Health & Safety Manual

GENERAL SUPERVISOR

OCCUPATIONAL HEALTH AND SAFETY ACT, (ACT NO 85 OF 1993)

SECTION 8

Sec. 8 (2) (i) Without derogating from the generality of an employers duties under subsection (1), the matters to which those duties refer include in particular –

(i) ensuring that work is performed and that plant and machinery is used under the general supervision of a person trained to understand the hazards associated with it and who have the authority to ensure that precautionary measures taken by the employee.


I, _____ (Employer) for, _____ (Company) do hereby designate / nominate, _____ (Employee) as the, Supervisor Of Construction Work at the following premises / site.

Period: _____

Duties and Responsibilities

- 1 Conduct or have conducted a hazard analysis and take the necessary corrective action.
- 2 Where it is not possible to remove any remaining hazards you are to inform employees thereof and what precautionary action is to be taken.
- 3 Ensure that any employee you appoint / designate to assist you is suitably competent and or qualified to perform their duties.
- 4 Ensure that employee who are required to operate machinery are competent and or qualified.
- 5 Ensure that all sub contractors / s are aware on any danger / hazard / potential danger / hazard on premises.
- 6 Ensure that only authorized persons are allowed to enter onto and or work on the premises

AUTHORISED/ DESIGNATED BY:

Signature	Designation	Date
		

ACCEPTANCE

I, _____ hereby accept and understand the requirements of this appointment

Signature	Designation	Date

Seavest Health & Safety Manual

HAND TOOL INSPECTOR

OCCUPATIONAL HEALTH AND SAFETY ACT, (ACT NO 88 OF 1993)

In terms of section 8

(2) Without derogating from the general of an employers duties under sections (1), the matters to which those duties refer include in particular –

(i)ensuring that work is performed and that the plant or machinery is used under the general supervision of a person trained to understand the hazard associated with it and who has the authority to ensure that precautionary measures taken by the employer.

I, _____ (Employer) for, _____ (Company)
do hereby designate / nominate, _____ (Employee)as the,
Supervisor Of Construction Work at the following premises / site.

Period: _____

Duties and Responsibilities

- 1 Ensure all site hand tools are inspected a minimum once per month.
- 2 Ensure all results of the inspection are recorded on the register.
- 3 Deviations noted must be reported to your supervisor immediately
- 4 Damaged hand tools must be removed from site use and destroyed if it cannot be repaired.

AUTHORISED/ DESIGNATED BY :

Signature	Designation	Date

ACCEPTANCE

I, _____ hereby accept and understand the requirements of this
appointment

Signature	Designation	Date

Seavest Health & Safety Manual

INCIDENT INVESTIGATION

GENERAL ADMINISTRATIVE REGULATION

GAR 8 (2) An employer or user shall cause every incident which must be recorded in terms of sub regulations (1) to be investigated by himself or a person designated by him or her or by a health and safety representative or a member of a health and safety

I, _____ (Employer) for, _____ (Company)
do hereby appoint, _____ (Employee) as a,
_____ at the following premises/ site:

Period _____

Duties and Responsibilities

- 1 Ensure that you investigate and report on the prescribed Annexure 1 form.
- 2 Ensure the required witnesses are questioned
- 3 Ensure the statements are signed and attached to all incident investigations.
- 4 Report findings to the Project Manager.

AUTHORISED / DESIGNATED:

Signature	Designation	Date

ACCEPTANCE

I, _____ hereby acknowledge receipt of and accept and understand the requirements of this designation.

Signature	Designation	Date

Seavest Health & Safety Manual

LADDER INSPCETOR

GENERAL SAFETY REGULATION

(1) An employee shall ensure that every ladder is constructed of sound material and is suitable for the purpose for which it is used.

I, _____ (Employer) for, _____ (Company)
do hereby designate / nominate, _____ (Employee)as the,
Supervisor Of Construction Work at the following premises / site.

Period: _____

Duties and Responsibilities

In terms of GSR 13A you will be required to:

- 1 Ensure that all ladders are numbered
- 2 Inspect all ladders monthly are record all findings on the register provided for this.
- 3 Report all defects found
- 4 Checklist be recorded yes or no and not 'ticked'

AUTHORISED/ DESGINATED BY :

Signature	Designation	Date

ACCEPTANCE

I, _____ hereby accept and understand the requirements of this
appointment

Signature	Designation	Date

Seavest Health & Safety Manual

SAFETY OFFICER

GENERAL SAFETY REGULATION

REG. 6. (6) A contractor shall upon having considered the size of the project, the degree of dangers likely to be encountered or the accumulation of hazards or risks on the site, appoint a full time or part time construction safety officer in writing to as

I, _____ (Employer) for, _____ (Company) do hereby designate / nominate, _____ (Employee) as the, Supervisor Of Construction Work at the following premises / site.

Period: _____

Duties and Responsibilities

- 1 Assist in compiling the SHE Plan
- 2 Assist with risk assessment, evaluation and development of safe work procedures
- 3 Conduct or have conducted a hazard analysis and take the necessary corrective action
- 4 Ensure all accidents are properly recorded. Reported and investigated
- 5 Ensure safety Meetings are held regularly and the results recorded.
- 6 Ensure the contractors comply with the health and safety specifications
- 7 Ensure Health and safety Meetings are held regularly and the results recorded.
- 8 Issue non- conformances and keep record of the same where required
- 9 Assist with establishment of the fall protection plan
- 10 Where it is not possible to remove any remaining hazards/ you are to inform employees thereof and what precautionary action is to be taken.
- 11 Ensure appropriate restoration of areas affected by construction
- 12 Detail mitigating measures required to be taken and the procedures for their implementation to the project manager
- 13 Established the reporting system to be undertaken during construction and an ensure effecting reporting to management on the deviations identified and required action to be taken.
- 14 Ensure EMP compliance
- 15 Ensure monthly Safety, health and environment reports are submitted tom the project manager

AUTHORISED/ DESGINATED BY :

Signature	Designation	Date

ACCEPTANCE

I, _____ hereby accept and understand the requirements of this appointment

Signature	Designation	Date

Seavest Health & Safety Manual

SCAFFOLD INSPECTOR

CONSTRUCTION REGULATION 14 & SABS 085

REG .14. (2) A constructor shall ensure that all scaffolding work operations are carried out under the supervision of a competent person who has been appointed in writing and that all scaffold erectors, team leaders and inspectors are competent to carry out.

SABS 085

16.1 (c) the inspector of the erected scaffolding.

I, _____ (Employer) for, _____ (Company)
do hereby designate / nominate, _____ (Employee) as the,
Supervisor Of Construction Work at the following premises / site.

Period: _____

Duties and Responsibilities

- 1 Ensure scaffolding being erected is inspected against scaffold erection standards.
- 2 Ensure the results of all inspections are recorded and deviations rectified immediately
- 3 Ensure scaffolds are inspected at frequencies defined in the legislation and standards.
- 4 Ensure a risk assessment is complied before scaffold is to be erected.

AUTHORISED/ DESIGNATED BY :

Signature	Designation	Date

ACCEPTANCE

I, _____ hereby accept and understand the requirements of this
appointment

Signature	Designation	Date

Seavest Health & Safety Manual

WASTE CONTROL MANAGER

CONSTRUCTION REGULATION 25

REG .25. (A) Notwithstanding the provisions of the Environment Regulations for workplaces promulgated by Government Notice No. R2281 dated 16 October 1987, as amended, a contractor shall ensure that-

- (a) suitable housekeeping is continuously implemented on each construction site, including provisions for the-
- (i) proper storage of materials and equipment; and
 - (ii) removal of scrap, waste and debris at appropriate intervals

I, _____ (Employer) for, _____ (Company) do hereby designate / nominate, _____ (Employee)as the, Supervisor Of Construction Work at the following premises / site.

Period: _____

Duties and Responsibilities

- 1 Ensure compliance with the requirements of construction regulation 25
- 2 Ensure your area of responsibilities is maintained and controlled.
- 3 Ensure loose materials are secured.
- 4 Ensure waste and debris are disposed of in the allocated areas and dumping facilities
- 5 Ensure compliance with the asbestos regulation when disposing of asbestos products
- 6 Ensure concrete spillage is controlled, cleaned and disposed of in the correct manner.
- 7 Ensure the storage area is packed sort -by -sort

AUTHORISED/ DESGINATED BY :

Signature	Designation	Date

ACCEPTANCE

I, _____ hereby accept and understand the requirements of this appointment

Signature	Designation	Date

Seavest Health & Safety Manual

LIST OF INSPECTION

ITEM	FREQUENCY	BY WHOM
<u>1. Tools & Equipment</u>		
1.1 Electric Tools	Weekly	Technician / Admin Clerk
1.2 Hand Tools	Weekly	Technician / Admin Clerk
<u>2. Vehicles</u>		
2.1 Vehicle Inspections	Weekly	Technician / Admin Clerk
<u>3. Emergency</u>		
3.1 Fire Extinguisher	Weekly	Technician / Admin Clerk
3.2 First Aid Kit	Weekly	Technician / Admin Clerk
<u>4. Safety Equipment</u>	Weekly	Technician / Admin Clerk
4.1 Safety Harness	Weekly	Technician / Admin Clerk
<u>5. PPE</u>	Weekly	Technician / Admin Clerk
<u>6. Housekeeping</u>	Weekly	Technician / Admin Clerk

Records are kept in the Tool Check File!

Seavest

Incident Investigation

(To be used in conjunction with and in addition to the Annexure 1 - Recording and Investigation of incidents)

Incident description

A description of what happened in no more than 100 words. The description should factually state the work activity at the time and the sequence of events that led to the incident.

Outcome

In no longer than 25 words provide a description of injuries and/or damage.

Main findings from investigation

Provide a list of the main findings based on factual and proven evidence from the final investigation report. Limit the number of main findings to 4-5

Main causes

Provide a list of the main causes based on factual and proven evidence. These should typically come from identified failed defenses. Limit the number of main findings to 4-5

Seavest Health & Safety Manual

Immediate actions

Provide a list of the immediate actions taken to prevent re-occurrence of the incident. These should typically come from identified actions to ensure the above identified defenses are in place in future. Limit the number of main findings to 4-5

Underlying causes

Provide a list of the underlying causes in the company that led to the incident occurring. These should typically come from the final investigation report. Limit the number of underlying causes to 4-5.

Management actions to address underlying causes

Provide a list of the actions for Management in the company to take to prevent re-occurrence of this incident or any other incident of similar nature occurring. These should typically come from the actions to address the identified latent failures in the company. Limit the number of Management actions to 4-5



Designated Safe Hot Work Area Inspection

Location_____

Description of work being performed_____

Fire protection devices in area YES NO Comments_____

Non combustible work areas YES NO Comments_____

Combustible materials within 35 feet
of work area YES NO Comments_____

Guards and shields in place YES NO Comments_____

Hot work equipment maintained
properly YES NO Comments_____

Possible explosive atmosphere
in area YES NO Comments_____

Is fire watch needed in this area YES NO Comments_____

Area approved for hot work YES NO

Comments_____

SEAVEST africa trading

Inspector_____

Date_____

Weekly Audits

Tools

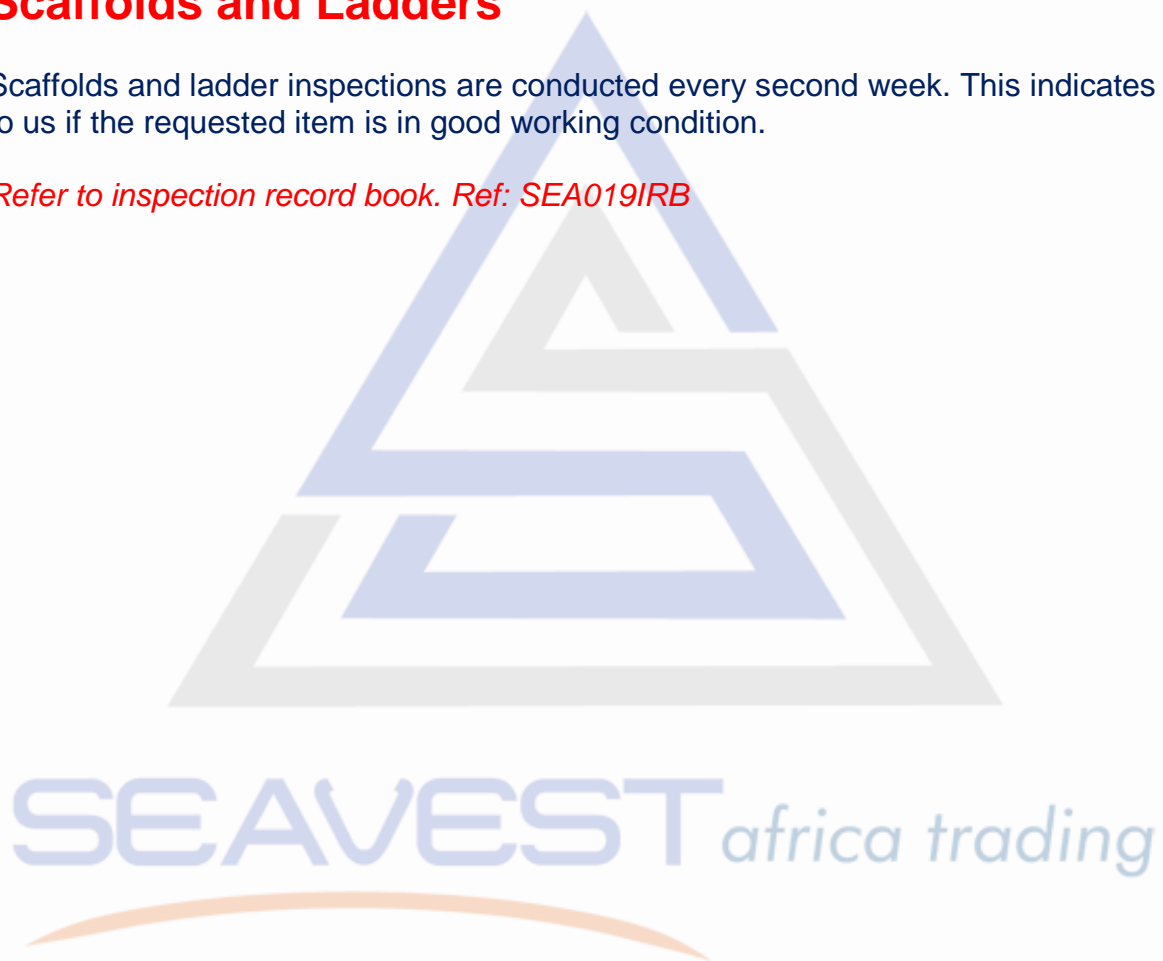
Audits on tools and equipment are conducted on a weekly basis. These records are kept in our tool check file. This allows us to identify any missing or damaged tools, and can be replaced immediately.

Refer below for example of how a tool check is conducted.

Scaffolds and Ladders

Scaffolds and ladder inspections are conducted every second week. This indicates to us if the requested item is in good working condition.

Refer to inspection record book. Ref: SEA019IRB



SAFETY TALK

Tool Box Talks

Tool box talks are conducted on a regular basis in the mornings before technicians can leave base to commence with the day's work.

This allows us to monitor the risks and dangers out on site therefore we can eliminate and take the necessary precautions.

Please refer to tool box talk book Reference No. SEA017TB

Refer below for an example of a tool box talk

Pre Job Briefing

Pre Job Briefing is conducted on site before actual work for the day commences.

This allows us to identify and isolate/eliminate the risks and dangers on site.

Refer below for an example of a tailgate talk.



Pre Job Briefing

OFFICE SAFETY – GENERAL HOUSEKEEPING

There is a direct relationship between a clean, organized workplace and a safe workplace.

Good housekeeping:

- Eliminates accident and fire hazards
- Maintains safe, healthy work conditions
- Saves time, money, materials, space, and effort
- Improves productivity and quality
- Boosts morale
- Reflects an image of a well-run, successful organization.

Be sure to do your part by keeping the following points in mind:

- Always keep walkway and evacuation routes clear.
- Don't store boxes or other items in aisles, hallways, or stairwells that lead to emergency exits.
- Make sure that exit doors are kept clear so that they can be easily opened in an emergency. Good housekeeping will ensure that nothing blocks these doors on either side.
- Access to Fire extinguishers must be kept clear at all times. Extinguishers must also be visible, so they should not be used as hangers for coats nor be blocked by stacks of boxes or other items.
- Personal workspaces should be frequently inspected and corrected for electrical and tripping hazards, unsecured items that may fall or tip over, and bacteria accumulation on phones, keyboards and desktops.
- Garbage, scraps and debris should be properly disposed of in designated trash receptacles and be removed on a frequent basis.
- Eliminate or report any hazards you identify anywhere in your work environment.
- Work must be carried out as per scope.

Meeting Conducted By: _____

Members Present

Name & Signature: _____
Name & Signature: _____
Name & Signature: _____
Name & Signature: _____
Name & Signature: _____

Medical Questioner

Personal details:

First name: _____

ID No.: _____

Marital status: _____

No. of Dependents: _____

Emergency Contact: _____

Medical Details

Health Status: _____

Do you have any phobias? _____

If yes please identify: _____

What are your Allergies?

Do you have any medical conditions that we should be aware of?

If so what medication are you on?

Do you have any disabilities that will prevent you from doing a certain job task?

MEDICAL SERVEILLIANCE

Medicals are done on an annual basis and due to personnel reasons; medical files are kept in the main office.



Behavioural Based Safety Programme

1. What is Behavioural Based Safety?

Behavioural Based Safety is a process that reduces unsafe behaviours that can lead to incidents occurring in the workplace. The process works by reinforcing safe behaviour and identifying the causes of unsafe behaviour.

The Three Generic Types of Approach

A behavioural safety process can be introduced in numerous ways but can be categorised into one of three generic types, these are:

- **Top Down:** a management driven process that typically has supervisors measuring behaviour and providing one to one feedback and relaying recommendations for improvement to the management team.
- **Bottom Up:** an employee driven process which encourages front line participation in safety. This works on the basis of using peer-to-peer observations which are fed back to a workforce run behavioural safety team who then conduct analysis to develop recommendations for managers to implement.
- **Collective:** a collective approach is where both managers and front line personnel conduct observations. Analysis is then conducted by a behavioural safety team (represented by both managers and front line personnel) to identify the root causes of unsafe practices. Recommendations are then identified and implemented to improve safety performance.

**It should be noted that whilst contractors may initially be considering either a Top Down or Bottom Up approach, all contractor should eventually aim towards adopting a collective approach.*

2. The Six Pillars of Behavioural Safety

Any behavioural safety process should seek to include the six pillars of behavioural safety, namely:

1. **Awareness:** to increase understanding and reduce resistance
2. **Management:** to lead by example and support the process
3. **Ownership:** to increase participation and develop commitment to continuous improvement
4. **Measurement:** to provide a pro-active means of measuring daily safety performance
5. **Feedback:** to recognise and praise good safety performance and seek understanding of unsafe acts may occur
6. **Analysis:** to objectively identify systemic drivers of unsafe behaviour and to allow for targeted recommendations for improvement

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3. Implementation of the BBS Program

Each contractor will assess their organisation to identify the most effective method of implementing a behavioural safety process. Based on the assessment the contractor will then develop a plan of implementation to suit their needs and budget. Typically this involves developing the behavioural based measure and designing a method for conducting observations, training managers, a behavioural safety team and behavioural safety co-coordinator. The contractor will then train the initial group of observers, before training a team of 'in house' people to train and sustain the process.

4. Safety Leadership

One of the key predictors of an organisations safety culture is perceived management value of safety, often expressed by the behaviour of managers within the organisation. It is the leadership behaviour therefore of managers that often can be key to influencing risk taking occurring within organisations.

5. What is Safety Leadership?

Leadership is more than just management, and refers to not to just what, but how a person influences and motivates others. For example if a manager walks by an employee not wearing the correct PPE for the job, because they do not notice it is not being worn, the employee can be left with impression that managers do not mind if safety rules are not followed. It is these subtle things or soft signals that can play a major role in safety across the board.

6. Why do people find it hard to lead on safety?

Quite often people are promoted to management roles where leadership skills are required based solely on technical ability alone. As a result managers can often be task orientated and can often fail to communicate the importance of safety due to daily work pressures. The challenge here is to provide people in leadership roles with the skills to understand how they can misrepresent and under estimate risks and hazards, how and what influences people in their charge to take risk and how to effectively manage people and influence their behaviour.

7. Procedure on how to conduct the Observation

The Contractor will define who within their organisation will be performing the observation. Persons performing the observation (observer) must be knowledgeable / competent in the task they are required to observe being conducted. The observation must be properly planned and scheduled a few days in advance. The work crew being observed should be notified well before the observation date and what task will be observed. Unplanned observations should not be allowed. All observations should be conducted using the required Observation Form. The observer must provide feedback (both positive and "at-risk") to the work crew or person being observed (observee) as soon as possible, preferably within the same shift in the presence of the observee's supervisor. During the feedback session, the observee must be given the opportunity to explain any "at-risk" behaviours. Solutions for all "at-risk" behaviours must be agreed upon by the observer, observee and the observee's supervisor. The observation will be performed using the BBSO Form.

8. What is a quality observation

An observation should consist of the following:

- All demographic information is completed, i.e., the 1st page of the form.
- The observer is required to enter a comment for every at-risk behavior observed, providing details describing what the behavior was and why it was done at-risk.
- The number of times an observation was made should be entered in the “Correct” or “At Risk” columns. Eg, if 5 workers were seen not wearing safety shoes, then 5 should appear in item # 15 of the Observation Form in the “At Risk” column.

9. Record Keeping

All Observations conducted shall be retained by the contractor for at least one year.

10. Analysis of the Observation

Every 6 months, the contractor shall analyse the results of the observations to determine where the gaps lie within the organisation. A plan should be put in place to close out the gaps identified.



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Behavioral Based Safety Observation

BBSO Type: Safe Work Practice Observation

Name of Observer	
Observation Date / Time	
Person / work crew observed	
Location of job	
Job / Task observed	

Background Information / additional comments

Observer's Positive Comments

Feedback Conducted by	
Feedback Date / Time	



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RESULTS of OBSERVATION

Item #	Activity Description	Correct	At Risk	Comments (What was Observed) <i>Observer explains what was observed at risk</i>
	COMMON Safe Work Practice Activities	<i>Numeric input here</i>		
1	Risk Ranking for job conducted (documented on permit/form as high, medium, low)			
2	Correct Work Permit and Forms issued for the task			
3	All relevant verifications and checks conducted by Permit Issuer / Approver and Requestor.			
4	Job specific JLA available for all High risk work			
5	JLA written / reviewed and communicated to all workers.			
6	Location specific emergency plan reviewed with workers.			
7	Work site visually inspected by Permit Approver to verify that the permit conditions are met and that other work being performed in the vicinity will not introduce additional hazards.			
8	Proper barricades and safety signs are in place.			
9	Are all cord connected electric power tools and other cord connected devices connected to a circuit with Earth Leakage Relay.			
10	Pre-job safety briefing conducted & documented			
11	Permit Issuer (and/or Permit Approver, if applicable) verifies controls are in place and signs the permit.			
12	Permit Requester understands the permit conditions and signs permit(s).			
13	Proper PPE worn for work type performed – check JLA for PPE requirements.			
14	Workers have the knowledge and training to perform the job			
15	Permit revalidation, extension, renewal, or cancellation is completed per the relevant SWP standard.			
16	Permit Issuer, supervisor or other person in charge performs work-in-progress field.			
	GAS DETECTION SWP ACTIVITIES			
17	Gas meter is bump tested daily or prior to use and the results are recorded.			
18	Gas meter has been field calibrated within last month (check Monthly calibration sheet).			
19	Calibration gas is within expiration date.			
20	Detector tubes (if used) are within expiration date.			
21	Detector tubes (if used) are from the same manufacturer as the sampling pump.			
22	Gas testing is conducted in a safe manner.			

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23	Qualified Gas Tester performs the gas testing.			
24	Gas test results recorded on appropriate permit			
	ISOLATION OF HAZARDOUS ENERGY (LOTO) SWP ACTIVITIES			
25	Isolation points for all relevant energy sources are identified prior to work starting.			
26	Locks and Tags are installed by each craft in the following order: (1) Operations; (2) Electricians; and (3) Maintenance. Locks and tags are removed in the reverse order.			
27	Equipment Isolation Checklist is used correctly.			
	CONFINED SPACE ENTRY SWP ACTIVITIES			
28	The confined space is positively isolated prior to entry.			
29	Proper purging, flushing, venting and draining occur prior to entry.			
30	Continuous air ventilation is in place once entry occurs.			
31	Written rescue plan and rescue equipment are available.			
32	Job is carried out as per permit requirements.			
33	Confined Space Entry Log exists and is current.			
34	Gas testing is conducted (initial / continuous / follow-up) and logged appropriately.			
35	Entry Watch, Entry Supervisor, Rescue personnel are trained and available.			
	HOT WORK SWP ACTIVITIES			
36	Positive isolation of hazardous energy has occurred prior to beginning hot work.			
37	Proper purging, flushing, venting and draining occur prior to hot work.			
38	Flammable / combustible materials are removed or covered within 15 meters (50 feet) prior to hot work.			
39	All drains/trenches are covered within 15 meters (50 feet)			
40	Appropriate spark containment is used.			
41	Gas testing is conducted (initial / continuous / follow-up) and logged appropriately.			
42	Trained Fire Watch is in attendance.			
43	2 x 9kg DCP Fire extinguishers are located adjacent to hot work.			
44	Oxy-Acetylene / LPG cylinders are fitted with flashback arrestor.			
45	Gas supply is shut off during breaks and lunch period.			
46	Gas cylinder(s) are kept outside of the confined			

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	space.			
	WORK AT HEIGHTS SWP ACTIVITIES			
47	Area is barricaded appropriately.			
48	Safety harness and lanyards are inspected before use			
49	Overhead Electrical lines close to the work activity are identified and made safe			
50	Safety harness worn correctly (chest strap at mid-chest, d-ring in back, leg straps tightened)			
51	Anchor location is selected and inspected prior to use.			
52	100% tie-off available & used			
53	Tools are raised and lowered by means of a tool belt / box using rope or other safe method (tools are not hand carried while climbing).			
54	3 points of contact is used while climbing.			
55	Written rescue plan is available (when fall protection is used).			
56	A Safety Standby is present when workers are wearing a harness.			
57	Portable ladder is appropriate for the task, positioned correctly, stable and in good condition.			
58	Mobile Elevated Working Platform (MEWP) is appropriate for the task, positioned correctly and operated by a competent operator, stable, and in good condition.			
59	A fall-arrest system (such as a fall-arrest harness and lanyard) is used in conjunction with the MEWP.			
60	Scaffolding is stable, has appropriate bracing, no missing scaffold planks, guardrails, mid-rails or toe boards and constructed by competent persons.			
	EXCAVATION SWP ACTIVITIES			
61	Appropriate technique is used for the task (e.g. hand, vacuum, mechanical digger / back-hoe).			
62	Shoring is stable and safe means of egress is in place.			
	AFTER SWP ACTIVITIES			
63	Work permit(s) is returned to Permit Issuer.			
64	Permit Issuer or delegated responsible party verifies that work is completed in a satisfactory manner.			
65	Permit Issuer or delegated responsible party verifies that site is left in clean, orderly condition.			
66	Permit Issuer or delegated responsible party signs off on the permit and files correctly.			
Total # of Correct and At-Risk Behaviors observed				= xxxxxxx %

Describe in Detail Why the At-Risk Item Occurred

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Item #	Root Cause Description Detail (If more than one Root Cause per At-Risk Item, number the RCs in sequential order)

Root Cause Factors

A.) Lack of skill or knowledge.	E.) Lack of or inadequate procedures.
B.) In past, did not follow procedures or acceptable practices and no incident occurred (injury, product quality incident, equipment damage, regulatory assessment or production delay	F.) Inadequate communication of expectations regarding procedures or standards.
C.) Doing the job according to procedures or acceptable practices takes more time/effort.	G.) Inadequate tools or equipment (available, operable & safely maintained; proper task & workplace design).
D.) Short-cutting procedures or acceptable practices are positively reinforced or tolerated.	H.) External Factors

Solution(s): How to Prevent Undesirable Behavior/Job Factor from Recurring:

Item #	Factor (A-H)*	Person Responsible (Name)	Solution(s)	Date Assigned	Due Date	Action Taken	Date Completed

Responsibilities

Reviewer(s) (Name):

Supervisor Verify & Validate Solutions/Action Items

Solution ID	Action Taken (If different from what was previously stated)	Date Completed	Supervisor V & V Date	Supervisor Responsible V & V Comments	Supervisor Responsible (Name)

Management of Change Policy and Procedure

8. Introduction

To ensure the changes in the company are filtered through to all involved, we need to pay attention to the fact that we live in a changing environment with systems, methods, materials etc. changing all the time.

9. Objectives

The objectives of this procedure are to ensure that:

- the effects of proposed changes to Plant/ Procedures/ Equipment/ Office Accommodation are correctly assessed, specified, costed and scheduled to achieve minimum disruption, and lowest potential risk to personnel and/ or assets.
- all proposed changes to a specific scope of work are adequately justified, reviewed, approved and implemented.
- any impacts of proposed changes on Health, Safety and the Environment are reviewed and acted upon.

10. Scope of Application

This procedure shall apply to all projects where a proposal to implement change has been lodged. All proposals must be evaluated for technical, and HSSE impact, and approved at the appropriate authority level.

The process will not apply to changes that have LOW or no HSSE impact, or projects that are managed by project HSSE plans, but would typically include;

Focused Initiatives: Launching major business changes, trials of equipment/ experimental processes

Organisation: Staff structure, policies, staffing disciplines, staffing levels, contractors

Facilities: Modifications to New or Existing buildings, working environment, significant experimental fixtures, office moves.

Work Processes: Changes to HSE critical processes, changes to HSE critical equipment, e.g. alarm systems, isolation procedures, changes to standard use of equipment, storage vessels, critical monitoring systems, HSE reporting

Products: New business areas, substantial product modification

The process will not apply to projects where changes are required to revision controlled documents / procedures.

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All change requests to which this procedure applies shall identify responsibilities of the key personnel involved in its inception, co-ordination, completion and review.

11. Policy and Procedure

4.1 Development of Change Requests

The activities below show the responsibilities of each group / person shown in the flowchart attached.

1. The originator / Person Proposing the Change.

Any member of staff may identify the need for focused change. They can propose a change by explaining their proposal and outlining the reasons for the change.

The proposal should then be communicated to a change owner / project sponsor who will be required to investigate / challenge the need for the change before endorsing the proposal

2. The Change Owner:

It is the responsibility of the change owner must review the change request and make any challenges for the need of the proposal. This should include the scope of the proposal in terms of people, facilities, processes, costs and products. The change owner must also consider the impact on business groups affected by the change, and the anticipated risk exposure.

Briefly;

- Challenge and screen out unwarranted proposals;
- Complete the alternatives & HSE checklists to determine if other courses of action have been considered, also, identify the advantages and disadvantages of any alternatives.

The change owners are also responsible for ensuring any challenges are fair and objective, and that the project is properly managed, consulting with representatives of any affected business groups.

The change owner shall where appropriate, establish a Change Team with a mix of technical and managerial competence to act as advisors for the project.

3. The Change Team (Change owner plus technical support)

Where the risk to personnel or assets may be considered high, the team will actively work with the change owner to reduce these risks to an acceptable level.

The team shall feedback relevant information to the change owner. The team, after receiving approval from the change owner, shall establish a formal plan for the project to take place.

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Further to the above the review team shall consider;

- Technical feasibility;
- Effects on other change proposals;
- Interface effects with other business group activities;
- Potential conflicts with HSE philosophy;
- Reliability, operability and maintainability;
- The possibility of alternative proposals.

4. Implementation Team (Persons carrying out the work)

The change owner shall communicate the plan to affected persons. The implementation team shall implement the changes in accordance with the plan. **The project owner still retains management responsibility for completion of the project.**

If the change is temporary, verify that the temporary changes are removed, or made permanent.

On completion of the project, the implementation team shall ensure that drawings and other documentation are updated.

4.2 **Change Request Justification**

Proposed changes must be justified on one or more of the following criteria:

- The current design will not work, is not safe and/or does not comply with mandatory standards.
- The change suggests a substantial cost saving.
- The change shows a demonstrable overall benefit

However, even if a justification can be made under the above criteria, the change may not be implemented unless:

- Project funding is available;
- The impact of the project creates unacceptable risks to personnel or company assets.

The project change team may sanction the change as follows:

- Approve;
- Reject;
- Endorse but refer because of funding, expenditure or schedule constraint;
- Refer without endorsement.

4.3 **Emergency Change Request.**

In some circumstances changes are required by, or in response to an emergency situation. In these circumstances the time required to establish the necessary teams to evaluate the reasons for change may be detrimental to the business and may present risks to personnel.

Emergency change requests should still be reviewed by the project owner, HSE representation, and where necessary Engineering support, to ensure that

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whatever changes are to take place have been thought through and evaluated for risks to persons and business impact.

4.4 Authorisation.

Change requests must be authorised by the Chief Executive Officer after taking the advice of an appropriate HSE, and Engineer advisor where required. All of the risks associated with the project must have been considered, eliminated or reduced to a tolerable level before the project is permitted to commence.

12. Responsibilities

- 5.1 All managers are responsible to study the contents of this policy and procedures to ensure that they are knowledgeable with the contents.
- 5.2 The CEO is responsible to ensure that the requirements in terms of changes are enforced.

13. Title and allocation / Responsible person / Review

- 13.1 This procedure
 - 13.1.1 Shall be called the Management of Change Policy and Procedure; and
 - 13.1.2 Form part of the Health, Safety, Security and Environmental policies and procedures.
- 13.2 The CEO is the responsible person to ensure that revisions take place and that all correspondence in relation to this policy be kept and taken into consideration at the review.
- 13.3 This procedure must be reviewed when need be, but not later than 24 months from the effective date of this policy and procedure.



<h2>Managing Initiatives and Changes in UCS TECHNOLOGY SERVICES</h2> <p>This document describes how business groups should identify, authorise, plan, and manage initiatives and changes. These changes will normally involve changes in one of the following five areas: Focused Initiatives: Launching major business changes, Trials of equipment/experimental processes</p> <p>Organisation: Staff structure, policies, staffing disciplines, staffing levels, contractors</p> <p>Facilities: Modifications to New or Existing buildings, working environment, significant experimental fixtures, -office moves.</p> <p>Work Processes: Changes to HSE critical processes, Changes to HSE critical equipment, e.g. alarm systems, isolation procedures, changes to standard use of equipment, storage vessels, critical monitoring systems, HSE reporting</p> <p>Products: New business areas, substantial product modification</p>	
<p>How this works:</p> <ol style="list-style-type: none"> Any member of staff may identify the need for a focused initiative or change—just document the proposed change and inform the Change Owner (your line, or someone else who you think should direct the change management) Your change request should include a summary of the proposed change. The request may range from a simple e-mail to a comprehensive technical report. See box at right. The diagram on the next page shows the steps that happen when you submit a change request. This will allow you to: <ul style="list-style-type: none"> Plan the Change – make sure risks are evaluated and implementation systematically prepared. See box below Execute the Change – follow the plan Evaluate the change – verify that all went according to plan Feedback – look for ways to improve the process Low Risk changes can be effectively managed without preparing a formal Plan for Change. Use your own management skills and support with appropriate line approvals. For implementation, call on resources as required. If temporary or emergency changes are needed, employees are informed of actions taken and advised when the temporary changes are no longer in effect or are made permanent. 	<p>A Change Request should include:</p> <ul style="list-style-type: none"> The basis, or reason for the change The scope of the change (in terms of people, facilities, processes, and products) Other organisation(s) affected by the change Anticipated effect on risk exposure Potential impact on technology of products
	<p>Changes <u>NOT</u> required to implement this Procedure</p> <ul style="list-style-type: none"> Changes that have no HSSE impact. Project or technology changes that are managed by project HSSE plans, Changes to revision controlled procedures. Minor changes that are low risk. <p>In the above cases, see item 4, (How this works) Low Risk</p>
<p>Considerations for a Formal Plan for Change</p> <ul style="list-style-type: none"> Staffing – Review number of people, qualifications, degrees of depth, configuration, and allocation of responsibilities. Cost – Is a capital expenditure request required, set a budget and obtain proper approvals. Business Issues – Review controls needed to minimise business interruption and ensure that deliverables satisfy the customer's requirements while maintaining positive reputation. Procedures – Review, modify and update where needed. Hazard Register & Activity Sheet – Reconcile against the scope or type of change proposed Informing & Training Personnel - Identify all affected personnel and tasks, update related training materials and train personnel prior to work with a changed environment. Product Documentation – Update product documentation (such as advertising, technical specifications, legal reporting to a jurisdiction) as appropriate for the change. Asset or Equipment Data – Revise Equipment data sheets or other asset design documentation Transitional Risk – plan for risks that may be present during and after the change Feedback – identify the methods that will be used to monitor change effectiveness 	

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EMPLOYEE DOCUMENT RECEIPT ACKNOWLEDGMENT:

Form letter to be signed by employee to indicate he has received the policy and procedure documents and understands its effect. To be returned to Head Office.

I, _____, have received my copies of the _____ . It is my responsibility to read and understand the matters set forth in this manual. It is a guide to firm policies and procedures.

I understand that no statement contained in these forms creates any guarantee of continued employment or creates any obligation, contractual or otherwise, on the part of the firm. I will rely on any promises, statements or representations to the contrary only if they are in writing and signed by an authorised member of the firm's management.

I understand and acknowledge that the firm has the right, without prior notice, to modify, amend or terminate policies, practices, benefit plans, and other institutional programs within the limits and requirements.

Full Name & Surname: _____

Date: _____

Sign: _____

SEAVEST africa trading

INJURY AND ILLNESS PREVENTION PROGRAM

INTRODUCTION AND PURPOSE

It is the policy of Seavest Africa to maintain a safe and healthy work environment for each employee (including contract employees), and to comply with all applicable occupational health and safety regulations. This Injury and Illness Prevention Program (IIPP) is intended to establish a framework for identifying and correcting workplace hazards within the department, while addressing legal requirements for a formal, written IIPP.

RESPONSIBILITIES

The Department Head has primary authority and responsibility to ensure departmental implementation of the IIPP and to ensure the health and safety of the department's staff. This is accomplished by communicating Seavest Africa's emphasis on health and safety, analyzing work procedures for hazard identification and correction, ensuring regular workplace inspections, providing health and safety training, and encouraging prompt employee reporting of health and safety concerns without fear of reprisal.

Seavest as an ongoing responsibility to evaluate reports of unsafe conditions, and to coordinate any necessary corrective actions.

Timely correction of workplace hazards will be tracked which will receive and review reports of unsafe conditions, workplace inspection reports, and injury reports.

Supervisors

Supervisors play a key role in the implementation of the IIPP. They are responsible for:

- Communicating to their staff on health and safety.
- Ensuring periodic, documented inspection of workspaces under their authority.
- Promptly correcting identified hazards.
- Modeling and enforcing safe and healthful work practices.
- Providing appropriate safety training and personal protective equipment.
- Implementing measures to eliminate or control workplace hazards.
- Stopping any employee's work that poses an imminent hazard to either the employee or any other individual.

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All Employees

It is the responsibility of all staff to comply with all applicable health and safety regulations, policies, and established work practices. This includes, but is not limited to:

- Observing health and safety-related signs, posters, warning signals and directions.
- Reviewing the building emergency plan and assembly area.
- Learning about the potential hazards of assigned tasks and work areas.
- Taking part in appropriate health and safety training.
- Following all safe operating procedures and precautions.
- Using proper personal protective equipment.
- Warning coworkers about defective equipment and other hazards.
- Reporting unsafe conditions immediately to a supervisor, and stopping work if an imminent hazard is presented.
- Participating in workplace safety inspections.

IDENTIFYING WORKPLACE HAZARDS

Generally, supervisors are responsible for identification and correction of hazards that their staff face and should ensure that work areas they exercise control over are inspected. Supervisors should check for safe work practices with each visit to the workplace and should provide immediate verbal feedback where hazards are observed.

Injury Reporting

Employees who are injured at work must report the injury immediately to their supervisor. If immediate medical treatment beyond first aid is needed, call for emergency help. The injured party will be taken to the appropriate hospital or medical center.

If the injured employee saw a physician, the supervisor should obtain a medical release form before allowing the employee to return to work. The health care provider may stipulate work tasks that must be avoided or work conditions that must be altered before the employee resumes his or her full duties.

Injury Investigation

The employee's supervisor is responsible for performing an investigation to determine and correct the cause(s) of the incident. Specific procedures that can be used to investigate workplace accidents and hazardous substance exposures include:

- Interviewing injured personnel and witnesses.
- Examining the injured employee's workstation for causative factors.
- Reviewing established procedures to ensure they are adequate and were followed.
- Reviewing training records of affected employees.

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- Determining all contributing causes to the accident.
- Taking corrective actions to prevent the accident/exposure from reoccurring.
- Recording all findings and actions taken.

Training on Specific Hazards

Supervisors are required to be trained on the hazards to which the employees under their immediate control may be exposed. This training aids a supervisor in understanding and enforcing proper protective measures.

All supervisors must ensure that the personnel they supervise receive appropriate training on the specific hazards of work they perform, and the proper precautions for protection against those hazards. Training is particularly important for new employees and whenever a new hazard is introduced into the workplace. Such hazards may include new equipment, hazardous materials, or procedures. Health and Safety training is also required when employees are given new job assignments on which they have not previously been trained and whenever a supervisor is made aware of a new or previously unrecognized hazard.

