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Makoya Amanzi
Environmental Solution

SAFE WORK PROCEDURE

Safe Work Procedure:	Blower Replacements
Brief Description of Activity:	This safe work procedure outlines the procedure for safely disconnecting and then reconnecting a blower for maintenance or replacement.

1. PURPOSE

- To provide a safe and controlled procedure for blower replacements and to prevent injury, ill health, environmental harm, equipment damage and operational disruption.

2. SCOPE

- This procedure applies to all personnel involved in blower replacements on site.
- Work may only start once the responsible person confirms that the work area is safe, required permits and isolations are in place, and personnel are competent for the task.

3. REQUIRED TOOLS AND EQUIPMENT

- Spanner and socket set
- Screwdrivers
- Adjustable wrench
- Electrical voltage tester
- Insulation tape
- Cable ties
- Torque wrench
- Lifting equipment (chain block or hoist if required)
- Replacement gaskets and fasteners
- Lockout/Tagout kit
- Cleaning materials

4. KEY HAZARDS

- Electrical shock during disconnection or reconnection.
- Manual handling injuries when lifting blower.
- Finger crush injuries during alignment and mounting.
- Slips, trips and falls in wet or cluttered areas.
- Exposure to excessive noise during testing.
- Falling objects during removal or installation.
- Unexpected start-up if isolation is not properly applied.

5. PPE REQUIREMENTS

- Safety shoes / boots
- Hard hat where overhead or site hazards exist
- Safety glasses or goggles
- Task-appropriate gloves
- High-visibility clothing where vehicles, plant or public interface are present
- Hearing protection where noise exposure is present
- Respiratory protection suitable for the exposure where required
- Electrical PPE and insulated tools suitable for the task
- Waterproof boots or waders where wet conditions are present

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6. SAFE WORK PROCEDURE

6.1 Before Starting Work

1. Identify the exact blower unit to be replaced and confirm tag number and location.
2. Review blower specifications (voltage, kW rating, mounting configuration, ducting connections, pipework and electrical supply).
3. Schedule the shutdown in coordination with site operations to minimize process disruption.
4. Obtain required work permits (Electrical Isolation Permit and General Work Permit).
5. Confirm availability of replacement blower, gaskets, fasteners and consumables.
6. Ensure competent personnel (qualified electrician and mechanical technician) are assigned.
7. Review site-specific risk assessment and emergency procedures.
8. Confirm lifting requirements and determine whether manual handling or mechanical lifting equipment is required.
9. Inspect replacement blower for damage and confirm correct model and rating.
10. Inspect electrical cables, glands, isolator and control panel for visible defects.
11. Inspect mounting base, anchor bolts and support structure for corrosion or instability.
12. Check surrounding area for trip hazards, water accumulation or obstructions.
13. Inspect tools and lifting equipment (if applicable) for defects.
14. Verify that adequate lighting and ventilation are available.
15. Inform relevant personnel of planned shutdown.
16. Switch off blower at control panel and isolate at main isolator.
17. Apply Lockout and Tagout (LOTO) in accordance with client procedure.
18. Test for dead using an approved voltage tester.
19. Confirm blower has come to a complete stop before commencing work.
20. Allow blower to cool down if recently in operation.
21. Set up barricades and warning signage around the work area.
22. Ensure appropriate PPE is worn (safety boots, gloves, eye protection, hearing protection where required).

6.2 Carrying Out the Work

1. Disconnect electrical supply cables after confirming isolation.
2. Label all electrical connections prior to removal to ensure correct reconnection.
3. Disconnect ducting, pipework or flexible connectors attached to the blower.
4. Remove mounting bolts and carefully detach the blower from its base.
5. Use appropriate lifting technique or mechanical aid to remove the blower.
6. Position the new blower on the mounting base and align correctly.
7. Secure blower using correct fasteners and torque as per manufacturer’s specification.
8. Reconnect ducting or pipework ensuring airtight seals.
9. Reconnect electrical wiring according to labels and wiring diagram.
10. Check rotation direction briefly (jog test) after re-energising.
11. Ensure blower runs smoothly without abnormal vibration or noise.

6.3 Completion and Handover

1. Remove all tools, lifting equipment and waste materials from the work area.
2. Remove lockout devices and re-energise system under supervision.
3. Conduct functional test and verify correct airflow/pressure.
4. Inspect for air leaks, abnormal vibration, overheating or loose fittings.
5. Clean the work area and remove barricades.
6. Complete maintenance records and report to supervisor.
7. Sign off permit and update asset register if required.

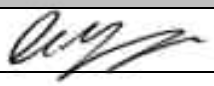
7. CONTROL MEASURES

- Strict application of Lockout and Tagout procedure.
- Confirm electrical isolation using a voltage tester before touching conductors.
- Use proper manual handling techniques to prevent back injury.
- Use mechanical lifting aids where blower weight exceeds safe manual handling limits.
- Ensure blower is securely mounted before energising.
- Maintain housekeeping throughout the task.
- Only qualified personnel to perform electrical reconnection.
- Ensure PPE is worn at all times.

8. EMERGENCY AND STOP WORK REQUIREMENTS

- Stop work immediately if conditions change, an unexpected hazard is identified, required controls fail, or an unauthorised person enters the work area.
- Report all incidents, near misses, injuries, spills, equipment defects and unsafe conditions to the supervisor immediately.
- Make the area safe, provide first aid where required, and follow the site emergency response procedure.
- In an electrical emergency, do not touch the casualty until the supply has been isolated and the area is confirmed safe.
- If hazardous gas is suspected, evacuate the area and do not enter confined spaces unless authorised, trained and equipped under a confined space permit.

9. AUTHORISATION

Responsible Person	Signature	Date
Craig Greggor 16.1		22 Ferbruary 2026

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Makoya Amanzi
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SAFE WORK PROCEDURE

Safe Work Procedure:	Chemical transport and restocking
Brief Description of Activity:	This safe work procedure outlines the systematic procedure for the safe transport and restocking of chemical substances within the facility. The process includes rigorous planning, compatibility verification, secure transit, and organized storage to prevent spills, hazardous reactions, and personnel exposure.

1. PURPOSE

- To provide a safe and controlled procedure for chemical transport and restocking and to prevent injury, ill health, environmental harm, equipment damage and operational disruption.

2. SCOPE

- This procedure applies to all personnel involved in chemical transport and restocking on site.
- Work may only start once the responsible person confirms that the work area is safe, required permits and isolations are in place, and personnel are competent for the task.

3. REQUIRED TOOLS AND EQUIPMENT

- Chemical-resistant bunded trolley or spill pallet
- Drum dolly or pallet jack
- GHS-compliant labeling materials
- Absorbent pads and neutralizers (Spill Kit)
- Straps or heavy-duty shrink-wrap
- Chemical Inventory Log or tablet

4. KEY HAZARDS

- Chemical spills leading to environmental contamination or slip hazards.
- Hazardous reactions resulting from accidental mixing of incompatible substances (e.g., toxic gas release).
- Inhalation or ingestion exposure to volatile vapors or accidental hand-to-mouth contact.
- Manual handling injuries such as strains or crushed limbs from moving heavy drums.
- Fire or explosion from the ignition of flammable vapors near heat sources or static discharge.

5. PPE REQUIREMENTS

- Safety shoes / boots
- Hard hat where overhead or site hazards exist
- Safety glasses or goggles
- Task-appropriate gloves
- High-visibility clothing where vehicles, plant or public interface are present
- Hearing protection where noise exposure is present
- Respiratory protection suitable for the exposure where required
- Face shield and chemical-resistant or waterproof PPE where splash exposure is possible
- Electrical PPE and insulated tools suitable for the task

6. SAFE WORK PROCEDURE

6.1 Before Starting Work

1. Review the Safety Data Sheets (SDS) for all chemicals to be moved, specifically focusing on Section 14 (Transport Information) and Section 7 (Handling and Storage).
2. Identify the safest internal or external route, ensuring it is clear of high-traffic areas, emergency exits, and environmental drains.
3. Group chemicals by hazard class; ensure oxidizers, flammables, acids, and bases are planned for separate transport or isolated via secondary containment.
4. Obtain necessary hazardous material handling permits and ensure all involved staff are COSHH (Control of Substances Hazardous to Health) trained.

5. Confirm the location of the nearest eyewash stations, safety showers, and fire extinguishers along the chosen transport route.
6. Inspect all primary containers for cracks, bulging, or degraded seals that could lead to leaks during movement.
7. Ensure all containers have clear, legible GHS-compliant labels and appropriate hazardous markers.
8. Inspect manual handling aids such as trolleys, drum dollies, or forklifts for mechanical soundness and tire pressure.
9. Verify that a fully stocked chemical spill kit containing absorbent socks, pads, and neutralizing agents is available and mobile.
10. Clear the delivery and restocking zones of any debris or unauthorized personnel and set up "Work in Progress" signage.
11. Place containers into bunded pallets or chemical-resistant trays to catch potential drips or leaks during transit.
12. Temporarily cover or plug any floor drains located in the immediate loading and unloading areas to prevent environmental contamination.
13. Notify the warehouse or laboratory supervisor that the chemical movement and restocking process is commencing.

6.2 Carrying Out the Work

1. Secure the chemical containers onto the transport equipment using straps or shrink-wrap to prevent shifting or tipping.
2. Don the required personal protective equipment (PPE), including chemical-resistant gloves (Nitrile/Neoprene), safety goggles, and a chemical apron.
3. Move the chemicals at a controlled walking pace along the pre-planned route without leaving the transport vehicle unattended.
4. Carefully transfer containers from the transport aid to the permanent storage racking or cabinets.
5. Implement the FIFO (First In, First Out) method by moving older stock to the front to prevent chemical expiration or degradation.
6. Place chemicals into their designated storage units, such as flammable cabinets or acid lockers, based on their compatibility group.

6.3 Completion and Handover

1. Double-check that all lids are tightened and containers are sitting securely on shelves, ensuring heavy liquids are stored on lower levels.
2. Dispose of any used packaging, shrink-wrap, or contaminated PPE in the designated hazardous waste bins.
3. Log the new stock levels in the facility's Chemical Management System or paper-based register immediately.
4. Remove all barriers, warning signs, and drain covers once the area is confirmed safe and the task is complete.

7. CONTROL MEASURES

- Ensure at least two people are involved for large volume or high-toxicity transfers to avoid solo-working risks.
- Never exceed the rated load capacity of trolleys, forklifts, or storage shelving units.
- Maintain physical distance or barriers between incompatible hazard classes at all times.
- Avoid storing liquid chemicals above eye level to prevent the risk of face or eye splashes during retrieval.

8. EMERGENCY AND STOP WORK REQUIREMENTS

- Stop work immediately if conditions change, an unexpected hazard is identified, required controls fail, or an unauthorised person enters the work area.
- Report all incidents, near misses, injuries, spills, equipment defects and unsafe conditions to the supervisor immediately.
- Make the area safe, provide first aid where required, and follow the site emergency response procedure.
- Contain spills using the correct spill kit and prevent release to drains, soil or watercourses.
- In an electrical emergency, do not touch the casualty until the supply has been isolated and the area is confirmed safe.
- If hazardous gas is suspected, evacuate the area and do not enter confined spaces unless authorised, trained and equipped under a confined space permit.

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SAFE WORK PROCEDURE

Safe Work Procedure:	Control panel component replacement
Brief Description of Activity:	This safe work procedure outlines the systematic procedure for the safe removal and replacement of electrical components—such as relays, contactors, PLCs, or circuit breakers—within an industrial control panel. The process focuses on electrical isolation, component verification, and functional testing to ensure technician safety and system reliability.

1. PURPOSE

- To provide a safe and controlled procedure for control panel component replacement and to prevent injury, ill health, environmental harm, equipment damage and operational disruption.

2. SCOPE

- This procedure applies to all personnel involved in control panel component replacement on site.
- Work may only start once the responsible person confirms that the work area is safe, required permits and isolations are in place, and personnel are competent for the task.

3. REQUIRED TOOLS AND EQUIPMENT

- VDE-insulated screwdriver set (Flathead, Phillips, Pozi)
- Digital Multimeter (CAT III or IV rated)
- Wire strippers and ferrule crimping tool
- Calibrated voltage tester (Proving Unit)
- Wire marking/labeling kit
- Torque screwdriver
- Torch or headlamp

4. KEY HAZARDS

- Electric shock or electrocution from stored energy or failure to isolate correctly.
- Arc flash or short circuits caused by dropped tools or incorrect wiring.
- Sharp edges on DIN rails, trunking, or metal enclosures.
- Loss of system logic or machine damage due to incorrect component wiring.
- Heat-related injuries from contact with adjacent components that may still be hot.

5. PPE REQUIREMENTS

- Safety shoes / boots
- Hard hat where overhead or site hazards exist
- Safety glasses or goggles
- Task-appropriate gloves
- High-visibility clothing where vehicles, plant or public interface are present
- Hearing protection where noise exposure is present
- Electrical PPE and insulated tools suitable for the task
- Waterproof boots or waders where wet conditions are present

6. SAFE WORK PROCEDURE

6.1 Before Starting Work

1. Identify the faulty component and source an identical, manufacturer-approved replacement part with matching voltage, current, and frequency ratings.
2. Obtain the latest version of the control panel electrical schematics and wiring diagrams for the specific equipment.
3. Schedule a maintenance window with the operations department to minimize the impact of the required machine downtime.
4. Confirm that the assigned personnel are electrically competent and have been briefed on the specific control logic of the panel.
5. Identify if any software backups or firmware updates are required for programmable components before removal.
6. Inspect the control panel enclosure for any external damage, signs of overheating, or water ingress.

7. Verify that the replacement component is in good physical condition and free from manufacturing defects.
8. Check that all test equipment, such as digital multimeters and voltage testers, have valid calibration certificates and intact leads.
9. Ensure all hand tools are VDE-rated and the insulation is not compromised.
10. Secure the work area by setting up safety barriers or "Maintenance in Progress" signage to prevent unauthorized entry.
11. Perform a full shutdown of the machinery controlled by the panel according to the manufacturer's instructions.
12. Execute Lockout/Tagout (LOTO) procedures on the main isolator using a personal padlock and warning tag.
13. Use a calibrated voltage tester to verify the absence of voltage on all phases and control circuits within the working zone.
14. Take a high-resolution photograph of the existing wiring and component layout to serve as a reference for installation..

6.2 Carrying Out the Work

1. Wear the appropriate Personal Protective Equipment (PPE) including arc-flash rated clothing (if required), safety glasses, and insulated gloves.
2. Label every wire connected to the faulty component clearly using wire markers that match the electrical schematic.
3. Carefully disconnect the wires using insulated tools, ensuring the loose ends are secured and do not contact other live or grounded parts.
4. Release the component from the DIN rail or mounting plate by loosening the retaining screws or clips.
5. Install the new component in the same orientation, ensuring it is firmly seated and locked onto the rail.
6. Reconnect the wires to the correct terminals on the new component, following the previously applied labels and the schematic diagram.
7. Tighten all terminal screws to the manufacturer's specified torque settings to prevent high-resistance connections and overheating.

6.3 Completion and Handover

1. Conduct a visual inspection to ensure no wire offcuts, screws, or tools have been left inside the panel or trunking.
2. Remove LOTO devices and restore power to the control panel only after all personnel are clear.
3. Perform a functional test of the new component to verify that it operates correctly within the system logic.
4. Update the site maintenance log, noting the date of replacement and any deviations from the original part.
5. Close and lock the control panel doors and clear the area of all tools and safety barriers..

7. CONTROL MEASURES

- Always use the "Test-Before-Touch" principle even after the main isolator is turned off.
- Use only one hand where possible when performing voltage checks to reduce the risk of current passing through the chest.
- Ensure all replacement wires use the correct color-coding convention (e.g., Brown for Phase, Blue for Neutral).
- Maintain a clean and organized workspace to prevent the loss of small screws or components inside the panel..

8. EMERGENCY AND STOP WORK REQUIREMENTS

- Stop work immediately if conditions change, an unexpected hazard is identified, required controls fail, or an unauthorised person enters the work area.
- Report all incidents, near misses, injuries, spills, equipment defects and unsafe conditions to the supervisor immediately.
- Make the area safe, provide first aid where required, and follow the site emergency response procedure.
- In an electrical emergency, do not touch the casualty until the supply has been isolated and the area is confirmed safe.

9. AUTHORISATION

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SAFE WORK PROCEDURE

Safe Work Procedure:	Control panel PLC programming
Brief Description of Activity:	This safe work procedure outlines the systematic procedure for the safe removal and replacement of electrical components—such as relays, contactors, PLCs, or circuit breakers—within an industrial control panel. The process focuses on electrical isolation, component verification, and functional testing to ensure technician safety and system reliability.

1. PURPOSE

- To provide a safe and controlled procedure for control panel plc programming and to prevent injury, ill health, environmental harm, equipment damage and operational disruption.

2. SCOPE

- This procedure applies to all personnel involved in control panel plc programming on site.
- Work may only start once the responsible person confirms that the work area is safe, required permits and isolations are in place, and personnel are competent for the task.

3. REQUIRED TOOLS AND EQUIPMENT

- 2m A-frame ladder
  - Electrical gloves
  - Safety glasses
  - Voltage tester
  - Wire cutters and strippers
  - Insulation tape
  - Labeling materials
  - Tool belt or pouch for carrying tools

4. KEY HAZARDS

- Falls from the ladder due to instability or incorrect use
  - Electric shock from handling live wires
  - Tripping over tools or equipment
  - Dropping tools or equipment from height, posing a risk to others below
  - Contact with overhead obstructions

5. PPE REQUIREMENTS

- Safety shoes / boots
- Hard hat where overhead or site hazards exist
- Safety glasses or goggles
- Task-appropriate gloves
- High-visibility clothing where vehicles, plant or public interface are present
- Hearing protection where noise exposure is present
- Electrical PPE and insulated tools suitable for the task
- Waterproof boots or waders where wet conditions are present

6. SAFE WORK PROCEDURE

6.1 Before Starting Work

1. Identify the exact location and configuration of the electrical wires to be disconnected.
   - Determine the proper time for disconnecting the wires to minimize impact on operations.
   - Obtain necessary work permits and approvals from relevant authorities.
   - Ensure that all personnel involved are briefed on the task and have the necessary qualifications and training.
   - Prepare an emergency response plan in case of accidents or unexpected electrical faults.

2. Inspect the 2m A-frame ladder for any signs of damage or wear that could compromise safety.
   - Check the electrical wires and surrounding area for potential hazards.
   - Ensure that the working area is dry and free from any water hazards.
3. Secure the area by setting up barriers or warning signs to prevent unauthorized access.
   - Verify that the electrical circuit to be worked on is properly identified and marked.
4. Conduct lockout and tagout according to the clients template on the electrical wires to be removed.
   - Use a voltage tester to ensure that the electrical wires are not live before starting the disconnection process.

6.2 Carrying Out the Work

1. Position the 2m A-frame ladder securely on a stable, flat surface away from any obstructions.
   - Ensure that the ladder is fully opened and locked in position before climbing.
   - Wear appropriate personal protective equipment (PPE) including electrical gloves, safety glasses, and shoes with non-conductive soles.
   - Climb the ladder carefully, carrying any tools in a tool belt or pouch to keep hands free.
   - Once at the appropriate height, stabilize yourself and begin the process of disconnecting the electrical wires using the prescribed tools and methods.
   - Carefully remove each wire, ensuring they are labeled if necessary for future reconnection.
   - Once the disconnection is complete, descend the ladder safely.

6.3 Completion and Handover

1. Double-check that all wires have been safely disconnected and that there are no loose ends or exposed wires.
   - Store all tools and equipment used in the task.
   - Remove the ladder and clear the work area of any debris or tools.
   - Document the completion of the task and report to the supervisor or relevant authority.

7. CONTROL MEASURES

- Ensure the ladder is used on a stable and level surface.
  - Wear the appropriate PPE at all times during the task.
  - Verify that the electrical circuit is dead using a voltage tester before starting work.
  - Do not carry heavy tools or equipment up the ladder; use a tool belt.
  - Keep the work area clean and free of unnecessary materials to avoid tripping hazards.

8. EMERGENCY AND STOP WORK REQUIREMENTS

- Stop work immediately if conditions change, an unexpected hazard is identified, required controls fail, or an unauthorised person enters the work area.
- Report all incidents, near misses, injuries, spills, equipment defects and unsafe conditions to the supervisor immediately.
- Make the area safe, provide first aid where required, and follow the site emergency response procedure.
- In an electrical emergency, do not touch the casualty until the supply has been isolated and the area is confirmed safe.

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SAFE WORK PROCEDURE

Safe Work Procedure:	De rusting manholes and other steel equipment and minor paint work
Brief Description of Activity:	This safe work procedure outlines the procedure for the removal of oxidation (rust) from manhole covers, frames, and auxiliary steel equipment, followed by the application of protective coatings. The process includes planning, surface preparation, mechanical de-rusting, and minor paint touch-ups to restore structural integrity and prevent further corrosion.

1. PURPOSE

- To provide a safe and controlled procedure for de rusting manholes and other steel equipment and minor paint work and to prevent injury, ill health, environmental harm, equipment damage and operational disruption.

2. SCOPE

- This procedure applies to all personnel involved in de rusting manholes and other steel equipment and minor paint work on site.
- Work may only start once the responsible person confirms that the work area is safe, required permits and isolations are in place, and personnel are competent for the task.

3. REQUIRED TOOLS AND EQUIPMENT

- Mechanical grinder with wire brush attachment
- Hand-held wire brushes and scrapers
- Paintbrushes and rollers
- Dust mask (P2/P3 rated) and safety goggles
- Rust converter and metal primer
- Topcoat paint (Bitumen or industrial enamel)
- Drop cloths and cleaning rags

4. KEY HAZARDS

- Inhalation of metallic dust or old paint particles during the de-rusting process.
- Eye injuries from flying rust flakes or debris.
- Skin irritation or chemical burns from contact with rust converters and paints.
- Fire hazards from the use of solvents or grinders near flammable materials.
- Manual handling injuries from lifting heavy manhole covers or equipment.

5. PPE REQUIREMENTS

- Safety shoes / boots
- Hard hat where overhead or site hazards exist
- Safety glasses or goggles
- Task-appropriate gloves
- High-visibility clothing where vehicles, plant or public interface are present
- Hearing protection where noise exposure is present
- Respiratory protection suitable for the exposure where required
- Face shield and chemical-resistant or waterproof PPE where splash exposure is possible
- Waterproof boots or waders where wet conditions are present

6. SAFE WORK PROCEDURE

6.1 Before Starting Work

1. Identify the specific manholes and steel equipment requiring treatment and assess the severity of corrosion.
2. Determine the appropriate time for the activity to ensure minimal disruption to site traffic or pedestrian movement.
3. Obtain necessary work permits and approvals from relevant site authorities or environmental officers.

4. Ensure all personnel are briefed on the task and are trained in the safe use of mechanical de-rusting tools and chemical handling.
5. Prepare an emergency response plan for potential chemical splashes or injuries from mechanical tools.
6. Inspect all mechanical tools, such as wire brushes and grinders, for damage, worn components, or frayed power cables.
7. Check the condition of the steel equipment to ensure that structural integrity is maintained and it is safe to work on.
8. Ensure the working area is clear of combustible materials and that the surface is dry for paint application.
9. Secure the work area by setting up barriers, safety cones, or warning signs to prevent unauthorized access and protect passersby.
10. Clean the surface area of loose debris, soil, or grease using a stiff brush or appropriate cleaning agent.
11. Place drop cloths or protective sheeting around the work area to catch rust flakes and prevent paint spills on the surrounding ground.
12. Verify that all paints, primers, and rust converters are correctly identified and that their Safety Data Sheets (SDS) are available on-site.

6.2 Carrying Out the Work

1. Wear appropriate personal protective equipment (PPE) including a dust mask (P2 or P3), safety goggles, heavy-duty gloves, and protective coveralls.
2. Use mechanical scrapers, wire brushes, or power grinders to remove all loose rust and scale until the bright metal is exposed.
3. Apply a rust converter or metal primer to the treated surface using the prescribed method (brush or roller) to stabilize the metal.
4. Once the primer is dry, apply the specified topcoat or bitumen paint evenly to ensure full coverage of the steel equipment.
5. For manholes, ensure the paint does not seal the cover to the frame by clearing excess paint from the joints.
6. Allow the paint to cure fully in accordance with the manufacturer's instructions before removing barriers.

6.3 Completion and Handover

1. Double-check that all treated surfaces are fully coated and that no areas have been missed.
2. Store all paints, solvents, and mechanical tools safely in their designated storage areas.
3. Remove all barriers, protective sheeting, and signs once the paint is dry to the touch and the area is safe.
4. Document the completion of the task, noting the types of materials used and any areas requiring future monitoring.

7. CONTROL MEASURES

- Ensure adequate ventilation is available when using paints or solvents in confined or semi-enclosed areas.
- Wear appropriate respiratory and eye protection at all times during de-rusting to avoid inhalation of dust.
- Do not apply paint in wet or extremely humid conditions as this will cause the coating to fail.
- Keep all flammable liquids away from sparks generated during the grinding process.

8. EMERGENCY AND STOP WORK REQUIREMENTS

- Stop work immediately if conditions change, an unexpected hazard is identified, required controls fail, or an unauthorised person enters the work area.
- Report all incidents, near misses, injuries, spills, equipment defects and unsafe conditions to the supervisor immediately.
- Make the area safe, provide first aid where required, and follow the site emergency response procedure.
- Contain spills using the correct spill kit and prevent release to drains, soil or watercourses.
- If hazardous gas is suspected, evacuate the area and do not enter confined spaces unless authorised, trained and equipped under a confined space permit.

9. AUTHORISATION

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Makoya Amanzi
Environmental Solution

SAFE WORK PROCEDURE

Safe Work Procedure:	Disconnecting Electrical Wires Using a 2m A-Frame Ladder
Brief Description of Activity:	This safe work procedure outlines the procedure for safely disconnecting electrical wires while utilizing a 2m A-frame ladder. The process includes planning, inspection, pre-task activities, execution of the main task, and conclusion steps to ensure the safety of the personnel involved and the integrity of the electrical system.

1. PURPOSE

- To provide a safe and controlled procedure for disconnecting electrical wires using a 2m a-frame ladder and to prevent injury, ill health, environmental harm, equipment damage and operational disruption.

2. SCOPE

- This procedure applies to all personnel involved in disconnecting electrical wires using a 2m a-frame ladder on site.
- Work may only start once the responsible person confirms that the work area is safe, required permits and isolations are in place, and personnel are competent for the task.

3. REQUIRED TOOLS AND EQUIPMENT

- 2m A-frame ladder
  - Electrical gloves
  - Safety glasses
  - Voltage tester
  - Wire cutters and strippers
  - Insulation tape
  - Labeling materials
  - Tool belt or pouch for carrying tools

4. KEY HAZARDS

- Falls from the ladder due to instability or incorrect use
  - Electric shock from handling live wires
  - Tripping over tools or equipment
  - Dropping tools or equipment from height, posing a risk to others below
  - Contact with overhead obstructions

5. PPE REQUIREMENTS

- Safety shoes / boots
- Hard hat where overhead or site hazards exist
- Safety glasses or goggles
- Task-appropriate gloves
- High-visibility clothing where vehicles, plant or public interface are present
- Hearing protection where noise exposure is present
- Electrical PPE and insulated tools suitable for the task
- Waterproof boots or waders where wet conditions are present

6. SAFE WORK PROCEDURE

6.1 Before Starting Work

1. Identify the exact location and configuration of the electrical wires to be disconnected.
   - Determine the proper time for disconnecting the wires to minimize impact on operations.
   - Obtain necessary work permits and approvals from relevant authorities.
   - Ensure that all personnel involved are briefed on the task and have the necessary qualifications and training.
   - Prepare an emergency response plan in case of accidents or unexpected electrical faults.
2. Inspect the 2m A-frame ladder for any signs of damage or wear that could compromise safety.
   - Check the electrical wires and surrounding area for potential hazards.
   - Ensure that the working area is dry and free from any water hazards.

3. Secure the area by setting up barriers or warning signs to prevent unauthorized access.
   - Verify that the electrical circuit to be worked on is properly identified and marked.
4. Conduct lockout and tagout according to the clients template on the electrical wires to be removed.
   - Use a voltage tester to ensure that the electrical wires are not live before starting the disconnection process.

6.2 Carrying Out the Work

1. Position the 2m A-frame ladder securely on a stable, flat surface away from any obstructions.
   - Ensure that the ladder is fully opened and locked in position before climbing.
   - Wear appropriate personal protective equipment (PPE) including electrical gloves, safety glasses, and shoes with non-conductive soles.
   - Climb the ladder carefully, carrying any tools in a tool belt or pouch to keep hands free.
   - Once at the appropriate height, stabilize yourself and begin the process of disconnecting the electrical wires using the prescribed tools and methods.
   - Carefully remove each wire, ensuring they are labeled if necessary for future reconnection.
   - Once the disconnection is complete, descend the ladder safely.

6.3 Completion and Handover

1. Double-check that all wires have been safely disconnected and that there are no loose ends or exposed wires.
   - Store all tools and equipment used in the task.
   - Remove the ladder and clear the work area of any debris or tools.
   - Document the completion of the task and report to the supervisor or relevant authority.

7. CONTROL MEASURES

- Ensure the ladder is used on a stable and level surface.
  - Wear the appropriate PPE at all times during the task.
  - Verify that the electrical circuit is dead using a voltage tester before starting work.
  - Do not carry heavy tools or equipment up the ladder; use a tool belt.
  - Keep the work area clean and free of unnecessary materials to avoid tripping hazards.

8. EMERGENCY AND STOP WORK REQUIREMENTS

- Stop work immediately if conditions change, an unexpected hazard is identified, required controls fail, or an unauthorised person enters the work area.
- Report all incidents, near misses, injuries, spills, equipment defects and unsafe conditions to the supervisor immediately.
- Make the area safe, provide first aid where required, and follow the site emergency response procedure.
- In an electrical emergency, do not touch the casualty until the supply has been isolated and the area is confirmed safe.

9. AUTHORISATION

Responsible Person	Signature	Date
Craig Greggor 16.1		22 February 2026

Reference	SHE-4
Revision	00
Effective Date	February 2026
Revision Date	February 2027
Approved by	Sec 16(1)

Makoya Amanzi
Environmental Solution

SAFE WORK PROCEDURE

Safe Work Procedure:	Light weight commercial
Brief Description of Activity:	This safe work procedure outlines the procedure for the safe operation of light commercial vehicles (LCVs) for business purposes. The process includes journey planning, vehicle inspections, safe driving execution, and post-trip protocols to ensure the safety of the driver, the public, and the security of the cargo..

1. PURPOSE

- To provide a safe and controlled procedure for driving – light weight commercial and to prevent injury, ill health, environmental harm, equipment damage and operational disruption.

2. SCOPE

- This procedure applies to all personnel involved in driving – light weight commercial on site.
- Work may only start once the responsible person confirms that the work area is safe, required permits and isolations are in place, and personnel are competent for the task.

3. REQUIRED TOOLS AND EQUIPMENT

- Light commercial vehicle (Van, Pickup, or 4x4)
- Load securing straps or cargo nets
- Vehicle daily inspection checklist
- Navigation system (GPS)
- Reflective safety vest (High-visibility)
- Vehicle emergency kit (Triangle, first aid, fire extinguisher)

4. KEY HAZARDS

- Collisions with other vehicles or pedestrians due to driver error or poor visibility.
- Shifting loads causing vehicle instability or damage to the cargo.
- Fatigue or medical episodes resulting in loss of vehicle control.
- Vehicle mechanical failure (e.g., tire blowout or brake failure) during transit.
- Strains or injuries during the loading and unloading of heavy equipment.

5. PPE REQUIREMENTS

- Safety shoes / boots
- Hard hat where overhead or site hazards exist
- Safety glasses or goggles
- Task-appropriate gloves
- High-visibility clothing where vehicles, plant or public interface are present
- Hearing protection where noise exposure is present
- Face shield and chemical-resistant or waterproof PPE where splash exposure is possible
- Electrical PPE and insulated tools suitable for the task

6. SAFE WORK PROCEDURE

6.1 Before Starting Work

1. Identify the destination and map out the most efficient and safest route, prioritizing main roads over narrow or high-risk secondary roads.
2. Determine the proper departure time to allow for traffic conditions, weather alerts, and required rest breaks to prevent fatigue.
3. Obtain necessary authorization for vehicle use and ensure the driver holds a valid, appropriate license for the vehicle class.
4. Ensure that all drivers are briefed on the company's driving policy, including mobile phone use and drug/alcohol zero-tolerance rules.
5. Prepare an emergency response plan, including contact details for breakdown services and insurance providers.

6. Inspect the vehicle's exterior for any signs of damage, tire wear, or low pressure, ensuring all lights and indicators are functional.
7. Check fluid levels, including engine oil, coolant, brake fluid, and windshield washer reservoir.
8. Ensure that the vehicle is clean, mirrors are adjusted for the driver, and the windshield/windows provide clear visibility.
9. Secure the cargo area by ensuring all loads are evenly distributed and properly restrained using straps or netting to prevent shifting during transit.
10. Verify that the vehicle's weight does not exceed the Gross Vehicle Weight (GVW) specified on the manufacturer's plate.
11. Conduct a "cockpit drill" to ensure the seat, steering wheel, and headrest are adjusted to the correct ergonomic position.
12. Input the destination into the GPS or navigation system before starting the engine to avoid distractions while moving.

6.2 Carrying Out the Work

1. Position the vehicle safely for departure, ensuring all occupants have their seatbelts fastened before moving.
2. Ensure that the vehicle is operated in accordance with local traffic laws and speed limits at all times.
3. Wear appropriate footwear for driving (no flip-flops or heavy, loose boots that impede pedal feel) and ensure safety glasses are available for glare.
4. Drive defensively, maintaining a safe following distance (the "two-second rule" in dry conditions, increased for rain or fog).
5. Once at the delivery or destination point, stabilize the vehicle by engaging the parking brake and selecting a low gear or "Park."
6. Carefully unload any equipment or cargo, utilizing manual handling best practices or mechanical aids as required.
7. Once the task is complete, return to the base or move to the next scheduled location following the same safety protocols.

6.3 Completion and Handover

1. Double-check the vehicle to ensure no equipment, trash, or ignition keys have been left inside.
2. Store all cargo-securing equipment (straps, blankets) neatly in their designated storage areas.
3. Remove the vehicle from the loading/unloading zone and park it in its assigned, secure parking space.
4. Document the completion of the journey in the vehicle logbook and report any mechanical issues or incidents to the supervisor.

7. CONTROL MEASURES

- Ensure the vehicle is used only on stable and suitable road surfaces for its type.
- Wear the appropriate high-visibility clothing whenever exiting the vehicle in a work zone or roadside.
- Verify that the driver's total driving hours do not exceed legal limits to prevent fatigue-related accidents.
- Do not use hand-held mobile devices or adjust navigation systems while the vehicle is in motion.
- Keep the vehicle cabin free of loose items that could become projectiles in the event of a sudden stop.

8. EMERGENCY AND STOP WORK REQUIREMENTS

- Stop work immediately if conditions change, an unexpected hazard is identified, required controls fail, or an unauthorised person enters the work area.
- Report all incidents, near misses, injuries, spills, equipment defects and unsafe conditions to the supervisor immediately.
- Make the area safe, provide first aid where required, and follow the site emergency response procedure.
- Contain spills using the correct spill kit and prevent release to drains, soil or watercourses.
- In an electrical emergency, do not touch the casualty until the supply has been isolated and the area is confirmed safe.

9. AUTHORISATION

Responsible Person	Signature	Date
Craig Greggor 16.1		22 February 2026

Reference	SHE-4
Revision	00
Effective Date	February 2026
Revision Date	February 2027
Approved by	Sec 16(1)

Makoya Amanzi
Environmental Solution

SAFE WORK PROCEDURE

Safe Work Procedure:	Maintenance assessments
Brief Description of Activity:	This safe work procedure outlines the procedure for safely

1. PURPOSE

- To provide a safe and controlled procedure for maintenance assessments and to prevent injury, ill health, environmental harm, equipment damage and operational disruption.

2. SCOPE

- This procedure applies to all personnel involved in maintenance assessments on site.
- Work may only start once the responsible person confirms that the work area is safe, required permits and isolations are in place, and personnel are competent for the task.

3. REQUIRED TOOLS AND EQUIPMENT

- 2m A-frame ladder
  - Electrical gloves
  - Safety glasses
  - Voltage tester
  - Wire cutters and strippers
  - Insulation tape
  - Labeling materials
  - Tool belt or pouch for carrying tools

4. KEY HAZARDS

- Falls from the ladder due to instability or incorrect use
  - Electric shock from handling live wires
  - Tripping over tools or equipment
  - Dropping tools or equipment from height, posing a risk to others below
  - Contact with overhead obstructions

5. PPE REQUIREMENTS

- Safety shoes / boots
- Hard hat where overhead or site hazards exist
- Safety glasses or goggles
- Task-appropriate gloves
- High-visibility clothing where vehicles, plant or public interface are present
- Hearing protection where noise exposure is present
- Electrical PPE and insulated tools suitable for the task
- Waterproof boots or waders where wet conditions are present

6. SAFE WORK PROCEDURE

6.1 Before Starting Work

1. Identify the exact location and configuration of the electrical wires to be disconnected.
   - Determine the proper time for disconnecting the wires to minimize impact on operations.
   - Obtain necessary work permits and approvals from relevant authorities.
   - Ensure that all personnel involved are briefed on the task and have the necessary qualifications and training.
   - Prepare an emergency response plan in case of accidents or unexpected electrical faults.
2. Inspect the 2m A-frame ladder for any signs of damage or wear that could compromise safety.
   - Check the electrical wires and surrounding area for potential hazards.
   - Ensure that the working area is dry and free from any water hazards.

3. Secure the area by setting up barriers or warning signs to prevent unauthorized access.
   - Verify that the electrical circuit to be worked on is properly identified and marked.
4. Conduct lockout and tagout according to the clients template on the electrical wires to be removed.
   - Use a voltage tester to ensure that the electrical wires are not live before starting the disconnection process.

6.2 Carrying Out the Work

1. Position the 2m A-frame ladder securely on a stable, flat surface away from any obstructions.
   - Ensure that the ladder is fully opened and locked in position before climbing.
   - Wear appropriate personal protective equipment (PPE) including electrical gloves, safety glasses, and shoes with non-conductive soles.
   - Climb the ladder carefully, carrying any tools in a tool belt or pouch to keep hands free.
   - Once at the appropriate height, stabilize yourself and begin the process of disconnecting the electrical wires using the prescribed tools and methods.
   - Carefully remove each wire, ensuring they are labeled if necessary for future reconnection.
   - Once the disconnection is complete, descend the ladder safely.

6.3 Completion and Handover

1. Double-check that all wires have been safely disconnected and that there are no loose ends or exposed wires.
   - Store all tools and equipment used in the task.
   - Remove the ladder and clear the work area of any debris or tools.
   - Document the completion of the task and report to the supervisor or relevant authority.

7. CONTROL MEASURES

- Ensure the ladder is used on a stable and level surface.
  - Wear the appropriate PPE at all times during the task.
  - Verify that the electrical circuit is dead using a voltage tester before starting work.
  - Do not carry heavy tools or equipment up the ladder; use a tool belt.
  - Keep the work area clean and free of unnecessary materials to avoid tripping hazards.

8. EMERGENCY AND STOP WORK REQUIREMENTS

- Stop work immediately if conditions change, an unexpected hazard is identified, required controls fail, or an unauthorised person enters the work area.
- Report all incidents, near misses, injuries, spills, equipment defects and unsafe conditions to the supervisor immediately.
- Make the area safe, provide first aid where required, and follow the site emergency response procedure.
- In an electrical emergency, do not touch the casualty until the supply has been isolated and the area is confirmed safe.

9. AUTHORISATION

Responsible Person	Signature	Date
Craig Greggor 16.1		22 February 2026

Reference	SHE-4
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Makoya Amanzi
Environmental Solution

SAFE WORK PROCEDURE

Safe Work Procedure:	Pump replacements
Brief Description of Activity:	This safe work procedure outlines the procedure for the safe removal and replacement of industrial or domestic pumps. The process includes mechanical isolation, electrical lockout, removal of the faulty unit, installation of the new pump, and commissioning steps to ensure the integrity of the fluid system and the safety of personnel.

1. PURPOSE

- To provide a safe and controlled procedure for pump replacements and to prevent injury, ill health, environmental harm, equipment damage and operational disruption.

2. SCOPE

- This procedure applies to all personnel involved in pump replacements on site.
- Work may only start once the responsible person confirms that the work area is safe, required permits and isolations are in place, and personnel are competent for the task.

3. REQUIRED TOOLS AND EQUIPMENT

- Set of wrenches/spanners and socket set
- VDE-insulated screwdrivers and pliers
- Voltage tester (Proving unit)
- Pipe wrenches (Stilson)
- Gasket scrapers and cleaning rags
- Lifting slings or chain block (if required)
- Alignment tools (e.g., laser aligner or dial gauge)

4. KEY HAZARDS

- Electric shock from handling live motor connections or residual capacitor charge.
- Sudden release of pressurized fluid causing injury or equipment damage.
- Crushing injuries or strains from moving heavy pump units.
- Exposure to hazardous fluids (e.g., chemicals or sewage) depending on the pump application.
- Contact with sharp edges on gaskets or corroded pipework.

5. PPE REQUIREMENTS

- Safety shoes / boots
- Hard hat where overhead or site hazards exist
- Safety glasses or goggles
- Task-appropriate gloves
- High-visibility clothing where vehicles, plant or public interface are present
- Hearing protection where noise exposure is present
- Respiratory protection suitable for the exposure where required
- Face shield and chemical-resistant or waterproof PPE where splash exposure is possible
- Electrical PPE and insulated tools suitable for the task
- Waterproof boots or waders where wet conditions are present

6. SAFE WORK PROCEDURE

6.1 Before Starting Work

1. Identify the exact model, flow rate, and pressure ratings of the pump to be replaced to ensure the new unit is compatible.
2. Determine the proper time for the replacement to minimize the impact on facility operations or water supply.
3. Obtain necessary work permits, including Hot Work (if welding/grinding is required) and Mechanical/Electrical Isolation permits.
4. Ensure all personnel are briefed on the task and possess the necessary mechanical and electrical competencies.
5. Prepare an emergency response plan for potential pipe bursts, major leaks, or electrical faults.

6. Inspect the replacement pump for any shipping damage, missing gaskets, or manufacturing defects.
7. Check the surrounding pipework, valves, and supports for signs of corrosion or structural weakness that may complicate the removal.
8. Ensure the working area is dry and that localized lighting is sufficient for the task.
9. Verify that the lifting equipment (e.g., chain blocks or slings) is within its valid inspection date and rated for the pump's weight.
10. Secure the area by setting up barriers or warning signs to prevent unauthorized access to the mechanical room or pump station.
11. Verify that the electrical circuit for the pump is properly identified and marked at the control panel.
12. Conduct lockout and tagout (LOTO) on both the electrical isolator and the suction/discharge valves.
13. Close all isolation valves and use a drain valve or bleed point to depressurize the section of pipework containing the pump.
14. Use a voltage tester to ensure the electrical terminals are not live before disconnecting the motor.

6.2 Carrying Out the Work

1. Position any required access equipment or lifting gear securely on a stable, flat surface away from obstructions.
2. Disconnect the electrical cabling from the pump motor terminal box and secure the cables away from the work area.
3. Loosen and remove the flange bolts or union connections, ensuring a collection tray is in place for residual fluid.
4. Carefully remove the old pump from its baseplate, utilizing mechanical lifting aids for heavy units to keep hands free.
5. Clean the existing flange faces or threaded connections and install new gaskets or sealing materials.
6. Position the new pump onto the baseplate and align it precisely with the pipework to prevent mechanical stress.
7. Secure the pump to the baseplate and tighten the flange bolts in a diagonal sequence to ensure an even seal.
8. Reconnect the electrical wiring, ensuring correct motor rotation, and tighten all gland nuts to maintain the IP rating.
9. Gradually open the suction and discharge valves to bleed air from the system and check for static leaks.

6.3 Completion and Handover

1. Double-check that all mechanical connections are tight and that there are no leaks under system pressure.
2. Store all tools and equipment used in the task, ensuring no debris is left in the pump plinth area.
3. Remove the LOTO devices, restore power, and conduct a functional test to verify flow, pressure, and vibration levels.
4. Document the completion of the task, including the new pump's serial number, and report to the supervisor.

7. CONTROL MEASURES

- Ensure the pump is fully isolated from both electrical and hydraulic energy sources before work begins.
- Wear the appropriate PPE at all times, including safety glasses, steel-toed boots, and nitrile gloves for fluid contact.
- Verify that the system is fully depressurized using a pressure gauge before loosening any flange bolts.
- Do not attempt to lift pumps manually if they exceed safe lifting limits; use mechanical aids.
- Keep the work area clean and free of spilled oil or water to avoid slipping hazards.

8. EMERGENCY AND STOP WORK REQUIREMENTS

- Stop work immediately if conditions change, an unexpected hazard is identified, required controls fail, or an unauthorised person enters the work area.
- Report all incidents, near misses, injuries, spills, equipment defects and unsafe conditions to the supervisor immediately.
- Make the area safe, provide first aid where required, and follow the site emergency response procedure.
- Contain spills using the correct spill kit and prevent release to drains, soil or watercourses.
- In an electrical emergency, do not touch the casualty until the supply has been isolated and the area is confirmed safe.
- If hazardous gas is suspected, evacuate the area and do not enter confined spaces unless authorised, trained and equipped under a confined space permit.

9. AUTHORISATION

Responsible Person	Signature	Date
Craig Greggor 16.1		22 February 2026

Reference	SHE-4
Revision	00
Effective Date	February 2026
Revision Date	February 2027
Approved by	Sec 16(1)

Makoya Amanzi
Environmental Solution

SAFE WORK PROCEDURE

Safe Work Procedure:	Reedbed maintenance – using brush cutters
Brief Description of Activity:	This safe work procedure outlines the procedure for the safe maintenance of reedbeds using petrol-powered or battery-operated brush cutters. The process includes planning, site inspection, cutting execution, and waste management to ensure the ecological health of the reedbed while protecting personnel from hazards associated with cutting tools and wetland environments.

1. PURPOSE

- To provide a safe and controlled procedure for reedbed maintenance – using brush cutters and to prevent injury, ill health, environmental harm, equipment damage and operational disruption.

2. SCOPE

- This procedure applies to all personnel involved in reedbed maintenance – using brush cutters on site.
- Work may only start once the responsible person confirms that the work area is safe, required permits and isolations are in place, and personnel are competent for the task.

3. REQUIRED TOOLS AND EQUIPMENT

- Petrol or battery-operated brush cutter
- Metal tri-blade or heavy-duty nylon line
- Operator harness and vibration-dampening gloves
- Rakes and pitchforks for reed removal
- Fuel mixing container and funnel (if applicable)
- Spill kit (specifically for hydrocarbons)

4. KEY HAZARDS

- Flying debris (stones/reeds) causing eye or skin injuries.
- Sharp blades or lines causing severe lacerations to the operator or others.
- Slips, trips, and falls in wet, uneven, or muddy reedbed terrain.
- Biological hazards from stagnant water (e.g., Weil's disease/Leptospirosis).
- Noise-induced hearing loss and Hand-Arm Vibration (HAVS) from prolonged tool use.

5. PPE REQUIREMENTS

- Safety shoes / boots
- Hard hat where overhead or site hazards exist
- Safety glasses or goggles
- Task-appropriate gloves
- High-visibility clothing where vehicles, plant or public interface are present
- Hearing protection where noise exposure is present
- Face shield and chemical-resistant or waterproof PPE where splash exposure is possible
- Waterproof boots or waders where wet conditions are present

6. SAFE WORK PROCEDURE

6.1 Before Starting Work

1. Identify the specific area of the reedbed requiring maintenance and determine the required cutting height (usually 5-10cm above the water or substrate level).
2. Determine the optimal time for cutting (typically autumn or winter) to avoid disturbing nesting birds or protected wildlife.
3. Obtain necessary environmental permits or ecological surveys if the reedbed is part of a protected habitat or SSSI (Site of Special Scientific Interest).
4. Ensure all personnel are trained in the safe operation of brush cutters and are aware of the risks associated with working near water.
5. Prepare an emergency response plan for potential fuel spills, tool-related injuries, or water immersion.

6. Inspect the brush cutter for mechanical integrity, ensuring the blade/nylon head is securely fitted and the safety guard is in place.
7. Check the harness and handlebars for proper adjustment to minimize physical strain on the operator.
8. Examine the reedbed for hidden obstacles such as large stones, metal debris, or piping that could strike the blade.
9. Ensure the ground or substrate is stable enough for foot travel and identify any deep-water zones or soft mud hazards.
10. Secure the area by establishing a "no-go" exclusion zone of at least 15 meters around the operator to protect others from flying debris.
11. Verify that the brush cutter is fueled (if petrol) at a designated fueling station away from the water's edge to prevent contamination.
12. Conduct a pre-work briefing to discuss the direction of the cut and emergency exit routes from the reedbed.
13. Set up a designated area for the collection and temporary storage of cut reeds (thatch)..

6.2 Carrying Out the Work

1. Position the operator securely on the reedbed surface, ensuring a stable stance before starting the equipment.
2. Wear appropriate Personal Protective Equipment (PPE) including a face shield, ear defenders, chainsaw-grade leggings/trousers, and waterproof boots or waders.
3. Start the brush cutter according to the manufacturer's instructions and attach it securely to the operator's harness.
4. Begin cutting the reeds in a steady, sweeping motion, working away from the exclusion zone and maintaining a safe distance from other workers.
5. Once the desired section is cut, switch off the equipment and allow the blade to come to a complete stop before setting it down.
6. Carefully gather the cut reeds using rakes, ensuring they are removed from the bed to prevent nutrient loading or clogging of water flow.
7. Once the maintenance is complete, exit the reedbed safely and perform a final check of the equipment.

6.3 Completion and Handover

1. Double-check that all target reeds have been cut and that the water flow paths within the bed are unobstructed.
2. Store all brush cutters and fuel containers in a secure, ventilated storage area.
3. Remove all safety barriers and ensure the site is clear of tools, debris, or fuel containers.
4. Document the maintenance activity, including the area covered and any ecological observations, and report to the supervisor.

7. CONTROL MEASURES

- Maintain a minimum safety distance of 15 meters between the brush cutter operator and any other personnel.
- Wear the appropriate PPE at all times, specifically focusing on hearing and eye protection.
- Stop work immediately if unauthorized persons or wildlife enter the exclusion zone.
- Use a bio-degradable oil for the fuel mix to minimize environmental impact in the event of a small leak.
- Limit continuous operation time and utilize the harness to prevent Hand-Arm Vibration Syndrome (HAVS) and fatigue.

8. EMERGENCY AND STOP WORK REQUIREMENTS

- Stop work immediately if conditions change, an unexpected hazard is identified, required controls fail, or an unauthorised person enters the work area.
- Report all incidents, near misses, injuries, spills, equipment defects and unsafe conditions to the supervisor immediately.
- Make the area safe, provide first aid where required, and follow the site emergency response procedure.
- Contain spills using the correct spill kit and prevent release to drains, soil or watercourses.

9. AUTHORISATION

Responsible Person	Signature	Date
Craig Greggor 16.1		22 February 2026

Reference	SHE-ATTS
Revision	00
Effective Date	February 2026
Revision Date	February 2027
Approved by	Sec 16(1)

Makoya Amanzi
Environmental Solution

ATTENDANCE SHEET

Signing Sheet for:		Task Specific Safe Work Procedure	
Responsible person presenting:		(16.1) Craig Greggor	
#	Date	Name & Surname	Signature
1	22 February 2026	Abubaker Nageng	
2	22 February 2026	Matsome Matjila	
3	22 February 2026	Mike Ndlovu	
4	22 February 2026	Morris Hlungwani	
5	22 February 2026	Reckson Shidzinga	
6	22 February 2026	Russel Gumbo	
7	22 February 2026	Sello Maboya	
8	22 February 2026	Steven Manaka	
9	22 February 2026	Nadine Potgieter	
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