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BMSP/04/F05

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Induction Ref No:......

Title: SHE Induction Form

BUSINESS MANAGEMENT SYSTEM SHE INDUCTION FORM

nduct	ee Name:					Date:				
Mine N	o: Jo	bb Title:				Date of Medic	cal Exam:			
		/Section:								
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Item	SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT POLICY									N/A
1.	We the mana and long term	gement and emp or viability of the management sys	loyees of Min business de	mosa Mine be pends on so	elieve that su ound occupat	ustainable value ional health, s				
	 To identifing including 	y all hazards/asponents and routine activing levels that do n	ects and asseties and takin	ess risks/impa g necessary	cts pertaining	g to all our activ ce such risks/im	pacts to			
		/ with all applicab ent legislation	ole Safety, Oc	cupational He	ealth and Env	vironmental (SH	E)			
		rize training and e ental issued to er				ors on health, s	afety and			
	environm	ve resources, mi ent from our activ and methods and	ities, product	s and service	s by using er	vironmentally fr				
	To ensure	that all unsafe a	cts and or co	nditions shall	be corrected	promptly.				
		that employees		trate exempla	ıry behaviour	will be commer	nded and			
	rewarded	accordingly in the	e spirit of pro	moting SHE e		Will be comme				
		accordingly in the temperation of		· ·	excellence					
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Induction Ref No:.....

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BUSINESS MANAGEMENT SYSTEM SHE INDUCTION FORM

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3.	Elements fo	or a si	uccessful IS0	O 14001 and	OHSAS 180	01 Systems'	Implementat	tion		
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BUSINESS MANAGEMENT SYSTEM SHE INDUCTION FORM

Deforestation Hazardous waste disposal Vehicle emissions Dust/noise emissions COMPANY SHE RULES 1. Every employee shall remain Vigilant, Alert and aware at all times on the need to prevent accidents, incidents and the fort of Company property. SHE Regulations must be followed at all times. If you find anyone wiltully or unknowingly disobeying regulations, it is your duty to put the person right and thus creating a safe environment for everyone. 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. Always obey and follow any instructions and/or job procedures given by a supervisor in the interest of Safety Health and Environment. 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. 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. No person shall come to work or be permitted to work under the influence of alcohol or drugs. Every employee shall ware 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. No one is permitted to operate any mechanical, electrical or mobile equipment which they are not authorized to use. Horse play including running in work areas is strictly prohibited. All warning signs devices and notices must be obeyed, includes Barricades, No Entry Signs, No smoking, Danger Charging, Siren, Whistles etc. Always keep the work my water (noperative or inaccessible, any apparatus or device (Fire Extinguishers, Guards, Barricades etc) put in place to safeguard life and health. All all employees shall darted a tailgate or a safety briefing everyday and a safety meeti					
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Do not work in areas that have not been made safe			ne Comp	oany's	Code
Do not operate defective mobile equipment					
		Do not operate defective mobile equipment			

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3. Do not work on energized and moving machinery without locking out4. Do not work in a confined space without a Hazardous Work Permit

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Induction Ref No:.....

BUSINESS MANAGEMENT SYSTEM SHE INDUCTION FORM

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

6.	PERSONAL PROTECTIVE EQUIPMENT(P.P.E)	
	Types of PPE	
	Issuance, Use, Care and Maintenance.	
7.	EXPLAIN ACCIDENT/INCIDENT CLASSIFICATION	
	Lost Time Injury.	
	Restricted Work Case	
	• Minor	
	Near Misses and Incidents.	
	Environmental incidents	
	-Minor	
	-Medium -Major	
	Occupational Illness.	
	ACCIDENT REPORTING AND INVESTIGATION.	
	Reporting of All Accidents / Incidents.	
	Filling in of Accidents/Incidents Forms.	
	Investigations.	
	Interviews.	
	Report Writing.	
8.	SOP/PJO	
	Standard Operation Procedures	
	Planned Job Observations.	
9.	SHE AUDITS	
	Process Audits	
	System Audits	
	External (certification)	
10	Legal and other requirements compliance HOUSEKEEPING	
10.		
	Demarcations Stacking	
	Stacking Storage	
11.	Storage SHE COMMUNICATIONS	
- 11.	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	
	Areas that Require HWP	
	Digging and Excavations	

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BUSINESS MANAGEMENT SYSTEM Induction Ref No:..... **SHE INDUCTION FORM**

	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	 	
	Procedure to be followed.		
	Equipment to be Locked Out		
	Issuance of Locks and Keys		
	Numbering of Locks and Keys		
14.	OCCUPATIONAL HEALTH		
	Initial Medical Examination.		
	Hearing Conservation Programme (HCP)		
	Special		
	Periodical - Periods Depend on Task and Age.		
	Exit Medical Examination		
15.	EMERGENCY PREPAREDNESS		
	Mock Drills, Emergency Assembly Point.		
	Sirens and Registers.		
	Emergency Routes		
16.	AIDS AWARENESS		
	Wellness Policy		
	• VCT		
	Share Aids awareness Information with the Employees and Community		
17	BEHAVIOUR BASED SAFETY		
	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		
	Care		

Name of Inductee:	Signature	Date
Name of Inductor:	Signature	Date

Rev No.	0	1	2						
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Title: SHE Induction Form						BMSP/04	/F05	Page 5 of	5