Company SHE Plan

POLNOV002

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Review Date: 28 March 2014
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<td>40.</td>
<td>Welfare</td>
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<td>Personal Protective Equipment</td>
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<td>42.</td>
<td>Safety Harnesses</td>
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<td>Training</td>
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<td></td>
<td>Suspension Trauma</td>
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<td>43.</td>
<td>Financial Allocation</td>
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<td>44.</td>
<td>Management of Change</td>
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<td>31</td>
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<td>45.</td>
<td>Amendment Record</td>
<td></td>
<td>31</td>
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<td>46.</td>
<td>Records</td>
<td></td>
<td>31</td>
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</tbody>
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<tr>
<th>Approved By:</th>
<th>Designation:</th>
<th>Date of Approval:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>W. van Jaarsveldt</td>
<td>Safety Manager</td>
<td>03 June 2014</td>
<td></td>
</tr>
<tr>
<td>F.C. Campher</td>
<td>Appointed 16(2)</td>
<td>03 June 2014</td>
<td></td>
</tr>
</tbody>
</table>
1. **Introduction**  
This SHE Plan is prepared to provide NOVA Plant Services personnel with a comprehensive guideline document which incorporates simple instructions related to the implementation of SHE rules and correct workmanship practices corresponding to the contractual requirements.

2. **Scope of Work**  
This procedure applies to all Scaffolding, Insulation, Sandblasting and Painting works. The Scope of Work is to be supplied by the Client before the SHE File can be compiled or any work may commence. The Scope of Work must be supplied to NOVA Plant Services before the compilation of the SHE File.

3. **Laws, Regulations & Requirements**  
NOVA Plant Services shall comply with all applicable safety laws and regulations, including the Permit to Work system, Sasol SHE standards and shall take all necessary safety precautions related to or arising out of the Risk Assessment in order to protect the work, personnel and property of NOVA Plant Services and Sasol.

NOVA Plant Services shall meet or exceed the requirements of the national standard. Furthermore, NOVA Plant Services, Sasol and Sasol SHE requirements as defined in contractual documentation shall be fully complied with during the performance of all work.

NOVA Plant Services warrants that it is familiar with the contents and implications of such applicable safety laws and regulations or SHE standards. NOVA Plant Services commits that the SHE requirements of Sasol shall be enforced. Implementation and formal acknowledgement of the receipt of these requirements is mandatory. The program will remain in place from the start of mobilisation through project completion.

4. **Corporate Safety, Health and Environmental (SHE) Policy**  
SHE Policy can be obtained from the Project Management.

Identification of key personnel:

All Supervisors, Safety Practitioners, Safety Representatives and First Aiders shall be visibly identified. Supervision, Safety Representatives and First Aiders shall be identified by means of a sticker on the hard hat and reflective vests/bibs. Safety Practitioners shall be identified by Orange Jacket with the words “Safety Officer” embroidered on the back and/or reflective vests/bibs with his/her designation printed on the back.
5. Commitments and Motivation

NOVA Plant Services Management is fully committed to the SHE Policy and will provide motivation through:

- Planning the work in a safe manner prior to executing the tasks, conducting Risk Assessments for all activities and equipment;
- Providing safe equipment, Personal Protective Equipment and safe systems of work;
- Provision of suitable training, supervision, information and instruction to all personnel engaged on the construction phases of the project;
- Acceptance and accountability of the responsibility for accidents and incidents in the workplace;
- Introduction of systems to encourage active involvement of management, workforce and the local community in providing suggestions and proposals for improvements in SHE performance;
- Providing active support for the construction team by way of specialist advice in safety and quality areas;
- A continuous effort, driven by the Maintenance/Project Team, will be made throughout the construction phases to motivate NOVA Plant Services personnel to take an active part in safety issues.

6. Safety, Health & Environment

NOVA Plant Services is committed to the protection of the environment and to prevent harm to personnel working for the company and any others who may be affected by its activities. “Our work is never as important or urgent, that we cannot take time to do it safely and without due respect to the environment.”

Our goals are simply stated – Zero injuries, Zero property damage and no damage to the environment.

We will continue to drive down the environmental and health impact or our operations by reducing waste, emissions and discharges as well as using energy efficiently. We will produce quality products that can be used safely by our customers.

We will:

- Consult, listen and respond openly to our customers, employees, neighbours, public interest groups and those who work with us;
- Work with others – Our partners, suppliers, competitors and regulators – to raise standards of our industry;
- Openly report our performance, whether positive or negative;
- Recognise those who contribute to improved SHE performance;

The Management of SHE, throughout the life of the Project/Contract shall be continually reviewed in order to maintain or improve performance.

To meet SHE Policy directives, the following objectives have been set out to achieve standardisation throughout the company’s sphere of operations:

1) To proactively manage the SHE risks on all projects, sites and installations;
2) Ensure all employees have sufficient training or experience to perform their job functions and duties safely;
3) Establish and maintain the highest possible safety standards during project execution;
4) Develop an effective system for monitoring and reviewing of all activities defined in the SHE Plan and procedures;
5) Establish effective communication measures (such as Safety Committees, Toolbox Talks, Safety Stand-downs and relevant Safety Information) as part of the program to promote active participation and cooperation of the communications between NOVA Plant Services workforce and Management;
6) Record, investigate and measure all accidents, incidents and near-misses in order to illuminate recurring incidents.

7. Objectives for Maintenance/Projects

SHE Measure to be used:

a) Statistics
   a. These figures run over a 12 month progressive period:

<table>
<thead>
<tr>
<th>Safety Measure</th>
<th>Month</th>
<th>Accumulated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fatalities</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Lost Time / Lost Work Day Cases (LWDC)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>LWDCR</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Recordable Cases / Restricted Cases / Medical Cases</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Recordable Case Rate (RCR)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>First Aid Cases</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Near Misses / Incidents</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Environmental</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Health Cases</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manpower</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Man Hours</td>
<td>1000 000</td>
<td>2000 000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Key Focus Areas:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fatality Case (FC)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Lost Work Day Case (LWDC)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Recordable Case (RC)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Recordable Case Rate (RCR)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>First Aid Case (FAC)</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Near Miss / Incidents</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Traffic / Transportation</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Hours worked without LWDC/RC</td>
<td>1000 000</td>
<td></td>
</tr>
</tbody>
</table>

8. SHE Targets and Safety Goals

Pursuant to the Policy Statement, the principal project health, safety and environmental objectives are:

a) Health & Safety
   Objective: Protect the health and well-being of personnel during work activities on site and ensure that safety is the prime consideration in the project execution.

   1. Compliance with NOVA Plant Services Health & Safety Policy;
   2. Everyone is responsible for organising accident prevention at his/her own level on site;
   3. Safety Training is important;
4. Prevention;
5. Working safely;
6. NOVA Plant Services Management commits itself to the objectives and targets;
7. Recordable Case Rate of 0.25 or less;
8. Compliance with the legal requirements set out in the Occupational Health and Safety Act 85 of 1993 and its Regulations;
9. Compliance with the client’s Safety Specification for Construction

Targets: Achieve zero fatalities, zero lost time injuries, zero restricted work and medical treatment injury cases and a zero total recordable injury frequency.

1) Reducing/Eliminating all high risks in the activities, which are performed by our employees;
2) Continuously train the employees in job specific procedures, fall protection plan and risk assessments;
3) To continuously improve and implement methods to improve material handling of scaffold material;
4) Monitor high risk activities with continuous job observations, self-assessments and plant inspections;
5) Involve Management concerning the high risks on site;
6) Trolleys were implemented to ease the burden while transporting material to site.

b) Environment
Objective: Prevent contamination and disruption to the surrounding environment and work site.

Targets: Achieve zero chemical/oil spills on water or on land and zero property damage incidents.

Compliance with the appropriate regulations of specification is regarded as the minimum requirement.

9. Safety Rules of Conduct
All personnel are required to conform to the following rules of conduct relating to safety while on site. The following are prohibited:

1) Selling of possessing drugs or intoxicants and alcoholic beverages on the site. An employee whose actions and demeanour show symptoms of possible narcosis or drunkenness, shall be removed from the site;
2) Indulgence in practical jokes, horseplay, scuffling, wrestling, fighting or gambling;
3) Destroying/Tampering with safety devices, signs and signals, or the wilful and unnecessary discharging of fire extinguishers;
4) Bringing onto site or possession of firearms, lethal weapons, cameras or explosive powered tools. Upon written request, explosive powered tools may be authorised for use on site;
5) Sleeping on site;
6) Assault, intimidation or abuse of any person;
7) Unauthorised operation of powered construction equipment. (Vehicle drivers shall be in possession of a valid South African Driver’s License. Equipment operators shall have successfully demonstrated that they are able to operate the equipment e.g. by providing appropriate certification and records of experience);
8) Insubordination towards any Supervisor or Manager in respect to the carrying out of properly and legally binding issued instructions or orders for safety and health purposes;
9) Entry into any area where they have no business, unless authorised to do so by the person in charge;
10) Negligently, carelessly or wilfully causing damage to property of others;
11) Refusing to give evidence or deliberately making false statements during investigations connected with safety aspects;
12) Bringing animals onto site;
13) Running on site.

Any of the above actions could lead to removal from site and/or dismissal and/or prosecution. The decision of the Construction Supervisor shall be final and binding irrespective of any dispute that may arise from the interpretation of these rules.
10. **Organisation and Responsibilities**

NOVA Plant Services shall include an organisational chart of not only the internal hierarchy, but also the site hierarchy. Site organisational charts shall run from the appointed 16(2) down to the SHE Representatives and the First Aiders.

This section describes the construction team’s organisation with regard to all SHE considerations.

- Legal Appointments

All legal appointments shall be made under the Construction Regulations 2003, with the exception of the Site/Construction Manager and Supervision on site, whom shall be appointed in terms of the Occupational Health and Safety Act 85 of 1993 section 8 and 16.2. Legal Appointments under the Construction Regulations 2003 and General Administrative Regulations, shall be as follow:

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Regulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Manager / Project Manager</td>
<td>OHSA 16.2</td>
</tr>
<tr>
<td>Safety Practitioner</td>
<td>CR 6.6</td>
</tr>
<tr>
<td>Construction Work Supervisor</td>
<td>OHSA 8 &amp; CR 6.1</td>
</tr>
<tr>
<td>Assistant Construction Work Supervisor</td>
<td>OHSA 8 &amp; CR 6.2</td>
</tr>
<tr>
<td>Fall Protection Officer</td>
<td>CR 8.1(a)</td>
</tr>
<tr>
<td>Incident Investigator</td>
<td>GAR 9.2</td>
</tr>
<tr>
<td>Risk Assessor</td>
<td>CR 7.1</td>
</tr>
<tr>
<td>Scaffold Supervisor, Inspector, Chargehand &amp; Fixer</td>
<td>CR 14.2</td>
</tr>
<tr>
<td>Health and Safety Representative</td>
<td>OHSA 17 &amp; GAR 7</td>
</tr>
<tr>
<td>First Aider</td>
<td>GSR 3.4</td>
</tr>
<tr>
<td>Construction Vehicle Operator</td>
<td>CR 21(j)</td>
</tr>
<tr>
<td>Forklift Driver</td>
<td>DMR 18.11</td>
</tr>
<tr>
<td>Safety Harness Inspector</td>
<td>CR 8</td>
</tr>
<tr>
<td>Stacking and Storage Coordinator</td>
<td>GSR 8 &amp; CR 26</td>
</tr>
</tbody>
</table>

Scaffold Supervisors and Inspectors are appointed in one of two methods:

1) Scaffold Supervisors are to be appointed under OHSA Section 8, OHSA Section 6.2 & Construction Regulations 14.2 as well as the Scaffold Inspectors. There must be mentioned that in the Scaffold Supervisor’s appointment, that he is also responsible for inspection of the scaffold;

2) Scaffold Supervisors may also be appointed as Scaffold Inspectors on one appointment form.
11. **Record Keeping**

<table>
<thead>
<tr>
<th>Construction Regulations:</th>
<th>Record to be kept:</th>
<th>Responsible Person:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3(4)</td>
<td>Notification to Provincial Director – Annexure available on site</td>
<td>Principal Contractor</td>
</tr>
<tr>
<td>4(3)</td>
<td>Copy of Principal Contractor’s Health and Safety Plan. Available on request</td>
<td>Client</td>
</tr>
<tr>
<td>5(6)</td>
<td>Copy of Principal Contractor’s Health and Safety Plan. Each Contractor’s Health and Safety Plan to be available upon request.</td>
<td>Principal Contractor</td>
</tr>
<tr>
<td>5(7)</td>
<td>Health and Safety File opened and kept on site (including all documentation required i.e. OHSA &amp; Regulations. Available upon request.</td>
<td>NOVA Plant Services</td>
</tr>
<tr>
<td>5(8)</td>
<td>Consolidated Health and Safety File handed to Client on completion of construction work. To include all documentation required i.e. OHSA &amp; Regulations. Available upon request and records of all drawings, designs, material used and similar information on the structure.</td>
<td>Principal Contractor</td>
</tr>
<tr>
<td>5(9)</td>
<td>Comprehensive and updated list of all contractors on site, the agreements between the parties and the work being done included in the Health and Safety File and available on request.</td>
<td>Principal Contractor</td>
</tr>
<tr>
<td>6(7)</td>
<td>Keep record in the Health and Safety File of the input by the Construction Safety Practitioner (CR 6(6)) at the design stage or on the Health and Safety Plan.</td>
<td>NOVA Plant Services</td>
</tr>
<tr>
<td>7(2)</td>
<td>Risk Assessments. Available on site for inspection.</td>
<td>NOVA Plant Services</td>
</tr>
<tr>
<td>7(9)</td>
<td>Proof of Health and Safety Induction Training</td>
<td>Every Employee on site</td>
</tr>
<tr>
<td>8(3)</td>
<td>Construction Supervisor in possession of the latest updated Fall Protection Plan</td>
<td>NOVA Plant Services</td>
</tr>
<tr>
<td>21(1)d</td>
<td>Findings of daily inspection (prior to use of construction vehicle and/or mobile plant)</td>
<td>NOVA Plant Services</td>
</tr>
<tr>
<td>27(1)i</td>
<td>Fire Evacuation Plan</td>
<td>NOVA Plant Services</td>
</tr>
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12. **General Managers / Project Managers / Site Managers**

The appointed 16(2) shall:

1) Ensure that the SHE Plan is implemented (including the applicable Risk Assessments);
2) Promote the SHE System by personal example;
3) Ensure that adequate training of personnel is provided to improve competence within their areas of activity;
4) Ensure that Safe Operating Procedures are applied in order to provide a safe place of work;
5) Ensure that adequate measures are taken to follow the Risk Assessment;
6) Ensure that sub-contractors, where applicable, meet the SHE Plan and NOVA Plant Services requirements;
7) Ensure that corrective actions are undertaken to follow non-conformities found during the performance of an audit;
8) Ensure SHE specifications and plans are incorporated during appointments;
9) Ensure that all incidents/accidents and near misses are identified and investigated in conformity with the company’s procedures;
10) Supervise the safety meetings on site;
11) Ensure that all equipment is correctly and timeously maintained;
12) Be familiar with NOVA Plant Services and Client requirements and specifications;
13) Ensure at least one Job Observation per month is completed on Area Managers

13. **Area Managers for Maintenance Sites/Allocated Projects**
The Area Manager shall:

1) Promote the SHE system by personal example;
2) Ensure that all the necessary Risk Assessments are carried out within the areas of his responsibility and seek advice when required;
3) Ensure the liaison with the NOVA Plant Services SHE Management for specialist advice;
4) Approve and monitor the application of the SHE Plan;
5) Ensure that adequate SHE resources are made available;
6) Actively promote periodical SHE meetings;
7) Ensure that SHE Internal/External Audits and the relevant corrective actions are carried out;
8) Ensure that accident/incident investigations are carried out complying with legal requirements;
9) Ensure at least three Job Observations are done on Supervision per month.

14. **SHE Manager**
The SHE Manager shall:

1) Promote the SHE system by personal example;
2) Ensure that Risk Assessments are conducted before task execution;
3) Ensure corporate SHE Management systems are implemented on site;
4) Ensure implementation of the approved SHE Plan;
5) Participate in the development of operative and emergency procedures;
6) Coordinate Safety Practitioner activities;
7) Ensure that all documents, material etc. for SHE meetings and training courses are provided;
8) Attend project meetings whether on site or at Head Office;
9) Be familiar with NOVA Plant Services and Client specifications;
10) Draft an execution plan and present it to the Client where applicable;
11) Provide the Client with an audit schedule and carry our SHE audits (within the first month of tasks commencing);
12) Ensure site establishment;
13) Monitor trends and keep Client updated by monthly reports.

Minimum Competency Matrix:
15. **SHE Practitioner**

The SHE Practitioner shall:

1) Report directly to the SHE Manager;
2) Promote the SHE Plan by personal example;
3) Develop emergency procedures where applicable in conjunction with the Client’s Emergency Representative;
4) Implement Environmental Management Plan and Protection Methods where applicable;
5) Participate in the incident/accident investigations along with the Construction Manager and issue the relevant monthly report;
6) Ensure SHE specifications and plans are incorporated during appointments;
7) Conduct regularly scheduled meetings and periodically inspect the Construction Site;
8) Liaise regularly with the Safety Manager of NOVA Plant Services and the Client;
9) Monitor the Waste Management System and maintain control measures in the use of hazardous materials;
10) Ensure that Safety Files are kept updated and regularly inspect and audit it;
11) Ensure that the Safety Files are handed over to the Client when work has been completed;
12) Attend SHE meetings whether on site or at Head Office;
13) Be familiar with NOVA Plant Services and Client’s SHE specifications and work permit procedures;
14) Ensure information, instruction or training of personnel;
15) Trend analysis and recovery plans;
16) Daily and weekly documentation, which consist of: Plant inspections (Daily), Job Observations (at least one per month on Supervision) and any other documentation required by the Client or NOVA Plant Services Safety Management.

16. **Section Leaders**

Section Leaders shall:

1) Ensure that all SHE procedures are correctly applied;
2) Perform regular inspections on the place of work;
3) Ensure conformation to work permits regarding tasks;
4) Ensure that Non-Conformities identified during inspections/audits are followed up and relevant corrective actions are implemented;
5) Monitor that in every working phase all SHE measures have been fully considered (Risk Assessments);
6) Perform at least 5 Task/Job Observations per month on personnel under his/her management;
7) Promote safety meetings with the teams involved;
8) Monitor the correct use of hazardous substances;
9) Report to the designated Area Manager all the incidents/accidents and the Near-Misses and where necessary undertake immediate corrective actions;
10) Be familiar with NOVA Plant Services and the Client’s SHE requirements.
17. **Supervisors**

Supervisors shall:

1) Organise Toolbox Talks on site, before starting any operational phase, in order to appraise the potential hazards and the relevant SHE measures to take;

2) Ensure that personnel are properly trained in their duties to carry out the Scope of Work;

3) Organise the work places for the correct performance of all activities;

4) Ensure that equipment is in good working condition by conducting regular inspections;

5) Ensure that personal safety equipment is made available and properly used by personnel;

6) Perform at least 8 Task/Job Observations per month on personnel under his/her control.

18. **Workers**

Workers shall:

1) Comply with the instructions imposed by the employer and the Management in order to ensure collective and individual safety;

2) Make appropriate use of machinery, equipment, tools, hazardous substances, transportation and working equipment as well as the use of safety device in the manner it has been intended;

3) Make appropriate use of safety protection devices in the manner it has been intended with no alterations of any kind whatsoever;

4) Immediately report to the employer or the person in charge any deficiencies of safety devices, as well as any other hazardous conditions of which they have knowledge, in order to eliminate or minimise the deficiencies or hazards;

5) Not remove/modify any safety, signalling or control devices without consent;

6) Not undertake any work/activity for which they have not received adequate training or which can endanger themselves or colleagues;

7) Undergo pre/post medical examination;

8) Cooperate with all statutory obligations and direct instructions of Supervisors;

9) Be familiar with NOVA Plant Services and Client’s SHE specifications;

10) Report all accidents/incidents before the end of the applicable shift;

11) Perform at least 4 Task/Job Observations on their co-workers per month.

19. **Communication**

Effective communication is essential for the development of a SHE culture within the organisation. This will be implemented through:

1) Dissemination of the SHE Policy to all personnel and instruction on the use thereof;

2) Distribution of SHE Notices, periodic health and safety briefing notes etc. to affected Managers;

3) Promoting open communication between Management and the workforce on SHE matters;

4) Ensuring SHE issues are included in the Agenda of Management meetings;

5) Promoting hygiene;
6) Health, Safety and Environmental awareness by disseminating information such as accident and injury statistics and articles that have a direct impact upon the health, hygiene, safety and environment of the workforce;

7) Attending SHE meetings;

8) Toolbox Talks;

9) On the job one-on-one communication;

10) Effective signs indicating hazards, escape routes and first aid facilities.

The SHE Plan shall have visible lines of communication for:

1) Information;
2) Correspondence;
3) Reporting (Non-Conformance);

Internal lines of communication shall provide for:

1) Site coordination;
2) Coordination between Corporate and Line Management.

External lines of communication shall provide for:

1) Principal Contractor;
2) Partners;
3) Sub-Contractors and Services;
4) Local Authorities.

All SHE concerns shall be seriously considered and reported through the lines of communication in a transparent manner.

20. **Kick-off Meetings**

On award of a contract, a kick-off meeting will be held and attended by the Site/Project Manager, designated Area Manager and a representative of the Safety Department to ensure that all legal requirements are adhered to.

Agenda must at least include the following:

1) Type and nature of work;
2) Scope of Work;
3) Allowable working hours;
4) Confirm that work can be safely executed within the proposed program of works;
5) SHE induction requirements;
6) Personal Protective Equipment;
7) Plant and equipment, standards and requirements;
8) Interfaces with other Contractors;
9) Contractor’s SHE Plan;
10) Auditing – Participation and Involvement;
11) Risk Assessments;
12) Work Stoppages;
13) Training and Instruction;
14) Hazardous materials (Brining onto premises);
15) Reporting of incidents and accidents;
16) Permit system – Administration and Requirements;
17) Working on live operating process plant;
18) Language barriers;
19) Any other specific anticipated hazards related to the Scope of Work;
20) Environmental consideration.

21. **Special Meetings**
Additional meetings may be called to address special circumstances e.g.:

1) Work requiring special instructions and precautions;
2) Visits by Inspectors from the Department of Labour;
3) Report back of Audit and Inspection findings;
4) Reporting the impact on health and safety of any design work concurrent with the construction phase i.e. identifying potential hazards which were unknown at the contract award stage;
5) Client interface coordination
6) Reporting of additional cases/identifications to SHE Management and Project Management.

22. **Supervisory Meetings**
At least once every two (2) weeks, regularly scheduled meetings are to be conducted by the SHE Practitioner and attended by all Section Leaders and Supervisors. The agenda shall include the discussion of the previous accident/incidents, any unsafe work, material/equipment reported by the inspectors. It shall include also the planning for the next period for all activities and their SHE requirements.

Those meetings will study also the needs for the safety materials – information bulletins, training and the Toolbox Talks. Reports of the Supervisory meetings shall be provided to the Safety Department. Records of attendance must be kept in the SHE File and available for inspection/verification.

23. **Toolbox Talks**

Daily Toolbox Talks
Daily Toolbox Talks shall be given at the start of each shift. These will be conducted by the Line Supervision and should address the application of SHE rules and procedures to the hazards of current work. Duration of the talks should typically be 10-15 minutes, but particularly hazardous operations may require extended team talks, for example, confined space entry.

Language
Toolbox Talks should be given in languages everyone will understand. An interpreter should be used if necessary.
Monitoring
NOVA Plant Services Supervision will monitor daily and weekly talks outlined above to demonstrate Management commitment, verify quality and encourage two-way communication. Daily talks will be held with the crews by the Supervisor and random audits will be performed by the Safety Practitioner allocated for the area. Job Observations are conducted as outlined, which will highlight the effectiveness of the training in Toolbox Talks.

Continuous Based Risk Assessments
Continuous Based Risk Assessments are a simple form of Risk Assessments used to review specific work plans to identify hazards, improve safety and increase job familiarisation, by involvement of the workforce. The names of such persons will be recorded on an attendance register and kept at the work site. The Supervisor will conduct the Continuous Based Risk Assessment at the location where the task will be performed. If a Supervisor is not present, the Chargehand will take over the responsibilities of the Supervisor and conduct the Continuous Based Risk Assessment with the crew.

24. **On the Job (One-on-One Communication)**

While supervising, or during site walks, the Supervisor or Safety Practitioner will have individual one-on-one discussions with personnel involved in the construction that are in violation of safety rules and regulations or in unsafe acts or conditions. Proof thereof will be available.

25. **Site Induction**

Internal Safety Induction
All employees and visitors are required to attend an induction training course. The course must be completed before anyone is allowed to work on site. NOVA Plant Services must allow time for each of its employees to attend these training courses and other formalities required to enable employees to fully comply with legislation. The subjects to be covered will, in main, consist of:

1) Pre-Work inspection form;
2) Safety Harnesses, the safe use thereof and prohibition of tampering with it;
3) Company SHE Plan;
4) Health and Safety Policies;
5) Disability Policy;
6) HIV/AIDS Policy;
7) PPE Policy;
8) Housekeeping Policy;
9) Environmental Policy;
10) Smoking Policy;
11) Emergency Policy;
12) Ladder Procedure;
13) Fall Protection Plan;
14) Job Specific Procedures.
NOVA Plant Services is responsible for arranging entry and exit medical examinations, however, NOVA Plant Services is also responsible for performing internal inductions for ALL employees, as per internal Company Policy. Proof of internal inductions will be available in the Safety file on site and will be audited and verified.

Site Induction
The site induction training will be performed on all new arrivals (for personnel who has not been on the site before) within the first day on site. The subjects to be covered by the site specific training will include, but is not limited to:

1) Safety Policy and SHE Management Structure;
2) SHE/Site organisation;
3) SHE education;
4) Legal/Client SHE requirements;
5) Accidents, Incidents and reporting;
6) Site Evacuation / Emergency Plan;
7) Fire Prevention/Protection/Fighting;
8) First Aid and Rescue;
9) Site Facilities.

The extent to which the site induction training will take place will depend on the type of project and construction site and the nature of work and hazards inherent in that work. In addition, more intensive training regarding the procedures will be given to Section Leaders, Supervisors and site employees at high risk tasks.

On completion of the induction training, the site Section Leader will ensure that new arrivals have received a copy of the safety handbook. Record or all training attendance must be kept. On renewal of badges, the Section Leader will do regular spot checks on the crew’s induction cards. The Section Leader stays responsible to ensure that appointments are made at the relevant Sasol personnel for re-training.

26. SHE Promotions
NOVA Plant Services is encouraged to conduct SHE promotions thereby demonstrating its commitment to SHE matters in all their activities. Promotions such as a suggestion box, posters (involving workforce), incident recalls, Toolbox Talks and Continuous Based Risk Assessments will enable employees to share their knowledge and expertise to the benefit of the employees/employer.

27. Monthly SHE Reports
The SHE report, which forms part of the monthly progress report shall include, for the reporting period:

1) A tabulation of all accidents, incidents and dangerous occurrences;
2) A tabulation of all hazards observed at the work site;
3) A summary of the SHE activities, problem areas and corrective actions, government visits and SHE audits;

Monthly graphs and statistics shall be prepared, on a cumulative basis showing recordable injury rates and lost workday injury rates.
28. **Hazard Identification and Task Management**

All projects related hazards relating to the construction operations to be performed by NOVA Plant Services shall be systematically identified, the risk assessed and appropriate controls and actions implemented by:

1) Developing and maintaining hazard identification and Risk Assessment procedures and criteria (Risk Analysis);
2) Identifying hazards and risks and eliminate/control these risks to an acceptable level;
3) Providing Safe Operating Procedures with the necessary safety training in task specific SHE File to minimise exposure to the remaining hazards;
4) Providing Personal Protective Equipment;
5) Systematically reviewing all operations to identify hazards and risks;
6) Documenting the process of hazard identification, assessment of risk, selection of controls and records of implementation.

A qualitative Risk Analysis of the project operations will be carried out prior to construction activities starting and will conform to or exceed the Client’s requirements, in a systematic approach. It shall be implemented and reviewed by experienced and competent personnel, using their engineering and operational knowledge and best judgement to identify and rank the risk associated with each activity.

A Continuous Based Risk Assessment is filled in by the appointed Supervisor on the specific area. This Risk Assessment is discussed with the crew before each task. When a risk was identified on the site, the Supervisor and appointed Safety Practitioner will arrange for the existing Risk Assessment to be amended. This revision must be approved by the Management of the company and training must be arranged through the Safety Department for the workforce. No person is allowed to work unless the precautionary measures were put in place and training was received on that unit.

available disabling injuries, accidents and near-misses. All near-misses reported will be compiled in the Risk Assessments to establish preventative actions for reoccurrence.

**COSHH (Control of Substances Hazardous to Health)**

Hazardous materials must not be used where a practicable safer alternative exists. All hazardous materials purchased for site whether by the Client or NOVA Plant Services shall be furnished with a Material Safety Data Sheet. These data sheets should be dispatched to site, prior to shipment of the material. All material safety data sheets will be held in the storage facility of the hazardous substances. A central register of all hazardous substances on site shall be held by the Safety Department and be freely available for inspection.

NOVA Plant Services shall implement a safe system of work and provide all relevant Personal Protective Equipment to ensure that the risks associated with the use, handling and disposal of such substances are minimised.

NOVA Plant Services shall ensure that any persons handling such substances have received instructions regarding the hazards, the system of work to be adopted and the actions required in the event of spillage and that COSHH assessments have been prepared, communicated and are freely available for inspection. The storage of hazardous materials on site must be kept to the lowest practical levels.
29. **Training**

SHE safety awareness training is a legal requirement for all employees, especially for those who are learning a new trade. It is also essential to keep Supervisors and skilled Operators up-to-date with current SHE technology and practices.

Therefore, in addition to the induction training, the employees shall ascertain any extra safety training that may be required for employees and NOVA Plant Services will provide training by a competent person or institution. In addition to standard skills, training courses for skilled operators, the type of safety training which may be required could be: First Aid, Fire Teams and Fire Fighting, Use of Breathing Apparatus etc.

The following guidelines as a minimum shall be adhered to:

1) An activity Training Matrix shall be instigated, identifying specific disciplines and training requirements and shall be approved by the relevant Manager;
2) All employees’ safety training shall be recorded and kept on site.

All scaffold employees has been re-trained and is competent to perform the work. All the employees of NOVA Plant Services are trained and all employees undergo an internal induction program, which includes:

1) Fall Protection Plan;
2) Risk Assessments;
3) Safety Harness Training;
4) Incident/Accident Procedures;
5) Emergency Procedures;
6) General Safety Rules;
7) Correct use of PPE;
8) Methods of Erecting, Dismantling and Modifying Scaffold Procedures;
9) Safe Handling of Materials;
10) Scaffolding Principles;
11) Types and uses of Scaffold Fittings;
12) The different types of System Scaffolds;
13) Approved methods of inspecting and stacking material and components.
After conducting the internal training, the Safety Practitioner will conduct site specific refreshment training. The following training will be conducted by the Safety Practitioner:

1) Company SHE Plan;
2) Task Specific Procedures;
3) Risk Assessments;
4) Fall Protection Plan

External Training
An external training authority (QED) retrained all scaffold employees in the following courses.

1) Scaffolding & Safety Harnesses;
2) Inspection Control of Scaffolding;

BJS Risk Assessment Training

1) Fire Fighting;
2) First Aid.

Action Equipment

1) Forklift Training

Highveld Ridge Electrical Inspectors

1) Portable Electrical Training

Riskcom

1) Fall Protection;
2) Scaffolding Safety Inspections (SSI);
3) Risk Assessment

NOSA

Section Leaders, Supervisors and Area Managers have been trained by NOSA which include the following topics:

1) Risk Assessment (HIRA);
2) Legal Liability;
3) Construction Regulations;
4) Communication;
5) Planning of Work Crews.

30. Accident/Incident Investigations and Reporting
The Safety Representatives shall be responsible for reporting all accidents/incidents, personnel injuries, casualties, property damage and fires to NOVA Plant Services Safety Department. In some cases, where
required, NOVA Plant Services Safety Department will report to the local authority and/or Department of Labour.

Investigation and Reporting shall be implemented as follows:
In the event of fatal accidents, medical cases and serious injuries, the investigation will be carried out by the SHE Practitioner, Designated Area Manager, Client’s Safety Department and the Department of Labour and will be reported in writing within 24 hours to the Client’s Project Manager.

1) All events involving fire and/or damages to property of NOVA Plant Services, plant and equipment, will be reported in writing within 24 hours to the Client’s Project Manager;
2) Where a near-miss is recorded, it shall be reported and investigated and appropriate corrective actions taken to prevent re-occurrence;
3) In case of a Lost Work Day Case, the Client will be informed within 1 hour of the injury and an investigation will be scheduled via the Client’s Safety Department and NOVA Plant Services Management with Safety Officials will be present at the investigation;
4) First Aid cases will be investigated with the Client and NOVA Plant Services. All the First Aid cases are to be reported to the control room immediately and will be investigated to determine the root cause and to put corrective actions in place. All First Aid cases will be transported to the Medical Station by means of an ambulance provided by Sasol;
5) Monthly Safety Reports shall be submitted to the CEO of NOVA Plant Services;
6) Accidents shall be reported using the Accident/Incident Report Form (FORMNOV048);
7) Any engineering review or investigation committee shall be in accordance with legal requirements;
8) Incident reporting and investigation shall be in accordance with NOVA Plant Services and Client Procedures.

31. **Work Permit Systems**

Function of Work Permits
A work permit authorises specific works to be conducted in a restricted area. This serves as record that steps have been taken to ensure safe working conditions in the area. In this project, NOVA Plant Services shall strictly follow Sasol’s work permit system and other relevant procedures.

Application for work permits shall be made 24 hours before commencement of the work activities.

An authorised receiver will request a work permit from a certified issuer before doing any work in a restricted area. Sasol’s Project Management will obtain all third party permits. If the work contemplated involves any change, addition or deletion in the facility, the work will be coordinated between Sasol’s Project Management Operations Team and NOVA Plant Services.

General Requirements
1) Scaffolding:
   All scaffolding is to be erected as per the Client’s specification and shall comply with all SANS 10085 standards.
2) Scaffolding Supervisors and Inspectors shall be appointed in one of two methods:
a. Scaffold Supervisors are to be appointed under 14.2 regulations as well as the Scaffold Inspector. There must be made mention that the Scaffold Supervisor appointment states that the Supervisor is also responsible for Scaffold Inspections. Supervisors are also appointed according to Section 8 of the Occupational Health and Safety Act 85 of 1993 and Construction Regulations 6.2;

b. Scaffold Supervisors may also be appointed as Scaffold Inspectors on one form.

3) Before commencement of any construction activity in a restricted area, a work permit is to be obtained;
4) The work on site must be performed according to the instructions and precautions on the work permit;
5) The authorised permit receiver has the right and responsibility to stop the work and advise the Supervisor at any time that safety specifications on the job does not meet the condition of the work permit;
6) The Company’s copy of the work permit shall remain on the job site at all time for the duration of the activity;
7) Where an incident or emergency occurs, the permit to work will be withdrawn immediately, pending confirmation to restart work;
8) Administration of work permit procedures shall be in compliance with Sasol’s Safety Requirements.

Cold Work
Cold work permits are generally applied to cover a variety of activities, which are not of a type covered by the more specific permits or certificates. Cold work shall include but not be limited to the following:

1) Scaffolding;
2) Bunkering;
3) Cleaning;
4) Oversize working;
5) Painting (unless needle gunning);
6) Insulation work;
7) Maintenance operation that comprise the removal of critical safety systems from service (Fire Fighting systems etc.).

Hot Work
Hot work permits are generally applied to any type of work which involves actual or potential sources of ignition and work for which there may be a risk of fire and/or explosion or which involves the emission of toxic fumes from the application of heat. Hot work shall include but not be limited to the following:

1) Burning;
2) Welding;
3) Cutting;
4) Heating;
5) Grinding;
6) Sandblasting;
7) Working on live electrical equipment;
8) Use of portable combustion engines and electrical power tools.

Entry Certificate
An entry certificate is issued to specify the precautions that need to be taken to eliminate dangerous fumes or gases or prevent a lack of oxygen before a person is permitted to enter a confined space.

The certificate shall confirm that the space is free from dangerous fumes or asphyxiating gases.
Precautions shall be specified on the certificate to protect the atmosphere against the ingress of airborne contaminants from adjacent sources. A permit to work for entry into confined spaces cannot be issued without the entry certificate having been successfully completed.

Isolation Certificates
An isolation certificate is required before any work can be started on process, mechanical or electrical, plant or equipment. An isolation certificate is also required where access to the site of work is restricted or its safety is jeopardised by any adjacent plant or equipment. An activity cannot commence until all the necessary isolation requirements are in place.

Lock-out/Tag-out System
The purpose for the lock-out system is to render controllers inoperative (i.e. circuit breakers, disconnect switches, valves etc.) or any systems (electrical, steam, hydrocarbon, water, acid etc.), where the operation of the control device could be hazardous to personnel working on the system.

Hold tags and locks are primarily intended to protect the individual doing the work from being injured by an inadvertent start-up.

Whenever employees work on or near equipment and could be injured as a result or energy in the system, the equipment shall be isolated from its energy sources.

In the event of fluid or gas systems being involved, precautions will be taken by rolling blinds before work on the system will take place.

Additional precautions will be taken in conjunction with “Use of Hold Tag and Multiple Lock-outs” Procedure.

32. Selection and Management of Sub-Contractors
The requirements related to the selection and Management of Sub-Contractors are implemented in the principal phases:

1) Pre-qualification and inclusion in the approved vendor list;
2) Qualification for special projects;
3) Management at the work site (SHE Plan);
4) Safety performance standards (Risk Assessments);
5) Details of personnel experience;
6) Details of personnel qualifications;
7) Safe Operating Procedures;
8) Emergency response procedures;
9) Personal Protective Equipment procedures.

After awarding the contract, NOVA Plant Services will be using the following to monitor the Sub-Contractor:

1) Pre-Job Meetings;
2) Risk Assessments;
3) Sub-Contractor communications;
4) Sub-Contractor Induction
5) Access Control;
6) Sub-Contractor’s Performance;
7) Audits;
8) Site Establishment.

### 33. Selection of Craft and Competency Verification

Before an employee is employed at NOVA Plant Services, the following steps must be followed to determine if the employee is fit and competent to perform the task:

1) An interview with the applicable Manager must be done;
2) All certificates must be handed in at the HR office on the day of interview;
3) The HR personnel must contact the relevant college or educational institute which is stipulated on the certificate;
4) Supply on the certificate number (no name or ID number) to the applicable institute;
5) HR personnel must ensure that the certificate is issued to the candidate with the correct ID number;
6) Ensure the certificate is valid.

### 34. Emergencies and/or Evacuations

It is the responsibility of each member of NOVA Plant Services Management and Supervision to familiarise himself with the emergency procedures which apply to the plants and areas in which he has men working.

These procedures will give personnel all information on the actions to be taken in case of accidents/incidents.

In case of emergency involving the NOVA Plant Services job or equipment after working time, the SHE Practitioner/Site Manager shall be contacted.

**Fall Prevention & Protection Plan**

NOVA Plant Services shall provide the Client with a Fall Protection Plan, which shall include the emergency procedure to minimise suspension trauma.

**Action to be taken**

When an emergency condition exists or on hearing the “Stop Work Alarm”, every Supervisor shall ensure the following:

1) All work is stopped at once;
2) All equipment is shut down;
3) All men are evacuated to a pre-determined assembly point;
4) A roll call is taken to ensure every employee is accounted for;
5) No one is permitted to return until notification has been received from Sasol Personnel that it is safe to do so.
35. **SHE Audits and Inspections**

**Internal Audits**
Senior SHE staff shall audit all activities at regular intervals.

Auditing shall be performed with the use of standard checklists and audit protocols and shall define corrective actions needed. Non-Conformities highlighted during the inspection shall be prioritised and corrective action implemented.

A copy of the checklist must be sent to NOVA Plant Services Management and SHE Management.

On-site inspection of SHE Plans shall be carried out by the SHE Practitioner using the prescribed forms. The results of the inspection will be reported to Management.

The basic purpose of audits are to assess the reliability, efficiency and effectiveness of the various components of the Management system.

The Management of NOVA Plant Services is conducting a bi-weekly Management audit on site. The Area Manager, Section Leader and Safety Representative participate in these audits.

**External Audits**
External audits shall be conducted on an annual basis. The following external audits are done:

1) IRCA;
2) Sasol Shared Services;
3) Sasol Safety Department;
4) Sasol Technology;
5) Department of Labour.

The IRCA Certificate is forwarded to our Clients after receiving as proof of compliance. Internal audits are done by the Clients on a monthly basis.

**SHE Inspections**
SHE inspections shall be conducted on a weekly basis by the SHE Manager and/or the SHE Practitioner, Site Manager and the designated Area Manager. A summary report will be included in the weekly progress meeting.

The Safety Practitioner shall submit to Management a monthly report providing the following:

1) A list of all safety inspections and related activities performed during the previous weeks worked;
2) A register of violations observed to include the names and control numbers of all employees involved with each violation;
3) Description of corrective actions taken to prevent a recurrence of all violations observed.

A root cause analysis program shall be implemented to identify the visible and underlying causes of deficiency. If the findings point to SHE Management system failure, then the system shall be modified to eliminate the deviations or shortcomings.
The following prescribed documentation will be completed by the Safety Practitioner allocated for the specific area:

1) Self-Assessment shall be done once a week;
2) Daily deviation inspection sheet (Log Sheet);
3) Job Observations (Once a month on Supervision);
4) Plant inspections to be conducted daily.

All these documentation will be forwarded to the Safety Manager of NOVA Plant Services to be included in the monthly report for the Client.

**Scaffolding Inspections**

The following inspection document is used which provides the basic checklist for scaffold inspections. The inspection certificate number must correspond with the handover number. The top section of the inspection register is to indicate the location of the scaffold, date of inspection, faults found during inspections, date corrected and signature of the inspector.

The second section of the form indicates the items which must be inspected according to SANS 10085. If any scaffold deviate from these guidelines, the green tag must be removed and rectified immediately. SANS 10085-1:2004 is available for review at Supervision and Management.

A modification sheet will be filled in by the Inspector/Supervisor on that specific plant and will be signed by the Client. A copy of the modification sheet will stay in the book and the original will be kept by the Client.

Scaffolds must be inspected within a seven (7) day period, after heavy rain or inclement weather or when suspicion of tampering arises. If found that a scaffold passed the inspection interval, disciplinary action will be taken towards the inspector and supervisor.

**36. Health and Facilities**

NOVA Plant Services assures to maintain adequate first aid facilities at the work site in accordance with Labour and Workmen’s Compensation law.

During the performance of the programmed works, the following will be developed for implementation, aiming at establishing and preserving the highest standard of health and hygienic conditions for the entire workforce on site:

1) Medical fitness of workers and periodical checks;
2) First aid training, general prophylactics training and refresher courses;
3) Sanitary inspections of critical areas at the work site;
4) Accident prevention program;
5) Emergency preparedness.

NOVA Plant Services is making use of Sasol’s Medical Station when attention of a medical practitioner is needed. NOVA Plant Services is registered at the Compensation Commission for work related injuries/incidents/accidents.
When people sustain a first aid injury on site, it stays the responsibility of the Supervisor to ensure the injured party is transported to the Medical Station. A qualified first aider will attend to his/her injury. All injuries must be reported to the production personnel, where the abovementioned action will be decided.

When a person sustains a more serious injury on site, the emergency response unit of Sasol will be contacted and the injured person will be taken to the Medical Station via ambulance. A WCL2 form will be completed at the Medical Station and a copy of the WCL2 form will be forwarded to the Client with the investigation report.

Medical Surveillance
All employees are undergoing pre-employment, annual medical and exit medical surveillance. Each employee is issued with a card which will indicate if the employee is fit for work or if any restrictions are added.

The HR Department and site agents of NOVA Plant Services hereby receive the cards of the newly employed people to establish if he/she is able to perform the tasks which NOVA Plant Services need their services for. If the person does not qualify, NOVA Plant Services do not employ the abovementioned.

37. Environment
A detailed review of construction activities and their impact on the environment shall be done prior to the start of construction operations. Environmental issues to be covered are noise, spillage, waste materials, emissions and effects of earthwork on ground water, soil erosion and drainage. These action will be performed by Sasol and documentation will be kept at the environmental department.

Noise assessments shall be made by Sasol to identify areas within the action level. Areas with noise levels greater than 85db will require the wearing of suitable hearing protection.

Operations which create the risk of spillage. Vessel opening requires investigation before the event. A full Risk Assessment shall be conducted and as a result, the necessary precautions established i.e. prescribed Personal Protective Equipment, containment measures such a provision and placement of absorbent material and methods of disposal. This information will be included in the detailed job method statement.

All waste material designated as toxic or hazardous must be notified to the environmental department of Sasol. A licensed contractor shall be used to transport and dispose of material to a licensed dumping area (Holfontein). Hazardous waste such as contaminated materials shall be placed inside blue bins in accordance with current legislation and Sasol procedure. The disposal contractor will be provided with a full description of the waste material.

Siting of plant and equipment requires careful consideration. Concentrations of engine driven equipment may contribute to noise, vibration and emission pollution. The use of diesel driven equipment shall be kept to a sensible minimum. In areas where recycling facilities exist, consideration should be given to segregating for salvage.
Housekeeping

The effectiveness of a SHE program is determined by the general standards of housekeeping maintained on site. Key points to be applied are:

1) Cable management: strap hooks or rubber ties for hanging cables and hoses shall be provided to keep access ways clean and tidy;
2) All loose material shall be stored in a clean and tidy manner;
3) Scrap bins shall be situated near work areas by Sasol and cleaned regularly (Sasol to be notified);
4) Skips should be situated in strategic locations by Sasol and cleaned regularly (Sasol to be notified);
5) Scaffolding platforms shall be kept clear of debris, with all material stored in suitable containers;
6) Housekeeping problems shall be identified and actioned on a daily basis as part of the inspection responsibility of the individual Supervisor.

38. Working Outside Normal Working Hours

Hazards associated with after hours, night shift and weekend operations will require that, particular attention be paid to:

1) Levels of Supervision;
2) Task Observation and monitoring of the workforce;
3) Lighting conditions at the workplace and access to the workplace;
4) Activities that are identified, as being potentially hazardous if undertaken outside of daylight hours (e.g. lifting operations) will not be carried out;
5) Medical Cover;
6) SHE Cover;
7) No work is permitted outside normal hours unless permission has been obtained from the relevant authorities to exceed legal working hours.

39. Transportation

All employees of NOVA Plant Services working on Sasol, will be transported from NOVA Plant Services Main Yard to the applicable working area by means of Sasol transportation at certain predetermined times during the day as well as the NOVA Plant Services bus.

40. Welfare

Portable toilets are hired in for projects/shutdowns as required. The toilets are placed at the specific units outside the plant area.

Tents are erected for eating facilities on units where a large amount of employees are situated for the specific project/shutdown.
41. **Personal Protective Equipment**

All employees of NOVA Plant Services are issued with the prescribe PPE when employed. The following PPE will be issued accordingly:

<table>
<thead>
<tr>
<th>#</th>
<th>Personal Protective Equipment</th>
<th>Frequency</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Overalls</td>
<td>Six Monthly</td>
<td>EN 470-1 and EN 531</td>
</tr>
<tr>
<td>2</td>
<td>Safety Shoes</td>
<td>Annually</td>
<td>SANS 741:2006</td>
</tr>
<tr>
<td>3</td>
<td>Safety Glasses</td>
<td>When Required</td>
<td>EN 166:2001</td>
</tr>
<tr>
<td>4</td>
<td>Safety Gloves</td>
<td>When Required</td>
<td>EN 388/94</td>
</tr>
<tr>
<td>5</td>
<td>Ear Plugs</td>
<td>When Required</td>
<td>EN 352</td>
</tr>
<tr>
<td>6</td>
<td>Ear Muffs (Double Ear Protection)</td>
<td>When Required</td>
<td>EN 352</td>
</tr>
<tr>
<td>7</td>
<td>Hard Hats</td>
<td>When Damaged</td>
<td>SANS 1397:2003</td>
</tr>
<tr>
<td>8</td>
<td>Dust Masks</td>
<td>When Required</td>
<td>EN 149:2001 (FF1 or FF2)</td>
</tr>
<tr>
<td>9</td>
<td>Respirator</td>
<td>When Required</td>
<td>EN 140:1998</td>
</tr>
<tr>
<td>10</td>
<td>Safety Harness</td>
<td>When Employed</td>
<td>SABS – EN 365</td>
</tr>
</tbody>
</table>

No employee will be required to pay for any Personal Protective Equipment as stipulated in the Occupational Health and Safety Act 85 of 1993, Section 8(2)b – General duties of the employer towards employees, except where it can be proven that employees willfully and with intent damage, misuse and/or abuse their Personal Protective Equipment as stipulated in the Occupational Health and Safety Act 85 of 1993, Section 15 – Duty not to interfere with, damage or misuse anything that has been provided in the interest of health and safety.

Personal Protective Equipment shall be inspected daily and recorded on the applicable inspection sheet (FORMNOV024). Deviations shall be documented and reported immediately in order to rectify. Employees shall verify with signatures that the inspection has been conducted and that the information contained on the inspection sheet, is true and correct.

42. **Safety Harnesses**

All the Safety Harnesses are colour coded every three months. Monthly inspections are done by the appointed person in the stores. Damaged safety harnesses are removed from site, the lanyards removed and safety harnesses are destroyed in the manner described in the applicable procedure (SOPNOV022). Daily inspections are conducted by the Supervisor and/or the Safety Representative on site. Proof of inspection must be submitted to the Safety Department. Inspection shall be conducted on the applicable inspection sheet (FORMNOV034).

**Training**

All employees of NOVA Plant Services are trained in the visual inspection and correct fitting of a safety harness. All employees are made conversant in the hazards concerning the positive and negative impacts of a safety harness.
Suspension Trauma
NOVA Plant Services is currently making use of Sasol’s fire brigade. Emergency Number: 017 610 4444.

Only trained personnel are allowed to rescue the person. However, if the person can reach and get hold of the structure, he can pull himself up to a safe platform.

43. **Financial Allocation**
Financial allocation has been stipulated within the tender contract.

44. **Management of Change**
NOVA Plant Services is working according to ISO 9001. All new documentation will be attached to a document change proposal (FORMNOV004) and circulated for review. The document will be logged onto the document register once all changes have been made and the document accepted. It is the duty of the IMS personnel to ensure that the applicable register is updated.

45. **Amendment Record**

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<th>Revision Number</th>
<th>Page</th>
<th>Status – Change</th>
<th>Date</th>
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<td>Revised Document</td>
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<tr>
<td>02</td>
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46. **Records**

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