



Health & Safety Shefes Management Program Policy

Document Number: HSE-SYS-POL-001

Version: 1.0

Effective Date: 26 March 2026

Review Date: 26 March 2027

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1. PURPOSE

The purpose of this policy is to establish a structured Health & Safety SHEFES Management Program to ensure the effective identification, control, and monitoring of workplace risks.

This program provides a framework for managing health and safety through formal systems, procedures, and defined responsibilities.

2. SCOPE

This policy applies to:

- All employees
- All contractors and service providers
- All departments and operational activities

It covers all systems and processes related to managing workplace health and safety.

3. POLICY STATEMENT

The company is committed to implementing and maintaining an effective Health & Safety SHEFES Management Program to ensure that all hazards are identified, risks are controlled, and employees are competent to perform their duties safely.

All safety-related activities shall be managed through structured procedures, monitored for effectiveness, and continuously improved.

4. LEGAL COMPLIANCE

This policy is aligned with the requirements of the Occupational Health and Safety Act and applicable regulations.

5. HEALTH & SAFETY SHEFES MANAGEMENT PROGRAM COMPONENTS

The Health & Safety SHEFES Management Program shall include the following key elements:

5.1 Hazard Identification and Risk Management

- Identification of workplace hazards
- Assessment and control of risks (HIRA)
- Implementation of control measures

5.2 Incident Management

- Reporting and recording of all incidents and near-misses
- Investigation and root cause analysis
- Implementation of corrective and preventative actions

5.3 Training and Competency

- Identification of training needs
- Provision of induction and job-specific training
- Assessment and maintenance of competency
- Maintenance of training records

5.4 Health & Safety Representation

- Appointment of Health & Safety Representatives
- Conducting workplace inspections
- Participation in incident investigations
- Engagement in safety meetings

6. ROLES AND RESPONSIBILITIES

6.1 Management / Safety Officer

- Ensure implementation of the SHEFES Management Program
- Monitor compliance and effectiveness
- Ensure incidents are investigated and corrective actions implemented
- Ensure training and competency requirements are met

6.2 Supervisors / Team Leaders

- Implement program requirements within their departments
- Identify training needs and hazards
- Ensure compliance with procedures
- Monitor employee competency

6.3 Health & Safety Representatives

- Conduct inspections and identify hazards
- Participate in investigations
- Promote safe work practices
- Report findings and recommendations

6.4 Employees

- Comply with all safety procedures
- Report hazards and incidents
- Participate in training and safety initiatives

6.5 Contractors

- Comply with all site safety systems and procedures
- Provide proof of competency
- Follow all control measures

7. MONITORING AND EVALUATION

The effectiveness of the SHEFES Management Program shall be monitored through:

- Workplace inspections
- Incident trends and analysis
- Audit findings
- Supervisor feedback

Corrective actions must be implemented where deficiencies are identified.

8. CONTINUOUS IMPROVEMENT

The company is committed to continuously improving the SHEFES Management Program through:

- Regular reviews
- Incident learnings
- Updates to procedures and controls
- Employee and stakeholder feedback

9. RECORD KEEPING

All records related to the SHEFES Management Program must be maintained and made available for audit purposes, including:

- Risk assessments
- Training records
- Incident reports
- Inspection reports
- Appointment records

10. NON-COMPLIANCE

Failure to comply with the SHEFES Management Program requirements is strictly prohibited and may result in disciplinary action.

11. REVIEW

This policy shall be reviewed:

- Annually
- After incidents
- After changes in legal or operational requirements

12. REFERENCE DOCUMENTS

This policy must be read in conjunction with all supporting SOPs, including:

- Training and Competency Procedure
- Incident Reporting and Investigation Procedure
- Hazard Identification and Risk Assessment Procedure
- Health & Safety Representative Procedure

Risk Manager Signature: 	Date: 2/4/2026
Safety Officer / Instructor Signature: 	Date: 2/4/2026