

#	Truck and Driver Checklist	Yes	No
1.	Is the truck LOADING or OFF-LOADING	L	OL
2.	Valid drives license for class of vehicle.		
3.	Alcohol test done (Random or if needed).		
4.	Is the truck roadworthy (Disks).		
5.	Is trailer no 1 roadworthy (Disks).		
6.	Is trailer no 2 roadworthy (Disks).		
7.	Fire Extinguishers in good order – Serviced.		
8.	No OIL, AIR or FUEL leaks.		
9.	Tyres in a good condition.		
10.	3 Emergency roadside triangles or cones available.		
11.	Vehicle to have stop blocks.		
12.	Windscreen: Clean and no obstructions to driver's vision.		
13.	Nets, straps on truck.		
14.	PPE: Safety Boots.		
15.	PPE: Reflector Vest.		
16.	PPE: Hard Hat.		

Notes to driver

1.	Truck bins must be washed before coming to site to load (NO CONTAMINATION is allowed). No wash bay on site available.
2.	If the vehicle or driver experiences an issue whilst on site, the driver is to hoot, engage his hazards and stop the vehicle.
3.	No driver is allowed to exit his/her vehicle/truck on site. Use of cell phone whilst driving is prohibited.
4.	Non-compliant vehicle as per checklist is to be turned way.

I,

ID No:

fully understand the aforesaid **Visitors / Contractor / Transporter Induction training** that was provided to me. I will adhere to the rules, standards and safe operating procedures that are applicable on site. I realise that I am responsible for my own health and safety and for the health and safety of those around me. I will report any unsafe act, condition or equipment to the Company or Site Supervisor.

Visitor / Contractor / Transporter
(Circle where applicable)

Company Name:

Signature.....

Date.....

I hereby state that the above person was trained to the best of my ability and that he / she understands the content of this document and the responsibilities the employer and the Company and the Visitor / Contractor / Transporter share on site.

Person who conducted the induction

.....

Signature.....

Date.....

Springs Site	Njati Holdings (Pty) Ltd	Site Reference Number
		VI-SPR001
	VISITORS INDUCTION	Revision Number
		0
		Page Number
		Page 0

Welcome to **SPRINGS SITE**

INTRODUCTION

The Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), determines what the Company must, as reasonable as possible, do to make and maintain a working environment that is both safe and without risk to the health of his or her contractors, visitors & transporters.

This means that the Company must make sure that the workplace is free of anything that can cause injury, damage, disease or even death.

Where it is not possible, the Company must inform their contractors, visitors & transporters of such hazards and how injuries, damage, diseases and death may be prevented.

THE RIGHT TO BE INFORMED

The Company must see to it that every contractor, visitor & transporter is familiar with the health and safety hazards.

The Company must also provide information about precautionary measures against these hazards.

GENERAL DUTIES OF MANUFACTURERS, DESIGNERS, IMPORTERS, SELLERS OR SUPPLIERS REGARDING THE USE OF ARTICLES AND SUBSTANCES AT WORK

Articles

Manufacturers, designers, importers, sellers and suppliers must ensure that:

- Their articles are safe and without risk to health and comply with all prescribed requirements,
- When an article is erected or installed on premises, it must be done in such a way that nothing is made unsafe or that a health risk is created.

GENERAL DUTIES OF THE CONTRACTORS, VISITORS & TRANSPORTERS

It is the duty of the person/individual to:

- Take care of his or her own health and safety, as well as that of other persons who may be affected by his or her actions or negligence. This includes playing at work. Many people have been injured and even killed due to horseplay (playing) in the workplace, and therefore, it is considered a serious offence,
- Meet the rules and procedures that the Company or authorised person prescribes with regard to health and safety,
- Wear the necessary safety clothing or use the required safety equipment where necessary,
- If he or she becomes aware of an unsafe or unhealthy condition, report it to the Company or health and safety representative as soon as possible.
- If he or she is involved in an incident that may influence his or her health or cause an injury, report that incident to the Company, an authorised person or a health and safety representative as soon as possible, but not later than the end of the day the incident occurred.

DUTY NOT TO INTERFERE WITH OR MISUSE OBJECTS

No one may interfere with or misuse any object that has been provided in the interest of health and safety. A person may, for example, not remove a safety guard from a machine and use it or allow anybody else to use it without such a guard.

Mandatory Safety Signs:

Personal Protective Equipment (PPE)

- You are not allowed to enter a PPE wearing area or designated zone without wearing the required PPE.
- Do not allow other persons to work in hazardous places without PPE.



Identified Hazards to be aware of

1. Noise



Noise comes from various sources in the workplace, most commonly Trackless Mobile machines (eg. Front-end loaders) and hand-held or stationary machinery, an employee that works in a designated noise zone must ensure that he wears the issued hearing protection in the correct manner to reduce the risk sustaining hearing loss.

2. Dust



Dust is generated by the movement of trucks as well as operation of the mobile machinery, a person that works or walks in an area designated as a high dust zone or close to TMM's must ensure that he wears the correct type of dust mask to reduce the risk of excessive dust inhalation.

3. Electricity



No unauthorised persons may open electrical boxes or use machinery they are not trained to use. All electrical control panels and sub-stations must be kept locked at all times to prevent unauthorised persons from gaining access.

4. Moving Machinery.



Beware **Mobile Machinery** on the site, Front-end Loaders, Excavators and tractors. **Mobile machinery have the right of way**, ensure that you stay clear of roadways used by mobile machinery. Do not walk in front of or behind any moving trackless mobile machinery.

5. Falling objects



Falling objects around the site could cause injury to a person, ensure that you wear the issued PPE when you work in the vicinity of the site.

GENERAL SAFETY

- No person will be allowed on the site if under the influence of alcohol or any substance that may influence their judgment.
- You are not allowed to walk in an area that you are not designated to work in.
- Do not work on any elevated surface without a safety belt.
- **Always wear the PPE required to enter the site.**
- No person may operate any machinery if it is not safe to do so or if you have not been trained to use the machine.
- Any machine on which maintenance or repairs is being performed must be locked out according to the site's lock-out procedure.
- Trackless mobile machinery operators may not leave a machine idling unattended. The key must be removed from the ignition before the operator leaves the operator's position.
- Do not play in the workplace.
- Drivers may not speed on the premises, report speeding to the health and safety representative or manager. Obey traffic warning signs at all times.