**SEAVEST AFRICA**

**HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT PLAN**

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**HEALTH AND SAFETY PLAN**

**1) Purpose**

The purpose of this document is to establish a plan for implementing the Company's safety program during construction and maintenance works.

The plan is intended to minimize loss, meet regulatory compliance requirements and implement site safety regulations established by:

**SEAVEST AFRICA**

**2) References and Guidelines**

Occupational Health and Safety Act 1993 - Construction Regulations 2014 and Client Health and Safety specifications,

**3) Scope of our work (OHS Management System)**

**1. General Building Maintenance**

- Plumbing

- Structural

- Electrical

- Tiling

- Carpentry

- Wet works

- Landscape Maintenance (Grass cutting)

**2. Painting**

**3. Canopy Replacements**

- Remove entire steel structure

- Excavate and remove concrete basis

- Cast new basis

- Install new structure

- Install Fascia’s, Gutters and Roof Sheeting.

- Prepare and paint fascia’s , box gutters and columns

**4. Canopy Refurbishments**

- Install new roof sheets, roof screws and washers to the canopy

- Install new fabricated galvanized fascia’s and gutters

- Prepare all welding joints until seamless

- Clean gutters and fascia’s with galvanize cleaner and primer

- Prepare and paint superstructure, fascias and gutters to specification

- Clean up the entire canopy upon completion.

**5. HVAC**

**-** Installations

- Maintenance / Refrigeration

- Repairs

- Scheduled Maintenance

- Replacements

**4) Health and Safety Policy**

**Seavest Africa Pty Ltd** 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.
* All employees working on this project are important.
* They are important to the Company and their families.
* Every individual has the right to a safe and healthy working place and the right to return from work every day safe and without injury.
* This is the common goal in which we are committed and believe that it can only be achieved by dedication and joint efforts by all involved.
* As an employer, we undertake to provide a safe working environment and appropriate tools. We also acknowledge that safety takes precedence over program and cost. The consequence of injuries is a financial loss to both the individual and to the project.
* All employees to undertake to act and work in a safe manner at all times.
* As an individual everyone has the right and obligation to stop and correct an unsafe act or situation.

**5) 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.

**6) Objective**

The health, safety and environmental (HSE) work at Seavest shall constitute continuous and systematic efforts that are integrated into the primary activities. A quarterly HSE review conducted in our HSE meetings shall form the basis for action plans with concrete goals and prioritized measures.

HSE-related problems should be solved consecutively at the lowest possible level, in order to prevent employees from developing work-related illnesses or suffering work- related accidents, and to prevent the activities from having a negative impact on the environment.

Seavest plans to achieve risk reduction to as low as reasonably practicable with respect to site work, in terms of enforcing Stop Work Authority in terms of Simultaneous Operations, whereby alternate contractors are found to be working unsafe/ not following safe working procedures. “Everyone has the right to stop unsafe work”

To establish a Safety Program that will reduce the number of injuries and accidents to a minimum, not merely keeping with, but surpassing, the best experience of other operations like ours. To reduce the injury rates by the maximum possible – chasing a zero recordable rate.

**7) Targets**

Achieve zero fatalities, zero lost time injuries, zero restricted work and medical treatment, injury cases, and zero total reportable injury frequency. 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

Through ensuring that employee’s tasks are safe, meaningful and conducive to the development of their personalities, Seavest seeks to create a work environment that fosters creativity as well as constructive and critical thinking. Seavest seeks to offer a good learning environment by ensuring that training, welfare provisions and the physical environment are adapted to their needs. The work environment must support and promote its users capacity to work and learn, safeguard their health and well-being, and protect them against work-related illnesses and accidents.

Environmental awareness should permeate all parts of the company’s activities. By conducting its operations in an environmentally friendly manner, Seavest shall work continuously to reduce the strain on the environment.

Our target is to achieve Zero recordable cases for the year of 2019.

KPI’s shall be maintained and reviewed monthly to identify and track all Stop Work Authorities exercised in order to eliminate any unwanted trends as per our objective set for reducing site risk with respect to simultaneous operations.

Seavest shall comply with all existing HSE legislation.

HSE goals and measures must be integrated into the units operating and action plans. All units must design and adopt their individual HSE goals and action plans in accordance with Seavest’s overall goals and priority areas for HSE, based on identifying challenges in the work environment as well as conditions impacting on the physical surroundings. The goals should be as concrete as possible, enabling each unit to

assess and document to what degree the goals have been fulfilled.

1. Employees shall:

a) use the prescribed protective equipment, exercise caution and otherwise contribute to prevention of accidents and injury to health,

b) immediately notify the employer and the safety representative and to the

extent necessary other employees when employees become aware of faults or defects that may involve danger to life or health and they themselves are unable to remedy the fault or defect,

c) interrupt work if the employees consider that it cannot continue without

involving danger to life or health,

d) ensure that the employer or the safety representative is notified as soon as employees become aware of harassment or discrimination at the workplace,

e) notify the employer if an employee suffers injury at work or contracts diseases

which the employee believes to result from the work or conditions at the working premises,

f) cooperate on preparation and implementation of follow-up plans in connection

with total or partial absence from work owing to accidents, sickness, fatigue or the like,

g) obey instructions issued by the Labour Inspection Authority.

“Employees charged with directing or supervising other employees shall ensure that safety and health are taken into consideration when work that comes under their areas of responsibility is being planned and carried out.

**8) Restrictions**

Employees will only be allowed to work within the boundaries of the site area.

**9) Responsibilities**

An organization chart detailing the management structure for the project shall be compiled and displayed in the site office. The organization chart may be updated as the project progress. Site appointments detailing specific responsibilities as required meeting regulatory compliance shall be completed and maintained, within the Health and Safety Management System.

**10) The Site Manager**

* Has the overall responsibility for all occupational health and safety activities on the site.
* Has the authority to stop any subordinate from working on site in an unsafe manner.

**11) Communication**

The entire workforce will be encouraged to communicate directly to any supervisor regarding any hazard they have seen, or to make suggestions that will enhance safety. Any such contribution will be raised during the safety co-ordination meetings or earlier if appropriate. The result of these meetings will be communicated back to the work force through their safety representatives.

**12) Progress meetings**

Progress meetings will be held with the Client. During these meetings health and safety issues relating to the site operations will be discussed and when required, suitable actions identified and taken.

**13) Toolbox talks**

Toolbox talks will be held by supervisory staff on a weekly basis with employees and will address the application of health and safety rules and procedures to the hazards of current work.

**14) Signage and Awareness**

Posters, notices and signs shall be posted at key locations around the site to maintain safety awareness.

**15) Site Rules**

**The following rules will apply on site:**

* All personnel shall attend induction conducted by the Site Manager or a designated deputy.
* The site is designated a "Hard Hat" area and personnel will wear hard hats on and around the site.
* All personnel shall wear or use the applicable items of personal protective equipment required by the site rules and as identified within risk assessments.
* No smoking in areas identified by symbolic 'No Smoking' signs.

**16) Site Access**

Access to the site shall be via working hours:

**Mon – Fri:** **07h00 – 17h00**

**Sat:           07h00 – 13h00**

**Sun:           Nil**

Working on site outside these hours is prohibited unless arrangements have been made with the Site Manager for competent supervision and the correct equipment will be on site.

**17) Induction**

All those working on site will be briefed during the induction stage on the main risks associated with the site and relevant information which can be found in appendix A. The site supervisor will check for evidence of competence when personnel arrive on site which may include training records. Visitors will be given a brief site induction – they will be accompanied at all times. All induction records will be held in the company’s health and safety folder located on site.

* All employees, management personnel and visitors shall undergo induction training carried out by the Site Supervisor or a designated deputy before going onto site for the first time.
* All inductions shall be recorded and maintained on site for the duration of the project.

**18) Personal Protective Equipment**

Personal Protective Equipment (PPE) and clothing must be provided to and must be worn by all persons only when:

* a hazard cannot be eliminated or reduced by engineering or administrative controls; or
* Specific protection is required by the Advisory Standard for Selection, Provision and Use of Personal Protective Equipment.

4.1 Supply and use of PPE

Category 4 Delegates or above must supply PPE to employees and others when hazards cannot be controlled by engineering measures or when it is specifically required under legislation. Safety devices and control equipment (such as exhaust or fume extraction systems and guards) must be in use at all times and PPE is to be an adjunct to these control measures.

Individuals must wear PPE as instructed by the supervisor, by a material safety data sheet (MSDS), risk assessment or a standard work procedure.

Training in the correct use, storage and cleaning of PPE should be provided and records kept.

4.2 Acquisition and storage

All PPE must comply with the appropriate South African Standard.

Users of PPE must store the equipment in the accommodation provided. The equipment must be cleaned regularly and cleaned prior to use if shared.

PPE needs to be checked regularly both during storage and use should be easily accessible when needed.

Supervisors must carry out regular inspections to ensure that PPE is on hand and is maintained in good condition to ensure its continued effectiveness; and must keep records on any acquisition, cleaning and training in relation to the equipment.

Individuals must inform their Supervisor if there are deficiencies in the supply or condition of any PPE required to carry out work safely.

4.3 When should you use PPE?

PPE and administrative controls are lowest on the hierarchy of control measures. PPE does not control the hazard at the source and should not be relied on as the main control measure unless it is a temporary or interim measure or when options higher on the list of controls have been exhausted. PPE can be used effectively in conjunction with other control measures to manage exposure to a risk.

The effectiveness of PPE as a control measure is limited as it can:

* be uncomfortable to wear
* make working difficult
* create other risks to a person's health and safety
* be expensive in the long term

4.4 Selection of PPE

To ensure that the item of PPE will provide the level of protection that is it designed to, PPE should:

* be appropriate for the type of work and give appropriate protection for the risk
* give adequate protection to the user
* not create additional health or safety risks
* be compatible with other PPE being used (e.g. ear muffs with a hard hat)
* fit properly
* not interfere with any medical conditions of the user
* be easy to use
* be comfortable
* comply with relevant Australian Standards

Consult with workers when selecting PPE and consider a person’s individual characteristic and style preference.

4.5 Using PPE

Make sure that:

* PPE is used in accordance with the manufacturers' instructions
* the PPE fits correctly
* individuals are instructed and trained in how to use it
* appropriate signs should be displayed to remind employees and students where PPE must be worn

Training should cover arrangements for the provision, correct use, storage and maintenance of PPE and should be done:

* when new employees and students start work
* when you get new PPE
* To refresh employee's and student's memories from time to time.

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

**19) Housekeeping**

An area dedicated for rubbish dumping will be established. Storage areas will be established and identified on the site layout plan. Storage of all materials will be confined to these areas. Rubbish bins will be provided at the site office and will be emptied on an ongoing basis.

**20) First Aid**

A first aid box will be provided and allocated to a trained, certified first aider. Every injury occurring on site will be treated and reported. Should an injury require professional medical treatment, the supervisor in charge will complete an appropriate accident report.

**21) Fire Prevention**

All operations conducted on site shall be conducted in a manner to prevent the risk of fire. Flammable materials shall be stored in a suitable location and adequate firefighting equipment installed in suitable locations around the store. Smoking and open flames are not permitted in any areas, which contain flammable materials, or any 'No Smoking' area indicated by no smoking signs. Seavest provides fire fighting equipment for use on site. Regular gas testing will be carried out in environments where flammable gasses are present.

**22) Monitoring Safety**

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

**23) Incident and Accident Reporting**

**Reporting to Government Authorities:**

**SEAVEST AFRICA**shall keep records of all injuries at work and will ensure prompt notification of any reportable injury to the appropriate authority as per section 24 and 25 of the OHS Act.

**24) Incident Investigation and Reporting**

**SEAVEST AFRICA**shall ensure that all accidents and incidents are reported to management and investigated in accordance with the requirements of General Administrative Regulation 9.

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.

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

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

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

* 1. **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;

1. **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 that 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 defences. 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.

**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.

**25) Registers**

All required registers will be maintained and kept up to date as required by legislation.

All records are to be kept for the prescribed durations as per their procedural documentation and requirements. Procedures will be drawn up and revised at intervals of no longer than a year, however may be changed at sooner intervals where gaps or changes are identified. Document control forms an integral part of Seavest’s management system as these allow for systems to be in place and to ensure adequacy and consistency with respect to these systems. Procedures, registers, and documents may be drawn up if gaps are noticed and documents or registers are required.

Document control procedure SADCPP is available in addition to this management plan to outline the documents available and/ or required.

**26) Health and Safety File**

A Health & Safety File shall be maintained on site by **SEAVEST AFRICA**. The safety file on site is to be reviewed and adjusted according to changes in the safety environment.

A site-specific file will be generated for each project that exceeds an estimate of 15 days and is no less than 10 days, whereby various high-risk tasks will be practiced on one given site. For daily routine maintenance work, a maintenance safety file will be available, this will consist of appointments valid for one year, however, will be reviewed or amended if ANY changes to conditions arise. These files will identify all the requirements for all activities to be performed.

**27) Legal Requirements**

A legal register will be maintained and revised as per changes in legislation, which will outline all the acts and regulations that are applicable to Seavest Africa and will adhere to.

Legal needs will be identified via Legal Liability training, however not limited to. Seavest will ensure the validity of letters of good standing as well as public liability insurances, but not limited to.

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Marcus Abrahams Date

(HSSE Manager)

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Nicky Jamun Date

(CEO)