



# **Safety, Health & Environmental Management**

## **Plan for**

### **Fire Sales and Distributors CC**

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# Document Number: Fire Sales 0001

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# STRATEGIC SAFETY, HEALTH AND ENVIRONMENTAL EXECUTIVE PLAN FOR FIRE SALES AND DISTRIBUTORS CC

## 1. SCOPE

This Safety, Health and Environmental SHE Plan-

- a. covers the legal requirements of the Occupational Health & Safety Act and its associated Regulations.
- b. outlines the parameters within which efficient and effective SHE performance can be optimised within **Fire Sales and Distributors CC**
- c. will assist in the realisation of **Fire Sales and Distributors CC** vision to become globally competitive through the establishment of world-class practices and standards and demonstrates that it values its people and their diversity.

## 2. INTRODUCTION

- a. This SHE Plan defines the parameters within which efficient and effective Safety, Health and Environmental performance will be optimised.
- b. This plan clearly outlines the mandate, policy framework, outputs and activities for Safety, Health and Environment, in order to shift the focus from the realisation of minimum requirements, to the achievement and sustainability of world-class standards.

## 3. DEFENITIONS, ABBREVIATIONS AND ACRONYMS

- a. SHE: Safety, Health and Environment
- b. PPE: Personal Protective Equipment

## 4. OBJECTIVES

- a. To ensure that each level of employee, participates with this plan to effectively achieve a Safe, Healthy and environmentally friendly company.
- b. To ensure that the application of this plan is integrated into each job, task, method, procedure and business decision.
- c. To assure and demonstrate conformance with stated SHE Policy and to legislative requirements.
- d. To assure and demonstrate conformance with stated SHE Policy and to legislative requirements.

## 5. POLICY STATEMENT

- a. **Fire Sales and Distributors CC** fully supports the rule of conduct in Safety Health and Environmental policies and accepts the Safety, Health and Environmental Plan as the official and primary vehicle for implementation of its Safety Health and Environmental (SHE) programme.
- b. To this extent all employees in **Fire Sales and Distributors CC** will participate in the SHE Plan, thus ensuring that incidents, injuries and environmental damage is eliminated or minimized by the use of the correct equipment, methods and procedures.
- c. Environmental damage are minimised and eliminated by the use of proper equipment, methods and procedures.
- d. This plan will also be available on each site where work is taking place.

## 6. RESPONSIBILITIES

- a. Provide and demonstrate to the client a suitable and sufficiently documented health and safety plan
- b. Each level of management shall ensure that this plan is communicated, implemented and maintained within its areas of responsibility.

## 7. DEMONSTRATION OF COMMITMENT

- a. All levels of management must demonstrate equal commitment to the SHE Plan.
- b. For management employees to set the example and to effectively administer this plan, all management employees will be thoroughly knowledgeable in all details pertaining to the specific task or operation involved.
- c. Demonstration of commitment therefore shall require physical involvement in the Safety, Health and Environmental Plan.

## 8. DOCUMENTATION CONTROL

- a. All documentation relating to tasks and activities within this plan should be kept in a dedicated SHE file for each level of management and should comply with company documentation standards and configuration management.
- b. Records of circulation should be maintained, updates should be issued against the circulated list and outdated documentation retrieved accordingly.

## 9. PERFORMANCE REVIEW AND MAINTENANCE OF THE PLAN

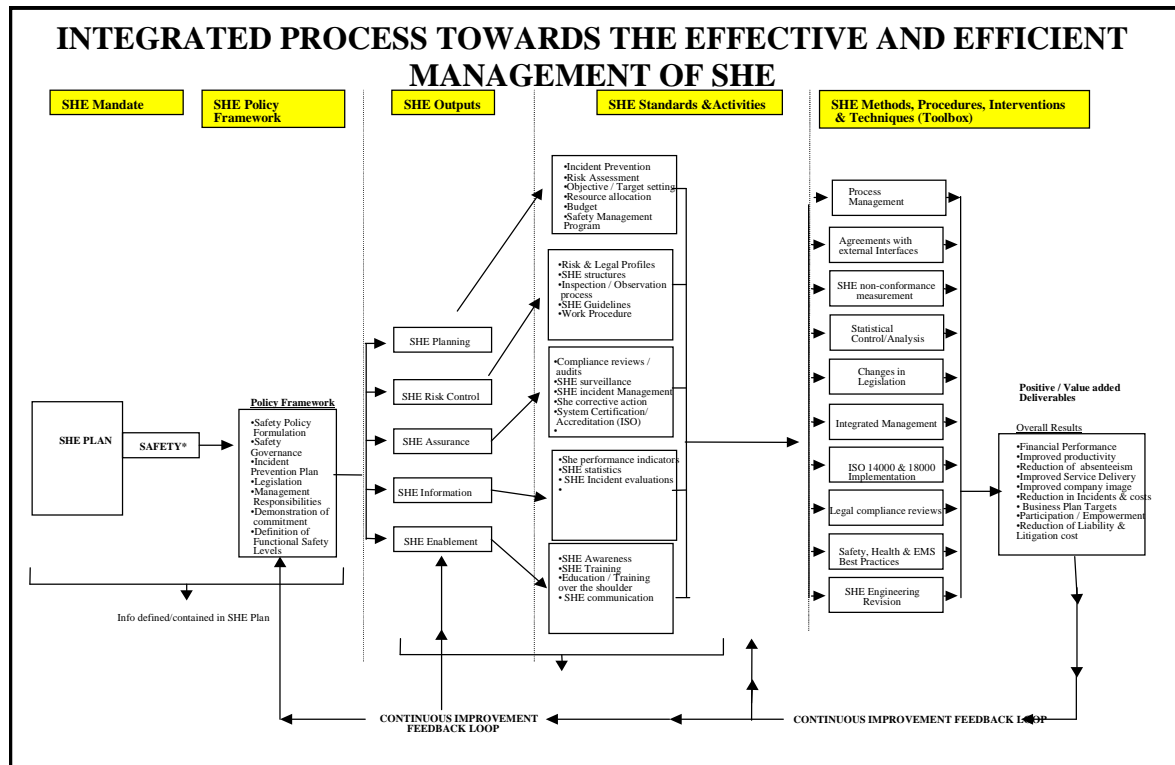
- a. As the implementation of this plan is a management responsibility, it is required that the implementation thereof and the compliance and penetration thereto.
- b. Each individual manager and supervisor to ensure application that targets are met, non-compliance is corrected and methods and procedures updated shall review the plan on a monthly basis.

## 10. OBJECTIVES

- a. Increased SHE behaviour through focused awareness campaigns and the application of all SHE guidelines, methods and procedures manifested in the SHE Plan.
- i. The objective and proposed awareness themes for year 2005 /2006:
  1. To increase SHE awareness by teaching, motivating and sustaining of employee knowledge to eliminate SHE risks.
  2. Themes:
    - a) Defensive Driving
    - b) Safe working on ladders & Heights
    - c) PPE
    - d) Public Safety
    - e) Chemical Awareness
    - f) Noise Induced Hearing loss
    - g) HIV/AIDS

## 11. CONTEXTUALIZED SAFETY, HEALTH AND ENVIRONMENTAL OPERATIONAL PLAN: GUIDELINE AND FRAMEWORK

### 11.1 SHE Outputs



#### 11.1.1 SHE PLANNING

SHE planning is the establishment and maintenance of procedures for the ongoing identification of hazards, the assessment of risk, the allocation of resources to eliminate or reduce the risk and the establishment of control measures.

#### 11.1.2 RISK ASSESSMENT

- All SHE risks and impacts applicable to the work must be documented and captured.
- The risk should be listed in order of probability, severity and frequency.
- Each risk must be associated with a job being performed or a group of jobs with similar risks.
- Quantification and analysis of risk into Basic Risk Factors will be done quarterly by **Fire Sales and Distributors CC** safety consultant.
- The risks should be linked to a SHE risk profile.
- The risk profile should be available to all employees affected and socialised with each individual and available on site.
- Risk assessments may include a noise assessment.
- A Chemical risk assessment will be done where chemicals are being used.

### 11.1.3 ALLOCATION OF RESOURCES AND BUDGETING

- a. To achieve the desired results and compliance to the plan, appropriate resources must be allocated.
- b. Resources include time, labour, capital, system information protective wear, etc.
- c. Resources should be value adding, cost effective and focus on preventative cost as opposed to failure cost, such as incurred in incidents.
- d. Budgeting should be done when objectives and targets have been developed and funds allocated exclusively for SHE purposes.

### 11.1.4 SHE RISK CONTROL

- a. This involves the application of SHE control techniques based on risks/impacts identified within the construction environment.
- b. Designated persons competent for inspections must be appointed to apply "safe" work principles by adhering to SHE guidelines, conducting periodic inspections and having written work methods and procedures for all identified risks.

### 11.1.5 SHE STRUCTURES

- a. SHE structures are the written appointment of specifically trained and competent persons to undertake SHE maintenance inspection activities on a periodical basis.
- b. This involves the socialising of all SHE risks, impacts and legal parameters within the contractor functions. Legal appointments must be done in writing by an appropriate level of Management.
- c. SHE committees must be established per premises as well as per functional level within the construction environment. Paper copies of appointments must be kept and displayed in respective work places.

### 11.1.6 SHE INSPECTIONS

- a. Inspection results shall be documented, signed by manager level and kept on record for a period of 3 years.
- b. Deviation from set standards must be corrected immediately and discussed at SHE committees.
- c. Paper copies of inspection results must be kept on file at the work place and validated by manager level.

### 11.1.7 SHE GUIDELINES

- a. Guidelines determine the standards and procedures to which SHE risks, impacts and practices are applied with the construction environment.
- b. All applicable SHE guidelines shall be identified and each employee briefed on its content.
- c. Work Instructions or Methods and Procedures shall be formulated using these guidelines as reference.

- d. Record shall be kept of each employee briefed on its content and each level of management must at least quarterly consult these guidelines.
- e. Each employee's knowledge shall be reviewed against these applicable guidelines.

#### 11.1.8 SHE KNOWLEDGE REVIEWS AND WORK OBSERVATIONS

- a. Each employee's knowledge must be assessed quarterly by the promoter based on the applicable risks category and guidelines. Knowledge review shall be scheduled accordingly.
- b. **Fire Sales and Distributors CC** shall conduct four Job/work observations per employee per annum with at least two in the first half of the year and two in the second half. This can be scheduled in advance or conducted unannounced and will be dependant on contracts being awarded.
- c. Records shall be kept and maintained on file, signed by the employee and promoter who performed the assessment.
- a. Conduct Knowledge reviews and work observations at pre-scheduled intervals based contracts awarded. The topics will be as follows
  - 1) Defensive Driving
  - 2) Safe working on ladders & poles
  - 3) PPE
  - 4) Safe Use of Power tools
  - 5) Use of chemicals and cleaning agents.

#### 11.1.9 SHE REVIEWS

- a. The client may conduct legal audits within **Fire Sales and Distributors CC** monthly.
- b. Maintain ratings and initiate corrective actions.
- c. Develop specific time periods and actions to initiate corrective actions based on the review results.

#### 11.1.10 SHE INFORMATION

- a. This relates to the gathering and analysing of all information relevant to improving SHE performance, objectives, employee behaviour and improving standards and practices.
- b. Approved copy of safety minutes must be kept in SHE file.

#### 11.1.11 SHE INCIDENT EVALUATIONS AND RECALL

- a. Ensure all employees are familiar with reporting processes.
- b. Identify all applicable authorities for reporting incidents.
- c. List escalation and penetration procedures for all incidents to each level of management.
- d. Identify causes and take corrective actions.

- e. Set levels of accountability and responsibility within the divisions.

#### **11.1.12 SHE ENABLEMENT**

- a. SHE enablement is a process to identify and train each employee within a specific risk area and or task he or she is performing.
- b. Competence is based on the assessed capability of the individual.
- c. Awareness sessions are based on risk profiles, incident causes, performance indicators and knowledge reviews.
- d. Training is conducted based on the task to be performed, accident data and previous training. Where necessary, proof of training to be kept on site e.g. shared routes etc.

#### **11.1.13 SHE AWARENESS**

- b. Identify all areas of awareness required, based on risks and incidents that have occurred and link with company wide initiatives.
- c. Brief each employee on each awareness initiative and allocate resources to do national campaigning.
- d. Monitor the effectiveness of each awareness campaign to the extend that each employee applied the content by means of job/work observations.
- e. Conduct awareness sessions at pre-scheduled intervals based on risks, incident analysis and occupational absenteeism trends.
  - 1) Defensive Driving
  - 2) Safe working on ladders
  - 3) PPE
  - 4) Safe use of power tools/mechanical aids
  - 5) Use of chemicals and cleaning agents.

#### **11.1.14 SHE PERSONAL PROTECTIVE EQUIPMENT AND -WEAR**

Issue and keep appropriate record of all relevant SHE equipment, tools and clothing.

#### **11.1.15 RECORD KEEPING, REPORTING AND RECORDING**

- a. Maintain records of all documentation as stipulated in SHE Plan.
- b. Personal information must be kept (example: inspection records, minutes).
- c. Medical screening records.

#### **11.1.16 AUDIT TRAIL**

- a. Keep a trail of all correspondence, non-compliance issues and performance standards at each premises

**11.1.17 MEDICAL SURVILLANCE**

- a. Medical surveillance to be conducted on all staff where incidents of occupational disease may occur or as indicated in the Occupational Health and Safety Act, Act 85 of 93.
- b. All medicals to be conducted by an occupational medical practitioner.
- c. Records to be kept of all medical surveillances