

CHEMICAL INDUSTRIES EDUCATION AND TRAINING AUTHORITY (CHIETA)

Occupational Health and Safety Policy

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1. PURPOSE

- 1.1 CHIETA is committed to a demand - driven, industry- led approach to scarce skills related and occupationally directed training. Through continuous research and skills needs analysis, our SETA supports training and creates employment opportunities based on current and future skills needs.
- 1.2 Through its business venture, CHIETA strives to create a work environment that concentrates on the Health and Safety of its employees, clients, visitors or the public and also to look after preserving the environment through correct disposal of waste.

2. OBJECTIVES

To create a safe, healthy and environmentally friendly work environment, CHIETA commits to the following:

2.1 Health and Safety

- To prevent incidents and accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.
- To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.
- Providing employees with the required support towards any health-related queries.

2.2 Environment

- Conserve environmental resources by following the correct disposal method for waste streams.
- Continuously addressing various methods to become a more environmentally friendly company.
- CHIETA will ensure sound environmental management of waste and to maximise the utilisation of valuable resources. The operations will adopt best environmental practices in waste management through recycling, reducing and reusing waste. We will demonstrate on an on-going basis a “cradle to grave” responsibility for waste generated on site, to the extent reasonably practicable and applicable to the South African

conditions.

2.3 Commitment:

Senior and top managers within each operation shall be held accountable for safety, occupational health, and environmental issues. Adequate financial and human resources allocated to ensure that these issues are dealt with in a manner that reflects their high corporate priority. Senior and top manager will also ensure that the wellness and well-being of employees are catered for.

2.4 Competence:

Ensure workforce competence and responsibility at all levels through selection, retention, education, training, and awareness in all aspects of safety, health and the environment.

2.5 Risk Management:

Risk assessments and environmental impacts are carried out within work areas by the Occupational Health and Safety team members. Risk Assessments/environmental impacts identify hazards/environmental aspects and detail preventative measures required either to eliminate the risk or the impact altogether or to reduce it to as low as possible and ensure control measures are in place to manage the risk/impact.

2.6 Prevention and Control:

Prevent, minimize, or control priority risks through planning, management, and workplace procedures. Prepare and periodically test emergency response plans. Where accidents or incidents do occur, take prompt corrective action, investigate root causes, and take remedial action. Actively seek to prevent recurrences and disseminate experiences learned.

2.7 Crisis and incident management

CHIETA is committed to effective crisis and incident management. Risk assessment has identified potential incidents that could impact on our business and a prevention plan implemented.

2.8 Consultation and Information

CHIETA actively ensures operational Safety and Health. Environment & Risk management are a team effort, with active participation of all appropriate stakeholders. This must include at least site staff at all levels. It should also include outside organizations where necessary (especially local emergency services – who must be at least familiar with emergency plans). Local management must determine relevant stakeholders and their involvement.

*Stakeholders are people and groups that have a direct interest in site safety.

CHIETA will consult on occupational health and safety with employees and inform them of any changes in the workplace that may affect them. The site holds monthly Health and Safety meetings attended by Health and Safety Committee members, including employee representatives, and actions arising from these meetings shall be dealt with in the appropriate manner. The minutes of these meetings are displayed on notice boards within the operations.

2.9 Training

CHIETA employees will undergo health and safety training appropriate to their roles on site. All staff undergo health and safety training as part of their induction to site and all will be exposed to further continuous training during their employment.

All new employees must be properly informed of this policy and the contents thereof and must sign to acknowledge receipt of a copy. This policy is therefore a part of each employee's service contract and where necessary specific conditions in this regard must be additionally included in the service contract.

Awareness training will also be conducted on wellness matters, including wellbeing aspects. These can include matters like Drugs abuse and HIV.

2.10 Accident/incident Reporting

CHIETA requires the reporting of accidents and incidents on site, including those to employees, visitors, and contractors, including labour broker employees. The operations will support and maintain a reporting system. Reportable incidents and accidents will be reported as per legal requirements.

The following serious accidents shall be reported to CHIETA head office as soon as possible or within 24 hours:

Leading to fatality or serious injury, including:

- All CHIETA employees, labour Broker employees and all 3rd parties on the operations premises-, irrespective of their reason for being there.
- Any other person that is fatally injured or injured by an incident on the Operations Premises.
- Off-site accidents involving CHIETA employees while on company business.

Accidents causing financial loss from all causes (including fires, floods, and earthquakes) which result in significant damage to CHIETA property, lost production, or product loss etc.)

That may become a public issue (irrespective of seriousness), especially:

- If it has been reported in the news media or internet
- If it is likely to result in prosecution of the company or any employee.
- Total number of employees on-site, including Labour broker employees and contractors
- Number of man-hours worked.
- Number of injuries/occupational illnesses & resulting lost man-days.
- Number of fatalities and permanently disabling injuries.
- Number of major environmental incidents

Injury statistics report

This shall be followed up with a written investigation report within 10
Investigation reports of reportable incidents will also be submitted to authc
Monthly operations reports will be included.

2.11 Performance:

Set appropriate goals, objectives, targets, and performance indicators for all our operations. All objectives and targets will be adequately measurable to ensure continual improvement. An annual review of objectives and targets are maintained to ensure that all relevant Legislation and by-laws to be adhered to.

2.12 Evaluation:

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CHIETA HEAD OFFICE:

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Struanway Block E, New Brighton,
Port Elizabeth, 6001

Annual monitoring, reviewing and confirmation on the effectiveness of management and workplace performance against company standards, objectives, targets, and applicable legal requirements. Key to this process is a system of appropriate audits done involving both senior and top management.

2.13 Auditing, inspection, and management review

This is an essential part of any safety, health, and environmental program to verify progress, identify health & safety hazards and environmental aspects and implementing the action plans to help improve the performance levels. Departmental SHE representatives will be responsible for conducting SHE monthly inspections. CHIETA Management will carry out regular SHE audits of all operations sections, as per audit schedules to ensure compliance with our standards and policy.

2.14 Stakeholder Engagement:

Promote and maintain open and constructive dialogue and good working relationships with employees and clients and other affected and interested parties, to increase knowledge and enhance mutual understanding in matters of common concern.

2.15 Continual Improvement:

Fostering creativity and innovation in the management and performance of our businesses, and our approach to solving the challenges facing our enterprises, Continuous Improvement is an integral part of operational Safety, Health & Environment, it includes:

- Regular management review of quantifiable results (KPI's), standards, practices, and priorities. This is best done by systematically benchmarking to identify and apply best practices.
- Regular hazard assessments and safety inspections to identify potential hazards.
- Incident investigations and improvements to reduce the risk of repeat incidents.
- Management of change procedures to minimise new hazards caused by technical or operational changes.
- External (to the site) audits of site safety standards and management practices.

Condition for successful implementation.

The preferred implementation approach is based on a widely accepted management cycle:

- "Plan" (Establish Targets and Plans.)
- "Do" (Implement Targets & Plans.)
- "Check" (Check Results and Define Corrective & Preventive Actions.)
- "Act" (Continuous Improvement)

2.16 **Communication:**

Top and senior management must ensure that this policy is readily available to all employees, clients, visitors and to the public whether by hard copy or displayed on the company's website. Senior management must ensure that all employees are made aware of the content of this policy.

2.17 Employee Wellness:

CHIETA commits itself to ensure that adequate Employee assistance programs (EAP) is available to cater for various aspects of an employee's wellbeing, in doing so, CHIETA commits itself to handle all information gathered with the utmost sensitivity it requires. This includes aspects like HIV counselling, Alcohol and drug counselling and rehabilitation assistance. In doing so, this will create a safe environment for employees to receive the necessary guidance and consultation on matters arising from alcohol and drug abuse or HIV.

CHIETA commits itself to ensure that annual campaigns are held in aid of awareness of alcohol and drug abuse as well as HIV counselling.

2.18 **Security:**

CHIETA commits itself to ensure that adequate measures are put in place to ensure satisfactory protection of all personal information pertaining to employees, clients, and all relevant stakeholders. CHIETA shall establish a security program in line with company policies. This program shall include at least the following elements:

- Site access and internal security, maintained by enclosing, zoning, and guarding to minimise the risk of unauthorised entry and theft.

- Confidential or secret information shall be distributed on a "need to know" basis, supported by appropriate confidentiality agreements. However, site management must ensure that information essential to perform a function is freely available to the user.

Visitors must be accompanied by a CHIETA employee. Only approved contractors will be permitted on site. All employees, visitors and contractors will only gain access to the site through the security access controls. CHIETA will maintain a search policy and can request that any person including motor vehicles, trucks and baggage undergo a search by an authorized member of security.

2.19 Legislative Compliance

CHIETA will follow all aspects of the Occupational Health and Safety Act no. 85 of 1993 and its Regulations, including any other mentioned documents (i.e. SABS codes). Where specific compliance or risk exists, company rules and procedures will apply.

Any training done with respect to the legislation or company health and safety programme, policies and procedures will be noted and kept on file. Any person who does not adhere to this legislation will be guilty of an offence and thus be disciplined according to the disciplinary code.

2.20 Fire Procedures

Staff are required to know and understand the company's Fire and Emergency Evacuation procedures, which are displayed at various points around the buildings. Fire risk assessments are a part of the site risk assessment process and fire prevention measures are in place throughout the buildings. Staff will receive regular fire training in accordance with fire regulations and evacuation drills will be undertaken at regular intervals.

2.21 Disciplinary measures

As a last resort, there must be clear and consistent rules and disciplinary procedures to deal with habitual or serious violations of safety, health, and environmental standards.

2.22 Safe Work Procedures relating to COVID-19 related complications see Chieta Working Protocol on Practices for responding to Covid-19 which covers topics such as:

- Personal Protective Equipment
- Social Distancing

- Sanitisers, Disinfectants and other Measures
- Preventative Measures to be utilised in the workplace.
- Safety rules to be adhered to
- Requirements for Vaccinations based on risk assessment conducted.
- Processes for managing contractors and Service Providers
- Supervisors/Managers Roles

3. EFFECTIVE DATE, DATE OF APPROVAL, VERSION CONTROL AND QUALITY ASSURANCE

Approved by CHIETA Governing Board on:
30 May 2024
Effective Date:
1 June 2024
Next Review Date:
1 June 2025
Version Control:
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Annual Quality Assurance
Executive Manager: Corporate Services