



Advanced Projects

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Reg. No: 1999/05550/1/23
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SAFETY, HEALTH, ENVIRONMENT AND QUALITY PLAN

Purpose

This SHEQ Plan outlines the systematic approach by which Advanced Projects and Cleaning Services CC (hereinafter referred to as "APCS") manages and controls all Safety, Health, Environmental, and Quality risks associated with its high-pressure water jetting and cleaning services. It serves as a guiding document to ensure the well-being of all personnel, protection of the environment, compliance with legal requirements, and consistent delivery of high-quality services to our industrial clients.

Scope

This plan applies to all operations, activities, services, personnel (employees and contractors), equipment, and premises under the control of APCS, including all client sites where high-pressure water jetting, confined space entry, and work at heights are performed.

Company Information

- Company Name: Advanced Projects and Cleaning Services CC
- Primary Service: High-Pressure Water Jetting and Industrial Cleaning Services
- Operations Base: Durban, KwaZulu-Natal, South Africa
- Clientele: Industrial Sector (including tanks, vessels, silos, kettles)

Core Values

1. APCS is committed to the following core values:
2. Safety First: Prioritizing the health and safety of all individuals above all else.
3. Environmental Stewardship: Minimising our environmental footprint and preventing pollution.
4. Service Excellence: Delivering high-quality services that consistently meet or exceed client expectations.
5. Integrity: Conducting all business operations with honesty, transparency, and ethical conduct.
6. Continuous Improvement: Striving for ongoing enhancement in all SHEQ aspects.

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Legal and Other Requirements

APCS is committed to complying with all applicable South African legislation, regulations, national standards, and client-specific requirements. Key legislation and standards include, but are not limited to:

1. Occupational Health and Safety Act 85 of 1993 (OHS Act):
2. Sections 8 (General duties of employers), 9 (General duties of self-employed persons and others), 13 (Duty to inform), 14 (Duties of employees), 16 (Chief Executive Officer and Employer responsibility), 17-20 (Health and Safety Representatives and Committees), 24 (Reporting of incidents).
3. Construction Regulations (CR) 2014: CR 5 (Duties of client), CR 7 (Duties of Principal Contractor & Contractor), CR 8 (Management & Supervision), CR 9 (Risk Assessment), CR 10 (Fall Protection), CR 13 (Excavation), CR 16 (Scaffolding), CR 23 (Construction Vehicles & Mobile Plant), CR 27 (Housekeeping), CR 29 (Fire Precautions).
4. Driven Machinery Regulations (DMR): Especially DMR 18 (Lifting Machines) and general competence requirements.
5. General Machinery Regulations (GMR): GMR 2 (Supervision of Machinery).
6. General Safety Regulations (GSR): GSR 3 (First Aid), GSR 5 (PPE).
7. General Administrative Regulations (GAR): GAR 6 (H&S Committees), GAR 9 (Incident Investigations).
8. Hazardous Chemical Substances Regulations (HCS): For handling and storage of relevant chemicals (e.g., cleaning agents, fuels).
9. Environmental Regulations for Workplaces.
10. National Environmental Management Act 107 of 1998 (NEMA): Principles, waste management, pollution prevention.
11. National Water Act 36 of 1998: Water use and discharge.
12. Waste Act 59 of 2008: Waste classification, handling, and disposal.
13. Labour Relations Act 66 of 1995: Industrial relations, fair labour practices.
14. Employment Equity Act 55 of 1998: Non-discrimination, affirmative action (including Code of Good Practice on HIV/AIDS).
15. Compensation for Occupational Injuries and Diseases Act 130 of 1993 (COIDA): Compensation for workplace injuries/diseases.
16. South African National Standards (SANS): Applicable to equipment, PPE, and specific work practices (e.g., SANS 10085 for scaffolding, SANS 10366 for confined spaces).
17. Local By-laws (e.g., City of Durban): Waste disposal, noise, water usage.
18. Client-Specific Requirements: All contracts and site-specific rules.

Leadership and Management Commitment

APCS's management is fully committed to the proactive management of SHEQ and will:

1. Ensure that this SHEQ Plan is implemented, maintained, and continually improved.
2. Allocate adequate resources (human, financial, technological) for SHEQ management.
3. Communicate the importance of effective SHEQ management to all employees and contractors.
4. Lead by example, promoting a positive SHEQ culture.
5. Ensure compliance with all legal and other requirements.

Chief Executive Officer (CEO) - Section 16(1) Appointment

The CEO, as designated in terms of OHS Act Section 16(1)(as per the ceo-16-1-appointment document), holds overall responsibility for the health and safety of APCS operations. They ensure that all duties of the employer, as contemplated in the OHS Act, are properly discharged.

Section 16(2) Appointee(s) - Delegation of Duties

The CEO delegates specific health and safety duties to competent persons in terms of OHS Act Section 16(2)(as per the section-16-2-duties-rewrite document). These appointees are responsible for ensuring compliance within their designated areas of control, subject to the CEO's direction.

Organizational Structure, Roles, and Responsibilities

A clear organizational structure with defined SHEQ responsibilities is fundamental to effective management. The following key roles, as detailed in their respective job descriptions, have specific SHEQ duties:

- **Chief Executive Officer (CEO):** Ultimate accountability for SHEQ performance (OHS Act 16(1)).
- **Section 16(2) Appointee:** Ensures compliance within assigned areas, supervises appointed persons, and reports to the CEO.
- **Site Supervisor:** Direct supervision of site operations, ensuring compliance, safety, and quality (CR 8(7), OHS Act 8(2)(i)).
- **Site Foreman:** Frontline supervision of teams, equipment management (e.g., mobile lifting devices, radios, nozzles, diesel), and task execution.
- **Safety Officer:** Monitors and assists in controlling OHS on site, facilitates risk assessments, investigates incidents, and ensures compliance with high-risk procedures (confined spaces, heights, jetting).
- **Jetting Operator:** Safe operation of high-pressure jetting equipment, hose handling, and adherence to high-risk procedures (Confined Spaces, Heights, Jetting specific).
- **Driver:** Safe transportation of personnel/equipment, vacuum truck operation, and on-site support.

- **General Worker:** Hose handling, coupling support, general housekeeping, and assisting the driver.
- **Site Storeman:** Management of temporary site store, inventory control, and secure storage of equipment and consumables.
- **Fall Protection Coordinator:** Develops and oversees the Fall Protection Plan (CR 10).
- **CR 9 Risk Assessor:** Conducts and reviews risk assessments (CR 9).
- **Health and Safety Representative:** Employee representative for H&S matters (OHS Act 17).
- **Competent Person:** Supervision of Machinery (GMR 2(1) Appointee): Ensures safe operation and maintenance of all machinery on site.
- (Refer to individual job descriptions for detailed responsibilities.)

Hazard Identification, Risk Assessment, and Control (HIRA)

APCS implements a systematic process for HIRA to proactively identify, assess, and control risks.

Procedures

Baseline Risk Assessments (BRA):

- Conducted for all projects at the planning stage to identify overall project hazards and risks. (Construction Regulation 9)
- Task-Specific Risk Assessments (TSRA): Developed for specific high-risk tasks (e.g., confined space entry, working at heights, complex jetting operations) before work commences. (CR 9)
- Daily Site-Specific Risk Assessments (DSRAs)/Toolbox Talks: Conducted daily to identify immediate hazards and confirm control measures for the day's tasks.
- Monitoring and Review: Risk assessments are continuously monitored, reviewed, and updated when changes occur (e.g., new tasks, equipment, personnel, incidents).

Control Measures (Hierarchy of Control)

Risks will be managed using the hierarchy of control:

- Elimination: Physically remove the hazard.
- Substitution: Replace the hazard with a safer alternative.
- Engineering Controls: Isolate people from the hazard (e.g., guarding, ventilation, remote control jetting).
- Administrative Controls: Change the way people work (e.g., safe work procedures, training, permits, rotation).
- Personal Protective Equipment (PPE): Protect the worker with PPE (last resort).

Operational Control Procedures

- Detailed Safe Work Procedures (SWPs) and Method Statements are developed and implemented for all critical operations.

High-Pressure Water Jetting

- Equipment Maintenance: Regular inspection and maintenance of jetting pumps, hoses, nozzles, and safety devices.

- **Competent Operators:** Only trained and authorized Jetting Operators (as per jetting-operator-job-description) are permitted to operate equipment (GMR 2(1), DMR 18).
- **Hose Management:** Proper hose laying, coupling support, and use of whip checks.
- **Exclusion Zones:** Clear demarcation of work areas and exclusion zones to protect unauthorized personnel.
- **Safe Operating Procedures:** Strict adherence to SWPs for startup, operation, shutdown, and troubleshooting.

Confined Space Entry

- **Permit-to-Work System:** A mandatory Confined Space Entry Permit must be issued before any entry into tanks, vessels, silos, or kettles.
- **Risk Assessment:** A specific confined space risk assessment must be completed.
- **Atmospheric Testing:** Continuous gas testing and monitoring by a competent person before and during entry.
- **Ventilation:** Provision of adequate mechanical ventilation.
- **Standby Personnel (Attendant):** A competent attendant must always be present outside the confined space.
- **Communication:** Maintain continuous communication between entrants and attendant.
- **Rescue Plan:** A pre-defined rescue plan and readily available rescue equipment are mandatory.

Work at Heights (Fall Protection)

- **Fall Protection Plan (FPP):** A comprehensive FPP is developed and implemented for all work at heights (CR 10), overseen by the Fall Protection Coordinator.
- **Equipment:** Selection, inspection, and proper use of fall prevention (e.g., guardrails, scaffolding) and fall arrest equipment (harnesses, lanyards, anchor points).
- **Competent Persons:** Only medically fit and trained personnel work at heights.
- **Supervision:** All work at heights is directly supervised by a competent person (Fall Protection Supervisor as per CR 10).

Mobile Plant & Vehicle Safety

- **Competent Drivers:** Only trained, licensed, and authorized Drivers (as per driver-job-description) operate company vehicles and vacuum trucks (CR 23).
- **Pre-Use Checks:** Daily pre-operational checks for all vehicles and mobile plant.
- **Traffic Management Plan:** Implementation of a site-specific traffic management plan to segregate pedestrians and vehicles.
- **Maintenance:** Regular maintenance and defect reporting for all vehicles and plant.

Diesel Management

- **Secure Storage:** Diesel fuel is stored in appropriate, labelled containers within a designated, secure area, away from ignition sources.
- **Dispensing Procedures:** Safe dispensing procedures are followed to prevent spills and fires. (Managed by Site Storeman).
- **Control of Usage:** Accurate records of diesel consumption are maintained.

Housekeeping & Waste Management

- Site Cleanliness: Continuous maintenance of a clean and orderly work environment (CR 27), including removal of debris, prevention of spills, and clear access routes.
- Waste Segregation: Waste materials are segregated into appropriate bins (e.g., general waste, hazardous waste, recyclable materials).
- Disposal: All waste, especially contaminated water/sludge from cleaning operations, is disposed of responsibly at approved facilities in compliance with the Waste Act.

Hazardous Chemical Substances (HCS)

- Inventory: Maintain an inventory of all HCS used on site.
- SDS: Ensure Safety Data Sheets (SDS) are available for all HCS and understood by users.
- Storage: HCS are stored safely and correctly, with appropriate labelling.
- PPE: Appropriate PPE is used when handling HCS.
- Spill Response: Trained personnel and spill kits are available for immediate response to HCS spills.

Training, Competence, and Awareness

- APCS ensures all personnel are competent for their roles through structured training and awareness programs.
- Induction Training: All new employees, contractors, and visitors receive a comprehensive site-specific safety induction.
- Job-Specific Training: Tailored training for specific tasks (e.g., High-Pressure Water Jetting Operator, Confined Space Entry, Work at Heights, First Aid, Firefighting).
- Legal Appointments: All legally appointed persons (e.g., CEO 16(1), Section 16(2) appointee, Site Supervisor, Safety Officer, Jetting Operator, Site Storeman, Driver, Fall Protection Coordinator, Risk Assessor, H&S Rep) receive specific training on their duties.
- Toolbox Talks: Daily toolbox talks are conducted to reinforce safety messages, discuss specific hazards, and promote continuous learning.
- Refresher Training: Regular refresher training is provided for critical skills and legal requirements.
- Competency Assessment: Competency of personnel is assessed and verified.

Emergency Preparedness and Response

APCS maintains robust emergency preparedness and response plans for various scenarios.

Emergency Plan: A comprehensive site-specific emergency plan is developed for each project, including:

1. Fire and explosion.
2. Medical emergencies (including high-pressure injection injuries, falls, confined space incidents).
3. Chemical spills/releases.
4. Evacuation procedures and assembly points.
5. Communication protocols (internal and external emergency services).
6. Emergency Contact Details: Clearly displayed emergency contact numbers.
7. First Aid: Provision of adequately stocked first-aid boxes and trained first aiders (GSR 3).
8. Emergency Equipment: Availability and maintenance of relevant emergency equipment (e.g., fire extinguishers, spill kits, rescue equipment).
9. Drills: Regular emergency drills are conducted and evaluated to ensure effectiveness.

Incident Management

- APCS has a systematic process for managing all incidents.
- Reporting: All accidents, incidents, and near misses, no matter how minor, must be reported immediately to the direct supervisor (OHS Act 14).
- Investigation: All incidents are promptly investigated by competent and trained persons (GAR 9, as per incident-investigation-duties-rewrite). The investigation aims to identify root causes, not to assign blame.
- Corrective and Preventative Actions (CAPA): Effective CAPA are developed and implemented to prevent recurrence.
- Reporting to Authorities: Reportable incidents (OHS Act 24) are submitted to the Department of Employment and Labour within the prescribed timeframes.
- Record Keeping: All incident reports and investigation findings are meticulously recorded and retained.

Personal Protective Equipment (PPE)

- PPE is a critical component of our hazard control strategy.
- PPE Policy: APCS adheres to its comprehensive Personal Protective Equipment (PPE) Policy & Procedure (as per PPE-policy).
- Hazard-Based Selection: PPE requirements are determined by specific hazard identification and risk assessments.
- Provision & Issuance: All required PPE is issued free of charge to employees, against their signature, by the appointed PPE Issuer.
- Training: Employees receive thorough training on the proper use, care, and limitations of their PPE.
- Mandatory Use: The wearing of appropriate PPE is strictly enforced in all designated areas and for all tasks.

- **Inspection & Maintenance:** Employees are responsible for inspecting their PPE daily and reporting any defects or damage immediately. Re-issuance is typically on an exchange basis.

Occupational Health and Hygiene

- APCS is committed to protecting the health of its employees.
- **Medical Surveillance:** Employees exposed to specific occupational health risks (e.g., noise, chemicals, confined spaces, working at heights) undergo periodic medical surveillance by an Occupational Health Practitioner.
- **Welfare Facilities:** Adequate and hygienic welfare facilities (e.g., ablutions, changing rooms, eating areas) are provided on site.
- **Occupational Hygiene Monitoring:** Where required by risk assessment, environmental monitoring (e.g., for noise levels, dust, chemical exposure) is conducted.
- **HIV and AIDS Policy:** APCS adheres to its HIV and AIDS Policy (as per HIV-aids-policy), promoting non-discrimination, confidentiality, and awareness.

Environmental Management

- APCS recognizes its responsibility to protect the environment.
- **Pollution Prevention:** Implement measures to prevent pollution of air, water, and soil during operations.
- **Waste Management:** Strict adherence to waste segregation, storage, transportation, and disposal procedures in line with the Waste Act. This includes proper disposal of industrial cleaning waste (sludge, contaminated water).
- **Water Usage:** Implement water conservation practices during jetting operations.
- **Energy Efficiency:** Promote energy-efficient practices where possible.
- **Environmental Incident Response:** Procedures for responding to environmental incidents (e.g., spills, leaks).

Quality Management

- APCS is dedicated to delivering services of the highest quality.
- **Quality Policy:** APCS adheres to its Quality Policy (as per quality-policy), which outlines our commitment to client satisfaction, compliance, and continuous improvement.
- **Client Requirements:** Understanding and consistently meeting client specifications and expectations.
- **Standard Operating Procedures (SOPs):** Detailed SOPs for all cleaning processes to ensure consistency and quality.
- **Quality Control Checks:** Regular checks throughout operations to ensure work meets defined quality criteria.
- **Client Feedback:** Actively soliciting and acting upon client feedback to drive continuous improvement.

Communication, Participation & Consultation

- Effective communication and consultation are key to SHEQ success.
- **Health and Safety Committee:** An active Health and Safety Committee (OHS Act 19) provides a forum for consultation between management and employees/representatives.
- **Toolbox Talks & Briefings:** Daily communication on tasks, hazards, controls, and feedback.
- **Internal Communication:** Regular SHEQ updates, alerts, and performance reports.

- External Communication: Controlled communication with clients, regulatory bodies, and the public (as per media-liaison-policy).
- Employee Responsibilities: Employees are actively involved in SHEQ matters, exercising their duties as per OHS Act 14 (as detailed in employee-responsibilities).

Monitoring, Audit, and Review

- APCS employs various methods to monitor SHEQ performance and ensure effectiveness.
- Inspections: Regular planned and unplanned inspections by supervisors, Safety Officers, and H&S Representatives.
- Internal Audits: Periodic internal audits conducted by competent persons to assess compliance with the SHEQ Plan, legal requirements, and company procedures.
- Management Review: Senior management conducts regular reviews of the entire SHEQ Management System to evaluate its suitability, adequacy, and effectiveness, setting new objectives and allocating resources for continuous improvement.
- Performance Indicators: Monitoring key SHEQ performance indicators (e.g., incident rates, audit findings, training completion).

Legal Appointment Register

This section will list all key legal appointments made within APCS, ensuring compliance with the OHS Act.

No	Designation	OHS ACT Section	Appointee Name	Appointment Date	Area of Responsibility	Appointment Expire	Remarks
1	Chief Executive Officer	S.16(1)			All Company Operations	N/A	Overall Employer Responsibility
2	Section 16(2) Appointee	S.16(2)			Specific Area/Dept	N/A	Delegation of Duties
3	Competent Person: Supervision of Machinery	GMR 2(1)			Specific Area/Dept	N/A	Ensures Machinery Compliance
4	Workplace Health and Safety Responsible Person	S.8(2)(i)			Specific Workplace/Section	N/A	General H&S Supervision
5	Site Supervisor	CR 8(7)			Specific Site/Project	N/A	Management & Supervision of Construction Work
6	Site Foreman	CR 8(8)			Specific Area/Team	N/A	Assists Site Supervisor
7	Safety Officer	CR 8(5)			Specific Site/Project	N/A	Health & Safety Monitoring & Advice

8	CR 9 Risk Assessor	CR 9(1)			All Company Projects	N/A	Risk Assessment Coordination
9	Fall Protection Coordinator	CR 10(1)(a)			All Work at Heights	N/A	Develops & Manages FPP
10	Fall Protection Supervisor	CR 10(1)(b)			Specific Work at Heights Area	N/A	Supervises Work at Heights
11	Supervisor of Construction Vehicles & Plant	CR 23(1)(j)			Specific Site/Fleet	N/A	Ensures Vehicle/Plant Safety
12	Supervisor of Scaffolds	CR 16(1)			Specific Scaffolding Projects	N/A	Supervises Scaffolding
13	Supervisor of Housekeeping	CR 27			Specific Site/Area	N/A	Ensures Site Cleanliness
14	PPE Issuer	GSR 5			Company/Site Store	N/A	Manages PPE Issuance
15	Incident Investigator	GAR 9(2)			All Incidents	N/A	Incident Investigation
16	First Aider	GSR 3(4)			Specific Area/Shift	Valid for Certificate Period	Provides First Aid
17	Health and Safety Representative	S.17			Date of Election /Designation	End of Term	Employee H&S Representation
18	Jetting Operator	Operational Rol			Specific Projects	N/A	Safe Jetting Operation
19	Driver	Operational Rol			Transport/Site Support	N/A	Safe Driving & Vacuum Ops
20	General Worker	Operational Rol			Site Support	N/A	General Labour & Assistance
21	Site Storeman	Operational Rol			Site Store	N/A	Store Management & Control

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