

BUSINESS MANAGEMENT SYSTEM SHE INDUCTION FORM

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By Mimosa Mine Intranet Administrator

Induction Ref No:.....

SHE INDUCTION FOR NEW/ PROMOTED/ TRANSFERRED PERSONNEL / CONTRACTORS

Inductee Name:.....

Date:.....

Mine No:..... Job Title:-.....

Date of Medical Exam:.....

Company/Department/Section:

Item		YES	NO	N/A
1.	SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT POLICY We the management and employees of Mimosa Mine believe that sustainable value creation and long term viability of the business depends on sound occupational health, safety and environmental management system. The main objectives of our Business Policy are: <ul style="list-style-type: none"> To identify all hazards/aspects and assess risks/impacts pertaining to all our activities including non routine activities and taking necessary steps to reduce such risks/impacts to acceptable levels that do not pose undue risk to our employees, the community and the environment. To comply with all applicable Safety, Occupational Health and Environmental (SHE) Management legislation To regularize training and education of all employees and contractors on health, safety and environmental issued to ensure sustainable SHE performance. To conserve resources, minimize waste generation and to prevent pollution of the environment from our activities, products and services by using environmentally friendly products and methods and encouraging our contractors to do the same. To ensure that all unsafe acts and or conditions shall be corrected promptly. To ensure that employees who demonstrate exemplary behaviour will be commended and rewarded accordingly in the spirit of promoting SHE excellence To promote participation of employees in workplace health promotions Employee must be shown copy of the Business Management System Policy			
2.	OPERATIONAL HAZARDS Listed below are the key hazards categories at Mimosa Mining Company. The employee should also be inducted on the top hazards in their department. <ul style="list-style-type: none"> Explosives – during handling, drilling and transportation Tools and Equipment – Poor maintenance, improper use /abuse Bad Hangings – Poor barring down / No barring down Drilling and general work underground. Machinery Hazards – Failure to lock out or work with defective machinery Respiratory – from dust and fumes Biological – unhygienic preparation and handling of food, bad nursing practices Electricity Chemical – contact with skin and ingestion Gases during re-entry and secondary blasting Fire – from flammable sources Noise Ergonomics Boulders Fire arms 			

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	<ul style="list-style-type: none"> Heat stress Illumination – inadequate vision 			
3.	Elements for a successful ISO 14001 and OHSAS 18001 Systems' Implementation			
	<p>Explain meaning of</p> <ul style="list-style-type: none"> ISO = International Organization for Standardization OHSAS = Occupational Health & Safety Assessment Series Hazard=source, situation, or act with a potential for harm in terms of human injury or ill health, or a combination of these. Risk=combination of the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of injury or ill health that can be caused by the event or exposure(s). Aspect = anything that can interact with the environment Impact = the effect, positive or negative, of the aspect on the environment Environment = Surroundings in which the organization operates, includes air, water, land, natural resources, flora, fauna, humans, and their interaction. Non conformance – Non fulfillment of a requirement e.g. legal requirements or SHE standards. Procedure - = specified documented & authorized way of carrying out an activity or process. Risk assessment=process of evaluating the risk(s) arising from a hazard(s), taking into account the adequacy of any existing controls and deciding whether or not the risk(s) is acceptable. <p>Deming Cycle</p>			
4.	ENVIRONMENTAL MANAGEMENT			
	<p>Listed below are the key aspects at Mimosa Mining Company. The employee should also be inducted on the top aspects in their department.</p> <p>Top Aspects</p> <ul style="list-style-type: none"> Contamination of ground water Oil spills Slimes dam-runaway Consumption of water/ reagents/ore Disposal of construction material 			

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	<ul style="list-style-type: none"> • Deforestation • Hazardous waste disposal • Vehicle emissions • Dust/noise emissions 			
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5. COMPANY SHE RULES

1. Every employee shall remain Vigilant, Alert and aware at all times on the need to prevent accidents, incidents and theft of Company property. SHE Regulations must be followed at all times. If you find anyone wilfully or unknowingly disobeying regulations, it is your duty to put the person right and thus creating a safe environment for everyone.
2. Each Head of Department shall keep all Statutory Instruments, Rules and Regulations pertaining to or relevant to their Department and shall be accessible to all employees.
3. Always obey and follow any instructions and/or job procedures given by a supervisor in the interest of Safety Health and Environment.
4. All accidents must be reported and investigated immediately and ensure the accident Report Form provided is issued to record the accident. First Aid will be rendered where possible.
5. All unsafe acts or unsafe condition (Hazards) which are observed must be reported to the Supervisor or Safety Rep as soon as possible. The Supervisor will take immediate action to rectify or remove the hazard.
6. No person shall come to work or be permitted to work under the influence of alcohol or drugs.
7. Every employee shall wear the personal protective equipment in all designated areas at all times. This will include the wearing of safety harness when working in a place where there is a danger of falling.
8. No one is permitted to operate any mechanical, electrical or mobile equipment which they are not authorized to use.
9. Horse play including running in work areas is strictly prohibited.
10. All warning signs devices and notices must be obeyed, includes Barricades, No Entry Signs, No smoking, Danger Charging, Siren, Whistles etc.
11. Always keep the work place tidy to maintain good housekeeping.
12. No person shall interfere, render inoperative or inaccessible, any apparatus or device (Fire Extinguishers, Guards, Barricades etc) put in place to safeguard life and health.
13. All employees shall use the proper toilets provided.
14. Every employee shall attend a tailgate or a safety briefing everyday and a safety meeting at least once a month.
15. All shall report to a Supervisor any worn out, or unsafe tools, any fault equipment and shall not attempt to make repairs without permission.
16. No employees shall drink any water from anywhere, surface or underground except from a tap or container labelled "drinking water" and colour coded green.
17. No one is allowed to work on his/her own underground.
18. No smoking of any tobacco products shall be allowed in all buildings ,at underground and surface operations except at **designated smoking zones** on surface operations, as listed below:
 - HR/Admin - Area in front of HR Offices
 - Plant- Plant Process Rejects Bunkers, behind South western wing office block, behind Laboratory Offices,
 - Assets/MHL- Front of blacksmith area
 - Mining – Front of Lamp room
 - Commercial Estates –Front of Single quarters, Front of Gazebo, Front of Directors lodge, Front of A to D Lodges
19. The rules will be read and explained to all new employees at induction and as and when necessary

Failure to abide by these rules by any employee will invite disciplinary action in terms of the Company's Code of Conduct.

Seven Cardinal Rules

1. Do not work in areas that have not been made safe
2. Do not operate defective mobile equipment
3. Do not work on energized and moving machinery without locking out
4. Do not work in a confined space without a Hazardous Work Permit

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	5. Do not pollute the environment(avoid pollution of air, water and land)
	6. All accidents/incidents must be reported and investigated within 24hours
	7. All unsafe work practises or conditions must be stopped and/ or corrected-ZERO HARM

6.	PERSONAL PROTECTIVE EQUIPMENT(P.P.E)			
	<ul style="list-style-type: none"> Types of PPE Issuance, Use, Care and Maintenance. 			
7.	EXPLAIN ACCIDENT/INCIDENT CLASSIFICATION			
	<ul style="list-style-type: none"> Lost Time Injury. Restricted Work Case Minor Near Misses and Incidents. Environmental incidents <ul style="list-style-type: none"> Minor Medium Major Occupational Illness. ACCIDENT REPORTING AND INVESTIGATION. <ul style="list-style-type: none"> Reporting of All Accidents / Incidents. Filling in of Accidents/Incidents Forms. Investigations. Interviews. Report Writing. 			
8.	SOP/PJO			
	<ul style="list-style-type: none"> Standard Operation Procedures Planned Job Observations. 			
9.	SHE AUDITS			
	<ul style="list-style-type: none"> Process Audits System Audits External (certification) Legal and other requirements compliance 			
10.	HOUSEKEEPING			
	<ul style="list-style-type: none"> Demarcations Stacking Storage 			
11.	SHE COMMUNICATIONS			
	<ul style="list-style-type: none"> SHE Steering Committee Meeting. Departmental SHE Committee Meeting. SHE Representatives' Committee Meeting. Tailgate Meetings. Community Liaison Meetings SHE Complaints Book Area works council meeting BBS in pictures SHE Bulletin Quarterly motto 			
12.	HAZARDOUS WORK PERMIT/EQUIPMENT RELEASE / SCOPE AND DESIGNS			
	<ul style="list-style-type: none"> Areas that Require HWP <ul style="list-style-type: none"> Digging and Excavations 			

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	<ul style="list-style-type: none"> ➤ Working in confined spaces ➤ Cutting and welding on rubberized equipment ➤ Hot work on fuel tanks ➤ Night driving(night travel exemption) • Plans and Designs of New and Modified Equipment • Equipment Release for Final Use 			
13.	LOCKOUT AND TAG SYSTEM			
	<ul style="list-style-type: none"> • Procedure to be followed. • Equipment to be Locked Out • Issuance of Locks and Keys • Numbering of Locks and Keys 			
14.	OCCUPATIONAL HEALTH			
	<ul style="list-style-type: none"> • Initial Medical Examination. • Hearing Conservation Programme (HCP) • Special • Periodical - Periods Depend on Task and Age. • Exit Medical Examination 			
15.	EMERGENCY PREPAREDNESS			
	<ul style="list-style-type: none"> • Mock Drills, Emergency Assembly Point. • Sirens and Registers. • Emergency Routes 			
16.	AIDS AWARENESS			
	<ul style="list-style-type: none"> • Wellness Policy • VCT • Share Aids awareness Information with the Employees and Community 			
17.	BEHAVIOUR BASED SAFETY			
	<ul style="list-style-type: none"> • Visible Felt Leadership • BBS Observations –peer to peer, coaches etc • SHE Pacts - Generic Values: Excellence, Efficiency, Goal oriented, Teamwork , Ownership, Integrity, Empowerment, Prayer, Recognition, Innovation, Motivation Transparency, Communication, Accountability, Customer driven, Wellness, Sustainability, Care 			

Name of Inductee:-..... Signature..... Date.....

Name of Inductor:-..... Signature Date.....

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