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| **SHE PLAN SIGN OFF** | | |
| **Prepared By:** | **DESIGNATION** | **SIGNATURE** |
|  | SHE Officer |  |
| **Reviewed By:** |  |  |
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| **Approved By:** |  |  |
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**Safety, Health and Environment SHE Plan**

**Objectives of the SHE Plan:** To provide an outline of how **Infinite Business Technology Solutions** will manage the Safety, Health, and Environment (SHE) Management system/procedures while working on the project.

**SHE Plan**

1. **Introduction**

To provide an outline of how **Infinite Business Technology Solutions** will manage the Safety, Health, and Environment (SHE) Management system/procedures while working on **Integrated Enterprise Resource Planning System**, so that they comply with the Mimosa Business Management System, policy, objectives and requirements.

Mimosa management reserves the right to stop work whenever occupational health, environment quality and/or safety violations are observed. The expense of such work stoppage and resultant standing time shall be at the **Infinite Business Technology Solutions** account.

Approval of any methods, tools or equipment by Mimosa does not relieve **Infinite Business Technology Solutions** the duty to ensure that all applicable compliance obligations are continuously met.

1. **Scope**

This document covers the SHE System (Business Management System) and operational requirements for the **Infinite Business Technology Solutions** while conducting work on behalf of Mimosa.

The specifications contained herein will apply for the entire duration of the project.

The BMS requirements herein are based on the operational requirements of ISO 14001:2015 and OHSAS 18001 management systems.

1. **Definitions**

3.1 MMC : Mimosa Mining Company

3.2 SHE : Safety, Health, Environment

3.3 SHE Rep : Safety, Health, Environment representative is a trained **Infinite Business Technology Solutions** employee appointed

3.4 BMS : Business Management System

3.5 HIRA : Hazard identification and risk assessment

3.6 Hazard : is anything that may cause harm, such as chemicals, Electricity, working from ladders, an open drawer, etc

3.7 Risk : is the chance, high or low that somebody could be

harmed by these and other hazards, together with an indication of how serious the harm could be including property damages.

3.8 Hazard Identification : Means the identification and documenting of existing or expected hazards to the health and safety of persons or the environment, which are normally associated with the project being executed or to be executed

3.9 Risk Assessment : Means a program to determine any risk associated with any hazard at the project site, in order to identify the steps needed to be taken to remove, reduce or control such hazard.

3.10 SHE Plan : Means a documented plan which addresses hazards identified and includes safe work procedures to mitigate, reduce or control the hazards identified.

3.11 SOP : Standard Operating Procedure

1. **Responsibilities (see Responsibility Matrix –Appendix 1)**

The following SHE responsibilities shall be appointed for different roles prior to commencement of work

* 1. Managerial responsibilities and duties
* **Projects Engineer - P. Mutakiwa** shall approve all SHE Plans and Issue based risk assessments, chair the departmental meetings and shall be overall accountable for the execution of the project.
* **CoW Civils - P T Chirunga** shall review the SHE Plan and Issue based risk assessment, and shall be responsible for the execution of the project.
* **Site Manager – J. Mupindurwa** shall have the overall responsibility of SHE management for issues done on site.
  1. Supervisory responsibilities and duties
* **Site Foreman – V. Mativurana** shall have overall responsibility of SHE management for issues done onsite and shall ensure day to day implementation of SHE management systems/procedures.
* **SHE Officer - T. Mlilo** shall monitor compliance to the SHE management systems/procedures onsite and make recommendations for the best practices.
  1. Specialized responsibilities and duties
* **Emergency Coordinator - P.T. Chirunga** shall coordinate emergencies to ensure that the necessary emergency response is initiated and done effectively
* **Fire fighter – Fungai Zengeya**shall respond in fire situations.
* **First Aider - T. Madzore** shall respond to all emergencies that have resulted in employee needing medical assistance/injuries

1. **Objectives and Targets**

The main objectives and targets for the project are:

1. ZERO HARM – No accidents/injuries for the duration of the project.
2. Reduction of the residual risk posed the high risk activities or jobs thus reducing the department’s incidents and or accidents/injury.
3. ZERO exposure of employees and visitors to occupational health risks for the duration of the repair work.
4. Compliance to all applicable legal and other requirements as stipulated by the BMS policy.
5. To complete the project within the stipulated time frame and budget without compromising on quality.
6. Divine Engineering employees are required to demonstrate total commitment towards the achievement of these objectives
7. **Standard Operating Procedures**

All employees working on the project will be trained on the following procedures

* Excavation and Trenching(SOP/PRJ/01)
* Hazardous Substances Management(SOP/GLOBAL/06)
* Use of hand tools (SOP/PRJ/18)
* Manual lifting (SOP/PRJ/19)
* Working at heights (SOP/PRJ/02)
* Scaffold Erection and Dismantling (SOP/PRJ/16)
* Waste Management Procedure (SOP/GLOBAL/05).
* Snake Handling Procedure (SOP/GLOBAL/15)
* Pre- task mini risk assessment (SOP/GLOBAL/18)
* Near miss Reporting Procedure (SOP/GLOBAL/22)
* Emergency preparedness Plans (Projects and Chivasa)

1. **Schedule of work (Gantt chart) See attached Gantt Chart**

Work is expected to be completed in January2017

1. **Review meetings**

Review meetings will be conducted on a weekly basis and chaired by the Projects HOS. The meeting will be attended to by the Divine SHE Officer, Divine Site Manager, and the Site Foreman.

1. **Application of SHE Specifications**

**Contractor Safety Document**

The contractor safety document shall be signed by Divine Engineering Management and the Planning and Projects management of Mimosa Mine.

* 1. **Recruitment**

Verification of qualifications will be conducted for all competent personnel.

* 1. **Medicals**

All employees have undergone pre-employment medical examinations and will undergo periodical medical examinations as and when required.

* 1. **General Induction**

All employees will undergo a general SHE induction before commencement of the job

* 1. **SHE Appointments**

The following appointments have been made

* Site Foreman - V Mativurana
* SHE Officer - T. Mlilo
* First Aider - T. Madzore
* Fire Fighter - F. Zengeya
  1. **SHE Representative**

A SHE Representative has not been appointed specifically for this project. In all cases where 20 or more people work on a project, a Health and Safety Representative shall be elected and appointed, as described in the SI 68 of 1990 at a rate of one Health and Safety Representative for every 50 employees or part thereof.

* 1. **Issue based HIRA**

An Issue based risk Assessment for the projectshall be done and every employee working on the project shall be trained on the Issue based risk assessment.

* 1. **SHE Training (Training Matrix & PJO Matrix, Tailgates)**
* Employees shall be trained on all relevant Standard Operating Procedures according to the training matrix
* All **Infinite Business Technology Solutions** employees working on this project are required to attend tailgate meetings that will be conducted daily by the Site Foreman, SHE Rep or SHE Officer. Training records for such will be kept by the SHE Officer
  1. **PPE Requirements**
* Divine Engineering to provide own employees with PPE, shall be provided free of charge in line with SI 68 of 1990 (third schedule)
* The site Foreman, SHE officer and SHE Rep will inspect Personal Protective Equipment /Clothing regularly and the Supervisor will complete the daily checklist.
* Anyone who shall be found using substandard tools and PPE will be dismissed from site. In addition to that, any supervisor/ foreman found with employees working with defective tools and worn out PPE will be dismissed from site and the contractor will not be considered for future jobs.
  1. **Weekly Program of Works**

A document showing the weekly program of works shall be attached to this She Plan and will also be made available on site.

* 1. **Tools & Equipment and Maintenance**

The site Foreman shall inspect tools and equipment daily as per standard and complete relevant checklist which will be countersigned by MMC personnel: The tools and equipment which are going to be used during the taskshall be inspected before work commencement.

* 1. **Emergency Procedures**
* Employees shall be trained on the Projects Emergency Preparedness andResponse Plan.
  1. **Fire Fighting**
* Fire extinguishers shall be provided in all areas where hot work is being done. The team must have at least one competence trained fire fighter.
* Every employee shall be trained on the use of fire extinguishers
* Every employee will be made aware of basic fire prevention
  1. **First Aid Requirements**

All employees shall undergo Basic Mining First Aid Training as stipulated in the training matrix andshall be the appointed first aider who is a holder of a valid first aid certificate.

* 1. **SHE Signage**

The SHE Officer and SHE Rep will be responsible for signage required on undertaking the task. Trainings and tailgates on SHE symbolic signs such as escape routes will be done during tailgates and induction.

* 1. **Industrial Hygiene Services**
* Dust and ergonomic surveys have been planned for the duration of the project
* Employees will be advised on toilet use by the SHE Officer.
  1. **SHE Meetings**

All **Infinite Business Technology Solutions** team members are required to attend Projects SHE sectional meetings that will be conducted monthly.

1. **Health and Safety in Practice**
   1. ZERO TOLERANCE to substandard SHE activities will be enforced.

Where a breach of a Site Health & Safety rule or The Contractors safety procedure is identified the **Infinite Business Technology Solutions** must ensure that any disciplinary action taken is in accordance with an approved code of conduct or NEC regulations. In the absence of a disciplinary procedure and dependent on the nature of the breach, the process as outlined below should be used:

* First breach – verbal warning/counseling
* Second breach – written warning/counseling
* Third breach - appropriate disciplinary action taken
  1. **Alcohol and Drug Abuse Policy**

The thinking behind this policy is to encourage sobriety within the organization as a way of complementing the company’s Zero Harm objective. The policy is applicable to everyone who wishes to enter the mine’s premises irrespective of level and includes visitors as well as contractors. The policy stipulates that appropriate action/penalties will be taken against offenders. Divine Engineering employees working on this project will be subject to the Mimosa policies and procedures regarding alcohol testing.

* 1. **HIV/AIDS Management plan**

a) Employees are to be released to attend VCT sessions and notices and posters will be appropriately displayed on notice boards.

b) Measures shall be taken to encourage the early diagnosis and treatment of sexually transmitted infections (STIs) and opportunistic infections such as TB among employees shall be communicated to employees.

c) Measures shall be taken to encourage employees to participate in Voluntary HIV Counseling and Testing (VCT).

1. **Environmental Management**

**Infinite Business Technology Solutions** shall be responsible for ensuring that handling, storage, treatment, transportation and disposal of waste is conducted in accordance with the Waste Management Procedure (SOP/GLOBAL/05). To implement the Business Management System on site, the following items shall be inspected continuously:

• Hazardous chemical and waste material collection, storage and disposal

• Solid waste materials generated from site areas i.e. old asbestos sheets and roofing nailsshall be disposed according to SOP/Global/05

• Housekeeping shall be done continuously at the site.

1. **Hazardous Substances Management**

Where the Contractor proposes to bring hazardous chemicals and substances onto Mimosa premises, the Contractor must comply with the BMS Policy and the Hazardous Substances Control Procedure (SOP/GLOBAL/06). The Contractor will ensure that;

* All Hazardous Substances and Dangerous Goods are packaged and clearly labeled
* Where the products are to be transported to or from Mimosa premises, the product shall also satisfy the transportation requirements
* Disposal of any chemical or hazardous substances will be undertaken in accordance with SOP/GLOBAL/06
* Material Safety Data Sheets will be trained and kept on site
* The Hazardous substance storage site shall be inspected by the Hazardous substance coordinator, Mr N. Mahari or his designate on site establishment. The necessity and frequency of subsequent inspection in the life of the project will be determined in consultation with the Hazardous Substance Coordinator.
* The following hazardous chemicals will be used onsite:
* PPC Cement
* Termite poison

1. **Environmental Rehabilitation Plan**

It is the duty of the Contractor to make sure the site is rehabilitated after Project closure and demobilization. All waste should be cleared from site by the Contractor.

Divine Engineering will ensure that housekeeping and waste clearance is done on completion of the project.

**Appendix 1: Responsibility Matrix**

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| --- | --- | --- | --- | --- |
| **Item** | **Project Activity/Task** | **Responsibility** | **Accountability** | **Signatures** |
| 1. | Foundation Works | V. Mativurana | J. Mupindurwa |  |
| 2. | Brickwork, Formwork and Plastering | V. Mativurana | J. Mupindurwa |  |
| 3. | Roofing and Ceiling | V. Mativurana | J. Mupindurwa |  |
| 4. | Paintwork | V. Mativurana | J. Mupindurwa |  |
| 5. | SHE Management | T. N Matare | P. Mutakiwa |  |
| T. Zireva |  |