

Procedure : Sasol Generic SHE Specification

EOROAS-PR-1491

Purpose

The purpose of this specification is to prescribe the minimum Sasol safety, health and environmental requirements to be complied with by a Service Provider in order to become a Sasol approved vendor and execute work.

Applicable to

This document is applicable to Sasol Energy Operations

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Content overview

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Title and approval criteria

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1 Abbreviations and definitions

1.1 Abbreviations

| | |
|-----------------|---|
| BU | Business Unit |
| COID | Compensation for Occupational Injuries and Diseases |
| DSTI | Daily Safe Task Instruction |
| FEM | Federated Employers Mutual assurance |
| HSI | High Severity Incident |
| ISO | International Organization for Standardization |
| JSA | Job Safety Analysis |
| KUE | Key Undesirable Event |
| LDV | Light Delivery Vehicle |
| LHD | Left Hand Drive |
| LSR | Life Saving Rules |
| MOC | Management of Change |
| NEMA | National Environmental Management Act |
| OME | Operating Model Entity |
| PC | Protective Clothing |
| PHA | Process Hazard Analysis |
| PPE | Personal Protective Equipment |
| PSI | Process Safety Information |
| PSM | Process Safety Management |
| PTRA | Pre-Task Risk Assessment |
| RMA | Rand Mutual Assurance |
| SAATCA | South African Auditor and Training Certification |
| SH&E | Safety, Health and Environment |
| SHE | Safety, Health, and Environment |
| SHEQ | Safety, Health, Environment and Quality |
| SIL | Safety Integrity Level |
| SMME | Small, Medium and Micro Enterprises |
| SOP | Standard Operating Procedure |
| SPSM | Service Provider Safety Management |

1.2 Definitions

Certification audit

Audits conducted for certification purposes, usually by certification bodies accredited by a national accreditation body. Certificates issued by accredited certification bodies are recognized by international trading groups.

This means that certified organizations have better access to markets globally, and that their customers are provided with a level of confidence in their service providers' capability to meet requirements. These audits are conducted against international standards.

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| Contractor (including sub - contractor) |
| Any person or individual rendering a service or supporting the primary service provider (principal contractor). The sub-contractor remains the responsibility of the primary service provider (principal contractor) and should ideally be a Sasol approved/accredited service provider. |
| End user |
| The Sasol representative (may also be referred to as the client) that utilizes the available services and remain accountable for providing a safe workplace for such services to be executed safely. Exercising supervision, work directions and control of the work. |
| High severity incident (HIS) |
| A work-related high severity safety, health, and environment (SHE) incident with an actual level 1 and level 2 and potential level 1 classification (including near misses). |
| Key undesirable event (KUE) |
| An undesirable event or situation where the hazard has or could be released, or control over the hazard has or could be lost, in an unplanned way with the potential for negative consequences. |
| Incident |
| An unplanned event that has an undesirable consequence. |
| Life saving rules |
| List of Sasol safety rules to be adhered to by all employees and service providers that minimize exposure to risks related to KUEs. |
| Near miss |
| A near miss is an event which does not actually result in loss, but under slightly different circumstances, could have. |
| Permit to work |
| An authorisation to perform work safely on, in or around specific equipment, operational facilities or work environment following predetermined precautionary measures. |
| Pre-task risk assessment |
| A document used to identify the situational task specific hazards in the working environment while also considering the hazards identified in the formal task risk assessment. |
| Process safety management (PSM) |
| Application of management systems and controls (programs, procedures, audits, evaluations) to a manufacturing or chemical process in such a way that process hazards are identified, understood, and controlled to prevent process-related injuries and incidents. |
| Risk |
| An uncertain future event that could negatively influence the achievement of objectives or could result in a deviation from the expected outcomes. SHE risks are termed undesirable events. |

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| Supplier accreditation assessment |
| Is the process whereby the specialist: Supplier accreditation evaluate a supplier’s compliance to the relevant national safety, health and environment (SH&E) legislation and the ability to meet Sasol Group SH&E management requirements. |
| Sasol Group learning(s) |
| Sasol learnings from an incident which may be applicable to multiple areas, distributed with the intent of sharing learnings between operating model entities (OMEs) and service providers to prevent recurrence of similar incidents. |
| Supplier accreditation |
| The supplier accreditation team is responsible for safety- and technical accreditations of service providers. |
| Scope of work |
| <ul style="list-style-type: none"> a) The work or services to be provided or performed by a service provider for Sasol site(s) or site(s) where Sasol has temporary operational control. b) Business unit (BU) SHE specification and critical control requirements. c) Area where such work or services will be executed. |
| Sector SHE specification |
| The document that prescribes the requirements for work to be conducted by a service provider in the petrochemical, mining or construction sectors. This specification supplements the Sasol generic SHE specification. |
| Service offering SHE file |
| A file addressing a service provider's entire suite of services being offered to Sasol during the vendor application process. This file shall be aligned with the Sasol SHE specification. |
| Service owner |
| A Sasol representative that is responsible for defining a service need and scope of work and participates in the Sasol technical and safety assessment prior to contracting. A service owner retains accountability for the on-going safety performance management of the service provider and may also be an end user. |
| Service provider |
| Any entity or representative conducting outsourced services on a Sasol premises that remains responsible for the safe execution of such services within all legal and Sasol requirements. |
| Task |
| A task is a number of activities to be performed on a specific, uniquely identified, item of equipment that will achieve a desired result. |
| Technical accreditation |
| Technical accreditation is the process whereby upon receipt of a supplier’s application to supply goods or render on-site services, a team of technical specialists representing Sasol coordinated by specialist: Supplier accreditation, assess and either recommend or not recommend the entity for the proposed scope of service and/or supply. |

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| Undesirable event |
| Situations where the hazard has or could be released, or control over the hazard has or could be lost, in an unplanned way with the potential for negative consequences. |
| Zero harm |
| No hurt, damage, injury, impairment to any people, property, or the environment under Sasol's control. |

2 Introduction

At Sasol, we focus our efforts on becoming a more effective, efficient, and competitive organisation over the long term. Our goal of achieving zero harm and sustainability will enable the delivery of this strategic imperative. The One Sasol SHE excellence approach provides Sasol with a management framework to ensure that we approach the delivery of this goal in a risk-based, standardised, and systematic way.

Underpinned by this is the Sasol high severity incident prevention programme aimed at preventing serious incidents and saving lives. A set of life saving rules (LSRs) apply to all employees, service providers and visitors that work at or visit a Sasol site, these rules must be integrated into the day to day SHE management systems of all service providers.

Our approach is risk-based and requires our leadership, workforce, and service providers to take accountability for working safely and responsibly, every day. We embrace the Sasol shared values and believe that our approach sets the tone for creating a high-performance organisation from a SHE perspective.

Every person who performs work in the Sasol environment has the right to go home without harm and our role as leaders is to make this a reality. We urge everyone to join us in our journey towards zero harm by making a commitment towards a long-term continuous improvement process that involves the cultivation of constructive change in the way we lead safety.

3 Scope

- 3.1 This specification is applicable to all service providers to Sasol energy business and Sasol energy operations and is supplemented by the following:
 - 3.1.1 Additional operating hub requirements, as may be applicable.
 - 3.1.2 Construction SHE specifications (project & engineering).
 - 3.1.3 MGG-MMG-000002 mining code of practice for dealing with service providers.
 - 3.1.4 Sasol mining service provider safety management standard operating procedure (SOP).
 - 3.1.5 SSC-SAF-GPR-00006 group procedure for service provider safety management.
 - 3.1.6 EOSS-PR-0003 SHE incident management.
 - 3.1.7 Generic and sector specific personal protective equipment (PPE) and protective clothing (PC) standards.
 - 3.1.8 Sasol life saving rules.
 - 3.1.9 Key undesirable event documentation.

4 Sasol service provider roles and responsibilities

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4.1 Sasol roles and responsibilities

Without derogating from the roles and responsibilities included in applicable regulation or the contracts regulating the relationship between the parties, Sasol shall:

- 4.1.1 Obtains and evaluates information about service providers' safety performance, including safety systems and current injury and occupational diseases incident rates.
- 4.1.2 Verifies that each service provider employee is trained in the work procedures necessary to perform the job safely and are aware of applicable Sasol procedures.
- 4.1.3 Informs service providers of the known potential fire, explosion, or toxic release hazards related to the operational area where service providers are executing their tasks.
- 4.1.4 Provides service provider employees with access to process hazard analyses (PHAs) and process safety information (PSI) if required for the work they need to perform e.g., if safety integrity level (SIL) reviews are to be performed. The information will be supplied by process safety personnel.
- 4.1.5 Provides service providers with a baseline risk assessment prior to execution of the task or scope of work. Information can be requested from OME safety personnel from the relevant plant if required.
- 4.1.6 Explain to the service provider the applicable provisions of the plant and site emergency action plans required by emergency response procedures so that their employees know what to do in an emergency.
- 4.1.7 Develops and implements procedures to control the entry, presence, and exit of service providers e.g., site and plant induction, medicals etc.
- 4.1.8 Establish a system to ensure that Sasol employees and third parties are aware of service provider activities that may have an impact on the operational area. Permit to work and pre-task risk assessment will be used to inform parties of the risk that service provider activities pose.
- 4.1.9 Train and declare competent selected service provider employees identified as permit to work recipients in the permit to work system.
- 4.1.10 Conduct periodic evaluations of service providers' safety performance in fulfilling their obligations. This includes the implementation and embedment of SHE Incident learnings received from Sasol and testing effectiveness in the service provider's organisation. The evaluations include but is not limited to periodic assessments, KUE inspections, site assurances, service provider site visits etc.
- 4.1.11 Supply service providers with SHE Incident learnings from their organisation. Service providers should take note of all SHE incident learnings received from Sasol, discuss relevance thereof in management forums and if relevant include these SHE incident learnings into their own system e.g., review risk assessment and procedures and update/train where required. (Refer to 5.12 for more detail).

4.2 Service provider roles and responsibilities

Without derogating from the roles and responsibilities included in applicable regulation or the contracts regulating the relationship between the parties, the service provider shall:

- 4.2.1 Conducts all relevant risk assessments as applicable to their service offering scope of work.
- 4.2.2 Identifies, implements, and maintains preventative and corrective controls aligned with applicable key undesirable events.
- 4.2.3 Develop and conducts assurance mechanisms to verify the ongoing effectiveness of controls.
- 4.2.4 Ensures that any risk related information provided by Sasol has been incorporated into their risk management framework and communicated to their employees.
- 4.2.5 Ensure that their employees are trained in the work practices necessary to safely perform his/her job.

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- 4.2.6 Document training by keeping records that identify the employee, type, and date of training, and include a means to verify successful completion and declaration of competence where applicable.
- 4.2.7 Ensure that each of their employees follow the safety rules of the facility, including the safe work instructions, site procedures and life saving rules.
- 4.2.8 Advise Sasol of any unique hazards introduced by the service provider's work, or of any hazards discovered during their work.
- 4.2.9 Establish expectations and means to empower employees to stop unsafe work.

5 Principles of engagement

5.1 Sasol

We, as Sasol accept that the service provider:

- 5.1.1 Is a responsible employer in own right in terms of all relevant legislation.
- 5.1.2 Is safety conscious and inherently averse to harm.
- 5.1.3 Is registered with the compensation fund or licensed compensation insurance institution.
- 5.1.4 Has all legal appointments in place.
- 5.1.5 Possesses all relevant and applicable tools and equipment for services agreed upon.
- 5.1.6 Employs competent (knowledge, skills, and experience) people for every activity required to deliver the services agreed upon.

5.2 Service provider

Without derogating from the service provider own responsibilities as an employer in own right, the service provider can reasonably expect that Sasol will:

- 5.2.1 Provide and evaluate service providers against a concise set of requirements to become an approved Sasol service provider.
- 5.2.2 Provide induction and orientation to all service provider employees.
- 5.2.3 Provide a safe work environment for the execution of activities.
- 5.2.4 Share all applicable hazards and risk mitigation measures.
- 5.2.5 Hold the service provider accountable for the safe execution of its activities and all non-conformances.
- 5.2.6 Summarily terminate its contract with the service provider where it is found that the service provider is irresponsible in its dealings with Sasol and/or in the execution of its activities.

6 Service provider safety management

6.1 The purpose of the Sasol Group procedure for service provider safety management ensure that the levels of safety are not compromised by service providers activities on Sasol premises leading to undesirable events taking place.

6.2 All service providers will be subjected to the following processes:

6.2.1 Supplier prequalification

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A process where service providers are assessed against the Sasol, SHE requirements and deemed compliant before qualifying as an approved Sasol supplier. (Sasol Certification Assessment).

All Sasol service providers are required to undergo a Sasol certification assessment upon first registration. This assessment is executed according to the Sasol Group procedure for service provider safety management and consists of a safety and technical assessment.

Service providers are required to prepare a health and safety file, based on the service offering applied for based on the SHE checklist and provide proof of compliance with relevant legislative and the Sasol generic SHE specification.

Service providers will be risk ranked based on their inherent risk brought to site. Where a service provider provides a suite of services, the risk ranking will be based on the scope of work with the highest risk. The risk ranking will only be revisited if there is a change to the scope of work.

6.2.2 Where approved, scope execution

Contracts, purchase orders or work assignments will not be awarded to service providers not deemed compliant.

- a) Green and yellow compliant grading levels are permitted.
- b) Orange and red non-compliant grading levels are declined to be used.

Service providers to understand that additional SHE requirements may be applicable per Sasol region, sector or at operational level.

6.2.3 Surveillance assessments

Once approved, all service providers will be surveillance assessed at frequency and intervals as prescribed by Sasol.

Where an existing service provider undergoes a surveillance assessment and fails, the non-compliant service provider will not be used until such service provider can prove compliance in the SHE requirements.

6.2.4 Performance management

On-going relationship with approved service providers is continuously monitored. Service providers will be subject to periodic contractual and assurance checks.

7 Sasol minimum requirements for service providers

7.1 One Sasol SHE excellence approach and Sasol Group controls

7.1.1 Understanding key, SHE undesirable events enables Sasol to manage these risks by preventing the events and minimising the consequences thereof. Preventative and corrective controls associated with these KUEs serve to manage these risks in a standardised manner where they may prevail.

7.1.2 All service providers rendering a service to Sasol needs to take note of these and take the necessary action to identify, eliminate or mitigate the risks appropriate to their service offering scope of work.

7.1.3 The One Sasol SHE excellence approach provides a framework to identify, mitigate and manage risk and is available in the supplier management website.

7.1.4 Sasol manages several SHE key undesirable events:

- a) Major loss of containment of hazardous material and associated chemical energy.
- b) Incidents involving major release of products and or fatalities during product transportation.

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- c) Operating high risk operational equipment and systems.
- d) Serious harm to persons during personnel transportation.
- e) Significant contamination of the environment (land, air, water).
- f) Significant contamination of the environment (land, air, water).
- g) Exposure to non-life supporting atmospheres.
- h) Exposure to electricity.
- i) Equipment falling during lifting operations.
- j) Long term exposure to occupational health stressors.
- k) Fall from elevated positions.
- l) Use of specialised high-risk tools and equipment.
- m) Fall of ground including roof or side walls during mining.
- n) Methane gas in underground mines.
- o) Upstream well incident.
- p) Incidents during the vertical (lifting) conveyance of personnel.
- q) Structural collapse.
- r) Water containment structure failures.
- s) Terrorism and public disturbance.
- t) Exposure to diseases and outbreaks.
- u) Ground disturbance.
- v) Extreme weather event and natural disaster.
- w) Organised and violent crime.
- x) Drowning.

7.2 Sasol high severity incident prevention programme

The service provider ensures conformance to Sasol’s high severity incident prevention programme aimed at pursuing zero harm by proactively collaborating to prevent high severity incidents.

7.2.1 The high severity incident (HSI) programme focusses on 5 fundamental areas:

- a) Sasol life saving rules.
- b) Embedding of learnings.
- c) Pre-task risk assessment and field verification of critical controls.
- d) Influencing human behaviour.

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e) Process safety fundamentals.

7.2.2 Sasol life saving rules

The Sasol life saving rules include non-negotiable statements that from learnings are known to cause high severity incidents if not adhered to. Clear understanding and communication on the standard of behaviour is expected from each service provider and employee alike, to ensure their own safety through the drive of personal accountability through the “I will” statements and create fairness and consistency for non-adherence to the life saving rules.

The following is a summary of the Sasol life saving rules:

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|--|---|
|  <p>PERMIT TO WORK</p> <ul style="list-style-type: none"> I will obtain a permit to work, for non exempted tasks, before starting with work. I will only work on equipment that is positively identified (touch and tag). I will ensure process isolation is in place as per procedure. |  <p>LIFTING OPERATIONS</p> <ul style="list-style-type: none"> I will stay clear of drop zone of suspended loads. I will ensure, as task executor that I keep people clear of the drop zone of suspended loads. |
|  <p>CONFINED SPACES</p> <p>I will only enter a confined space under permit conditions.</p> |  <p>HEAVY MOBILE EQUIPMENT</p> <p>I will keep clear of heavy mobile equipment in operation.</p> |
|  <p>LOCK OUT AND ISOLATION</p> <p>I will only work on isolated and safe electrical equipment that is locked out.</p> |  <p>WORKING AT HEIGHTS</p> <ul style="list-style-type: none"> I will remain continuously tied-on where there is a risk of falling (> 2m). I will make an effort to secure all tools and equipment at heights to prevent it from falling. |
|  <p>IGNITION SOURCES</p> <p>I will only cut, grind and weld in a classified area with authorisation from the permit issuer.</p> |  <p>ALCOHOL AND DRUGS</p> <p>I will only report for duty alcohol and drug free.</p> |
|  <p>EXCAVATIONS</p> <p>I will obtain authorisation and ensure that shoring (if applicable) is in place before entering an excavation.</p> |  <p>PERSONAL PROTECTIVE EQUIPMENT</p> <p>I will ensure that I use the specialised life preserving PPE e.g. breathing apparatus, chemical suits and arch flash suit, when specified.</p> |
|  <p>ROAD SAFETY</p> <ul style="list-style-type: none"> I will keep to the speed limit. I will verify that a road is safe to cross before attempting to do so | <p>* Excluding mining specific life saving rules</p> |

ALWAYS ADHERE TO THE PRESCRIBED PROCEDURES FOR SAFE TASK EXECUTION TO ACHIEVE ZERO HARM

a) The service provider ensures:

- 1) That all Sasol life saving rules are incorporated into the SHE systems and processes.
- 2) That provision is made for the continuous awareness/training on the life saving rules for all employees.
- 3) Appropriate measures are in place to deal with non-compliances to life saving rules.

7.2.3 Embedding of learnings

a) The service provider ensures:

- 1) All Sasol distributed learnings are reviewed and considered for applicability.
- 2) SHE management systems, processes, procedures, and systems are updated where and when required.
- 3) Continuous monitoring is conducted to confirm effectiveness of learnings.

7.2.4 Pre-task risk assessment and verification of critical controls

a) The service provider ensures:

- 1) Situational risk assessments (work area risk assessments) are conducted on a template as agreed with Sasol.

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- 2) A pre-task risk assessment is required for all tasks and suitable assurances are conducted with critical controls identified for all activities with suitable mitigation measures.
- 3) Perceived low risk tasks are assessed to identify the full potential of risk exposure, consequence and identify preventative controls/interventions.



7.2.5 Influencing human behaviour

The service provider supports behaviour transformation and behaviour-based safety principles lead and influence workplace safety with a tone of care and support towards employee commitment in safe and productive work.

7.2.6 Process safety fundamentals

Process safety management standards are critical in managing highly hazardous chemicals, related operating systems, and technologies to ensure that there are no fires, releases or explosions that could be harmful to people, the environment and equipment.

- a) The service provider ensures that all process safety specific requirements are adhered to and complied with.
- b) The process safety fundamentals are as follows

7.3 Sasol SHE minimum requirements

A service provider adequately makes provision for the management of the following SHE requirements, which is followed by adequate site preparation for each element.

7.3.1 SHE management system certification/accreditation (system)

All service providers meet with the SHE management system certification/accreditation requirements as per their Sasol risk ranking status.

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- a) A tier 1 and 2 service provider is required to have an externally certified SHE management system, based on international organization for standardization (ISO) 45001 requirements from a credible certification body (example: DQS, IRCA etc.). External certification or quantified safety systems assessments or an externally quantified SHE management system accreditation with a credible accreditation institution (example: IRCA, NOSA etc.). These companies to be registered with the South African auditor & training certification authority (SAATCA) or international approved requirements.
- b) A tier 3 service provider complies with the minimum requirements as identified by Sasol and may have a valid, externally assessed, and quantified safety management system, which may be an advantage.
- c) Where new service providers are ranked in the T1/T2 risk ranking categories, and where certification and/or accreditation is not in place for that service provider, they may be offered a grace period of 12 months to obtain it.
- d) Where a risk ranking change is taking place and the ranking changed from T3 to T1/T2, a grace period of 12 months will then be applicable to new risk ranking.
- e) No certification or quantification will be applicable to T4 company. The service providers only needs to attend site inductions and complete the T4 online declaration on an annual basis.
- f) All Sasol service providers are required to undergo a Sasol accreditation assessment upon first registration. This assessment will be executed according to SSC-SAF-GPR-00006 group procedure for service provider safety management and consists of a safety and technical assessment.
- g) Service providers will be ranked according to a pre-approved risk ranking, and periodic surveillance assessments will be conducted by the service owner/end user based on the risk ranking.

Note: Refer to the SSC-SAF-GPR-00006 group procedure for service provider safety.

7.3.2 Safety, health, and environmental related policies (system)

- a) A service provider makes provision and demonstrates valid and approved policies in relation to safety, health, environment and quality (SHEQ).
- b) Such policies detail the service provider's commitment to the safety, health of employees and protection of the environment.
- c) Such policies must address alcohol and drug use in the workplace and pandemic related requirements (E.g., Covid-19) where required.
- d) Such policies are signed, dated, approved, and communicated to employees. The proof of the above-mentioned criteria must be readily available.

7.3.3 Legal requirements management (SHE legal register) (system)

- a) A service provider provides a SHE legal register listing applicable legal requirements that are relevant to their approved scope of work.
- b) The legal register should be comprehensive and list all standards, national, provisional, and local bylaws, applicable acts/regulations, and licenses/permits, and managed accordingly.
- c) A service provider must be able to demonstrate how their company keeps up to date with the latest updates to legal requirements and how the changes are embedded into the SHE management system for implementation purposes.

7.3.4 Letter of good standing (compensation for occupational injuries and diseases (COID)) (system)

- a) All service providers are required to provide a valid letter of good standing issued by compensation commissioner, federated employers mutual assurance (FEM), and mutual assurance (RMA), or a similar insurer.

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- b) The service provider's letter of good standing meets with the following criteria as a minimum:
 - 1) The letter of good standing is not expired.
 - 2) The scope of work/nature of business is correct to the scope of services to be executed.
 - 3) Where hired labour personnel are used, the letter of good standing from the labour broker is available and on record.
- c) The service providers must ensure where sub-contractors are appointed, the SHE management systems make provision for checking that such sub-contractors are also have a valid letter of good standing.

7.3.5 SHE risk management (system) (site)

- a) The service provider must have a sound risk management process in place that identifies hazards/risks and includes the approved risk management measures to be used.
- b) The service provider must have a documented procedure which includes the identification of risk and hazards to which a person is exposed; an analysis and evaluation of the risks and hazards identified; a documented plan of safe work procedures to mitigate, reduce or control the risks and hazards identified; a monitoring plan catering for frequencies as well as a review plan.
- c) The service provider must have a valid risk assessor legal appointment (construction regulations) with the relevant competency.
- d) The service provider makes provision for the following levels of risk assessments and suitable mitigation measures in accordance with their approved scope of work.
 - 1) Company baseline risk assessment.
 - 2) Task specific risk assessments.
 - 3) Pre-task risk assessment/daily safe task instruction (DSTI)/job safety analysis (JSA).
 - 4) Continuous risk assessments.
- e) The service provider conducts planned scope specific job observations which are documented in a procedure. The service provider determines the format and frequency for formal job/task observations to be completed (e.g., each significant task minimum frequency: 3 months). Records to be available. The task observation template to be task specific and not generic.
- f) The service provider ensures that employees are trained in conducting formal job/task observations and filling out the required document. The service provider makes provision that both the observer and the employee sign observation form.
- g) The service provider and Sasol must agree on the required site assurances to be provided in a format and at predetermined interval.
- h) The service provider ensures that they acknowledge Sasol's HSI programmes and include the requirements thereof into their respective SHE management systems.
- i) The service provider identifies critical controls based on their risk assessments and risk programs. They will monitor and measure these critical controls on a continuous basis and supplies evidence to Sasol that these critical controls are managed according to the associated risk.
- j) Information on the Sasol HSI prevention programme and the Sasol life saving rules is available the Sasol website. Upon contract award, the service provider may interact with the service owner/end user in their respective discipline to enquire about additional critical controls that may being required by Sasol.

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- k) The service provider provides assurance to Sasol on the management of the HSI prevention programme critical controls.

7.3.6 Pre-task risk assessment (PTRA)/DSTI or similar)

- a) The objective of the PTRA is to identify, mitigate and communicate work area hazards to ensure tasks are executed safely by competent team members.
- b) The PTRA must be completed for all tasks performed on the Sasol sites.
- c) The PTRA does not replace the formal task risk assessment.
- d) Prior to the task being conducted, a PTRA must be conducted during which the team understands the risk profile of the work environment and task and mitigating controls to be implemented.
- e) During task execution, the team is aware of their risk exposure and continuously assesses the work environment for changes and situational hazards.
- f) Hazards associated with changes in the environment must be identified, assessed, and mitigated before work continues.
- g) Tasks required for emergency response to prevent escalation of an incident are exempted from the formal PTRA requirements.
- h) For service providers awarded with a term contract, the Sasol PTRA minimum requirements are communicated to the service provider. As required such service providers submits a PTRA template proposal to the OME specific service provider safety management (SPSM) team for review and approval prior to the roll-out and use on site.

7.3.7 Safe work procedure management (system) (site)

- a) The service provider ensures that safe work procedures are developed as per the service provider’s critical task list and full contracted scope of work, which has appropriate detail to ensure safe execution and completion of all tasks and activities for the scope. All safe work procedures are aligned with the relevant task risk assessment.
- b) The service provider must determine the frequency of training of its employees on the safe work procedures. (Minimum in line with the revision frequency).
- c) The service provider ensures that all its employees and sub-contractors planned to execute work on the Sasol premises, are adequately trained in the type of work to be performed, are trained in relevant safe work procedures, and have the appropriate government authorisations, competency and work is executed under competent supervision.

7.3.8 Selection, procurement, management of sub-contractors (system) (site)

- a) Sub-contractors (including small, medium and micro enterprises (SMMEs)) are only allowed on Sasol premises with review and acceptance from Sasol category management and service owner/end user. It is recommended that the sub-contractor is a service provider from the approved Sasol vendors list.
- b) A service provider/principal contractor provides a list of sub-contractors beforehand to Sasol, intended to be used for the duration of the contract. This list of sub-contractors includes but not limited to the following:
 - 1) Name of sub-contractor company.
 - 2) Name of sub-contractor contact person.
 - 3) Contact number of sub-contractor(s).
 - 4) Employee injury compensation/insurance (registration number and expiry date).

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- c) The above list is maintained and should any changes occur, it is updated and resubmitted to Sasol category management and service owner/end user.
- d) All Sasol SHE requirements applicable to a service provider, is applicable to all subsequently appointed sub-contractors used on Sasol premises. The service provider includes all Sasol SHE requirements in their sub-contractors' contracts and keeps proof of such inclusion. There will be a signed 37.2 agreement in place between the service provider and the sub-contractor.
- e) A service provider develops a sub-contractor selection, management and monitoring procedure that includes the processes followed for the selection and competency verification of sub-contractors.
This includes but not limited to:
 - 1) SHE requirements for sub-contractors.
 - 2) SHE assessment process for sub-contractors.
 - 3) Sub-contractor selection and deselection criteria.
 - 4) Sub-contractor non-conformance management.
 - 5) Day to day management of sub-contractors.
 - 6) Process to vet and approve sub-contractor's technical and safety assessments.
- f) Where sub-contractors are used, the sub-contractor management process is auditable and subject to review by Sasol.
- g) The service provider and Sasol discuss and agree on the type and format of the relevant assurances to be provided as part of sub-contractor management.
- h) A service provider provides proof on all sub-contractor SHE related assessments, where requested by Sasol.

7.3.9 Nonconformance management (system) (site)

- a) A service provider has a non-conformance and consequence management process in place for own employees as well as sub-contractors (where applicable).
- b) A service provider must have a documented consequence management procedure for its own employees as well as sub-contractors (where applicable) that includes the monitoring in terms of safety rules, work practices, and safety performance relevant to the work/service and the site.
- c) A service provider addresses the non-conformance process in a procedure/method statement to indicate the process to follow to manage, control and maintain all formal non-conformances.
- d) This process needs to address the following but not limited to:
 - 1) Reporting and recordkeeping of non-conformances.
 - 2) NCR register.
 - 3) Investigation and root cause analysis.
 - 4) Action/recovery plans on deviations, including necessary disciplinary actions.
- e) Non-conformances can result:
 - 1) In work stoppages and possible expulsion from site.

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- 2) In negative impact on future contract awards.
 - 3) In serious consequences if related to life saving rules or critical controls deviations.
 - 4) Costs related to addressing non-conformances will be for the service provider's account.
 - 5) Sasol may require a service provider to provide an action plan for rectification of non-conformances within an agreed time frame.
- f) Consequence management. Service providers are required to address contravention of health and safety rules and specifications in line with relevant labour legislation and/or disciplinary codes and principles. Sasol reserves the right to revoke access to any service provider employee for transgressions which in its view is justified.

7.3.10 SHE system/file management (system) (site)

Potential service providers that intent on becoming a Sasol vendor is evaluated based on safety and/or technical capabilities and compliance. Only where potential vendors are evaluated and deemed compliant, will they be considered for a Sasol contract. (Refer to SPSM procedure: SSC-SAF-GPR-00006 group procedure for service provider safety management.)

- a) When awarded a contract, a service provider develops a scope specific SHE file/system in accordance with the criteria as provided by a Sasol OME in the relevant sector. (Sector: Mining, petro - chemical, construction).
- b) The service provider maintains the SHE file/system as an active document/system which is applied from the date of commencement and for the entire duration of the work.
- c) The SHE file/system must be reviewed and updated as work progresses. The file/system must also be available for inspection and/or further review on request. The service provider maintains a compliant status for the duration of the scope of work, where found non-compliant, Sasol reserves the right to cease services and take the necessary action as deemed fit.
- d) The service provider must communicate the contents of the SHE files/system to employees and keep proof of communication available on record.

7.3.11 Governmental authorisations management (site)

A service providers makes suitable provision that the relevant government authorisations (example: Work related permits, notifications and exemptions, permission to work, licenses, etc.) are in place prior to commencement of work on a Sasol premises as per approved scope of work.

7.3.12 Training and competency management (system) (site)

- a) The service provider must have an internal training procedure for all full time, temporary, hired labour, sub-contractors indicating how service providers manage their training.
- b) The service provider conducts a training needs analysis to determine what technical and safety training (including SHE legal) an employee (including hired labour and temporary employees) is required to complete in order execute work/tasks safely.
- c) All service providers have detailed and updated training matrices to plan and track employee training and refresher training in accordance with the training needs analyses.
- d) All training needs are conducted by accredited institutions and/or facilities by competent trainers.
- e) For in-house related training, approved and competent trainers needs to provide the training. Such training is documented and readily available for review by Sasol.

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- f) The service provider identifies all regional/sector specific SHE and competency requirements and adheres to them before accessing any site.
- g) Sector specific service providers comply with all specific sector competency requirements/registrations. Service providers identify all regional/sector specific SHE and competency requirements and adhere to them before accessing the sites.
- h) Service providers are required to (not limited to) undergo the following training:
- 1) **Sasol SHE induction for service providers**
 - The service provider undergoes annual Sasol national SHE Induction, arranged by the responsible person (service provider site manager) through the learning and talent management channels.
 - Service providers employees are required to be literate in English (speak and read). Where employees are not be able to speak or read English, arrangements can be made with the learning and talent management department in advance.
 - T4 risk ranked service providers are required to undergo Sasol online induction, as well as plant specific training.
 - 2) **Plant/site specific training**
 - The service provider accessing any Sasol primary area undergoes plant specific training. This training is arranged by the responsible person (service provider site manager) through the relevant plant booking office.
 - The service provider allows for adequate time for each employee to undergo the Sasol induction course and or training required, to enable every employee to fully comply with all site rules, work permits, safety, security, medical and industrial relation requirements.
 - The service provider makes provision for refresher training at required intervals and includes it in the training matrix or SHE plan.
 - 3) **Task specific training**
 - Service provider employees are trained in the specific tasks they are required to execute.
 - This training is carried out by an accredited training institution and proof of certificates obtained for task specific training are to be made available on request.
 - The service provider maintains comprehensive training records of personnel under its control. Acknowledgement of receiving and understanding the training and competency declaration is a must.
 - 4) **Legal appointee training**
 - The legal appointment of a person in a health and safety position makes that person responsible for ensuring the responsibilities attached to that position, are taken care of.
 - Legal appointments are done in accordance with the relevant Occupational Health and Safety Act (Act 85 of 1993) and/or any other relevant Acts e.g., Mine Health and Safety Act.
 - The service provider ensures all legal appointees are adequately trained and have suitable certificates to prove their competence. Legal appointments are supported by evidence of relevant training.

7.3.13 Medical fitness (system) (site)

- a) Medical surveillance is mandatory for employees exposed to health risks such as noise, hazardous chemical/biological agents, or any other occupational health hazards.
- b) Service providers rendering a service to Sasol undergoes an initial occupational risk-based health assessment to determine fitness to work, and at periodic intervals as determined.

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- c) Occupational health service providers performs the assessments according to the occupational risk exposure profile and agreed Sasol health requirements.
- d) The service provider keeps a copy of every employee's certificate of fitness as required by the relevant legislation.
- e) The service provider continuously monitor conditions to which an employee is exposed and identifies any additional medical examinations and/or tests that may be required and manages accordingly.
- f) Medical surveillance is performed as per frequency defined in the employee's occupational risk exposure profile. Service provider employees are required to undergo an exit medical examination upon termination of employment services. Transfer medical surveillance is required where employee's risk exposure and/or scope of work changes.
- g) Medical findings and restrictions identified during an employee's medical surveillance are formally communicated to the respective employees by the occupational health service provider.
- h) The service provider develops and implements a process to monitor and manage the medical findings and restrictions in accordance with legislative requirements and in line with company processes.
- i) A service provider complies with all Sasol sector, regional and OME specific health requirements.

7.3.14 Transportation management (system) (site)

- a) A service provider makes sufficient provision for a process on transportation management.
- b) Transportation management is suitably documented in a procedure that makes suitable provision for the following:
 - 1) Provision of transportation to and from site with a vehicle with sufficient seats with seat belts for each employee being transported.
 - 2) Safe transportation and securement of goods on back of vehicles.
 - 3) Employees getting to site and/or work using public transport to ensure legally compliant travel.
 - 4) Obtaining relevant vehicle site access cards.
 - 5) Management of employee's access cards.
 - 6) Suitable provision for requirements relating to pandemics when required (for example: Covid-19).
 - 7) Consideration for transportation in remote sites.
- c) As a minimum all vehicles entering Sasol sites will comply with all the National Road Traffic Act requirements including but not limited to being licensed and being road worthy.
- d) Vehicles, including trailers, will be inspected before use and records must be made available when required. When heavy vehicles are used for the first time within Sasol boundaries, route planning should be performed, and the driver should drive along the selected route at all times.
- e) Construction vehicles should adhere to construction regulations where they are part of a construction project e.g., flagmen, reverse indicator etc.
- f) No persons will be allowed to be transported on the back of a vehicle that is not specifically designed for that purpose.
- g) Risk assessment for transportation is performed and all controls to be in place at all times.

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- h) Access permits for all vehicles are obtained from security and all requirements are adhered to at all times.
- i) Sasol disciplinary code for vehicle offences will be applied at all times and all service providers should make themselves familiar with that code.
- j) All service providers shall make themselves conversant with all vehicle and vehicle related procedures and requirements, included but not limited to:
 - 1) Vehicle accident and reporting,
 - 2) Sasol product requirements,
 - 3) hazardous chemical transport requirements, and
 - 4) construction vehicles requirements.

7.3.15 Personal protective equipment requirements (system) (site)

- a) Sasol provides guidance on the general PPE requirements required on a Sasol site including the minimum technical specifications and the service provider complies with all Sasol PPE requirements and legal PPE requirements.
- b) The service provider documents a procedure to manage and monitor PPE that includes but not limited to:
 - 1) Provide employees with PPE free of charge.
 - 2) Usage of PPE for the intended purpose to protect employees against identified safety and health hazards in the workplace.
 - 3) Prohibition of the defacing or damaging of PPE.
 - 4) Issuing and training of employees in the correct use and maintenance of the required PPE.
 - 5) Provision of adequate facilities for storage, cleaning and disposal of PPE and PC.
- c) PPE is risk based (includes specialised PPE) and PPE types are specified in task risk assessments, permits, procedures, and/or work instructions etc.
- d) A service provider complies with all Sasol sector, regional and OME specific PPE requirements.
- e) The service provider ensures that standardised symbolic safety signs (pictograms) are posted, as a minimum, at all entrance into a construction site, workshop, or where any hazardous work is conducted. This will prohibit any persons from entering an area without wearing the required PPE and PC.

7.3.16 Site establishment management (site)

- a) A service provider to ensure that all spatial requests are made in accordance with the regional specific requirements and managed through the spatial committee.
- b) Prior to any submission, the initiator is required to apply and further ensure a thorough assessment of this submission.
- c) A service provider considers the following as a minimum in the application/assessment document:
 - 1) Category of request: Space (office, lay down area, construction site, demolition, reclamation, remediation areas), utility, gas, or other related applications.

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- 2) Additional structures to be constructed/placed onto site.
 - 3) Activities that will transpire onsite.
 - 4) Activities that will not transpire onsite (example: hot work, basic construction).
 - 5) Activity rate: Number per day.
 - 6) Number of people that will be positioned during normal times.
 - 7) Maximum expected individuals onsite.
 - 8) Type of machinery that will be utilised.
 - 9) Type of vehicles (including cranes) that is expected to be utilised on site.
 - 10) Security measures (fencing, alarm, human guards etc.).
 - 11) Hazardous chemical substances storage items and quantities.
 - 12) Period of request/permanent.
- d) When required, the service providers makes available a plot plan of the laydown area. This will include, but not limited to:
- 1) The layout of area including hygiene facilities e.g., kitchen, ablutions and eating rooms.
 - 2) Escape routes.
 - 3) Assembly points.
 - 4) Emergency equipment location.
 - 5) Ambulance point and number.
 - 6) Any arrangements for pandemics where required. (Example: Covid 19 workplace closure and deep cleaning in the event of positive cases)

7.3.17 Control and maintenance of equipment (system) (site)

- a) The service provider develops and maintains a list/register of all equipment used on Sasol site. This includes but not limited to mining equipment. (Left hand drive (LHD), tractor, material trailer, light delivery vehicle (LDV), gopher, conveyor belt equipment, turfor, jackhammer, etc.).
- b) The service provider makes provision for a maintenance plan for tools, equipment, and vehicles as per asset register, including:
 - 1) Issue and receiving process.
 - 2) How defective equipment is management before and during use.
 - 3) Maintenance process for equipment (frequency e.g., operational hours, methodology, logbooks, calibration process for sensitive equipment).
 - 4) Process of inspections (statutory inspections, pre-use, checklists, etc.).
 - 5) Management of rental tools and equipment.
 - 6) Management of specialized tools and equipment (designed in-house for specific purpose).

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- c) The service provider ensures the maintenance strategy displays the manufacturer (OEM) specification hours.
- d) The service provider develops a calibration schedule for equipment and proof of all certificates to be provided. On all statutory inspections, load test certificates are provided.
- e) Where specialized tools and equipment are used, the service provider will supply the engineering drawings.
- f) Where a service provider conducts internal maintenance, competent qualified artisans to be used for the maintenance.

7.3.18 Emergency preparedness management (system) (site)

- a) A service provider familiarises themselves and teams with regional and site-specific emergency management requirements.
- b) A service provider makes adequate provision for a process to manage an emergency on a Sasol premises.
- c) The emergency management process is suitably documented in a procedure for implementation, monitoring and enforcement.
- d) Where service providers are sharing Sasol premises, the relevant Sasol emergency procedure must be communicated to employees and proof of communication available on record.
- e) A service provider ensures that any developed emergency plan is signed off by regional/site emergency management services and proof is maintained when emergency exercises are conducted as per written schedule.

7.3.19 Security management (system) (site)

- a) All service provider employees, vehicles and equipment will be subject to security clearance at Sasol facilities.
- b) Service provider employees will be issued with access to the Sasol facilities after meeting the relevant security requirements. (Safety and medical examination requirements).
- c) Sasol reserves the right to search any person, vehicle or equipment entering or leaving premises.
- d) Where access cards or documentation are issued, service provider employees must always be in possession thereof.
- e) Sasol reserves the right to deny or revoke access for any person or vehicle.
- f) No children under the age of 16 years are allowed into any primary area.
- g) The misuse of legitimate drugs, or the use, possession, distribution, or sale of illicit or controlled substances on Sasol premises, is strictly prohibited. A person who is under any level of intoxication from prescription or non-prescription drugs, alcohol, or any other controlled substance, will not be allowed to work on any Sasol premises.
- h) All employees and visitors will be subjected to random screening and testing with his or her consent, aligned with the substance abuse policy. If a person is found to be intoxicated (positive reading), that person will be refused access to the Sasol premises for the remainder of that shift or working day. Any person that refuses to be screened for intoxication will also be denied access and procedures as stipulated in the substance abuse policy will be applied.
- i) The taking of photographs or video recording with any instrument or image capturing device without authorisation is strictly prohibited.

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- j) Any form of harassment or abusive behaviour in the workplace or any work-related environment is strictly prohibited.
- k) Any unauthorised marketing, distribution or placement of posters, leaflets, electronic or no-electronic advertisements and political or non-political slogans of any nature at any Sasol premises is strictly prohibited.

7.3.20 Incident/accident management (system) (site)

Refer to EOSS-PR-0003 SHE incident management procedure for Sasol requirements.

a) Reporting of Incidents

- 1) Incidents occurring on a Sasol site are reported before end of shift to the applicable BU production office, service owner/end user and SHE.
- 2) Only injuries classified as work related according to Sasol's Injury and disease classification procedure shall be accepted and recorded for statistical purposes.
- 3) If a service provider fails to report injuries and incidents as per this requirement, it may result in non-conformance actioned by Sasol.

b) Incident investigation

- 1) All incidents are investigated by a competent investigation team.
- 2) Sasol may conduct their own incident investigation into service provider incidents and request the presence or evidence from the service provider.
- 3) Incident investigations should determine the root causes and indicate the relevant risk control failures and corrective actions aimed at improving such controls.
- 4) The final investigation reports should be made available upon request.
- 5) Sasol may request/instruct/recommend the service provider to provide additional risk control measures (as required).
- 6) The service provider ensures that the recommended corrective and preventative actions are implemented and embedded in their risk management framework.
- 7) Service provider complies to their own incident investigation procedure but as a minimum should include all the information as being required by the Sasol incident report template.
- 8) Suitable learnings from investigation are generated/included as part of report or separately. The learnings should be shared within organisation.

c) Near miss system

Service provider SHE management system includes a near miss system (reporting and investigation) appropriate to the potential and severity of the near miss. This near miss system is managed pro-actively and includes the identification of trends and actions taken.

d) Implementing and embedding of SHE HSI incident learnings

- 1) Sasol shares all SHE HSI learnings with service providers.
- 2) All service providers review and confirm the applicability and agree on the proposed actions for implementation. The applicability of Sasol SHE HSI learnings is based on the service provider's scope of work and risk profile (top 5 KUE's).

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- 3) The service provider ensures that the identified learning actions are implemented, completed, and maintained. (Tracking/monitoring/implementation of actions).
- 4) The service provider ensured the learnings are communicated, discussed, and understood by all employees.
- 5) The service provider initiates a management of change process for significant changes to determine additional risk and implement an appropriate change management plan.
- 6) The service provider verify the effectiveness of the implemented actions during their site visits/inspections and provide evidence in relation to effectiveness of reviews conducted.
- 7) The service provider take appropriate action on findings derived from 1st level and 2nd party assurance on learnings.
 - 1st level being assurance conducted by the service provider.
 - 2nd level being assurance conducted by dedicated Sasol persons.

7.3.21 Environmental management (system) (site)

- a) The service providers are required to have valid environmental and waste management processes and records as per their defined and approved scope of work. These include but are not limited to:
 - 1) Environmental policy.
 - 2) Environmental management plan.
 - 3) Waste identification and waste registers.
 - 4) Management of environmental impact assessment (where applicable).
 - 5) Management of air, water, and waste licenses (where applicable).
 - 6) Certificates of disposal (where applicable).
 - 7) Communication of environmental management processes and procedures.
- b) The service providers are required to conform to all Sasol site specific environmental processes.
- c) Where relevant, the service providers conforms to the requirements stipulated in the National Environmental Management Act of 2019 (NEMA) and ISO 14001:2015.
- d) The service provider and Sasol discuss the required site assurances in relation to environmental management to be provided in a format and interval as agreed.

7.3.22 Occupational health and hygiene management (system) (site)

- a) The service provider makes adequate provision for a process, suitably documented for occupational health and hygiene management, making provision for the following:
 - 1) Provision of welfare and hygiene facilities on site should be available.
 - 2) Maintenance of facilities e.g., cleaning schedules and inspections should be available.
 - 3) Inspections of hygiene facilities.
 - 4) Safe keeping of personal belongings where food and belongings are stored separately.
 - 5) Hygiene related screenings (example: Covid-19) (when applicable).

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- b) Where service provider use Sasol facilities, an arrangement to be made with the Sasol asset owner which is documented in writing and kept on record. The inclusion of this requirement should be included in the SHE plan, consisting of the following for site established hygiene facilities:
 - 1) Cleanliness.
 - 2) Availability of water, soap, toilet paper, etc.
 - 3) Sufficient shade in eating areas/facilities.
 - 4) Sufficient smoking facilities.
 - 5) Hygienic storage of personal food.
- c) The service provider and Sasol discuss the required site assurances in relation to occupational health and hygiene management and to be provided in a format and interval as agreed.

7.3.23 SHE assurance and SHE system reviews (system) (site)

- a) The service provider develops a process to ensure that SHE assurances are provided for own and appointed sub-contractors (as required) SHE management systems at periodic intervals and at a defined frequency.
- b) The service provider ensures that the SHE related assurances and SHE system reviews are available for review by Sasol.
- c) The service provider develops and tracks corrective action plans and ensures close-out on actions where required.

7.3.24 Management of change (design and SHE) (system) (site)

- a) The service provider develops a documented process for managing and monitoring both design and SHE related changes e.g., tools and equipment.
- b) This process includes but not limited to:
 - 1) Changes in scope, processes, procedures, management changes, technology, or equipment changes.
 - 2) How changes to client specification requirements are managed.
 - 3) Revision of risk assessments after design and SHE changes.
 - 4) How the designer duties related assurances will be met and assured on.
- c) The following documentation should be in place where applicable:
 - 1) A management of change (MOC) register or index for changes.
 - 2) Design inspection reports where required by the construction sector.
 - 3) All relevant documents e.g., risk assessments, task risk assessments, SOPs, inspection records should be revised as a result of the MOC process, where applicable.

7.4 Sasol site SHE arrangements

- a) Based on the Sasol generic SHE specifications, the service provider adequately makes provision for the site/sector-based arrangements and is required to comply with legal and OME requirements in a specific sector in which work is executed.

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- b)** Work can be executed in one or more of the following sectors, where suitable compliance is to be demonstrated:
- 1) Maintenance sector.
 - 2) Mining sector.
 - 3) Construction sector.
 - 4) Remote areas.
 - 5) Mobility/corporate buildings.
- c)** Service providers maintain auditable records of required documents in the specific sector. Sector specific assurances and records to be demonstrated to the contracted Sasol OME in the format agreed upon. This will include and not limited to the following:
- 1) SHE management system certification/accreditation verification.
 - 2) SHE policy arrangements.
 - 3) Government authorisations arrangements (work permits, notifications and exemptions).
 - 4) Site establishment arrangements.
 - 5) SHE file/plan arrangements.
 - 6) Definition of duties, roles, and responsibilities arrangements.
 - 7) Letter of good standing arrangements.
 - 8) Control and maintenance of equipment arrangements.
 - 9) Risk assessments and safe work procedures arrangements.
 - 10) Sub-contractor management and arrangements.
 - 11) Working at heights arrangements (fall prevention/protection).
 - 12) Incident/accident management arrangements.
 - 13) Sasol induction arrangements.
 - 14) Legal appointments and mandatory agreement arrangements.
 - 15) Medical fitness arrangements (medical surveillance and first aid).
 - 16) Personal protective equipment arrangements.
 - 17) Management of change arrangements.
 - 18) SHE meeting and communication arrangements.
 - 19) Emergency preparedness arrangements.
 - 20) Security arrangements.
 - 21) Transportation arrangements.
 - 22) Environmental management arrangements.

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- 23) Employee's welfare facilities and health/hygiene arrangements.
- 24) Audits and inspections arrangements.
- 25) SHE performance monitoring and reporting arrangements.
- 26) Non-conformance management arrangements.

8 Record management

Record matrix

| Record nr. | Record description | Responsibility | Medium | Storage location | File | Retention period | Disposal method |
|---|--------------------|----------------|--------|------------------|------|------------------|-----------------|
| None | None | None | None | None | None | None | None |
| Note: Files with hard copies are kept in the document store while the product/customer are active - thereafter it is archived. Electronic data is stored on the server and is backed up as per the IT procedures. | | | | | | | |

9 Amendment record

| Version number | Page | Status/change |
|----------------|------|---|
| 01 | All | New document. |
| 02 | All | Align with the requirements of Sasol 2.0. |
| | 01 | Next review date updated. |
| | 10 | Inclusion of the newly revised LSRs. |
| | 09 | Inclusion of the new KUEs. |
| | 18 | Inclusion of the new link for the supplier management. |
| | 12 | Align with the new requirements of the accreditation process as per the SPSM procedure. |
| | 10 | Inclusion of the HSI fundamentals. |
| | 12 | Alignment with the protocol requirements of the accreditation process. |

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Controlled Document Acknowledgement

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