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 – LADDERS

1. Single or step ladders will be held firmly in position by an assistant or will be secured at the top and at the bottom when 2m are exceeded.
2. Any extension ladder will be secured at the top and bottom of the ladder or will be held firmly in place by an assistant.
3. All ladders will be fitted with non-slip feet and securing the ladder will be done by using strong rope.
4. The assistant will stand facing the ladder with his one foot on the bottom rung and holding the ladder with both hands while the person on the ladder is busy working on the ladder.
5. No person working on a ladder will be permitted to stand on the last two rungs of any ladder.
6. Persons working on a ladder will not be permitted to take any equipment up with him while he is climbing the ladder.
7. Equipment will be hoisted with a safe device once the person on the ladder is in position.
8. Where a person is working on heights exceeding 3m, such a person will where possible attach himself via a safety harness to a solid structure other than the ladder and in a case where it is not possible such a person will attach himself via a safety harness to the ladder once it has been secured at the top and at the bottom.
9. Vertical ladders which exceed 5m in height, such as Tower crane ladders will be fitted with a cage within which the employee will be climbing up.
10. In the case of scaffold vertical ladders, the ladders will be fitted on the inside of the scaffold and with landings with trapdoors at levels not exceeding 3m.
11. A person climbing a ladder will always have three limbs on the ladder.
12. All ladders must be inspected monthly on a register and a visual check before it is used to determine if the ladder is safe to use.
13. All ladders must be kept free of paint, solvents, chemicals and oils.

Method Statement

1. The use of single or step ladders will be for access gaining to height above 1.5m.
2. The use of Extension ladders will be for access gaining to heights above 3m.
3. The use of scaffold fixed ladders will be used for access gaining to different levels of the scaffold working platforms.

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 – HAND TOOLS

Hand tools are non-powered tools that include a variety of devices such as hammers, wrenches, chisels, and saws. While these tools are essential for many jobs, they can pose several hazards if not used properly. Misuse, using the wrong tool for the job, and inadequate maintenance can lead to accidents and injuries. Therefore, it is essential to follow this safe work procedure when using hand tools to promote a safe working environment.

Personal Protective Equipment (PPE)

Before using any hand tool, ensure that you have the necessary PPE. Gloves, safety glasses, steel-toed boots, and appropriate clothing are crucial to protect you from potential hazards.

Tool Inspection

All hand tools should be inspected regularly for defects. A thorough inspection includes checking for cracks, splinters, wear, and tear on handles or blades. Avoid using tools that are damaged or defective. Immediately report any defects to your supervisor and take the tool out of service.

Safe Use of Hand Tools

a. Always select the right tool for the job. If you are unsure which tool to use, ask your supervisor for assistance.
b. Maintain a firm grip on the tool while in use and do not let go.
c. Do not use hand tools in close proximity to other employees, and do not direct saw blades, knives, or other tools towards them.
d. Use clamps or other holding devices to secure the material you are working on.
e. Ensure that the head of chisels, wedges, or drift pins are not mushroomed or cracked when using them.
f. Use a screwdriver only for its intended purpose and do not use a wrench if its jaws are sprung.
g. Avoid using impact tools with mushroomed heads as they may shatter on impact.
h. Keep tools away from heat sources or open flames.
i. Avoid using tools in wet or slippery areas.

Hazards Related to Using Hand Tools

a. The use of screwdrivers as chisels may cause the tip to break off and fly, which could hit the user or other employees.
b. Loose or splintered wooden handles on tools such as hammers or axes can cause the head of the tool to fly off and strike the user or other workers.
c. Using a wrench with sprung jaws may slip, causing an accident.
d. Impact tools such as chisels, wedges, or drift pins can be dangerous if the heads are mushroomed or cracked, which may result in sharp fragments flying.

e. Using dull tools, such as knives and scissors, can be more hazardous than sharp ones.

f. Sparks produced by iron and steel hand tools may not be hot enough to cause ignition, but spark-resistant tools made from brass, plastic, aluminium, or wood should be used when working around flammable materials.

g. Floors should be kept as clean and dry as possible to prevent accidental slips when working with or around dangerous hand tools.

h. Inadequate lighting can result in poor visibility, leading to accidents and injuries.

Ergonomics

a. Use tools that are appropriate for your physical size and strength.

b. Use tools with ergonomic handles, such as rubber or plastic grips, to reduce hand fatigue and discomfort.

c. Take frequent breaks to stretch your hands and arms to avoid strain and injury.

d. Avoid awkward postures and use tools that allow you to work in a comfortable position.

e. When lifting heavy or awkward tools, use proper lifting techniques.

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 – ELECTRICAL DISTRIBUTION BOARD

LOCKOUT PROCEDURE







1. Before commencing work on any electrical circuit, notify supervisor of work to be done/
2. Isolate the circuit.
3. Lock out the circuit and retain the key.
4. Ensure the main switch is still accessible.
5. Test the circuit to ensure it is not live prior to commencing work.
6. Do repairs.
7. Ensure all items on the circuit are switched off.
8. Remove the lockout facility.
9. Inform the supervisor and sign off the work.
10. Nb in the event that work is not completed for a period, the lockout must not be removed until the circuit has been made safe.

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 – Ergonomics – Sitting



It is up to you to ensure your posture is healthy and safe.

Select a chair with good lumbar support and ideally five wheels for stability

Adjust your seating height in relation to the desk or worksurface

Sit back with your spine firmly against the back of your chair

Hold your head and neck upright and centered over your shoulders

Relax your elbows and shoulders when using the keyboard and mouse

The following are universal suggestions for sitting:

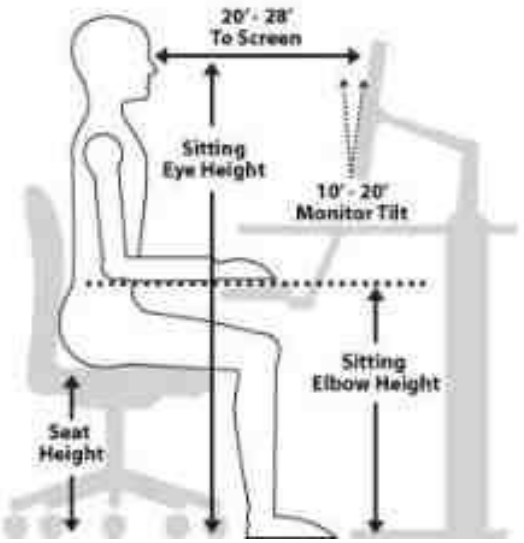
- Sit up straight with chin tucked in
- Push buttocks into the back in the chair
- Feet flat on the floor or on a footrest
- Thighs parallel to the floor

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

- Head aligned with the spine
- Shoulders low and relaxed
- Elbows tucked in, in line with the rest of your body
- Wrists aligned with the forearms
- Support the forearms
- Keep work close to the edge of the desk, table or bench
- Shoulder blades touch the back of the chair
- Alternate crossed legs
- Avoid bending sideways or forwards
- Change positions frequently
- Do not sit for more than 50 minutes at a time
- Use a footrest



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 – HOUSEKEEPING

A clean and orderly workplace is essential to ensure the safety and health of employees. Therefore, to maintain a safe and healthy work environment, the following safe work procedure for housekeeping should be followed:

Clear and Unobstructed Space

a. Provide and maintain sufficient clear and unobstructed space at every machine to enable work to be carried out without danger to persons.

Indoor Workplace

a. Make at least 2.25 square meters of effective open floor area available for every employee working in an indoor workplace, excluding workplaces where building work is performed.

b. Make available and maintain an unimpeded work space for every employee.

c. Keep every indoor workplace clean, orderly, and free of materials, tools, and similar things that are not necessary for the work done in such a workplace.

d. Keep all floors, walkways, stairs, passages, and gangways in good repair, skid-free, and free of obstructions, waste, or materials.

e. Keep the roof and walls of every indoor workplace sound and leak-free.

f. Board over or fence or enclose with rails or guards or take other necessary measures under the circumstances to ensure the safety of persons for all openings in floors, all hatchways, and all stairways and any open sides of floors or buildings through or from which persons are liable to fall.

g. Erect a catch platform or net above an entrance or passageway or above a place where persons work or pass or fence off the danger area if work is being performed above such entrance, passageway, place, or danger area, and there is a possibility of persons being struck by falling objects.

Removal of Scrap, Waste, and Debris

a. Remove scrap, waste, and debris at appropriate intervals to prevent the accumulation of materials that can cause accidents.

Ensuring Access and Egress

a. Ensure that materials required for use are not placed on the site to obstruct means of access to and egress from workplaces and passageways.

b. Ensure that materials which are no longer required for use are removed from the site at appropriate intervals.

Construction Sites

a. Ensure that construction sites in built-up areas adjacent to a public way are suitably and sufficiently fenced off and provided with controlled access points to prevent the entry of unauthorized persons.

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 – VEHICLE / DRIVING SAFETY

All vehicles and mobile plant must:

a) Be of an acceptable design and construction.

b) Be maintained in good working order.

c) Be used in accordance with their design and the intention for which they were designed, having due regard to safety and health.

d) Be operated by a person who has received appropriate training, is certified competent and in possession of proof of competency and is authorized in writing to operate those vehicles and mobile plant. The operator must also have a medical certificate of fitness to operate the vehicle or mobile plant, issued by an occupational health practitioner in the form of Annexure 3.

e) Have safe and suitable means of access and egress.

f) Be properly organized and controlled in any work situation by providing adequate signalling or other control arrangements to guard against the dangers relating to the movement of vehicles and plant, in order to ensure their continued safe operation.

g) Be equipped with an acoustic warning device which can be activated by the operator.

h) Be inspected by the authorized operator or driver daily, using a relevant checklist prior to use, and the findings of such inspection must be recorded in a register kept in the vehicle or mobile plant.

In addition to the above, drivers must:

- Only employer authorized personnel may operate any company vehicle.
- Do not operate a vehicle if you are ill or fatigued.
- Do not operate a vehicle if you are taking medication whose container label indicates that the medication may cause drowsiness or other side effects.
- Shut all doors and fasten seat belt before moving the vehicle.
- Always obey all traffic patterns and signs.
- Do not drive on the road shoulder.
- Use side and rear-view mirrors before making lane changes, turns, and sudden stops.
- Turn the vehicle off before fuelling.
- Do not smoke while fuelling a vehicle.

Regular inspections and maintenance of vehicles and mobile plant should be conducted to ensure they are in good working order. Any defects or issues should be reported to the appropriate personnel immediately for repair or replacement.

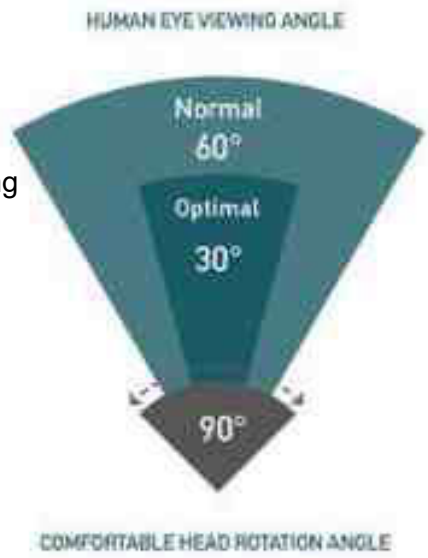
Reference	SHE-4
Revision	00
Effective Date	February 2026
Revision Date	February 2027
Approved by	Sec 16(1)

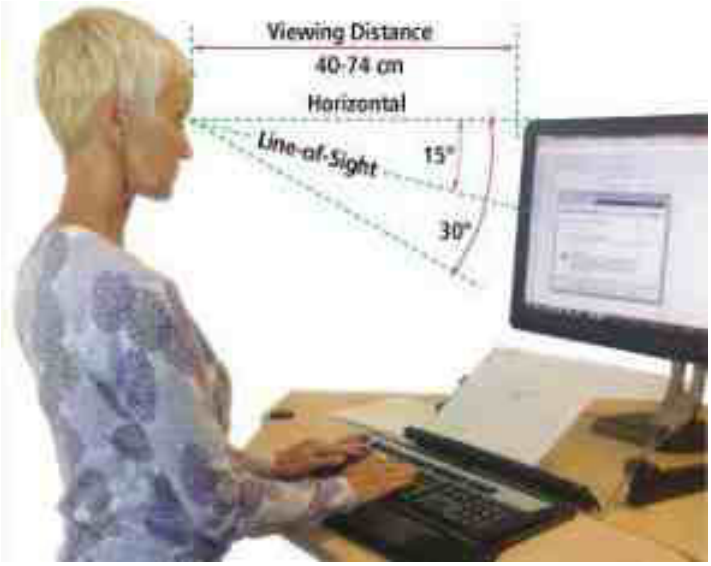
Makoya Amanzi
Environmental Solution

SAFE WORK PROCEDURE – WORKSTATION - EYES

Optimize your monitor /screen settings:

- Adjust the viewing angle so your eyes are slightly higher than the centre of the screen
- Adjust your font size for ease of reading
- Blink while viewing the screen or documents to lubricate eyes
- Eliminate glare and reflections
- If using two monitors, make sure the contrast is identical
- Lower the monitor light brightness
- Place document stands close to the monitor to prevent excessive turning
- Take eye breaks and look into the distance every 20 minutes
- Use “text to voice” to reduce eye strain





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)

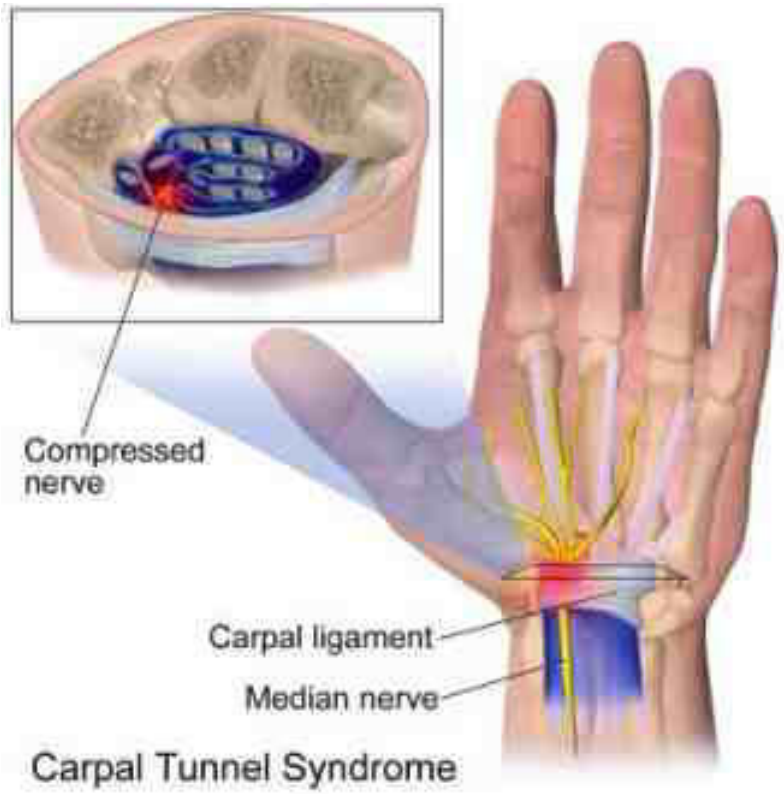
Makoya Amanzi
Environmental Solution

SAFE WORK PROCEDURE – WORKSTATION - HAND AND WRISTS

Carpal Tunnel Syndrome

Small carpal bones form a space or tunnel in the wrist, the 3 cm wide tunnel protects the median nerve and flexor tendons, these tendons bend the thumb and fingers discomfort, and pain is due to compression of the median nerve.

The pressure causes numbness, tingling and obstructed blood flow in the hand only, however the pain can radiate up the forearm.



It is up to you to ensure your hand and wrist posture is healthy and safe while working on a keyboard, mouse or two-handed controller.

- Control with your hand and wrist in a relaxed position
- Align your wrists with your forearm
- Use of a wrist/palm rest can alleviate strain
- Release the mouse or controller when not using it
- Take short breaks every 15 minutes or so
- Flex your hands and fingers regularly
- Make use of a stress ball to exercise your hand and fingers
- Use a light touch
- Use “voice to text” software to reduce the need for constant keyboard and mouse activity



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 – FIRE EXTINGUISHER USE

Modern portable fire extinguishers are essential tools for addressing different fire types. Understanding the four main fire classes (Class A: solid combustibles, Class B: flammable liquids and gases, Class C: electrical fires, and Class D: flammable metals) and knowing how to use a fire extinguisher effectively are critical for ensuring safety. The acronym PASS outlines the four basic steps for proper fire extinguisher use:

Pull Pin:
Remove the pin at the top of the extinguisher, breaking the seal. This pin prevents accidental operation when in place. Test the extinguisher immediately, aiming away from the operator, to ensure functionality and gauge the stream's reach.

Aim:
Approach the fire while maintaining a safe distance. Direct the nozzle or outlet towards the fire's base, taking into account the specific class of fire.

Squeeze:
Compress the handles together to release the extinguishing agent inside. To cease the discharge, release the handles.

Sweep:
Sweep the nozzle from side to side while approaching the fire, targeting the base of the flames. After extinguishing a fire, search for signs of a flare up.

Safety Guidelines and Precautions:

- Test the extinguisher before approaching the fire.
- Extinguish the fire only if it is safe, and you are trained to do so.
- If one extinguisher does not suffice, the fire may be too large to fight.
- Adhere to operational safe working practices, if applicable.
- Remove the safety pin by pulling it sharply, breaking the plastic seal.
- Test the extinguisher's operability immediately after detaching it from the mounting bracket.
- Work in pairs for safety, when possible.
- Transport the extinguisher to the fire scene.
- Hold the hose near the nozzle or any moulded handles.
- Squeeze the handles together to discharge the contents onto the fire's base.
- Operate extinguishers at their maximum effective distance.
- Avoid standing in an open doorway when attempting to extinguish a fire, as it can be a ventilation point for smoke, heat, and steam, potentially causing injury.
- Always back away from a fire and don’t turn your back to the fire.
- Lay the extinguisher on its side when empty.
- Do not touch the metal components of a Carbon Dioxide extinguisher due to frostbite risk from the "dry ice" build-up.
- Avoid pointing Carbon Dioxide extinguisher applicators at people, as accidental operation could result in frostbite to the face and eyes.
- After using Carbon Dioxide extinguishers in a confined space, be aware that oxygen levels may be reduced, posing suffocation risks if the area is entered prematurely.
- Refrain from using foam extinguishers on deep-seated cooking oil/fat fires, as the water can convert to steam, causing a violent ejection of burning fuel from the container.

- Do not discharge water onto suspected electrical fires, as water is an excellent electricity conductor and may lead to electrocution.
- Avoid discharging water onto flammable liquid fires, as flammable liquids float on water and could cause fire spread.
- Evacuate the area after discharging a wet chemical extinguisher in a kitchen due to the presence of wet chemical vapours.

After-Use Requirements:

- Place the used extinguisher out of the way.
- Do not hang empty extinguishers back on the hook.
- Replace with the same type of extinguisher (if a spare is available).
- Arrange for empty extinguishers to be serviced/refilled promptly.
- Report the use of the fire extinguisher to the Fire Marshal or Supervisor.

Selecting the appropriate fire extinguisher for the specific class of fire is crucial. Using the wrong type of extinguisher may not only be ineffective but could also exacerbate the fire or create additional hazards. Familiarize yourself with the different types of fire extinguishers and their appropriate uses:

- Class A fires: Use water, foam, or dry chemical extinguishers to combat fires involving solid combustibles like wood, paper, and textiles.
- Class B fires: Use foam, dry chemical, or carbon dioxide extinguishers for fires involving flammable liquids and gases, such as petroleum products, oil, and paint.
- Class C fires: Use dry chemical or carbon dioxide extinguishers for fires involving electrical equipment, such as wiring, transformers, and circuit breakers.
- Class D fires: Use specialized Class D extinguishers for fires involving combustible metals such as magnesium, titanium, and sodium.

Flare-ups in Different Classes of Fires and How to Address Them

Introduction:

Flare-ups are sudden, intense bursts of flames that can occur during or after a fire has been extinguished. These unexpected events can be extremely dangerous, as they can quickly reignite a fire and jeopardize the safety of everyone involved. To effectively manage flare-ups, it is crucial to understand the causes and characteristics of flare-ups in each class of fire and how to address them.

Class A Fires (Solid Combustibles):

Flare-ups in Class A fires can occur when smouldering materials, such as wood, paper, or textiles, reignite due to hidden hot spots, trapped heat, or increased oxygen supply. To address flare-ups in Class A fires, thoroughly inspect the affected area for any signs of smouldering or heat after the fire has been extinguished. Use the back of your hand to check for hot spots. If found, apply additional water or fire-retardant foam to the area to ensure complete extinguishing and cooling of the materials.

Class B Fires (Flammable Liquids and Gases):

Flammable liquid and gas fires can experience flare-ups when the vapours reignite due to a heat source, spark, or increased oxygen supply. To address flare-ups in Class B fires, ensure that all ignition sources are eliminated and that a sufficient layer of fire-suppressing foam has been applied to create a barrier between the liquid or gas and the air. Continuously monitor the area for signs of re-ignition and reapply foam if necessary. Additionally, consider using a vapor-suppressing agent to reduce the risk of flare-ups.

Class C Fires (Electrical Fires):

Electrical fires can flare up if the electrical supply has not been completely shut off or if the fire's heat causes a short circuit, reigniting the fire. To address flare-ups in Class C fires, first, ensure that the electrical supply has been entirely shut off. Then, use a dry chemical or carbon dioxide extinguisher to suppress the flames and any remaining sparks or electrical charge. Continuously monitor the area for signs of reignition and take appropriate action if necessary.

Class D Fires (Flammable Metals):

Flare-ups in Class D fires can occur when reactive metal shavings or dust become airborne and encounter a heat source, spark, or increased oxygen supply. Addressing flare-ups in Class D fires requires specialized Class D fire extinguishers containing a dry powder extinguishing agent that forms a crust over the metal, excluding air and dissipating heat. Continuously monitor the affected area for signs of re-ignition and reapply the extinguishing agent if necessary. Always follow the manufacturer's instructions when using Class D extinguishers.

Conclusion:

Understanding the causes and characteristics of flare-ups in different classes of fires is essential for ensuring a safe and effective response to fire emergencies. By being aware of how flare-ups occur and how to address them, you can minimize the risk of fire reignition and help protect yourself and those around you from the dangers of uncontrolled fires.

Knowing how to use a fire extinguisher and understanding the different classes of fires are critical for ensuring safety in the workplace or at home. By following the PASS method and adhering to the safety guidelines, precautions, and after-use requirements, you can respond effectively to various fire emergencies. Always remember to report the use of a fire extinguisher to the designated personnel and have it serviced or replaced as needed to ensure it remains ready for use when required.

By familiarizing yourself with the appropriate fire extinguisher for each class of fire and understanding how to manage potential flare-ups, you can contribute to a safer environment for yourself and others. Regular training and practice with fire extinguishers can help build confidence and ensure that you are prepared to handle fire emergencies if they occur.

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 – HOUSEKEEPING

A clean and orderly workplace is essential to ensure the safety and health of employees. Therefore, to maintain a safe and healthy work environment, the following safe work procedure for housekeeping should be followed:

Clear and Unobstructed Space

a. Provide and maintain sufficient clear and unobstructed space at every machine to enable work to be carried out without danger to persons.

Indoor Workplace

a. Make at least 2.25 square meters of effective open floor area available for every employee working in an indoor workplace, excluding workplaces where building work is performed.

b. Make available and maintain an unimpeded work space for every employee.

c. Keep every indoor workplace clean, orderly, and free of materials, tools, and similar things that are not necessary for the work done in such a workplace.

d. Keep all floors, walkways, stairs, passages, and gangways in good repair, skid-free, and free of obstructions, waste, or materials.

e. Keep the roof and walls of every indoor workplace sound and leak-free.

f. Board over or fence or enclose with rails or guards or take other necessary measures under the circumstances to ensure the safety of persons for all openings in floors, all hatchways, and all stairways and any open sides of floors or buildings through or from which persons are liable to fall.

g. Erect a catch platform or net above an entrance or passageway or above a place where persons work or pass or fence off the danger area if work is being performed above such entrance, passageway, place, or danger area, and there is a possibility of persons being struck by falling objects.

Removal of Scrap, Waste, and Debris

Text

a. Remove scrap, waste, and debris at appropriate intervals to prevent the accumulation of materials that can cause accidents.

Ensuring Access and Egress

a. Ensure that materials required for use are not placed on the site to obstruct means of access to and egress from workplaces and passageways.

b. Ensure that materials which are no longer required for use are removed from the site at appropriate intervals.

Construction Sites

a. Ensure that construction sites in built-up areas adjacent to a public way are suitably and sufficiently fenced off and provided with controlled access points to prevent the entry of unauthorized persons

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 – MANUAL HANDLING

Manual handling is any task that requires lifting, moving, holding, pushing, or pulling any object or person. Manual tasks include tasks that have repetitive actions, sustained postures, and may involve exposure to vibration.

Hazards associated with equipment/machinery/technique/process:

- Muscle injuries
- Tendon and ligament injuries
- Nerve injuries
- Disc injuries
- Bone injuries
- Injuries from falling objects.
- Soft tissue hernias

Injury Risk Factors:

- Trying to lift too much weight.
- Twisting and bending while lifting or any work involving too much bending and twisting
- Lifting unstable objects
- Reaching and lifting (reaching above shoulder level increases your heart rate)
- Carrying awkward objects (large, difficult to grasp, unusual shape, hot or cold objects, sharp edges)
- Working in awkward positions
- Lifting or carrying objects for large distances
- Insufficient rest or recovery time
- Repetition
- Holding or gripping objects or tools for long periods
- Environmental: constraints on posture e.g., lack of space, poor floors, variations in levels, hot/cold/rain/ice/humid conditions, strong air movement, poor lighting conditions
- Physical: age, previous injury, illness
- Stress, Rushing, taking shortcuts.
- Staying in the same position for too long

Controls:

- Use mechanical aids or automation where possible (trolleys, electronic staplers)
- The work area should be arranged so that manual handling tasks can be eliminated or done at waist level.
- The work area should be arranged to prevent awkward/sustained postures and so that frequently used items are within easy reach.
- If performing repetitive tasks, take regular breaks (1-2min every ½ hr & a ½ hr-1hr break after 4hrs of work) or vary the routine.
- Store heavy items and the most frequently used items at waist level.
- Use mechanical aids to move heavy objects.

- If the item is awkward or too heavy, ask for help.
- Never walk with items stacked so high that your vision is obstructed.
- Do not stack items so they are unstable.
- Check to see if your pathway is clear.

Using Trolleys:

- Never overload trolleys: all trolleys should be labelled with weight capacity.
- Hold the trolley as low as possible and use your leg muscles to push the load.
- Pushing is easier than pulling.
- If you must pull a trolley: face the object squarely, with feet shoulder width apart (one foot in front of the other), keep your back straight, bend your knees slightly & pull in a smooth motion.
- When loading and unloading the trolley, follow the principles of the standard lifting technique: Make sure the load is as close as possible before lifting.

Team Lifting:

- Follow the same principles as the standard lifting technique.
- One person should coordinate the lift, making sure all team members follow safe lifting techniques and that all members are comfortable before lifting.
- All members must lift at the same time.
- Double the number of people does not mean double the lifting capacity. For example, if one person can lift 20kg, two people can lift 70% each of 20kg, which is 28kg in total, and three people can lift 50% each of 20kg, which is 30kg in total.
- Use mechanical aids or automation where possible (trolleys, electronic staplers)
- If performing repetitive tasks, take regular breaks (1-2min every ½ hr &a ½ hr-1hr break after 4hrs of work) or try to vary the work routine.
- Wear appropriate personal protective equipment (PPE) such as gloves, safety shoes, and back support belts when required.
- Follow proper lifting techniques and do not attempt to lift more than you are capable of.
- Take regular breaks and vary your work routine to avoid prolonged periods of repetitive motion.
- Maintain good posture while performing manual tasks and avoid awkward positions.
- Ensure the work area is well-lit and free from hazards such as obstacles or slippery surfaces.
- Follow established protocols for reporting injuries or near misses related to manual handling.

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



1. Check suitable clothing and assess load. Heaviest side to body.
2. Place feet apart – bend knees.
3. Firm grip – close to body Slight bending of back, hips and knees at start.
4. Lift smoothly to knee level and then waist level. No further bending of back.
5. With clear visibility move forward without twisting. Keep load close to the waist. Turn by moving feet. Keep head up. Do not look at load.
6. Set load down at waist level or to knee level and then on the floor.

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 – OFFICE SAFETY

General Rules

- Avoid carrying large or bulky items that may obstruct your view. Instead, use a dolly or hand truck, or request assistance from a co-worker.
- Avoid throwing smoking materials into trash baskets. Instead, use designated smoking areas and ashtrays.
- Maintain proper posture and avoid tilting your chair or leaning back in it. Keep all chair legs on the floor.
- Do not kick or push objects out of your pathway. Instead, pick them up or move them out of the way.

Files

- Only open one file cabinet drawer at a time and close it before opening another in the same cabinet.
- Store heavy files in the bottom drawers of file cabinets to prevent the cabinet from toppling over.
- Use the handle when closing drawers and files to prevent finger injuries.

Sharp Objects

- Store sharp objects, such as pens, pencils, letter openers, or scissors in drawers or containers with their tips pointing down.
- Carry sharp objects, like pencils and scissors, with their tips pointing down to prevent injuries.

Paper Cutter/Shredder

- Place your hands and fingers on the handle of the paper cutter before pressing down on the blade.
- Keep the paper cutter handle in the closed or locked position when not in use.
- Avoid using paper cutting devices if the finger guard is missing.
- Never place your fingers in or near the feed of a paper shredder.

Staplers

- Point the ejector slot away from yourself and bystanders when refilling staplers.
- Keep your fingers away from the ejector slot when loading or testing stapling devices.
- Use a staple remover, not your fingers, for removing staples.

Electrical

- Avoid using frayed, cut, or cracked electrical cords.
- Do not plug multiple electrical cords into a single outlet to prevent overloading and potential fires.
- Do not use extension or power cords that have the ground prong removed or broken off.
- Use a cord cover or tape the cord down when running electrical cords across aisles, between desks, or across entrances or exits.
- Turn the power switch to "Off" and unplug office machines before adjusting, lubricating, or cleaning them to prevent electrical hazards.

Stairs

- Use the handrails when ascending or descending stairs or ramps to prevent falls.
- Do not store or leave items on stairways to prevent tripping hazards.
- Do not run on stairs or take more than one step at a time to avoid accidents.

Printers

- Chemical hazards - The inks, toners, and cleaning solvents used in printers contain chemicals that can cause respiratory and skin irritation, as well as other serious health problems if not properly controlled.

- Electric shock - Electrical equipment, including printers, can pose a risk of electric shock if not properly maintained and used.

- Repetitive strain injury (RSI) - Repeated use of printers can lead to RSI if the equipment is not adjusted correctly or used in an ergonomic position.
- Fire hazards - Laser printers, in particular, can pose a risk of fire if not properly maintained.
- Ozone - Some printers, particularly laser printers, can produce ozone, a gas that can cause respiratory irritation and other health problems.

Additional Safety Considerations for Office Safety:

- Keep the office space well-lit and free from clutter to prevent tripping and slipping hazards.
- Keep walkways, aisles, and stairways clear of obstacles and hazards, such as boxes or electrical cords, to prevent accidents.
- Use a step stool or ladder to reach high shelves or cabinets and avoid standing on chairs or other unstable objects.
- Ensure that heavy objects are lifted and moved using proper lifting techniques, or use lifting equipment such as dollies, carts, or hand trucks to avoid injuries.
- Take frequent breaks and stretch to avoid repetitive motion injuries, especially for tasks that involve typing or using a mouse for extended periods.
- Consider ergonomic furniture, such as chairs, desks, and computer accessories, to prevent posture and musculoskeletal issues.
- Keep emergency exits clear and accessible at all times and ensure that fire extinguishers and first aid kits are available and in working condition.
- Avoid eating at your desk to prevent spills and potential health hazards and maintain proper food storage and hygiene in the office kitchen or break room.
- Practice good hygiene, such as washing your hands frequently, covering your mouth and nose when coughing or sneezing, and staying home if you are sick, to prevent the spread of illness and infections in the workplace.

  By following these additional safety considerations, you can help maintain a safe and healthy workplace for yourself and your colleagues. Remember that workplace safety is everyone's responsibility, and by working together, you can minimize the risk of accidents, injuries, and illnesses in the office.

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:	SAFE WORK PROCEDURE General	
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	
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			