

Black Mountain Mining

BMM-HSE-SAF-SOP-0018 Lone Working July 2025

VZI Doc #	SBU Doc #	Document Type	Review Status
BMM-HSE-GEN-S OP-0003	BMM-HSE-SAF-SOP -0018	Standard Operating Procedure	Approved
Version	Confidentiality Level	Audit Standard	HOD
3.0	Internal (C3)	ISO 45001:2018	Catharina Kotze

Effective Date	Review Date	Review Cycle	Next Review Date
1 May 2023	7-24-2025	2 Years	7-24-2027

Content Owner(s)

Freddie Haefele (Compliance & Risk Officer | BMM)

Content Reviewer(s)

Freddie Haefele (Compliance & Risk Officer | BMM)

Content Approver(s)

Catharina Kotze (Head of HSE | BMM)

Revisions of this document are controlled electronically. Treat hard copies as uncontrolled. Refer to the latest online version.

Version: 3.0 reviewed on 2025/07/24 | Information Classification: Internal (C3)| Page 1 of 11

CHANGE HISTORY

Modified Date	Version	Modified by	Description of change
24/03/2022	1.0	M. Korff	New Document
19/10/2022	2.0	F. Haeefe	New Template Format
22/07/2025	3.0	F. Haeefe	Content review after VSAP audit

Revisions of this document are controlled electronically. Treat hard copies as uncontrolled. Refer to the latest online version.

TABLE OF CONTENTS

1. PURPOSE.....	5
2. SCOPE AND USERS.....	5
3. REFERENCE DOCUMENTS.....	5
4. ROLES AND RESPONSIBILITIES.....	5
5. AREA IN-CHARGE RESPONSIBILITIES.....	5
6. WORKER RESPONSIBILITIES.....	6
7. WORKING ALONE PROHIBITED.....	6
8. COMMUNICATION.....	6
9. GUIDELINES FOR CONDUCTING WORKING ALONE RISK ASSESSMENTS.....	7
10. VALIDITY AND DOCUMENT MANAGEMENT.....	8
10.1. Document Validity.....	8
10.2. Document Management.....	8
10.3. Violation of Sop.....	9
10.4. Disclaimer.....	9
11. REVIEW AND APPROVAL.....	10
❖ Annexures / Appendix.....	11

DEFINITIONS AND ABBREVIATIONS

Word / Phrase / Abbreviation	Definition
PEME	PEME is an acronym used in Black Mountain Mining and has the following meaning: - People, - Equipment, - Materials, - Environment, The use of this in written documentation helps to comply with Resources Clause 7 – ISO 9001, ISO 14001 and ISO 45001. It is advisable to include in all written documentation.

1. PURPOSE

The working alone policy and procedures are intended to promote employee awareness and facilitate employee safety when they are working alone.

Black Mountain Mine management will ensure that there are safety plans in place for those who work alone.

Black Mountain Mine management will ensure, applying all reasonable measures, the protection of employees, contract workman, visitors who are performing their duties in areas or under conditions where they are required to be on their own.

2. SCOPE AND USERS

- a) This policy applies to all employees, Contract workman, Visitors who work or perform the work at Black Mountain Mine premises or those who may be required to work off campus.
- b) Workers who are required to work alone may require assistance if they are exposed to conditions that may result in a job related injury, health impairment of any kind, victimization through criminal violence, or other adverse conditions.

3. REFERENCE DOCUMENTS

- a) ISO 45001:2018 - Clause 8 - Operational Control.
- b) Mine Health and Safety Act, 1996 (Act No. 29 of 1996) and Regulations-Sec. 11.
- c) BMM-HSE-GEN-POL-0001-Health & Safety Policy.
- d) TS 10 4 (c)(d) -Lone working.

4. ROLES AND RESPONSIBILITIES

In order for this Lone Working Procedure to be effective, it must be implemented with reason and diligence.

To achieve this, respective responsibilities have been defined to ensure those who can positively impact on the potential risks of working alone are aware of their responsibilities and have the knowledge and skill to effectively implement working alone guidelines.

5. AREA IN-CHARGE RESPONSIBILITIES

- Identify risks or hazards associated with the work to be performed or the environment where the work is to be done.
- Conduct and document a risk/hazard assessment for each different (specific) type of work or work location that can be deemed to be a working alone situation.
- Communicate the results of the risk assessment to all affected workers and others conducting similar work.

Revisions of this document are controlled electronically. Treat hard copies as uncontrolled. Refer to the latest online version.

Version: 3.0 reviewed on 24-07-2025 | Information Classification: Internal (C3)| Page 5 of 11

- Provide written working alone procedures in your respective area of responsibility in order to eliminate or minimize identified risks.
- Develop effective methods of communication for those who require emergency assistance, depending on the specific work, location of the work, and nature of the work. (For example: mobile phones, walkie-talkie). When electronic devices are not feasible, an effective contact system must be established (For example: check-in procedures and periodic site visits requiring worker to check in after the completion of specific tasks). The length of time a worker may be out of contact with a supervisor (the frequency of regular communications) must be based on the result from the risk assessment.
- Document when working alone is permitted and/or prohibited and ensure this is effectively communicated to all workers.
- Schedule potentially hazardous work for times when shift in-charge and appropriate help will be available.
- Provide adequate staffing (for example: buddy system) for hazardous tasks performed at off-hours or remote locations.

6. WORKER RESPONSIBILITIES

- Participate in the working alone risk assessment and risk management decisions with the supervisor.
- Follow safe work practices outlined in safe work procedures.
- Maintain regular communication as directed by Area in-charge / shift in-charge.

7. WORKING ALONE PROHIBITED

There are certain situations where working alone will not be permitted. Working alone will be prohibited under the following circumstances:

- Confined space entry
- Working on energized electrical conductor or equipment
- Power line hazards: Use of a vehicle, mobile crane, or similar equipment near a live power line where it is possible for any part of the equipment or its load to make contact with the live power line.
- View obstruction: A vehicle, crane, mobile equipment, or similar material handling equipment where the operator does not have full view of the intended path of travel.
- The use of fall arrest equipment and scaffolds.
- Quick-acting, acutely toxic material as described by the Material Safety Data Sheet (MSDS).
- Risk of drowning.
- Welding operation where a fire watcher is required
 - Tasks which, based on the risk assessment conducted by the shift in-charge in consultation with the employee and Safety officer are deemed to require more than one person.

8. COMMUNICATION

Revisions of this document are controlled electronically. Treat hard copies as uncontrolled. Refer to the latest online version.

- a) The Working Alone procedure may include the following to ensure the most practical and effective means of communication:
 - Mobile or landline phone,
 - Walkie-talkie,
 - Buddy system,
 - Check-in system and requirement for updating an individual's status while working alone, or
 - Any other method that may be considered most effective to the specific department's safe operations.
- b) Each working alone scenario will use these communication options, either singularly or in combination in the development of a site-specific working alone communication plan.
- c) When working alone each person is to check in/report their whereabouts to the supervisor and control room in intervals of 45 minutes not exceeding 1 hour. The following information to be communicated when checking in:
 - a. Current status
 - b. Time
 - c. Next location
 - d. Completion time

9. GUIDELINES FOR CONDUCTING WORKING ALONE RISK ASSESSMENTS

- a) There are a number of scenarios within the FACOR workplace and setting that call for jobs having working alone situations.
- b) It is essential that employees and their shift in-charge work together to develop safe work procedures.
- c) It is mandatory that the working conditions or circumstances that present high safety risks be assessed so the probability of incident or injury can be minimized.
- d) Shift in-charge and employees will evaluate working alone assignments on a case-to-case basis and will consider the following risk factors for working alone:
 - Tasks and hazards involved in the work to be performed.
 - Consequences resulting from a "worst case" scenario. This will be accomplished by asking the question, "What if"
 - Likelihood for other persons to be in the area.
 - Possibility that a critical injury or incident could prevent the employee from calling for help or leaving the workplace.
 - Emergency response time.
 - Worker's training and experience.
 - Worker's physical handicaps or any pre-existing medical conditions.
 - Frequency of job supervision, if at all.
 - The time or shift when the job is to be done.
 - Whether the individual is accustomed to working alone.
- e) Area in-charge shall provide written working alone safety procedure for the safety and security of persons working alone. Safety plans shall include:

Revisions of this document are controlled electronically. Treat hard copies as uncontrolled. Refer to the latest online version.

- Identification of the risks or hazards associated with the work to be performed or the environment where the work is to be done.
- Procedures to eliminate or minimize the identified risks (e.g., buddy systems)
- Methods of communication by which the workers can secure emergency assistance and how emergency assistance will be provided in the event of incidents.
- The length of time a worker may be out of contact with a shift in-charge (i.e., the frequency of regular communications); and
- Confirmation where and when working alone is permitted.
- Area in-charge must review working alone safety procedure with affected employees with particular emphasis on safe work procedures and the provision of assistance to employees at risk due to infrequent supervision, intermittent communication, or physical isolation.

10. VALIDITY AND DOCUMENT MANAGEMENT

10.1. DOCUMENT VALIDITY

This SOP is effective from 2023/05/01 and was last reviewed on 24-07-2025.
This SOP will be reviewed every 2 Years.

10.2. DOCUMENT MANAGEMENT

- 10.2.1. This SOP replaces any other SOP issued earlier by BMM to the extent specifically covered here. This SOP should be followed in letter and spirit.
- 10.2.2. BMM is committed to continuously reviewing and updating policies and procedures, based on the Entity's risk assessment and shall incorporate for any regulatory requirement which is required to do so.
- 10.2.3. Any amendment to this SOP or issue of any guidance or circular etc. under this procedure must be approved in writing by the approving authority as listed in this document.
- 10.2.4. BMM reserves the right to withdraw, modify or revise the SOP as a whole / partial without providing any justification for the same. On revision, it should be duly communicated to the personnel involved.
- 10.2.5. If compliance with this SOP ever conflicts with the applicable law, regulation, directives issued by the statutory and or regulatory authority, then compliance must be ensured with the law.
- 10.2.6. In order to ensure compliance or to address any known conflicts with the law or to address any specific local requirements, BMM may adopt local sub-procedures which shall be by way of addendum to this SOP and which shall be approved by the approver of this SOP. Proposing of such addendum shall be the responsibility of the respective Entity's

Revisions of this document are controlled electronically. Treat hard copies as uncontrolled. Refer to the latest online version.

competent authority who is at an equivalent level with the SOP owner as set out in this document.

10.3. VIOLATION OF SOP

10.3.1.BMM follow a "Zero Tolerance Policy" with respect to non-compliance with this SOP and/or any other SOP / guidance issued by BMM and its constituent Entities.

10.3.2.Violation of this SOP is subject to appropriate disciplinary actions which may include but not limited to termination of employment. This determination will be based on the facts and circumstances of each situation. Any accused of violation of this SOP will be given an opportunity to present their case prior to any determination of appropriate disciplinary actions. Violation of this SOP may also be subject to substantial civil damages, criminal fines and prison terms.

10.3.3.Each employee is responsible for ensuring that their conduct and the conduct of anyone reporting to them shall fully comply with this SOP. Compliances, both personal and by subordinates, will be a factor in periodic performance appraisals.

10.4. DISCLAIMER

10.4.1.This SOP issued by BMM is for internal compliance and does not create, nor shall it be construed to create, directly or implicitly, any rights, duties or obligations of BMM to any person, body or legal Entity.

10.4.2.This document and its contents are the copyright property of BMM. The release of this document to any third party outside BMM is strictly prohibited without prior consent.

11. REVIEW AND APPROVAL

Content Owner(s)

Freddie Haefele (Compliance & Risk Officer | BMM) TimeStamp: 2025/07/24
8:06:11 AM ||

Content Reviewer(s)

Freddie Haefele (Compliance & Risk Officer | BMM) TimeStamp: 2025/08/21
10:34:38 AM ||

Content Approver(s)

Catharina Kotze (Head of HSE | BMM) TimeStamp: 2025/08/21 10:52:52 AM ||

This document was approved (in sequence) by the individuals above using electronic approval in our Document Control System.

Final approval status: [Approved](#)

Approvals were done electronically.



ANNEXURES / APPENDIX