



SAPPHIRE
LOGISTICS

HEALTH AND ENVIRONMENTAL SAFETY PLAN

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1. INTRODUCTION

The objective of the Health and Safety Plan is to assist the company with documentary proof of compliance of the Health and Safety Act, as well as ensuring a safe working environment is provided for all those employed by the company.

2. EXPECTATIONS

The employer will provide and maintain, as far as is reasonably expected, a working environment that is safe and without risk to the health of his employees.

The employee will take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions and report any situation or incidents which may be unsafe or may affect his health to his health and safety representative, as soon as possible, but no later than the end of the particular shift in which the incident or situation occurred. The employee will also obey the health and safety rules and procedures laid down by his employer or by anyone authorized thereto by his employer, in the interest of health and safety.

3. COMMITMENT

The employer commits to appointing a Health and Safety committee to ensure that all Health and safety procedures are complied with as set out by the act and to perform regular and comprehensive checks to ensure that all aspects of the Health and Safety Plan are being adhered to and to document changes to the plan as and when they occur. The employer commits to allocating resources to meet HES requirements.

4. APPOINTMENTS

- **JHB Safety Officer – Frank Adams**
- **JHB First Aid Personnel – Albert Modiba & Jason van Heerden**
- **CPT First Aid Personnel – Rudi Hanekom & Marilyn Temmers**
- **CPT Safety Officer – Rudi Hanekom**
- **SEC Safety Officer – Israel Marillier**
- **SEC First Aid Personnel – Israel Marillier**

5. STAFF

The employer keeps a detailed record of all employee fitness for duty as well as incident reports.
(See staff HES Files)

6. SHORT SERVICE EMPLOYEE PLAN

To ensure that contract short service employees are identified, appropriately supervised, trained, mentored and managed in order to prevent accidents such as personal injury, injury to others, environmental damage, or property damage. This Plan is for any contract personnel with less than six months experience in the same job type or with his/her present employer.

Guidelines for work: The employer will monitor their employees for HES awareness. New staff will be given guidance and training with regard to Health and Safety in the work place.

7. BEHAVIOUR BASED SAFETY PROGRAMS

The HES Committee will monitor employees for behaviour that may lead to any Health and safety risks to themselves other employees around them or to the damage of property. This will be addressed on a one on one basis with employee. Should this behaviour be noticed in a larger group of people, all employees will be made aware of the problem and guidance will be given on how to behave in these situations.

8. SUBSTANCE ABUSE

Employees have been made aware that no form of substance abuse including drinking of alcohol will be permitted whilst on duty. Neither will they be given access to the premises or equipment if it is found that they have used substances prior to the start of their shift or arrive intoxicated.

9. WASTE MANAGEMENT PLAN

All waste to be removed effectively from premises by Waste Removal Company. The Company undertakes to reduce waste and recycle.

10. INDUSTRIAL HYGIENE POLICY

The HES committee will evaluate any conditions that may cause workers injury or illness. Protective wear will be provided to employees that work with Chemical Substances.

11. ENVIRONMENTAL POLICY

The company will not knowingly partake in any activities that can cause harm to the environment. The company is committed to responsible waste management and recycling.

12. SAFE WORKING PLAN (to be signed by all staff and copy placed in staff HES File)

Equipment - All equipment will be maintained to manufacturer's instructions and inspected regularly.

Ladders – 2 employees must be present when using a ladder. 1 to secure ladder and to make sure that it does not fall over. This is a requirement as well when contractor's does maintenance work on the premises. Ladders must be erected on a firm and stable surface. Ladders must be secured against movement at or near its top or bottom. Example - being held. Step ladders should only be used in the fully open position.

Operating equipment – employees who have not had proper training is not allowed to operate any equipment.

Pallet Jack – employees are not allowed to ride on the pallet jack.

Running – Staff are not allowed to run on the premises, unless in case of an emergency.

Stacking Height – no boxes, products, pallets or any other heavy items are allowed to be stacked higher than shoulder height.

Lifting of Boxes – Boxes in excess weight of 12kgs has to be lifted by 2 employees.

Knives/Cutters – Ensure that the areas that knives are used in are free of slip or trip hazards. Keep hands and body parts clear of blade. Do not turn with knife unless you have check that the area is clear.

Forklifts – The work area is to be inspected to identify hazards and obstacles and appropriate prevention/control measures are to be implemented. Forklifts limit the operator's vision. This must be taken into account when people movements around the forklift are considered. Do not hold the steering wheel or lever when mounting or dismounting. Ensure the material is shifted using appropriate equipment. Employees are to keep a safe distance from the forklift.

Stairs and Balusters – Employees must watch the stairs when ascending/descending. One had to be placed on the side railing at all times.

Chemicals – these are to be handled with care. Only authorised personnel are allowed to access these. Employees to wear protective items supplied when working with chemicals, these include safety goggles and disposable gloves. The containers in which chemicals were stored are to be returned to supplier with 24 hours of use.

Motor vehicle – Speed limits and general motor vehicle safety and road rules to be adhered to.

Motors vehicle accidents – Activate Hazard lights. Ensure the risk of fire, or any other damages is minimised. Notify police if anyone is injured and/or a vehicle has to be towed. Ensure the accident scene is safe. Exchange details with the individuals involved. (Full Name, License Details, Contact Details.) With cell phone camera, take photo of vehicle registration number and drivers ID)

Fridge – All food to be stored in a closed/sealed container to avoid cross contamination.

Smoking - Smoking is not permitted on the premises. You are also not allowed to smoke close to building window or entrances/doorways. Smoking in the security hut is strictly prohibited.

Drinking and Substance Abuse – Employees are not permitted to consume any form of alcohol or illegal substance during working hours. In the event of substance use prior to your shift or arriving at work intoxicated, you will not be allowed access to the premises.

13. INCIDENT PROCEDURES

Should an incident occur during working hours it must be report immediately to the HES committee or by the end of the working shift. The Incident is to be recorded and placed on file. After which an investigation must be done to the cause of the incident and rectifying measure to be put in place to ensure that the incident does not get repeated again.

14. TRAINING AND INDUCTION

New Staff have to go through induction prior to commencing work. Induction will cover training on the correct method of lifting and carrying boxes, as well as the correct way to work with box cutters. During induction the staff member must also be shown all emergency exists, and where the first aid kit is kept.