



Controlled Document
Revision Committee Sign Off Form

HSE-SAF-FRM-0001

First Issue Date:

14 August 2017

Last Approval Date:

18 July 2018

Document Name: HSE-SAF-MAN-0001 Business Partner Health and

Review Date: 6.9.2018 Safety Manual

Custodian: E Natapeng

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3 K. Mamascho	Section Manager	31 yrs	
4 N. MASEBENI	NAM	19 yrs	
5 E. T. Mawapi	Supply Manager	28 yrs	
6 K. Nkoana	Sub Mining Eng	12 years	
7 M. HIGGINS	M. Higgins	32 years	
8 W. Ogunleke	Manager	20 yrs	
9 A. Bantw	N/O	25	
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Approval by Author/Custodian:

WA

Date: _____

Approval by Manager:

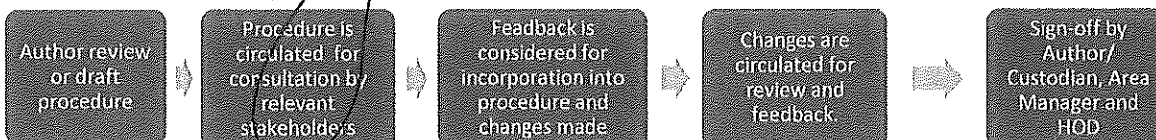
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Date: 7/9/18

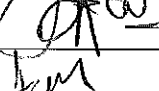
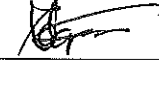
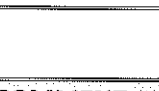
Approval by HOD:

WJ

Date: 7/9/18

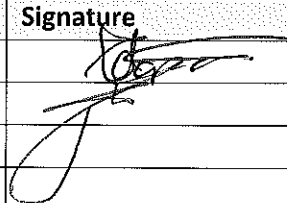


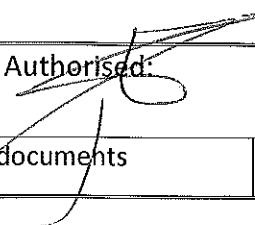
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APPROVED BY (3.1 & 7.2 Appointment)	K Mamosebo	Operation Manager: Swartberg		7/9/18
APPROVED BY (3.1 & 7.2 Appointment)	M Highton	Operation Manager: Deeps		7/9/18
APPROVED BY (7.2 Appointment)	C Klopper	HSE Manager		7/9/18
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DISTRIBUTION	Section/Department/Site/Company Wide			

REVISION HISTORY	DATE	BRIEF DESCRIPTION OR COMMENT
First Issued	2009	Original version
First Revision	July 2018	Changes to document format Simplification of content
(Show only last 3 revisions)		

Drafting/Reviewing Committee:

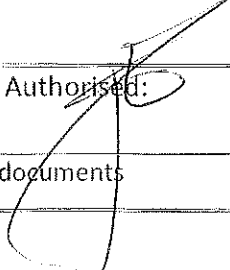
Name	Position	Experience	Signature
C Klopper	HSE Manager	22 years	
J Stoltz	Head of Mining	23 years	

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1. PURPOSE

The purpose of this Business Partner Health & Safety procedure is to have in place a guide for the effective management of health and safety.

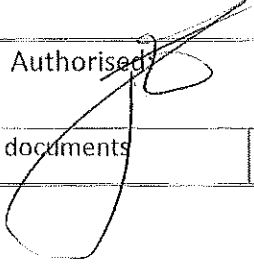
2. OBJECTIVES

This SOP's objectives are to:

- Provide Business Partners (BP's) with relevant Health & Safety requirements and standards of Black Mountain Mining (BMM) to implement and maintain adequate HSE Management practices to protect the health & safety of employees
- Provide Contract Managers with information pertaining to the management of BP's onsite and their relevant responsibilities.
- Set legal appointment, reporting and communication standards between BP's and BMM
- Set the minimum Risk Management standards BP's shall comply with

3. DEFINITIONS & ABBREVIATIONS

<i>BMM</i>	Black Mountain Mining (Pty) Ltd
<i>BP</i>	Business Partner
<i>Consequence</i>	The effect of exposure to a hazard
<i>Consultation</i>	The action or process of formal discussion where input or comments will be obtained
<i>Employee</i>	Includes both BMM and Business Partner employees
<i>Hazard</i>	Source of potential damage, harm or adverse health effects on something or someone under certain conditions at work
<i>Health</i>	Being not only the absence of disease, but also rather the complete physical, mental and social wellbeing of the individual.
<i>Legal Appointees</i>	Persons appointed as per Legislation
<i>MHSA</i>	Mine Health & Safety Act (Act 29 of 1996 as amended)
<i>OHSA</i>	Occupational Health & Safety Act
<i>OMP</i>	Occupational Medical Practitioner.
<i>Risk</i>	Chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard
<i>Statutory obligations</i>	The course of action to which a person is legally bound
<i>SOP</i>	Standard Operating Procedure

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4. LEGAL, COMPANY & OTHER REQUIREMENTS

4.1 Compliance with Legislation

The BP shall comply with Legislation / Regulations pertaining to and / or that has relevance to the specific contracted work, including:

- Mine Health & Safety Act (MHSA)
- Occupational Health & Safety Act (OSHA)
- Black Mountain Mining Policies, Procedures, Codes of Practice

4.2 Compliance with Labour & Human Right Requirements

At Black Mountain Mining, we are fully committed to an ethical value chain that respects human rights and is free of modern slavery. Business Partners agree to comply with the requirements as set out in the UK Modern Slavery Act 2015 (the Act), taking cognizance of Labour and Human Rights requirements, including:

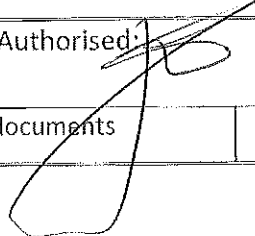
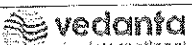
- No child labour
- No forced, bonded or involuntary labour
- No harsh or inhumane treatment
- Freedom of association
- Working hours not excessive
- Wage and benefits in accordance with legal requirements
- Non-discrimination
- Regular employment
- Prevention of human trafficking and modern slavery

4.3 Business Partner Health & Safety (Red) File

The BMM BP Manager shall, with the assistance of the Safety Department, compile and maintain a Business Partner Health & Safety (Red) file:

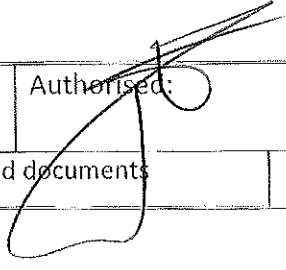
- The file should be kept in the office of the BMM BP Manager
- Be updated when any changes in people, equipment or process occur
- Will be audited by the Safety Department as part of the Red File Compliance Audits

No	Red File Item	Description
1	BMF 113 CBP Declaration of Acceptance	BP acceptance of terms and conditions with regards to Health & Safety
2	BMF 111 Onsite Works Commencement Certificate	Certificate issued by Black Mountain representative after all other requirements of the Red File are complied with (before work can commence)
3	Appointment: Business Partner Representative	Manager/supervisor appointed by the Business Partner to represent the BP
4	Appointment: Black Mountain Representative	Manager/supervisor appointed by the Black Mountain to oversee and liaise with the BP

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5	Other Required Appointments	Other legal and/or BMM required appointments
6	Proof of Competence	Review of training records of BP employees, applicable to the specific job(s) that will be conducted. (Competency by virtue of a person's training, knowledge and experience)
7	BMF 104 C/BP Application for Saco Access (Biometric Assess)	Application for biometric access for employees once medical surveillance have been conducted
8	BMF 112 H&S Agreement	A Health & Safety agreement between the BP and BMM
9	HSE-PRO-007 BP H&S Procedure	This procedure, stating the minimum Health & Safety requirements a BP must comply with
10	SOP 064 BP Commercial Procedure	Commercial procedure to be followed by BP
11	Letter of Good Standing from Compensation Commissioner	Proof provided and re-issued annually by the Compensation Commissioner
12	Proof of Insurance / Public Liability	Proof provided and re-issued by the BP's insurance
13	BP's Emergency Response Plan	The BP's emergency procedure aligned with BMM's emergency response plans, with proof of training of BP employees in the plan(s)
14	BP's Appointment of Sub-Contracted BP Procedure	Document/approval required in the event that a BP will be sub-contracting work to another BP
15	BMF 105 BP's Tools / Equipment List	List of the BP's tools and/or equipment that will be utilized during the course of work at BMM, inspected and approved by the BMM Engineer or any other person duly authorized
16	Site-Specific Risk Assessment & Induction Training	Proof of site specific risk assessments (could be kept in a separate file) and proof of induction training of employees
17	Required Toolbox Talks (7 Days)	Proof of participation (signed) by employees in the last 7 days' Toolbox Talks, kept on record
18	SOP 091 Incident Reporting & Investigation	Forms used for incident reporting and investigation there-off
19	Vedanta Critical Control Standards (VCCS)	Copies of the VCCS kept on file, with proof of awareness and training of BP employees in the content of the VCCS
20	Blank BMF 017 Deviation from Standard	Form to be completed and signed-off should a deviation of standard be required.
21	Blank BMF 107 C/BP Non-Compliance	Form to be issued to the BP should a non-compliance to standards, procedures, legal requirements occur

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4.4 Reporting Structure

The designated Business Partner Manager/Supervisor shall report to the following responsible person(s) prior to and during work being conducted (in some cases this could involve three separate BMM responsible persons):

Responsible Person	Description	Reporting
Black Mountain Mining Business Partner (BMM BP) Manager	Person to whom the BP is assigned to	Daily
Black Mountain Mining Work Owner	Person for whom work is being performed by the BP	Before any work commences / daily while work is in progress
Black Mountain Mining Area of Responsibility	Person responsible for the area in which the work is being conducted	Before any work commences

4.5 Legal Appointments

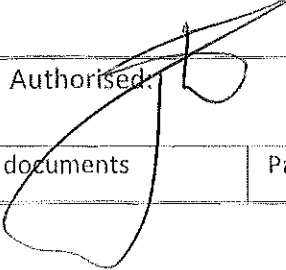
Business Partners are required to have the following legal appointments:

Responsible Person	MHSA	OHSA
BP Manager/Supervisor	MHSA Reg. 2.6.1 MHSA Reg. 2.9.2	OHSA Reg. 16.1
Safety Officer (if applicable)	MHSA Reg. 2.17.1	
Safety representative (if applicable)	MHSA Reg. 2.18.1	
Engineer (if applicable)	MHSA Reg. 2.13.1 &/or MHSA Reg. 2.13.3.1	

- Appointments should be documented and signed off responsible person being appointed
- Alternative responsible person(s) should be appointed in the event that the person appointed are off site for an extended period (eg: leave, off sick, etc)

Note: should the main business partner make use of a **sub-contracted business partner**, the following are required:

- Pre-authorization from the Black Mountain Mining legal appointee
- The required legal appointment(s), as per table above, should be in place for the sub-contracted business partner prior to work commencing

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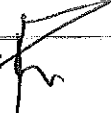
4.6 Occupational Medical Surveillance (Certificate of Fitness)

COP 005 Minimum Standards of Fitness to Perform Work at a Mine has reference -

- Medical Surveillance examinations shall be conducted to ensure prospective and current employees meet the Minimum Standards of Fitness to Perform Work at a Mine

Pre-Employment Medical Examination	Periodic, Blood Lead & Special Medical Examinations	Exit Medical Examination
- Conducted prior to signing on a person to ensure the person meets the minimum standard of fitness requirements - The occupation and work site to be employed should be recorded on medical forms Special Work Permission examinations required should be stipulated on the medical forms, for example – - Working at Heights - Confined Spaces	Periodic Medical Examination - Conducted annually for all employees Blood Lead Monitoring – for employees exposed to Lead dust - Conducted 3 monthly in 1st year of employment for all, there-after: - Females - 3 monthly, but monthly if becomes pregnant or above withdrawal level - Males - annually, but 3 monthly above withdrawal level Special (Ad Hoc) Medical Examinations - At frequencies prescribed by the OMP Transfer Medicals - Should an employee move between companies or occupations a transfer medical should be done	- Conducted before, or within thirty (30) days after termination of employment at the Business Partner (no matter the reason for termination of employment) - The Business Partner (employer) should arrange for the exit medical - The employee should attend the examination - Prior to attending the exit medical, the Business Partner should complete the relevant sections of the "Employee's Record of Hazardous Work – DMR form 275" and submit to the VOH department for completion and signing off - Employees not doing an exit may lead to penalties against the BP

- The Business Partner is responsible for Occupational Medical Surveillance costs and are not allowed to deduct any such cost from employees, or cause employees to pay money, or cause employees to work in lieu of payment for any of the requirements of this section
- The BP Site Manager should keep record of Certificate of Fitness compliance for each employee and have it readily available for inspection

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4.7 Induction & Access to Company Premises

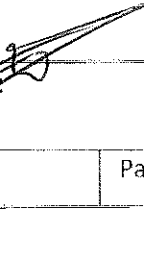
Requirements are as follows

- a) Obtain / renew Certificate of Fitness (as described above)
- b) For new employees, attend Visitor's Induction at Security premises (Note: this does not substitute the Full Induction requirement as set out below)
- c) Make necessary requisite Induction Session appointments (job and work site dependent)
 - General / Refresher induction
 - TMM licenses
 - Vedanta Critical Control Standards training, eg:
 - Working at Heights
 - Confined Spaces
 - Electrical Safety / Isolation
 - Confined Space Entry
 - Vehicles & Driving
 - Mobile Crane & Lifting Safety
 - Ground Control – Underground mines
 - Machine Guarding
 - Pit, Stockpile and Waste Dump Stability
 - First Aid
- d) Complete and submit BMF 104 CBP Application for SACO Cards to the HR Payroll Section, where Biometric Access shall be assigned to the BP Employees.
- e) Biometric access will be assigned after a BP employee have obtained a Certificate of Fitness and an appointment for Full Induction was made. Biometric access shall be activated up until the Full Induction date and re-activated with the confirmation of Full Induction attendance
- f) It remains the responsibility of the BP representative to ensure that all BP employees comply with these requirements, including those that do not access biometric controlled areas
- g) BMM reserves the right to remove any BP Employee from its property / the works, if found that such employee does not have a valid Biometric access / proof of induction and / or Medical Certificate of Fitness. The Non-compliance section of this SOP has reference

4.8 Business Partner Monthly Returns & Audit Reports

Failure to submit the requisite monthly documents as set out below may result in non-payment and / or penalties

- a) HR related Returns: The BP shall complete and submit the BMF 108 CBP Labour Return as per instructions: The CBP Labour Return is a legal requirement
 - Labour Returns must be submitted by the 25th of each month. Should the 25th be over a week-end or public holiday, the Labour Returns must be submitted on the last working day prior to the week-end or public holiday
 - Hours of work and overtime of employees must also be monitored and report on
- b) Monthly compliance audits shall be conducted by the BP Representative and the BMM BP Manager as per form HSE-BMF-007A BP Month-End Audit Report. Record of audits will be kept in the BMM BP Manager office and will be inspected as part of the Red file audits

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5. RISK MANAGEMENT

5.1 Risk Assessments & Standard Operating Procedures

The BP Representative, with the assistance of relevant departments, shall conduct site-specific Baseline and Issue-Based Risk Assessment, compile SOP's & Planned Task Observation and train BP employees in terms of awareness of such hazards / risks and the relevant controls.

Examples of Risk Assessment formats, Planned Task Observation and the BMM Risk Matrix will be available at the respective BMM BP Managers

Baseline Risk Assessment (BRA)	Issue Based Risk Assessment (IBRA's) - Critical Tasks	Standard Operating Procedures (SOP's)
- Identify and list all activities to be conducted by BP in the different work areas - Stipulate current controls in place - Risk rate each work activity and work area, – consequence and likelihood - Based on the ratings, identify the high health & safety risk activities - Review BRA's at least every 2 years or if changes occur in equipment, process or activities and chemicals	- For each high risk activity identified in the Baseline Risk Assessment, an Issue Based Risk Assessment must be completed - Stipulate current controls in place - Risk rate task – consequence and likelihood - Determine and implement additional controls where appropriate - Train employees in hazards & controls - Review IBRA's at least every 2 years or if changes occur in equipment, process or activities and chemicals	- Develop Standard Operating Procedures for critical tasks - Train employees in the content of SOP's - Conduct Assessment of Competence to verify employee understanding in SOP's - Review SOP's at least every 2 years or if changes occur in equipment, process or activities and chemicals

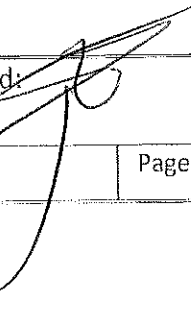
Planned Task Observations (PTO)

- Develop / maintain PTO's for all Critical Tasks
- Develop / maintain an annual schedule to conduct PTO's on Critical Tasks

5.2 Management of Change (MOC)

Management of Change assessments should be conducted and documented for Changes to:

- People

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- Equipment
- Processes
- Chemicals and products

For full details on Management of Change, please refer to HSE-SAF-STD-0002 Management of Change

5.3 Training & Competency

No employee is allowed to conduct work without the required training and assessments of competence:

Training & Competency	
Induction training	• Conducted when appointed and refreshed on an annual bases
SOP Training	• Training in relevant SOP's, with an assessment of competence conducted and passed by the employee
TMM training & licensing	• No Person are allowed to operate TMM equipment without a valid license
Vedanta Safety Standards:	Training and assessment of competency for: • Working at Heights • Confined spaces • Isolation • Vehicles & Driving
First Aid training	• Conducted every 3 years

5.4 Work Scheduling & Performance

Effective daily work planning and medium term work scheduling should be conducted as it forms the basis to working healthy and safe:

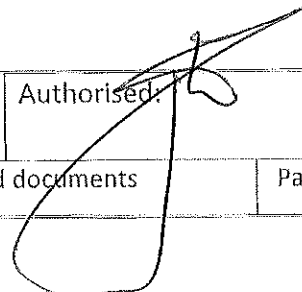
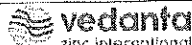
Daily Planning / Toolbox Talks

- Daily planning / Toolbox Talks should be conducted with employees at the start of each shift. Hazard and controls of planned tasks should be reviewed
- Proof of Toolbox Talks should be filed for the preceding seven (7) days. All persons involved should sign on the Toolbox Talk as proof of participation

Medium Term Work Scheduling:

The objective of medium term work scheduling is to pre-plan work for up to the next 3 months:

- A weekly work schedule must be provided to the appointed BMM BP Manager. Should changes occur to this schedule the BP representative must discuss it with the BMM manager for approval

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Work Planning / Planned Task Observations	Permit to Work (PTW) requirements	SMART Start (Continuous Risk Assessments)
Work Planning Schedules - Should be compiled by the BP representative - Medium term plans (for up to 3 months) - Reviewed monthly or when changes occur Planned Task Observations (PTO's) - Conducted as per BP schedule - BP Supervisors / Line management should conduct PTO's for critical tasks/activities - Action non-compliance to procedures identified during PTO's - Record and maintain records for PTO's conducted	Work Commencement documentation compiled & signed off by BMM BP manager, Work Owner and respective Area of Responsibility manager prior to work starting, including: - Safe declarations - Appropriate PPE is availability Permit to Work Certificates should be completed prior to commencing work and on completions of the work and includes: - Working at Heights - Confined spaces - Isolation - Hot/cold permit	Conduct SMART Start assessments - Before start of work - During work when changes occur to people, equipment, procedure or environment - All persons involved in work/task to participate and sign-off in SMART Start booklet - Supervisors/line management should conduct over inspections of SMART Start assessments to ensure compliance

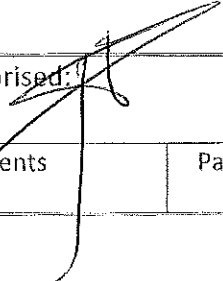
Based on the site specific risk assessments and Standard Operating Procedures, appropriate PPE should be supplied to employees (Note: PPE is the last means of risk control):

Personal Protective Equipment (PPE)
BP Representative should ensure: - BP employees are issued, free of charge, with appropriate PPE - BP Employees are trained in the use and limitations of such PPE - Such PPE is correctly used and maintained at all times - Develop / maintain an annual schedule to conduct PTO's on Critical Tasks

6. INCIDENT REPORTING & INVESTIGATION

All incidents should be reported. These include:

- Incidents that caused harm/injury to a person
 - This should be done when the incident occur through the BMM (Deeps) Control room at Emergency Telephone Number: 9999 (internal phones) or 054 983 9999
 - Emergency services will be activated by the control room operator

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- Incidents that did not cause harm/injury to a person, but that had the potential to harm or injure a person(s)
- High Potential Incidents (HIPO) - an actual HSEC event or a near miss with the realistic potential to result in:
 - A fatality or permanent disability
 - A class 4 or 5 environment, social, labour or security event
- Property or equipment damage

Formal investigations should be conducted into:

- Every incident causing harm/injury to a person(s)
- All High Potential (HIPO) incidents
- Property or equipment damage

7. NON-COMPLIANCE

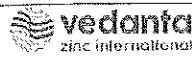
Non-compliance with any section of this procedure could incur the following penalties:

- A BMM Official may raise non-compliance relating to the Terms as per Health & Safety Agreement / Contract, against the BP, should BMM Official find that the BP is in breach of such Terms.
- Non-compliance by a BP sub-contractor shall be raised against the BP, with specific reference to such sub-contractor. It shall be the BP'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
- The BP shall not allow any work related to non-compliance until such time that the non-compliant conditions / matters of concern have been resolved
- 5% of monthly income from Black Mountain Mining (PTY) Limited, with a minimum of R5 000 per non-conformance. This rule will be superseded should a non-compliance penalty system be included in the contract with the business partner
- 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
- Continued non-conformance can lead to suspension and/or cancellation of the BP contract with Black Mountain Mining (PTY) Limited
- BP should implement and maintain a disciplinary code

BMM reserves the right to remove any BP 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

8. DOCUMENTATION RESPONSIBILITY

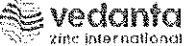
It is the responsibility of the Custodian of this policy to maintain and implement this policy. This policy will be reviewed no later than one year from signature, to accord and reflect developments in the field of medical, academic, occupational and employment practices, norms and understanding.

Custodian: 	Approved: 	Authorised: 
	Hard copies will be treated as uncontrolled documents	
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	Black Mountain Mining (Pty) Ltd	Document Number:	HSE-SAF-MAN-0001
	Company Standard	First Issue Date:	14 August 2017
	Business Partner Health & Safety Manual	Last Approval Date:	18 July 2018

9. DISTRIBUTION AND ACCESS

- Distribution will be electronic by means of accessing the relevant Procedures Folder on the shared drive. All printed copies will be considered as uncontrolled documents. All employees will have read access.
- Line Supervisors/Managers, who have staff reporting to them that do not have access to the electronic copy, shall ensure that these personnel are adequately guided and informed

Custodian:		Approved:		Authorised:	
	Hard copies will be treated as uncontrolled documents			Page 12 of 12	