

Standard operating procedure: Service Provider Safety Management (SPSM)

MGO MMG-000475

Revision: 05

Purpose

The Sasol Mining SOP for Service Provider Safety Management ensures that levels of safety are maintained during Service Provider activities on Sasol Mining premises or project sites to prevent any undesirable events.

Applicable to

This document is applicable to Sasol Mining Operations and Service Providers

Document category:
Date first issued:
Last review date:
Effective date:
Next review date:
Supersedes:

**Sasol Mining
2015
March 2024**

**Date approved will be the effective date of this document
May 2028
MGO MMG-000475 rev:04**

Document owner:
De Langen, René (R)

**Senior Manager SHE | Occupational Safety
De Kock, Johan (J)**

Approver:

Vice President | SHE

Document origin:

**Sasol Mining
SHE**

Administration:

Address written comments or suggestion to the document owner as provided on the front page of a document

SAP document number:	Revision number:	Template number:	Page number:
MGO MMG-000475	05	MAZ MMG-000475 rev05	1 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

Contents

1 Drafting committee.....	3
2 Status of standard operating procedure.....	4
3 Purpose	4
4 Scope	4
5 Terms and definitions	5
5.1 Abbreviations	5
5.2 Definitions	5
6 Roles and Responsibilities.....	8
7 Isometrix.....	9
8 Service Provider Integration Workflow.....	10
9 Amendment record	11
10 Annexures.....	12
Annexure A: Acknowledgement of interim SHE process.....	12
Annexure B - Service Provider compliance assessments	15
Annexure C : Risk Ranking matrix (example).....	17
Annexure D – Environmental Terms and Conditions for Incorporation in Contracts.....	19
Annexure E: Safety file index	22
Addendum A – Sasol Mining	24
Addendum B – Permission to Work (Example)	26
Annexure F: Employee`s record of Hazardous work DMR 276	31
Annexure G - Service Provider Key Personnel details	32
Annexure H - Appointment of Contract Supervisors & Competency Certificate Control List ..	33
Annexure I - Service Provider Timesheet.....	34
Annexure J: Machinery and Equipment Approval.....	35

SAP document number:	Revision number:	Template number:	Page number:
MGO MMG-000475	04	MAZ MMG-000011 rev01	2 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

2 Status of standard operating procedure

2.1 This standard operating procedure (SOP) for Sasol Mining has been compiled in terms of the Mine Health and Safety Act, 1996 (Act 29 of 1996), and the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

The OSHA refers to the project environment only.

2.2 This SOP may be used in an accident investigation/inquiry to ascertain compliance and to establish whether the SOP is effective and fit for purpose.

2.3 This SOP supersedes all previous relevant SOPs.

2.4 This SOP is thus a document with legal standing such that it is an offence for any person not to comply with the provisions of this SOP and its appendices and addenda.

2.5 This SOP will be managed according to the requirements of the Sasol Mining Mandatory Code of Practice for the Requirements and Management of Sasol Mining Governance Documents (Document number: MGA MMG-000001)

3 Purpose

To promote and ensure health and safety by ensuring that levels of safety are maintained during Service Provider activities on Sasol Mining premises or project sites to prevent any undesirable events.

4 Scope

4.1 The One Sasol SHE Excellence approach was implemented to provide Sasol with a management framework to ensure that we approach the delivery of our goals in a risk-based, standardised and systematic way;

4.2 This procedure outlines a process to ensure the safety of Service providers at Sasol Mining so that Service Providers understand the necessary safety requirements and the correct documentation required by Sasol Mining.

4.3 Requirements set out in this procedure are aligned with relevant legal requirements and the Group Procedure for Service Provider Safety Management.

4.4 This procedure includes additional requirements specific to Sasol Mining, the Mine Health and Safety Act (not applicable to Local Economic Development projects which is governed by OHSA) and the Sasol Mining Service Provider Safety Management system (i.e. **Isometrix**)

4.5 **Isometrix** is an SHE electronic management system for enabling Service Providers to manage legal compliance.

4.6 All Sasol Mining Operations shall implement this procedure to manage safety during Service Provider activities on a Sasol Mining site, which includes Joint Ventures and/or Projects where Sasol Mining has operational control;

4.7 This procedure applies to Service Providers performing maintenance or repair, shutdown, major renovation, projects, or speciality work on or adjacent to an operational area, project site or community project location;

4.8 This procedure is not applicable to Suppliers of Goods, Suppliers of Services where the work is executed outside of Sasol Mining premises, consultants Refer to section 7.3 in this document for exemption of Service providers.

SAP document number:	Revision number:	Template number:	Page number:
MGO MMG-000475	04	MAZ MMG-000011 rev01	4 of 35
Date Printed: 11/04/2024 13:48:20	Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.		

5 Terms and definitions

5.1 Abbreviations

Terminology	Description
COP	Code of Practice
ESD	Enterprise and Supplier Development
LED	Local Economic Development
MHSA	Mine Health and Safety Act
OHSA	Occupational Health and Safety Act
SAP	System Application Products for Data Processing
SC	Supply Chain
SHE	Safety, Health and Environment
SOF	Supplier Optimisation Forum
SOW	Scope of Work
SP	Service Provider
SPAAF	Service Provider Assessment Adjudication Forum
SPSM	Service Provider Safety Management

5.2 Definitions

Terminology	Description
Acceptable accreditation body	Any third-party supplier that has been accredited against ISO 19011, or SAATCA registration in South Africa to provide SHE system accreditation against acceptable risk and/or SHE standards or acceptable requirements or similar.
Area specification	This specification is applicable to the area where the work shall be executed and supplements the Sasol Generic and Sector specifications
Client	According to the OHS Act a client is any person for whom construction work is being performed.
Isometrix	Isometrix is a Service Provider management software system which allows Sasol Mining to manage Service Providers' legal compliance.
Contractor (also sub-contractor)	Any person or individual rendering a service to or supporting the primary Service Provider (Principal Contractor) on a Sasol site. The sub-contractor remains the accountability of the primary Service Provider and should ideally be a Sasol Approved Service Provider.
End User	The Sasol representative (may also be referred to as the Client) that utilizes the available services provided by Service Providers. Typically, this is a mine overseer or foreman, responsible for the execution of the work and agreement on the invoiced amounts.

SAP document number:	Revision number:	Template number:	Page number:
MGO MMG-000475	04	MAZ MMG-000011 rev01	5 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

Enterprise and Supplier Development (ESD) Service Provider	<p>Service Providers who:</p> <ul style="list-style-type: none"> • Have more than 51% black ownership, and • Are an Exempted Micro Enterprise (EME) with a total annual revenue of R10 million or less, or • Are a Qualifying Small Enterprise (QSE) with a total annual revenue of between R10 million and R50 million, and • Require assistance in establishing a SHE management system
External Certification audit	Audit conducted for certification purposes, by certification bodies accredited by a national accreditation body. Certificates issued by accredited certification bodies are recognized by international trading groups. These audits are conducted against International Standards (ISO / OHSAS etc.)
Generic Sasol SHE Specification	The document that prescribes the requirements for a Service Provider to be recognised as a Sasol Approved Service provider to execute work. This specification is applicable to the Sasol Group and can be supplemented by the applicable Sector and/or Area SHE Specification/s.
Hazard	An inherent property or characteristic of a material, system or process that has the potential to cause serious injury to people and damage to property or the environment.
Incident	An unplanned event that has an undesirable consequence.
Linkage	<p>An end-to-end multi-tenant SaaS digital platform that enables corporate clients to carry out seamless interactions with SMMEs who are procurement-ready and/or with those who require development and funding.</p> <p>Makes qualifying SMEs more visible to Sasol.</p> <p>Makes procurement and development opportunities visible to SMEs</p>
Local Economic Development (LED)	Local Economic Development is a government-based initiative which aims to grow the local economy by involving local companies in creating employment opportunities for previously disadvantaged people, marginalised communities, and black economic empowerment enterprises (EMEs and QSEs) in the area.
Sasol Mining, SHE representative	A safety practitioner or specialist from the Sasol Mining SHE function.
Operational Area	Any working place where Sasol Mining is legally accountable in terms of the MHSA and OHSA.
Operational control	Having control over the people, systems, equipment, and environment.
Permission to Work	A document that is generated in Isometrix that confirms that all Safety related requirements have been complied with.
Permit to Work	An authorisation to perform work in accordance with pre-determined controls.
TMMs	Refers to Mobile Mining machinery
Quantified SHE Management system	A system that obtained 80% against acceptable safety, health and environmental requirements, and assessed by an acceptable accreditation body.
Risk	A measure of potential economic loss, human injury or environmental damage (cost) combined with the probability of the loss, injury, or damage over time.
Sasol Mining Service Provider List	List of Sasol Service Provider approved and registered on Isometrix
Sasol Mining Accreditation assessment	An assessment conducted by Sasol Mining to determine the risk of initiating or continuing with a business relationship with a Service Provider, based on Sasol Mining requirements.

<i>SAP document number:</i>	<i>Revision number:</i>	<i>Template number:</i>	<i>Page number:</i>
MGO MMG-000475	04	MAZ MMG-000011 rev01	6 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

Sasol Mining pre-approved Service Provider List (Linkage)	An internal Service Provider database, maintained by SC: Operations Support, of all approved Service Providers, the risk ratings and SHE grading achieved during the Sasol Accreditation assessment.
SC: Category Manager	Representative from Supply Chain responsible for sourcing a specified service for Sasol Mining
SC: Contract Specialist	A member of Supply Chain Procurement & Supply Management function responsible for managing a specific contract, based on a specified scope of work.
SC: Operations Support	The Supply Chain department responsible for coordinating Sasol Certification and technical assessments of Service Providers.
Scope of work	Specification compiled by the end-user or Service Owner, describing the work or services to be provided or performed by a Service Provider on a Sasol site(s) where Sasol has temporary operational control
Service Owner	A Sasol representative that is accountable for defining the need and scope of work and participates in the Sasol Certification and technical assessment prior to contracting. The Service Owner shall also retain accountability for the on-going safety performance management of the service provider. The Service Owner can also be the end user. Normally this is the Mine Manager who is signing off on the safety file
Service Provider (SP)	A business entity that renders a service(s) under Sasol Mining supervision on premises where Sasol has temporary operational control.
Safety File	A file containing the service offering SHE Plan as specified by the relevant regulation and/or Client requirements, including the documentation necessary to provide proof of compliance. Isometrix includes a SHE file. This file exists in paper format and electronically on Isometrix, SOP Safety File index
SPAAF	A Sasol Mining forum with representatives that include Category Managers, Service Provider Managers, End-user, and Sasol Mining Service Provider auditor with the responsibility to review and approve Service Provider Accreditation assessment.
Surveillance Assessments	Internal compliance assessment conducted by Sasol Mining Service Provider auditor on existing Service Providers based on a prescribed frequency according to Risk Ranking as well as ad-hoc requests as and when deemed necessary (NCRs, serious incidents, etc).
Technical assessment	The technical assessment of a supplier, coordinated by SC: Operations Support, and conducted by a subject matter expert commissioned by SME ESS
Undesirable event	The undesirable event occurs when control is lost, the hazard is released, or the initial consequence occurs. I.e., Any potential event that jeopardises Sasol Mining's goal of zero harm to people, property, or the environment.
Zero Harm	A principle of no hurt, damage, injury or impairment to any people, property, or the environment under Sasol's control.

<i>SAP document number:</i>	<i>Revision number:</i>	<i>Template number:</i>	<i>Page number:</i>
MGO MMG-000475	04	MAZ MMG-000011 rev01	7 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

6 Roles and Responsibilities

6.1 Sasol Mining's Central SHE function shall:

- 6.1.1 Obtain and evaluate information about Service Providers' safety systems and current injury incident rates.
- 6.1.2 Support periodic surveillance assessments of High Risk Ranked Service Providers' safety performance in fulfilling their obligations.
- 6.1.3 Provide Service Providers with access to Isometrix
- 6.1.4 Maintain and enhance the Isometrix system
- 6.1.5 Submit the dust shifts work per month of all relevant Service Providers to financial department (ODMWA – Occupational Deceases for Mines and Works Act)
- 6.1.6 Assist Sasol Mining Business Units with HSI incident investigations
- 6.1.7 SHE related communication to Service Providers
- 6.1.8 Host routine Forums with CEOs on high-risk ranking Service Providers

6.2 Sasol Mining Operations shall:

- 6.2.1 Ensure compliance to the Safety File
- 6.2.2 Inform the responsible engineer that a Service Provider will perform a service in their specific area of responsibility.
- 6.2.3 Provide the Service Provider with the necessary information as it relates to their specific risk assessment associated with their Scope of Work, ie emergency procedures, plans, etc.
- 6.2.4 Conduct safety audits on Service Providers' safety performance in fulfilling their obligations. (Refers to Surveillance Assessments)
- 6.2.5 Initiate (on Isometrix) any SHE related matters as it relates to, SHE incidents or Non-compliance issues.
- 6.2.6 Retain the right to revoke site access for Service Provider employees who violate any health and safety standard and/or procedure.
- 6.2.7 Where a Service Provider renders a service to more than one department in a business unit, the Work allocation must be discussed at the relevant WBS, meeting/s to keep all parties informed.
- 6.2.8 Where required, Issue an OHSA regulation 37.2 agreement to the Service Provider to transfer SHE risk from Sasol Mining to the Service Provider
- 6.2.9 In the event that any short-term specialist and consultant needs to perform a specialist function on an emergency basis, a Safety File will not be required however a formal permission to work should be granted by the 3.1 and 2.13.1. This permission must include details of direct supervision that needs to be exercised.

6.3 Service Provider's shall:

- 6.3.1 Service Provider request access to Isometrix via the Safety department of the operation they are going to render the service.
- 6.3.2 Comply with the provisions of the Safety File.
- 6.3.3 Routine reporting to Sasol Mining End-user and Safety Department.
- 6.3.4 Ensure that when a new contract commence, they will, along with the Sasol Mining representative, review their current Safety File for the specified scope of work and ensure that all required documentation is in

SAP document number:	Revision number:	Template number:	Page number:
MGO MMG-000475	04	MAZ MMG-000011 rev01	8 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

order and up to date before commencing with the new contract or the extension/amendment to an existing contract.

- 6.3.5 Submit a timesheet (refer to Annexure I) to the End User according to the frequency specified in the contract
- 6.3.6 The appointed Service Provider is responsible, on a daily basis or as agreed, to:
- a. Examine the work area, tools and equipment to ensure safe execution of all tasks likely to be involved in the work;
 - b. Identify relevant procedures and/or practices which are outside the normal activities and/or prior to any new work commencing;
 - c. Identify and communicate all high-risk tasks to employees and ensure the proper training related to the specific procedures and/or practices are in place prior to commencing with the task;
 - d. Determine whether any special skills, qualification, training or testing will be required;
 - e. Ensure all pre-start up checks for any equipment that may be used on site are performed according to the relevant checklist for equipment;
 - f. Review maintenance and operating records to determine history and condition of equipment to be used;
 - g. Identify work progress reports that must be submitted to the End User;
 - h. Inspect and/or replace personal protective equipment (PPE);
 - i. Adhering to critical controls and life-saving rules;
 - j. Adhere to the Pre-task risk assessment process:
 - i. MOSH (Mining Occupational Safety and Health);
 - ii. Pre-task list checklist;
 - iii. SLAM (Stop Look Assess Manage);
 - iv. JSA (Job Specific Assessment);
 - v. Planned task observations;
 - vi. High Risk Work;
 - vii. Visible Felt Leadership and the 6 safety essentials.
- 6.3.7 The Service Provider senior management and safety representatives must attend the surveillance assessment.
- 6.3.8 The Service Provider will be notified of the surveillance assessment results and any corrective action required via Isometrix and submit the action plan for approval.
- 6.3.9 Reporting of any SHE related incident to Sasol Manager.

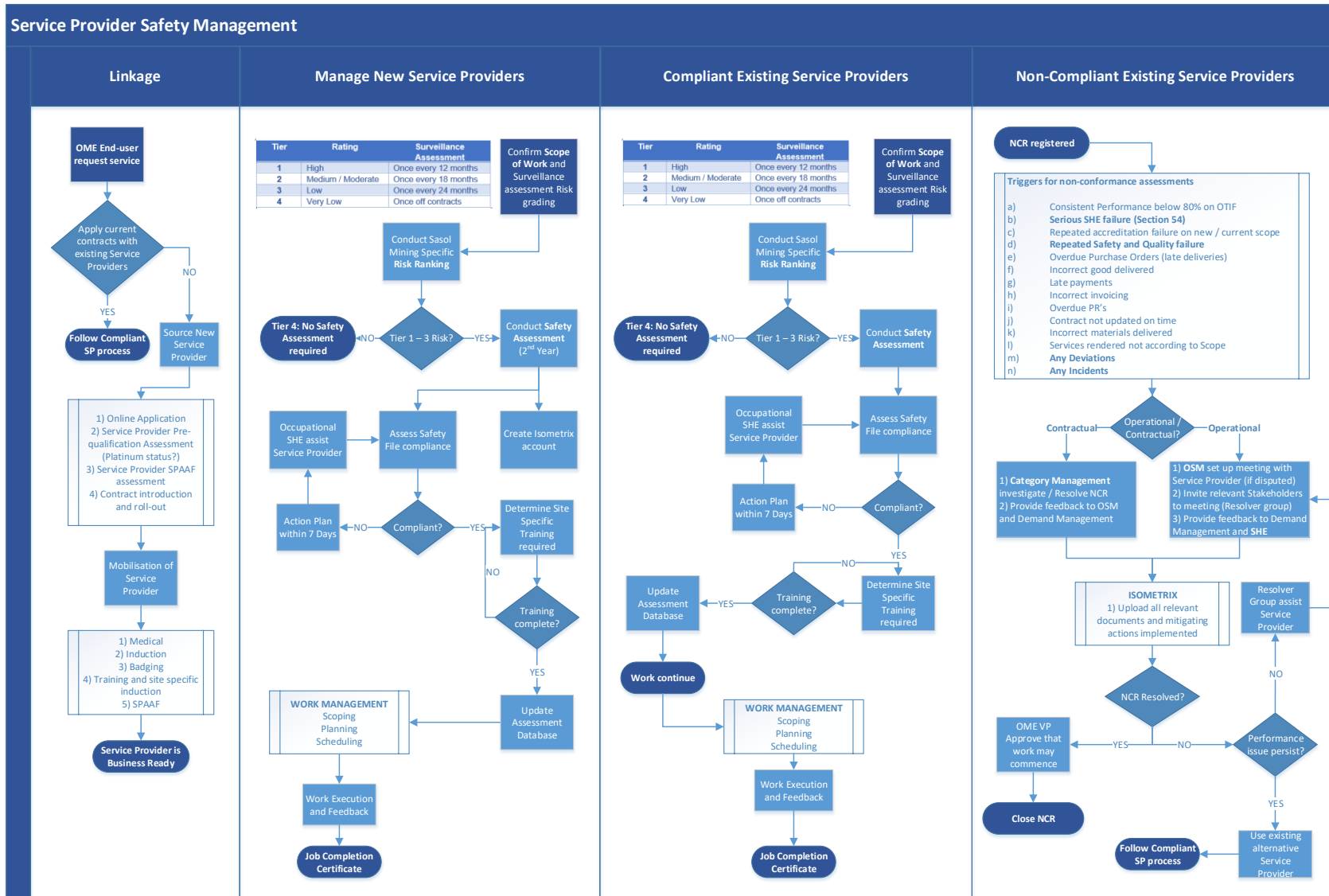
7 Isometrix

Isometrix is an electronic Service Provider Safety Management system, which will assist Sasol Mining and Service Providers by:

- 7.1 Providing an electronic Safety File with the associated workflow as per Annexure E

SAP document number:	Revision number:	Template number:	Page number:
MGO MMG-000475	04	MAZ MMG-000011 rev01	9 of 35
Date Printed: 11/04/2024 13:48:20	Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.		

8 Service Provider Integration Workflow



SAP document number:	Revision number:	Template number:	Page number:
MGO MMG-000475	04	MAZ MMG-000011 rev01	10 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

10 Annexures

Annexure A: Acknowledgement of interim SHE process

Interim SHE Management process for limited scope of work:

1. This interim process shall only be applicable where a limited scope of services is required where there are no existing contracts for the intended scope in place and:
 - a. Once off supplier of services: e.g. nominated vendor, single execution of intended scope, free text purchase, sole Service Providers, etc. that are unable to comply with Sasol minimum SHE requirements; or
 - b. Once off supplier of services: e.g. nominated vendor, single execution of intended scope, free text purchase, sole Service Providers, etc. who does not have a valid Sasol safety assessment, but whose services are critical to the OME to address operational risks; or
 - c. Existing supplier of services, whose services are critical to the OME to address operational risk and are unable to comply with Sasol minimum SHE requirements and need to complete existing purchase orders.
2. If once off, where the limited scope of work poses a risk for business, environment or safety, the requestor shall complete **Annexure A: Acknowledgement of Interim SHE Management letter**, where the following must be clearly indicated:
 - a. Limited scope of work for critical services to be rendered (**ONLY Minor or Moderate risk scope of work**);
 - b. Mine / OME requesting critical services;
 - c. Unit and equipment numbers where critical services are to be rendered;
 - d. Proposed start and end dates for limited scope of work (**not exceeding 7 days**).
3. The requestor shall confirm that the following risk mitigation actions was executed and verified:
 - a. Safe work procedures: Task risk assessments related to limited scope of service; Procedures/method statements related to the limited scope of service;
 - b. Controlled work environment: Supervision and management of contract for scope of services.
 - c. Competent people: Competency verification of employees intended to execute limited scope of work;
 - d. Fit for purpose tools and equipment: Inspection of vehicles/tools/equipment/PPE used for execution of limited scope of work.
4. The Mine Manager/Engineer shall acknowledge that following risks have been considered before approval:
 - a. Engaging the services of Service Providers who are unable to meet Safety, Health, Environmental (SHE) and other requirements of Sasol;
 - b. Service Providers who do not meet contractual and operational obligations and expose Sasol to risks due to non-compliance to applicable legislative and regulatory requirements as well as non-performance in terms of obligations.
5. Where a service provider was unable to meet Safety, health, environmental (Safety File requirements) or other requirements of Sasol Mining, the Mine Manager Operations shall ensure the General Manager shall also sign off the request for the scope of work to be executed, and inform all relevant stakeholders
6. Demand Management to communicate the approved process to Procurement to ensure a purchase order is released and the services can be rendered;
7. The requestor shall inform the End user that only a limited scope of work will be executed;
8. The end user shall ensure that the service provider pre-task risk assessment is completed, and controls maintained during execution of limited scope of work.

SAP document number:	Revision number:	Template number:	Page number:
MGO MMG-000475	04	MAZ MMG-000011 rev01	12 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

Annexure A: Acknowledgement of interim SHE process letter

(Text to be copied onto Sasol letterhead before completion)

From (Requestor):

_____ (Name) _____ (Surname) _____ (Legal appointment)

To:

Chief Safety Officer (2.17.4) / Section Engineer (2.13.1 or 2.13.3.1) / 3:1 Appointee

Date: _____

Acknowledgement of interim SHE processes for service providers without an approved Sasol Mining Safety File

The following SP Company _____ required to render the following service:

Purchase order number/s	
Scope of work to be executed	
Start date	
End date: (not exceeding 7 working days)	

Confirmation by the requestor that the following risk mitigation measures, in the absence of a Safety File, for the specific service was put in place and have been verified:

Task Risk Assessments related to the service	Yes / No	Signature
Procedures / Method Statements related to the service	Yes / No	Signature
Competency verification of employees required to render the service	Yes / No	Signature
Inspections of all vehicles/tools/equipment/PPE that will be used during rendering of the service	Yes / No	Signature
Certificate of Fitness	Yes / No	Signature
Site Specific Induction conducted	Yes / No	Signature

OR
(in case of emergency)

Work to be performed under direct supervision by ONE of the following legal appointees:

- 3:1
- 2.13.1
- 2.13.3.1

Select applicable appointee.

SAP document number:	Revision number:	Template number:	Page number:
MGO MMG-000475	04	MAZ MMG-000011 rev01	13 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

Acknowledgement by the authorised representative Service Provider Site Manager:

As legal representative of the company indicated above, I hereby acknowledge that the mitigation measures as stated has been implemented and is my responsibility to maintain for the duration of the execution of the scope of work indicated above.

Initials & Surname:	
Signature:	
Date:	

Acknowledgement by Sasol Mining Requestor of the “Annexure A”:

I hereby acknowledge that the abovementioned minimum requirements are available and have been assessed by myself and found to be adequate with the risks associated with the service that will be provided.

Initials & Surname:	
Signature:	
Date:	

Acknowledgement by the 3:1 or 2.13.1 or 2.13.3.1 appointees for the approval of the “Annexure A” permission

3:1 Appointee

Initials & Surname:	
Signature:	
Date:	

2.13.1 or 2.13.3.1 Appointee

Initials & Surname:	
Signature:	
Date:	

A copy of the Annexure A must be filed with the Safety Department.

Annexure B - Service Provider compliance assessments

Audits and assessments

1) External certification assessments (High risk service providers):

- It is mandatory for Service Providers ranked as high risk to have a valid, externally certified management system, based on ISO45001 requirements (**Projects only**).
- This assessment shall be done by a reputable certification body, registered with SAATCA as a minimum, or with international credentials.
- This certification must be maintained for the duration of the contract with Sasol Mining.
- High risk companies with 5 or less employees may apply for an exemption from this requirement from the relevant SC: Category Manager, on condition that a valid, externally audited safety management system certification, with at least 80% compliance can be provided.

2) External quantification assessment (Medium risk service providers)

- It is mandatory that Service Providers ranked as medium risk, have a valid, externally assessed safety management system, with at least 80% compliance to be able to render a service to Sasol.
- This assessment shall be done by a reputable accreditation body, registered with SAATCA as a minimum.
- These assessment reports must be made available to Sasol representatives for review, when required, but always at first registration and recertification for contract renewal or scope extension.

3) Legal compliance audits (Low risk service providers)

- As a minimum, low risk service provider is required to provide proof of SHE legal compliance
- This assessment shall be done by a reputable legal representative or accreditation body registered with SAATCA.
- Acknowledgement of SHE Risk management expectations will also be required, in the form of a signed Section 37.2 agreement.

4) Sasol certification assessment (safety and technical)

- These assessments are coordinated by SC: Operational Support.
- It is mandatory for all potential Service Providers to undergo this assessment before placement on the Sasol Supplier/Service Provider List.
- An assessment report and certificate of compliance must be issued to all approved Service Providers within 30 days from the date of assessment, but within 7 days from approval at the SPAAF.
- Service Providers that do not conform to the relevant requirements of this assessment will still receive an assessment report and rejection letter.

5) Sasol Mining safety audits

- The Chief Safety Officer per mine will be responsible to coordinate the safety audits in accordance with the risk categorization of the Service Provider.
- Safety audits shall be conducted by service owners, in conjunction with SHE representative per mine.
- This audit will be based on the service offering SHE plan to ensure Sasol Mining standards are being met on an ongoing basis during contract execution.
- It is the responsibility of the Service Owner to monitor implementation of corrective action plans.

Assessment criteria:

STATUS	SCORE	SHE CAPABILITY	CONTRACT DECISION
GREEN	90 – 100 %	Capability unconditionally meets company requirements	<ul style="list-style-type: none"> Green graded Service Providers are considered to possess the commitment, organisational ability and competencies to manage their safety (and integrated SH&E) performance effectively and efficiently. A new service provider with a Green grading may be placed on the SPDB list and a contract or purchase order placed; and An existing Service Provider with a Green grading may be awarded a contract renewal or scope extension

SAP document number:	Revision number:	Template number:	Page number:
MGO MMG-000475	04	MAZ MMG-000011 rev01	15 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

YELLOW	80% - 89%	Capability conditionally meets company requirements	<ul style="list-style-type: none"> • An existing Service Provider with a yellow grading may be awarded a contract renewal or scope extension and work can continue, with proof that close out of concern areas was done • A new service provider with a Yellow grading may be placed on the SPDB and a contract or purchase order placed; only when it can be confirmed that close out of concern areas was done
ORANGE	50% - 79%	Capability is below company requirements	<ul style="list-style-type: none"> • New service providers that receive a score less than 80% will not be placed on the SPDB and will receive a rejection letter, unless the end user or service owner has provided a signed Annexure B letter. • Where existing Service Providers are given an orange grading, the service provider shall submit a recovery plan indicating the time frame necessary to implement actions to comply; • If the re-assessment still does not show an acceptable compliance improvement the Service Provider shall be suspended until appropriate measures have been introduced; • The Principal Specialist SC will execute the suspension, after consultation with all business units role players and after agreement on the way forward is confirmed; • An Orange Service Provider will be allowed to continue completion of existing purchase orders, but no new purchase orders may be allocated during this period.
RED	0% - 49%	Capability is below company requirements	<ul style="list-style-type: none"> • New service providers will receive a rejection letter upon being awarded of a red grading; • Where existing Service Providers are given a RED grading, work that is in progress may be completed under supervisor of the end user / service owner (Annexure B document) • No new work may be allocated, until such time as a re-assessment has confirmed compliance, unless an Annexure A • Where existing Service Providers are given an RED grading, the service provider shall submit a recovery plan within 14 days to the relevant Category Manager, indicating the time frame necessary to implement actions to comply; • If the re-assessment still does not show an acceptable compliance improvement the Service Provider shall be suspended until appropriate measures have been introduced; • The Principal Specialist SC will execute the suspension, after consultation with all business units role players and after agreement on the way forward is confirmed; • A red Service Provider shall not be considered for further work or service during this period.

<i>SAP document number:</i>	<i>Revision number:</i>	<i>Template number:</i>	<i>Page number:</i>
MGO MMG-000475	04	MAZ MMG-000011 rev01	16 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

Tier	Ranking	Assessment frequency
1	Major Risk	Every 12 months
2	Significant Risk	Every 18 months
3	Moderate Risk	Every 24 months
4	Minor Risk	NA

Assessments shall be required for:

- a) A new Service Provider
- b) After a fatal incident on site
- c) After three major non-compliances
- d) After scope or risk changes
- e) After contract risk ranking amendments
- f) Upon contract renewal and/or extension

<i>SAP document number:</i>	<i>Revision number:</i>	<i>Template number:</i>	<i>Page number:</i>
MGO MMG-000475	04	MAZ MMG-000011 rev01	18 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

Annexure D – Environmental Terms and Conditions for Incorporation in Contracts

Environmental Terms and Conditions for Incorporation in Contracts Entered into by the Sasol Group of Companies
Sasol Mining

1. Service Providers - Safety, Health, and Environment

- 1.1. The Service provider is required at its own expense to comply with the Legal requirements, Sasol group and or Mining's SHE policies, standards, and guidelines as and where they exist or are being implemented.
- 1.2. The Service provider shall, if so, required by Sasol Mining, comply with any additional requirements i.e. SANS codes or industry good practices, with respect to SHE precautions and emergency procedures which may, from time to time, be specifically issued to the Service provider by Sasol Mining.
- 1.3. In addition to the foregoing the Service provider shall comply with the SHE precautions and emergency procedures. This will be given to the Service provider on request and under signature by the Chief Safety Officer or delegate Safety officer
- 1.4. During the execution of the work or provision of the service, the Service provider shall take all precautions to prevent any act or omission which will or may result in the contravention of any applicable SHE legislation, code of practice, permit, or other permission granted to Sasol Mining by any authority or body.
- 1.5. If requested by Sasol Mining at any time the Service provider shall be required to demonstrate staff appointments and capability to meet technical, environmental, and emergency response competence in all relevant activities of its business.
- 1.6. Permission must be obtained by the Service provider from a representative of the relevant SHE group of Sasol Mining for the disposal or discharge of any waste or effluent, failing which all such waste or effluent is to be removed by the Service provider from the site at the Service provider's expense.
- 1.7. The Service provider must furnish Sasol Mining with all relevant documentation relating to the safe disposal of any waste or effluent where the Service provider removes such on behalf of Sasol mining.
- 1.8. Any SHE incident in which the Service provider is involved must be reported as soon as reasonably practicable by the Service provider to a designated member of the relevant SHE group of Sasol Mining. In addition, all emergencies must be reported as per Sasol emergency procedures.
- 1.9. The Service provider is responsible for the costs of any clean up or mitigation measures associated with any SHE incident in which it is involved, to the standards acceptable to Sasol Mining and any relevant authorities.
- 1.10. Where necessary, the Service provider shall implement emergency containment, mitigation and clean up measures with respect to any SHE incident in which it is involved, failing which Sasol Mining may initiate or undertake same and recover the reasonable costs associated in doing so, from the Service provider.
- 1.11. A SHE incident, whether caused intentionally or negligently by the Service provider, may constitute breach of contract by the Service provider.
- 1.12. Subject to the remaining provisions of this clause, the Service provider shall be liable for and does indemnify Sasol Mining and hold Sasol Mining harmless in respect of any loss, damages, claims, liability and legal actions (including interest and all legal costs, including but not limited to attorney and own client cost) or expenses suffered, sustained, incurred or instituted against Sasol Mining which may result from:
 - 1.12.1. any loss, spillage, or contamination of the goods; and/or
 - 1.12.2. any bodily injury or death, or damage to property (other than the goods) as a result of any act or omission on the part of the Service provider, if such loss, contamination, injury or death is caused by, and is a direct consequence of the wilful misconduct or negligence of the Service provider and/or the Service provider's employees.
- 1.13. The Service provider's liability in terms of 1.2.12;
 - 1.13.1. In respect of the events envisaged in 1.2.12.1 shall:
 - 1.13.2. for the loss, spillage or damage suffered by Sasol Mining not exceeding the invoice price of the goods concerned conveyed by the Service provider hereunder, as at the loading point and as at the date of such loss or contamination;
 - 1.13.3. for the loss or damage suffered by any third party, be limited to the actual damages suffered by such third party;
 - 1.13.4. In respect of the events envisaged in 1.2.12.2, shall not exceed an amount determined by Sasol mining in respect of any one event;
 - 1.13.5. As limited in terms of 1.2.13.1 and 1.2.13.2, shall be further limited to such extent as a court of law may deem just and equitable having regard to the degree to which the misconduct or negligence referred to in 1.2.12 caused the loss or damage concerned;

SAP document number:	Revision number:	Template number:	Page number:
MGO MMG-000475	04	MAZ MMG-000011 rev01	19 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

- 1.13.6. In respect of the events envisaged in 1.2.12.1 shall commence when loading of the goods into the vehicle has been completed and shall terminate upon completion of off-loading of the goods at the off-loading point, and in respect of the events envisaged in 1.2.12.2 shall commence when the vehicle arrives at the entrance of the premises at which such loading is to take place and shall terminate when the vehicle leaves the premises at which off-loading of goods has been effected.
- 1.14. The Service provider shall at its own expense:
 - 1.14.1. Carry adequate insurance in its name against all losses or damages and liabilities flowing from the execution of this agreement. The Service provider shall from time to time when required by Sasol Mining produce the policies of insurance and the receipts for the premiums thereof; and
 - 1.14.2. Provide all statutory insurance in respect of its employees, vehicles and equipment.
 - 1.14.3. Provide adequate cleaning facilities for its vehicles and equipment with adequate containing pits for product discharge during cleaning processes. These waste products will be disposed of without polluting the environment. Due to the potential hazardous nature of wash water resulting from such washing procedures, the Service provider has the obligation to ensure responsible disposal facilities are utilised for disposal of such water.
- 1.15. The Service provider must ensure that his/her employees are fully conversant with all environmental obligations and duties of the Service provider in terms of this document.
- 1.16. The Service provider shall ensure that any Sub-service provider, including all of the Sub-service provider's employees, observe and comply with the provisions of this document.
- 1.17. Sasol Mining reserves the right to audit the Service provider with respect to compliance with the requirements stated in this contract document and the Service provider's SHE management system. Sasol Mining may require the Service provider to conduct corrective actions on the findings.

2. Carriers - Dangerous or hazardous goods (as above and in addition):

- 2.1. Should the Carrier agree to handle any dangerous or hazardous goods on behalf of Sasol Mining for any purpose:
 - 2.1.1. Sasol Mining shall be furnished, together with the goods, material safety data sheets and tram-cards detailing the trade name, chemical composition and characteristics, mass, and volume of the goods; and
 - 2.1.2. Such declaration shall explain under what circumstances in which the goods are dangerous or hazardous; and
 - 2.1.3. Sasol Mining shall ensure that the goods shall have the warning labels and declarations required in terms of any legislation applicable to the transportation of dangerous or hazardous goods.
- 2.2. The Carrier shall identify and assess the risks and hazards associated with transport, handling and delivery of goods.
- 2.3. The Carrier shall ensure that material safety data sheets and tram-cards accompany goods transported at all times.
- 2.4. If, in the opinion of the Carrier any goods (whether they have been declared as dangerous or not) become a danger to any person, property, or the environment, the Carrier shall inform Sasol Mining immediately and take such precautionary steps as it deems prudent to prevent or avert such danger, in consultation with Sasol Mining.
- 2.5. Sasol Mining reserves the right to check that the Service provider has and conforms to written safe-operating procedures and operating instructions, for the activities related to the transportation of Sasol Mining's products and the handling of waste in a legally acceptable manner. Instructions should include but are not limited to:
 - 2.5.1. Loading and un-loading of product
 - 2.5.2. Labelling of the truck for specified products
 - 2.5.3. Product compatibility for loading after carriage of a different load
 - 2.5.4. Cleaning methods for tanks, valves, and hoses
 - 2.5.5. Inspection of the vehicle, tanks, valves and hoses for cleanliness
 - 2.5.6. Inspection prior to loading
 - 2.5.7. Weighing
 - 2.5.8. Emergency response
 - 2.5.9. Tank suitability
 - 2.5.10. Sampling
 - 2.5.11. Cleaning requirements for last cargo

SAP document number:	Revision number:	Template number:	Page number:
MGO MMG-000475	04	MAZ MMG-000011 rev01	20 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

- 2.5.12. Vehicle maintenance programme
- 2.6. Drivers must have 24-hour contact with their companies.
- 2.7. The Service provider shall at all times provide competent and fully trained drivers to operate its vehicles. Sasol Mining shall be entitled to give instructions directly to such drivers regarding the use of the vehicles and the method of handling the goods safely, in general and during accidents, provided that:
- 2.7.1. such instructions are lawful and do not conflict with the Service provider's reasonable terms and conditions of employment and/or driving policies and procedures, and any law or regulation, including, without limitation, the Act
- 2.7.2. Nothing herein contained shall be construed so as to constitute such drivers as employees of Sasol Mining.
- 2.8. If requested by Sasol Mining at any time from time to time, the Service provider shall, within 30 (thirty) days of receipt of any written request from Sasol Mining to that effect, supply Sasol Mining with comprehensive details in writing of its drivers' training programme. Sasol Mining shall then be entitled to recommend changes or additions to the training programme which in the opinion of Sasol Mining are necessary having regard to the nature of the goods, whereupon the Service provider shall at its own expense, forthwith incorporate such changes and additions in its training programme at all times. Sasol Mining has an existing driver-training course, which is available to the Service provider on request and at a negotiable fee.
- 2.9. The Service provider shall acquaint its drivers and instruct them on the hazards, symptoms, prevention, fire extinguishing agents and first aid precautions, all as defined and referred to in Sasol Mining's safety data sheets as issued by Sasol Mining from time to time.
- 2.10. Should delivery of any load of goods be refused at any off-loading point for any reason whatsoever, the Service provider shall ensure that the relevant driver of the vehicle shall, before leaving the point of delivery stated on the delivery note, contact the Service provider, who shall then contact Sasol Mining immediately thereafter, whereupon the Service provider shall obtain further instructions from Sasol Mining and be obliged to comply with such instructions as issued by Sasol Mining.
- 2.11. Routes to be followed by drivers will be agreed upon between Sasol Mining and the Service provider. Such routes can only be deviated from under emergency situations or if mutually agreed to.
- 2.12. The driver of the vehicle is responsible for:
- 2.12.1. positioning the vehicle at the loading and off-loading point and has to ensure it is safe to load or off-load
- 2.12.2. checking at all times after loading and off-loading that there is no leakage and that the valves are properly closed
- 2.12.3. ensuring that the earth cable is properly attached to his vehicle before loading and off-loading (where applicable)
- 2.12.4. operating the valves on his vehicle (where applicable)
- 2.12.5. attaching the loading mechanism to his vehicle for loading and off-loading (where applicable)
- 2.12.6. opening and closing the hatches on the top of the vehicle when loading or off-loading (where applicable)
- 2.12.7. ensuring, in conjunction with Sasol Mining, that the vehicles are loaded as requested
- 2.12.8. ensuring, together with the operator that the last product in the pipe is dumped in a bucket supplied by Sasol Mining to avoid spillage on completion of off-loading
3. **Consultants - Information, communication and advice (as above and in addition):**
- 3.1. The Consultant is required at all times to apply the professional standards reasonably required of it.
- 3.2. No information or documentation pertaining to any activity, operation or project undertaken by Sasol Mining may be disclosed by the Consultant to any third party, without the prior consent or express mandate of Sasol Mining.

SAP document number:	Revision number:	Template number:	Page number:
MGO MMG-000475	04	MAZ MMG-000011 rev01	21 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

Annexure E: Safety file index

SASOL MINING SAFETY FILE CHECKLIST

Contract Company Name						
Sasol BU Contract Owner of the Mine						
Contract Company Telephone						
SHE Official of Contractor Company						
Contact Number of Contractor SHE Official						
Sasol Mining, SHE						
Contact Number of Sasol Mining SHE						
Date						
Scope of Work:						
Safety File Index		File Requirements				
		Meets	Needs	N/A	Comments	
1	Safety file index and access to Isometrix					
2	Letter of good standing with a compensation commissioner (Exp date:)				Including Sub-Contractor Letter of good standing (where applicable)	
3	<ul style="list-style-type: none"> Security clearance and induction of personnel Proof of site-specific induction of all personnel (Access control) Copy of ID Copy of permit 					
4	Proof of valid medical and fitness certificate: <ul style="list-style-type: none"> Entry medical Annual medical surveillance Exit medical 				Indicate restrictions. All active and inactive personnel should have an exit medical certificate uploaded of current or previous employer	
5	List of names of workers on site including personnel particulars such as residential address and contact details of spouse or partner				MHSA Reg. 4.16.1	
6	Personal Protective Equipment arrangements				MHSA Inspection upload on Isometrix	
7	Approved scope of work included in file. Only the Annexure (Signed off by Contract Owner, Site Manager)				Print, sign, upload, and file	
8	Contact list of key persons in company (Owner, Manager, Supervisor and Safety)					
9	Copies of potential SP Legal Appointments					
	Manager <ul style="list-style-type: none"> Sec 7:4 read together with <ul style="list-style-type: none"> Reg 2.6.1 - Site Manager (<u>not underground</u>. If underground should be in possession of a manager's ticket) Reg 2.9.2 Supervisors (underground) Reg 2.14.1 – Mine Overseer Reg 2.15.1 – Shift Boss 				MHSA Reg 2.14.1 and Reg 2.15.1 – only relevant to Service Providers where applicable	
	SHE Representative	Reg 6.9 (a)				MHSA
	Supervisor	Sec 7:4 Read together with Reg 2.9.2				MHSA May include Comp A and Artisan positions
	Safety Officer	Reg 2.17.1				MHSA

<i>SAP document number:</i>	<i>Revision number:</i>	<i>Template number:</i>	<i>Page number:</i>
MGO MMG-000475	04	MAZ MMG-000011 rev01	22 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

Kindly arrange for yourself or a delegate to conduct an inspection to ensure that required standards have been met.

Kindly inform me of the date and the details of the person that will be conducting the inspection so that I can arrange for the inspection to be done.

Kind regards

Acknowledgement by the legal appointed person in terms of Section 7.4 (Service Provider legal appointment)

_____	_____
Name	Surname
_____	_____/_____/_____
Signature	Date

Acknowledgement by the legal appointed person in terms of Regulation 2.13.3.1

_____	_____
Name	Surname
_____	_____/_____/_____
Signature	Date

<i>SAP document number:</i>	<i>Revision number:</i>	<i>Template number:</i>	<i>Page number:</i>
MGO MMG-000475	04	MAZ MMG-000011 rev01	25 of 35
<i>Date Printed: 11/04/2024 13:48:20</i>		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

Addendum B – Permission to Work (Example)

Permission to Work on Site:				
To:		From: The Manager: (Sasol mine)		
.....				
.....				
Tel. No:		Date:		
Permission to work on SASOL site				
Permission is hereby granted to the above person, appointed as the Manager in terms of Section 7(4) read together with Regulation 2.6.1 of the Health and Safety Act in Mines No. 29/1996, to commence with "construction/repair" work at Sasol site on behalf of:				
Of:				
Tel Nr:		Order/Project No:		
Compensation Commissioner Registration Number:				
Description Of Work:				
Area:				
Note: This authorisation is only applicable to this area.				
Responsible health and safety officer / representative:				
Hereby I declare that al persons working on the contract is competent by virtue of his knowledge, training, skills and experience to organise the work and its performance. I undertake to comply with the Health and Safety Act and Regulations in Mines and Sasol Standards. I take note that any contravention of the above gives Sasol the right to temporary terminate my contract and continuing contravention may lead to permanent termination of the contract.				
Sasol will have a file of all the content of the Service provider pack and that I the Service Provider will have a "LIVE File" with the same content but will update the file as the work is carried out.				
Signature (Contractor) :		Name in block letters:		Date:
Contractual obligations checked and verified as correct				
		If incomplete Completion date (Close the Loop)		
			If incomplete Completion date (Close the Loop)	
Induction complete			Risk assessments complete	
Security clearance			Tools / Equipment inspected	
Contractor legally appointed			Personal list complete with C.V.'s	
Underground services and special precautions to be taken are brought to the attention of the contractor.				
Comments:				
.....				
.....				
	Signature	Name in block letters	Date	
Contractor appointed under Section 7(4) and Reg 2.6.1:	
Project Owner	
Sasol Mining Project chief safety officer 2 17.4 appointee:	
Sasol Mining Engineer 2.13.1 appointee:	
5. Sasol Mining Manager appointed under Section 3(1):	

SAP document number:	Revision number:	Template number:	Page number:
MGO MMG-000475	04	MAZ MMG-000011 rev01	26 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

Below mentioned are examples but not limited to:

Company specific documents

1. COID - letter of good standing
2. COID Expiry date
3. State the nature of business as indicated on your COID (or FEM CA or RMA) Letter of Good Standing
4. Legal Liability insurance
5. Notification to DOL and stamped proof of submission
6. Confirmation of Import / Export Insurance
7. Your current Company Organogram
8. Site specific Organogram
9. Name and contact details of CEO / MD / 16.1
10. All signed appointment letters for 16.1 and 16.2 appointees -
11. List of emergency contact numbers

Work/project specific documents

1. Risk Management Procedure
2. Scope specific Baseline Risk Assessment
3. Scope Risk profile
4. A Risk Profile of all Critical Tasks / Issues
5. Issue Based Risk Assessments
6. SLAM Document
7. Job Safety Analysis
8. Fire risk assessment
9. Daily Safe Task Instruction (DSTI)
10. Planned Task Observation
11. PTO Matrix
12. SOP and COPs
13. Service Provider Key Personnel Details
14. Appointment of Contractor supervisors and competency certificate control list
15. Evacuation procedure
16. Incident investigation procedure
17. Sub-service provider(s) details and Appointment letter(s)
18. Authorization of Sub-Service provider (by Sasol individual)

Company specific plan and policies

1. Company SHEQ Policy and commitment signed by management
2. Site Specific HSE Management Plan
3. Environmental Management Plan or Policy
4. Waste Management plan
5. Smoking and Substance abuse policy
6. HIV Policy
7. Site Specific Fall Protection Plan
8. Site Specific Emergency Plan

Project/work/scope specific legal appointments

1. CEO OHS ACT 16(1)
2. Assistant to CEO OHS ACT 16(2)
3. Agent - Client CR 5(6)
4. Construction Manager CR 8 (1)
5. Assistant Construction Manager CR 8(2)
6. Construction Supervisor CR 8(7)
7. Assistant Construction Supervisor CR 8(8)
8. Bulk Mixing Plant Supervisor CR 20(1)
9. Competent Person Explosives CR 14(11)
10. Contractor (Sub-contractor) CR 7(1)(c)(v)
11. Construction Vehicle & Mobile Plant Operator CR 23(1)(d)
12. Construction Vehicle & Mobile Plant Inspector CR 23(1)(k)
13. Crane Supervisor CR 22(a) and/or 8(7)
14. Demolition Supervisor CR 14(1) and/or 8(7)

SAP document number:	Revision number:	Template number:	Page number:
MGO MMG-000475	04	MAZ MMG-000011 rev01	27 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

15. Electrical Equipment Inspector CR 24(e)
16. Electrical Installation EIR 4(2)
17. Excavation Inspector CR 13(2)(h)
18. Excavation Supervisor CR 13(1)(a)
19. Explosive Actuated Fastening Device Controller CR 21(2)(g)(i)
20. Explosive Actuated Fastening Device Inspector CR 21(2)(b)
21. Fall Protection Plan Developer CR 10(1)
22. Fall Protection Officer CR8.1(a)
23. Fire Equipment Inspector CR 29(h)
24. Fire Extinguisher Users CR 29 (i)
25. First Aider GSR 3(4)
26. Gas and welding inspector GSR 9
27. Health and Safety Committee Member OHS ACT SEC 19(1)
28. Health and Safety Officer CR 8(5)
29. Health and Safety Rep OHS 17(1)
30. Incident investigator GAR 9(2)
31. Ladder inspector GSR 13(a)
32. Lifting machine operator DMR 18(11)
33. Lifting tackle inspector DMR 18(5)
34. Material Hoist Inspector CR 19(8)
35. Risk Assessor CR 9(1) Rope Access Operators CR 18(1)(c)
36. Rope Access Operators CR 18(1)(c)
37. Rope Access Supervisor CR 18(1)
38. Scaffold Erector CR 16(1)
39. Scaffold Inspector CR 16(1)
40. Scaffold Supervisor CR 16(1) and/ or 8(7)
41. Scaffold Supervisor / Inspector / Charge hand and Fixer CR 14.2
42. Stacking and Storage Supervisor CR 28(a) and/or CR 8(7)
43. Structure Inspector CR 11(2)(a)
44. Suspended Platform Erectors CR 17(1)
45. Suspended Platform Inspector CR 17(1)
46. Suspended Platform Operator CR 17(1)
47. Suspended Platform Supervisor CR 17(1) and/ or 8(7)
48. Temporary Works Designer CR 12(1)
49. Temporary Works Erector CR 12(3)(a)
50. Temporary Works Inspector CR 12(3)(f)
51. Temporary Works Supervisor CR 12(2) and/or 8(7)
52. Safety Practitioner CR 6.6
53. Forklift Driver DMR 18.11
54. Safety Harness Inspector CR 8
55. Stacking and Storage Coordinator GSR 8 & CR 26
56. General Manager or Project Manager OHS 16.2

Competencies

1. Competency Matrix (from Operational Compliance)
2. Employee list - including ID/ Competencies / personal information and medicals
3. Proof of Sasol General Medical Certificate of Fitness Ticket
4. Proof of Sasol Mining Specific Medical Certificate of Fitness Ticket
5. Proof of Sasol Generic induction
6. Proof of Sasol site specific induction
7. Proof of Sasol Mining site specific induction
8. Proof of Employee Records and Hazardous Work DMR 276 forms
9. Individual Requirements – Mandatory Competency Requirements
10. Individual Requirements – General Competency Requirements
11. Individual Requirements – Job Specific Competency Requirements
12. Individual Requirements – Licencing Specific Competency Requirements
13. Service provider Individual Routing Form

Machinery & equipment

1. List of Heavy Machinery and Equipment

SAP document number:	Revision number:	Template number:	Page number:
MGO MMG-000475	04	MAZ MMG-000011 rev01	28 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

2. Maintenance Plan for Heavy Machinery and Equipment
3. Vehicle permits issued
4. Overhead Crane rigging
5. Other applicable licenses
6. Other applicable statutory requirements
7. Specialized tools

Monitoring & measurement checklist

1. Near miss report
2. Flash Report
3. Safety representative inspection sheet
4. Incident Investigation
5. Pressure vessels Checklist
6. Confined spaces Checklist
7. Excavation Checklist
8. Firefighting Equipment Checklist
9. First Aid Checklist
10. Gas and Welding testing register and checklist
11. Hand Tool register and checklist
12. Ladder register and checklist
13. Lifting & rigging equipment checklist
14. Mobile Construction Vehicles daily checklist (LVD, TLD, etc.)
15. Mobile Crane Daily checklist
16. Portable electrical equipment Register and checklist
17. PPE checklist
18. Safety harness checklist
19. Scaffold checklist
20. Other relevant checklist

Communication and meetings

1. Toolbox talks template
2. Safety meetings template
3. Incidents-Accident re-call; news flashes template
4. Attend 2nd level safety forum/meetings template
5. Works discussion template
6. Management of Change template

Scope Specific Documents

1. Emergency Response Plan
2. Site Specific Emergency Plan
3. Audit and Inspections done Mine
4. Non-conformance report (Incident)
5. Sasol scope specific permits
6. Audit protocol / self-audit and sub-service providers audit

Establishment inspections, authorizations and Appointments documents

1. Mandatory Agreement/s - OH&S act section 37.2
2. Contractor manager Sect 7.4 Rag 2.6.1
3. Safety Officer Rag 2.17.1
4. Safety Representative Rag 2.18.1
5. Supervisor Rag 2.9.2
6. Assistant to CEO OHSA 16.2
7. Approval of Heavy Machinery and Equipment by Mine engineer or delegate
8. Approval of Tools and Equipment by Mine Engineer or delegate
9. General Manager / Project Manager OHSA 16.2
10. Safety Practitioner CR 8.5
11. Construction Work Supervisor OHSA 8 & CR 8.7
12. Assistant Construction Work Supervisor OHSA 8 & CR 8.8
13. Fall Protection Officer CR 8.1(a)
14. Incident Investigator GAR 9.2 Risk Assessor CR 7.1

SAP document number:	Revision number:	Template number:	Page number:
MGO MMG-000475	04	MAZ MMG-000011 rev01	29 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

15. Scaffold Supervisor, Inspector, Charge hand & Fixer CR 14.2
16. Health and Safety Representative OHS&A 17 & GAR 7
17. First Aider GSR 3.4
18. Construction Vehicle Operator CR 21(j)
19. Manager - Sec. 7.4 Reg. 2.6.1
20. SHE representatives – Reg. 2.18.1
21. First aider – Reg. 24.7
22. Safety Officer – Reg. 2.17.1
23. Supervisor MHS&A Reg. 2.9.2; Rag 4.4(1)
24. Mine Manager MHS&A Sect 3(1)
25. Mine Engineer Services (MES) MHS&A Rag 2.13.1
26. Section Engineer MHS&A Reg. 2.13.3.1
27. Mine Overseer MHS&A Reg. 2.14.1
28. Chief Safety Officer MHS&A Rag 2.17.4
29. Shift Boss MHS&A Rag 2.15.1
30. Lifting Supervisor MHS&A Reg. 8.5

SAP document number:	Revision number:	Template number:	Page number:
MGO MMG-000475	04	MAZ MMG-000011 rev01	30 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

Annexure F: Employee`s record of Hazardous work DMR 276



mineral resources
 Department:
 Mineral Resources
 REPUBLIC OF SOUTH AFRICA

DMR 276

EMPLOYEE'S RECORD OF HAZARDOUS WORK

MINE NAME																			
MINE CODE				SURNAME															
FIRST NAME										MALE		FEMALE							
I.D./PASSPORT NUMBER						COMPANY/INDUSTRY NUMBER													
DATE STARTED EMPLOYMENT		D	D	M	M	Y	Y	Y	Y	DATE ENDED EMPLOYMENT		D	D	M	M	Y	Y	Y	Y
OCCUPATION		DATE		NUMBER OF EXPOSED SHIFTS		IDENTIFY STRESSORS PER MINE'S SPECIFIC RISK ASSESSMENT IN ACCORDANCE WITH THE DMR LISTING IN SCHEDULE 22.9(2)(a)													
		FROM	TO			AIRBORNE POLLUTANTS (e.g. Silica, Coal Dust, etc.)				NOISE	THERMAL STRESS	OTHER	RADIATION						

SIGNATURE OF HYGIENIST/LINE MANAGER: _____ DATE: _____
 SIGNATURE OF EMPLOYEE: _____ DATE: _____

Note Section 14 (I) & (II) of the Mine Health and Safety Act states that:

“(I) The employer at every mine must keep a service record in the prescribed form, of employees at the mine who perform work in respect of which medical surveillance is conducted in terms of section 13. (II) The employer must deliver to the Medical Inspector a copy of the relevant part of the record kept in terms of subsection (1) – (a) when an employee whose name appears in that record ceases to be employed at that mine; or (b) when required to do so by the Chief Inspector of Mines.”

Annexure G - Service Provider Key Personnel details

EXAMPLE Document only - Service Provider Key Personnel details

Business unit: _____

Requirement: This form must be submitted to the responsible Project Manager/Engineer and/or his appointed subordinate before the contract commences or as agreed.

Contract No: _____ Company: _____

Scope of Work: _____

Period of Contract: From: _____ to: _____ Service provider Name _____

Extension date of contract: _____ Expiry date of contract: _____

Service provider Address: _____ Tel No: _____

Area of Contract Work: _____

Number of Persons on Contract: _____ E-Mail: _____ Fax No: _____

Name & Surname	Residential Address	Contact No.	ID No	Occupation

Service Provider (Print name): _____ Signature: _____ Occupation: _____

Date: _____

SAP document number:	Revision number:	Template number:	Page number:
MGO MMG-000475	04	MAZ MMG-000011 rev01	32 of 35
Date Printed: 11/04/2024 13:48:20		Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.	

Annexure H - Appointment of Contract Supervisors & Competency Certificate Control List

EXAMPLE Document only

Requirements: Complete, attach copies of certificates and submit to the Project Manager/Engineer and/or his appointed sub ordinate as agreed.

Contract No: _____ **Company:** _____

Scope of Work: _____

Period of Contract: From: _____ **to:** _____ **Service provider Name:** _____

Extension date of contract: _____ **Expiry date of contract:** _____

Service provider Address: _____ **Tel No:** _____

Area of Contract Work: _____

SAP document number:	Revision number:	Template number:	Page number:
MGO MMG-000475	04	MAZ MMG-000011 rev01	33 of 35
Date Printed: 11/04/2024 13:48:20	Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.		

Annexure I - Service Provider Timesheet

EXAMPLE Document only - Service Provider Timesheet

Requirements: Complete and submit to the Project Manager/Engineer and/or his appointed sub ordinate in writing weekly or as agreed.

Contract No: _____ Company: _____

Scope of Work: _____

Period of Contract: From: _____ to: _____ Service provider Name: _____

Extension date of contract: _____ Expiry date of contract: _____

Service provider Address: _____ Tel No: _____

Area of Contract Work: _____

Name & Surname	ID no.	Hours Worked During Week:														Total per week	
		From: _____ To: _____															
		M	T	W	T	F	S	S					NT	OT			
N	O	N	O	N	O	N	O	N	O	N	O	N	O				
T	T	T	T	T	T	T	T	T	T	T	T	T	T				
Total man-hours per day																	
Total number persons for the week		Total Man-hours for the week															

Service Provider (Print name): _____ Signature: _____ Occupation: _____

Date: _____

Annexure J: Machinery and Equipment Approval

NOTE:	<i>Machines and equipment must be authorized before use</i>
	<i>Issue based risk assessment must be evaluated for new and service providers unique machinery and equipment.</i>
	<i>Safe operating procedure and training need to evaluate must be evaluated for new and unique machinery and equipment.</i>
	<i>Flame proof certification and other requirements need to be verified prior to giving permission and approval for use.</i>
	<i>Copies of Issue base Risk assessments, operating procedures and other retirements must be included and attached to the approval form</i>

This document verifies and confirms that controls and requirements as set above have been evaluated and confirmed compliant to ensure safe operation of machine or equipment.

Requirements: Complete, attach copies of certificates and submit to the Project Manager/Engineer and/or his appointed subordinate as agreed.

Contract No	
Company Name	
Scope of Work	
Period of Contract:	
<i>From</i>	
<i>To</i>	
Service provider Address:	
Tel No:	
Area of Contract Work:	

The following equipment or tools were submitted for inspection and approval

Item	Description of Equipment	Serial or stamp number	Certificate number (Where applicable)	Equipment in Order		Comments	Date	Responsible Engineer Name	Responsible Engineer signature
				Yes	No				
1									
2									
3									
4									
5									

<i>SAP document number:</i>	<i>Revision number:</i>	<i>Template number:</i>	<i>Page number:</i>
MGO MMG-000475	04	MAZ MMG-000011 rev01	35 of 35
<i>Date Printed: 11/04/2024 13:48:20</i>		<i>Uncontrolled if printed. It remains the user's responsibility to ensure that the latest version is obtained.</i>	