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Author:	VOH Manager	Sanction:	4.1 Appointee(s)
MANDATORY CODE OF PRACTICE FOR LAMPROOMS			

1 TITLE PAGE



COP : Code of Practice

LAMPROOM

Black Mountain Mining (PTY) LTD

**MANDATORY CODE OF PRACTICE
FOR LAMPROOMS**

This Code of Practice is Drawn Up in Accordance with The Guidance Note for Lamproom Practice Issued by the Chief Inspector of Mines Reference Number OH-11-2003 (DME Directive B6)

DMR Mine Code number: 0195

Operation Reference Number: BMM-HSE-VOH-COP-0001

DMR Effective Date: 01 August 2002

Revision Dates:

- Revision 9:** 01 July 2024
- Revision 8:** 30 July 2021
- Revision 7:** 01 September 2018
- Revision 6:** 30 July 2018
- Revision 5:** 04 December 2015
- Revision 4:** 13 November 2013
- Revision 3:** 20 June 2011
- Revision 2:** 30 July 2009
- Revision 1:** 23 October 2008

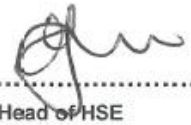
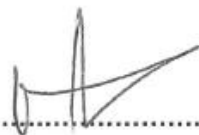
Next Revision Dates: 01 July 2027

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Code of Practise Approval

Compiled By:  VOH Manager Date: 20th, 10.08	Approved By:  NUM Health & Safety Representative Date:	Approved By:  Head of HSE Date: 27/11/24
Approved By:  Survey Manager Date: 13-12-2024	Approved By:  Engineering Manager Date: 31/1/2024	Approved By:  HR Manager Date: 20/12/24
Approved By:  Plant Manager Date: 16/01/25	Approved By:  Mining Manager Date: 08/01/2025	Approved By:  General Manager Date: 03/02/2025

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3 STATUS OF CODE OF PRACTICE.

This Code of Practice has been compiled to ensure that the Mine complies with the requirements of Section 9(2) of the Mine Health and Safety Act, 1996 (Act No 29 of 1996).

It was drawn up in accordance with the “Guidance Notes for Lamp Room Practice” issued by the DMRE in 2003, Reference Number OH-11-2003.

- 3.1 The Mine Joint Health and Safety Committee was consulted in terms of Section 9(4) of the MHSA and their acknowledgement of this COP is provided in this document.
- 3.2 This Code of Practice (COP) has a legal standing in that the Employer’s obligations in terms of the MHSA and those of the Employees (in terms of section 22) are defined.
- 3.3 This COP takes precedence over all other Managerial Instructions and Recommended Procedures concerning Lamp Rooms that may be in force at Black Mountain Mining.
- 3.4 All managerial instructions, recommended procedures (voluntary COP’s) and standards on the relevant topics must comply with the COP and must be reviewed to ensure compliance
- 3.5 This COP as well as the related documents may also be used in Accident / Incident Investigations, Audits and Enquiries to ascertain compliance by relevant parties.

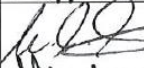
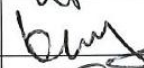
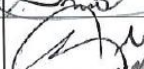
4 MEMBERS OF THE DRAFTING\REVIEW COMMITTEE.

- 4.1 In terms of section 9(4) of the MHSA, the Health and Safety Committee was consulted on the preparation, implementation or revision of this COP.
- 4.2 A committee was appointed for the drafting/review of this COP.
- 4.3 Members of the Drafting/Review Committee:
 - 4.3.1 Members of the Drafting Committee

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NAME	DESIGNATION	QUALIFICATION	AFFILIATION	EXPERIENCE	SIGNATURE
Charles Kloppe	VOH Manager	Cert in Mine Environmental Control	MVS	25 years	
Marius Magerman	Sect Vent Officer	Cert in Mine Environmental Control	MVS	19 years	
Davey Cupido	Lampsman	Lampsman Certificate		24 years	
Kotishi Mamosebo	Mining Manager	MMC	SANIRE	32 years	
Werner Carsten	Mining Manager: Deeps	Mine Overseer Certificate		23 years	
Francois van den Heever	Mining Manager: Swartberg	Mine Overseer Certificate		17 years	
Nkosiyetu Masebeni	NUM	COMSOC 1 & 2 Blasting Certificate	NUM	21 years	
Shane Links	Engineer Manager (Act)	GCC Engineering		13 years	
Erich Katzke	Training Manager			32 years	
Garth Boersma	HR Manager	Pg Dip Management		28 years	
Llewellyn Barry	Full Time Health & Safety Rep	COMSOC 1 & 2		10-9 years	
Wendel Freeman	Full Time Health & Safety Rep	COMSOC 1 & 2 SAMTRAC		17 years	

4.3.2 Members of the Review Committee

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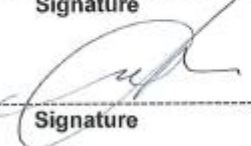
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1. Review Committee – BMM-HSE-VOH-COP-0001 Code of Practice for Lamprooms

Name	Designation	Qualification	Affiliation	Experience
Leonard Magerman	VOH Manager	Cert in Mine Environmental Control. BTech Safety Management	MVS	27 years
Marius Magerman	Sect Vent Officer	Cert in Mine Environmental Control	MVS	22 years
Davey Cupido	Lampsman - Deeps	Lampsman Certificate		27 Years
Werner Carsten	Mine Overseer	Mine Overseer Certificate		26 years
Bernie van den Heever	Mine Overseer	Mine Overseer Certificate		26 years
Barry Strydom	Mine Overseer	Mine Overseer Certificate		28 Years
Lukhanyo Ziphethe	Mine Overseer	Mine Overseer Certificate Mine Manager Certificate Btec – Mining engineering		11 Years
Llewellyn Barry	NUM H&S Secretary	COMSOC 1 & 2 SAMTRAC NEBOSH	NUM	14 Years
Shane Links	Shaft Engineer	GCC Engineering		10 Years
Mario Carstens	Chief Safety Officer	Blasting Certificate COMSOC1&2		15 Years
Freddie Haefele	Compliance & Risk Officer	COMSOC1&2 OHSAS 18001 ISO 14001 ISO 9001		22 Years
Eric van den Heever	Fulltime Health & Safety Rep	COMSOC 1&2 Legal Liability Automotive Elect		26 Years
Wendell Freeman	Fulltime Health & Safety Rep	COMSOC 1&2 SAMTRAC		18 Years

Signed for on behalf of the Joint Health and Safety Committee:

Eric van den Heever		07/10/2024
Name	Signature	Date
Wendell Freeman		08/10/2024
Name	Signature	Date

Approved: L Roode – General Manager (4.1 Appointee)

Signature:  Date: 08/10/2024

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5 GENERAL INFORMATION.

5.1 Mine Description & Location.

Black Mountain is an underground Base Metal mine situated near the town of Aggeneys, 70 km west of Pofadder and 110 km east of Springbok, consisting of the following major areas:

- Deeps section (situated 8 km west of Aggeneys)
- Swartberg section (situated 15 km west of Aggeneys)
- Concentration Plant (situated 10 km west of Aggeneys)

5.2 Commodities Produced.

The following main concentrates are produced at Black Mountain:

- Lead
- Zinc
- Copper

5.3 Mining Methods.

Black Mountain (Deeps & Swartberg sections) is a fully mechanized mine utilizing the Cut & Fill and Blast-hole mining methods.

5.4 Related Cops, Sops & Other Documents.

Related COP's, SOP's and other documentation:

- BMM-HSE-VOH-SOP-001A: Lamp rooms
- BMM-HSE-VOH-COP-0002: Emergency Preparedness & Response
- BMM-HSE-VOH-COP-0001: Prevention of Flammable Gas Explosions in Mines Other than Coal Mines
- BMM-HSE-VOH-COP-0011: Management of Self-Contained Self-Rescuers
- BMM-HSE-VOH-BMF-0011A SCSR History Card
- OEM Supplied Documentation
 - AfroxPac 35i Self-Contained Self-Rescuers: OEM Portfolio of Information for Compliance to The Guideline for the Compilation of a Mandatory Code of Practice for Management of Self-Contained Self-Rescuers & Supplier's MSHA Section 21 Obligations
 - Afroxpac 35i Risk assessment
 - Afroxpac 35i Technical Specifications

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- AfroxPac Instruction Manual
- Afroxpac 35i User manual
- Lamp room Maintenance Training Programme for the Afroxpac 35i SCSR
- Cap lamp certificate of approval
- GDI certificate of approval & batch testing

5.5 Unique Features to Black Mountain.

The unique features of Black Mountain, in accordance with our Risk Assessment are as follows:

Black Mountain is a highly mechanised mine

6 TERMS & DEFINITIONS.

Accredited Authority	A person or organization that has the equipment and expertise meeting the requirements of the O.E.M. for repairs, service and maintenance of their specific approved equipment and has been issued with the necessary certificate of approval.
As & When Required	This COP will be reviewed and updated after every serious incident relating to the topic covered in the COP or if significant changes are introduced to procedures, mining and ventilation layouts, mining methods, plant or equipment and material.
Carbon Monoxide Warning Devices	Those devices that are battery operated portable personal units, capable of continuously sensing and able to give a clearly audible or a clearly visible warning or both a clearly audible and a clearly visible warning should they be used in an atmosphere containing 30 ppm or more carbon monoxide.
Competent Person	A Person who has successfully completed a training course drawn up by the responsible person(s) and the Training Center, in consultation with the Original Equipment Manufacturers (O.E.M.) and approved by the Manager. This includes the relevant training and assessment of competency by the relevant O.E.M.'s accompanied by a valid certificate proving such competency.
DMRE	Department of Mineral Resources & Energy
Equipment	Gas detection instrumentation, self-contained self-rescuers and portable lamps.
Flammable Gas Measuring Instruments and Flammable Warning Devices	Only those instruments and devices that comply with the South African Bureau of Standards Specification "SANS 101515" / SANS 151 5-1 : 2006, Edition 2.1 "Gas measuring equipment primarily for use in mines: Part 1: Battery operated portable, flammable gas measuring instruments and warning devices.
GDI	Gas Detection Instrumentation.
O.E.M.	Original Equipment Manufacturer.

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Portable Lamps	Lamps that are in compliance with the SABS 1438 & PN56 Specifications and are of a design and construction approved by the Director-General.
Self-Contained Self-Rescuers (SCSR's)	A body-worn device that complies with the South African Bureau of Standards Specification "SANS 101737".
VOH	Ventilation & Occupational Hygiene.

7 RISK MANAGEMENT.

7.1 Risk Assessment.

Section 11 of the MHS Act requires the employer to identify hazards, assess the health and safety risks to which employees may be exposed while they are at work and to record the significant hazards identified and risk assessed. This COP addresses how the significant risks identified in the risk assessment process are dealt with, having regard to the requirements of Section 11(2) and (3) that, as far as reasonably practicable, attempts are made to, in order of priority:

- Eliminate the risk at source.
- Control the risk at source.
- Minimize the risk.
- Provide PPE insofar as the risk remains.
- Monitor the risk via a formal programme.

Types of Risk Assessments:

- **Baseline Risk Assessment:** conducted to systematically identify and prioritize the risks of all the processes. It covered all the underground mining sections and workshops as well as surface areas such as the plant and main workshops. The baseline could be updated through the use of one or more of other types of risk assessments used.
- **Issue Based Risk Assessments:** used to conduct a risk assessment in great / greater detail, due to the significance of the risk involved and the need for greater understanding of the causal factors. Issue-based Risk assessments can therefore be done in great variance / degree of detail and complexity – depending on the degree of risk involved.
- **Continued Risk Assessments:** used to identify (usually pre-defined) hazards of a restricted and specific work area or equipment, prompting immediate action – to the point of conclusion, by the person who identified the hazard – due to significance of the risk involved. Examples are: Occupational hygiene measurements and planned surveys/inspections.
- **"2 Minute Risk Assessments":** Pre-task risk assessments conducted before a task is performed and recorded in a pocket sized booklet designed specifically for that purpose.

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A comprehensive Occupational Health Baseline Risk Assessment (HRA 006/14) was conducted to identify and prioritize the risks of all the processes. It covered all the underground mining sections and workshops, as well as all surface workings. The baseline is updated through Continuous Risk Assessments:

- The main purpose of the assessment was to comply with the relevant Occupational Health and Safety Legislation, identify and evaluate current control measures, provide recommendations for control of risks in the workplace and obtain and provide detailed information

7.2 Relevant Information.

To assist with the risk assessment process all possible relevant information such as accident statistics, ergonomic studies, research reports, manufacturers specifications, approvals, design criteria and performance figures for all relevant equipment were obtained and considered.

7.3 Periodic Review.

In addition to the periodic review required by section 11(4) of the MHSA, the COP should be reviewed and updated after incidents involving SCSRs; or after every emergency, altered circumstances, or if significant changes are introduced to procedures, mining and ventilation layouts, mining methods, plant or equipment and material. The periodic review will not exceed a period of three (3) years.

8 ASPECTS ADDRESSED IN THE COP.

8.1 Competent Person.

8.1.1 Appointment

The Manager shall appoint a Competent Person (Lampsman), clearly defining such Lampsman's duties and responsibilities in writing in the appointment.

8.1.2 Training

The Lamp Room Line Management, in consultation with the Training Center and the Original Equipment Manufacturers, shall draw up specific training and assessment programmes for equipment in use on the Mine, which will be approved by the Manager.

- The Lamp Room Line Management shall ensure that "Refresher Courses" are conducted annually and retraining given in the event of any change to equipment specification.
- The Training Department shall arrange all the required training for Lamproom Personnel on receiving such requests from the Lamp Room Line Management.
- Also refer to "SOP 069 Lamp Room Procedure / Protocols"

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8.2 Certification Of Specification-Compliant Equipment.

The following specification-compliant equipment certification shall be displayed in the lamproom:

8.2.1 Flammable Gas

Copies of the SANS 101515 test certificates and the lists showing the relevant serial numbers of all approved instruments and devices in use.

8.2.2 Carbon Monoxide

Copies of the SABS test report covering explosion protection for all battery powered portable personal warning devices in use.

8.2.3 Self-Contained Self-Rescuers (SCSRs)

SANS 101737 compliant certificates for units purchased after 1 September 2002 of all makes of SCSR's in use on the Mine.

8.2.4 Portable Lamps

A copy of all schedules giving full details and specifications of all portable lamps in use on the Mine.

8.3 Allocation Of Approved Equipment.

8.3.1 Gas Detection Instrumentation

Note that multi-gas instruments are used, meaning that an instrument could monitor more than one gas (Refer to the relevant section in ***"The COP for Prevention of Flammable Gas Explosions in Mines Other than Coal Mines"***, for the "designated persons" who are required to measure for gases.)

8.3.1.1 Flammable Gas

Every designated person required to conduct tests or to monitor for flammable gas shall be allocated a personal flammable gas measuring instrument or a personal flammable gas-warning device.

8.3.1.2 Carbon Monoxide

Every designated person required to monitor for carbon monoxide shall be allocated a personal carbon monoxide gas measuring instrument of a personal carbon monoxide gas warning device.

8.3.2 Sole Allocation

The following are in place to ensure that every SCSR is allocated solely to the designated employee:

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- Every person required to go underground shall be issued with a personal SCSR (Self-Contained Self-Rescuer) that they must carry on their person at all times while underground.
- All persons who regularly work underground shall be allocated a personal SCSR (Regulation 16.2(2) and 16.2(3) of MHSA Act No. 29 of 1996 refers).
- Visitors and irregular underground workers shall be allocated a “Visitor” SCSR and properly briefed on the use thereof prior to going underground. The visitor’s “host” (accompanying official) shall ensure that such visitor has been suitably briefed and that this has been recorded.

8.3.3 Portable Lamps

Every person designated for underground work shall be issued with a personal portable lamp (cap lamp), fitted with a Pedestrian Detection System (PDS).

8.4 Equipment Storage & Disposal.

8.4.1 Storage

- All lamp room equipment shall be stored in accordance with the OEM’s recommendations (copies will be available in the lamp room at all times).
- The storage areas and racks shall be kept well ventilated and illuminated, clean and free of oil and silicone base cleaners

8.4.2 Disposal

- Due to the nature of the reactive chemicals contained in SCSR’s, any units that have been activated, vandalized, damaged, failed their routine inspection and / or found to be redundant, shall be immediately withdrawn from service.
- Such units will be sealed in an impervious plastic container (plastic bag), kept in a designated secure area apart from other equipment prior to being returned to the OEM, without undue delay, for safe disposal.
- Damaged cap lamp batteries will be stored in a plastic container, kept in a secure designated area apart from other equipment prior to being returned to the OEM, without undue delay, for safe disposal.
- The OEM shall supply the Mine with “Equipment Safe Disposal Certificates” for hazardous equipment.
- Shaft / Lamp Room Supervisors shall ensure that all documentation pertaining to the storage and safe disposal of equipment is kept on file and readily available at the lamp room.

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8.5 Equipment Quality Control.

8.5.1 Certificate of Competence / OEM Documents

Valid certificates of competency for the Lamproom Supervisor / Lampsman / Lamproom Assistants shall be prominently displayed in each Lamp Room. Copies will be displayed in the lamproom and the originals kept on the personal training records in the Training Centre.

The Lamp Room Line Management shall ensure that all required Procedures / Documentation are readily available at the Lamp Room

8.5.2 Checking / Testing

All pre-shift (prior to start of shift) inspections and testing of equipment conducted by the Lampsman and the trained (competent) persons under his direct supervision - to verify that such equipment is in proper working order - shall be carried out in accordance with procedures drawn up in consultation with the OEM's and recorded accordingly.

8.5.3 Calibration (Gas Detection Instruments)

All instrument calibrations shall be performed strictly in accordance with the OEM's recommendations. Records of such calibrations for each instrument to be kept in accordance with 9.5.4 below.

8.5.4 SCSR Quality Control

One (1) % of SCSRs shall be submitted annually for testing to the "CSIR Division for Functional Performance Testing", in accordance with Regulation 16.4(1) of the MHSA (Act 26 of 1996).

8.6 General Maintenance.

8.6.1 Gas Detection Instruments & Portable Lamps (Cap lamps)

- Separate rooms shall be provided for the maintenance of gas detection instruments and portable (cap) lamps to ensure that cleaning chemicals and oils used in the one operation cannot not affect the delicate sensors used in the gas detection instruments.
- The Lampsman and the trained (competent) persons under his direct supervision may effect repairs to portable / cap lamps.
- Only the OEM or an alternate approved accredited authority may conduct any repairs to gas detection instruments.

8.6.2 Self-Contained Self-Rescuers (SCSRs)

Only the OEM or their accredited authorities will be allowed to do repairs.

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8.6.3 Battery Charging Programme

All batteries (Gas Detection Instruments & Portable Lamps) shall be charged in accordance with a procedure drawn up by the Lamp Room Line Management in consultation with the OEM, which is approved by the Manager.

8.6.4 General Records

- All records kept on Lamproom instrumentation and equipment must be readily available for inspection.
- The record keeping system for gas detection instruments and devices shall include their test history, calibration and maintenance.
- Records shall be kept in the Lamp Room for a minimum period of twelve (12) months, of all persons to whom specific equipment has been issued.

8.6.5 SCSR-Specific Records

A comprehensive record keeping system as required by Reg16.4 (2) of the MSHA (Act 29 of 1996), covering the preceding twenty-four (24) months, shall be maintained on:

- The total number and different makes of SCSR's in service at the Mine.
- The number and make of SCSR's purchased during that period.
- The number and make of SCSR's withdrawn from use during that period.
- The number of shifts worked per day (1, 2 or 3).
- The number of SCSR's in daily use (monthly average).
- The number of employees underground (average per shift).
- The number of spare SCSR's available (monthly average).
- A tabulation of the type of defects found.
- The number of SCSR's repaired.
- The number of SCSR's tested in terms of Regulation 16.4(1).

In addition to the above, this record system shall include leak tests and maintenance conducted on each unit. Leak tests are to be conducted on a quarterly basis.

8.7 Reporting.

- The Lamproom Supervisor / Lampsman shall submit a monthly report on all matters pertaining to the control of equipment to the Manager via the VOH Department.
- Copies of such reports shall be kept for a minimum of twelve (12) months.

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8.8 Compliance Testing.

All designated end-users of equipment shall:

- Conduct the relevant equipment pre- and post-use tests and checks in accordance to a Procedure drawn up by the responsible person(s) and approved by the Manager.
- Take responsibility for their Cap Lamp, Self-Rescuer and Gas Detection Instrument (where applicable) and sign for the receipt thereof in the register provided, prior to going underground as acknowledgement that they have conducted the requisite pre-use equipment tests and that they found the equipment to be in order.
- On returning the equipment to the Lamproom, sign the register in the appropriate space provided.

Failure to comply with the above may lead to disciplinary action.

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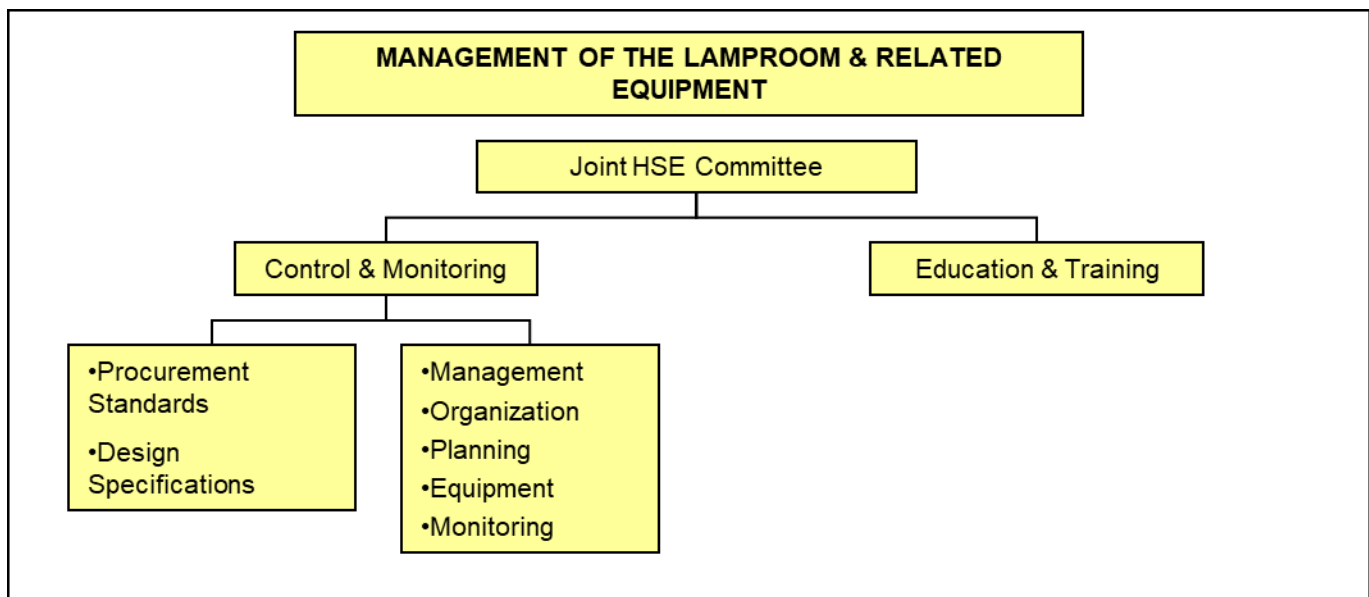
PART D: IMPLEMENTATION.

1. IMPLEMENTATION PLAN.

1.1. The employer must prepare an implementation plan for its COP that makes provision for issues such as organizational structures, responsibilities of functionaries and programs and schedules for the COP that will enable proper implementation of the COP, read in conjunction with BMM-HSE-VOH-SOP-0001 Lamp Rooms. (A summary of/and a reference to, a comprehensive implementation plan may be included).

1.1.1 Management of the Lamp Room & Related Equipment

The overall Management of Lamp Room & Related Equipment is depicted schematically below. This is an integrated approach that requires planning, co-ordination and co-operation between various departments and structures:

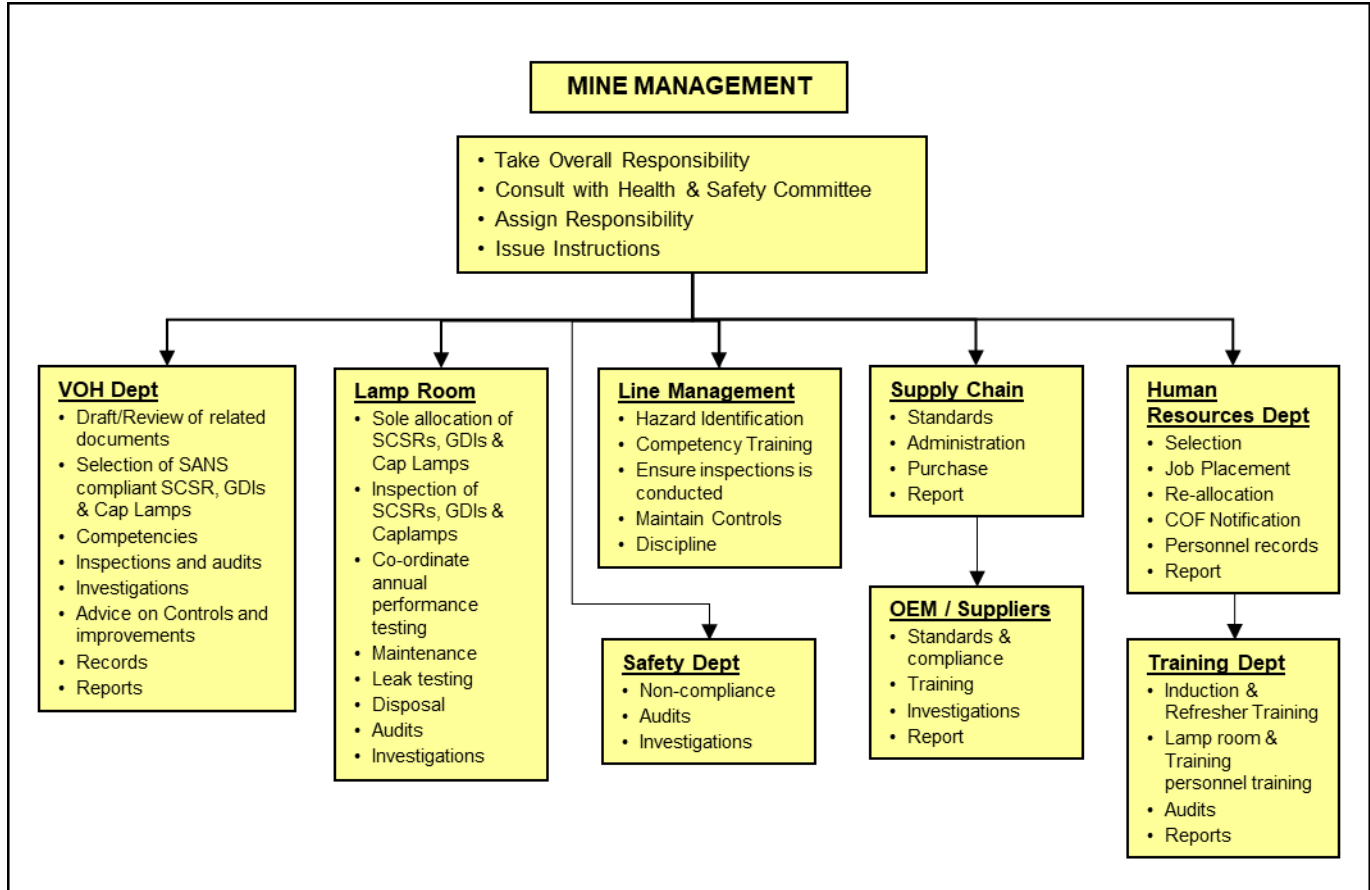


1.1.2 Functions & Responsibilities

The functions and responsibilities of departments, committees and disciplines are depicted schematically below (see text for details):

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1.1.2.1 Mine Management

The owners of the mine must take responsibility for health and safety in terms of the Act. The management of this responsibility is delegated to Mine Management. The Act also requires that a health and safety committee be established for consultation on health and safety issues. This role is fulfilled by the “Joint Health and Safety Committee”, which is represented by management and employee representatives.

Other responsibilities relating to the Management of the Lamp Room & Related Equipment include:

- The compilation and implementation of the mine's health and safety policy
- Approval of specific Lamp Room Management practices and procedures and the issuing of instructions relating to the implementation of the practices and procedures
- The delegation of responsibilities to designated persons

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- d) Provision of resources in fulfilling the Management of Lamp Room practices and procedures

1.1.2.2 Training Department: Education & Training

Education & Training is a fundamental pre-requisite to the success of the Lamp Room Management programme. The purpose is to improve employees' awareness of Lamp room equipment and the use there of, related hazards and its consequences, and to motivate them towards active participation on controlling the risks according to their position and function within Black Mountain.

- a) The objectives of employee induction and education with regards to Lamp Room Management practices and procedures are to:
- Train employees in the use and care of lamp room equipment
- b) Target groups for training with regards to SCSRs and Emergency Preparedness & Response practices and procedures:
- Every person that goes underground (i.e. employers, senior managers, line managers, supervisors, health and safety representatives/committee members and all employees) will be given training in the use of required lamp room equipment, including pre-use inspections, the use of the equipment, reporting of defective units and the donning procedure for SCSRs.
 - Lamp room personnel training and competence will include training by the OEM on inspection and maintenance of lamp room equipment and SCSRs leak testing as well as "Train the Trainer" training for lamp room equipment.
 - Training officials will also receive the "Train the Trainer" training from the OEM

1.1.2.3 VOH Department

Main functions include:

- a) Advise and sign-off on new lamp room equipment purchases to ensure only SANS approved units are purchased and used
- b) Audits/Inspections and reporting

1.1.2.4 Safety Department

From a safety perspective the responsibilities include:

- a) Audits and reporting of non-conformances
- b) The administration of compensation for exposure related illnesses

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1.1.2.5 Line Management

The main function of Line Management is to create a culture of limiting exposures by:

- Continuous hazard identification
- Competency training
- Maintenance of controls

1.1.2.6 Supply Chain

The contribution of the Supply Chain to the programme is to:

- Purchase and supply of only SANS lamp room equipment, as directed by 12.1 Appointee
- In addition to the above, the Supply Chain plays a major part in the acquisition of new equipment with regards to Manufacturers / Suppliers as is shown below.

1.1.2.7 Original Equipment Manufacturers (OEM's) / Suppliers

The contribution of the OEM's / Suppliers to the programme is as follows:

- The principle approach to be taken is to control the exposure levels of the equipment supplied to the mine. Section 21 of the MH&S Act is applicable in this regard.
- It should be noted that, if an exposure hazard is associated with equipment supplied to mines, the supplier can only relinquish its responsibility with regard to risks if the exposure characteristics of the equipment are specified, the necessary precautions against exposure control are stipulated and the mine management has accepted, in writing, the responsibility of implementing those precautionary measures
- Therefore, equipment can only be accepted after the relevant documentation of acceptance has been duly completed

1.2 Graphical representations are / will be utilized to facilitate easy interpretation of data and to highlight trends.

1.3 Enforcement and monitoring of the Guideline's implementation will be done in line with the audit program/s carried out by the MHSI

2. COMPLIANCE WITH THE COP.

Measures to ensure compliance is instituted through auditing from first, second and third party auditors.

3. ACCESS TO THE COP & RELATED DOCUMENTS.

3.1. A complete electronic COP, with related documents, is kept readily available at the mine for examination by any affected person. Hard copies, when printed, are treated as uncontrolled copies. Line supervisors and management have direct access to these electronic copies and can distribute

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it to affected employees when required. On written request to the Manager, any other affected person will be supplied with copies. A register will be kept of such persons or institutions to facilitate updating.

- 3.2. The registered Trade Unions and Full Time Health and Safety Representative will be supplied with copies of this COP on written request to the Manager. A register will be kept of such persons or institutions to facilitate updating.
- 3.3. The employer will ensure that all employees are fully conversant with those sections of this COP relevant to their respective areas of responsibility.

4. DISTRIBUTION AND ACCESS

- The latest revision of this document is available as a read only on the document on the Intranet. The Compliance Officer shall maintain an authorised hard copy of this policy/procedure in the relevant location.
- Line Managers, who have staff reporting to them that do not have access to the Intranet, shall ensure that these personnel are adequately guided and informed.

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