

  Work Instruction Current	PPC Aggregates
Number: WI-RISK/MPL/LZ 050	Revision: 4
Title: Access Control – PPC Mooiplaas & PPC Laezonia	

Purpose

The **Purpose** of this document is to control activities relating to mine access in order to minimise the probability of downgrading incidents from occurring that compromise the safety of all people on site.

Scope

This document is applicable to the Security Company that controls access at all entrance gates as well as employees, contractors and visitors to PPC Aggregates.

Background

In order to prevent downgrading incidents it has become necessary to re-emphasize, and in certain instances implement additional controls pertaining to vehicle and people access at PPC Aggregates.

Hazards

Indicate Hazards where applicable

- **SAFETY AND HEALTH** - Serious incidents or fatalities can occur Collisions between persons and mobile equipment can occur. Non Compliance to MHSA by unauthorized employees, contractors and visitors.
- **ENVIRONMENT** - Minimise the probability for spillages.
- **QUALITY** - Correct offloading of materials.
- **OTHER** – Accurate recording of people and vehicles entering and leaving the Mine

The Security Company .

Arriving for shift duty.

- Do proper hand over of Registers, Keys, Radio's, Batons, Panic Buttons and clock tags.
- Complete the attendance register.
- Write O.B Book clearly, wrt Equipment and hand over.
- Walk first patrol.
- Guardroom must be clean at all times.
- Boom gates must be closed at all times in absence of vehicles /people entering.

Vehicles:

- Search all vehicles' thoroughly before entering premises (boot, inside .Look for copper cables, electrical tools and Diesel.)
- Every contractor entering the premises must complete the contractor's register and must be ask if there is something to declare (EG. Welder, compressors, generator or cable)

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- On exit the vehicles must be searched again and sign out by security.
- No property of Client is allowed to exit without a gate pass that is signed by senior personnel as per gate release authority list
- Radios must be charged at all times.
- All other applicable checklists to be done before vehicle entry.

Diesel

- Inspect locks on diesel filling points and bowzers. Any tampering on locks must be reported to the Risk Manager and Maxim Safeguard Management.

Injuries, Incidents and Accidents and /or any Emergency.(see emergency numbers)

- All injuries on site must be reported to the Risk Manager. If Maxim personnel are involved or when it happens after hours Maxim Management must be informed as well as the Risk Manager.
- All other incident must be reported to Maxim Management.
- Theft and robberies must be reported to SAPS and Maxim Management.

After hours Weekends and Public Holidays

- All registers must be completed by all PPC Employees, contractors and visitors entering the premises. Any person failing to do so will be charged with trespassing and legal action could be taken against them.
- The premises must be patrolled and all points must be visited as per patrolling system.
- No fishing allowed without permission from the Mine Manager.

Pedestrian Access

- All PPC employees, contractors and visitors who access the Mine on foot need to do so by signing the registers at the security gates and enter and exit through the gates. Employees, contractors and visitors who do not sign the registers are not allowed access to the mines. It is the security responsibility to ask the visitor or contractor whom they here to see before let in onsite.

Access by PPC Employees

- All vehicles must be parked in the designated parking areas. The driver and all passengers in/on a vehicle must sign in the visitors/contractors access register. This is essential to accurately record people movement at PPC Aggregates and is crucial for accurate roll call during an Emergency evacuation.

Access by Contractors

- Only Contractors with legitimate appointments will be allowed access to the Mine or with approval by the SHE practitioner/Risk Manager/Engineer in writing or verbally to the Security Company.
- Contractors will still be required to sign the indemnity form (access control permit) at security.

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- At Mooiplaas Contractors and Visitors are not allowed to enter the north gate to do business at the south offices and Quarry area.(else must be escorted by PPC Employees)
- Contractors may park their vehicles in designated areas only.
- Contractors will be required to declare all their equipment and tools before entering the site. Security will conduct random searches.
- All deliveries to the stores must be declared at security with proof of delivery i.e. delivery note or invoice.

Access by Visitors

- Only visitors with legitimate appointments will be allowed access to the Mine after they have signed the access control permit at security.
- At Mooiplaas Contractors and Visitors are not allowed to enter the north gate to do business at the south offices and Quarry area.(else must be escorted by PPC Employees)
- Visitors may only park in the areas designated for visitors parking.
- All visitors need to report to reception where they will be collected and returned to by the persons being visited.
- PPC personnel visited need to confirm the day and time of the visit by signing the reverse of the access control permit.

Speed Limits

- Drivers must adhere to the speed limit of 30km for trucks and 40 km for LDV's and cars per hour while driving through the Mine.

General

- Persons will be screened for Alcohol blood level .Persons under the influence of alcohol or other intoxicating substances will not be allowed to access the premises. (See Alcohol and Substance Abuse Policy)
- Every person entering the mine must adhere to the applicable legislation. No children under the age 16 are allowed in the mine (operational zone) without prior permission from the General Manager.
- Visitor's laptops are to be declared at the gate.
- No fire arms are allowed into the mine, fire arms are to be handed in for safe keeping to the security, the security personal will then lock the fire arm in a safe box.
- All personal property of employees, contractors and visitors may be subjected to random searching.
- Drivers and pedestrians may be subjected to random alcohol and or drug testing Random full vehicle search may take place at gates. Drivers and passengers may be requested to exit the vehicle during searching process.
- Employees will not be allowed access the operational zone * without personal protective clothing, this includes hard hats, overalls, (as applicable) eye protection and safety shoes.

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- Visitors will not be allowed to access the operational zone * without proper personal protective clothing, this includes hard hats and eye protection as a minimum. Safety belts must be worn at all times when driving vehicles in the Mine
- No fires allowed.

EMERGENCY PHONE NUMBERS.

SAPS ERASMIA:	012 3587095
HANSIE SMITH	0797005925
ADT CALL CENTER:	086 121 2401
PPC RISK MANAGER	083 304 6008
PPC MINE MANAGER	083 3001380

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Work Instruction Current	Aggregates  
Number:	Revision: 1
Title: Aggregate Product Sales Transport Contractors - PPC Mooiplaas & PPC Laezonia	

1. Purpose

To define the method used to control transport contractors vehicles that are used to deliver product on behalf of PPC Aggregates from both Mooiplaas and Laezonia quarries in order to comply with legislation and good corporate governance.

2. Scope

This work instruction applies to transport contractors and sub contractors as they fall under the control of the Mine Manager in terms of the Mine Health and Safety Act 29 of 1996.

This procedure covers the management process and loading instructions for transport logistics that is outsourced to independent transport contractors by PPC Aggregates for deliveries from Mooiplaas and Laezonia Quarry to the various PPC Aggregates customers.

3. Hazards

Transport Sub Contractors represent a potential hazard due to the fact that a heavy haulage vehicle will enter the mine to load product therefore preventative measure needs to be taken to mitigate these hazards.

The following potential hazards have been identified.

- Safety & Health
 - Lack of training/induction regarding the quarries rules and regulations which could result in injury
 - Un-roadworthy vehicles entering the mine.
 - Lack of safety awareness
 - Unfit person to operate/drive heavy vehicles
 - Reckless driving
 - Drivers under influence Drugs/ Alcohol
- Environment – Water and ground pollution due to oil/diesel spillage, etc

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4. Responsibility

The Quarry Manager is responsible for ensuring that all loading and transport operations in the quarries are carried out in accordance with this work instruction.

The transport Contractor in conjunction with the transport management company is responsible for ensuring that all loading and client deliveries on behalf of PPC Aggregates are in accordance with this work instruction.

The transport Contractor

The PPC Dispatch Sales Supervisor in conjunction with the transport management company is responsible for reporting any deviations from this procedure to the Quarry Manager or Production Supervisor.

Transport Operators and sub contractors in conjunction with the transport management company is responsible for implementing this work instruction on behalf of PPC.

5. Legal and Other Requirements

5.1 All transport contractors and their sub contractors are required to sign the following documentation prior to operating in the quarries.

- Agreement on Occupational Health Safety and Environmental Issues between PPC Aggregates and the transport company/contractor.
- Appointment letter between PPC Aggregates and the owner of the transport company to appoint the owner as a Subordinate Manager in terms of regulation 2.6.1
- In the case of where this authority is delegated by the owner of the transport Company to one of his staff members, then an Appointment needs to be done as a general compliance co-coordinator in terms of regulation 2.9.2
- Each transport company is to provide a valid Letter of Good Standing from the Office of the Compensation Commissioner covering Compensation for Occupational Injuries and Diseases act 1993 ("COIDS")

5.2 Each vehicle is required to have the following in place before it can

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enter the mine:

- Chevron signs and reflective markings.(Sides, Back & Front)
- Audible Reverse warning device.
- Wheel flaps.
- Rear under run protection device (where applicable).
- Reflectors.
- Valid operator's disk. (copies to be provided to PPC Aggregates).
- Valid license disk. (including trailer discs) (copies to be provided to PPC Aggregates).
- Registration 245 plate.
- Triangle warning devise.
- Amber revolving light (only to be operated within the mine and to be switched off when the vehicle is on a public road).
- Valid fire extinguisher, SABS Approved
- Shovel in order to distribute his load.
- Broom in order to clean any loose product prior to existing the mine so as to avoid any possible damage or injury to public vehicles and pedestrians.

5.3 Each driver is to have the following (SAABS/ SANS approved) Personal Protection Equipment (PPE) that must be supplied by the contracting company to his operators and that must be worn at all times when operating within the mine and the clients premises.

- Hard Hat.
- Reflective Vest.
- Safety Shoes.
- Safety Eye Wear.
- Dust mask

5.4 Each Transport contractor must provide a copy of the following certificates for each driver and vehicle to PPC Aggregates.

- A valid driver's license applicable to the type of vehicle being driven.
- A valid professional driving permit (PDP).
- A copy of the vehicles registration papers.
- A valid copy of the operator's disk and vehicle license disk.
- A copy of his/ her I.D.

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- 5.5 Each person driving in the mine needs to undergo an annual medical
- PPC can do medicals on contractors behalf
 - Driver needs to bring own chest X-Rays (X-Rays are Valid for Three Years)
 - Medicals to be done annually.
 - Own medicals can be done and submitted to PPC Sister for assessment.
- 5.6 Each contractor must supply a list of Employee's including all drivers who will be driving in the quarry and all their assistants. (They will also be required to undergo Medicals and Inductions) If any person is not on the list they will not be allowed onto the mine.
- 5.7 The following info is required by all contractors and drivers in the case of an emergency.
- Full Names
 - ID number
 - Contact phone number
 - Next of Kin contact (Name and Phone number)
- 5.8 Each driver will be required to undergo an induction training programme which also includes Site & Task specific induction before they will be allowed to operate/drive a vehicle in the mine.
- 5.9 Alcohol testing

All transporters, operators and their assistants to familiarise themselves with the PPC alcohol testing procedures

- There is a zero tolerance with regard to drinking and driving.
- Each driver/person will be tested for alcohol by security each and every time they enter the quarry.
- 1st infringement driver will not be allowed into mine
 - PPC requires a letter of action/training taken
- 2nd Infringement will result in the driver permanently not being allowed into the mine again.

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- If there are continual/repeated infringements from the same contractor then PPC Aggregates reserves the right to remove the contractor as a vendor from the mine.

5.10 Non Conformance Reporting.

Each and every time there is an incident on the mines or clients' property then a non-conformance report needs to be completed by a PPC staff member.

- Drivers must report any incident on mine property to the controller at the dispatch office ASAP
- The controller is to inform his supervisor ASAP who will complete an incident report.

In the event that an incident occurs on a client's premises then the following will apply.

- A verbal report followed up by a written report (email) from the transport contractor confirming what incident has occurred.
 - A PPC staff member will then complete an incident report.
- The transport contractor must advise what repairs/compensation was undertaken to the clients damaged property.
- Details of disposal of contaminated product where required.
- What Corrective Actions have been taken with the driver i.e. training/disciplinary etc?
- Confirmation from the contractor that the client is satisfied with the repairs/compensation.
- PPC Staff member will follow up that the customer is satisfied.

ALL INCIDENTS/ ACCIDENTS MUST IMMEDIATELY BE REPORTED TO THE RELEVANT HOD's & ALSO TO THE RISK DEPARTMENT BEFORE SHIFT ENDS.

In the event of a fatality on the PPC Premises everything must be left untouched after it was made safe to prevent further incidents. The Risk Department or Mine Manager has to be contacted immediately to take control of the situation.

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6. METHOD

6.1 Quarry opening and closing hours.

- The opening and closing times of the quarries are purely for indication purposes. There are times where the quarries are required to open and/or close outside of these times.
 - Mooiplaas
 - Opens at 06h00. Monday to Saturday (Closed Sundays)
 - Closes at 19h00 Monday to Fridays (12h00 on Saturdays)
 - Laezonia
 - Opens at 06h00. Monday to Saturday (Closed Sundays)
 - Closes at 17h00 Monday to Fridays (12h00 on Saturdays)

6.2 TRANSPORT CONTRACTOR'S PRESTART CHECKLIST

The Transport Contractor together with the driver:

- Carries out a daily prestart check at the start of each day, using the relevant Prestart Checklist. The driver must sign the prestart checklist confirming that he has checked all the requirements of the prestart checklist and that he is satisfied with all aspects and that the vehicle is not dangerous to drive.
- The driver will hand the completed prestart checklist to the security personal prior to entering the quarry each day.
- Security will check the prestart checklist as follows
 - Security must check that the prestart checklist has been completed and signed by the driver.
 - Security must scrutinize the prestart checklist for any "A" infringements.
 - If there are any "A" infringements the security must not sign the checklist and must not allow the vehicle access into the quarry. Security will in turn report this to the transport management company.
 - If there are any "B" infringements then security can sign the prestart checklist and can allow the vehicle access into the quarry.

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- Security will report any “A” infringements to the transport management company who will resolve this with the relevant transport contractor.

6.3 LOADING INSTRUCTIONS

- All transport Contractors vehicles doing deliveries on behalf of PPC are weighed empty twice per week. Ad hoc weights are taken at the discretion of PPC Management.
- Empty weight (tare) data is recorded in the SAP Dispatch Computer System.
- Each and every morning all drivers are to report to the dispatch office where they will receive verbal instructions on what product to load for which customer.
- Prior to each and every load being loaded the driver is to make sure that his bin is clean and there is no contamination from other products or foreign objects.
- Drivers will then proceed to the relevant stock pile and wait for a loader to load the vehicle.
- Loaders will first complete the loading of vehicles at any particular stockpile they are working at before moving onto the next stockpile. Drivers are not allowed to exit vehicles to go and “search” for a loader.
- The driver is to remain in the vehicle until such time that the loader has arrived. The driver will then be allowed to exit the vehicle to give instructions to the loader operator as follows;
 - The tonnage that must be loaded.
 - The distribution of the load i.e. how he wants his load to be distributed/loaded into the bin so as to avoid any overloading issues.
 - PPE must be worn by the driver when he is outside of his vehicle.

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- When the vehicle has been loaded the driver must proceed to the weighbridge.
 - The vehicle is weighed and after the dispatch controller confirms the loaded weight with the driver he/she will generate an electronic delivery note.
 - There are five copies of the electronic delivery note
 - PPC Copy.
 - Invoice copy.
 - Client copy.
 - Contractors copy.
 - Gate copy.
 - The driver must check and sign the delivery note for
 - Correct vehicle registration.
 - Correct product loaded.
 - Correct client details as per instruction received from the dispatch office.
 - The delivery address is clearly recorded on the delivery note.
 - The vehicle is not overloaded.
 - The driver will hand over the “Gate Copy” to security upon exiting the quarry.
 - Prior to exiting the mine the driver must make use of the dust control water sprayers to dampen the product where necessary.
 - Cover his load where relevant
 - The driver must get all the copies signed by the customer for the delivery of the product.
 - The driver will hand the customer the signed “Client Copy”
 - The driver will retain the signed “Contractors Copy”
 - The driver must return the signed “PPC Copy” and “Invoice Copy” to the dispatch office for capturing on the same day that the delivery took place.
 - The contractor must retain his “contractors copy” for invoicing purposes and any queries.

7. RETURN LOADS

Where a transporter needs to return an undelivered load the following procedure will apply.

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- The driver must report to the dispatch office with all copies of the delivery note.
- The truck must be weighed in to confirm the returned weight corresponds to the original delivery weights.
 - Any shortfall in the product will be for the transporters account.
 - Any product returned due to contamination as a fault of the transporter will, at the discretion of Management, result in the transporter being invoiced for the cost of the product.
- The driver must then get instructions from the dispatch controller as to where the contaminated product must be offloaded

8. OVERLOADED VEHICLES.

Vehicles are not permitted by the Dispatch Clerk to leave the quarry overloaded. The Dispatch Clerks use a diagram supplied by the transport management company which is displayed in the Dispatch Office to obtain the maximum allowable tons according to the sum of the permissible axles of a particular vehicle combination. (This instruction will change when Aarto is implemented and a new instruction will be issued)

The transport contractor requests and agrees that PPC Aggregates can load according to this calculation and that they will take responsibility for the distribution of the load in order to not overload each axle combination.

Any overloaded vehicles will be sent back to offload at a designated/demarcated dump area and will be required to reload.

The driver must ensure that he does not tip when the truck is stopped on a surface which is not level.

9. BREAKDOWNS AND NON DELIVERY OF PRODUCT.

When a transport contractor's vehicle has a breakdown the following must apply.

- Breakdown on mine property.
 - As soon as it has been established that a vehicle has had a breakdown, (Step 1...Operator make safe the area by placing triangles and/ or barrier tape) fallen over or stuck on mine

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property the quarry manager or his representative and/or the dispatch controller must be notified.

- Prior to anybody been allowed onto mine property to attend to the breakdown, permission must be obtained from the quarry manager or his representative.
 - Prior to vehicle rescue on PPC site it must be brought under the Risk Department's attention in order for relevant actions to be taken. That can include towing and recovering.
 - Vehicles that have broken down, fallen over or stuck must be attended to immediately. Where a vehicle is blocking or stopping PPC aggregates from continuing with its production then the vehicle will be removed/towed to a suitable spot.
 - Any Contamination due to oil/diesel spillage must immediately be removed and disposed of at an environmentally approved facility and a certificate obtained. A copy of this certificate must be submitted to PPC and must be reported to Risk department
- Breakdown and/or delays on route.
 - Transporter to notify the transport management company or dispatch controller immediately of any breakdown or delays in delivering the product.
 - The transport management company will advise the transporter what action is to be taken with regards to the delivery i.e. if the load must be returned to the quarry or can still be delivered to the customer as soon as the breakdown has been repaired.
 - Where the load is to be returned to the mine due to delays by the transport contractor or external factors then the transporter will not be compensated for the transport costs.
 - Any product not delivered to a customer nor returned to the quarry will result in the transporter being invoiced for the cost of the product.
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SAFETY INDUCTION INFORMATION FOR HIRED TRUCK DRIVERS, VISITORS AND CONTRACTORS



WE WELCOME YOU TO:



**"ALL FOR NO RISK
NO RISK FOR ALL"**

PLEASE READ CAREFULLY!!

1. This is an open cast mine that falls under the **Mine Health and Safety Act. 29 of 1996**
2. The owners and management of this quarry are compelled by legislation to comply with all safety standards and legal requirements.
3. For this reason and due to the fact that we care for our Employees, Visitors, Labourers and Contractors, we therefore request from all who enter in this mine, their assistance to enable us to comply with all safety regulations to ensure that our “**ALL FOR NO RISK, NO RISK FOR ALL**” safety objective is achieved.
4. Drivers and their assistants should wear protective equipment **PPE** when leaving the cab of their truck, namely:-
 - a. Overalls;
 - b. Safety boots;
 - c. Dust masks where required;
 - d. Hard hats.
5. This mine is a **hard hat** area. Wear a hard hat as soon as you get out of your vehicle / truck.
6. Drivers and their assistants should always remain in sight of the front end loader operator when leaving their cabs.
7. All drivers are to be in possession of a **valid driving licence** for light or heavy duty vehicles as the case might be.
8. **Seat belts must be worn at all times.**
9. Vehicles must not be over loaded with personnel or material.
10. Vehicles entering the mining area are required to:
 - a. Have triangles;
 - b. Ensure that head lights are on;
 - c. Suitable fire extinguisher;
 - d. Stop blocks in position if vehicle is unattended;
11. **RULES FOR THE HAUL ROAD:**
 - a. No stopping or parking;
 - b. In the case of a breakdown, position triangles 50m away;
 - c. Overtaking on an intersection, bend or any other place where vision is obscured is prohibited;
 - d. **Speed limit is 40Km per hour;**
 - e. Do not tail gate;
12. **Follow instructions;** do not take chances or short cuts. Complete the job safely, do it right the first time.
13. Make sure that you and your fellow workers are **sober and not** under the influence of alcohol or any drugs.
14. **No violence or bad language will be tolerated.**

15. Be aware of who and what is operating, driving or parking near you. Use your rear view mirrors at all times.
16. Make sure your vehicle is in a good, safe and clean condition.
17. Make sure that no stones can fall from your truck or trailer, damaging vehicles that may be travelling behind you.
18. Please drive slowly especially on dry roads, to minimise dust.
19. Your tools i.e. brooms, spades must be in a good condition and fitted with proper handles.
20. Please **report** any unsafe acts or conditions to the supervisor on duty.
21. **Report any accident to the supervisor on duty immediately.**
22. **DON'T PLAY THE FOOL;** tease, or play practical jokes. That do not fit into our working environment and could cause a serious accident.
23. **In the event of an emergency contact the Risk Manager Daruis van Pletzen @ 012 318 3031 or 083 227 1577**
24. We would appreciate your assistance by complying with the above
25. Please switch off your radio when proceeding on to the plant as you won't be able to hear when another vehicle is near you.

S Govender

Works Manager

NEVER RELAX ON SAFETY

**WE ARE:
CURATORS OF THE PAST, CARETAKERS OF THE PRESENT AND
ARCHITECTS OF THE FUTURE**

Alcohol and Substance Abuse Policy	
Number: WI 1a	Revision: 2
Title: Alcohol Testing Standard for Aggregate Quarries Mooiplaas and Laezonia	

Purpose

To define a standard process which will ensure that the risk to the health and safety of employees is minimized, to give effect to the requirements of the various legislative requirements and to minimize the abuse of alcohol and alcohol related substances.

Scope

- A General Overview
- B Duties of Employer and Employee
- C Reporting for duty at a PPC Premise and not complying with the PPC standard of ZERO tolerance pertaining to Alcohol and substance abuse
- D Being under the influence of alcohol or drugs at work (observed/identified after work has commenced)
- E Equipment to be used
- F Guideline for disciplinary procedure

Hazards

SAFETY AND HEALTH	- Serious incidents or fatalities can occur
ENVIRONMENT	- None
QUALITY	- None
OTHER	- Liability claims

Legal and Other requirements

Health & Safety	Regulation 4.7.1: Persons in state of intoxication of the Mine Health and Safety Act, Act 29 of 1996
	Regulation 4.7.2: Possession of intoxicating liquor of the Mine Health and Safety Act, Act 29 of 1996
	General Administrative Regulation 10 of the Occupational Health and Safety Act, Act (85 of 1993)
Environment	None
Quality	None
Other	None

Responsibility to enforce and adhere to:

This Policy is applicable to all employees and contractors who conduct work for and on behalf of PPC.

Alcohol and Substance Abuse Policy	
Number: WI 1a	Revision: 2
Title: Alcohol Testing Standard for Aggregate Quarries Mooiplaas and Laezonia	

Method

A. General Overview

1	Alcohol abuse is recognized as a complex problem which may result in dependence on alcohol, a condition which could be treated.
2	Consistent with the provisions of the Mine Health and Safety Act and the Regulations of the Minerals Act: 1. No person (both employee and visitors) shall consume alcohol, drugs and/or narcotic substances, while on duty or in the mine premises. 2. No person may be under the influence or in possession of alcohol, drugs and/or narcotic substances or sell alcohol, drugs and/or narcotic substances. 3. No person may report for duty, being under the influence of alcohol or drugs and/or narcotic substances.
3	Intoxication and use of narcotics is viewed in a serious light and depending on the merit of the case may result in severe disciplinary action, even for a first offence. Permanent employees who have acknowledged being alcoholics and/or drug addicts and require assistance shall be given the opportunity and assistance for rehabilitation (prior to being caught on site with alcohol, drugs and/or narcotic levels exceeding permissible levels).
4	Testing will be conducted at all entrances to PPC premises in the same manner within the same time frame. All employees including contractors, irrespective of rank and job level, will be tested. The testing on Security Guards will be conducted by the Supervisor/Support Standby or Risk Department's employees to ensure that they also adhered to the rules at all times.
5	Representatives of the Company and the Unions will during the first three months of operation of the policy, monitor at group level on a monthly basis the effectiveness of the policy and make recommendations regarding enhancements to the policy.
6	This policy will come in operation on 22 October 2011 and will remain in force until: 1. The parties involved in the development of the policy agree to terminate the policy. 2. The parties involved in the development of the policy agree to changes to the policy to improve its operation in meeting the objective of the policy.

Alcohol and Substance Abuse Policy	
Number: WI 1a	Revision: 2
Title: Alcohol Testing Standard for Aggregate Quarries Mooiplaas and Laezonia	

B. Duties of Employer and Employee

1	Basic to the contract of employment, is the commitment or an undertaking by the employee to offer his /her services to the employer and to present himself/herself in a fit state to perform a quality service i.e. the employee has a duty not to misconduct himself/herself in any other manner, including intoxication, whilst on duty.
2	The employer, on the other hand, is duty bound to offer and maintain a healthy and safe working environment, conducive to productive work to be carried out.
3	Management will enforce reasonable measures to provide a healthy and safe working environment which includes: 2. Introduction of measures to detect and prevent employees with intoxicants in their systems or in their possessions from entering the work premises. 3. Assistance in the rehabilitation of any employee whose abusive habit(s) does or is about to affect his/her work performance.
4	Management shall educate and/or familiarize all employees regarding the company's rules and approach to alcohol, drugs and/or narcotic substance abuse.
5	All applicants for employment shall be subjected to pre-employment questions and those found to be abusing alcohol, drugs and/or narcotic substances shall not be employed.
6	Employees shall act responsibly at all times and their conduct must be in the interest of the Company.
7	The Company provides two reasonable measures (initial screening and re – screening alcohol reading testing after 20min as a final measure) to prevent persons under the influence of alcohol, drugs, (including cough mixtures, mouth wash etc) and/or narcotic substance abuse to enter the working area and thus endanger their own and other people's lives. Should the employee however wish to have a blood test conducted, in addition to the above, it will be for his/her own account and not the company. Note that this result can only be used as evidence, should this blood test be conducted within 1 hour from when the alcohol reading test was conducted. The relevant employee might be accompanied by the SHEP,RCM or OPM where the blood test will be conducted for verification purposes.
8	The company acknowledges the fact the some products (i.e. mouthwash, medicine etc) may have an impact on the test result and therefore wish to refer to the 20 minute waiting period – which is deemed to be sufficient to nullify the impact if used responsibly and as per prescription. Any misuse, abuse of these products could affect the final result negatively and no further time extensions will

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	be granted.(see paragraph 9)
9	It is the responsibility of the employee to inform the OHNP and his/her immediate supervisor of any medicine that he/she is using that could contain any substance in advance. This however does not afford the individual any preferential treatment or any non compliance to this standard.
10	Prescribed Medicines
10.1	In the case where a person is taking medicines, only allow such a person to perform duties at the workplace if the side effects of such medicine do not constitute a threat to the health or safety of the person concerned or other persons at such workplace.
10.2	Any person taking prescribed medicines must report to the Occupational Health Nursing Practitioner (OHNP) at the clinic or (if it is on a shift that starts after hours) to his/her supervisor before the shift starts. The OHNP / will assess the effects of the use of such medicine. If after hours, the Supervisor will contact the OHNP for assistance on the effects telephonically.
10.3	If not possible to continue in their normal work environment, the Occupational Health Practitioner /doctor must inform the relevant supervisor in writing.
11	When pre-employment medical examinations or periodic examinations are carried out and an employee is identified with any substance related problem which will have an adverse effect of the employee or could endanger his/her or other's health and safety in the work environment, the employee will be notified. The OHP will attend to such an employee for further reference of help. Such cases will be handled as confidential.
12	If a supervisor suspects any of his/her employees to be an alcoholic or drug addict he/she shall refer such an employee to the Operational Performance Department for counseling.
13	Ordinary sick leave shall be granted for the purpose of treatment or rehabilitation
14	An employee whose work performance, conduct, attendance or drug/alcohol related problems which remain unacceptable will be subjected to the normal disciplinary measures.

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C. Reporting for duty under the influence of alcohol/drug and/or narcotic substance at work

1	All employees wishing to enter any working areas at a PPC Premise (either via entrance gates/booms, turnstiles or offices) will be requested to undergo a screening test for alcohol/drugs and/or narcotic substance.
2	Any person who refuses to be tested (at entrance point or on site) will not be allowed onto the premises and will be reported to the Risk Manager or in case of his absence the OP Manager .Then they will be asked to leave the premises if they are already on the premises. They will be charged as per Section F below under the Mine Health and Safety Act (Act 29 of 1996). The security guard will conduct the screen test by means of the portable breath tester.
3	If the result of the screening test is green, he/she will be allowed to proceed to his/her work area.
4	If the result of the screening test is Red or Amber , he/she will not be allowed on the premises, but will be requested to undergo another screening test after 20min.It will be reported to the Risk Manager and in case of his absence the OP Manager .Thus the tolerances will be a level equal to or exceeding 0, 0%.
5	If the two results of the screening test, taken 20 minutes apart are both positive, he / she will not be allowed to enter the premises and it will be reported to the Risk Manager or in case of his absence the OP Manager .Then appropriate disciplinary actions will be instituted as per PPC Disciplinary Code instituted by the department.
6	Circumstantial evidence and visual observation e.g.; eyes bloodshot, slurred speech; scent of alcohol, sense of balance etc. shall be recorded by the person conducting the test. This will be noted on the applicable "test document" and countersigned by the security guard and the person that was in attendance as a witness.

D. Being under the influence of alcohol or drugs at work (observed/identified after work has commenced)

1	When an employee is suspected of being under the influence of intoxicants, it must immediately be reported to the responsible supervisor. It is a duty of any fellow employee or security personnel to report such suspicions
2	An employee suspected of being under the influence of alcohol or being in possession of intoxicants shall be requested by the supervisor to undergo a screening test for alcohol/drugs and/or narcotic substance and/or physical search where appropriate, in order to prove his/her innocence. Should the screening test indicate any positive alcohol level, the procedure will

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	be followed as above (Section C)
3	Circumstantial evidence and visual observation e.g.; eyes bloodshot, slurred speech; scent of alcohol, sense of balance etc. shall be recorded by the person conducting the test. This will be noted on the applicable "test document" countersigned by the security guard and the person that was in attendance as a witness.
4	If any employee is suspected of being under the influence of intoxicants and/or drugs after the preliminary investigation has been done, that employee's services shall be suspended pending disciplinary enquiry. <u>Substances:</u> Any substance abuse that is prohibited by law and/or that may in the opinion of a trained and registered medical practitioner impair the physical and mental ability of the employee in a manner which slow down reactions or negatively impact on decision-making, reaction times or agility or may cause a safety risk for the employee or other employees in the work situation. Examples of such substances are: (a) Cannabis (Dagga) (b) Drugs causing hallucinations such as LSD (c) Mandrax

E. Equipment to be used

	Portable Breath Tester
1	Any of the Lion AlcoBlow® portable breath testers used by the Company has been factory calibrated and will be calibrated annually or as required .
2	The Lion AlcoBlow® portable breath tester will give the following indications when used and alcohol was detected: Green - Zero alcohol detected Amber or red – alcohol detected
3	Lion AlcoBlow® portable breath tester will be kept clean using disposable dry – absorbent pads and on request a "cool drink" straw will be provided to blow into the AlcoBlow tester. Hold the straw a centimeter or two away. This is so that excessive moisture that comes from the breath does not damage the internal workings of the machine.
4	It seems probable that the breath test operator would and it may be advisable for the operator to wear a surgical mask whilst undertaking testing to avoid being infected by people blowing moisture towards him in case of transmitted diseases .

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F. Guideline for disciplinary procedure:

	When tested positive for alcohol the following disciplinary action could be taken:
	Voluntary Testing If an employee voluntary report himself for testing to his HOD or OPM before reporting to his place of work no disciplinary action will be taken against him, provided that it is a first-time occurrence. Records will be kept for reference. Security guards will not allow the employee to enter the premises, meaning that you will not be able to report for duty. This person will have one of two options; he/she either can take the day as annual leave (a form must be signed the next day) or it will be handled as “absent without permission”.
1	Tested positive when reporting for duty at the premises of PPC Security guards will not allow the employee to enter the premises, meaning that you will not be able to report for duty. This person will have one of two options; he/she either can take the day as annual leave (a form must be signed the next day) or it will be handled as “absent without permission”. All employees who are tested positive for alcohol will be reprimanded or formally charged as follows:.
1.1	<u>For first offence</u> The employee will report to the relevant Hod and will be reprimanded or formally charged for gross misconduct. Taking mitigating and aggravating circumstances into consideration the employee can receive a sanction from a reprimand to a final warning. It will also be noted to the employee that if he/she feels that they have an alcohol problem EAP could assist them to overcome this problem
1.2	<u>For second offence</u> The employee will be charged with gross misconduct – schedule 2 offence Taking mitigating and aggravating circumstances, as well as previous disciplinary cases into consideration the employee can receive a final warning or being dismissed. It will also be noted that on the second offence it is compulsory to go for EAP assistance.
1.3	<u>For third offence</u> The employee will be charged with gross misconduct – schedule 2 offence After the third offence for the same conduct it will be very difficult not to dismiss the employee.
2	Tested positive whilst on company premises / duty All employees who are tested positive for alcohol whilst on company premises or duty will be charged as follows, A case of being under the unauthorised influence of alcohol or drugs whilst on Company premises or Company duty.
2.1	<u>For first offence</u> The employee will be charged with being under the unauthorised influence of alcohol or drugs whilst on Company premises or Company duty – schedule 1 offence

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	(according to PPC disciplinary Code) Taking mitigating and aggravating circumstances into consideration the employee can receive a final written warning or dismissal. The shift of the employee will be cancelled and no payment will be made for the shift. It will also be noted to the employee that it is compulsory to go to the EAP as the track record shows that the person have an alcohol problem.
2.2	<u>For second offence</u> The employee will be charged with being under the unauthorised influence of alcohol or drugs whilst on company premises or company duty – schedule 1 offence (according to PPC disciplinary Code) Taking mitigating and aggravating circumstances, as well as previous disciplinary cases into consideration the employee can be dismissed.

G. Contractors

1	For all Contractors or Visitors all of above applies were applicable. It is required that the contractor or visitor's company discipline the relevant employee according to their own disciplinary code and proof send to PPC of actions taken. When the same contractor commits a second offense in this regard it might be requested by PPC that the contractor employee be replaced by another employee.
2	Continued conduct in this manner may lead to a termination of contract.

Links to other relevant documents

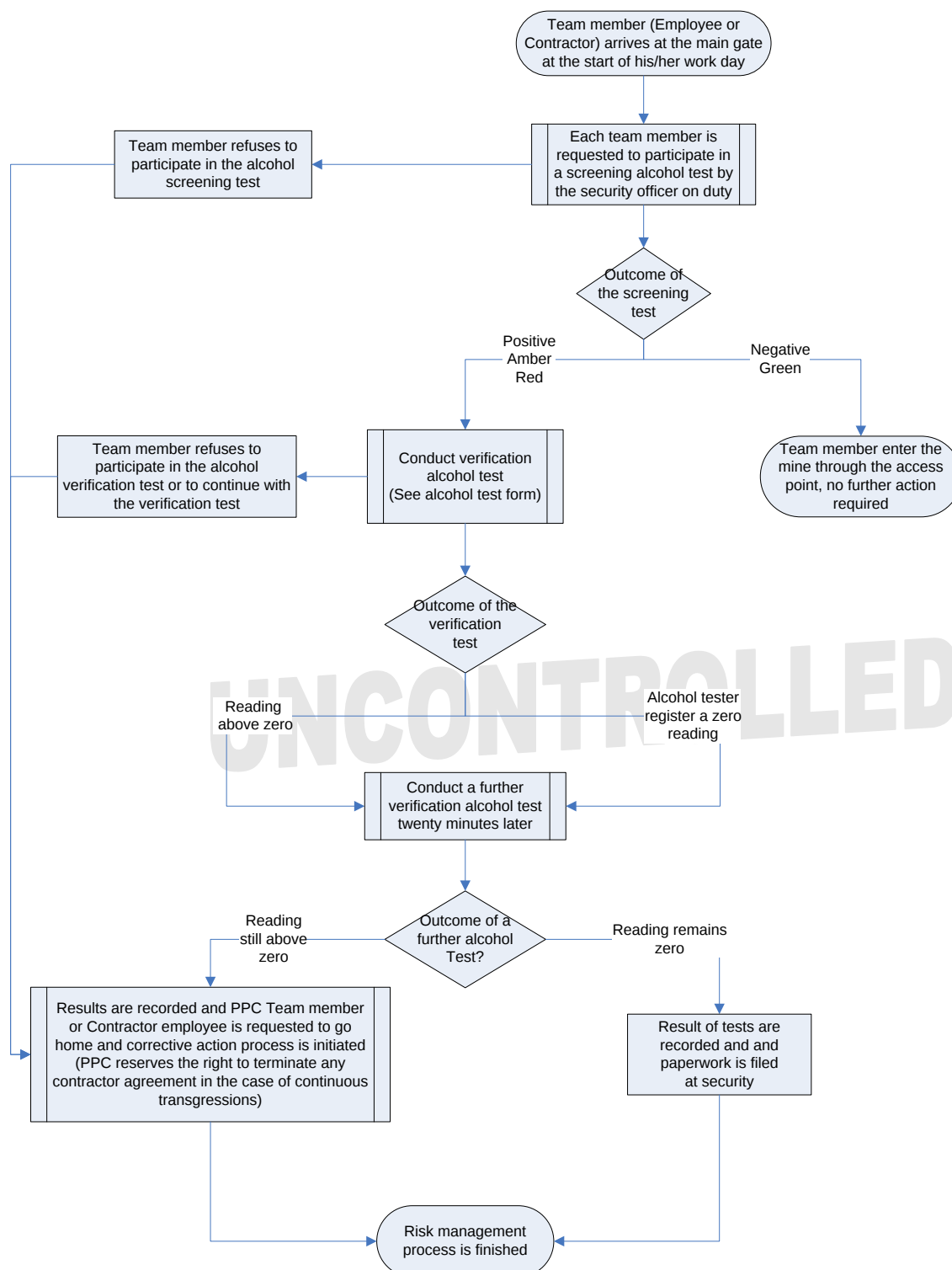
See the Alcohol test form standard

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Alcohol test process flow diagram

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DAILY PRE-START CHECKLIST FOR
SALES TRUCKS ENTERING
PPC AGGREGATE SITES.

(Must be available in vehicle at all times for verification).

AA = Access to property denied. Truck to be repaired before access can be granted.
A = Must be rectified the next day
B = Inform Security/Risk Manager of a Class B hazard.

Transport Company: **Registration No:**

Y = in order
N = not in order

Driver Name: **Week Ending Date:**

			Hazard	M	T	W	T	F	S	S	Comments
Check for leaks	Diesel		A								
	Engine and hydraulic oil		B								
Check reverse alarm			A								
Check park brake			AA								
Check expiry date of Truck/Trailer licence, Driver licence and/or PDP			A								
Test brakes for full functionality			AA								
Check indicators, hazards signal			B								
Check tyre condition			B								
Check Tailgate (Clips, hooks, Locking device and reflective Markings)			B								
Fire Extinguisher			B								
Check headlights, tail lights, brake lights			B								
Check Stop Blocks			B								
Check hooter signal			B								
Check Spade, Broom and Triangle Warning Signs			B								
Check oil & water level			B								
Check strobe light (Where applicable)			B								
Check mirrors			B								
Check windscreen visibility & Cracks			B								
Check truck for cleanliness			B								
Check Canvas (Where applicable)			B								
Check gauges	temperature		B								
	air pressure		B								
	oil pressure		B								

Driver/Operator Initials											
Security Initials											

Note: Security only initials to ensure that he/she received the Pre-Startup Inspection Form prior to the first load and ensures the necessary actions (whether to load or not) are taken based on the Hazard Types identified by the Driver on this form and if in doubt, notifies immediate senior.

Teamleader/Manager Random Inspection

Signature:

PRE-START CHECKLIST FOR ADHOC COLLECTIONS

To be done at entrance to the premisses

A = Do not load a truck with class A.

B = Inform Production Superintendent/Works Manager immediately of a Class B hazard.

Driver Name:

Date:

Registration No:

Y = in order

N = not in order

			Hazard	Mark	Comments
Check Trailer conditions			A		
Check Tailgate (Clips, hooks, Locking device)			A		
Check expiry date of Truck/Trailer licence, Driver licence and PDP			A		
Check tyre condition			A		
Check for leaks	Diesel		A		
	oil		A		
Fire Extinguisher			B		
Check windscreen			B		
Other					
Security Initials					

Driver Signature:

Note:

1. If you have your own completed Check List, please show it to Security. (In this case you may not use the suggested Inspection Form).
- 2 **Security** only initials to ensure that he/she received the Inspection Form prior to loading and ensures the necessary actions (whether to load or not) are taken based on the Hazard Types identified by the Driver on this form and if in doubt, notifies immediate senior.