

Appendix G - Environmental Awareness Plans

OPERATIONAL PROCEDURE RUSTENBURG CONCENTRATORS

TRAINING, AWARENESS AND COMPETENCE

VERSION: 15.0

LAST REVISION DATE: 2012-07-11

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1 Aim

Section 10 of the Mine Health and Safety Act Regulations (29/1996), Section 4.4.2 of OHSAS 18001 and Section 4.4.2 of ISO 14001 requires that the organisation shall identify training needs and shall ensure that all personnel performing tasks for it or its behalf that have potential to cause harm or have significant impact upon Safety, Health or the Environment identified by the organisation are competent in the basis of appropriate education, training or experience and shall retain associated records.

The aim of this procedure is to make sure that personnel working for Rustenburg Concentrators are aware of:

- The importance of conformity with the SHE Policy and procedures and with the requirements of the SHE and Quality Management System.
- Their roles and responsibilities in achieving conformity with the requirements of the SHE and Quality Management System.
- The potential consequences of non-compliance to specified procedures.

2 Scope

This procedure is applicable to Rustenburg Concentrators and details the approach to:

- Identification of training and skills development needs;
- Those responsible to provide training;
- Those receiving training.

3 Definitions

None

4 Abbreviations

Abbreviation	Explanation
RPMC	Rustenburg Platinum Mine Concentrators
AFRS	Anglo Fatal Risk Standards
SHER	Safety, Health, Environment and Risk
SAQA	South African Qualifications Authority
OSD	Operational Skills Development
HRD	Human Resource Development
EMS	Environmental Management System
OHSAS	Occupational Health and Safety Act Series
PPE	Personal Protective Equipment
PTO	Planned task observation

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Abbreviation	Explanation
IPA	Individual Performance Agreement
IDC	Individual Development Charter

5 Responsible for Review

The Standards Committee is responsible to review this procedure every four years or when changes are required.

6 Responsible for Implementation

SHE and HRD Department

Manager Rustenburg Concentrators

Plant Manager

7 General

7.1 Contravention

Breach of this Procedure may lead to disciplinary / legal action.

7.2 Distribution

#	Distributed to	Physical Copy	Electronic Copy
1	SHE / HRD Department	Document Control Storage Facility	Anglo Platinum Intranet> Policies and Procedures
2	Concentrator Manager/ Plant Managers		
3	Manager Rustenburg Concentrators		Management Documents Library

7.3 Additional Information

None

8 Safety Requirements for this Procedure

Refer to the Anglo Safety, Health and Environmental Way Standards.

9 Procedure

9.1 Identification of Training Needs

The identification of SHE and technical training and development needs will be governed by an approved Concentrator Process career path & Engineering career path and informed by the Rustenburg Concentrator legal and business requirements. The SHE general awareness

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communication provides descriptions of safety, health and environmental aspects / impacts or hazards / risks per plant. This provides the direct Supervisor with the information he / she requires to identify training needs and nominate relevant employees for training. A training and development skills matrix are compiled and maintained by the HRD department. This matrix will indicate the SHE Management system responsibility / role, required knowledge and skills, interventions required and intervals of interventions in terms of development of employees towards Safety, Health, and Environmental and role competency. Mini panels (A1 to D1 IDC's) and IPA (D2 and up) are conducted and requirements from management obtained to determine skills gaps with reference to the approved career paths. The information obtained from the mini-panels and IPA's will also assist in the development of the annual Workplace Skills Plan. The mini-panels are conducted in line with the group talent management and capacity pool guidelines.

9.2 Inductions for all employees including labour hire contractors

All Rustenburg Concentrators employees undergo Legal Refresher Training. (Section 9.6.1 – Flow sheet). SHE Management systems standards has been included in the training content. This training is conducted on a weekly basis to all employees returning from leave. A Concentrator Generic Process Induction will be presented on an adhoc basis for new employees.

All Rustenburg Concentrators Engineering employees to undergo Engineering Generic Induction (Section 9.6.1 - Flow sheet). This training is conducted at OSD HRD Centre on a weekly basis to all engineering employees returning from leave.

All contractors have to attend a Rustenburg Concentrator Contractor Induction (Section 9.6.5 – Flow sheet). SHE Management system standards have been included in the training content. This training is conducted weekly and all contractors attend this induction.

Visitors to Concentrators do not form part of the Legal Refresher Training due to the logistical layout of the Concentrator Business Area, however they must attend on-site visitor's induction (DVD) conducted by the specific plant Representative.

9.3 Provision for job specific Safety, Health and Environmental Awareness Training

Supervisory staff within a specific Concentrator will be equipped with the necessary knowledge and information to guide their employees on safety, health and environmental hazards/aspects applicable to performing a specific task.

The Safety, Health and Environment Sections presents:

- Toolbox talks
- Monthly SHE awareness talk topics for discussion at SHE Meetings at Rustenburg Concentrators and by all contractors. The talk topics are also displayed on major notice boards.
- General Environmental Awareness of which attendance registers must be completed and submitted to the HRD.
- Adhoc safety, health and environmental awareness sessions to various departments and on request. The presentations mainly focus on:
 - ❖ Reinstruction
 - ❖ OHSAS 18001 and ISO 14001 standards
 - ❖ Occupational Hygiene / Health Awareness
 - ❖ Environmental Awareness
 - ❖ Environmental issues relevant to individual tasks
 - ❖ Risk Assessments

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9.4 Competency Training

The HRD Department and approved external training providers are responsible for the Safety, Health and Environmental, role competency and awareness training of Rustenburg Concentrators employees. This training is done both on a one to one basis and through training interventions and presentations. Specialized training & development for employees is also conducted in line with the skills needs analysis matrixes and is provided by external providers. Competence and the effectiveness of training and development initiatives as described in the matrix will be determined through for example the following methods:

- Computer Based Training
- Theoretical & On-the-job Assessments
- Trend analyses of incidents reported
- Analyses of work areas during visits and audits
- Trend analysis of monthly zero tolerance data as recorded per Concentrator
- Trend analysis of compensatable diseases and injuries
- Regulatory fines of warnings
- Risk Assessments
- Class room training
- AFRS competency training
- Legal or mandatory training and/ or licensing
- Development on progression routes and career paths.

9.5 Review of Training Material

The content of all training development material will be updated at least once every two years, or when a need arises, as is identified from the standards committee, all reviewed training material (irrespective of its application on the site) must first be approved by the relevant Plant/ Concentrator Manager and then finalized at the standard committee before it is put into use.

The tracking and control of revised documents will be controlled as per the Rustenburg Concentrators document control procedure.

9.5.1 Evaluation of training

All training and HRD services provided at the Rustenburg Concentrators need to be evaluated and analysed, this is to ensure a quality learning delivery and continual improvement. To this effect the following guidelines will be in place;

Technical training, for example Surface mobile equipment training will be evaluated by means of PTO's conducted on the Responsible Supervisor.

Production tasks will be evaluated on an annual basis by means of PTO's conducted by the relevant Production Supervisor.

Engineering tasks will be evaluated on an annual basis by means of PTO's conducted by the responsible artisans and/ or Engineering Foremen.

All critical tasks identified at Rustenburg Concentrators will be indicated on a critical PTO matrix; these tasks will be evaluated by means of a PTO conducted by the responsible supervisor and/ or artisans/ Foremen. (Section 9.6.6 – Flow Sheet).

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Legal Refresher Training conducted at Met Services will be evaluated on a weekly basis and the evaluations analysed monthly by the HRD Assistant. This will be done by using the Business Event Appraisal document, after which the evaluation analysis will be forwarded to the HRD Coordinator.

External training which is presented on-site will be evaluated using the Business Event Appraisal document and analysed immediately by the relevant site HRD Officer. All deviations to be addressed before the external training facilitator/ instructor leave the site.

9.5.2 Record Keeping

All Training records will be kept and maintained by the HRD Department on-site and at Metallurgical Services. These records will include but not limited to:

- Legal Refresher Records
- Completed PTO's
- Copies of Certificates
- Copies of assessments for technical training (Surface Mobile equipment)
- Mini-panel Documentation

These records will be maintained and kept up to date as per the Rustenburg Concentrators & WLTRP record control procedure.

9.6 Procedure Flowcharts

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9.6.1 Legal Refresher Training for Anglo employees

Responsible person	When	Flow no.	Flow diagram	Documents or records	Comments
Ex-leave employee	Attend training	1	<ul style="list-style-type: none"> Attend Legal Refresher Training Complete relevant course documentation Complete Business Event Appraisal form 	Attendance register; - Induction business event appraisal form; Acknowledge form, assessments	
Induction Facilitator	After Induction	2	<ul style="list-style-type: none"> Verify and check documents for completeness Forward induction documents to HRD Assistant 	Attendance register; Acknowledgement form; Induction business appraisal form; assessments	
HRD Assistant	On Receipt of the relevant documents	3	<ul style="list-style-type: none"> Update - SAP Update - HRD Share folder (Excel) File relevant documents Send an exception report/list to all sections 	Attendance Register; Business Event Appraisal form; Monthly report; Exception report	E-mail reports to: -HR Off -HRD Off.
HRD Assistant	Monthly	4	<ul style="list-style-type: none"> Capture and analyse the business event appraisal forms, send report to HRD Coordinator 	Business event appraisal form; Electronic Evaluation analysis tool	E-mail reports to: -HRD Coordinator
HRD Assistant	On Receipt of the relevant documents	5	<ul style="list-style-type: none"> Book all engineering employees to attend Generic induction / UMO at OSD Engineering HRD Centre 	Exception report	

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9.6.2 Internal Skills Development (Training) for employees

Responsible person	When	Flow no.	Flow diagram	Documents or records	Comments
Plant Managers / Supervisors	Ongoing	1	<ul style="list-style-type: none"> Refer to Skills Matrix Recognise training need Nominate candidates for scheduled training sessions 	Nomination form Training Schedules	
Plant manager / Supervisor	Ongoing	2	<ul style="list-style-type: none"> Approve Nominations by signing Nomination form Forward signed document to HRD Officer 	Nomination Form	
HRD Assist / HRD Officer	Ongoing	3	<ul style="list-style-type: none"> Check Nomination form for completeness Sign Nomination form. Book on SAP Event 	Signed Nomination form	
HRD Assistant/HRD Officer	Ongoing	4	<ul style="list-style-type: none"> Forward Nomination form to HRD Assistant Update shared folder with confirmations. (Changes on a daily /weekly basis) 	Nomination form; Shared folder – Excel; SAP	
HRD Officer	Ongoing	5	<ul style="list-style-type: none"> Access shared folder for confirmations Notify relevant employees to attend nominated course Complete cancellation/ replacement form if cancelled 	Shared folder – Excel; Cancellation form if applicable	Notify:- Employee Supervisor Plant/ Concentrator Manager
Learner	With & After training	6	<ul style="list-style-type: none"> Attend course. Complete Attendance. Register Complete relevant HRD forms & assessments (when applicable) Complete business event appraisal form 	Attendance registers; Assessments Business event appraisal form	

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HRD Facilitator	During training session	7	<ul style="list-style-type: none"> Mark assessments (if applicable) Analyse evaluation forms Feedback to Learners Complete results & feedback report 	Evaluation forms Assessments Results & feedback report	
Course Facilitator	After training	8	<ul style="list-style-type: none"> Local courses forward relevant HRD documents to HRD Assistant ADC, KDC, ESTC attendance registers/Report on SAP 	Attendance register SAP Report Feedback & results form	
HRD Assistant	Monthly	9	<ul style="list-style-type: none"> Compile monthly report for EE & Skills dev committee Print certificates on relevant courses Capture Certificate no. on electronic database Forward certificates to relevant sections. 	Monthly report; Certificates; Post delivery verification book; Copies of documents	
HRD Officer	Ongoing	10	<ul style="list-style-type: none"> Update Skills Matrix Issue original certificates to employee. Distribution of certificate form to be signed by employee and copy of certificate then filed in personal file 	Certificate; Copy of certificate; Distribution of Certificate form	

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9.6.3 Skills Development (Central Training) External

Responsible person	When	Flow no.	Flow diagram	Documents or records	Comments
Supervisor / Plant/ Concentrator Manager	Ongoing	1	<ul style="list-style-type: none"> Recognise training need Nominate candidates to receive training on an external nomination form. Approve Nomination 	Nomination Form;	
HRD Officer/HRD Assistant	Ongoing	2	<ul style="list-style-type: none"> Obtain Quotation from External Provider. Line approves Quotation Forward signed documents to HRD Assistant 	Nomination Form; Quotation;	
HRD Assistant / MRC	As soon as quotation received	3	<ul style="list-style-type: none"> Complete external training checklist Forward approved Quotation to MRC Do necessary accommodation booking through Anglo Travel E-mail confirmation of ANGO order to external provider. Forward Accommodation voucher to nominee. 	SAP requisition E-mail; AMEX voucher, Confirmation letter	
External Training Provider (HRD Assistant to obtain)	When training completed	4	<p>Forward:</p> <ul style="list-style-type: none"> Attendance register where available Certificates (when applicable) 	Attendance Register; Certificates	

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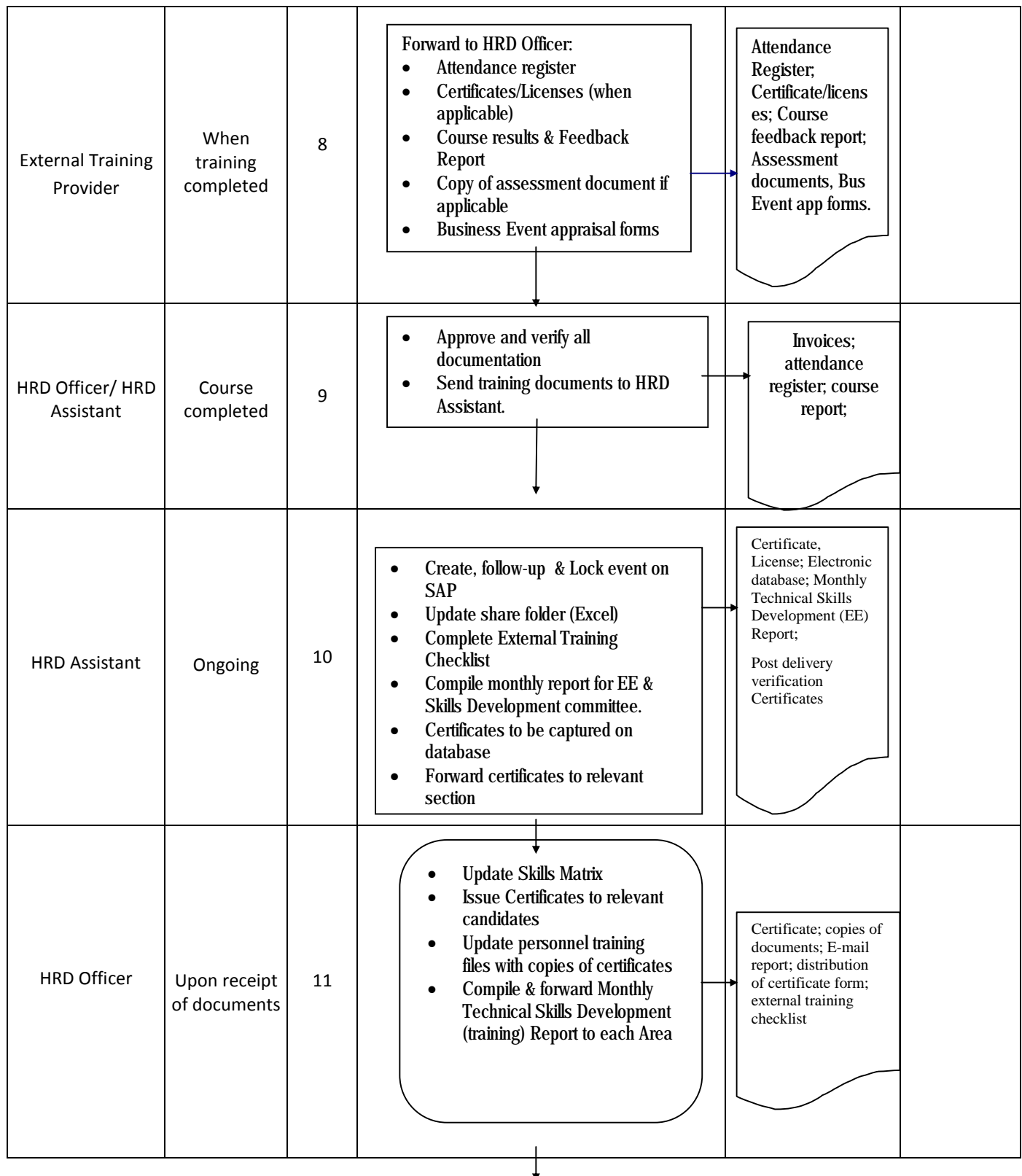
HRD Assistant	Monthly	5	<ul style="list-style-type: none"> • Compile monthly report for Central EE & Skills Development committee. • Certificates to be captured on database • Forward certificates to relevant section 	<p>Certificate, License; Electronic database; Monthly Technical Skills Development (EE) Report;</p> <p>Post delivery verification certificates</p>	
HRD Officer	Upon receipt of documents	6	<ul style="list-style-type: none"> • Update skills Matrix • Issue Certificates to relevant candidates • Update personnel training files with signed copies of certificates • Compile Monthly Technical Skills Development (training) Report to Site Specific EE & SD Committee 	<p>Certificate; copies of documents; E-mail report; Distribution of certificates form</p>	
HRD Assistant/ MRC	Upon receipt of documents from external training provider	7	<ul style="list-style-type: none"> • Check correct details on TAX invoice from ext. provider • Send original invoice for payment to MRC – keep copy on files. • MRC to sign External training Checklist form. • Create, Follow-up & lock event on SAP • Complete external training checklist 	<p>Tax invoice; SAP event; external training checklist</p>	

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9.6.4 Skills Development (Site specific Training) External Provider

Responsible person	When	Flow no.	Flow diagram	Documents or records	Comments
Supervisor / Plant/ Concentrator Manager	Ongoing	1	<ul style="list-style-type: none"> Recognise training need Nominate candidates to receive training on an internal nomination form 	Nomination Form;	
HRD Officer	Ongoing	2	<ul style="list-style-type: none"> Obtain Quotation from Approved External Provider Establish date of training event Booking of venue 	Quotation; Confirmation to Extr. Provider	
Plant / Concentrator Manager/HRD Officer	Ongoing	3	<ul style="list-style-type: none"> Approve Nominations by signing Nomination form & Quotation HRD Forward signed quotation to Plant MRC dept. 	Nomination Form; Quotation;	
MRC	Ongoing	4	<ul style="list-style-type: none"> Receive Quotation from HRD Officer Make out a SAP requisition. Process Anglo Order no. Communicate Anglo Order no. to HRD Officer. 	SAP; E-mail; Quotation; Order no.	
HRD Officer	As soon as quotation received	5	<ul style="list-style-type: none"> E-mail confirmation of training to external provider. 	Confirmation E-mail;	
HRD Officer	Ongoing	6	<ul style="list-style-type: none"> Send Confirmation to Nominees Put training bookings on HRD notice boards 	Confirmation by hand / e-mail; notice boards	
Nominee	On Course	7	<ul style="list-style-type: none"> Attend the training event. Complete HRD Documents 	Attendance registers etc.	

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MRC/HRD Assistant	Upon receipt of documents from external training provider	12	<ul style="list-style-type: none"> • Check correct details on TAX invoice from ext. provider • Obtain approval signatures • Send original invoice for payment to MRC – keep copy on files. • MRC to sign External training Check list. 	<div> Tax invoice; Extr. Train Checklist </div>	
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9.6.5 Contractor Induction for all Contractors

Responsible person	When	Flow no.	Flow diagram	Documents or records	Comments
Contractor Supervisor / Safety Officer	Before Induction	1	<ul style="list-style-type: none"> Contractor Supervisor to submit all relevant documents to Safety Officer according to requirements of contractor pack 	ID Doc's; Medical Certificates; KBC cards all relevant contractor pack documents	
Safety Officer / Attendees	With induction	2	<ul style="list-style-type: none"> Attend induction before entering the plant Complete attendance register Safety Officer to ensure that all documents are in order. Attendees complete Assessment Complete acknowledgement forms 	Attendance register; Contractor Pack documents	
Safety Officer	After induction	3	<ul style="list-style-type: none"> Hand-out On-site induction cards File documents Forward training documents to Met Services HRD 	Induction cards; Attendance register; ID; Medicals; KBC	
HRD Assistant	On receipt of documents	4	<ul style="list-style-type: none"> Check all documents & sign off delivery book Capture event on SAP database Capture data on share folder Return Documents to Safety Officer. 	Attendance Register; ID; Medicals; KBC cards	

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9.6.6 PTO Scheduling Process

Responsible person	When	Flow no.	Flow diagram	Documents or records	Comments
Safety Officer	Monthly	1	<ul style="list-style-type: none"> PTO Schedule to be forwarded to Line Management. 	PTO Schedule	
Supervisor	Monthly	2	<ul style="list-style-type: none"> Ensure that PTO is printed from the Intranet. Supervisor to conduct PTO correctly on the job as per schedule 	PTO document;	
Safety Officer	Monthly	3	<ul style="list-style-type: none"> Completed PTO document to be forwarded to Safety Dept. for analysis. Any deviation to be noted & recorded and remedial actions allocated. 	PTO Document;	
Safety Officer	Monthly	4	<ul style="list-style-type: none"> Forward completed PTO to relevant department with recommended actions if applicable. <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">If YES</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">If NO</div> </div>	PTO document; PTO Matrix;	
Safety Officer, Risk Officer, SME, HRD Officer	Monthly	5	<ul style="list-style-type: none"> Safety Officer to forward PTO to SME for corrections. Then Risk Officer to rectify and submit to Standards Committee. HRD Dept. to retrain if applicable. Supervisor to re-do the PTO Follow from step 1 	PTO document; Document change control RPMC-ALL-SHER-PRO-003. Attendance register if PTO to be re-trained.	

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HRD Officer	Monthly	6	<ul style="list-style-type: none"> Update PTO Matrix for recordkeeping. 	PTO matrix;	
HRD Officer	Monthly	7	<ul style="list-style-type: none"> PTO be filed/archived in employee's personal file 	PTO document;	Records matrix
Safety Officer	Monthly	8	<ul style="list-style-type: none"> Report to be completed and send to Supervisors/Safety dept./HRD 	PTO report;	

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10 History of Changes

Reason for Change - Index	
A. As a result of incidents	B. As a result of audit findings
C. New / changes in governance documents	D. Changes in legislation
E Changes in technology	F. Changes in machinery/equipment
G Results of risk assessments	H. Change in training requirements
I. New document format	J. Change due to spelling or grammatical error
K. To integrate a special instruction into the document control system	

Date of change	Revised Item (Paragraph number)	Changes Made	Reason Code	Name of reviewer
18 May 2004	7.1	Table 4; Include issue based risk assessments	B	SHER team (see Attendance register for OHSAS 18001 & ISO 14001 Corrective Action Workshop) Attendance Register to include meetings
2004-07-20		a) Inserting date of print; b) Removing the requirement that the author of a document approve changes on the "History of Changes" as per Auditor recommendation (16 July 2004)	B	Martie Deysel (DC)
2004-08-30		Review (changes can be seen electronically via word track changes)	B/J	Document Controller, SHER Coordinator, Environmental Manager, Safety Officers, Plant Managers, Standards Committee Members
22/09/2004		Review as per track changes	B	S Bullock, C Oelofse, H Prinsloo, M Deysel, JJ van Staden, D le Roux, N Louw, D van Jaarsveld
25/10/2004		Review	B Audit Report number 4569433/4 dated 07/10/2004	M Deysel, C Oelofse, S Bullock, C Viljoen, F Erasmus, K Arendse, E Ferreira
06-01-2005		Take out A de Lange & K la Grange (FFF)		MDeysel, Standards

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		structure change)		Committee
17-03-2005		Procedure to be reviewed after BSI audit and new HRD Coordinator appointment as part of continual improvement and before conducting a Management Review.		Training Dep, Standards Committee
2005-06-01		Procedure re-written to address procedures as is currently.	C, J	HRD Coordinator, Environmental Coordinator, SHER Coordinator, Occupational Hygienist, Document Controller
2006-09-08		Section 7.3 updated to reflect exact SHE Training. Section 7.1 updated to reflect training needs matrix.	B	Environmental Coordinator, Occupational Hygienist, SHER Coordinator
2007-07-02		Procedure reviewed New template, reference numbering changed	C,I	RPMC Standards Committee / Sareena Naidoo (Document Controller)
2009-07-27	Par 1	ADD "HARM OR HAVE" IN THE FORTH SENTENCE.	C/ I/ H	RPMC Standards Committee / Francois van Loggerenberg
	Par 3	ADD TERMS AND DEFINITIONS ACCORDING TO OHSAS 18001.		
	Par 4	ADD ABBREVIATIONS "SHER", "SAQA" AND "OSD" AND EXPLANATION		
	Par 6	ADD "AND HRD DEPARTMENT"		
	Par 9.1	ADD LAST SENTENCE TO THE FIRST PARAGRAPH		
	Par 9.1.1.	ADD TABLE SHOWING THE ACTIVITY GROUPS, ASPECTS IDENTIFIED, TRAINING REQUIREMENTS AND THE FREQUENCY OF THE SPECIFIC TRAINING		
	Par 9.2	ADD SECOND PARAGRAPH		
	Par 9.5	ADD LAST THREE BULLET POINTS		
	Par 9.6.1	ADD PARAGRAPH 9.6.1		
	Par 9.7.1	POINT 4 ADD "MAKE A COPY OF ACKNOWLEDGEMENT FORM AND HAND IT TO EMPLOYEE" IN COLUMN 4 FROM LEFT" ADD "ACKNOWLEDGEMENT FORM IN THE SAME ROW IN COLUMN 5 FROM LEFT		

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		ADD FLOW NO 6		
	Par 9.7.2	ADD "COMPLETE EVALUATION FORM" IN ROW 7		
	Par 9.7.3	ROW 6, COLUMN 4 FROM LEFT ADD "SECOND BULLET POINT, ADD "ASSESSMENT DOCUMENTS" IN COLUMN 6.		
	Par 9.7.4	ROW 3 ADD SECOND BULLET POINT		
	Par 10 / 11	UPDATE VERSION, REVISION AND REFERENCES		
2009-11-25		REVISE PROCEDURE ACCORDING TO AUDIT FINDINGS	B	RTB Conc. Standards Committee
		ADD APPENDIX 9.7.5		
2010-09-17		UPDATED VERSION AND REVISION DATE	H/I	RTB Conc. Standards Committee
	Par 9.6.1	ADD "BUSINESS EVENT APPRAISAL"		
	Par 9.7.1	BULLET POINT 3 ADD "COMPLETE BUSINESS EVENT APPRAISAL FORM" AND "INDUCTION BUSINESS EVENT APPRAISAL"		
	Par 9.7.2	BULLET POINT 4 AND 5 " ADD ASSISTANT"		
	Par 9.7.3	ADD "CENTRAL TRAINING" (HEADING)		
		ADD "AMEX" TO THE THIRD BULLET POINT		
		ADD "DISTRIBUTION OF CERTIFICATES FORM" TO THE SEVENTH POINT.		
		ADD "EXTERNAL TRAINING CHECKIST" TO THE EIGHTH FLOW NO.		
2012-07-11	5	UPDATED REVIEW CYCLE TO "EVERY FOUR YEARS"	H/I	RTB Conc. Standards Committee and HRD Dept.
	9.1	ADD "Process career path & Engineering"		
	9.2	ADD "A Concentrator Generic Process Induction will be presented on an adhoc basis for new employees." Add (Section 9.6.1 - Flow sheet)." Add "Rustenburg Concentrator Contractor		

REF NO:	RPMC-ALL-SHER-PRO-0006	DATE OF IMPLEMENTATION:	2003-10-30
VERSION NO:	15.0	LAST REVISION DATE:	2012-07-11

		Induction” Add “the Legal Refresher Training” Add “is conducted weekly and all contractors” Add “conducted by the specific plant Representative.”		
	9.4	ADD “Safety, Health and Environmental” and “through training interventions” Add “Development on progression routes and career paths”		
	9.5.1	ADD “Engineering Foremen.” and “(Section 9.6.6 – Flow Sheet).” Add sixth paragraph”		
	9.5.2	ADD “Legal Refresher”		
	9.6.1	FLOW NO 1 “ADD LEGAL REFRESHER TRAINING” FLOW NO 2: ADD FLOW DIAGRAM “EXCEPTION REPORT”		

11 Record Control

Records to be maintained in accordance with this Procedure (refer to the Anglo American Platinum Record retention schedules for retention periods and disposal methods):

Identification	Reference number	Responsible for filing	Responsible for maintenance	Location of storage area	Retention period	Method of disposal
Training, Awareness and Competence	RPMC-ALL-SHER-PRO-0006	Document Controller	Document Controller	Document Control Storage Facility	Keep current and previous version. Archive electronic versions after 5 years	Shredding older versions, archive electronic copies after 5 years
Record Control	RPMC-ALL-SHER-PRO-0004					
SHE Systems Manual	RPMC-ALL-SHER-PRO-0001					

12 References

- Governance Documentation Policy (CTR-F&PM-FC-POL-0001)
- Record Control – (RPMC-ALL-SHER-PRO-0004)
- Rustenburg Concentrators SHE Management Systems procedures
- Anglo Fatal Safety Way Standards

REF NO:	RPMC-ALL-SHER-PRO-0006	DATE OF IMPLEMENTATION:	2003-10-30
VERSION NO:	15.0	LAST REVISION DATE:	2012-07-11

- Anglo American Platinum Documentation Templates
- OHSAS 18001:2007
- ISO 14001: 2004
- ISO 9001: 2008
- INTRANET
- New Document and Change Request forms

13 Appendices

None

Appendix H - Certificate of Approval



mineral resources

Department:
Mineral Resources
REPUBLIC OF SOUTH AFRICA

DMR 10

Directorate Mineral Regulation: North West

Tel.: 018 487 9830

Fax: 018 487 9831

Enquiries: Mr P.R Nethwadzi

E-Mail: Phumudzo.nethwadzi@dmr.gov.za

Sub Directorate: Mine Environmental Management

RDNW6/2/2/195

Dr HB Prinsloo

Anglo Platinum Limited

PO Box 62179

MARSHALLTOWN

2107

APPROVAL OF ANNUAL CONTRIBUTIONS INTO THE TRUST ACCOUNT KNOWN AS PLATINUM'S PRODUCERS ENVIRONMENTAL TRUST (PPET) AS REQUIRED IN TERMS OF REGULATIONS 53 & 54 OF MINERAL AND PETROLEUM RESOURCES DEVELOPMENT ACT, 2002(ACT 28 OF 2002)

Reference is hereby made to the revised environmental liability submitted on 03rd of November 2011. Attached hereto please find the approved certificates for your further attention in respect of Waterval Smelter and ACP, Precious Metals Refiners, Rustenburg Base Metals Refiners, Union section and Rustenburg.

Kind regards

Phumudzo Nethwadzi 24/11/2011
REGIONAL MANAGER
NORTH WEST



mineral resources

Department:
Mineral Resources
REPUBLIC OF SOUTH AFRICA

DMR 10

CERTIFICATE OF APPROVAL OF CONTRIBUTION TO REHABILITATION FUND

Name of Rehabilitation Fund: _____ Platinum Producers Environmental Trust
Tax No: _____

Name of Company making the contribution: [Rustenburg Base Metals Refiners
Tax No: _____

The end of the tax year of assessment to which the contribution relates: 31 / 12 / 2011

Date application received: __02/11/2011

Formula for calculating the contribution:

$$\frac{(A - B)}{C}$$

where:

A = R339, 448, 868.00
Estimated costs to be incurred upon discontinuation of mining operations (approved by DMD)

B = R92, 901.079.00
Market value of assets (supplied by Taxpayer)

Amount paid which has not been allowed as a tax deduction (supplied by Taxpayer)

C = 23
Estimated remaining life of the mine in years (approved by DMD)

$$\frac{(A - B)}{C}$$
$$= \frac{R\ 246\ 547\ 789.00}{23}$$

Contribution = R10, 719 469.00

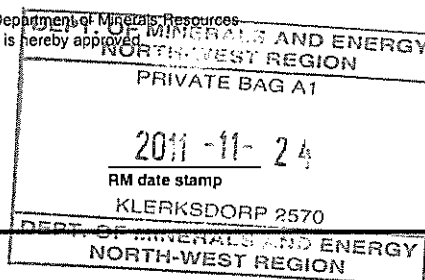
The approved contribution must be paid into the bank account on or before the last day of the financial year of the contributing company.

A copy of the taxpayer's original submission must be attached to this certificate and submitted to SARS

Mine	Year of assessment	Contribution	Summary Reference
Rustenburg Base Metals Refiners	2011	R10, 719 469.00	

On behalf of the Regional Manager for the North West province of the Department of Minerals Resources
I certify the above estimates as being fair and reasonable and that the contribution is hereby approved.

For Department of Minerals Resources





mineral resources

Department:
Mineral Resources
REPUBLIC OF SOUTH AFRICA

DMR 10

CERTIFICATE OF APPROVAL OF CONTRIBUTION TO REHABILITATION FUND

Name of Rehabilitation Fund: Platinum Producers Environmental Trust

Tax No:

Name of Company making the contribution: Precious Metals Refiners

Tax No:

The end of the tax year of assessment to which the contribution relates: 31 / 12/2011

Date application received: 02/11/2011

Formula for calculating the contribution:

$$\frac{(A - B) + C}{D}$$

where:

$$A = R92, 781, 091$$

Estimated costs to be incurred upon discontinuation of mining operations (approved by DMD)

$$B = R38, 202, 669.00$$

Market value of assets (supplied by Taxpayer)

$$C =$$

Amount paid which has not been allowed as a tax deduction (supplied by Taxpayer)

$$D =$$

23

Estimated remaining life of the mine in years (approved by DMD)

$$\frac{(A - B) + C}{D}$$

$$= R54, 578, 422$$

23

$$\text{Contribution} = R2, 372, 976.28$$

The approved contribution must be paid into the bank account on or before the last day of the financial year of the contributing company.

A copy of the taxpayer's original submission must be attached to this certificate and submitted to SARS

Mine	Year of assessment	Contribution	Summary Reference
Precious Metals Refiners	2011	R2, 372, 976.28	

On behalf of the Regional Manager for the North West province of the Department of Mineral Resources, I certify the above estimates as being fair and reasonable and that the contribution is hereby approved.

For Department of Mineral Resources

DEPT. OF MINERAL RESOURCES
NORTH-WEST REGION
KLERKSDORP 2570
2011-11-24
RM date stamp
PRIVATE BAG A1



mineral resources

Department:
Mineral Resources
REPUBLIC OF SOUTH AFRICA

DMR 10

CERTIFICATE OF APPROVAL OF CONTRIBUTION TO REHABILITATION FUND

REF:

Name of Rehabilitation Fund: _ Platinum Producers Environmental Trust
Tax No:

Name of Company making the contribution: Rustenburg Section
Tax No:

The end of the tax year of assessment to which the contribution relates: 31 / 12 / 2011

Date application received: _02/11/2011

Formula for calculating the contribution:

$$\frac{(A - B) + C}{D}$$

where:

A = R410, 130, 375
Estimated costs to be incurred upon discontinuation of mining operations (approved by DMD)

B = R171, 811, 980.00
Market value of assets (supplied by Taxpayer)

C =
Amount paid which has not been allowed as a tax deduction (supplied by Taxpayer)

D = 23
Estimated remaining life of the mine in years (approved by DMD)

$$\frac{(A - B) + C}{D}$$

$$= \frac{R238, 318, 398.00}{23}$$

Contribution = R10, 361, 669.00

The approved contribution must be paid into the bank account on or before the last day of the financial year of the contributing company.

A copy of the taxpayer's original submission must be attached to this certificate and submitted to SARS

Mine	Year of assessment	Contribution	Summary Reference
Rustenburg section	2011	R10, 361, 669.00	

On behalf of the Regional Manager for the North-West province of the Department of Minerals Resources, I certify the above estimates as being fair and reasonable and that the contribution is hereby approved.

For Department of Minerals Resources

DEPT. OF MINERALS AND ENERGY NORTH-WEST REGION PRIVATE BAG A1 2011-11-24 RM date stamp KLERKSDORP 2570 DEPT. OF MINERALS AND ENERGY NORTH-WEST REGION
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mineral resources

Department:
Mineral Resources
REPUBLIC OF SOUTH AFRICA

DMR 10

CERTIFICATE OF APPROVAL OF CONTRIBUTION TO REHABILITATION FUND

Name of Rehabilitation Fund: _ Platinum Producers Environmental Trust

Tax No:

Name of Company making the contribution: Waterval Smelter and ACP

Tax No:

The end of the tax year of assessment to which the contribution relates: 31 / 12 / 2011

Date application received: _02/11/2011

Formula for calculating the contribution:

$$\frac{(A - B)}{C}$$

where:

$$A = R 70, 366, 026$$

Estimated costs to be incurred upon discontinuation of mining operations (approved by DMD)

$$B = R 19, 988, 910$$

Market value of assets (supplied by Taxpayer)

Amount paid which has not been allowed as a tax deduction (supplied by Taxpayer)

$$C = 23$$

Estimated remaining life of the mine in years (approved by DMD)

$$\frac{(A - B)}{C}$$

$$= \frac{R50, 337, 116.00}{23}$$

Contribution = **R 2, 190, 309.00**

The approved contribution must be paid into the bank account on or before the last day of the financial year of the contributing company.

A copy of the taxpayer's original submission must be attached to this certificate and submitted to SARS

Mine	Year of assessment	Contribution	Summary Reference
Waterval Smelter and ACP	2011	R 2, 190, 309.00	

On behalf of the Regional Manager for the North West province of the Department of Mineral Resources I certify the above estimates as being fair and reasonable and that the contribution is hereby approved.

For Department of Mineral Resources

DEPT. OF MINERALS AND ENERGY NORTH-WEST REGION PRIVATE BAG A1
RM date stamp 2011-11-24
KLERKSDORP 2570
DEPT. OF MINERALS AND ENERGY NORTH-WEST REGION