

# EAST MANGANESE



## HEALTH, SAFETY & ENVIRONMENTAL INDUCTION TRAINING BOOK

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 safety of all our employees.

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 and/or visiting the mine.

## GENERAL RULES

1. Adhere to all road traffic signs, especially speed limits and warning signs.
2. Vehicle headlights must be on at all times whilst travelling around the mine and siding areas. Seat belts must be worn at all times whilst travelling. Reverse parking is required on all sites.
3. Adhere to all safety signs.
4. Stay clear of mobile machinery.
5. Always wear the required Personal Protective Equipment.
6. 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 at the Asset Protection Department in the book provided for this purpose.
12. You may not operate any equipment or vehicles unless you are licensed and authorised to do so.
13. Fall arrest harnesses are to be worn when working at elevated heights in excess of 2 metres.
14. If you are injured on the mine, no matter how slight, it must be reported immediately to The 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 including 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.

# SOP TO PREVENT THE SPREAD OF CORONAVIRUS (COVID-19) IN WORKPLACES SOP-CAN-HEALTH 001

## 1. INTENT

To ensure effective control and administration measures for protecting workers from exposure to, and infection with, the novel coronavirus, COVID-19 depend on the type of work being performed and exposure risk, including potential for interaction with infectious people and contamination of the work environment.

Employers should adapt infection control strategies based on a thorough hazard assessment, using appropriate combinations of engineering and administrative controls, safe work practices, and personal protective equipment (PPE) to prevent worker exposures.

Occupational Health and Safety standards to preventing occupational exposure to COVID-19 require employees to be trained on elements of infection prevention, including PPE and Hygienic standards.

This Procedure is applicable to all East Manganese employees including contractors performing work at East Manganese.

## 2. DEFINITIONS



### ALCOHOL:

A colourless volatile flammable liquid which is produced by the natural fermentation of sugars and is the intoxicating constituent of wine, beer, spirits, and other drinks, and is also used as an industrial solvent and as fuel.



### ALCOHOL BASED HAND SANITIZER:

Alcohol rub sanitizers kill most bacteria, and fungi, and stop some viruses. Alcohol rub sanitizers containing at least 70% alcohol (mainly ethyl alcohol) kill 99.9% of the bacteria on hands 30 seconds after application and 99.99% to 99.999% in one minute.



### CORONAVIRUS:

Any group of Ribonucleic Acid (RNA) virus that cause a variety of diseases in humans and other animals.



### HAND SANITIZER V/S SOAP:

Alcohol-based hand sanitizers can quickly reduce the number of microbes on hands in some situations, but sanitizers do not eliminate all types of germs. Why? Soap and water are more effective than hand sanitizers at removing certain kinds of germs, like Cryptosporidium, and Clostridium difficile such as a stomach bug called norovirus, some parasites, and Clostridium difficile, which causes severe diarrhoea.

## 2. DEFINITIONS



### **HAZARD ASSESSMENT:**

A hazard assessment is a thorough check of the work environment. The purpose of a hazard assessment is to identify potential risks and hazards in the area, as well as to identify appropriate safety measures to be used to mitigate the identified hazards.



### **RESPIRATORY DROPLETS:**

Droplet transmission occurs when bacteria or viruses travel on relatively large respiratory droplets that people sneeze, cough, drip, or exhale. They travel only short distances before settling, usually less than 1 metre. These droplets are loaded with infectious particles.



### **SANITIZER:**

Sanitizer is a substance or fluid designed to kill germs on skin and objects. Sanitizer also refers to household products (especially hand sanitizer) that are used to prevent the spread of disease by killing germs on surfaces and skin.



### **WORKPLACE:**

Workplace is the location at which an employee provides work for an employer.



## 3. RESPONSIBILITIES



### **THE MINE MANAGER (REG. 3.1(A)):**

Must ensure that the procedure is implemented. To ensure that training in this procedure is done to all employees and contractors.



### **PROCUREMENT:**

Needs to ensure timeous purchasing of all required resources and take purchase requests from various departments within the company and get price quotes from suppliers. Additionally, their responsibilities include contacting suppliers to schedule deliveries.



### **SECURITY:**

Needs to ensure identification of an organization's assets (including people, buildings, machines, systems and information assets), followed by the development, documentation, and implementation of policies and procedures for protecting these assets, aiming at creating a stable working environment in which people and organisations can pursue their goals and objectives “without disruption or harm and without fear of such disturbance or injury.”



### **EMPLOYEES AND CONTRACTORS:**

Must adhere and comply with the Procedures, Instructions and Memorandums issued with regards to Coronavirus (COVID-19).



## 4. PROCESS

### 4.1. ACCESS CONTROL / ASSET PROTECTION

- Security Officials must always be aware of Who is on site? Why they are on site? Where they are? Whom they are visiting? and Whom they represent? It is important that the Security Officer on duty knows and understands these critical questions.
- Security Officials will conduct the body temperature scanning to all personnel required to enter the mine premises using the apparatus (Body Temperature Scanner) provided.
- Should a person have a body temperature above 38 degrees Celsius, the person will be isolated and sent to the first aid room and the Head of department (HOD) will be contacted to make arrangements for testing.
- The shift will be monitored and tested for body temperature during fatigue break and again at the end of the shift.
- Visitors, without access cards, will not be allowed to enter the mining area.
- Visitors to the mine must report to Security and approval must be obtained from the General Manager, before being allowed on the mine. Please note that the prior arrangements are to be made for approval to be obtained.
- All visitors to the mine must complete the COVID-19 Risk Questionnaire (See Annexure 1).
- OEM's and specialized engineering functions to declare if any of their employees have worked outside the Republic South Africa.



## 4.2. WEIGHBRIDGE

- All weighbridge operators to wear masks and gloves when dealing with truck drivers.



## 4.3. CANTEEN / KITCHENS

- No person shall be allowed to handle food without wearing suitable protective clothing which include head covering and footwear.
- Canteen and Kitchen Staff to wash hands with soap and water and use sanitisers.
- Employees to buy/bring their own cups for drinking water.
- Cutlery to be sealed – knife fork, salt, pepper and serviette.
- Canteen staff shall ensure that effective measure is taken to eliminate flies, other insects, rodents or vermin on the food premises;
- Refuse is stored or disposed of in such a manner that it does not create nuisance; refuse bins are: (Refer to the waste management procedure).
  - Cleaned regularly; and
  - Disinfected more frequently



## 4.4. CHANGE ROOMS / TOILETS

- Personal hygiene to be applied at all times when employees are using the change room/toilets.
- Paper towels or and air dryers must be available in all toilets, as well as bins.



#### 4.5. WAITING AREAS

- Time spent in the Waiting Areas must be limited as far as possible and social distancing must be maintained at all times.



#### 4.6. MEETINGS

- Only essential meetings will be conducted. No meetings with more than ten (10) people at a time will be allowed. There must be at least a 1.5 metre spacing between participants.



#### 4.7. BUSES / QUANTUMS

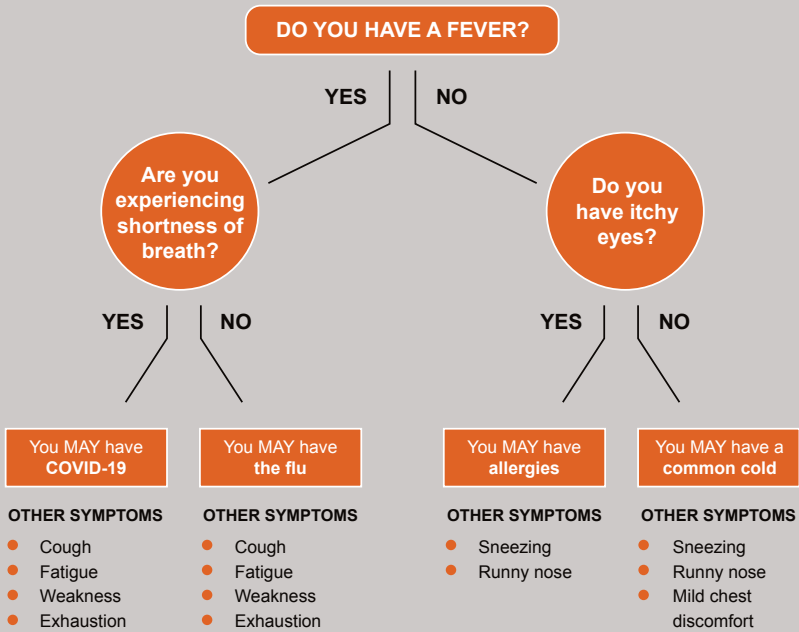
- Service providers will provide sanitary clean and hygienic buses including having a sanitising schedule.
- Door handles, hand rails, etc. to be sanitized and buses to be cleaned whilst waiting to depart on the next trip.
- All taxi's passengers and driver to wear masks
- Sick people not to be allowed to enter the buses – must go and see a doctor.



#### 4.8. COMPANY VEHICLES

- All employees using company vehicles to use sanitisers provided.

#### 4.9. COMMON SYMPTOMS OF FLU V/S ALLERGIES V/S COVID -19



**These are COMMON SYMPTOMS, which may vary from person to person. Only a doctor can give you a diagnosis.**



## 4.10. HAND SHAKES ALTERNATIVES FOR GREETINGS



**THE "WAVE"**

**THE "NAMASTE"**



**THE "ELBOW"**

**THE "FOOTSHAKE"**



**THE "VULCAN SALUTE"**



## 4.11. PERSONAL HYGIENE

For all employees, regardless of specific exposure risks, it is always a good practice to:

### KNOW HOW CORONAVIRUS SPREADS



#### THE BEST WAY TO PREVENT ILLNESS

- The best way to prevent illness is to avoid being exposed to this virus.
- The virus is thought to spread mainly from person-to-person. Between people who are in close contact with one another (*within 1.5 metres*).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Take steps to protect yourself.



#### CLEAN YOUR HANDS OFTEN

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 70% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.



#### AVOID CLOSE CONTACT

- Avoid close contact with people who are sick.
- Put distance between yourself and other people.
- Take steps to protect others.



## KNOW HOW CORONAVIRUS SPREADS



### STAY HOME IF YOU'RE SICK

- Stay home if you are sick, except to get medical care.
- Learn what to do if you are sick.



### COVER COUGHS AND SNEEZES

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the dedicated bin.
- Immediately wash your hands with soap and water for at least 20 seconds.
- If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 70% alcohol.



### WEAR A FACEMASK

- You must wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office.



## CLEAN AND DISINFECT

- Clean and disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them: Use detergent or soap and water prior to disinfection.

### To disinfect:

- Most common registered household disinfectants will work. Use disinfectants appropriate for the surface.

### Options include:

- Diluting your household bleach.
- To make a bleach solution, mix: 5 tablespoons (1/3rd cup) bleach per gallon of water.

### OR

- 4 teaspoons bleach per quart of water.
- Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

### Alcohol solutions:

- Ensure solution has at least 70% alcohol.



## EAST MANGANESE PREVENTATIVE MEASURES:

- Wash your hands with soap and water for at least 20 seconds as soon as you meet the person being visited.
- Spray your hands with the antiseptic solution provided.
- Limit contact with visitors with atleast 1.5 metre space apart.
- Do not shake hands as a form of greeting.
- Cover your nose with the inside of your elbow should you sneeze.
- No meeting will be conducted in an enclosed office with more than 10 people - 1.5 metre space (separation of chairs for sitting) will be required for compliance.
- Only essential meetings to be conducted.
- No mass gatherings of more than 100 people, keep gatherings in an open air - facility (outside the building).





# HSEQC POLICY

We are committed to internationally recognised best practice principles of sustainable development and continual 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 continually 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 recognised international standards.
- Drive continual 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 legislation, 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.
- 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, and 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.



# 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. 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 improvise.
- 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**



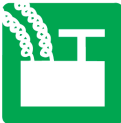
MANNED FIRST  
AID STATION

**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**



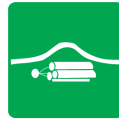
**EYEWASH**

**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

# REFERENCES

- State of Disaster Regulation Gazetted Thursday, March 19, 2020
- Mine Health and Safety Act, 1996 – Chapter 9 (*Environmental Engineering and Occupational Hygiene*)
- East Manganese: Memorandum - COVID19 Documents
- SABS 072 – Code of Practice for Safe Handling of Pesticides







# ANNEXURES

## (ANNEXURE: 1)

**Please note:**

Greet everyone at the security main gate with a friendly, calm and reassuring manner.

Checklists will be conducted with everyone entering the security main gate to ensure the health and wellbeing of our employees.

Please answer the following questions honestly and to the best of your knowledge.

### COVID -19 PRE-SCREENING VISITORS CHECKLIST

FULL NAME		CELL NUMBER	
COMPANY		PERSON VISITED	
TIME IN		SIGANTURE	

No	QUESTION	YES	NO
1.	Do you have any of the following symptoms:		
	• Fever		
	• New or existing cough		
	• Difficulty breathing		
2.	Have you travelled interationally within the last 10 days (outside the Republic of South Africa)?		
3.	Have you had close contact with a person that has acute respiratory illness who has been outside the Republic of South Africa?		
4.	Have you had close contact with a confirmed or probable COVID-19 case?		

**Please note:**

If the visitor(s) answered all questions with “**NO**” the visitor(s) will be allowed access to the mine and the staff will inform them of the preventative measures in place to keep everyone safe.

**Please note:**

If the visitor(s) answered any questions with a “**YES**” the visitor(s) will not be allowed access to the mine and will be advised to contact the emergency hotline number - 0800 029 999 for the health care officials who will render assistance.







# CONFIRMATION

This is to confirm that I, (name) \_\_\_\_\_,

(company) \_\_\_\_\_, a visitor / contractor (circle applicable) to East Manganese 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 East Manganese 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.







## EAST MANGANESE

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