



Health Safety and Environment Guidelines



Disclaimer

Whilst every effort has been made to cover every eventuality of the hazards and risks that CapFish employees face it is up to the individual to make responsible safe decisions at the work place.

Guideline Review Date: 2013/08/02

CapFish recognises the need to provide and maintain a safe, healthy and environmentally friendly working situation for all its employees

CapFish Health, Safety and Environmental Policy



Contents

- Overview 3
- Company Vision 4
- Roles and Responsibilities..... 5
- Management of HSE 5
- Safety Management Rules 6
 - Intent..... 6
 - 1. Office Safety 6
 - 2. Logistics safety from office to place of deployment..... 6
 - 3. On board safety..... 6
 - 4. Drug and Alcohol Testing 7
 - 5. Observer / Researcher Safety 7
 - 6. Health and Hygiene..... 8
 - 7. Driving Safety 9
 - 8. Environmental Management 9
 - 9. Incident Report 10
- Appendices..... 12
 - Appendix 1 - HSE safety checklist for observers/ researchers going to sea 12
 - Appendix 2 - HSE safety checklist for new employees and land based staff..... 14
 - Appendix 3 - Incident report template 16
 - Appendix 4 - Risk assessment template 17
 - Appendix 4 - Risk assessment Examples..... 18

CapFish Health, Safety and Environmental Policy



Overview

Capricorn Fisheries Monitoring cc (CapFish) was formed in April 1999 and is an international Marine Monitoring and Fisheries Consulting Group based in Cape Town, South Africa. It provides trained sea and land-based observers in the marine sector. CapFish works closely with marine research and non-governmental organisations as well as with the fishing industry and other industrial bodies associated with the exploitation of our natural resources. CapFish is a trading name incorporating the close corporation (CapFish cc) as well as CapFish (SA) Pty Ltd.

CapFish recognises the need to comply with the standard legislation of the Health and Safety Act, Act 85 of 1993. This states that the employer is to provide and maintain as far as reasonable and practical, a work environment that is safe and without risk to the health of the employees. The company is an equal opportunity employer, committed to the empowerment of historically disadvantaged individuals (HDI's), including women. The founding company (CapFish cc) is a 40% shareholder in CapFish (SA) Pty Ltd with the balance of the shareholding held by employees, including an empowerment component. The shareholding varies with staff changes (see the share holding schedule) but the overall goal remains for CapFish cc (the originator of CapFish)

to own about 40% and the balance to be held by permanent staff with emphasis on empowerment.

From the inception of the company it has been the policy of CapFish to carry out all its work in a way that provides healthy and safe working practices and avoids risks of injury to anyone as a result of the activity for which the company is responsible. The overall responsibility for Health, Safety and Environment rests at the highest level with management. However, all individual employees have important responsibility towards HSE and must participate in carrying out the policy. Appropriate training, supervision and information are provided to all employees to encourage a proactive attitude towards safe working practices to prevent accidents as well as complying with all legal and practical policies to enabling them to undertake their duties safely and prevent serious injury in the event of an accident. At CapFish maintaining high environmental standards and procedures is taken very seriously and it is up to each employee of the company to set good a good example especially when observing at sea. Every employee has the right to stop an activity if an unacceptable risk is observed whether it be a risk to the health and safety of the individual or the environment.



CapFish Health, Safety and Environmental Policy



Company Vision

1. Prompt accident notification, investigation and reporting.
2. The establishment and maintaining a healthy, safe and productive working environment.
3. Protection of property equipment and material from all down grading incidents.
4. Protection of the environment by removing all hazardous wastes and by proper housekeeping.
5. The integral part of effective management in the offshore marine sector is awareness that a high standard of HSE is required.
6. Where appropriate, a HSE committee should be established at each working location in order to ensure that full consideration can and has taken place between employees and management. This is to ensure that the employee derives the maximum advantage from the HSE policy.
7. There should not be any employee to be found to have been negligent in the matter of Health, Safety and Environment or have contributed to an accident through personnel neglect, then that person will be subjected to a Disciplinary Procedure which could result in dismissal.
8. Each employee is to take accountability for his or her actions.
9. Jobs, where possible should be planned appropriately and where necessary should have a relevant risk assessment.
10. Stop the job whenever the employee feels that the situation is unsafe.



CapFish Health, Safety and Environmental Policy



Roles and Responsibilities

Company manager – Dave Japp

The Corporate Manager - HSE will be responsible for the development, co-ordination and maintenance of HSE system ensuring all personnel are fully supported with guidance, training equipment, documentations, inspections and audit covering all Health, Safety & Environment and welfare matters. He has the authority to stop any activity which contravenes, good HSE practices that jeopardize the safety of the personnel.



Operation Manager (C. Heinecken)

It is natural that the HSE Program is part of the responsibility of the Operations Manager who is in charge of activities at the Company. It is recognized that a strong support and active participation by the Operation Manager is essential. The Operation Manager assures that the subordinates have a thorough understanding of their HSE.



Health and Safety Officer (Victor Ngongo)

The health and safety officer is in charge of implementing all the HSE guidelines and maintaining accurate records. He is in charge of reviewing the policy once a year as well as employing the necessary staff HSE training.



Observer/ Research Coordinators

Every coordinator who sends out an employee to sea on a vessel is required to brief the individual before deployment. This briefing must reiterate the risks involved and be conducted with the use of a check list specific to that particular observers role on the vessel (see appendix 1 – A health and safety checklist for observers going to sea). Every observer should also be briefed on the correct protocol for incident reporting (appendix 3) and be reminded that every individual has the right to stop the job if he/she feels unsafe or that the environment is at risk in any way.

Sarah Wilkinson



Melanie Smith



Jan Wissema



Willem Louw



Responsibility of Individuals

CapFish assigns the utmost importance to HSE and accident prevention to ensure that all employees are provided a Safe and Healthy Working Environment. The success of the policy requires all levels of personnel to become totally supportive and to develop a thorough understanding of HSE regulation or procedure that pertains to their respective jobs. Any employee who feels that a job could directly or indirectly be harmful to him/ her or another employee has the right to suspend the work in good faith. This same principle is applied to the environmental aspect. Anyone who witnesses a job that may prove harmful or detrimental in any way to the environment may also request the termination of the work being carried out. In order to continue the job that was suspended due to unsafe, unhealthy or environmentally unsound practices, amendments must be made before the job is resumed in accordance with the HSE requirements.



Safety Management Rules

Intent

CapFish endeavours to cut out any activity that threatens the HSE of our work force and the general public. The management is committed to achieving and sustaining "ZERO ACCIDENT INCIDENTS" through continued improvement practices. The HSE policy covers three main areas: the office, logistic safety from office to place of deployment and on board safety in the fisheries sector and seismic sector.

1. Office Safety

All permanent office personnel must at all times comply with office safety rules and become familiar with the office layout. Any new employee must be given a checklist to complete in relation to the health and safety requirements of the office (see appendix 2). The new employee must understand the protocol for reporting any incidents that have occurred (appendix 3), analysing risks (risk assessment appendix 4) and maintaining accurate and up to date records. He/she must be aware of drill procedures within the office and the placement of fire extinguishers, the first aid box and emergency telephone numbers.

2. Logistics safety from office to place of deployment

All personnel when on contract and using any form of transport during working hours must follow the legal safety procedures in vehicles and follow CapFish HSE policy driving rules.

3. On board safety

This applies to the fisheries observers as well as the seismic Marine Mammal Observers (MMO) and Passive Acoustic Monitors (PAM) that operate regionally, nationally and internationally. For more detailed information please refer to the IAGC Marine Geophysical Safety Manual version 10. (<http://www.iagc.org/files/3040/>). This safety manual applies to both sectors, the fisheries observers, the MMOs and the PAMs. The observers are all required to be familiar with this manual

CapFish Health, Safety and Environmental Policy



and have a copy of it along with the HSE policy when they are deployed on a vessel. Reports of observers neglecting to follow any of the health and safety instruction will result in a disciplinary hearing that may result in the termination of their contracts.

4. Drug and Alcohol Testing

- I. CapFish has implemented a random drug and alcohol testing procedure as part of the HSE policy. This is a standard practice in our industry. Random selection will be followed and in addition if the company suspects an individual is under the influence we may also send them for testing. Our normal doctors provide this service at short notice and can give us the results within 48 hours.
- II. Staff found positive for drugs and alcohol will be subjected to a disciplinary procedure and will not be deployed on any vessel. Note also that possession of or taking drugs can result in loss of employment.
- III. Any individual under the influence of drugs or alcohol may present a risk to their own health and safety and to those around them. CapFish aims to minimise any hazards that may result in an adverse reaction to the health and safety of an employee.

5. Observer / Researcher Safety

- I. Each person that is sent out to sea as an observer / researcher, whether it be for seismic or fisheries operations has an obligation to himself/herself to be familiar with the HSE policy and the IAGC Marine Geophysical Safety Manual especially chapter 7.
- II. Observers must watch the general health and safety, stop work, personal illness, injury, safe use of knives and working on deck presentations every six months.



CapFish Health, Safety and Environmental Policy



- III. Before embarkation during the briefing each observer must complete a health and safety checklist with their respective coordinators to ensure they are aware of all the hazards and risks involved.
- IV. As a contract worker it is up to the individual once on board the vessel to indicate to their particular coordinator that the vessel maintains an acceptable level of HSE. If there are any grievances that make him/her uncomfortable the individual must report them immediately.
- V. Each observer must be made aware of his/her right to stop work if he/she feels unsafe in anyway.
- VI. It is up to the observers to set a good example in terms of sound environmental practices. For example correct segregation of refuse and the appropriate disposal of things such as cigarette ends.

6. Health and Hygiene

- I. Risks and hazards involved that may affect the health of the employee must be pointed out prior to embarkation and commencement of work.
- II. All sea going medicals must be up to date and the individual must follow the requirements specific to the sectors and sites where the work is to be undertaken.
- III. Any incident that has the ability to affect the health and safety of an individual must be reported immediately.
- IV. All sites where any employee of CapFish works must have sufficient resources to support the medical staff or emergency personnel specific to the risks and hazards involved.
- V. Fatigue must be managed accordingly and an individual must not work more than the specific site recommendation.
- VI. Vaccination cards must be up to date and personnel that are sent to designated malaria areas must take precautions.
- VII. Every observer is to maintain high standards of hygiene at all times and be considerate of his/her fellow crew members.



CapFish Health, Safety and Environmental Policy



VIII. All employees must adhere to the drug and alcohol company rules.

7. Driving Safety

- I. Daily checks on company vehicles must be performed before use.
- II. Service plans specific to the vehicle must be maintained in order to prevent any unnecessary risks.
- III. The use of cellular phones, with or without a hands free kit whilst driving is prohibited.
- IV. Seatbelts must be worn at all times, in the front and back seat of the vehicle.
- V. Drivers must adhere to the speed limit at all times and adopt a defensive driving attitude. They must be fully aware of pedestrians at all times.
- VI. Vehicles must not be driven while under the influence of drugs or alcohol. They must also not be driven if the driver is in any way fatigued or stressed out. Drivers must use their discretion and be aware of the risks and hazards involved when driving. Drivers must not place themselves or any other CapFish employee in unnecessary risky or hazardous situations that may in turn be harmful to the health or wellbeing of that particular individual.

8. Environmental Management

- I. Protection of the environment is an integral part of our service and CapFish is committed to encouraging respect and care for the environment.
- II. We aim to reduce the carbon footprint of our operations in all operational decisions e.g. through the reduction of fuel consumption, where possible.
- III. Employees are encouraged to maintain the highest level of environmental awareness in all of their duties and to encourage best practice amongst others.
- IV. Informing and appropriately training all employees, contractors and clients on safety, health and environmental matters
- V. Smoking will only be allowed in designated areas
- VI. Adhering to the highest level of garbage management in office, on board vessels at sea, including garbage separation systems and recycling.
- VII. Promoting dialogue with clients about environmental performance
- VIII. Review of environmental policy at periods not exceeding three years.

CapFish Health, Safety and Environmental Policy



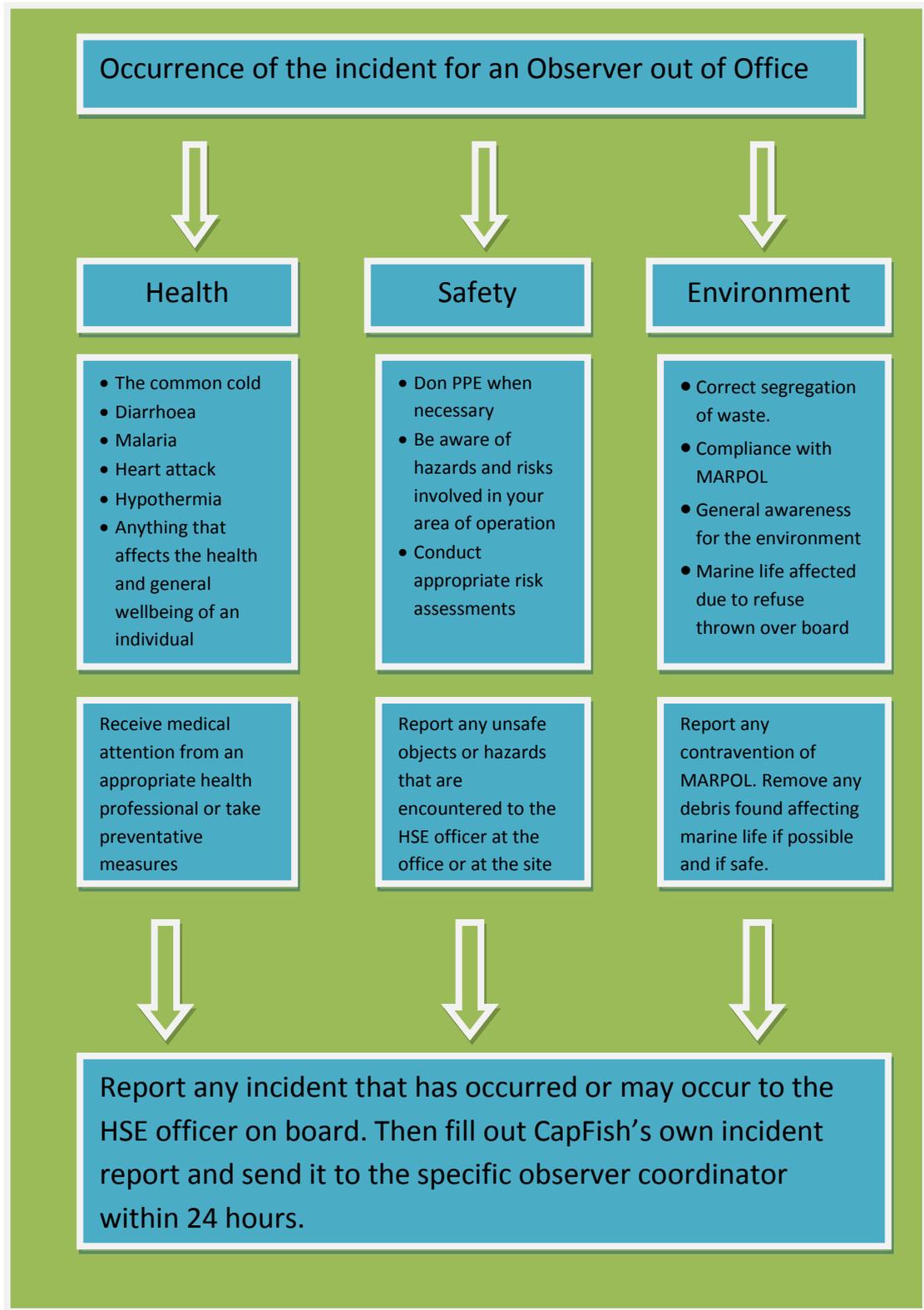
9. Incident Report

- I. Pre-sea inspections are recorded on the T3 forms. Within 24 hours of boarding a vessel, observers have to submit their R1 reports. This report together with a copy of their T3 forms is submitted to their respective controlling authorities at CapFish. All the information on these reports will be entered onto the CapFish database.
- II. If for any reason the vessel does not pass the inspection or the observer refuses to board a vessel, a report clearly stating the reasons for this action must be compiled, and copies of this report must be submitted to the vessel operators and the Observer's controlling agency.
- III. During a cruise, should any incident or accident occur or if the observer becomes ill or sustains injuries, a full report describing the circumstances symptoms and treatment must immediately be sent to the observer's agency.
- IV. At the end of a cruise as part of the trip report Observers must comment on the safety procedures and practices that were apparent during the trip. These include:
 - Reports on any accidents during the cruise
 - Results of the familiarisation tour
 - Comments on emergency drills
 - Comments on the crew's compliance to safety standards

10. Harassment and bullying

- I. The Oxford English dictionary describes harassment as "aggressive pressure or intimidation" and bullying as "a person who uses strength or influence to harm or intimidate those who are weaker"
- II. Any form of harassment and bullying to staff members by co-workers, third parties or managers is not tolerated. It is unethical and breaches the personal and psychological well-being of the individual.
- III. If a staff member should experience any form of harassment an incident report should be filled out immediately and a consequent investigation into the matter should occur.
- IV. CapFish takes harassment seriously and anyone who does not adhere to this may be liable for dismissal after the necessary investigation.
- V. All employees are to maintain a high level of respect for their co-workers and act accordingly.

CapFish Health, Safety and Environmental Policy



CapFish Health, Safety and Environmental Policy



Appendices

Appendix 1 - HSE safety checklist for observers/ researchers going to sea

Employee Name: _____

Start Date: ____/____/____ Supervisor/Manager: _____

Keep the completed checklist on file and give a copy to the employee

| H&S Checklist | Date completed | Review Date | Signature/ Comments |
|---|----------------|-------------|------------------------|
| <p>The observer has if, applicable to the job these following safety requirements:</p> <p>A valid offshore sea farers medical</p> <ul style="list-style-type: none"> <input type="checkbox"/> ENG1 <input type="checkbox"/> SAMSA <input type="checkbox"/> Basic sea going familiarisation <input type="checkbox"/> PST/ PSSR <input type="checkbox"/> Valid HUET <p>A valid vaccination card, please state:</p> <ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <ul style="list-style-type: none"> <input type="checkbox"/> A valid GMDSS license <input type="checkbox"/> A valid radio license | | | |

CapFish Health, Safety and Environmental Policy



| | | | |
|---|--|--|--|
| <p>Hazards outlined:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All hazards relevant to the observers role have been explained. <input type="checkbox"/> The controls for these hazards are explained and discussed. <input type="checkbox"/> A list of these hazards has been given to the employee for them to keep. <input type="checkbox"/> Stop work procedures. | | | |
| <p>Specific job explained:</p> <ul style="list-style-type: none"> <input type="checkbox"/> How to do the job safely including the use of safety clothing and equipment. <input type="checkbox"/> The safety signs and what they mean. <input type="checkbox"/> How to safely use/store and maintain safety equipment, and hazardous materials that are relevant to the role. | | | |
| <p>The observer knows how to report matters relating to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Health <input type="checkbox"/> Safety <input type="checkbox"/> Environment <input type="checkbox"/> Incident/injury/hazard forms are kept | | | |
| <p>The observer has within the last six months been given, read and understood the necessary documentation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The general Health and safety presentation <input type="checkbox"/> Stop work presentation <input type="checkbox"/> Personal injury and illness presentation <input type="checkbox"/> Health and safety on deck <input type="checkbox"/> Knife safety presentation <input type="checkbox"/> The IAGC manual <input type="checkbox"/> The HSE policy and its appendices | | | |

I confirm that the details in this checklist have been explained to me

Employee's signature: _____ Date _____

CapFish Health, Safety and Environmental Policy



Appendix 2 - HSE safety checklist for new employees and land based staff

Employee Name: _____

Start Date: ____/____/____ Supervisor/Manager: _____

Keep the completed checklist on file and give a copy to the employee

| H&S Checklist | Date completed | Review Date | Signature/ Comments |
|--|----------------|-------------|------------------------|
| <p>Employee has been shown:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Where the emergency exits are located <input type="checkbox"/> Where the fire extinguishers are. <input type="checkbox"/> The evacuation procedure. <input type="checkbox"/> Where the first aid kit is. <input type="checkbox"/> The assembly area which is the car park | | | |
| <p>Employee knows:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Responsibilities of employees. <input type="checkbox"/> Who the Health & Safety Officers are _____ (names). <input type="checkbox"/> Where Health & Safety information is kept. | | | |
| <p>Hazards outlined:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All hazards relevant to the employee's role have been advised of, as well as hazards around the workplace that may affect the employee. <input type="checkbox"/> All hazards are explained and discussed with the employee. <input type="checkbox"/> The controls for these hazards are explained and discussed. <input type="checkbox"/> Safe work procedures. | | | |
| <p>Specific job explained:</p> <ul style="list-style-type: none"> <input type="checkbox"/> How to do the job safely including use of safety clothing and equipment. <input type="checkbox"/> The safety signs and what they mean. <input type="checkbox"/> How to safely use/store and maintain safety equipment, and hazardous materials that are relevant to the role. | | | |

CapFish Health, Safety and Environmental Policy



Employee knows how to report:

- Injuries
- Near-hits/near misses
- Early signs of discomfort
- Incident/injury forms are kept _____

I confirm that the details in this checklist have been explained to me

Employee's signature: _____ Date _____

CapFish Health, Safety and Environmental Policy



Appendix 3 - Incident report template

| Incident Report Form | | | |
|--|--|--|---|
| Name | | Title | |
| Date | | Time | |
| Incident Location | | | |
| Incident Category | | Has the HSE officer on location been informed? | Name of HSE officer/observer coordinator at CapFish that has been informed? |
| Health | | Yes | |
| Safety | | No | |
| Environment | | | |
| Incident Description | | | |
| Measurements taken to prevent further incidents | | | |
| Comments | | | |

CapFish Health, Safety and Environmental Policy



Appendix 4 - Risk assessment template

| | | | | |
|--|-------------------------|-------------------------------|---------------------------------|--|
| Risk Assessment For: | | Assessment Undertaken: | | Assessment Review: |
| Company Name / Area / Activity Assessed: | | Signed: | Date: | |
| | | Job Title: | | |
| | | Date: | | |
| <i>Work Practice:</i> | | | | |
| <i>Hazard</i> | <i>Who is affected?</i> | <i>Controls in place</i> | <i>Further controls needed?</i> | <i>Checks to ensure controls working</i> |
| | | | | |
| | | | | |
| | | | | |
| <i>Work Practice:</i> | | | | |
| <i>Hazard</i> | <i>Who is affected?</i> | <i>Controls in place</i> | <i>Further controls needed?</i> | <i>Checks to ensure controls working</i> |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

CapFish Health, Safety and Environmental Policy



Appendix 4 - Risk assessment Examples

| | | | | |
|--|--|---|---------------------------------|--|
| Risk Assessment For: Observers/ Researchers | | Assessment Undertaken: 2013/08/02 | | Assessment Review: 2014/08/02 |
| CapFish Assessed: | | Signed: Job Title: Date: | | Date: |
| Work Practice: | Using Knives | | | |
| Hazard | Who is affected? | Controls in place | Further controls needed? | Checks to ensure controls working |
| <i>Cutting ones self</i> | <i>All fisheries observers who are required to examine fish stomach contents</i> | <i>Proper instruction of how to use a knife.</i> | | <i>Monitor the observers during re-training</i> |
| | | <i>Watch the safe knife use presentation.</i> | | <i>Make sure observers watch the safe knife presentation every six months</i> |
| | | | | |
| Work Practice: | Working on Deck | | | |
| Hazard | Who is affected? | Controls in place | Further controls needed? | Checks to ensure controls working |
| <i>Injuring to feet</i> | <i>Anyone going to sea</i> | <i>Wear steel capped boots at all times on deck</i> | | <i>Reiterate the need to wear steel capped boots on deck when briefing an observer before and after a trip</i> |
| <i>Equipment falling from a</i> | <i>Anyone going to sea</i> | <i>Wear a helmet at all times whilst on Deck</i> | | <i>Reiterate the need to wear a helmet when on</i> |

CapFish Health, Safety and Environmental Policy



| | | | | |
|--------|--|--|--|---|
| height | | | | deck during the briefing of an observer before and after a trip |
|--------|--|--|--|---|

| | | | | |
|-----------------------------|---|--|---------------------------------|--|
| Risk Assessment For: | | Assessment Undertaken: | | Assessment Review: |
| CapFish Assessed: | | Signed: Job Title: Date: | | Date: |
| Work Practice: | Driving | | | |
| Hazard | Who is affected? | Controls in place | Further controls needed? | Checks to ensure controls working |
| Car accidents | All staff driving to work | No use of cell phones | | Daily checks on the vehicle |
| | All staff driving to deployemnts | No driving under the influence of drugs and/ or alcohol | | Maintenance of service plans |
| | | Wear seatbelts at all times | | |
| Work Practice: | Computer Screens | | | |
| Hazard | Who is affected? | Controls in place | Further controls needed? | Checks to ensure controls working |
| Eye fatigue and headaches | Every staff member that uses a computer | Training to remind staff to take regular breaks | | By verbal communication that all staff members are happy and not affected in any way by the computer screens |
| | | Ensure that screens are at an appropriate height and brightness level for the individual | | |