

# **GEP – WORKPLACE PRACTICES (HEALTH, SAFETY, ENVIRONMENT, QUALITY)**

## **Introductory Notes:**

SHEQ practices are often largely ignored in the workplace causing great risk and danger to the persons and the assets of the organization involved. This checklist encompasses the E4A experience with the minimum practices that should be applied to ensure a basic level of safe and healthy operations.

1. Basic, to the point, safety guidelines for use of, and/or assembly of, goods or products supplied by each organization should be boxed with or attached to the goods and products supplied by the organization.
2. Basic safety guidelines should be prepared for the likes of power tools, mobile equipment such as compressors, mixers, pumps, fans and such like used in each plant and attached to said equipment in a good visible position (sample available).
3. All hazardous chemicals and other products should be noted and documented in a master file. The MSDS documents should be obtained and filed in this hazardous mater file (sample available). Each area of hazardous product use or presence must have standard warning posters mounted.
4. All explosive chemicals should be noted and documented separately in the master file. The explosive lower and upper limits should be listed in a table and filed in the master file. Each area of explosive chemical use or presence must have standard warning posters mounted.
5. PPE (personnel protective equipment) is essential and must be assessed and applied for every worker and associated colleagues. Safety boots, goggles and safety helmets are mandatory in many workplace areas.
6. All exposed rotating machinery parts must have protective guards fitted. These can easily be fabricated from standard metal sheet.
7. Additional minimum SHE practices should be developed in a monthly safety meeting.
8. Capture non-conformances or incidents on easy summary field reports (sample available).
9. Minimum practices, signs and demarcated safe areas and routes should be applied as specified in the OSH Act and its relevant regulations.

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