



SHEQ International

SAFETY

QUALITY

SECURITY



Head Office
6 Duncan Road
Port of Cape Town
8000
South Africa

Mitchells Plain Branch
166 Blombos Street
Lenteguer
Mitchells Plain
7785



**B-BBEE
LEVEL 1
CONTRIBUTOR**

**25% Youth
Owned**



DEVELOPMENT THROUGH PARTNERSHIP

INDEX

1. *SHEQ International (Pty) Ltd Company Profile*
2. *Recruitment Plan*
3. *Training Plan*
4. *Deployment Plan*
5. *Contingency Plan*
6. *Occupational Health and Safety Plan*
7. *Social Responsibility*

1. COMPANY PROFILE

SHEQ International (Pty) Ltd (100% Black Owned) is a Health and Safety, Security, Quality Inspection and General Building Maintenance services provider in all spheres of Government, Commercial Industries, Oil, Gas and Marine Construction and Manufacturing. Established in 2017, SHEQ International has grown to be a reputable service provider with an exceptional track record of providing quality service. Our professional capabilities and versatility to customer needs sets us apart of our competitors. Our team of experts ensures that our clients receives the best solution to their needs.

SCOPE OF SERVICES

*Located in the Port of Cape Town, we offer a service in compliance to **OHSAct, PSIRA, ISPS, TNPA, SAMSA and the applicable Classification Society.***

Our core services include:

The provision and management of

- ❖ *Occupational Health and Safety Consulting*
- ❖ *Physical Security Guarding*
- ❖ *Dog Patrolling*
- ❖ *CCTV monitoring*
- ❖ *Occupational Health and Safety Legal Compliance Audits*
- ❖ *Turnkey Project SHEQ Management*
- ❖ *Safety Officers*
- ❖ *PPE (Personal Protective Equipment) supply – Catalogue available on request*
- ❖ *Quality Inspectors*
- ❖ *Tank Guards with gas monitors*
- ❖ *Development of Site Safety Files*

Our reputation of providing exceptional services that meet our clients' needs has made SHEQ International (Pty) Ltd a well-respected name in the various industries.

OUR GOALS

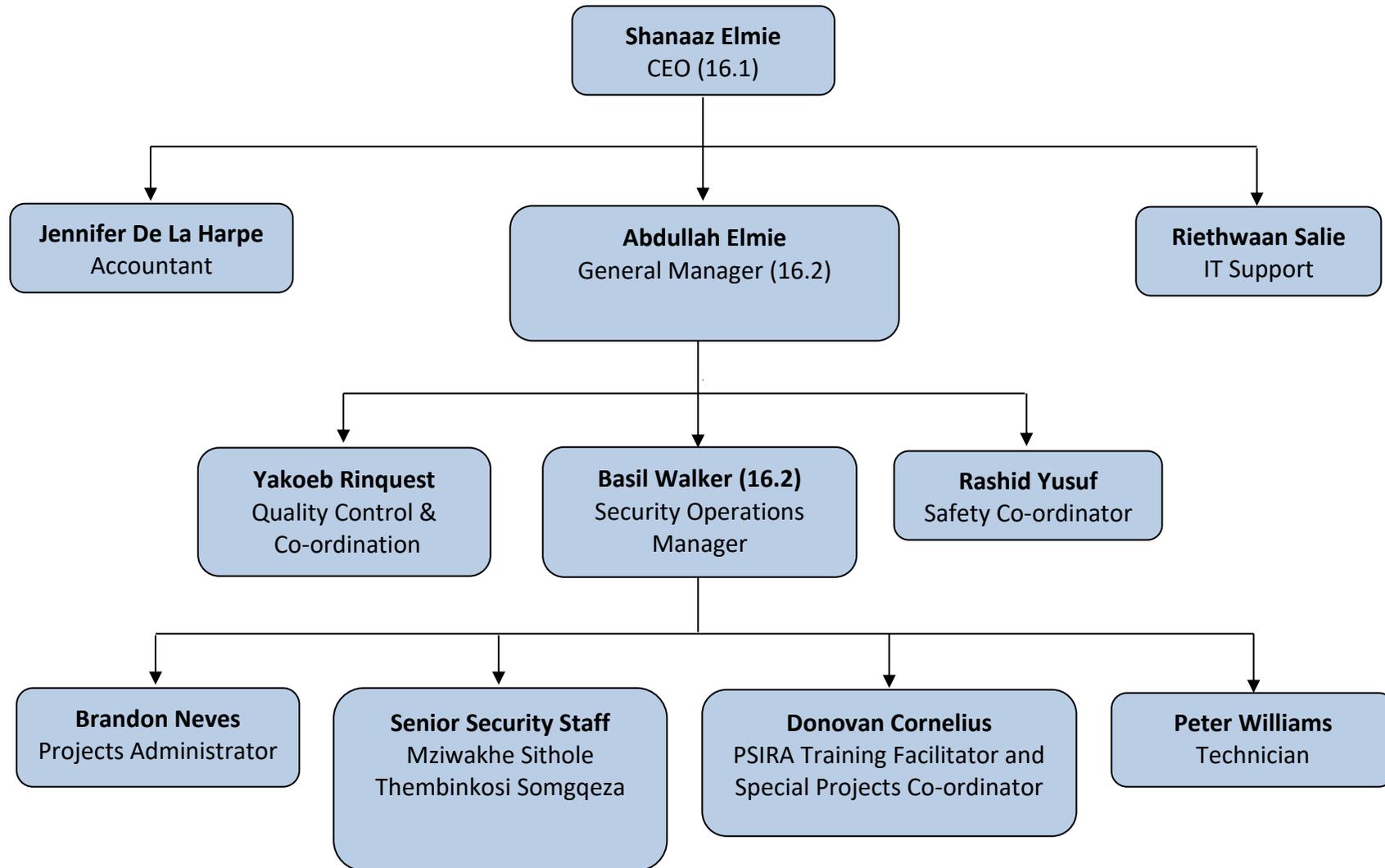
Our goals are:

- ❖ *To attain an exemplary level of safety and quality culture within all our clients' organizations.*
- ❖ *To prevent all incidents and minimize risks to an acceptable level.*
- ❖ *To attain a reputation of exceptional service to our clients.*
- ❖ *To have projects completed safely and on time.*

SHEQ International (Pty) Ltd embark on achieving these goals by:

- ❖ *Establishing partnerships with their stakeholders.*
- ❖ *Continuously invest in their employees by providing them the necessary skill and competence to perform their tasks.*
- ❖ *Cooperating with regulatory bodies to ensure legal compliance.*
- ❖ *Having active management involvement in company initiatives that improve service delivery.*
- ❖ *Responding to our clients' needs as and when required.*
- ❖ *Continually assessing performance to determine areas of improvements.*
- ❖ *Continually assessing risks and implement effective controls to mitigate those risks.*

ORGANOGRAM: (100% Black Owned)



OUR VISION, MISSION, AND VALUES

OUR VISION

Our vision is to be an independent entity or an integral part of an organization, where zero harm is a norm and the delivery of services that consistently meet our client's requirements.

OUR MISSION

To provide our clients with an exceptional safety, quality and security service that meets their needs by ensuring compliance to legislation and conformance to specifications.

OUR CORE VALUES

Our employees are the most valued assets of our company, essential participants with a shared responsibility in fulfilling our mission.

We recognize that the characteristics and skills of our employees are the key factors in achieving our success. Therefore our Human Resources policies and practices are built on:

- ❖ *Safety first – The safety of all is of utmost importance and we are committed to do everything necessary within the scope of work to ensure the safety of people and to preserve life.*
- ❖ *Customer - focused – The customer's requirements are what drives this company and we will ensure that we continuously interact with our clients to ensure we understand and meet their requirements.*
- ❖ *Follow the rules – Rules are there to maintain order and set a standard for fairness.*
- ❖ *Responsible Leadership – We consider ALL our employees as leaders and we believe by acting responsible respect will be earned.*
- ❖ *Honesty and Integrity – We will ensure that all our operations are done with honesty and integrity.*
- ❖ *Compassion for people and the environment – By having compassion for people and the environment we will be able to create an environment that are conducive for development, growth and sustainability.*

2. RECRUITMENT PLAN

At SHEQ International (Pty) Ltd we believe that the success of our operations is a result of strategic planning and the diligence of our employees. Staff is selected based on the requirements of each individual project. Background checks, good interpersonal skills, 7/10 panel drug screening are, but is not limited to, a few of the assessment criteria we employ before considering a candidate for possible employment.

All personnel who are recruited are required to meet the following minimum criteria:

- ❖ *Valid South African ID or Working Permit*
- ❖ *Clean criminal background*
- ❖ *Certificate of competence*
- ❖ *Valid medical fitness certificate*
- ❖ *Registered with professional body as required (e.g. SACPCMP, PSIRA, etc.)*
- ❖ *Fluent in English (read and write)*

SHEQ International has the upliftment of the local community wherever the project specified the specified services must be delivered. The objective is to leave a lasting legacy within the community which develops an environment and culture which will transcend generations of strife.

- ❖ *Engage the company/ organization Human resource management for prospective applicants with the relevant qualifications, certifications and experience/ competence.*
- ❖ *Approach the local community leadership for assistance in reaching correctly qualified unemployed persons.*
- ❖ *Contact local schools and colleges for a list of graduates suitable for employment in the relevant field of service delivery SHEQ is contracted for, case specific project.*
- ❖ *Obtain a name list from the NYDA and recruitment agencies of suitable candidates in the surrounding area for possible employment.*
- ❖ *Advertising on local community platforms, company official career portals and popular social media e.g. Facebook, twitter, etc.*

At SHEQ we value the importance of hiring the right security guard who keeps our clients, guests and employees safe and satisfied, with a mix of stern and authoritative, while not coming across as brash demeanor.

3. TRAINING PLAN

Training is a vital component in ensuring that all personnel are adequately equipped to provide our clients with excellent service levels.

At SHEQ International (Pty) Ltd we want our security guards to be ready for modern challenges, perform at high level, deliver excellent customer satisfaction, in line with relevant government and industry related legislation.

Over and above this they are also trained on the following site specific procedures:

- ❖ Site specific safety and security induction and orientation*
- ❖ Emergency procedures and Environmental awareness*
- ❖ Client specific site rules and personal hygiene*
- ❖ Access Control Protocol i.e. Identification verification, searching of persons, vehicles, luggage, etc.*
- ❖ Inner and outer perimeter patrols*
- ❖ Control room operations e.g. CCTV and intruder alarm monitoring.*
- ❖ Basic first responder training on emergency services e.g. fire, medical, bomb threats, community or industrial protest action, strikes from the clients' personnel and/or security guards, etc.*

Supervisors with the correct credentials, competencies and experiences;

- ❖ Monitoring of site compliance to the industry Standard Operating Procedures (SOP)*
- ❖ Information gathering and reporting of incidents of non-compliance*
- ❖ Investigations, report writing and expert witness testimony iro litigation*
- ❖ Interactive, satisfaction client management training*
- ❖ Administrative and operational monitoring of shift schedules and staff placement*
- ❖ All supervisors are trained in internal disciplinary and corrective management in line with labor relations legislations.*

All training is conducted by an independent SEESA accredited service provider and all training is scheduled as to not disrupt service delivery to the client.

4. DEPLOYMENT PLAN

On receipt of the official award letter, SHEQ International (Pty) Ltd, will respond in writing acceptance of the contract in respect of the service and/or goods required by the client.

We will initiate an on-site management meeting to meet and greet the relevant executive role-players and discuss the roles and responsibilities as prescribed by the client project management.

The specific requirements and conditions will be revisited to confirm the exact logistical and operational resources required to ensure the seamless commencement of the project concept.

- ❖ *The implementation of the aforementioned recruitment plan within set timeframes*
- ❖ *Signing of the terms and conditions of the SHEQ International employment contract and oath of company confidentiality clause.*
- ❖ *Commencement of the aforementioned training plan within set timeframes*
- ❖ *Procurement of any additional logistics e.g. uniform, equipment, fleet etc. not already resourced by the company.*
- ❖ *The induction phase of security guards, shift scheduling, site roles and responsibilities*
- ❖ *Site specific orientation*
- ❖ *Site asset verification and confirmation with handing over documentation*
- ❖ *Supervisors familiarize themselves with the clients mission, vision, policies and procedures*
- ❖ *Obtain a solid understanding of the clients' administration and operations to optimize our seamless integration of delivery of goods/services.*
- ❖ *Engagement with local law enforcement agencies and emergency services*
- ❖ *Obtain and display their contact details in case of any eventualities*
- ❖ *Procure and display all administrative and operational signage required by industry regulations and client specified rules and regulations.*
- ❖ *Engage with the duly authorized administrative and/or operational representatives of the client, in respect of the correct lines of reporting service delivery matters.*

It is the intention of SHEQ International (PTY) Ltd to seamlessly integrate in to clients profile as a service provider, and to not only facilitate administration and operations, but compliment and become an asset to the organization.

5. CONTINGENCY PLAN

Contingency planning information pertains to the most common industry specific eventualities which may interfere with the clients' normal, day-to-day, delivery of services, and how SHEQ International (Pty) Ltd intends dealing with each eventuality;

Staff Shortages

- ❖ *To always have a name list of personnel on standby in response to unscheduled/authorized leave of absence*
- ❖ *An on-site monitoring and reporting protocol to alert operations management of any shortages*
- ❖ *Operations management to ensure all client sites are manned by duly authorized and qualified personnel.*

Strikes (by client or SHEQ employees)

- ❖ *Report the matter to the duly authorized client representatives and take cognizance of their response.*
- ❖ *Report to SHEQ International operations management to action the aforementioned staff shortage planning.*
- ❖ *Do not engage protestors, allow duly authorized representatives deal with the matter*
- ❖ *Engage local law enforcement agencies, and if necessary, emergency services*
- ❖ *Integrate SHEQ International response to best compliment efforts from law enforcement and emergency services.*

Evacuation Scenarios

- Fire* - *Remain calm and in control of the situation*
- *Report incident to the proper authorities*

- *Keep clear of danger area and guide all personnel to the emergency gathering point*

- *Ensure the danger area is cleared, conduct roll-call and record the incident.*

Bomb - *Remain calm and in control of the situation*

- *Report the incident to the proper authorities*
- *Obtain a mandate and initiate the orderly evacuation of all personnel with the correct operational code word/phrase*
- *Guide all personnel the emergency assembly point, conduct roll-call and record the incident.*
- *Await further instructions from SAPS bomb disposal unit on either 'all clear' or further evacuation from the site.*

Gas/Chemical

- *Remain calm and in control of the situation*
- *Try and ascertain the point of origin of the leak*
- *Alert the proper authorities of the incident*
- *Keep danger area clear and guide all personnel to the emergency assembly point*
- *Conduct roll-call and notify emergency services of any exposure of personnel to the harmful substances.*
- *Make no statements and refer all enquiries to the duly authorized representative of the client.*
- *Remain alert for any opportunistic criminal activity*

Flooding

- *Remain calm and in control of the situation*
- *Try and ascertain the point of origin of the flooding and attempt to close or contain it.*
- *Alert the proper authorities of the incident*
- *Keep danger area clear and guide all personnel to the emergency assembly point*
- *Conduct roll-call and notify emergency services of any medical issues.*
- *Remain alert for any opportunistic criminal activity*

Injuries/Medical Emergencies

- *Remain calm and stay in control of the person/situation*
- *Alert the proper authorities and assure the patient that help is on the way*
- *Administer any first responder assistance to the patient(s)*
- *Keep the patient(s) away from danger area*
- *Guide inquisitive on-lookers away to minimize disruption of client service delivery*
- *Ensure access to the patient(s) by emergency services*
- *Await further instructions and record the incident accordingly*

6. OCCUPATIONAL HEALTH AND SAFETY PLAN

The purpose of the SHEQ International OHS plan is to identify and manage the health, wellbeing and safety risks our clients' faces. To document said health, wellbeing and safety compliance activities and responsibilities in their work areas

The below mentioned summarized points are, but are not limited to, structured to fulfil the four basic elements a successful health and safety plan must entail i.e. Management Commitment and Employee Involvement, Workplace Analysis, Hazard Prevention and Control and Employee Training;

- ❖ *Identify and appoint of security OHS representatives per site (1 per 100 employees), in line with OHS Act (85 of 1993)*
- ❖ *Only utilize an accredited OHS equipment supplier and service provider*
- ❖ *Obtain and familiarize ourselves with the clients' OHS compliance policy*
- ❖ *Display the clients' OHS compliance policy and encourage their employee adherence*
- ❖ *Identify, report, remove potential health and safety hazard in the workplace*
- ❖ *Launch incident investigations and provide feedback on corrective actions to the client.*
- ❖ *Avail an informative and site specific emergency plan based on a thorough hazard valuation*

7. SOCIAL RESPONSIBILITY

One of the beneficiaries of SHEQ International (Pty) Ltd is Strandfontein AFC situated in the southern suburbs of Cape Town. Strandfontein AFC (locally known as the Seagulls) has at least 300 junior players and is known to be one of the largest clubs in the Western Cape. They are affiliated to the Mitchell's Pain LFA and well recognized by SAFA Cape Town.

Another beneficiary of SHEQ International is Christian Care Givers. Christian Care Givers is a Non – Profit Organization founded by Janine Kline in 2020, feeding over 200 people twice a day through their feeding scheme and various events focusing primarily on children affected by poverty.

CHRISTIAN CARE GIVERS NPO178-128

FOUNDER
JANINE KLINE
08 SPANIEL WAY
STRANDFONTEIN VILLAGE
021 393 0911
064 3033803
JKLINE129@GMAIL.COM



SHEQ International (Pty) Ltd

Physical Address:
6 Duncan Road
Port of Cape Town
8000
South Africa

Phone: +27 (0) 21 427 9534
Mobile: +27 (0) 82 828 9482

Email: enquiries@sheqint.co.za

Website: www.sheqint.com

Company Reg. 2017/176210/07

VAT: 4390291781

CSD No: MAAA0619362

PSIRA No: 2879484

CBD CRS No.: 10373596

