***Insert Company Name***

**Occupational Health and Safety Plan**

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| ***General Instructions***   1. *Insert company logo in the header* 2. *Insert company name where indicated (“[insert company name]”)* 3. *Consider the guidance / follow the instructions given in the instruction boxes* 4. *Review the Occupational Health and Safety Plan and customise accordingly, if required* 5. *Delete the instruction boxes throughout when the document is completed, including this one* |

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| **Type of Document:** | Plan |

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| **Version No.** | **Issue Date** | **REVIEWED by (Team Members)** | **Reviewed by**  **(Relevant Manager)** | **Approved** | **Signature** |
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**Amendments**

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|  |
| --- |
| *Instruction Box – Delete when complete*  General Instructions for Customisation and Compliance |
| This document provides a template from which your company can develop an Occupational Health and Safety (OHS) Plan (OHSP) that describes requirements to manage OHS risks in the workplace. The OHSP will be designed to ensure alignment with the International Finance Corporation (IFC) Performance Standards (PS) on Environmental and Social Sustainability – PS2: Assessment and Management of Environmental and Social Risks and Impacts.  The purpose of the OSHP is to provide the requirements for a range of OHS risk topics in order to prevent injury and illness in the workplace.  This document provides requirements for the following OHS topics:   * Transportation Health and Safety; * Working at Heights; * Hot Work; * Energy Isolation; * Ergonomics and Manual Handling; * Fire Safety; * Occupational Health and Hygiene; * Machinery Safety; * Personal Protective Equipment; * Electrical Safety; * Lifting Equipment; * Occupational Noise; * Thermal Stress; * Staff Welfare Facilities; and * Illumination.   In order to customise this document for your Company’s operations, the following steps will be required:   * Conduct a risk assessment to determine which of the above OHS risk topics are applicable to your Company’s operations (see the ESMS Manual for details on how to conduct the risk assessment); * Remove the OHS topics that are not applicable to your operations from this document; * For the OHS risk topics that are applicable to your operations, read through the existing text for each topic and refine/adjust/amend the text to align with your specific operations and existing systems; * For additional OHS risk topics that may be identified by the risk assessment process above as being applicable to your operations, but are not included in the list above, develop suitable procedures for these OHS risk topics; * For any additional OHS risk topics that may be identified by the risk assessment process above, to aid in the development of procedures for these, draw from suitable reference documents aligned with Good International Industry Practice (GIIP), and include these procedures in this document; and * Recommended suitable GIIP-aligned reference documents for developing the above procedures include:   + [IFC General Environmental, Health and Safety (EHS) Guidelines (2007)](https://www.ifc.org/content/dam/ifc/doc/2000/2007-general-ehs-guidelines-en.pdf)   + IFC EHS Industry Sector Guidelines:<https://www.ifc.org/en/insights-reports/2000/general-environmental-health-and-safety-guidelines>   + Health and Safety Executive (HSE) OHS guidance documents: <https://www.hse.gov.uk/guidance/topics.htm>   + [National Institute for Occupational Safety and Health](https://www.cdc.gov/niosh/index.html) |

# Purpose and Scope

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| *Instruction Box – Delete when complete*   * *Insert the company name where indicated throughout the document.* * *Describe the purpose of the Occupational Health and Safety Plan. It should describe why the OHSP is required (e.g. compliance with other internal procedures and guidelines, alignment with international standards and guidelines, e.g. International Finance Corporation (IFC) Performance Standards (PS) on Environmental and Social Sustainability (2012)).* * *Define the scope of application of the OHSP and whom it applies to.* * *The text below is generic. Review and modify as required for your company.* |

The purpose of the Occupational Health and Safety Plan (OHSP) is to provide instruction and guidance to employees on OHS risk topics that are applicable to the Company with the intention of preventing workplace accidents and injuries, to ensure that a safe working environment is maintained, and to comply with applicable OHS-related legislation.

The OHSP applies to the [insert company name] and its subsidiaries, and to contractor companies performing work on behalf of [insert company name].

# Objectives

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| *Instruction Box – Delete when complete*   * *State the objectives of the OHSP and what it aims to achieve.* * *The text below is generic. Review and modify as required for your company.* |

The OHSP is guided by the following objectives:

* Establishing processes and practices to prevent work-related injuries, illnesses, and fatalities;
* Ensuring compliance with applicable OHS laws and regulations; and
* Establishing and communicating OHS-related responsibilities.

# Legal and International Requirements

## National Laws and Regulations

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| *Instruction Box – Delete when complete*   * *Review country and local legislation relating to stakeholder engagement and incorporate as may be required into this section.* * *List all relevant statutory obligations, key legislation, and guidelines under this section.* |

The OHSP has been developed to conform to the following national laws and regulations:

* *[Example of the types of names for such laws and regulations, include*
  + *Occupational; Health and Safety Act 1993; and*
  + *XXX*

## International Standards and Guidelines

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| *Instruction Box – Delete when complete*   * *List all relevant international standards and guidelines, such as those provided below, and e.g. other lender standards* * *Modify/delete/add to the list as required.* |

The OHSP has been developed to conform to the following international standards and guidelines:

* International Finance Corporation (IFC) Performance Standards (PS) (2012);
* IFC/World Bank Group General Environmental, Health and Safety (EHS) Guidelines (2007); and
* IFC/World Bank Group Sector-Specific EHS Guidelines.

# Other Relevant References

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| *Instruction Box – Delete when complete*   * *List all relevant documents which are referred to in this document and / or which supported the drafting of this document.* * *Modify/delete/add to the list as required.* |

This OHSP should be read together with the following documents:

* [insert company name] xxxx Procedure.

# Definitions

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| *Instruction Box – Delete when complete*   * *List definitions that need to be defined in order to ensure proper interpretation of the OHSP.* * *Modify/delete/add as required.* |

| **Term** | **Definition** |
| --- | --- |
| Fall protection | A system of safety measures and equipment designed to prevent or mitigate the risk of falls from elevated work surfaces, structures, or locations. |
| Fall arrest | A specific aspect of fall protection and safety measures designed to prevent injury or death in the event of a fall from an elevated position. Fall arrest systems and equipment are used to safely arrest or stop a worker's fall and minimize the impact forces on their body, preventing them from striking a lower level or surface. |
| Hot work | Any work that involves burning, welding, cutting, brazing, soldering, grinding, using fire or spark-producing tools, or other work that produces a source of ignition. |
| Lockout | The practice of using keyed security devices ("locks") to prevent the unwanted energisation or activation of mechanical or electrical equipment, or the release of other energies (such as steam, hazardous chemicals, solid materials etc.). |
| Mobile elevated work Platform | Mobile Elevated Work Platform (MEWP) is also known as an ‘aerial work platform’ or ‘powered access equipment’. It is a type of specialized machinery or equipment used to provide temporary access to elevated work areas, often at heights that would be impractical or unsafe to reach using conventional means like ladders or scaffolding. |
| Working at heights | The act of performing tasks, activities, or jobs in an elevated position or location where there is a risk of falling a distance liable to cause personal injury. This elevated position could be above ground level, such as on a scaffold, ladder, platform, roof, or elevated walkway, or it could involve working near the edge of an opening or surface where there is a risk of falling to a lower level. |

# Abbreviations and Acronyms

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| *Instruction Box – Delete when complete*   * *List abbreviations and acronyms which are referred to in the document.* * *Modify/delete/add as required.* |

| **Abbreviations and Acronyms** | **Definition** |
| --- | --- |
| E&S | Environmental and Social |
| ESMS | Environmental and Social Management System |
| IFC | International Finance Corporation |
| MEWP | Mobile Elevated Work Platform |
| MRC | Maximum Rated Capacity |
| NIOSH | National Institute for Occupational Safety and Health |
| PPE | Personal Protective Equipment |
| PS | Performance Standard |
| OEM | Original Equipment Manufacturer |
| OHS | Occupational Health and Safety |
| OHSP | Occupational Health and Safety Plan |
| SWL | Safe Working Load |

# Occupational Health and Safety Plan

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| *Instruction Box – Delete when complete*   * *Complete the risk assessment process outlined in the General Instructions for Customisation and Compliance Instruction Box at the beginning of this document, and list the OHS topics that are applicable to your Company below.* * *The text below is generic. Review and modify as required for your company.* |

## Overview

This OHS Plan details the requirements for the management of OHS risks for [insert company name]. The specific OHS topics that have been identified for [insert company name] to manage are listed below, and were identified by the Company’s baseline E&S risk assessment, and the Company’s knowledge of OHS risks for the sector. The OHS topics covered in this document are:

* Transportation Health and Safety;
* Working at Heights;
* Hot Work;
* Energy Isolation;
* Ergonomics and Manual Handling;
* Fire Safety;
* Occupational Health and Hygiene;
* Machinery Safety;
* Personal Protective Equipment (PPE);
* Electrical Safety;
* Lifting Equipment;
* Occupational Noise;
* Thermal Stress;
* Staff Welfare Facilities; and
* Illumination.

## Transportation Health and Safety

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| *Instruction Box – Delete when complete*   * *Below is generic text for the management of this OHS topic. Please review and refine/adjust/amend the text to align with your specific operations and existing systems.* |

### General Requirements

* Wherever possible, the Company should use suitably trained and equipped contractors to conduct work involving specialist mobile equipment (e.g. crane operations), which is to be conducted in accordance with the general principles stated in this procedure.
* Persons operating vehicles and mobile equipment and are to be licenced according to applicable legislation.
* All operators of mobile equipment are to have undergone training conducted by a competent external authority or suitably trained and competent person for each specific item of mobile equipment they operate. The training content is to be documented, is to be aligned with the type of equipment being used and is to include a requirement that the trainee demonstrate their competence.
* All persons operating vehicles and mobile equipment at the Company are to be certified as medically fit to do so. Additionally, measures should be in place to manage the risk relating to operator fatigue.
* All vehicles and mobile equipment are to be maintained, serviced and periodically inspected as required by the Original Equipment Manufacturer (OEM).
* Where applicable (in particular for mobile equipment with lifting components such as forklifts, cranes, front-end loaders, etc), mobile equipment is to be inspected/tested by a competent external authority and/or a governmental inspector (as may be required by legislation) and certified as safe to operate.
* All vehicles and mobile equipment are to be inspected for key defects and unsafe conditions by the operator prior to use. Where any significant defects are found, the defect is to be corrected prior to operation of the equipment.

### Roadways, Mobile Equipment Travelways and Pedestrian Walkways

* Roadways on site are to be constructed and maintained in a condition suitable for the type and volume of vehicular traffic operating on the roadway, and prevailing weather conditions.
* Roadway construction is done with consideration to the safety of pedestrian traffic and non-motorised modes of transport (e.g. bicycles).
* The following measures are to be considered and implemented based on risk and practicalities:
  + Additional lighting at higher risk intersections;
  + Bicycle lanes;
  + Pedestrian crossings;
  + Speed humps and/or other traffic calming measures;
  + Raised berms on roadside verges;
  + Pedestrian barriers;
  + Marked pedestrian walkways;
  + Road signage indicating potential road hazards and speed limits; and
  + Road markings.

### Transport and Mobile Equipment Safety

* The Company should identify, implement and enforce suitable traffic, transportation and mobile equipment operation rules as may be appropriate to the vehicle travel way and operational context, and in accordance with local road safety rules. These may include:
  + Speed limits;
  + A requirement to not speak on a hand-held communication device (e.g. cell phone or walkie talkie) while driving/operating;
  + A requirement for drivers and passengers to wear safety belts;
  + A requirement for all vehicles transporting employees or contractors to have suitable and safe seating for all passengers being transported;
  + Large mobile equipment and vehicles (e.g. trucks) to be chocked when parked to prevent the inadvertent movement of that vehicle/equipment;
  + Key control measures to prevent unauthorised use of mobile equipment and vehicles; and
  + Restrictions on vehicular movement depending during wet road conditions.

### Lifting Operations Using Mobile Lifting Equipment

* All non-routine lifting operations involving mobile lifting equipment are to be:
  + Supervised and authorised by a person with suitable knowledge and experience in the lifting operation being performed.
  + Carefully planned and risk assessed prior to commencing the work, with required control measures identified by the risk assessment in place.

## Working at Heights

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| *Instruction Box – Delete when complete*   * *Below is generic text for the management of this OHS topic. Please review and refine/adjust/amend the text to align with your specific operations and existing systems.* |

### General Requirements

* All persons conducting working at heights in the Company are to be certified as medically fit to do so.
* Wherever possible, the Company should use suitably trained and equipped contractors to conduct working at heights, which is to be conducted in accordance with the general principles stated in this procedure.
* Persons working at heights are to wear safety helmets secured with a helmet chinstrap.
* Measures should be taken to prevent tools, materials and other objects from falling from height.
* Barricading and warning signage should be in place to prevent unauthorised personnel from entering areas where working at heights is being conducted, and to protect persons from falling objects.

### General Principles

* Working at heights is to be conducted according to a formal permit to work process that includes:
  + An assessment of risk and identification of steps to be taken to mitigate risk;
  + Written authorisation by site management or a person designated by site management to conduct working at heights;
  + Confirmation that those conducting the work are suitably trained;
  + Confirmation that those conducting the work are certified as medically fit to work at heights;
  + That all relevant equipment (e.g. scaffolding, cherry picker, safety harnesses, ladders etc.) have been inspected by a person competent to conduct such an inspection and to pass judgement on the safety of such equipment;
  + Emergency response provisions.
* A Working at Height Permit is provided in ***Annex A***.

### Use of Fall Arrest Systems[[1]](#footnote-2)

* Specific fall arrest system use training conducted by a competent external authority or suitably trained and competent person is to be provided to all persons required to conduct working at heights using fall arrest systems. The training content is to be documented, is to be aligned with the type of fall arrest system the trainee will be using in the workplace and the training is to include a requirement that the trainee demonstrate their competence.
* Fall arrest systems are to be appropriate for the work being carried out (e.g. double lanyard systems for work that requires personnel to move along or up and down structures, single lanyard for life-line work etc).
* Where the use of personal fall arrest equipment is required, a person shall not work alone.
* Emergency response systems should be available for the rapid retrieval of personnel who have fallen and are suspended in their fall arrest system.

### Ladder Work

* All ladders are to be of sound construction and suitable for the intended use.
* Persons conducting ladder work are to be trained for the type of ladder they are working on.
* All portable and fixed ladders are to be inspected periodically to determine whether the ladder is safe for use.
* Maintain three-point contact for any work conducted from a ladder.

### Scaffolding

* All platforms, scaffolds and any other temporary structures shall be constructed and dismantled only under the direction of a person competent in the construction of scaffolding.
* Scaffolding equipment is to be designed and manufactured according to a recognised standard, and scaffolding structures are to be constructed in accordance with generally accepted industry standards.
* Prior to use, scaffolding structures are to be inspected and approved for use by a person competent in the construction of scaffolding.
* Scaffolding is to be re-inspected by a competent person periodically and whenever a change has been made to the scaffolding structure.
* Scaffolding is to be labelled to indicate whether it is safe for use or not.

### Moveable Elevated Work Platforms (e.g. “cherry pickers”, scissor lifts etc) and Suspended Work Cages (“Man-cages”)

* All such equipment is to meet relevant approved design standards.
* All such equipment is to be maintained in safe working order and inspected and certified for safe operation on a regular basis.
* All such equipment is to be inspected by the operator prior to use.
* All operators of such equipment are to have undergone training conducted by a competent external authority or suitably trained and competent person. The training content is to be documented, is to be aligned with the type of equipment being used and is to include a requirement that the trainee demonstrate their competence.
* Persons working in the work platform basket are to wear a safety harness attached by a lanyard to a suitable anchor point.

## Hot Work

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| *Instruction Box – Delete when complete*   * *Below is generic text for the management of this OHS topic. Please review and refine/adjust/amend the text to align with your specific operations and existing systems.* |

### Preparation for Hot Work

* A Hot Work Permit (see Annex B) for conducting hot work outside of a designated workshop must be obtained from a supervisor or manager prior to starting the hot work.
* Hot work equipment is to be checked to ensure it is in safe working condition.
* Inspect the work area and remove or shield any combustible and flammable material within a 10 metre radius of where the hot work will be performed. This includes flammable liquids, flammable gases, combustible dusts, vegetation and any other combustible and flammable material.
* Consider any working levels below where the hot work is being carried out (e.g. for work at elevated locations or on multi-storey buildings) when conducting the inspection above.
* Barricade or demarcate the area to ensure that unauthorised persons or material do not enter the hot work zone.
* Ensure that containers are purged of any flammable liquids/vapours prior to commencement of hot work.

### Conducting the Hot Work

* Provide a continuous fire watcher[[2]](#footnote-3) during the hot work activity and for at least 30 minutes after the hot work, including any breaks. The fire watcher is not to be assigned any other duties for the duration of the hot work.
* The fire watcher is to be supplied with suitable firefighting equipment and be trained in its use.
* The fire watcher is to be trained to raise the alarm and in emergency response procedures in the event of a fire or explosion.

### After the Hot Work

* The fire watcher must remain in the area for at least 30 minutes after the hot work is completed, including any breaks, to ensure that any residual hot sparks do not cause fire.

## Energy Isolation Procedure (Lock-Out/Tag-Out)

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| *Instruction Box – Delete when complete*   * *Below is generic text for the management of this OHS topic. Please review and refine/adjust/amend the text to align with your specific operations and existing systems.* |

### Preparation for Energy Isolation

* An Energy Isolation Permit (see ***Annex C***) for authorisation to conduct energy isolation must be obtained from a supervisor or manager prior to starting the energy isolation procedure.
* Employees performing energy isolation shall be certain as to which switch, valve, or other energy isolating devices apply to the equipment being locked out. More than one energy source (electrical, mechanical, or others) may be involved. Any questionable identification of sources shall be cleared by the employees with their supervisors.

### Sequence of Energy Isolation Procedure

* Notify all affected employees (include employees that may be working in the vicinity of the isolated equipment) that an energy isolation is required and the reason for the energy isolation.
* If the equipment is operating, shut it down by the normal stopping procedure.
* Operate the switch, valve, or other energy isolating devices so that the energy source(s) (electrical, mechanical, hydraulic, other) is disconnected or isolated from the equipment.
* Energy isolating devices/switches with an assigned individual lock. If required, use a chain or other suitable device to secure and lock the isolation point.
* The key for the lock must remain in the possession of the person(s) who has locked the isolation point for the duration of the energy isolation.
* Stored energy, such as that in capacitors, springs, elevated machine members, rotating fly wheels, hydraulic systems, and air, gas, steam or water pressure, must also be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down.
* Check whether equipment has been isolated effectively by attempting to start the equipment (by operating the push button or other normal operating controls) to make certain the equipment will not operate.
* CAUTION: Return operating controls to neutral position after this test.
* The equipment is now locked out and work on the equipment may proceed.

### Procedure Involving More Than One Person

* In general, if more than one individual is conducting work on the equipment, each shall place his/her own personal lock on the energy isolating device(s).
* One designated individual of a work crew or a supervisor, with the knowledge of the crew, may lock out equipment for the whole crew. In such cases, it would be the responsibility of the person in charge to carry out all steps of the energy isolation procedure and inform the crew when it is safe to work on the equipment. Additionally, the designated individual shall not remove a crew lock until it has been verified that all individuals are clear.

### Restoring Equipment to Service

* When the job is complete and equipment is ready for testing or normal service, check the equipment area to see that no one is exposed, and inform any affected persons that the equipment is about to be activated.
* Remove all locks. The energy isolating devices may be operated to restore energy to equipment.

### Other Energy Isolation Rules

* All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury to personnel (including unsafe or damaged equipment).
* Do not attempt to operate any switch, valve, or other energy isolating device that is locked out.

## Ergonomics and Manual Handling

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| *Instruction Box – Delete when complete*   * *Below is generic text for the management of this OHS topic. Please review and refine/adjust/amend the text to align with your specific operations and existing systems.* |

Injuries due to ergonomic factors, such as repetitive motion, overexertion, and manual handling, often take prolonged and repeated exposures to develop, and typically require periods of weeks to months for recovery. Controls to be implemented at the Company to reduce the risk of ergonomic-related disorders include:

* Using mechanical means to eliminate or reduce the effort required to lift heavy materials, hold tools or work objects.
* Where mechanical means are not available, requiring multi-person lifts if objects to be lifted exceed 25 kilograms.
* Selecting and designing tools that reduce force requirements and holding times, and improve postures.
* Providing user adjustable work stations.
* Incorporating rest and stretch breaks into work processes, and conducting job rotation.
* Implementing quality control and maintenance programs that reduce unnecessary forces and exertions.
* Any other controls as may be recommended by a qualified and experienced occupational hygienist following an occupational hygiene risk assessment of the Company.

## Fire Safety Management

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| *Instruction Box – Delete when complete*   * *Below is generic text for the management of this OHS topic. Please review and refine/adjust/amend the text to align with your specific operations and existing systems.* |

### General Requirements

The following general requirements are to be in place regarding fire and emergency equipment:

* The number, type and distribution of firefighting, fire suppression, fire alarm, fire detection system and emergency rescue equipment for the Company are to be determined by a competent person.
* A register of all onsite in-service firefighting equipment including fire extinguishers, fire hydrants and fire hoses shall be maintained. Each item of firefighting equipment on the register is to have a unique identification number.
* Fire water is only to be used for the emergency and firefighting purposes, and not for any other operational purposes.
* Access to all firefighting equipment is not to be impeded in any way.
* All firefighting equipment and fire alarms are to be clearly identified by signage.

### Inspections of Fire Equipment

### Annual Inspections and Servicing

* Inspections and servicing of all firefighting equipment is to be conducted at least annually by a competent and registered firefighting equipment inspector.
* The specific inspections and servicing conducted is to be aligned with Good International Industry Practice (GIIP).
* The servicing and inspection of fire extinguishers is to include a check that all types of fire extinguishers have had a hydrostatic pressure test conducted at least every five years.
* The date that each item of firefighting equipment was inspected/serviced and the company who conducted the inspection/servicing is to be affixed on the firefighting equipment.
* Any firefighting equipment found not to be operable, is to be removed and replaced with operable equipment.

### Monthly Inspections

* All firefighting equipment is to be inspected by trained and appointed personnel.
* The monthly firefighting equipment inspections are to include:
  + All equipment:
    - Has label indicating that the annual inspection/servicing by external service provider has been conducted in the past 12 months;
    - Inspection labels are legible;
    - There is no obvious sign of damage or wear;
    - Access to the firefighting equipment is not impeded;
* Fire extinguishers:
  + - There is no broken seal;
    - For the powder fire extinguishers, that the pressure gauge remains in the green range;
    - For CO2 extinguishers, weighing of the extinguisher to confirm that the extinguisher contains sufficient CO2; and
    - Cleaning of the outside of the extinguisher.

### Other Inspections/Tests

* Fire detection and fire alarms are to be inspected, serviced and tested in accordance with the requirements of the OEM.
* Fire suppression systems, including sprinkler systems and associated water pumping systems are to be inspected, serviced and tested in accordance with the requirements of the OEM.

## Medical Surveillance

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| *Instruction Box – Delete when complete*   * *Below is generic text for the management of this OHS topic. Please review and refine/adjust/amend the text to align with your specific operations and existing systems.* |

* The Company is to establish minimum requirements for medical fitness for working at the facility, as well as design an occupational disease monitoring programme, taking into account the health hazards employees will be exposed to, legislative requirements and the nature of the duties to be performed.
* Particular consideration is to be given to staff conducting work activities where medical unfitness may present a significant risk to themselves and other personnel (e.g. operators of hazardous machinery, lifting equipment operators, drivers of transport vehicles, persons conducting work at heights or confined space entry etc).
* the Company is to implement the above medical fitness for work programme and on-going occupational disease monitoring programme, which is to comprise pre-employment, periodic and exit medicals to be conducted by qualified and experienced occupational health practitioners in a suitably equipped medical facility.
* The development of the medical surveillance programme should be supported by occupational hygiene monitoring where it is suspected that staff may be exposed to elevated levels of occupational stressors (e.g. noise, pesticides, thermal stress, ergonomic stress etc).
* Where appropriate, considering the magnitude and duration of the health hazards staff may be exposed to, the legislative requirements and the nature of the duties to be performed, contractor staff should also demonstrate medical fitness. Medical surveillance for contractors should be conducted be conducted by qualified and experienced occupational health practitioners in a suitably equipped medical facility.
* Medical examinations should be conducted (where appropriate) on staff involved in workplace incident/accidents to inform incident investigations.

## Machinery Safety

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| --- |
| *Instruction Box – Delete when complete*   * *Below is generic text for the management of this OHS topic. Please review and refine/adjust/amend the text to align with your specific operations and existing systems.* |

* The Company is to have a person on site to supervise and manage machinery, who has the appropriate experience, qualifications and competence in keeping with the type, quantity and rated power of the machinery on site.
* All hazards associated with all potentially hazardous machinery should be identified and appropriate and practicable measures identified and put in place to protect workers
* All exposed and dangerous machinery parts which are within the normal reach of a person are to be suitably safeguarded by insulation, fencing, screening, interlocks, motion shut-off switches, guarding or other such means to protect persons from hazardous machinery parts.
* No person working in close proximity to moving machinery shall wear any loosely fitting outer clothing, any jewellery or ornament; any watch or key-chain, any long loose-hanging hair or anything which may be caught up in the moving parts of such machinery.
* All machinery is to have devices to start and stop machinery, and these devices are to be:
  + In a position where they can readily and conveniently be reached by the person who operates such machinery as well as any other person who may be exposed to any hazardous machinery parts; and
  + Designed and/or positioned such as to prevent the accidental starting of such machinery.
* All persons who operate machinery, or are required to work in close proximity or around machinery, are to be trained on the hazards and risks associated with the particular item(s) of machinery as well as the measures in place to manage the hazards thereof.
* All machinery is to be maintained in a good working condition, repaired and serviced according to the original manufacturer instructions or based on sound engineering practices.

## Personal Protective Equipment (PPE)

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| *Instruction Box – Delete when complete*   * *Below is generic text for the management of this OHS topic. Please review and refine/adjust/amend the text to align with your specific operations and existing systems.* |

* PPE requirements for the different work areas and the work activities conducted on site is to be identified based on risk and as may be required by applicable legislation.
* PPE is to be acquired from a reputable supplier and should be manufactured to a recognised standard (e.g. SANS, EN, ANSI, AS/NZS).
* PPE required for work activities are to be provided to the employees without charge [however, in instances where worker negligence results in lost or damaged PPE, the company may recover the costs].
* All staff are to be trained on the proper use, care, and maintenance of PPE prior to use of the PPE.
* Staff are to inspect, clean, and maintain their PPE according to the manufacturers’ instructions.
* Staff are to wear the designated PPE for every work area or activity. Staff are not permitted to conduct the work without wearing the required PPE, or to wear defective, damaged or expired PPE.
* Staff will be monitored for proper use of PPE in the workplace.
* Staff are to be provided with suitable facilities for the cleaning (where necessary) and storage of their PPE.
* PPE symbolic signage should be affixed at the respective work areas indicating the type of PPE required.
* Any contaminated PPE is to be disposed of as hazardous waste.

## Electrical Safety

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| *Instruction Box – Delete when complete*   * *Below is generic text for the management of this OHS topic. Please review and refine/adjust/amend the text to align with your specific operations and existing systems.* |

### General Requirements

* All installations, repairs and maintenance on electrical equipment and machinery are to only be conducted by suitably qualified and experienced electrical technicians/engineers.
* Electrical equipment and machinery are to be provided with appropriate fire extinguishing appliances or systems which are suitable for use on electrical machinery.

### Fixed and Temporary Electrical Installations, Including Electric Fences

* All fixed and temporary electrical installations, including electric fences are to be installed to a standard required by applicable legislation, or to a recognised international standard, or suitable regional or national standard (e.g. SANS 10142, BS 7671 etc).
* All fixed and temporary electrical installations are to be periodically inspected by a suitably qualified and experienced electrical technician/engineer, and any defects corrected.
* All live components of a fixed or temporary installation are to be shielded, insulated or otherwise protected from inadvertent contact or unauthorised access.

### Portable Electrical Tools and Non-Portable Electrical Appliances

* Portable electrical tools and non-portal electrical appliances, including its flexible cord and plug, are to be maintained in good working order
* Such equipment is to be subject to regular inspection by a suitably trained, experienced or qualified person.

### Other Electrical Machinery

* The entrances to any electrical generation plant and transforming or switching apparatus rooms or area should be affixed with suitable warning signage and secured to prevent unauthorised access to such premises.
* With respect to intrinsic safety, any electrical equipment located in an area on site where the possibility of an explosive atmosphere may exist is to be suitably rated.
* All such electrical equipment located in potentially explosive atmospheres is to be periodically assessed by a suitably qualified and experienced electrical technician/engineer.

## Occupational Noise

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| *Instruction Box – Delete when complete*   * *Below is generic text for the management of this OHS topic. Please review and refine/adjust/amend the text to align with your specific operations and existing systems.* |

Following are the requirements relating to management of occupational noise:

* Occupational noise monitoring by a qualified occupational hygienist is to be undertaken to identify personnel who may be exposed to a noise level greater than 85 dB(A) for a duration of more than 8 hours per day.
* For work areas where it has been identified by the occupational hygiene monitoring that personnel are exposed to a noise level greater than 85 dB(A) for a duration of more than 8 hours per day:
  + With the input of a qualified and experienced occupational hygienist, investigate and implement means of reducing noise exposures below the 85 dB(A) per 8 hours per day threshold through:
    - (i) Engineering means (e.g. acoustic barriers); and/or
    - (ii) Administrative means (e.g. reducing the exposure time).
  + Where the measures above do not reduce the exposure below the 85 dB(A) per 8 hours per day threshold, provide personnel with suitable hearing protection that is capable of reducing sound levels at the ear to at least 85 dB(A). ·
* All personnel who work in areas or conduct activities whereby the noise exposure levels are greater than 85 dB(A) for a duration of more than 8 hours per day, are to have their hearing monitored at least annually (see also the Medical Surveillance section in this OHSP).

## Thermal Stress

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| *Instruction Box – Delete when complete*   * *Below is generic text for the management of this OHS topic. Please review and refine/adjust/amend the text to align with your specific operations and existing systems.* |

Exposure to hot working conditions can result in heat stress-related injury or death. Use of personal protective equipment (PPE) to protect against other occupational hazards can accentuate and aggravate heat-related illnesses. Following are the requirements relating to management of thermal stress (in particular, heat stress) at the Company:

* Extreme temperatures in permanent work environments should be avoided through implementation of engineering controls and ventilation. Where this is not possible, such as during short-term outdoor work, the following heat stress management procedures should be implemented:
  + Monitoring weather forecasts for outdoor work to provide advance warning of extreme weather and scheduling work accordingly;
  + With the input of a qualified and experienced occupational hygienist, adjust work and rest periods according to temperature stress management procedures provided by the [National Institute for Occupational Safety and Health](https://www.cdc.gov/niosh/index.html) (NIOSH)[[3]](#footnote-4), depending on the temperature and workloads;
  + Where practicable, use of fans to provide air movement for staff conducting the activity;
  + Providing temporary shelters to provide protection from the sun and/or heat sources during working activities, or for use as rest areas;
  + Providing easy access to adequate hydration such as drinking water or electrolyte drinks, and instructing personnel to regularly drink the water/electrolyte drinks during the course of the work activity; and
  + Instruct personnel conducting work that may be exposed to a significant heat-stress risk to avoid consumption of alcoholic beverages during non-working hours due to the resulting dehydration causing an increased risk of heat stress illnesses.

## Illumination

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| --- |
| *Instruction Box – Delete when complete*   * *Below is generic text for the management of this OHS topic. Please review and refine/adjust/amend the text to align with your specific operations and existing systems.* |

* Work area light intensity should be adequate for the general purpose of the location and type of activity, and should be supplemented with dedicated workstation illumination, as needed.
* Measures should be undertaken to eliminate glare / reflections and flickering of lights.
* Lux levels are to be measured for the various work areas on the site by a qualified occupational hygienist, who is to report on the findings and provide recommendations to address any lux levels below regulatory limits or below the levels specified in Table 7.1 below.
* Where lux levels are found to be below the required limits, measures are to be taken increase the levels to that required (e.g. increasing luminaire power output, repositioning luminaires, cleaning luminaires, increasing the number of luminaires, installing transparent roof sheeting, etc.).

**Table 7.1: Minimum Limits for Workplace Illumination Intensity**

| **Location / Activity** | **Light Intensity** |
| --- | --- |
| Emergency light | 10 lux |
| Outdoor non-working areas | 20 lux |
| Simple orientation and temporary visits (machine storage, garage, warehouse) | 50 lux |
| Workspace with occasional visual tasks only (corridors, stairways, lobby, elevator, auditorium, etc.) | 100 lux |
| Medium precision work (simple assembly, rough machine works, welding, packing, etc.). | 200 lux |
| Precision work (reading, moderately difficult assembly, sorting, checking, medium bench and machine works, etc.), offices. | 500 lux |
| High precision work (difficult assembly, sewing, colour inspection, fine sorting etc.) | 1000 – 3000 lux |

## Staff Welfare Facilities

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| *Instruction Box – Delete when complete*   * *The ratio of staff welfare facilities (such as toilets, washbasins, and showers) to workforce is crucial to ensuring proper sanitation, health, and safety standards at a workplace. These ratios are typically outlined in local regulations or guidelines and vary based on the type of work environment, the number of workers, and sometimes the specific industry. When determining the appropriate number of staff welfare facilities, you need to consider the following: workplace type (office, industrial healthcare etc.), gender considerations, industry type (higher risk industries such as healthcare, food handling, and chemical work may have stricter requirements, workforce size (larger workforces may require additional facilities to meet health and safety standards) and environmental conditions (outdoor, mobile, or temporary sites may have different requirements due to space limitations or exposure risks).* * *Below is generic text for the management of this OHS topic. Please review and refine/adjust/amend the text to align with your specific operations and existing systems.* |

Following are the general requirements relating to staff welfare facilities:

* Adequate[[4]](#footnote-5) ablution facilities (toilets and washing areas), with separate facilities for both sexes, are to be provided for the number of people working in the respective areas of the site.
* The ablution facilities are to be:
  + Maintained in a clean and hygienic state with a programme for daily cleaning and inspection of the facilities; and
  + Provided with adequate supplies of hot and cold running water, soap, and hand drying devices.
* Where workers may be exposed to substances poisonous by ingestion and skin contamination, facilities for showering and changing into and out of street and work clothes are to be provided.
* Adequate supplies of potable drinking water should be provided for all staff on the site.
* Water supplied to areas of food preparation or for the purpose of personal hygiene (washing or bathing) should meet drinking water quality standards.

## Lifting Equipment Management

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| --- |
| *Instruction Box – Delete when complete*   * *Below is generic text for the management of this OHS topic. Please review and refine/adjust/amend the text to align with your specific operations and existing systems.* |

### Registration of Lifting Equipment

A lifting equipment register (see ***Annex D***) is to be maintained by the Company. The following lifting equipment should be registered in the lifting equipment register:

* Lifting machines: any crane, forklift, winch, front-end loader, lifts and hoists etc.; and
* Lifting tackle: any chain, rope, chain sling, webbing sling, rope sling, ring, hook, shackle, swivel or eyebolt, pulley blocks, chain blocks or set of chain blocks, lifting beams, any cage or work platform used for carrying persons while suspended from the load line of a crane.

### Acquisition and Installation of Lifting Equipment

All lifting machinery and equipment acquired by the Company is to be designed and constructed in accordance with a generally accepted technical standard. Where applicable (e.g. for overhead cranes, good lifts etc.), all lifting machinery requiring installation, is to be installed in accordance with the original equipment manufacturer’s instructions, with the installation and commissioning carried out by persons with verifiable competence for the lifting machinery in question. In all cases (i.e. acquisition, installation and commissioning), documented evidence and/or certifications must be obtained from the supplier and held on file.

### Storage of Lifting Equipment Accessories

* All lifting tackle such as wire ropes, slings, hooks, shackles etc. shall be stored in a designated and secured location.
* Formal systems of issuing lifting tackle from designated lifting tackle storage areas are to be implemented.
* Only authorised personnel are permitted to access and use the lifting equipment.
* The lifting operators shall ensure that all electrical lifting hoisting equipment, machinery, and accessories are returned to the designated storage area after use.

### Marking of Lifting Equipment

* Every lifting equipment and its component parts shall be identified with a visible marking including the Safe Working Load (SWL)/Maximum Rated Capacity (MRC).
* Where practicable, the SWL/MRC shall be prominently marked on the equipment.
* Where lifting equipment and accessories are identified to be unsuitable for use a safety label indicating this shall be applied.

### Maintenance and Inspection of Lifting Equipment

All lifting equipment should be maintained and inspected in accordance with local legal requirements and the recommended maintenance regime from its manufacturer by competent personnel. At a minimum, the lifting equipment maintenance and inspection programme shall include the following:

* Load and performance tests: Lifting equipment including cranes, crawl beams, hoists, chain blocks and forklifts) shall undergo a detailed examination and performance test or load test on an annual or six-monthly basis (depending on legal requirements, risk, and OEM recommendations). The load/performance test/examination is to be conducted by a competent person authorized in terms of legal requirements to conduct such testing.
* Quarterly lifting tackle inspections: Lifting tackle (e.g. chain slings, rope slings, hooks, rings, shackles, eye bolts etc.) shall be formally inspected by a qualified and competent person (e.g. a qualified rigger) at least quarterly. The quarterly inspection can be done by an internal or external person. Once inspected, the lifting tackle will be marked with a colour coded tag or mark that readily indicates that the inspection has been completed.
* Any damaged or defective equipment identified by the above tests/examinations/inspections, shall be removed from service and clearly marked to indicate that it is not fit for use. Arrangements shall be made for the equipment to be repaired or replaced.
* Maintenance records including load/performance test certificates and quarterly inspections should be maintained by the [XXX] department.

### Hiring of Lifting Equipment

Where equipment is hired (or brought in by a contractor), the required testing and inspection certificates shall be obtained and verified to be valid.

### Operation of Lifting Equipment

* All operators of lifting machinery are to be formally trained/certified for the type of lifting equipment that they operate.
* All lifting machinery operators are to be certified as medically fit to operate the machinery.
* All lifting equipment is to be inspected prior to use with the inspection documented on a pre-use inspection checklist that is customised for that particulate type of lifting equipment.

# Roles and Responsibilities

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| --- |
| *Instruction Box – Delete when complete*   * *Assign roles and responsibilities for the implementation of this plan.* * *Select responsible employees, perhaps from your existing management team, to take charge of your hazardous materials management program.* * *The section below is generic. Review and modify as required for your company.* |

The key roles and responsibilities for the implementation of the OHSP are described below.

**Table 8.1: Roles and Responsibilities**

| **Role** | **Responsibility** |
| --- | --- |
| **ESG Manager** | * Ensure the development, regular review, and continuous improvement of the OHSP. * Ensure that the OHSP complies with all relevant local, national, and international regulations, as well as company policies. * Oversee the development and delivery of training programs related to OHS. * Regularly monitor compliance with the OHSP through inspections, audits, and performance reviews. * Report on the effectiveness of the OHSP to senior management and recommend improvements. * Communicate OHSP procedures and updates to all employees, contractors, and relevant stakeholders. * Serve as the primary point of contact for external audits, inspections, and regulatory inquiries. |
| **Engineering/Maintenance Manager** | * Manage maintenance and inspection programmes for electrical equipment, lifting equipment and machinery as required by this OHSP. |
| **Contractors** | * Ensure that they are compliant with the requirements stated in this OHSP |
| **All employees** | * Adhere strictly to all procedures outlined in the OHSP. * Immediately report any OHS incidents, near misses, unsafe conditions or unsafe acts to the ESG Manager. * Attend all required training sessions on OHS management. |

# Monitoring and Reporting

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| *Instruction Box – Delete when complete:*   * *Include measures for regular monitoring of the effectiveness of the OHSP.* * *The section below is generic. Review and modify as required for your company.* |

Internal audits and inspections are to include the assessment of compliance with this plan.

Results of inspections and monitoring shall be provided to the upper management e.g. the sustainability director. Based on monitoring and audit results, corrective and / or enhancing actions will be designed and implemented. Performance of these actions will also be monitored and reported.

# Training and Awareness

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| --- |
| *Instruction Box – Delete when complete*   * *Include training that is provided to employees and contractors on the requirements of the OHSP.* * *The section below is generic. Review and modify as required for your company..* |

All employees are to receive general training on the OHS risk topics detailed in this OHSP. Specific detailed training is to be provided to staff with responsibilities and/or conducting tasks with an elevated risk (e.g. working at heights, energy isolation, exposure to elevated temperatures etc.).

# Annex A: Working At Heights Permit

See following page

|  |  |
| --- | --- |
| Company Name: | Date & Time Issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Site Location: | Date & Time Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Description and Purpose of Working at Height Work: | |

**HAZARDS AND CONTROL MEASURES FOR THE WORKING AT HEIGHTS WORK (FROM PRE-TASK RISK ASSESSMENT)**

|  |  |
| --- | --- |
| **HAZARDS** | **CONTROL MEASURES** |
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| **MEWP** | **YES / NO / NA** | **INITIAL** | **LADDERS** | **YES / NO / NA** | **INITIAL** |
| 1. Ensure MEWP working area is demarcated and critical area is free from personnel. |  |  | 1. Numbered on register & checked. Made of sound material, suited to its purpose. Non-skid devices on feet. Hooks on top. Tied securely if required. |  |  |
| 2. Has the MEWP operator been trained to use machine? |  |  | 2. Ladders to be leaned against objects <9m. Do not tie two ladders together. Do not paint wooden ladders. |  |  |
| 3. Has the MEWP been checked to ensure it is in a safe working condition？ |  |  | 3. Cordon area off below to ensure people are not injured and properly is not damaged. Provide suitable receptacle for tools etc. |  |  |
| 4. Maximum number of 2 people on the MEWP and both with safety harnesses. |  |  | 4. Fixed ladders >5m long to be >150mm from side. Must have cage no more than 2.5 from base & extending >900mm over the top of the structure. |  |  |
| 5. There is no adverse weather condition which can impact on the operating of the mobile crane e.g., strong winds, heavy rains, and lighting. |  |  | 5. Safety harness and line attached to the structure, if appropriate. Safety line attached as high as possible above the worker. |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SCAFFOLDING (ELEVATED ABOVE 2M)** | **YES / NO / NA** | **INITIAL** | | **FRAGILE ROOF: A) DO NOT STAND OR PLACE MATERIALS ON ANY PART OF THE FRAGILE ROOF. B) WALK ALONG THE LINE OF THE PURLING BOLTS SECURING THE ROOF.** | **YES / NO / NA** | **INITIAL** |
| 1. Structure inspected by a Scaffold Inspector on date constructed, weekly or after inclement weather and has been certified safe to access. |  |  | | 1. The following items should be clearly identified with warning notice:  - Physical barrier; and  -Cordon off area below. |  |  |
| 2. Safe to Access tag must be signed and placed on scaffold. Dated Permit to Work is displayed. |  |  | | 2. Crawling ladder boards provided must be >430mm in width and not using single scaffold board. |  |  |
| 3. The ground or foundation should be capable of supporting the weight of the scaffold and any loads likely to be placed on it. Special care must be taken to provide necessary support for voids such as basements or drains, or patches of soft ground, which could collapse when loaded. |  |  | | 3. Safety harness if applicable (e.g., when used with boards, whilst working on roof) |  |  |
| 4. Platform must be >275mm wide. (Single board not sufficient) >38mm thick. Toe boards > 150mm high. |  |  | | **OTHER APPLICATIONS (e.g. Working for the back of a truck)** | **YES / NO / NA** | **INITIAL** |
| 5. Boards must be: Support at least every 1.25m. Firmly secured. No large gaps. Must protrude >20cm and <70cm. |  |  | | Describe the mitigation measures to be taken: |  |  |
| 6. The ground or foundation should be capable of supporting the weight of the scaffold and any loads likely to be placed on it. Special care must be taken to provide necessary support for voids such as basement or drains, or patches of soft ground, which could collapse when loaded. |  |  | |
| **Working at Heights Rescue Plan - Please note: In the event of being suspend in a full body harness, to avoid suspension trauma: • Do not attempt to undo harness connections. • Remain in head-up posture, wiggle toes / feet for blood circulation and wait for rescue.** | | | | | | |
| [*Describe the methods and steps to be taken to rescue someone suspended in a full body harness within 15 minutes of the person falling*] | | | * [*Identify potential fall hazards in the work area]* * *Select the proper protection equipment* * *Make use of the formal, written fall protection and rescue plan* * *Train employees and practice rescues routinely* * *Conduct refresher training* | | | |
| **NAME OF PERSONS WHO WILL BE INVOLVED WITH THE WORK: (IF MORE THAN 3 PLEASE ATTACH ATTENDANCE REGISTER)** | | | | | | |
| I have read & understand this permit and will comply with the site EHS rules and procedures.  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |

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| **AUTHORISATION** | Time: |  | Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I certify required entry conditions are met  & it is safe to commence this work at heights | Date: |  | Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone: |  | | |

# Annex B: Hot Work Permit

See following page

|  |  |
| --- | --- |
| Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date & Time Issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Site Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ | Date & Time Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Description and Purpose of Hot Work: | |

**HAZARDS AND CONTROL MEASURES FOR THE HOT WORK (FROM PRE-TASK RISK ASSESSMENT)**

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| --- | --- | --- | --- | --- |
| **HAZARDS** | | **CONTROL MEASURES** | | |
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|  | |  | | |
| **PRE-HOT WORK PREPARATIONS** | | | | |
| Can the work be conducted in a Designated Hot Work Area? Y/N (If “Yes”, transfer the work to a Designated Hot Work Area) | | | 🞎 | Risk assessment been undertaken to show no other safer means are available to undertake the hot work |
| Will the hot work involve working on the outside of vessels that may contain combustible materials including grease/oils, flammable liquids, vapours, gases and combustible dusts? Y/N (If “Yes”, complete the checks below). | | | | |
| 🞎 | Tank, drum, pipe purged and vented to atmosphere to ensure no pressure build up during hot work. | | 🞎 | All combustible or flammable materials have been removed from tanks, drums, pipes or other vessels which may have hot work conducted on it. |
| 🞎 | Areas of combustible dust build-up removed. | | 🞎 | Valves that may release flammable gases/liquids shut down and locked out. |
| 🞎 | Appropriate class of fire extinguishers available at the point of works. | | 🞎 | Firefighting equipment been inspected and confirmed as in working order. |
| 🞎 | Combustible materials and supplies moved at least 15 metres away from hot work location. | | 🞎 | Drains, floor and wall openings covered with fire blankets within a 15 metre radius. |
| 🞎 | Where combustible material cannot be moved, measures such as shielding, covering or wetting are in place. | | 🞎 | Fire watches identified and in place. |
| 🞎 | Permit obtained from the relevant fire authority, (where required). | | 🞎 | Persons doing hot work have been trained in safe operation of equipment, and how to conduct hot work safely. |
| 🞎 | Appropriate PPE (eye protection, helmet, protective clothing, respirator, gloves, etc.) available. | | 🞎 | Wind direction and speed satisfactory for the work to be done safely. |
| 🞎 | Fireproof containers provided for stone off cuts and welding slag. | | 🞎 | Measures in place to prevent the activation of any automatic fire protection systems. |
| 🞎 | Exhaust spark guards fitted to plant and machinery. | | 🞎 | If working in confined space, confined space permit has been issued. |
| **DURING HOT WORK** | | | | |
| 🞎 | Fire watch(es) is/are continually monitoring the hot work area for fires. | | 🞎 | Measures in put place to shield, cover or wet any combustible material is being monitored/checked. |
| 🞎 | PPE being worn as required by all persons. | | 🞎 |  |
| **AFTER HOT WORK** | | | | |
| 🞎 | Fire watch continues watching area for fires at least 30 minutes after hot work stops. | | 🞎 | All equipment used for the hot work, including additional fire-fighting equipment, returned to its designated location |

Supervisor Name: Supervisor Signature:

Watch Name: Watch Signature:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AUTHORISATION** | Time: |  | Name: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I certify required entry conditions are met  & it is safe to commence this hot work | Date: |  | Signature: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Phone: |  | | |

# Annex C: Energy Isolation Permit

See following page

|  |  |
| --- | --- |
| Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date & Time Issued: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Site Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ | Date & Time Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Description and Purpose of Energy Isolation Work: | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **STEP 1: IDENTIFY PROCEDURE AND HAZARDS** | | | | | |
| **HAZARDS** | | | **CONTROL MEASURES** | | |
|  | | |  | | |
|  | | |  | | |
|  | | |  | | |
|  | | |  | | |
|  | | |  | | |
| **EQUIPMENT TO BE ISOLATED** | | **ISOLATION METHOD** | **ISOLATION COMPLETE (Y/N)** | | **COMMENTS** |
|  | |  |  | |  |
|  | |  |  | |  |
|  | |  |  | |  |
|  | |  |  | |  |
| **STEP 2: NOTIFY AFFECTED PERSONS** | | | | | |
| 🞎 | Have affected persons been notified? (e.g. equipment operators, cleaners, other persons working in the area) | | | | |
| **STEP 3: SHUTDOWN AND DE-ENERGISE EQUIPMENT** | | | | | |
| 🞎 | Equipment has been shut down? (turning off switches, closing valves, depressurising systems etc.) | | 🞎 | Residual or stored energy released e.g. capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam or water pressure, earthing electrical equipment etc. | |
| **STEP 4: ISOLATE EQUIPMENT FROM ENERGY SOURCE** | | | | | |
| 🞎 | Isolate the machine or equipment from any source of energy. E.g. turning off power at a breaker, physical removal of a section of piping etc | | | | |
| **STEP 5: APPLY LOCKOUT TAGOUT DEVICES** | | | | | |
| 🞎 | Lock applied to isolation point. | | 🞎 | All persons who will be working on the equipment have attached their locks to the isolation point. | |
| 🞎 | Tag applied to isolation point, and filled out. | | 🞎 |  | |
| **STEP 6: VERIFY DE-ENERGIZATION AND ISOLATION PROCESS** | | | | | |
| 🞎 | Isolation checked? (e.g. by attempting to start equipment, checking voltage etc.) | | Isolation check method used: | | |
| **STEP 7: CONDUCTING THE WORK** | | | | | |
| 🞎 | All steps above have been completed, the energy isolation is effective and it is safe to commence work on the equipment? | | 🞎 | The “Isolation Authorisation” section below has been completed and signed? | |
| **STEP 8: RE-ENERGISATION** | | | | | |
| 🞎 | Prior to re-energising the equipment, affected persons have been informed? | | 🞎 | Prior to re-energising the equipment, check that no one is exposed to any danger? | |
| 🞎 | All tools have been removed from the machine/equipment, and guards have been reinstalled? | | 🞎 | The “Re-Energisation Authorisation” section below has been completed and signed? | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AUTHORISATION - ISOLATION** | | | | |
| **Name and designation** | **Sign** | **Date** | **Time** | **Duration** |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
| **AUTHORISATION - RE-ENERGISATION** | | | | |
| **Name** | **Sign** | **Date** | **Time** | **Duration** |
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# Annex D: Lifting Equipment Register

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Lifting Equipment** | **Lifting Equipment ID No. / Reg.** | **Date of Manufacturing** | **MRC (or SWL)** | **Testing Cert. Expiry Date** | **Location** | **Maintenance Requirements** | **Remarks** |
|  |  | Enter a date. |  | Enter a date. |  |  |  |
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|  |  | Enter a date. |  | Enter a date. |  |  |  |

1. The use of body harnesses, lanyards, deceleration devices, droplines, horizontal and/or vertical lifelines and anchorages, interconnected and rigged to prevent a free fall. [↑](#footnote-ref-2)
2. A fire watcher is a person who observes the hot work area for any fires and ensures that if ignition occurs, it can be extinguished as soon as possible. [↑](#footnote-ref-3)
3. [Heat stress](https://www.cdc.gov/niosh/heat-stress/about/?CDC_AAref_Val=https://www.cdc.gov/niosh/topics/heatstress/) and [cold stress](https://www.cdc.gov/niosh/cold-stress/about/?CDC_AAref_Val=https://www.cdc.gov/niosh/topics/coldstress/) [↑](#footnote-ref-4)
4. The following is generally observed:

   Toilets: Typically 1 toilet per 20-50 workers depending on the industry and type of work.

   Washbasins: Generally 1 per 10-20 workers or per toilet facility.

   Showers: Usually required in specific high-exposure settings, often 1 per 10-20 workers.

   **Note**: Always check local regulations or workplace-specific standards for precise requirements [↑](#footnote-ref-5)