

SUBJECT	SHEQ PLAN
Purpose	Outlines the methods that Furaha shall adopt as to streamline their management standards to comply with both International and Local Health & Safety acts
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To	All Unit Management and Staff
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INTRODUCTION

This policy applies to all areas and sites that fall under Furaha Sarl. It would demonstrate that Furaha is committed to work together with our client and community in an effort to become the leaders in the Health, Safety and Environmental environments. The scope of these Standards covers the operational aspects and activities that have the potential to affect HSE either positively or negatively. The terminology Health, Safety, Environment and Community has been utilised throughout this policy to highlight the four key components of development. These are:

HEALTH

Promoting and improving the health of the company's workforce and the communities that we operate in.

SAFETY

Ensuring that our safety standards are never compromised, allowing a workforce that is accustomed to a Zero Harm environment.

ENVIRONMENT

Promoting the efficient use of resources that would reduce the impact on our environment.

COMMUNITY

Internal Community – upholding ethical business practices that encourages a diverse workforce, where employees and contractors are treated fairly and allow to reach their full potential.

External Community – engaging directly with the communities that Furaha operates in so that we can enhance economic development and to contribute to sustaining the community.

Human Rights – understanding, promoting and upholding fundamental human rights within the sphere Furaha operates in.

These standards cover the whole lifecycle of our operations from the exploration stages right through to the decommissioning of an operation. The related areas of personal asset security are not covered by these standards, however guidelines related to the guidelines of HSE can be made available for site use.

The objectives of this policy standard is to:

Support implementation of the Charter, the Sustainable Development policy and protocol to the business we conduct as Furaha Sarl.

- To provide a risk-based HSE system consistent with:
 - ISO 2200:2018.
 - HACCP.
 - International Food Safety Act 1990 Consumer Protection Act (Act No. 68 of 2008).
- Set out and formalize the expectations for a progressive development and implantation of more specific and detailed HSE systems all levels of Furaha.
- Provide auditable criteria, against which HSE management systems across Furaha.
- Drive toward continual improvements leading industry practice.

DEFINITIONS ACRONYMS AND ABBREVIATIONS

Accident - Means the of an occurrence of an undesired event.

Assessment - A systematic and documented review of the effective Implementation of a HSE processes or program or procedure.

Injury/Damage - Means that when the threshold limit value of the body or Object has been exceeded.

Cleaning Schedule - It is a set of instructions that describe everything that needs to be done in order to maintain the premises in a clean and sanitary condition.

Contractor - The person/ company employed by the Principle Contractor to carry out work for the Principle Contractor and is subject to the control of the said contractor.

Competency - Means a combination of attributes such as knowledge Skills, abilities and attitudes providing adequate Assurance of successful performance.

Consequence - Outcome or impact of an event.

Continual Improvement- Means a process of enhancing performance and management systems, not necessarily in all areas simultaneously.

Elements - The individual elements that make up a policy.

Environmental Policy - The policy Furaha would adhere to raise awareness to toward sustaining and protecting environmental issues amongst its workforce and suppliers.

G.M.P's - Good Manufacturing Processes. These are directed at The Safety and Hygienic preparation of Food and the processes that monitor good governance.

H&S Policy - The commitment that Furaha has undertaken to achieve a zero harm objective by our employees or any other exposed to a facet of our operations.

L.T.I - An injury sustained by a person that prevents the person from reporting to duty at the following shift.

MHS Act - Means Mine Health and Safety Act (Act 29 of 1996).

OHS Act - Means Occupational Health and safety Act (Act 85 of 1993).

OHS 16(2) Appointee - Means the person employed In full – time capacity that has the overall responsibility for ensuring compliance to the Occupational Health and Safety of the site/s on behalf of the employer.

P.I's - Means planned inspections that are carried out to a schedule covering the entire operation. They cover deviations such as unsafe conditions, risks, unhygienic conditions etc. These are then documented and corrective action prioritised.

Principle Contractor - Means an employer who performs work and is appointed by the client to be in overall management and control of part / entire site.

Pre-Use Check - Means a system whereby all employees will perform and document the findings of their inspections of their immediate work stations and the equipment to be used to ensure it is safe to proceed with their task.

QA's - Means the document and recording of all aspects of the food handling, storing, receiving, preparation, transport and serving (Quality Assurance).

Risk - Means Exposure to the consequences of uncertainty. It has two dimensions: The likelihood of something happening and the consequences if it were to happen.

Risk Assessment - Means the document which is a proactive process in which all work related hazards have been identified and that the required controls are in place to address these hazards.

SHEQ - Means Safety, Health, Environment and Quality.

S.O.P - Means a Safe Operating Procedure to be adhered to when performing a certain task or operating a specific piece of equipment that has been identified to be hazardous.

Safety Meeting - Is the vehicle used to exchange Safety information review accident/incident information and encourage employee participation and to also monitor all safety aspects of the operation.

DOCUMENTATION REQUIRED

- **A set of the Furaha Files comprising of the 13 Keys**

- Key 1 - Health and Safety and Environmental policies.
- Key 2 - Risk Assessments.
- Key 3 - Safe Operating Procedures.
- Key 4 - Pre-Use Inspections.
- Key 5 - Planned Task Observations.
- Key 6 - Health and Safety and Environmental policies.
- Key 7 - Training.
- Key 8 - Planned Inspections.
- Key 9 - Appointments.
- Key 10 - Accident / Incident investigations.
- Key 11 - Chemical Information including MSDS.
- Key 12 - Emergency Procedures.
- Key 13 - General Information.

- A set of Good Manufacturing Practices.
- A set of QA checklists.
- Valid Medical Certificates for all employees where required.
- List of all equipment used, with SOP and Pre-start checklist.
- Basic recipes where required.

HEALTH AND SAFETY PLAN MANAGEMENT

To ensure that Management undertakes to:

- Provide as far as reasonably practicable the health and safety of its employees and the protection of all persons other than employees against hazards associated with the organisations activities and operations.
- Our priority is to support communication system, to ensure that everyone is made conversant with hazards attached to the work performed, to understand the precautionary measures required with regards to the hazards identified, to provide the employees with the necessary information, education, training and supervision to maintain a healthy, hygienic and safe working environment.
- To remain proactive by anticipating, recognising, evaluating and controlling all unhealthy, unhygienic and unsafe situation that could result in unwanted incidents and disruptions of the operation. Also, to promote a positive mental, physical and social well-being within the organisation.
- To encourage joint consultation and mutual participation.

GENERAL HEALTH & SAFETY

• SHEQ Commitment and leadership

We are committed to ensure a working environment that is as far as is reasonably possible Safe, Healthy, Hygienic, Environmental friendly and has a positive impact on the Communities we operate. Than employees know their rights in terms of health, hygienic and safe working place. Advise employees of the legislation relating to the health and safety in the work place to highlight the duties of every employee as well as our suppliers with regards to health and safety.

• Legal and General Compliance

We are committed to abide by and to comply with all requirements of the MHS Act and the OHS Act pertaining to our specific operations.

• Risk Assessments

A Risk Assessment has been carried out. We will revise this Assessment whenever the need arises e.g. After an Accident/Incident, the introduction of new equipment or additional tasks and will revise the Assessment at least on an annual bases.

• Incident Management

All incident/accident will be:

- Reported to the Client representative that we report to. Also to Furaha HSE Manager.
- Investigated to identify the basic causes so that remedial and preventive action can be taken. This will be done according to the clients standard investigation procedures failing to have any the Furaha standard will be used.
- These accidents will be recorded in a book which will be kept on site for record keeping purposes and also for the perusal of the client representative or inspectors.
- All LTI's will be recorded added to any man hour reconciliations renquired by the client.

• Hygiene Facilities

We will adhere to all Local Legislation in this regard (eg SANSA 10049).

• Environmental Management

We will comply with requirements of the ISO 14001 and requirements of our client. We will also promote our initiatives set out in our environmental policy.

- **Emergency Management**

We have included our Risk Management System and emergency preparedness element. This covers the events such as Fire, Bomb threat, Power outages and unrest.

- **Communication Systems**

Safety Meeting, Client Meetings, Notice Boards, Posters.

- **Training**

Both internal and external training programs are employed to guarantee only the best outcomes. Employees go through annual assessments to ensure that they perform at an optimal levels of service.

- **Surface Vehicle Safety**

- Our vehicle drivers are persons who are holders of current driver's licence issued by the legal licencing authority of the county we operate.
- Our driver will also obtain any further licences required by the specific site we operate where necessary.
- Our diver are appointed in terms of the OHSA.
- A vehicle checklist is available as well as a list of duties and responsibilities for driver which the appointed drivers are required to sign.
- All vehicles are road worthy.
- All vehicles carrying food are inspected and are safe to do so.

- **Housekeeping**

Our company has adopted the "Clean As you Go" policy it is reinforced through planned inspections, training and motivation.

- **Equipment**

Our equipment is maintained by our client when it belongs to our client. It is our duty to inform and notify the clients maintenance team of any defects, breakdowns and undesired situations. When the equipment belongs to Furaha authorised personnel would be employed to work on equipment.

- **Personal Protective Equipment**

The PPE required for each task is specified in all SOP's. The employees are required to sign for any PPE issued to them and this documentation is to be kept on file. They are also instructed why it should be used as well as how to maintain it.

- **Symbolic Signage**

The required symbolic signage as required by the OHSAct will be displayed i.e.. Escape routes, Position of fire equipment, Assembly points.

- **Activity Management: Personal Conduct**

A personal hygiene checklist is in place. This is to check that the employees working with and preparing of food products are in a clean, hygienic and healthy condition to do so. This will be done prior to the commencement of their shift.

- **Energy and Machinery Isolation**

This is detailed in the SOP's.

- **SHEQ Performance Measurement and Monitoring**

We do compile comparative stats to monitor our performance. We have outside independent auditors who carry out our food Safety, Hygiene, Compliance and Health and Safety compliance every quarter and submit these reports to our exco team.

- **Deliverables required before the commencement of any work**

Pre-Use checklist are available for all hazardous tasks and they are required to be completed prior to commencement of work. Any deviation identified that cannot be rectified immediately by the person doing the check will be reported to the supervisor of the shift for further action an remedial action.

- **Safe Operating Procedures**

These are available for all identified hazardous operations. Those that are applicable are required to be displayed in the facility.

- **Personal Workplace Inspection Checklist**

These are catered for in the Furaha Risk Management System under Key No.8.

- **Incident and Injury reporting**

All Incidents and Injury are to be reported. Documentation for the completion of either of the two is available in the Furaha Risk Management System under Key No. 10.

- **SHE Officer**

A SHE Officer has been appointed for each region. Notice boards are used extensively for sharing information, the information for our SHEQ officers for each units region will be displayed.

- **SHE Training**

The SHEQ Manager will distribute internal training information and each unit will be responsible for the role out of the required training. Assessments will be completed to ensure compliance.

- **SHEQ Rules**

It is expected that every employee of Furaha Sarl will adhere to the laid down Standards, Procedures and Rules. Any employee not complying with these requirements will be subject to disciplinary measures according to Furaha’s Disciplinary code.

Approved By:


CEO: G Messiou


SHEQ Manager: