



CONTRACTOR & BUSINESS PARTNER MANAGEMENT SYSTEM

VISION: Zero Harm

PRINCIPLES:

Zero Mindset | No Repeats | Simple, Non-negotiable Standards & Rules

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APPENDICES & SUPPORTING DOCUMENTATION

SOP 100 Safety Management Manual
[BMF 104 CBP Application for SACO Cards](#)
[BMF 105 CBP Tools & Equipment Register](#)
 BMF 106 CBP Evaluation
[BMF 107 CBP Non-Compliance](#)
 BMF 108 CBP Labour Return
 BMF 109 Instruction for Electronic Transfer
 BMF 110 Request for Supplier Maintenance
[BMF 111 Contract Commencement Certificate](#)
[SS 0015 Black Mountain Golden Rules](#)
[SS 0072 CBP Legal Appointments](#)
 SS 0073 CMS Process Flow
[SS 0075 Red File Index](#)

LEGISLATION:

Compensation Of Occupational Injuries & Diseases Act, 130 Of 1993
 Environmental Conservation Act, 73 Of 1989
 Explosives Act, 26 Of 1956
 Hazardous Substances Act, 85 Of 1973
 Mine Health And Safety Act, 29 Of 1996
 Minerals And Petroleum Resources And Development Act, 28 Of 2002
 National Environmental Management Act, 107 Of 1998
 Occupational Health & Safety Act, 85 Of 1993
 Occupational Diseases In Mines And Works Act, 78 Of 1973
 Any other Act passed in substitution of the abovementioned or that may have relevance.

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1. POLICY STATEMENT.

Black Mountain Mining (Pty) Ltd Management is committed to work with Contractors & Business Partners (CBP) to ensure the Health and Safety of all CBP Employees and everyone else that may be affected by contracted works.

Black Mountain's Standard Operating Procedures (SOP's) shall be written in a clear concise manner, communicated to all employees and applied accordingly.

The Contents of this Document state the minimum requirements. These requirements may be enhanced in the interest of Health and Safety.

2. REVISION HISTORY.

Revision N ^o .	Revision Date
01	November 2008

Documents repealed by this SOP.
- o BRA 323 Cleaning Contractor Activities - o BRA 129 Construction Contractor Activities Deeps P (Original) - o BRA 085 Construction Contractor Activities Eng (Original) - o BRA 065 Construction Contractor Activities Met (Original) - o BRA 089 Contractor Construction Sites Eng (Original) - o BRA 066 Contractor Construction Sites Met (Original) - o BMF 032 Contractor Pre and Post Employment Checklist - o MI 000 Contractors Red Book – Final – New - o COP 000 Contractors Red Book (COP) - o SOP 000 Downloading of Procedure Contracts - o BRA 329 Food Contractor Kitchen Activities HR (Original) - o SOP 000 Guidelines for Contractors - o BRA 010 Mining Contractors Activities Mne (Original) - o SOP 000 On-Site Works Contract - o SOP 000 Use of Contractors Vehicles Under Ground - o SOP 064 Contractor Management System 2007_11_27

☒ Revisions have significant SHE / Operational Implications.

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3. OBJECTIVES.

This SOP's objectives are to:

- be a central element of the Health & Safety Agreement between the Contractor & Business Partner (CBP) and the Company.
- provide CBP's with information relevant to Safety, Health & Environmental requirements and standards of the Company and to ensure the CBP's implementation of adequate SHE Management practices.
- provide Contract Managers with information pertaining to the management of CBP's onsite and their relevant responsibilities.
- set reporting and communication standards between CBP's and the Company.
- ensure that all work undertaken by CBP's, including but not limited to construction work, is conducted in a manner that:
 - establishes safety requirements related to the Tender Process, evaluating, awarding and monitoring / maintenance of contracts.
 - protects the Health and Safety of all persons on Company property, including the CBP employees.
 - establishes formal performance measurement procedures to monitor and evaluate CBP Health and Safety performance.

4. SCOPE.

This Procedure applies to all CBP's conducting contracted works onsite, irrespective of the nature of the onsite contracted works.

However, when reading this Procedure, the specific application thereof is determined by the type of contracted work and the relevance thereto.

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CONTENT

5. COMPANY (CLIENT) RESPONSIBILITY.

5.1. REQUEST FOR CONTRACT.

- The End User shall complete a [BMF 090 Scope of Work](#) for the required works, where all aspects of the works shall be clearly defined and forward same to the Procurement Section.
- The End User / HOD shall ensure that a single point of responsibility (Contract Manager) is established for the required works.
- The Procurement Officer shall get authorisation from the Procurement / Supply Chain Manager to contract work / have work done on "order basis".
- The End User shall, with the Procurement Officer, list all capable CBP's.
- The Contracts Administrator shall draft a Contract for the works, where required.
- The Contracts Administrator shall maintain an updated Contracts Register where all the relevant contract details are recorded.

5.2. CONTRACTOR / BUSINESS PARTNER SAFETY EVALAUTION.

- The [BMF 106 CBP Evaluation](#) shall be completed by the Contract Manager prior to the invitation to tender / submit quotations.
- The findings as per BMF 106 shall be considered when inviting CBP's to tender / submit quotations.
- "High Risk" CBP's shall only be engaged if it can be proved that there is no other alternative and if the CBP undertakes, in writing, to resolve issues that lead to this status.
- "Medium Risk" CBP shall only be considered if the CBP undertakes, in writing, to resolve issues that gave rising to this status.
- The Contract Manager shall, where applicable, ensure that the abovementioned "issues" are resolved and that adequate proof of such is provided by the CBP.
- "Low Risk" CBP shall always have preference over any other CBP.

5.3. TENDER PROCESS.

- The Company's Tender Procedure shall be followed diligently.
- Formal tender documents shall specifically provide for Health and Safety requirements.
- The Contracts Administrator shall, at the most appropriate time, send [BMF 113 Declaration of Acceptance](#) and the Contractors' Pack to the CBP. Alternatively, the CBP can collect the Contractors' Pack from the Safety Department.
- The Contractor's Pack should at all times be issued electronically in .zip file format, where the documents shall be protected and / or in .PDF file format. Where this is not possible, the Contractor's Pack shall be issued as hard copy.

5.4. CONFLICT OF INTEREST.

- All Black Mountain Employees directly involved with a contract / contracted works in any manner and who has any relation whatsoever with the CBP and / or CBP's representative shall declare a Conflict of Interest in writing.
- The abovementioned Declaration shall be filed with the Contracts Administrator.
- [SOP 016 Business Irregularities](#) has reference.

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5.5. CBP ENGAGEMENT / REPORTING RELATIONSHIPS.

- The Procurement Manager shall ensure that the Company shall not be placed at risk with a CBP that is financially not strong enough to provide the service required and complete the contracted work.
- The Contract Manager (Company Representative) and Contractor Representative shall be duly appointed by the General Manager, where responsibilities shall be clearly defined in such appointments.
- The Contract Manager shall, with assistance of the Safety Department, open a new Red File for each CBP on initiation of the contract and thereafter monitor the relevance thereof.
- The Contract Manager shall ensure that the Safety Department is consulted prior to commencement of and during the contracted works to ensure compliance to Health and Safety Standards.
- The Contract Manager shall, in writing and where relevant, notify the Black Mountain employee responsible for the area (Reg 2.6.1 Appointee) in which contracted work is to be conducted and prior to the commencement of contracted work.
- The Contract Manager shall exert overall management of the CBP on site and function as the official communication link between the Company and the CBP.
- Documented safety meetings between the Contract Manager and the CBP shall be held, where the frequency shall be no less than once a month.
- There shall be a written agreement on periodical audits between the CBP and the Company.

5.6. INDUCTION & ACCESS TO COMPANY PREMISES.

- The Contract Manager shall:
 - on behalf of the CBP, make appointments for all CBP employees to obtain Red Tickets and attend the requisite Induction Sessions.
 - ascertain that all CBP Employees have attended Visitors' Induction ASAP after arriving onsite. Visitors' Induction for CBP employees is a mandatory temporary arrangement and does not substitute the Full Induction requirement as below.
 - forward the [BMF 104 CBP Application for SACO Cards](#) to the HR Payroll Section, where SACO Access Cards shall be issued to the CBP Employees.
 - take note that SACO Cards shall only be issued if a CBP employee have obtained a Red Ticket and an appointment for Full Induction was made. The SACO Card shall be activated up until the Full Induction date and re-activated with the confirmation of Full Induction attendance.
 - ascertain that all CBP employees have attended the requisite Full Induction training at the BM Training Centre, should the contract period exceed 3 days consecutively or 10 days alternately per annum.
 - with the assistance of the CBP Representative and other relevant parties, conduct a site-specific and issue-based Risk Assessment and training of all CBP Employees in terms of awareness of such hazards / risks and the relevant controls.
- This section applies to CBP working on an Order basis only and / or formal Contract.
- The Company reserves the right to remove any **CBP Employee** from its property / the works, if found that such employee does not have a valid SACO Card / proof of induction and / or Medical Certificate of Fitness.

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5.7. NON COMPLIANCE.

- A Company Official may raise non-compliance relating to the Terms as per Health & Safety Agreement / Contract, against the CBP, should the Company Official find that the CBP is in breach of such Terms.
- Non-compliance by a sub-contractor shall be raised against the CBP, with specific reference to such sub-contractor. It shall be the CBP's responsibility to ensure that the unwanted / non-compliant conditions / matters of concern are resolved.
- The form [BMF 107 CBP Non-Compliance](#) shall be used to raise non-compliance and the BMF 107 shall be routed via the Document Router System.
- The CBP shall not allow any work related to non-compliance until such time that the non-compliant conditions / matters of concern have been resolved.
- Non-compliance, depending on the nature thereof, may result in penalties and / or termination of the contract if such non-compliance is regarded as a serious breach of contract.
- The Company's disciplinary code shall apply AAWR and as agreed with the CBP.

6. CONTRACTOR & BUSINESS PARTNER RESPONSIBILITY.

6.1. GENERAL.

CBP's shall:

- comply with all prerequisites for access to Company property and work commencement.
- furnish the Company with their duly signed written procedure on the **Engagement of Sub-Contractors**.
- be responsible for Sub-Contractors in every aspect of the contracted works and shall ensure that Sub-Contractors adhere to the Terms of Contract / Health & Safety Agreement between the Company and the CBP.
- ensure that CBP employees are issued, free of charge, with appropriate Personal Protective Equipment (PPE) and ensure that such PPE is correctly used and maintained at all times and that CBP Employees are trained in the use and limitations of such PPE.
- immediately report lost / stolen SACO Cards, which shall be replaced or removed from the system at the CBP's expense and at a cost determined by the HR Department.
- maintain and hand over a consolidated "Red File", as per [SS 0075 Red File Index](#), to the Company on completion of the contracted works.

6.2 ACCOMMODATION.

- CBP's are required to provide for their own accommodation in Aggeneys and / or surroundings (i.e. Pofadder, Pella, Springbok).
- In instances where the Company is able to provide lodging, CBP's shall be held accountable for such accommodation units.

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6.3. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT PLAN.

- The CBP shall submit an Occupational Health and Safety Plan, signed by the CBP's Representative, for Contracted Construction Works and before commencement of any such contracted construction works.
- In certain instances, where required, the Company may insist upon an Occupational Health and Safety Plan for other types of contracted works.

6.4. COMPLIANCE WITH LEGISLATION.

- The CBP shall have copies of all relevant Legislation / Regulations onsite, which the CBP has obtained on their own account.
- The CBP shall at all times comply with the OSHA, MHSA and all other Legislation / Regulations pertaining to and / or that has relevance to the contracted work.
- CBP's shall appoint a Safety Officer(s) as / if required.

6.5. CBP's MONTHLY LABOUR RETURNS (CMLR).

- The CBP shall complete and submit the [BMF 108 CBP Labour Return](#) as per instructions on the form.
- The CBP Labour Return is a legal requirement and failure to comply may result in non-payment and / or penalties.

6.6. REGISTRATION WITH UIF, SARS AND COMPENSATION COMMISSIONER.

- CBP's shall provide proof of registration with the Unemployment Insurance Fund (UIF).
- CBP's, where relevant (i.e. Labour Brokers) shall provide an IRP 30 Certificate, an exemption from SARS in respect of Employees Tax.
- CBP's shall provide the Company with a valid Letter of Good Standing from the Compensation Commissioner and proof of membership of a recognised Accident Insurance Fund as determined by the Compensation for Occupational Injuries and Diseases Act (No. 130 of 1993), whereby all CBP Employees are covered.

7. SPECIFIC HEALTH AND SAFETY REQUIREMENTS.

7.1. OHS WRITTEN AGREEMENT.

- CBP's shall enter into a Written Agreement on Occupational Health and Safety with the Company, once the contract has been awarded to the CBP. This is a mandatory legal requirement in terms of the OHSA.
- The above also applies to works conducted on an order-basis, where the Risk Manager shall determine the applicability of such Written Agreement in terms of the duration and the nature of the required works.
- This document, SOP 064 Contractor Management System, is an integral part of the Written Agreement on Health and Safety.
- [BMF 112 Health and Safety Agreement](#) have reference.

7.2. COMPLIANCE WITH COMPANY RULES & STANDARDS.

- The CBP Representative shall be held responsible for (workplace) compliance with Company Rules / Standards. It the obligation of the CBP Representative to obtain copies of all Company Rules / Standards that has reference to the contracted works, from the Contract Manager.
- Specific reference is made to the SOP 064 Contractor Management System, the AAPlc Golden Rules and the Vehicle Management Plan.
- Any Company Official may stop unsafe work by any CBP and notify the site Supervisor. CBP's shall not continue with such work until the non-compliant conditions / matters of concern have been addressed.
- CBP's shall hold the [Daily Toolbox Talk](#) and keep record thereof as required, signed by all employees for scrutiny by Company Officials.
- See Section 5.7 Non-Compliance.

7.4. OCCUPATIONAL HEALTH.

- CBP's shall, prior to commencement of contracted works and at their own expense, ensure that all CBP Employees have obtained a Medical Certificate of Fitness ("Red Ticket") from the onsite Occupational Health Practitioner, if such employees shall work on Company property for longer than 3 days per annum, irrespective if these days are consecutive or alternate.
- CBP's shall ensure that all Red Tickets are renewed in due time and at their own expense.
- CBP's shall ensure that all their employees who have been working on Company Property and who have obtained a "Red Ticket" shall do an Exit Medical at the Occupational Health Practitioner and on the CBP's account.
- Employees not doing an Exit Medical and on no reasonable grounds, may lead to penalties against the CBP.
- No CBP Employee who has been dishonourably discharged by the CBP shall be appointed by another CBP to work on Company property, without prior approval of the HR Manager.
- [COP 005 Minimum Standards of Fitness](#) has reference.

7.5. INJURIES / INCIDENTS ON DUTY.

- All incidents shall be reported as per [SOP 091 Incident Reporting and Investigation](#), of which CBP's shall obtain a copy from the Contract Manager.
- The Company shall provide, without any liability to the Company and free of charge, Emergency Medical Services by a suitably qualified Paramedic to CBP Employees, should an injury be sustained on Company property and whilst doing contracted work for the Company.
- Any and all costs, except for the abovementioned Emergency Medical Services, for medical treatment resulting from injuries sustained on duty / medical conditions resulting from contracted works shall be at the CBP's expense.

7.6. SAFETY FUNDAMENTALS.

The Contracts Administrator shall ensure that the CBP receives a copy of the [SS 0015 Black Mountain Golden Rules](#), as part of the Contractor's Pack.

In addition to the Golden Rules:

- CBP's shall, with Company involvement and in writing, conduct the requisite Hazard Identification & Risk Assessments pertaining to contracted works and file such hard copies onsite for scrutiny by a Company Official.
- CBP Employees shall be made aware of all the hazards identified and trained in the controls / preventative measures to reduce risks ALARP.
- CBP's shall develop an (site-specific) Emergency Evacuation Procedure and establish an (emergency) Assembly Point at a suitable location.

7.7. MINING, QUARRYING AND STOCKPILE OPERATIONS.

In addition to the Golden Rules:

- CBP's shall not undertake any blasting operations without specific, written permission from the General Manager.
- The CBP's Representative shall obtain copies of all Safe Work Practices and SOP's relating to Mining, Quarrying and Stockpile operations, where applicable.
- CBP's shall diligently adhere to said SWP's / SOP's.

7.8. WORKING AT HEIGHTS.

In addition to the Golden Rules:

- For roofwork on a construction site, have the requisite HIRA and Fall Protection Plan in place as per Construction Regulations.
- Ensure that:
 - all ladders are of good construction, sound material and adequate strength and suited to the purpose for which they are used.
 - all ladders are numbered, recorded in a register, regularly inspected by a competent person and the register kept up to date.
 - scaffolding platforms are entered in a register, regularly inspected by a competent person and the register kept up to date.
 - fall arrest equipment is of good design and worn in such a manner that it does not injure the person who is liable to fall.

7.9. ELECTRICAL EQUIPMENT / INSTALLATIONS.

In addition to the Golden Rules:

- All electrical equipment shall comply with the requirements of the relevant Acts and Regulations
- All CBP equipment shall be checked / certified by an engineer in the employ of the Company.
- The CBP shall follow the relevant lock-out procedure.

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- The CBP shall ensure that all small tools and portable electrical equipment are of good construction, sound material and adequate strength.
- All portable electrical equipment shall be numbered, recorded in a register, inspected and the register kept up to date.
- With electrical installations on construction sites:
 - Before construction commences and during the process thereof, adequate steps shall be taken to ascertain the presence of and guard against danger to persons from any electrical cable or apparatus which is under, over or on the site.
 - Continuous inspections shall be conducted by a competent person as required by the Regulations.

7.10. CONFINED SPACES.

In addition to the Golden Rules:

- CBP's shall not allow entry into confined spaces, without pre-requisite permits, AAWR.

7.11. LIFTING EQUIPMENT.

- CBP's shall ensure that all their lifting equipment is of good construction, sound material and adequate strength.
- All lifting equipment must be numbered, recorded in a register, regularly inspected and the register kept up to date.

7.12. VEHICLE SAFETY.

In addition to the Golden Rules:

- CBP's shall strictly adhere to the Company's Vehicle Management Plan.
- All CBP vehicles shall be roadworthy, duly licensed and insured.
- The drivers of such vehicles and / or machinery must be in possession of a valid and appropriate drivers licence. Valid drivers licences must be available and produced on request.
- No more than twelve (12) persons shall be transported on a LDV. Any person transporting more than 12 persons shall be in possession of a valid and appropriate Professional Driving Permit (PDP).
- No person shall be transported in the back of a Light Delivery Vehicle (LDV) on Company Premises, if there is no suitable provision for seats and safety belts in the back of such LDV.
- Any person driving a vehicle with a Gross Vehicle Mass (GVM) of more than 3500kg shall have an appropriate PDP.

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7.13. CHEMICAL & HAZARDOUS SUBSTANCES.

In addition to the Golden Rules:

- CBP's shall not be allowed to bring onsite certain substances that are, due to its nature, classified as hazardous without a Material Safety Data Sheet (MSDS).
- The substances referred to above includes, but is not limited to:
 - Hydrocarbons (Engine, gearbox oils, etc)
 - Chemicals (Lab-, Plant, Domestic, Water Treatment, etc.)
 - Chemical \ Electroplating Equipment (Bolts & Nuts protected with "Calguard".)
 - Gasses (Acetylene, Argon, etc.)
 - Explosives
 - Paints & Diluents
- All substances shall be used and stored in accordance with the MSDS.
- CBP's shall declare all hazardous substances as above (such as hazardous chemicals), using the [BMF 125 Hazardous Substance Declaration](#).

7.14. RADIATION.

- Areas that are designed to contain and store radioactive material are clearly demarcated and radiation-warning signs are prominently displayed.
- Personal Protective Equipment indicated on the signboards in demarcated areas must be worn when entering and working in these areas.
- No material and equipment may be removed from such demarcated areas without being checked and declared free of radioactive contamination.
- No eating or drinking, smoking, unauthorised entry or loitering in demarcated areas is permitted.

7.16. EXCAVATIONS.

- Before any excavation or ground staking work is commenced, permission must be obtained from the Company and the existence of electrical cables, drainpipes, gas and water mains, and any other underground services / facilities must be ascertained.
- CBP's shall certify that their employees are competent in regard to excavation work.
- All excavations must be in accordance with the relevant legislation.

7.17. FIRE PREVENTION.

- CBP's shall be responsible for taking the requisite fire precautions.
- CBP's Employees shall familiarise themselves with the Company's fire precautions that includes escape routes and shall strictly adhere thereto.
- Braziers and open fires are strictly prohibited. Fires may only be made or started in designated areas, i.e. braai places.
- Before the commencement of any hot work, CBP's shall obtain a Hot Work Permit from the responsible Engineer and adhere to the requisite guidelines issued therewith.

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- All “No Smoking” signs shall be strictly adhered to and CBP’s shall be conversant with and adhere to [SOP 014 Smoking Policy](#).

7.18. ENVIRONMENTAL & HOUSEKEEPING.

- No pets (dogs, cats, birds etc) may be brought onto site.
- CBP’s are responsible to keep their work areas and staff accommodation in a neat, tidy and hygienic condition at all times.
- Tins, bottles, plastic, paper and other rubbish must not be allowed to be blown about and shall be disposed of at designated waste disposal containers in the CBP’s site. CBP’s must provide these containers or request such from the Company. CBP’s shall follow the Company’s waste disposal procedure.
- All scrap, debris and refuse resulting from contracted works shall not be allowed to accumulate on site and removed on a regular basis.
- Engine oil or spilt diesel/petrol shall not be disposed of onsite.
All spills must be reported to the Environmental Department immediately and disposed of in a manner approved by the Company.
- All plants and wild life are protected and the CBP must ensure that no plants, animals, birds are disturbed, removed or killed. No portion of a living / dead plant may be removed.
- Any person found in possession of wild animals / plants shall be removed from the premises.
- The disturbing, chasing, catching, moving, hunting or trapping of any form of wild life is strictly prohibited.
- CBP’s must apply for permits to enter conservation areas.
- Access to areas marked for rehabilitation is strictly prohibited.
- Water is a scarce commodity, and must not be wasted. Leaks shall be repaired and / or reported immediately and spillage avoided.
- CBP’s shall make use of existing roads and tracks, and may not drive in the veld. No new roads or tracks may be made without the written permission of the Company.
- CBP’s are not allowed to wander around or drive around in the veld without permission.

8. ADDITIONAL REQUIREMENTS.

8.1. ALCOHOL, ILLEGAL SUBSTANCES & FIREARMS.

- No person who are or appears to be under the influence of liquor or drugs that may render, or be likely to render them incapable of performing their duties, shall enter or be allowed to enter the works / site.
- No intoxicating liquor or non-prescribed drugs are allowed on the site.
- Under no circumstances shall firearms be allowed onsite. Firearms may be left at the Police Station.

8.2. CONFIDENTIALITY.

- CBP’s shall at all times treat as confidential and not make unauthorised use of any data and information which is disclosed to or acquired by him in connection with any work or services to be performed.
- CBP’s shall ensure that any confidential documents and drawings, which are obtained in connection with the contracted work, are adequately protected. If any such document or drawing is lost, the contractor shall inform the Company immediately.
- CBP’s site offices, where applicable, shall be kept locked.

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8.3. IDENTIFICATION OF EQUIPMENT / EMPLOYEES & WORK AREA.

- CBP employees shall wear identification clearly bearing the name of the CBP.
- CBP equipment / machinery shall be distinctively marked as being the CBP's.
- The Company reserves the right to confiscate and remove unmarked and / or poorly maintained equipment from its premises.
- CBP's on construction sites shall erect a mobile notice board supplying the following information:
 - Company Name
 - Contractor Representative Name & Contact Details

8.4. SPORTS & RECREATION CLUBS.

- CBP employees may apply for Sport & Recreation Club membership, subject to the terms and conditions associated with such.
- CBP employees shall pay the same club fees as Black Mountain employees, should club membership be required.
- No CBP employee shall be granted access to the Recreation Clubs without producing the requisite access card (NOT A SACO CARD) to security.
- No CBP employee may be a member of a sub-club (soccer, cricket, netball, hiking, etc.), if the Contractor Employee is not a member of the "Mother" Recreation Club.

8.5. INDIVIDUAL CONTRACTORS.

- Individual Contractors, which includes consultants, in their personal capacity, shall be regarded as Black Mountain Employees for all intents and purposes, subject to their specific contract terms.

9. RESPONSIBILITIES.

- The designated Custodian shall implement and maintain this Document.
- Department Heads shall ensure that this SOP is applied with due diligence.
- Deviations from this SOP shall be effected via approved "Deviation from Standard" documentation.
- Should additional precautions, due to special circumstances unique to that Department / Section, over-and-above the requirements of the Procedure be necessary, then the Department Head shall ensure that, in consultation with the relevant specialists, such requirements are specified in writing, conveyed to the end users and recorded as such.

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DEFINITIONS & ABBREVIATIONS

AAWR	As & When Required
CBP Employees	Persons in the employ of the Contractor that are working onsite under the contract.
COID Act	Compensation for Occupational Injuries and Diseases Act
Company Official	Any Black Mountain Employee that is in any way involved with the contracted work and can be, inter alia a Safety Officer, Engineer, Contract Manager or the General Manager.
Contract Manager	Black Mountain Employee overall responsible for the contracted work and the contractor onsite. The Contract Manager shall be a Regulation 2.6.1 appointee.
Contract Period	The period of the duration of a formal contract and / or order.
Contracted work	The work required to be done under the contract terms.
Contractor & Business Partner (CBP)	The individual or Company the contract is awarded to. Also refers to Contractor Employees in certain contexts.
Contractor's Pack	Health and Safety information and requirements provided to the Contractor with the Invitation to Tender and / or prior to commencement of the contracted work.
COP	Code Of Practice
Employee (as per COID Act)	A person who has entered into or works under a contract of service or of apprenticeship or learnership, with an employer, whether the contract is express or implied, oral or in writing, and whether the remuneration is calculated by time or by work done, or is in cash or in kind. NB: This includes inter alia, casual workers, contractors, and persons provided by labour brokers, and is the accepted definition UNLESS stated specifically otherwise.
HIRA	Hazard Identification & Risk Assessment
ISO	International Standards Organisation
MHSA	Mine Health and Safety Act
MSDS	Material Safety Data Sheet
OHSA	Occupational Health and Safety Act
OHSAS	Occupational Health and Safety Act Standards
Portable Electrical Equipment	All equipment fed through a flexible cable from a plug point - 220, 380 or 500V, e.g. electrical kettles, fridges, grindstones, lathes, drills, soldering irons, extension cables, etc.
PPE	Personal Protective Equipment
Red File	A file containing all health and safety information relating to the contracted work.
Shall	Use of the word "shall" indicates a mandatory statement.
SOP	Standard Operating Procedure
SWP	Safe Work Practice
the Company or Black Mountain	Black Mountain Mining (Pty) Ltd

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PROPOSALS, APPROVALS AND SANCTIONS

Originator: ORIGINAL SIGNED
SE Cloete
Compliance Administrator

Custodian: ORIGINAL SIGNED
JE Raymond
Safety Manager

Approved: ORIGINAL SIGNED
AM Eksteen
Risk Manager

Sanctioned: ORIGINAL SIGNED 2009/03/18
ORM Meijer Date
General Manager

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