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# **YEMKES NIG. ENT.**

**SALES AND SUPPLY OF ENGINNERING AND MARINE PARTS  
GENERAL CONTRACTOR**

*You Need It - - - - - We Get It*

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# YEMKES NIG. ENTERPRISES

## CONTACT DETAILS

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## DIRECTORS

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<b>JUWANLO ADETOKUNBO</b>	<b>Director</b>
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<b>ADESEWA ADETOKUNBO</b>	<b>Director</b>
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## PRINCIPAL CONTACT PERSONS

<b>MRS OLAYEMI ADETOKUNBO</b>	<b>Managing Director/CEO</b>
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## BRIEF SUMMARY

**YEMKES NIG. ENT.** is an indigenous structural completion limited liability company established under the Corporate Affairs Commission in the year 1990.

Our company is aimed at rendering sales services, supply and repair of earth moving equipment, caterpillar spare parts, agricultural pumps, marine spare parts and general contractors.

We are committed in the area of services delivery to our clients and have in place a good customer relationship management that ensure prompt response to our client request on time.

We also have a good technical team that are well trained and are highly motivated.

At **YEMKES NIG. ENT.**, we have in place a career development plan for our staffs and develop manpower for the industry.

With its crop of experience and dedicated personnel, **YEMKES NIG. ENT.** is committed to offer client superior service solutions that will add value for their client business.

Our operations are base on the highest standard of practices, we ensure the protection of lives and properties through adequate attention and, we also ensure that the materials and equipment we use at all time are of the highest quality and specification.

## VISION

- To be the best foreign and local procurement company in the nearest future
- Determined to be a success.
- Designed to fulfill your desire.

## MISSION

To be well positioned and focused to becoming a one stop shop, as regards supplies and maintenance of engineering parts.

## OWNERSHIP

### 100% Owned by Nigerians

Mrs Yemi Kinsley

Mst Juwanlo Adetunbo

Ms Adesewa Adetunbo

- Managing Director/CEO

- Director

- Director

## **SAFETY, HEALTH, ENVIRONMENT AND SECURITY (CASHES) POLICY**

It is the policy of YEMKES NIG. ENT. that its operation should be carried out at all times in such a way as to ensure the health, safety and environment of its employees and all persons likely to be affected by operations, including clients, sub-contractors and the general public are safe-guarded, and that the same dedication will be shown to the protection and conservation of the environment.

This policy is the direct responsibility of our senior management, which is accountable to the board of directors for the overall implementation of this policy.

Health, safety and environment (HSE) is a line management responsibility for which individuals will be held accountable and it is recognized that implementation of this policy by line management will lead to greater efficiency and higher standards throughout all departments within YEMKES NIG. ENT.' organization.

It is the duty of all employees to take reasonable care of their safety and that of others who may be affected by their acts or omissions.

YEMKES NIG. ENT. is committed to work within the regulations and codes of practices laid down by decrees and governmental orders and liaise closely with all government departments, our customers and professional and academic bodies to ensure improvement of all HSE regulations.

It is YEMKES NIG. ENT.' policy to sustain the adequate training of all its personnel to ensure that the company procedures and government regulations are known and complied with to the letter.

**Managing Director  
YEMKES NIG. ENT.**

## **DRIVING/TRANSPORTATION POLICY**

All Equipment used on **YEMKES NIG. ENT.** business and customers' business shall comply with **YEMKES NIG. ENT.** standards and shall be operated by authorized personnel. Management of **YEMKES NIG. ENT.** shall implement this policy and support initiatives which shall further enhance performance. Medium/Heavy equipment operations and activities are managed as an integral part of the day to day activities within a framework of controls that verifies compliance with **YEMKES NIG. ENT.** standards.

All forms of equipments handling are registered and inspected by authorized agent prior to being used on company and contractor's business and thereafter on a periodic basis.

Programs are in place to raise the awareness of operators to the full range of hazards that exist and how they may be controlled using approaches such as Journey Management, Hear and Mindset.

**Managing Director**  
**YEMKES NIG. ENT.**

## DRUGS AND ALCOHOL POLICY

YEMKES NIG. ENT. is aware of the hazardous health implications of drugs and alcohol and shall continue to discourage the consumption and abuse of drugs and alcoholic beverages by all workers.

Any worker suspected to be influenced or impaired by drugs/alcohol while on duty shall be subjected to predetermined test. Necessary actions shall be taken against worker(s) confirmed to be influenced or impaired by drugs or alcohol.

Relevant awareness programs on the dangers of drugs and alcohol shall be launched and sustained from time to time, and participation by workers shall be compulsory.

YEMKES NIG. ENT. shall comply with necessary client and Government regulations on drugs and alcohol.

It is a termination offence for any employee of YEMKES NIG. ENT. to be under the influence of Alcohol or in possession of or under the influence of any non-prescribed drug such as cocaine amphetamine (Speed), Marijuana, Heroin, Hashish or other illegal or controlled substance while working or residing on any job site including all waterborne operations, or property under the control of **YEMKES NIG. ENT.** This rule applies to all operations and all locations.

**Managing Director**  
**YEMKES NIG. ENT.**

## **EQUIPMENT MAINTENANCE POLICY**

All equipment must be regularly maintained. All unserviceable equipment locked out and tagged as thus; The objective of such routine Preventive maintenance is to reduce equipment downtime and lost time incidents resulting from lack of maintenance.

1. Routine maintenance and minor repairs shall be undertaken at the work site while serious maintenance of completely broke down equipment shall be done at the base.
2. Turnaround maintenance shall be planned and executed once in a year. The aim being to put all equipment in serviceable order for hitch free operations/use
3. It is mandatory that equipment operators report immediately any break down or faults observed in their equipment. Later reportage of the faults shall be met with appropriate reprisals.
4. Toolbox meeting on proposed equipment MUST precede the maintenance work planned for each day.
5. All maintenance crew must be trained and only experienced personnel shall be job placed for each day.

## **SAFETY MEETINGS**

Safety meetings shall be held every two weeks or monthly as the case may be, to discuss unsafe acts and dangerous work on equipment. Also the safety officer will bring to the attention of employees his observations during inspections and new safety guidelines/directives from the client. Safety meetings shall be properly documented and minutes of such meetings circulated to our clients and other concerned. In addition, site safety morning briefings shall be organized regularly in all our sites.

## **ACCIDENT REPORTING**

Accidents cause suffering, pains and death to the victims and their families, waste of money, materials and damage to plants and machines/equipment. It is our desire to prevent them. YEMKES NIG. ENT. therefore place great emphasis on the prevention of accidents. No efforts should be overlooked to achieve these objectives.

It should be noted that incidents reporting is not to tell on any staff, allocate blames of for punitive measures control in place in order to check the hazards associated with such incidents.

Near misses and lost time injuries [LTI] must be reported promptly, investigated, recommendations made, implemented and monitored against future recurrence.

All field accidents, near misses and First aid cases shall be reported to the HSE co-coordinator through the HSE officer within twenty-four [24] hours.



## ACCIDENT INVESTIGATION PROCEDURE

*Once an accident is reported, the following steps should be taken:-*

- *The incident has to be recorded and classified to determine the level of investigation.*
- *Establish the scope of the investigation.*
- *Constitute the investigation team in line with risk potential.*
- *Furnish team with the background information as reported, work nature, plans and schedules.*
- *Team to mobilize swiftly into action and apply the 4PS involved investigation, i.e. P-people, P-Position, P-part, and P-paper [relevant document including pictures etc].*
- *Conduct interview with all witness and the victim[s] if possible.*
- *If MEDEVAC is involved, obtain relevant information from the clinic.*
- *If possible, have a pictorial coverage of the location of incident.*
- *Team to demobilize and make a comprehensive report including recommendations.*
- *From the investigation reports, corrective measures to be vividly developed by the HSE steering committee headed by HSE coordinator and endorsed by the managing director.*

## COMMUNITY RELATION POLICY

Objectives

1. To ensure a smooth execution of projects devoid of interruptions and disturbances arising from community related issues.
2. To put in place a clearly defined method of resolving such issues as they arise.  
To ensure that the surrounding communities derive the maximum benefit from the project being executed.

## USE OF PERSONAL PROTECTIVE EQUIPMENT

1. The use of personal protective equipment is mandatory
2. No employee shall flout the wearing of his or her personal protective equipment
3. Anyone so found shall be severely cautioned, or in extreme cases of noted flagrant disregard, the employee shall be disciplined.
4. Supervisors and foremen are charged with the enforcement of this rule
5. The proper personal protective equipment (PPE) should be worn for the job you are performing, either field operations or shop work.

## **FINANCIAL CAPABILITY**

YEMKES NIG. ENT. has a good relationship with some financial institutions because of her credibility and integrity that guarantee her, access to large funds to undertake any supplies or contract she procure on a long term lease basis.

## **CLIENTS**

Ogun Osun River Basin - Abeokuta

Roosco Construction Company – Ibadan

Larris Construction Company - Ajah

Cannanland Project Limited – Otta

Innovative Dredging and Contracting Ltd - Badagry