



# COMPANY PROFILE

# SKIP HIRE

WATER SUPPLY | WASTE MANAGEMENT | SANITATION

GABORONE - HEAD OFFICE  
P.O. Box 2394, Gaborone  
TEL: 397 1707 FAX: 390 3589

PALAPYE  
P.O. Box 11608, Palapye  
TEL: 492 3882 FAX: 492 3830

FRANCISTOWN  
P/Bag F203, Francistown  
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ORAPA  
P.O. Box 2394, Gaborone  
TEL: 297 2386 FAX: 297 2386



# Overview

Skip Hire has 32 years' industry experience offering waste management, water and sanitation services to over 800 clients countrywide.

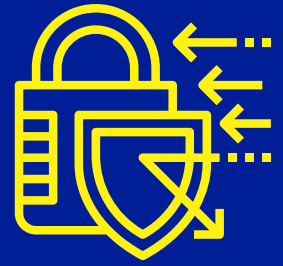
Our impressive fleet of 64 vehicles are manned by experienced, qualified personnel.

Sufficient financial and operational resources exist to provide a reliable and industry leading service. With well over 1,000 skip containers, Skip hire is capable of taking on an increased workload while maintaining service to our existing customers.

Some of Skip Hire's notable blue-chip clients include; Debswana, Botswana Defence Force, Botswana Development Corporation, River Walk Shopping Mall, Game City Shopping Centre, Airport Junction Shopping Centre and Gaborone International Commerce Park.

Skip Hire offers its services country-wide with active branches in Francistown, Orapa and Palapye.





## Mission

Skip Hire aims to be the market leader in environmentally responsible waste management by setting the standard for service delivery and exceeding client expectations.

## Vision

To embrace new technologies and innovations in the waste management industry and implement them for the benefit of the environment which we leave to future generations.

## History

Skip Hire has been the leading private waste company since inception in 1989, and will strive to stay on top.



# Workshop and Vehicles

Skip Hire has a fully functional workshop to carry out preventative maintenance and servicing of all vehicles in- house. Selective spares are kept as stock items, ensuring that downtime of vehicles remains minimal. The workshop runs a preventative maintenance program for the entire vehicle fleet and also has standby vehicles to provide back-up services. The main fleet consists of refuse compactors, skip trucks, water bowzers, sewage tankers and health care waste vehicles.

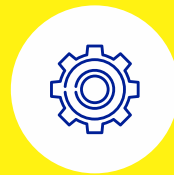
All vehicles are fully roadworthy and carry BA permits. Furthermore, all vehicles are equipped with first aid kits, fire extinguishers and two-way radios for ease of communications. As required by the Waste Management Act of 1998, all vehicles proposed for tenders are licensed with the Department of Waste Management and Pollution Control (DWMPC). Furthermore, all drivers and assistants are registered with the DWMPC as "fit and proper persons".

## Types of Vehicles & related services

### Refuse Removal Services

Skip trucks are used for the removal of waste stored in 3 m3, 6 m3 and 11 m3 skip containers. These skips are removed individually and replaced with an empty skip container. In order to prevent spillages and windblown litter from occurring, all skip containers are covered with tarpaulin sheets prior to transportation.

Compactors are used to remove household refuse as well as waste deposited into 3 m3, 6 m3 and 11 m3 skip containers. The contents of the skip containers are offloaded directly into the compactor, so that the empty skip is left on site without being removed. All 1000 plus skip containers are identified by the company's name and contact telephone number.



***“The main fleet consists of refuse compactors, skip trucks, water bowzers, sewage tankers and health care waste vehicles.”***



***“Clients receive a regular service rendered daily or on predetermined days.”***

## Sewage Services

Sewage trucks are used to assist with the removal of wastewater from septic tanks, sumps and Pit latrines. The sewage is sucked into the vehicle's tank. The sewage is then taken to licensed facilities for further treatment.

## Water Delivery Services

Water bowzers are used to deliver potable drinking water to clients requiring this service. We are very much aware that drinking water is scarce and the preservation of water is key to Botswana's survival in these times of drought. The water Skip Hire delivers comes from a source of uncontaminated surface water which is treated to BOS 32:2015 Class I standards and is regularly tested to ensure compliance. Skip Hire will only load water from the treatment plant or water from Water Utilities Corporation to eliminate any chance of contamination to Skip Hire vehicles.

## Clinical Waste Services

Clinical Waste Vehicles are used to collect medical waste from hospitals, clinics, private practises and health care posts. The medical waste is disposed of in red plastic bags and then into wheelie bins which Skip Hire will collect and transport in a refrigerated vehicle for treatment using state-of-the-art, licenced, in-house disposal facilities. Once the waste has been completely treated it is then taken to a district landfill for final disposal.





# Operations & Record Keeping

Our operation centre uses a digital interface called MobiWorks for scheduling work orders and to track vehicles, in real time. MobiWorks also serves as a record keeping tool to track waste movement. Clients are required to sign the MobiWork's digital platform for each and every load of waste or wastewater that is collected.

After signing, and accepting that the work has been completed, an invoice is generated and sent to the client immediately. On arrival at the disposal site, record of the weights of the vehicles from the weigh bridge is captured and attached to the invoice.

Council officials independently record the registration numbers of individual vehicles, as well as the incoming and outgoing vehicle weights. This serves as an audit tool for record keeping.



# Manufacture of Skips

Skip Hire manufacture a wide range of refuse skip containers (3 cubic meter, 6 cubic meter, and telecon skips). Our clients include, Orapa and Jwaneng mines, Southern District Council in Kanye, South East District Council in Ramotswa, Lobatse Town Council, Kgalagadi District Council - Ghanzi, Tsabong and private companies in Gaborone.

We only use quality materials and qualified personnel, resulting in a high standard of workmanship which carries a 24-month warrantee.



## Hazardous Waste

Skip Hire is experienced in the treatment and removal of hazardous waste. We are available to consult our clients for all their hazardous waste disposal requirements. Waste categories include, but not limited, to; chemicals, pharmaceuticals, expired goods, used oils, asbestos, contaminated soil and e-waste.





## Staff & Service Quality

Skip Hire employs 201 staff. Training plays a vital role in the delivery of a quality service. External training courses are implemented on an annual basis to further ensure that personnel remain aware of the importance of service delivery and client liaison.

All our staff have received formal training in waste management and environmental protection. Many have successfully completed training in first aid, firefighting, safety, and customer relations.

Furthermore, all personnel are issued with protective clothing (PPE) to ensure their safety. Skip Hire is licensed with all regulatory bodies and carries Workers Compensation insurance for its entire staff.

Skip Hire's office personnel provide support to field staff and carry out the administrative function of the company.





# Health and Safety Plan

All personnel who work for Skip Hire are suitably trained and will comply with Health & Safety Guidelines, Occupational Health Policy and other relevant requirements including the “Fit and Proper Persons” compliance contained in the Waste Management Act of 1998. All staff will be issued with appropriate Personal Protective Equipment (PPE) required for their type of work. The objective of our Health and Safety Plan is to assist Skip Hire in identifying and quantifying any hazardous tasks to its employees, the general public and the environment. Skip Hire is also committed to the safety and health of its employees, customers, the public as well as the conservation of the environment where we are engaged by our work.

We also look at developing operating methods that will minimise risks in our working environment, impact on the environment and that our staff are suitably trained to perform waste collection tasks. Our safety plan ensures that all our employees have access to the appropriate personal protective equipment required for the task they are performing. Our vehicles, plant and equipment is checked every day by means of a daily check list before start up each morning and our vehicles and equipment are serviced on a frequent basis.

All employees have been issued with two sets of overalls, one set of safety boots and one high visibility reflector, helmet, cap/sunhat which they will be required to wear at all times while working on site. In the event that the equipment is no longer suitable for providing protection, it shall be withdrawn from the employee and a replacement issued.



# Environmental Management Plan

Skip Hire's Environmental policies are well documented and practiced within the organisation. Skip Hire's core business is waste management and the most professional waste management company in Botswana. We comply closely with our environmental legislation and environmental authorities and their regulations (The Department of Waste Management and Pollution Control).

We continue to improve our waste collection systems making them as environmentally friendly as possible, we give our customers advice on better waste management solutions to help them manage their waste properly in the aim to lessen the impact/environmental pollution. Skip Hire staff have been trained to be aware of the environment where our business engages them and to carry out their jobs while complying with the environmental legislation and procedures at all times.

Our vehicles are all “sealed units”, preventing any liquids from seeping onto the ground after wet wastes have been loaded into the back of the compactors. Our drivers are trained to minimise travelling distances, drive conservatively, not over rev engines so that we reduce our organisations carbon footprint on the environment. Our vehicles are regularly washed and disinfected to reduce the spread of flies and limit malodours and all residue waste first passes through a drain separation system before it is discharged into the sewer system. Our in-house workshop ensures that preventative maintenance is carried out on all vehicles according to specific schedules, thus eliminating oil and diesel leaks into the environment.

Our vehicles are all tested annually for roadworthiness and this test also includes checking that exhaust gas emissions are within the specified parameters to reduce air pollution.

Skip Hire will only dispose of the waste we collect at licensed disposal sites whether it is solid waste, liquid waste or clinical waste and will not dispose of environmental hazardous waste knowingly at any site.





# Emergencies/Disaster Planning

To date, Skip Hire has not had to cope with any internal waste management emergencies. To reduce public health and environmental risks, the company will not knowingly transport hazardous waste material of any nature. In the unlikely event of a vehicle overturning, teams are available to assist with mopping-up operations. Tools, chemicals and disinfectants are kept in storage to assist with this type of operation. In the event of a fire, waste being transported in skip containers will simply be left to “burn out”.

Waste in compactor vehicles will not burn due to the high compaction ratios achieved within the compaction unit. Skip containers on the ground which are deliberately set alight, pose no threat as the contents are contained and the fire will be left to “burn out”. In any event, should a fire extinguisher be required, the unit allocated to each vehicle can be used.





# SKIP HIRE

WATER SUPPLY | WASTE MANAGEMENT | SANITATION

## Head Office Premises

Plot 94, Gaborone International Commerce Park.  
P. O. Box 2394, Gaborone

- ☎ (+267) 397 1707
- ☎ (+267) 390 3589
- @ gm@skiphire.co.bw

## Francistown Branch

Plot 312, Unit B3, CBD Village Mall.  
Private Bag F203, Francistown,

- ☎ (+267) 241 5770
- ☎ (+267) 241 5778
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## Palapye Branch

Plot 318, New Industrial Site, Palapye.  
P.O. Box 11608, Palapye.

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## Orapa Branch

Parks and Gardens, Orapa Township

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