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*HopSol Africa  
(Pty) Ltd*

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**Project:**  
***MW solar park***

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*Site Health & Safety &  
Environmental File &  
Plan*

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### HEALTH AND SAFETY AND ENVIRONMENTAL ASSIGNMENT FILE

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## SECTION 1 DOCUMENT CONTROL

HopSol Africa (PTY) Ltd

- Maintains an up-to-date version of this OSHE Management Plan.
- Retains all obsolete pages of the Plan for a minimum of **5 years** to demonstrate a record of OSH management practices.
- Provides a copy of the current version of the Plan if requested to **the principle**.
- Reviews the Plan on an annual basis
- Ensures all amendments to the Plan are recorded in the Register of Amendments.

Register of Amendments					
Date	Page/Form Number	Version Number	Description of Amendments	Prepared By	Approved By
20/8/2018	11/12	1.2	Update of Risk Matrix	Eric van der Walt, Hentie Hough	Dr. Bettina Janka
19/11/2018	all	1.3	Update of formal procedures	Dr. Bettina Janka	Dr. Robert Hopperdietzel
Distribution Register					
Version Number	Date of Issue	Name of Recipient	Position/Organisation		
1.1, 1.2, 1.3	Sept. 2015, 21 August 2018; Nov 2018	Martin Jagau	Project Engineer		
1.1, 1.2, 1.3	Sept. 2015, 21 August 2018; Nov 2018	Jaco Strauss	COO		
1.1, 1.2, 1.3	Sept. 2015, 21 August 2018; Nov 2018	Hentie Hough, Carla Vietor	Project Managers		
1.1, 1.2	Sept. 2015, 21 August 2018	Fred Robinson	Site Manager		
1.1, 1.2, 1.3	Sept. 2015, 21 August 2018; Nov 2018	Eric van der Walt	H&S Representative		

1.3	Nov 2018	Salom Amutenya	H&S Officer
1.3	Nov 2018	Martin Erastus	H&S Representative
1.3	Nov 2018	Matias Kanyama	H&S Representative
1.3	Nov 2018	Petter Kalihonda	H&S Representative

## SECTION 2

### PROJECT DETAILS & INTRODUCTION

Distribution Register	
Company Name	HopSol Africa (Pty) Ltd
Contract Name	
Safety Officer	Salom Amutenya
Address	5 von Braun Street, Windhoek
Telephone	061 255947
Fax	061 255948
Mobile	081 7509100
Email	info@hopsol.com

The following table sets out a brief description of the work to be carried out by **HopSol Africa (PTY) Ltd** during the course of the contract/agreed works on the project managed by .

Start Date	Description of Work	Number of Personnel

The table below identifies the designated person on site responsible for the management of occupational health, safety and environment.

Name	Hentie Hough
Mobile	081 1454509

## SECTION 3

### OCCUPATIONAL HEALTH & SAFETY & ENVIRONMENTAL POLICIES

#### INTRODUCTION

This health and safety and environmental policy statement sets out how the company manages health and safety and environmental issues in our organisation. It is a unique document that shows who does what; and when and how they do it.

The Company is committed to complying with Namibian Legislation, and ensuring the health, safety and welfare of all our employees, contractors, visitors and all stakeholders and the environment. All staff members must familiarise themselves with these policies and sign to show that they read and understood fully the policies as per Section 16.

#### LEGISLATION PERTAINING TO OCCUPATIONAL HEALTH & SAFETY & ENVIRONMENT:

- The Constitution of the Republic of Namibia;
- Labour Act 2007 (Act no. 11, 2007);
- Government Notice No. 156 Labour Act, 1992 : "Regulations Relating to the Health and Safety of Employees at Work" and
- Presidential Proclamation No. 10 Labour Act, 1992 Part XI, Section 101 of the Labour Act 1992.
- Environmental Management Act 2007 (Act no 7 of 2007) and the Environmental Impact Assessment Regulations of 2012

#### OUR STATEMENT IS:

- To provide adequate control of the health and safety and environmental risks arising out of work activities;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work-related ill health;
- To maintain safe and health working conditions;
- To protect the environment and use as less natural resources as possible and
- To review and revise this policy as necessary at regular intervals.

#### ORGANISATIONAL LINES OF RESPONSIBILITY

Overall responsibility for the health and safety of all persons within the company rests with the Directors. The Managing Director delegates this responsibility to the individual HS Officer and to the HS Representatives for the purposes of the day to day running of the operation with the direct assistance of individual line managers and supervisors. This Company has a nominated HS Officer and 4 HS representatives who have overall company responsibility for reviewing and making recommendations on all matters relating to health and safety.

The safety representatives will ensure through the management organisation that:

- All persons employed by the company receive adequate health and safety and environmental training. In addition employees will receive adequate instruction and supervision to enable them to undertake their work in a safe manner;
- All plant and equipment are suitable for their intended purpose and that it is maintained in a safe condition at all times;
- All persons working on company premises, whether or not employees of the company, are adequately notified of all known hazards and protective measures;

- That the company risk assessments, along with all other safety documentation, are brought to the attention of all relevant parties;
- All employees are required to comply with their legal requirements under current National statutory provisions. All staff must co-operate with the management of the company to allow it to comply with the legal requirements for health and safety and environmental issues; and
- Individual members of staff, who have any concern regarding their own safety or the environment, or that of third party, are responsible for reporting the matter to their manager without delay.

All members of staff will receive a copy of the H&S Policies and Environmental policy and will be required to sign to state that they have read and understood it. New members of staff will be required to read and sign those copies before they start work and their manager will familiarise, explain and assist them to begin work in a safe manner.

#### SPECIAL POLICIES NOT COVERED IN INDIVIDUAL POLICY DOCUMENTS OR PROCEDURES:

##### FIRE SAFETY

The company will provide the necessary fire fighting equipment in accordance with the requirements of National Standards and (Chapter 3 - Government Notice No. 156 Labour Act, 1992: "Regulations Relating to the Health and Safety of Employees at Work"). It is the policy of the Company to over rather than under provide such facilities. All employees are required to familiarise themselves with the fire drill before commencing work. Exercises will be arranged at regular interval and specially trained fire fighters are part of our staff. Fire fighting equipment will be inspected and a certificate issued by a competent authority on an annual basis.

- Fire exits must be kept clear at all times;
- No fire door to or from an occupied room may be locked. Smoking is only permitted in designated areas;
- No doors are to be wedged or propped open in any way;
- All personnel will be trained by their safety supervisor in the safe use of fire fighting equipment;
- You should know which extinguishers are available in your immediate place of work. In particular you should ensure that combustible materials do not accumulate around your place of work;
- Flammable materials must never be exposed to hot surfaces or direct heat sources;
- In the event of a gas leak switch off all equipment and evacuate the premises immediately. Contact the Emergency Services immediately;
- In the event of a fire the premises should be evacuated immediately following the information provided on the fire notices;
- Fire extinguishers should only be removed from their wall brackets in an emergency; and
- The removal of fire extinguishers in other cases without good reason will be considered as misconduct.

##### ELECTRICAL SAFETY

Ensure that all electrical equipment you use is in good order in accordance with National standards and Chapter 9 - Government Notice No. 156 Labour Act, 1992: "Regulations Relating to the Health and Safety of Employees at Work". Do not use any electrical equipment that does not appear to be in good order but report it to your supervisor without

delay. Changes to the electrical system (including new plugs) should only be undertaken by competent persons who have been trained and all works required should be reported to the safety officer. Work on electrical systems or live plant must never be undertaken by unqualified personnel and live working requires a specific risk assessment to be undertaken.

#### General Safety Requirements for Electrical Systems

- Switch off all electrical equipment after use. Do not overload sockets;
- Do not allow wires to project into the walkways where they present a tripping hazard; and
- Use a residual circuit breaker when operating a portable hand tool.

#### FIRST AID

The company will provide first aid facility in accordance with the requirements current National standards and (Chapter 7 - Government Notice No. 156 Labour Act, 1992: "Regulations Relating to the Health and Safety of Employees at Work"). The nominated first aiders will be published on the notice board. If you suffer an injury, however slight, report it to your manager and the nominated first aider at once. The injury must be entered in the incident board and you will be required to provide a full explanation of the events surrounding the accident.

If a serious accident occurs the supervisor or first aider should be contacted at once. The supervisor or first aider will arrange for an ambulance to be summoned immediately. If chemicals come into contact with your skin or eyes or if they are swallowed or inhaled then seek immediate first aid and hospital.

#### TRAINING

The company will provide Occupational Health and Safety and Environmental training in accordance with the requirements of current National standards and (Chapter 1 - Government Notice No. 156 Labour Act, 1992: "Regulations Relating to the Health and Safety of Employees at Work"). General induction training will be provided for all new members of staff. Additional training will be provided for nominated members of staff as required. The planning of training in health & safety is the responsibility of the safety representative. Documented training records will be maintained. If any member of staff feels that he/she could benefit from specific safety training in addition to that which has been assessed as relevant by the Company then they should approach their supervisor.

#### CLEANLINESS

Good housekeeping in all areas is an essential feature of safety and the prevention of accidents. Staff working in all areas must have regard to the following:

- Ensure that loose and worn flooring is reported to your supervisor;
- Ensure all entrances, corridors, walkways and exit doors are kept clear of obstructions at all times;
- Close all cabinets, cupboards and drawers after use;
- Never overload shelving or store heavy items above head height except on load bearing purpose built racking;
- Never leave a lit cigarette unattended in the designated smoking area;
- Clear away immediately any dangerous substance or spillage. Dangerous substances are marked and are defined as toxic, harmful, irritant, flammable or oxidizing;

- Dust and fumes should not be inhaled. If dust or fumes are produced by any activity then cease the task immediately until protective measures have been put into place; and
- Equipment must not be left where it can be a tripping hazard.

#### MANUAL HANDLING

Lifting and moving loads by hand are the biggest cause of injury in the work place, lifting should be carried out in accordance with the following guidelines:

- If a load is awkward or beyond your capability you must get help;
- Check all packaging and articles for sharp edges and projections before lifting;
- Ensure that there are no obstructions in your path before lifting any article;
- Ensure that you can see around a load when lifting it;
- Ensure that there is adequate room to put down a load when you have moved it;
- When lifting, stand close to the load with your feet slightly apart. Keep your chin in, bend your knees and keep your back straight at all times. Straighten your knees using your thigh muscles. Always lift in stages (e.g. floor to knee, knee to carrying position); and
- Always use your entire body weight in a controlled manner when pushing a load.

Do not use lifting equipment unless you have been specifically authorised.

#### CONTROL OF HAZARDOUS SUBSTANCES

The law; (Chapter 5 - Government Notice No. 156 Labour Act, 1992: "Regulations Relating to the Health and Safety of Employees at Work") requires the company to control the use, disposal and transportation of all hazardous materials. A formal assessment has been carried out of all materials used by the company and this is available on site at all times for reference purposes. Employees are not permitted to purchase or to bring to work substances which are not included on the chemical safety register. If a formal assessment has not been made then that product may not be brought onto site.

Disposal of chemical products must only be carried out on the direct instruction of the safety officer. It is a strict requirement of the company that when any person handles a chemical they never mix it with any other chemical product. The mixing of chemicals can lead to harmful chemicals being formed inadvertently.

#### PROTECTIVE CLOTHING

Where protective clothing is provided it must be worn. It is a strict legal offence for an employee to abuse or disregard safety equipment (Chapter 6 - Government Notice No. 156 Labour Act, 1992: "Regulations Relating to the Health and Safety of Employees at Work"). You are obliged to use all personal protective equipment which has been provided following a detailed assessment. One of the major causes of injury in the work place is a cut to the hand. Personal protective clothing in the form of gloves is a significant method of protection from such injuries. Gloves should always be worn when handling sharp items and when moving loads. Persons wishing to handle chemicals must first read the material assessment to determine the precise nature of the clothing required for any particular product.

#### MACHINERY

Only trained personnel may use machinery provided in the work place in accordance with national standards (Chapter 4 - Government Notice No. 156 Labour Act, 1992: "Regulations



Relating to the Health and Safety of Employees at Work"). If you have not received training then under no circumstances should you attempt to operate it.

Prior to authorization being given to operate machinery an assessment of your competence will be carried out. If at any stage whilst using any item of machinery you begin to feel unwell you must stop what you are doing, isolate the plant concerned via the remote electrical supply switch and report to your supervisor.

Never talk to another member of staff when you are operating machinery. Do not approach or distract any other employee operating machinery.

#### GUARDING

It is not only dangerous but also illegal (Chapter 4 - Government Notice No. 156 Labour Act, 1992: "Regulations Relating to the Health and Safety of Employees at Work") to remove a guard from a machine unless you need to clean or repair it. Only trained personnel may clean or repair items of plant which require guarding to be removed. Equipment which is to be cleaned must be isolated electrically. The electrical supply should be locked out and a notice should be fixed to the switch point advising that re-connection of the supply can be hazardous.

If any part of the equipment you are using is unguarded you should stop work immediately, isolate the plant concerned, and report the matter to the safety officer without delay.

#### WORKING AT HEIGHTS

Special attention is given to working at heights and the related risks. Each employee is trained in safety equipment such as hard hats, harnesses, safety shoes, gloves and signs that he understands to have to wear this equipment especially when working at heights. The correct usage of ladders and the importance of harnesses is outlined to each employee before start of work and in the regular toolbox talks. Each employee signs that he was trained in these H&S aspects and understands them and that he is obliged to use them at all times.

Special handrails are installed on the roof to enable the employees to attach their harnesses to that handrail. Each employee is instructed to use this device.

#### VISITORS AND CONTRACTORS

All visitors and contractors must report to the main reception. Any contractor carrying out work at the premises may be required to provide the following details to the safety officer in advance of the work commencing:

- Health and Safety Policy
- Risk Assessments
- Chemical Safety Assessments
- Liability Insurance Cover.

Contractors carrying out electrical, gas or hot works will be issued with a permit to work before commencing work. A permit to work will also be required for persons working at height or in confined spaces. All contractors working for the company are required to comply with this safety policy and with all other written safety instructions.

#### RISK ASSESSMENTS

The company has produced detailed written risk assessments for all members of staff. All staff is required to read the Corporation risk assessments and abide by their requirements at all times.

IF AT ANY TIME YOU ARE CONCERNED BY ANY ASPECT OF SAFETY IN THE WORK PLACE THEN STOP WORK AND MAKE IMMEDIATE CONTACT WITH THE SAFETY REPRESENTATIVE. IF YOU CANNOT CONTACT THE SAFETY REPRESENTATIVE THEN MAKE CONTACT WITH YOUR SUPERVISOR.

## **SECTION 4**

### **HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL**

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HopSol Africa (PTY) Ltd will not commence construction work at a place of work unless:

- HopSol Africa (PTY) Ltd has undertaken an assessment of the risks associated with the work activities (HEMP) and can provide the HEMP sheet; and
- HopSol Africa (PTY) Ltd has provided induction training to all employees.

HopSol Africa (PTY) Ltd maintains and updates the HEMP sheets and can provide the updated HEMPS.

HopSol Africa (PTY) Ltd identifies the potential hazards of the proposed work activities, assesses the risks involved and develops control measures to eliminate, or minimise, the risks. The risk management process is carried out in consultation with employees.

#### **IDENTIFY HAZARDS:**

HopSol Africa (PTY) Ltd breakdowns specific work activities into job steps to assist in identifying all potential hazards. These work activities are detailed in the HEMP. The HEMP is a list of job steps and other work related practices.

For each of the work activities and associated job steps identified in the HEMP, HopSol Africa (PTY) Ltd has identified potential hazards and their risks.

To assist in identifying hazards and risks, HopSol Africa (PTY) Ltd has considered the use of resources such as codes and standards, industry publications (i.e. safety alerts; hazard profiles for specific trade groups), workplace experience and consultation (i.e. Toolbox Talks).

#### **ASSESS RISKS:**

HopSol Africa (PTY) Ltd has identified a risk class/ranking for potential workplace hazards by referring to the categories ranging from high to low in a Risk Matrix.

The Risk Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk.

The Risk Matrix forms part of the HEMP.

#### **CONTROL RISKS:**

HopSol Africa (PTY) Ltd controls the measures to be taken as per HEMP through the supervisors via regular toolbox talks and the project evaluation sheets in meetings with the Directors.

## **SECTION 5**

### **HAZARD CATEGORIES**

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The following is a list of the hazards HopSol Africa (PTY) Ltd has identified arising from the contracted/agreed work activities. These hazards are addressed within the HEMP. (This will be completed on successful contractual agreements)

Occupational Health and Safety			
<input type="checkbox"/>	Access & egress	<input type="checkbox"/>	Confined/enclosed spaces
<input type="checkbox"/>	Coring/chasing	<input type="checkbox"/>	Dangerous Goods (Oxy/other)
<input type="checkbox"/>	Demolition/dismantling	X	Electricity (power tools/other)
<input type="checkbox"/>	Explosive/pneumatic power tools	<input type="checkbox"/>	Fatigue (shift work/hours of work)
<input type="checkbox"/>	Formwork erection/dismantling	<input type="checkbox"/>	Fire/explosion
<input type="checkbox"/>	Fumes/gas	<input type="checkbox"/>	Hazardous substances
<input type="checkbox"/>	Flying/falling objects/debris	<input type="checkbox"/>	Height & falls
<input type="checkbox"/>	Hazardous material	<input type="checkbox"/>	Hot/cold working environment
<input type="checkbox"/>	Hot work (cutting/welding/grinding)	<input type="checkbox"/>	Lasers
<input type="checkbox"/>	Lighting	X	Manual handling (lifting or twisting)
<input type="checkbox"/>	Machine/equipment guarding	<input type="checkbox"/>	Moving plant/traffic
<input type="checkbox"/>	Materials handling (crane/forklift/other)	<input type="checkbox"/>	Plant & equipment operation
<input type="checkbox"/>	Noise (hearing)	<input type="checkbox"/>	Structural alterations/support
<input type="checkbox"/>	Public (pedestrians/other)	<input type="checkbox"/>	Services (underground/overhead)
<input type="checkbox"/>	Subsidence	<input type="checkbox"/>	Ultra Violet Light (sunlight)
<input type="checkbox"/>	Trenching/excavation	<input type="checkbox"/>	OTHER
<input type="checkbox"/>	Work near/over water	<input type="checkbox"/>	OTHER
<input type="checkbox"/>	Young workers/unskilled labour	<input type="checkbox"/>	OTHER
<input type="checkbox"/>	Biological/bacteria	<input type="checkbox"/>	OTHER
Environment			
<input type="checkbox"/>	Air quality (dust/emissions)	<input type="checkbox"/>	Bulk excavation/spoil
<input type="checkbox"/>	Concrete or paint wastes	<input type="checkbox"/>	Contaminated soil/water
<input type="checkbox"/>	Dewatering/pump out	<input type="checkbox"/>	Habitats (protected flora/fauna)
<input type="checkbox"/>	Heritage & Archaeology	<input type="checkbox"/>	Noise or vibration
<input type="checkbox"/>	Noisy work (neighbourhood)	<input type="checkbox"/>	Spills & response
<input type="checkbox"/>	Slurry or other discharges	<input type="checkbox"/>	Traffic & parking
<input type="checkbox"/>	Waste hazardous	<input type="checkbox"/>	Dangerous Goods/Hazardous Substances
<input type="checkbox"/>	Stormwater/sediment control	<input type="checkbox"/>	OTHER
<input type="checkbox"/>	Waste disposal	<input type="checkbox"/>	OTHER

## SECTION 6 RISK MATRIX

HopSol Africa (PTY) Ltd has identified a risk class/ranking for potential workplace hazards by referring to the categories in the matrix below.

**Step 1:** The organisation identifies the consequences for each potential risk by using the table below (Severity 0 to 5).

**Step 2:** Using the following table, HopSol Africa (PTY) Ltd determines how likely it is that the risk will occur (A to E) and result in the consequences identified below.

**Step 3:** Using the risk matrix below, HopSol Africa ((PTY) Ltd identifies the risk class/ranking.

SEVERITY	CONSEQUENCES				INCREASING LIKELIHOOD				
	People	Assets	Environment	Reputation	A	B	C	D	E
					Never heard of in the Industry	Heard of in the Industry	Has happened in the Organisation or more than once per year in the Industry	Has happened at the Location or more than once per year in the Organisation	Has happened more than once per year at the Location
0	No injury or health effect	No damage	No effect	No impact					
1	Slight injury or health effect	Slight damage	Slight effect	Slight impact					
2	Minor injury or health effect	Minor damage	Minor effect	Minor impact					
3	Major injury or health effect	Moderate damage	Moderate effect	Moderate impact					
4	PTD or up to 3 fatalities	Major damage	Major effect	Major impact					
5	More than 3 fatalities	Massive damage	Massive effect	Massive impact					

Class/Ranking	Description / Requirements
1	Will require detailed pre-planning. Actions will be recorded on a Safe Work Method Statement
2	Will require operational planning. Actions will be recorded on a Safe Work Method Statement
3	Will require localised control measures at higher level
4	Will require localised control measures

**Step 4:** Using this procedure, HopSol Africa (PTY) Ltd determines which measures need to be taken to treat the risk and each supervisor has to ensure that the measurements are followed.

**Step 5:** To monitor and review the risks each supervisor needs to address HSSE and the risks identified in the toolbox talks. Furthermore in the HSSE meetings and the project evaluation the review of the risk treatment has to be addressed by supervisors and employees.

## SECTION 7

### OBJECTIVES & TARGETS

**HopSol Africa (PTY) Ltd** has established the following objectives and targets to support and maintain the effectiveness of the OHSE Management Plan.

<b>Planning</b>
<p><b>Objective:</b> Employees are provided with regular and up-to-date information on OSHE for the duration of the contracted/agreed works.</p> <p><b>Target:</b> Review the content of the OSHE Management Plan at maximum 12 month intervals (or more frequent as required) to maintain the currency of information provided to employees and others.</p>
<b>Risk Management</b>
<p><b>Objective:</b> Employees are familiar with hazards and risks associated with the contracted/agreed works that are assessed as a Medium to High Risk.</p> <p><b>Target:</b> HEMP or the equivalent list as a minimum those hazards and risks associated with the contracted/agreed works that are assessed as a medium to high risk.</p>
<b>Consultation</b>
<p><b>Objective:</b> Employees are regularly consulted on matters that affect OSHE.</p> <p><b>Target:</b> Toolbox/Pre-start or other agreed methods of consultation are undertaken on a regularly basis.</p>
<b>Training</b>
<p><b>Objective:</b> Employees are provided with training to enable work practices to be undertaken that are safe and minimise risk to the environment.</p> <p><b>Target:</b> All employees involved with the contracted/agreed work have undertaken as a minimum the three levels of induction training, i.e. general industry (safety awareness) training, site specific training and work activity training as noted in the HEMP specific to the contracted/agreed works.</p>

## SECTION 8

### ROLES & RESPONSIBILITIES

The roles and responsibilities of employees within HopSol Africa (PTY) Ltd regarding OSHE are below.

#### SAFETY OFFICER

Are responsible for OSHE at the workplace and duties include:

- Implementing the OSHE Management Plan;

- Observing all OSHE rules and regulations;
- Making sure that work activities are carried out in a safe and environmentally sound manner;
- Providing advice and assistance on OSHE matters to employees;
- Deciding when training on OSHE is required;
- Actioning OSHE reports and carrying out workplace inspections;
- Setting up OSHE meetings and programs;
- Auditing and review of OHSE Management Process and policies
- Helping to prepare HEMPs for the organisation's work activities;
- Investigating hazard reports and ensuring that they are completed and corrective actions undertaken;
- Being a part of incident investigations;
- Leading by example and promoting sound OSHE practices at every opportunity;
- Undertaking inspection of the contracted or planned works to ensure that OSHE control measures are implemented and effective; and
- Other OSHE duties as directed by the Directors.

### **SAFETY REPRESENTATIVE**

Are responsible for OSHE at the workplace and duties include:

- Implementing the OSHE Management Plan;
- Using the Hierarchy of Controls in all design, fabrication and construct activities to minimise OSHE risks;
- Communicating with the principal to reduce risks;
- Being a part of the planning and design stages of trade activities;
- Deciding when training on OSHE is required;
- Leading by example and promoting sound OSHE practices at every opportunity;
- Ensuring safe equipment and plant is provided and maintained;
- Reviewing OSHE reports and inspections, and following up on recommendations;
- Coordinating incident investigations and reporting to the controller of the workplace and relevant authorities, as required;
- Coordinating OSHE meetings and programs;
- Monitoring compliance with the OSHE Management Plan, including HEMP; and
- Assisting injured employees to return to their pre-injury duties as soon as practicable after a work related injury.

### **WORKS SUPERVISOR**

Are responsible for OSHE at the workplace and duties include:

- Implementing the OSHE Management Plan;
- Observing all OSHE rules and regulations;
- Making sure that work activities are carried out in a safe and environmentally sound manner;
- Planning to do all work safely including any interface with other work activities;
- Providing advice and assistance on OSHE matters to employees;
- Being part of the planning and design stages of trade activities;
- Deciding when training on OSHE is required;
- Actioning OSHE reports and carrying out workplace inspections;
- Setting up OSHE meetings and programs;
- Helping to prepare HEMPs for the organisation's work activities;

- Investigating hazard reports and ensuring that they are completed and corrective actions undertaken;
- Carrying out project inductions, Toolbox Talks and team meetings;
- Being a part of incident investigations;
- Leading by example and promoting sound OSHE practices at every opportunity;
- Undertaking inspection of the contracted or planned works to ensure that OSHE control measures are implemented and effective; and
- Other OSHE duties as directed by the Safety Officer.

## **EMPLOYEES**

Are responsible for OSHE at the workplace and duties include:

- Working in a safe manner without risk to themselves, others or the environment;
- Complying with the OSHE Management Plan including all HEMPs;
- Reporting all incidents to the Works Supervisor;
- Reporting all injuries and illnesses to the designated First Aid Officer and Supervisor;
- Reporting any OSHE hazards to the Works Supervisor;
- Providing suggestion, through agreed consultation methods, on how to improve OSHE issues;
- Seeking assistance if unsure of OSHE rules;
- Reporting any faulty tools or plant to the Works Supervisor;
- Complying with site rules;
- Correctly using all personal protective equipment; and
- Complying with emergency and evacuation procedures.

## **SECTION 9 CONSULTATION**

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**HopSol Africa (PTY) Ltd** promotes the active participation of all employees in OSHE decisions. Employees are consulted and given opportunity, encouragement and training to be proactively involved in OSHE matters affecting the organisation and their work activities.

Consultation occurs in reference to, but not limited to, the following subjects / topics:

- Hazard identification and risk assessment processes;
- Control measures for the management of hazards and risks;
- Changes to the organisation's policies and procedures or work routines which may affect OSHE;
- Make up of and representation on relevant committees; and
- Election of OSHE representatives.

All workplace consultation is recorded and occurs on a regular basis (See HopSol HSSE Performance Management Process).

## **SECTION 10 TOOLBOX TALKS**

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All Toolbox Talks (HopSol Form) undertaken on behalf of **HopSol Africa (PTY) Ltd** are recorded on the Toolbox Talks Record Form and signed by participants.

All corrective actions noted on the form are implemented and signed by the nominated person. It is the responsibility of the Works Supervisor to ensure that all corrective actions are completed and reviewed for effectiveness.

## **SECTION 11**

### **PLANT & EQUIPMENT**

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HopSol Africa (PTY) Ltd carries out regular inspections and maintenance of all plant and equipment. HopSol Africa (PTY) Ltd ensures plant and equipment is inspected and maintained in accordance with the relevant standard and manufacturer's recommendations. The inspection and maintenance history of each item is documented. HopSol Africa (PTY) Ltd ensures control measures are implemented and documented for all plant and equipment, including its operation, deemed as high risk. The effect of all plant and equipment on the workplace is considered and documented in the HEMP. Pre-start checks, schedule of maintenance and fault reports are notified to the Works Supervisor, documented in plant log books and made available to relevant parties on request. Where plant and equipment is hired, the same requirements as above apply. See also HopSol Infrastructure and Equipment Integrity Program.

## **SECTION 12**

### **COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)**

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HopSol Africa (PTY) Ltd can provide a current (within 5 years of the date of issue) HEMP to the Principal for all products and substances to be used for the work activity.

Before a product or substance is used for the work activity, HopSol Africa (PTY) Ltd reviews the HEMP to determine if the product or substance is classified as hazardous.

All employees involved in the use of products classified as hazardous, are provided with information and training to allow safe completion of the required task.

As a minimum standard, all safety and environmental precautions for use listed on the HEMP are followed when using the substance and are included in the HEMP and toolbox talks. No products or substances, including chemicals or fibrous materials, are brought to the workplace without a current HEMP.

All products and substances to be brought to the workplace are to be documented.

HopSol Africa (PTY) Ltd considers the following when selecting chemicals and substances for use on site:

- Flammability and exclusivity;
- Toxicity (short and long term);
- Carcinogenic classification if relevant;
- Chemical action and instability;
- Corrosive properties;
- Safe use and engineering controls;
- Environmental hazards; and
- Storage requirements.

All storage and use of hazardous substances and dangerous goods are in accordance with the HEMP and legislative requirements.

All hazardous substances and dangerous goods are stored in their original containers with the label intact at all times.



Hazardous substances and dangerous goods of any quantity are not stored in amenities, containers (unless properly constructed for the purpose), sheds or offices.

## **SECTION 13**

### **ELECTRICAL EQUIPMENT**

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HopSol Africa (PTY) Ltd ensures that the use of electrical wiring, equipment, portable tools and extension leads is in accordance with applicable codes and standards.

HopSol Africa (PTY) Ltd ensures that all electrical equipment brought on site is listed in the Electrical Equipment Register. The register is completed prior to commencement of the works and maintained for the duration of the works on site.

## **SECTION 14**

### **HAZARD SPOTTING**

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HopSol Africa (PTY) Ltd encourages all employees to report hazards immediately to the Works supervisor.

HopSol Africa (PTY) Ltd investigates all reported hazards and implements control measures to eliminate and/or minimise the likelihood of an incident or injury.

HopSol Africa (PTY) Ltd identifies a risk class/ranking for all hazards by referring to the categories ranging from high to low in the Risk Matrix. The Risk Matrix is used to determine the level of danger or seriousness (i.e. the consequence) of the risk, how likely it is that this risk will occur (i.e. likelihood/probability) and therefore how detailed control measures will need to be to eliminate or minimise the risk.

HopSol Africa (PTY) Ltd regularly reviews and evaluates the effectiveness of control measures until the hazard is addressed and/or all risks have been mitigated or reduced.

## **SECTION 15**

### **ACCIDENT & INVESTIGATION**

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See separate Incident Reporting and Investigation Procedure of HopSol.

## **SECTION 16**

### **OSHE FORMS & PROCEDURES**

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HopSol Africa (PTY) Ltd has designed and implemented the following policies and procedures regarding OHSE which are all trained to staff and displayed to staff in the office:

Health and Safety Policy  
HIV/AIDS Policy  
Drug and Alcohol Policy  
Environmental Policy  
HEMP and Risk Assessment procedure (within this file)  
HSSE Performance Management Process  
KPIs  
Fitness for Work Procedure  
Social Performance Management Procedure

Grievance Policy  
Infrastructure and Equipment Integrity Program  
Security Management Procedure  
Waste Management Procedure  
Change Management Procedure  
Emergency Response Plan  
Incident Reporting and Investigation Process  
Procedure for Internal HSSE Audit  
Procedure for HSSE Management Review