



**BATELEUR DESIGN & PROJECT MANAGEMENT SOLUTIONS CC
(Hereinafter referred to as Bateleur)**

1. Safety

Bateleur strives for an “Everybody Home Safely, Everyday” programme at every level within all its operations. The programme has contributed to a notable decrease in on-site injury and a 100% success rate in fatalities.

Bateleur considers any “injury to one as an injury to all” and provides ongoing training, advice and guidance, as well as maximum supervision and mentoring to ensure safety levels are maintained.

Enforcement - Rigorous enforcement of our Occupational Health & Safety Programme is enforced and we treat the maximum as the minimum. (Please refer to our OH&S Master File)

Documentation - Documents and forms are in simple English, complete with explanatory and supplementary pictures.

Site Inductions - Site Inductions are performed regularly and safety checks of plant and equipment is mandatory every 2 weeks.

Certification - Where possible, all personnel are certified in First Aid and Basic Fire Fighting to ensure, in the unlikely event of an incident, immediate action can be taken.

Personal Protective Equipment - PPE’s are provided free of charge and must be worn in compliance with the OH&S Acts.

*‘The man who has no imagination has no wings’
Muhammed Ali*



Accident Reporting – All accidents must be immediately reported to the Site Manager and Safety Officer. Site Managers are authorized to incur medical expenses in the event of emergencies.

Accident Reports are to be completed in the OH & S File and Post Mortems are to be held at the end of every project to determine ways of improvement and prevent re-occurrence.

Vehicles & Plant - All vehicles and plant are serviced regularly, and it is the responsibility of the driver to ensure that critical levels of oil, water, tyre pressure etc. are monitored daily, appropriate to the vehicles handbook.

Banned Substances - Tests for Drugs, and Intoxicating Substances are regularly performed, and should personnel be found guilty of an offence, counseling and support is available at no cost to the party.

Safety Inspections - Safety Inspection Meetings held by the Site Managers regularly take place and monthly Safety Meetings are held with management to implement further improvements.

Weapons – All weapons inclusive of so-called traditional weapons are not permissible on site or the company premises.

Such weapons should be handed to security for safekeeping or left at home. Possession of weapons during working hours will be subject to disciplinary procedures.

Controls & Electronics – No person may tamper with any controls or electronics either at the companies premises or otherwise, without the express permission of the Manager or Site manager.

Fire Extinguishers and Exits – Access to, or blockages of, any Fire Extinguisher or Exit is strictly forbidden.

Heavy Lifting – Heavy objects should not be lifted manually and pneumatic lifting aids will be provided at the company's expense within reason.

Spills – Spills of any nature ,whether deemed hazardous or not, should be cleaned up immediately and work should cease until designate management have declared the area safe.

Disposal – All waste should be disposed in accordance with the instructions listed on the packaging. Littering is not permitted.

Evacuation – All personnel are to familiarize themselves with the evacuation plan of the company premises, to which an evacuation plan is attached hereto.

Evacuation at off site premises is subject to the evacuation plans of such premises and personnel are required to familiarize themselves with such prior to commencement of work at such premises. Personnel that are unclear as to evacuation procedures should contact management immediately.

In case of an emergency, personnel should remain calm, follow the evacuation plan, walk not run, talk not scream, and generally behave in an orderly fashion to prevent exasperating the situation.

Evacuation drills are routinely practiced by the body corporate of the company premises and participation is compulsory. The same applies to any and all evacuation drills at off site premises.

b a t e l e u r

'The man who has no imagination has no wings'
Muhammed Ali



First Aid – First Aid kits are available on all floors of the company premises and the responsibility of replenishment lies with the Safety Officer. Index's and instructions are contained within the kits.

2. Health

Sickness and Injury – All personnel are required to report any (actual or suspected) sickness or injury prior to commencement of duty. An officer of the company will engage such personnel and communicate a decision as to fitness, and recommend a course of action if required.

Communicable Diseases – Diseases such as HIV/Aids, TB and DR Influenza etc. are communicable diseases and need to be confidentially disclosed. Due to the close contact nature, and risk of blood spill and contamination associated with the industry, personnel suffering from such communicable diseases should be encouraged to disclose such status in order to not endanger the lives and or health of others.

Management will consult with the party and assess risk according to the affected parties Job Function. Free testing and counseling for such communicable diseases will be made available on request.

Welfare – Ablution facilities will be made available where no such common facilities exist.

Such facilities will include hand wash facilities and sanitizing sprays/ lotions etc.

Sick Leave – Sick leave will be made available in terms of the Labour Relations Act of South Africa.

Smoking – Smoking of any product is not permissible on site or at or within 30 meters of the company premises. Smoking in any company vehicle is forbidden.

Travelling – All personnel shall use seat belts where fitted and or available when they travel in or operate a company vehicle. The driver is responsible to ensure this is carried out.

All traffic and road rules should be strictly adhered to. Only licensed drivers may operate company vehicles and only according to the class of license they possess.

3. Environmental Management

Bateleur recognizes the reality of rapidly depleting and ever dwindling natural resources and that present population explosion places the fragile earth's precious eco-system under immense and imminent threat.

To this end, we recognize and endorse the concept and immeasurable importance of sustainable business practice's, which remain economically, socially and environmentally profitable.

This guideline has been set up with two core areas of impact;

The Construction Environment and The Administrative Environment

Within both environments we have developed a policy (listed hereunder), which we are confident, plays a role in sustainable environmental awareness and preservation.

b a t e u r

'The man who has no imagination has no wings'
Muhammed Ali



Banned Substances – No Banned substances may be used in the manufacture or fabrication of any item and or built environment.

Hazardous Substances – Hazardous Substances may only be used in strict accordance with the manufacturers instructions. Waste emanating from hazardous substances is to be disposed of by registered and professional waste disposal organizations and destroyal certificates are to be produced.

General Pollution - Bateleur is committed to continual improvement and prevention of pollution. To this end we constantly engage our waste management partners with regard to evolution, trends and developments in this regard, and they are under strict instruction to apply best practice in this regard.

Recycling – Recycling is paramount to the survival of our planet, and all waste, offcuts, remnants, etc. are to be delivered to/ collected by an appropriate recycling institution whenever possible.

Scrap Metals – Scrap Metals are not to be indiscriminately disposed and should be taken to a suitable scrap metal processor. Proceeds of such waste are to be used for staff welfare benefits and improvements from time to time.

Landfill – Landfill sites are to be avoided at all costs and used only as a last resort.

Electricity – Electricity or Electrical Energy is to be conserved at all times. All non-essential appliances are to be switched off at the wall socket/ socket when not in use.

Administratively, HWC (Hot Water Cylinders or Geysers) have been discontinued and replaced with under counter HWC which are energy efficient and also contribute in the efforts towards water management.

Heating, Ventilation & Cooling (HVAC) - HVAC should be used sparingly and in consideration of energy consumption and no Ozone Depleting Energy Type HVAC Systems may be used, specified or installed. The use of "Inverter Type" HVAC systems must be encourage and promoted.

Lighting - Lighting should be used sparingly and where possible, LED and or Energy Saving Fluorescent (ESF) fittings must prevail. To this end, Bateleur has successfully installed LED/ ESF to its premises and we encourage all personnel to do the same in their homes and personal environments.

Petrol/ Diesel/ Oil/ Fossil Fuels – All vehicles in the Bateleur fleet have been upgraded from Petrol to more fuel efficient modern technology diesel engines which produce far less omissions and cause less environmental harm. All further fleet acquisitions will follow this practice as well.

All drivers are encouraged to drive not only within permissible speed limits but with a view toward diesel consumption and the burden it places on the environment.

All vehicles are regularly serviced and maintained to encourage optimal performance and energy consumption, and lower omissions where possible.

Water – Water is becoming an increasingly more scarce resource and the use thereof is to be strictly controlled. Training is provided with regards to obvious use thereof and the mixing instructions on raw materials such as aggregates and paints are to be strictly followed.

b a t e l e u r

'The man who has no imagination has no wings'
Muhammed Ali



Bottled water is no longer supplied to personnel and a Chill Tap and Purifier have been installed, the use of which is unlimited and all personnel are encouraged to bring their own glass containers for refilling purposes.

Paints – Where paints are used, we shall endeavor to use water based or acrylic products which are less harmful to the environment from both a smell and chemical pollution perspective. Corrosive type primers have been replaced with water based equivalents.

Cleaning Products – Environmentally toxic, harsh and/ or corrosive cleaning products may not be used. All cleaning products need to be bio-degradable and used in mixing ratios strictly according to the manufacturers instructions.

Administrative Waste/ Paper – The use of “green certified” paper is recommended and only under extreme examples may standard paper be used. All printing is to be double sided whenever possible and used paper is to be stored and used for the printing of draughts.

All consumed paper is to be stored and annually a registered and environmentally certified paper recycling company is to shred and recycle used pages and remnants. The same applies to plans/ drawings/ documentation for off site purposes.

Electronic Devices/ Plant – All electronic devices/ plant which have reached the end of the acceptable life and or economic cycle are to be donated to Previously Disadvantaged Communities/ Community Centre’s and /or be sent to recycling facilities if unusable/ unserviceable.

Electronic Device/ Plant procurement is to be undertaken with energy efficiencies and noise/ smell and waste pollution carrying a weighting factor when purchases are considered. Electronic Device/ Plant that encourages the excessive purchase of “consumables” is to be avoided at all costs.

Review – Bateleur’s SHEMP is reviewed annually and is subject to change, without advertisement or notice, whenever such change promotes increased levels, and or betterment of environmental awareness issues.

Access & Availability – Bateleur’s SHEMP is available free to the public on request. Requests are to be sent via our website www.bateleurprojects.com.

Raw & Site Materials – Raw and Site Materials shall be procured on a best in class basis. Cognizance is to be taken of manufacturers technical specifications and safety data sheets (SDS) at all times. Raw and Site Materials that are procured are to be mixed/ applied/ installed/ used/ moved and removed in strict accordance with the manufacturers instructions.

Reporting – Any person/ persons found contravening part or any part of the SHEMP shall be subject to disciplinary action/ relationship review.

Incidents of transgression are to be confidentially reported to the SHEMP Custodian – Company CEO Mr Tate E. Eshelby via his personal email address tate@bateleurprojects.com.

Such reporting is to include the date, time and location of the alleged infringement.

The CEO is obliged to investigate and report back on the incident, together with recommended remedial measures within 72 hours.

b a t e l e u r

*‘The man who has no imagination has no wings’
Muhammed Ali*



Compliance – It is incumbent on all personnel/ management/ suppliers/ sub contractors and affected parties et al to comply with Bateleur’s SHEMP and failure to do so/ transgression of may result in disciplinary action/ relationship reviewal and or termination of employ/ supply or relationship.

Training – Bateleur will undertake training in the administrative and constructive environment as and when the time and need arises. Bateleur will subscribe to the principles of environmental awareness and undertakes to ruthlessly enforce SHEMP on all levels of business practice.

Summary – We recognize that environmental awareness is a critical component of business sustainability and without it, any legacy that we seek to create or maintain cannot be preserved. We encourage all our suppliers/ partners/ sub contractors/ personnel/ clients/ and management to do the same.

b a t e l e u r

*‘The man who has no imagination has no wings’
Muhammed Ali*

