



KANGRA



**HEALTH, SAFETY & ENVIRONMENTAL
INDUCTION TRAINING BOOKLET**

CONTRACTOR / VISITOR PASSPORT

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MENAR GROUP SAFETY PLEDGE



Menar is committed to ensuring that our operations become the benchmark for safety standards, and create a workplace that is free from fatalities, injuries and occupational diseases. We are committed to achieving the goal of Zero Harm in all of our workplaces, with a promise to prioritise the health and safety of all our employees, contractors and visitors.

It is therefore essential that we share the necessary Health, Safety and Environmental information with you.

Please read through this booklet thoroughly and participate in the induction process to ensure your health and safety while working at/or visiting the mine.

GENERAL RULES

1. Adhere to the mine COVID-19 rules and protocols.
2. Adhere to all road traffic signs, especially speed limits and warning signs.
3. Vehicle headlights must be switched on at all times whilst travelling around the mine and siding areas. Reverse parking is required on all sites.
4. Seat belts must be worn at all times whilst travelling. Adhere to all safety signs.
5. Stay clear of mobile machinery.
6. Always wear the required Personal Protective Equipment. You must obey all instructions given to you in the interests of health and safety, by any mine official.

7. If you see anyone doing anything which may cause an accident or environmental harm you must warn the person immediately. If the person persists, you must report this behaviour to any Mine Official.
8. You may not bring alcoholic drinks or drugs (unless prescribed) onto the mine premises unless you are authorised by a Head of Department and there is zero tolerance for any person who enters the workplace if they are under the influence of an intoxicating substance.
9. You may not bring firearms onto the mine. These must be left at the Security Office for safekeeping.
10. You may not damage property, the environment, use abusive language or assault any person.
11. If you bring any property and/or items of your own onto the mine, first declare them at the Security Office and complete the necessary documentation. All gifts must be declared to the General Manager in a book provided for this purpose.
12. You may not operate any mine equipment or vehicles unless you are licensed and authorised to do so.
13. Be aware of slip and fall hazards.
14. If you are injured on the mine, no matter how small, it must be reported immediately to the Supervisor, Control Room, Mine Official, Chief Safety Officer or Risk Manager and the Hospital Superintendent.
15. "Near-miss" incidents that do not cause injury or damage to property or the environment but have the potential to do so, must be reported to a mine official.
16. All suppliers of products or services must comply with the requirements of Section 21 of the Mine Health and Safety Act and Regulations (Act 29 of 1996, as amended or replaced from time to time). This section covers the Manufacturer's and Supplier's duty for health and safety.



HSEQC POLICY

We are committed to internationally recognised best practice principles of sustainable development and continuous improvement. We will never compromise the health and safety of our employees, our host communities or that of any other applicable stakeholders. We are committed to applying world class environmental, quality and community management standards and will continuously strive towards Zero Harm.

TO ACHIEVE THIS WE WILL:

- Develop, implement and maintain an integrated management system for health, safety, environment, and quality based on recognized international standards.
- Drive continuous improvement through setting objectives and targets based on sound hazard identification and risk assessment methodologies, conduct regular reviews of the system and measure our performance through management self-audits.
- Comply with all applicable legislations, regulations, company policies, procedures and customer requirements.
- Promote awareness of significant health, safety, environment and quality impacts of each person's activities on an ongoing basis.
- Conserve natural resources such as water, energy and land by engaging and encouraging our employees, contractors, communities and stakeholders to minimise consumption of resources and prevent pollution through innovation and use of the best available technology.

TO ACHIEVE THIS WE WILL:

- Take due care to prevent process loss, property damage, work related injuries and ensure that activities are safe for employees, contractors, communities and stakeholders who come into contact with our work environment.
- Work closely with our customers, stakeholders and suppliers to establish and comply with the highest health, safety, environment and quality standards.
- Adopt a clear vision of future business decisions, harnessing best available technologies, processes, materials, products and management practices which improve health, safety, environment and quality performance.
- Train employees and contractors on issues of health, safety, environment and quality management to ensure sustainable performance by encouraging overall participation in health, safety, environment and quality activities.
- Communicate our health, safety, environment and quality policy to all employees, contractors and stakeholders and ensure it is available to the public.
- Regularly review this policy in order to ensure compliance with relevant legislative and best practice requirements.



SHAFT AREAS & UNDERGROUND

01. Permission must be granted by the Mine Manager prior to going underground. You must be accompanied by mine personnel whilst underground.
02. Always use the designated walkways when entering or leaving shafts.
03. Do not wander around – stay within sight of your host.
04. Prior to proceeding underground, ensure that you have and use the following Personal Protective Equipment:
 - Reflective Overall
 - Gumboots with steel toecaps
 - Cap lamp belt
 - Approved hard hat
 - Hearing protection (e.g. ear plugs or muffs)
 - Eye protection (e.g. safety glasses/ goggles)
 - Respiratory protection (e.g. dust masks or respirators)
 - Hand protection (e.g. gloves)
 - Reflective visitor's vest/jacket
 - Cap lamp
 - Self-contained-self-rescuer
05. In the case of an emergency underground, go to the waiting place and await further instructions from the Mine Official or Section Miner.
06. No smoking, ignition items or other contrabands are allowed underground due to the potential fire or explosion hazards.
07. Be aware of vehicles or mobile equipment.

08. A practical demonstration on the purpose and use of the self-contained-self-rescuer will be given and must be understood.
09. Escape routes and procedures must be known and adhered to.
10. Do not enter beyond any barricaded areas (or worked-out areas).
11. Before proceeding underground, make sure you have signed the register in the lamp room. On returning to surface, ensure that the register is signed again.
12. Cross conveyors at bridges provided.
13. Do not stand close to ribsides.
14. Move into the split as machines have right of way.
15. Do not enter under unsupported area.



WORKSHOPS - ENGINEERING

PERSONAL PROTECTIVE EQUIPMENT REQUIRED TO BE WORN:

- Safety shoes with steel toe caps and metatarsal protection are to be worn at all times.
- Eye protection when near grinding or welding operations (e.g. safety glasses / goggles or visor).
- When notices or signage indicate the need for its use.
- Gloves when handling rough materials, chemicals or hot/very cold objects.
- Hearing protection in accordance with demarcated noise zones.
- Respirators when near spray painting, burning or other very dusty operations.
- No loose clothing or jewellery.
- Do not walk under suspended loads.
- If work has to be done on any piece of equipment that has been isolated for you, it is still your personal responsibility to ensure the equipment has been adequately isolated, locked out and tested for lock out effectiveness before work is commenced on that equipment.
- Exercise extreme caution when handling heavy pieces of equipment. Ensure that slings are of adequate strength.
- Use the correct tools for the job. Do not take chances.
- No switching of H.T. switchgear is allowed. Only authorised mine personnel may do switching.



PROCESS PLANT & SIDING

- No unauthorised entry into the siding shunting yard or process plant is allowed.
- A contractor or any unauthorised person must be accompanied by a plant official at all times whilst in the plant area.
- No climbing under/over hoppers, rail trucks or buffers or conveyor belts is allowed.
- No metal ladders are allowed in the vicinity of the overhead line. Materials must be carried horizontally to prevent contact with the overhead line at the siding.

WEAR THE REQUIRED PERSONAL PROTECTIVE EQUIPMENT:

- Safety shoes fitted with steel toecaps and metatarsal protection or gumboots are to be worn at all times.
- Eye protection must be worn when near grinding, drilling or welding operations.
- Gloves when handling rough materials, chemicals or coal.
- Hearing protection in all operational areas of the plant and where signage dictates.
- Respirators when near dusty areas and when signage dictates.
- No loose clothing or jewellery.
- Wear a reflective visitor's vest.
- If work has to be done on any piece of equipment that has been isolated for you, it is still your responsibility to ensure the equipment has been adequately isolated, locked out and tested for effectiveness of the lockout, before work commences on that equipment.

STORES

- No unauthorised entry into the stores area is allowed.
- Wear the necessary personal protective clothing when handling material.
- Smoking is not allowed in the stores.
- Adhere to safety instructions on all chemical containers.
- Take the necessary precautions when loading, offloading or stacking of materials and equipment.
- All suppliers of products or services must comply with the requirements of Section 21 of the Mine Health and Safety Act and Regulations (Act 29 of 1996, as amended or replaced from time to time). This section covers the Manufacturer's and Supplier's duty for health and safety.
- A Material Safety Data Sheet (MSDS) which can be obtained from the Buyer at the stores must be provided by the supplier to the Mine Buyer upon or prior to delivery of any product or service.



EXTRACTS FROM MINE HEALTH AND SAFETY ACT (ACT 29 OF 1996)

Portion of Section 21 of the Mine Health and Safety Act and Regulations (Act 29 of 1996) states that:

Any person who designs, manufactures, repairs, installs, erects, imports or supplies any article for use at a mine must ensure, as far as reasonably practicable:

- That the article is safe and without risk to health and safety when used properly; and that it complies with all the requirements in terms of this Act;
- That nothing about the manner in which the article is erected or installed makes it unsafe or creates a risk to health and safety when used properly; or
- That ergonomic principles are considered and implemented during design, manufacture, erection or installation.

Portion of Section 22 of the Mine Health and Safety Act and Regulations (Act 29 of 1996) states that:

- “Every employee at the mine, while at that mine, must take reasonable care to protect their own health and safety;
- Take reasonable care to protect the health and safety of other persons who may be affected by any act or omission of that employee;
- Use and take proper care of protective clothing, and other health and safety facilities and equipment provide for the protection, health and safety of that employee and other employees.

Portion of Section 23 of the Mine Health and Safety Act and Regulations (Act 29 of 1996) states that:

- “Employees have the right to leave a dangerous working place”

SYMBOLIC SAFETY SIGNS

FIRE FIGHTING INFORMATION

FB1



LOCATION OF
FIRE FIGHTING
EQUIPMENT

FB2



FIRE
EXTINGUISHER

FB3



FIRE
HOSE

FB4



FIRE
HYDRANT

FB5



FIRE
ALARM

FB6



SPRINKLER
STOP
VALVE

FB7



FIRE
TELEPHONE

FB8



FIRE
PUMP
CONNECTION

FB9



LOCATION
OF FIRE
BLANKET

FB10



FIRE
MARSHALL

FB13



HAND-HELD
EMERGENCY
ALARM

FB14



FIRE
TROLLEY

PROHIBITORY

PV1



**SMOKING
PROHIBITED**

PV2



**FIRE AND
OPEN FLAMES
PROHIBITED**

PV3



**THOROUGHFARE
FOR
PEDESTRIANS
PROHIBITED**

PV4



**WATER AS
EXTINGUISHING
AGENT
PROHIBITED**

PV5



**DRINKING
OF THIS
WATER
PROHIBITED**

PV6



**PROCEEDING
BEYOND THIS
SIGN
PROHIBITED**

PV7



**CYCLING
PROHIBITED**

PV8



**CARRYING
OF LONG
MATERIAL
PROHIBITED**

PV9



**HAND
TROLLEYS
PROHIBITED**

PV10



**LOCOMOTIVES
PROHIBITED
BEYOND THIS
POINT**

PV11



**USE OF
COMPRESSED-AIR
PROHIBITED**

PV12



**LOOSE CLOTHING,
TIES, JEWELLERY
AND UNCONFINED
HAIR PROHIBITED**

PV13



**DUMPING
PROHIBITED**

PV14



**DO NOT
OBSTRUCT**

PV15



**NO ENTRY
FOR HEAVY
VEHICLES**

PV16



**NO ENTRY
FOR
VEHICLES**

PV17



**LOCOMOTIVES
PROHIBITED**

PV18



**WEARING OF
SAFETY
HELMETS
PROHIBITED**

PV19



**CARRYING
OF
FIRE-ARMS
PROHIBITED**

PV20



**DOGS
PROHIBITED**

PROHIBITORY

PV21



**CAMERAS
PROHIBITED**

PV22



**ALCOHOL
PROHIBITED**

PV23



**LITTERING
PROHIBITED**

PV24



**SWIMMING
PROHIBITED**

PV26



**LIGHTERS
AND OPEN
FLAMES
PROHIBITED**

PV27



**CELLPHONES
PROHIBITED**

PV25



**FISHING
PROHIBITED**

PV28



**DRAIN
POLLUTION
PROHIBITED**

PV29



**LIFTING
ON FORKLIFTS
PROHIBITED**

PV30



**LIFTING
ON TROLLEYS
PROHIBITED**

PV31



**HANDBAGS
PROHIBITED**

PV32



**DRILLING
PROHIBITED**

PV33



**GRINDING
PROHIBITED**

PV34



**DRUGS
PROHIBITED**

PV35



**DO NOT CLEAN
OR OIL WHILE
IN MOTION**

PV36



**NO
LOUD
MUSIC**

PV37



**NO
ROLLER
SKATES**

PV38



**HARD
HATS
PROHIBITED**

WARNING

WW1



WARNING OF HAZARD

WW2



WARNING OF FIRE HAZARD

WW3



WARNING OF EXPLOSION HAZARD

WW4



WARNING OF CORROSION HAZARD

WW5



WARNING OF POISONOUS SUBSTANCES HAZARD

WW6



WARNING OF IONIZING RADIATION HAZARD

WW7



WARNING OF ELECTRIC SHOCK HAZARD

WW8



WARNING OF SUSPENDED LOADS HAZARD

WW9



WARNING OF METHANE HAZARD

WW10



WARNING OF FRAGILE SURFACE

WW11



WARNING OF BIOLOGICAL HAZARD

WW12



WARNING OF LASER

WW13



WARNING OF ASBESTOS HAZARD

WW14



WARNING OF WORKERS OVERHEAD

WW15



WARNING OF CARBON DIOXIDE HAZARD

WW16



WARNING OF HAZARD OF SLIPPERY WALKING SURFACE

WW17



WARNING OF HAZARD OF MOVING MACHINERY

WW18



WARNING OF HAZARD OF COLD BURNS

WW19



BEWARE OF DOGS

WW20



BEWARE OF FORK LIFTS

WARNING

WW21



BEWARE OF
MATERIAL
FALLING FROM
MOVING
CONVEYOR BELT

WW22



WARNING OF
HAZARD OF
SLIPPERY
STEPS

WW23



WARNING OF
HAZARD OF
EXPOSED
LIVE HIGH
VOLTAGE
EQUIPMENT

WW24



WARNING OF
HAZARD OF
OVERHANGING
CRANE

WW25



WARNING OF
CONFINED
GASES

WW26



WARNING OF
NON
IONIZING
RADIATION

WW27



WARNING OF
ELECTRO
MAGNETIC
INTERFERENCE
ON
HEARTPACEMAKER

WW28



WARNING OF
CONFINED
SPACE

WW29



WARNING OF
ELECTRIC
FENCING

WW30



WARNING OF
MAGNET
CRANE

WW31



WARNING OF
NAIL
GUN

WW32



WARNING OF
DEMOLITION
AREA

WW33



WARNING OF
TRIPPING
HAZARDS

WW34



BEWARE
OF
ROBOTS

WW35



WARNING
OF
CATWALK

WW36



MIND
YOUR
HEAD

WW37



BEWARE
OF
PULLEY

MANDATORY

MV1



Eye
Protection
shall be worn

MV2



Respiratory
Protection
shall be worn

MV3



Head
Protection
shall be worn

MV4



Hearing
Protection
shall be worn

MV5



Hand
Protection
shall be worn

MV6



Foot & Leg
Protection
Against
Liquids
shall be worn

MV7



Foot
Protection
Against
Crushing
shall be worn

MV9



Apron
shall be worn

MV10



Face
Protection
shall be worn

MV11



Air Supplied
Hood
shall be worn

MV12



Dust Mask
shall be worn

MV13



Air Extraction
shall be used

MV14



Keep Area
Clean

MV15



Screening to
be
used

MV16



Use
Safety
Cage

MV17



Carbon
Monoxide
Gas Monitor
shall be worn

MV18



Full Body
Harnesses
and Lifelines
shall be worn

MV19



Hearing
Protection
shall be worn

MV20



Full Overalls
shall be worn

MV21



Lab Coats
shall be worn

MANDATORY

MV22



FOOT SPATS
SHALL BE WORN

MV23



FULL WELDING
GEAR
SHALL BE WORN

MV24



THERMAL SUIT
SHALL BE WORN

MV25



REFLECTIVE
JACKET
SHALL BE WORN

MV26



HAIR NETS
SHALL BE WORN

MV27



CONDUCTIVE
SHOES
TO BE WORN

GENERAL INFORMATION

GA1



FIRST AID
EQUIPMENT

GA2



GENERAL
DIRECTION

GA3



DIRECTION TO
ESCAPE ROUTE

GA4



DIRECTION TO
ESCAPE ROUTE

GA5



MANNED FIRST
AID STATION

GA6



DRINKING
WATER

GA7



BLASTING
POINT

GA8



PERSONS
TRAVELING
POINT

GA9



LOCOMOTIVE
REFUELING
POINT

GA10



FEMALE
TOILET

GENERAL INFORMATION

GA11



MALE
TOILET

GA12



REFUSE
CHAMBER

GA13



TELEPHONE

GA14



WAITING
PLACE

GA15



EMERGENCY
TELEPHONE

GA16



ELECTRICAL
ISOLATOR
SWITCH

GA17



STAIRS GOING
DOWN LEFT

GA17A



STAIRS GOING
UP LEFT

GA18



STAIRS GOING
UP RIGHT

GA18A



STAIRS GOING
DOWN RIGHT

GA19



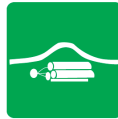
EYEWASH

GA20



SAFETY
SHOWER

GA21



LOCATION OF
BOMB BAY

GA22



ALLOCATED TO OR
ACCESSIBLE TO
WHEELCHAIR

GA24



BREATHING
APPARATUS
SET

GA25



SHELTER
IN
PLACE

GA26



EMERGENCY
ASSEMBLY
POINT

GA27



TAP FOR
WASHING
HANDS

GA28



HELICOPTER
PAD

GA29



EMERGENCY
STOP

GA30



LIFE BOUY

MINE OFFICIALS

THIS INCLUDES:

- Shift bosses
- Mine Overseers
- Foremen
- Senior Foremen
- Supervisors
- Managers
- Materials Controller
- Procurement Controller
- Accountants
- Buyer
- Superintendents
- Senior Training Officials
- Chief Surveyor
- Senior Surveyor
- Chief Safety Officer /Risk Manager
- Safety Officers
- Geologist
- Occupational Hygienist
- Transport Officer
- Payroll Administrator







CONFIRMATION

This is to confirm that I, (name) _____,

(company) _____, a visitor / contractor
(circle applicable) to Kangra have received the Risk, Health & Safety
Induction Training Booklet and that the relevant sections have
been explained to me by the Mine Senior Official and I accept and
understand the content of these sections.

Signature of Visitor / Contractor

Date

I, (name) _____, the

(occupation) _____ at Kangra confirm that
I have explained the contents of the relevant sections to the visitor /
contractor and that he/she accepts and understands its contents.

Signature of Mine Senior Official

Date

This induction is only valid for a period not exceeding 1 year from the
date of the Mine Official Signature as indicated above.



KANGRA

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