

Mogalakwena Procedure
SHE Department
Environment

Competence, Training and Awareness

Version: 13.0

Last Revision Date: 11 September 2015

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First Implementation Date: 22 Augustus 2005

Reference Number: MS-MIN-ENV-PRO-0004

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1 Aim

The aim of this document is to promulgate the process to be followed on training of personnel on Mogalakwena Mine, making them aware of the Environmental hazards and risks they will be exposed to in their working environment, teaching them how to perform their roles safely and by virtue of this training, knowledge and experience render them competent to perform the duties that they have been trained in.

2 Scope

This procedure is applicable to all areas under the responsibility of Mogalakwena Mine and Concentrators.

3 Definitions

Term	Definition
Induction	General training provided by the organisation to orientate the employee and visitor in his /her new working environment
IRM.Net	Action manager and Data Base mainly used for Environmental
Isometrix	Action manager also used for Environmental issues.

4 Abbreviations

Abbreviation	Explanation
HR	Human Resources
CSO	Chief Safety Officer
SHE	Safety, Health and Environment.
CCTV	Close Circuit Television
HRD	Human Resources Department
PW	Platinum Way
OHS	Occupational Health and Safety

5 Responsible for Review

- 5.1 Environmental Coordinator
- 5.2 Environmental Officer
- 5.3 SHE Manager
- 5.4 Concentrator Manager
- 5.5 General Manager

6 Responsible for Implementation

- 6.1 HRD Manager
- 6.2 Head of Departments
- 6.3 Supervisors

7 General

7.1 Contravention

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

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7.2 Distribution

#	Distributed to	Physical Copy	Electronic Copy
1	All Head of Departments	Mogalakwena Mine, New HR & IT Building, North Mining Offices, Ground Floor	SharePoint Platinum Way Anglo Kiosks Intranet
2	All Line Managers		
3	All Mogalakwena Employees and Contractors SHE Administrator: Reporting		

7.3 Responsibilities

7.3.1 SHE Department

- 7.3.1.1 Identify Environmental training needs.
- 7.3.1.2 Liaise with the HR Department regarding training needs and programs.

7.3.2 HRD Department

- 7.3.2.1 Assist the SHE Department with identifying training needs.
- 7.3.2.2 Arrange and coordinate Environmental training.
- 7.3.2.3 Keep records of Environmental training.
- 7.3.2.4 Keep training matrix updated for all employees.

7.4 Additional information

7.4.1 Mogalakwena Mine SHE Policy

- 7.4.1.1 Environmental Commitment: We will allocate appropriate resources and systems and provide training, education, consultation and auditing to minimise and mitigate environmental risk and impacts arising from our activities, products and services.

8 Safety Requirements for this Procedure

None.

9 Procedure

9.1 Competence

- 9.1.1 The Human Resources and Development Manager is responsible for the competency and awareness training of employees. This training is done both on a one to one basis on the mine as well as in a group.
- 9.1.3 **Re- training forms part of the HRD training programme and will be conducted after but is not limited to:**
 - 9.1.3.1 Annual leave;
 - 9.1.3.2 An incident occurred (due to change management or as refresher).
- 9.1.4 When changes within current procedures and / or new procedures are identified and documented, the HRD department ensures that the relevant changes are communicated and understood by all affected employees.

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- 9.1.4.1 Environmental Co-Ordinators and HOD's shall complete the A3 Safety and Risk Management Course.
- 9.1.4.2 Environmental Assistants, Water Officers and employees on Levels C2-C5 and D1, shall complete the A2 Safety and Risk Management Course.
- 9.1.4.3 General employees on Level C2 and lower, shall complete the A1 Safety and Risk Management Course.
- 9.1.5 Competencies in Operational Risk Management is achieved through successful completion of the Anglo American Occupational Risk Management Programme (ORMP) courses, which are managed by the Human Resources Development Department.
- 9.1.5.1 Executives or senior functional managers attend the 'A4' course or equivalent.
- 9.1.5.2 Managers (or persons responsible for planning and management at levels above day-to-day Job Planning) shall complete the 'A3' course or equivalent.
- 9.1.5.3 Supervisors or persons responsible for Job Planning and work supervision shall complete the 'A2' course or equivalent.
- 9.1.5.4 General employees shall complete the 'A1' course or equivalent.

9.2 Training

9.2.1 Training needs analysis

- 9.2.1.1 Environmental training needs are identified by the SHE Department, as reflected in the Departmental Section's matrix compiled by the HRD Department. The HRD Department shall organize relevant environmental training for personnel, as identified in conjunction with the SHE Department.
- 9.2.1.2 The HRD Department is certified ISO9001:2008 and detailed information regarding training and competence processes form part of this system.

9.2.2 Induction training

9.2.2.1 Visitors Induction (15 minutes)

- 9.2.2.1.1 All visitors will undergo a short SHE induction at old mining gate or induction in the boardrooms for groups of visitors. This induction is valid for six months.

9.2.2.2 New employees and ex-leave induction (1 day)

- 9.2.2.2.1 New and ex leave employees will undergo a one day SHE induction at the HRD training facilities. This induction is valid for 18 months. The SHE Department assist the HRD department in ensuring that SHE related issues are covered in the induction programme.
- 9.2.2.2.2 An electronic induction program is now operational and can be used by computer literate personnel.

9.2.2.3 Training records

- 9.2.2.3.1 Training records are kept at the HRD Department.
- 9.2.2.3.2 Assessments are archived by the HRD Department.

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9.3 Awareness

9.3.1 The following sources of information are presently being used to advance general Environmental awareness:

- 9.3.1.1 Talk topics and management briefs.
- 9.3.1.2 Internal publications: Platreef, Kanya (local) Our Voice, Catalyst (centre)
- 9.3.1.3 Environmental campaigns; e.g. Environmental Week, Arbor Week etc.
- 9.3.1.5 Induction Video's available in hard copy
- 9.3.1.6 Training matrix (part of CDP process)

9.3.2 Environmental Talk Topics (Monthly and Bi-monthly)

- 9.3.2.1 Environmental talk topics will be made available by the SHE Department.
(*Talk Topics are available on the Platinum Way- communication element*)
- 9.3.2.2 Hard copies will also be distributed at lineup meetings as required.
- 9.3.2.3 Environmental topics are discussed at the green area meetings.
- 9.3.2.4 Environmental talk topics are displayed in the workplace.
- 9.3.2.4 Environmental talk topics are circulated by the communication officer to all mining employees.
- 9.3.2.5 It is the responsibility of supervisors to keep records, proving that talk topics have been communicated. Such proof must be made available on request.

9.3.3 Aspects and Impacts

9.3.3.1 **An aspect is an element of the organization's activities, products or services that can interact with the environment. An impact is any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services. An Aspects Register for the complex is maintained by the Environmental Coordinator. The major aspects and their Impacts at Mogalakwena are the following:**

- 9.3.3.1.1 Air quality (Dust, blasting, etc.).
- 9.3.3.1.2 Biodiversity (Fauna, Flora, etc).
- 9.3.3.1.3 Climate change (Electricity, fuels, etc.).
- 9.3.3.1.4 Materials consumption (Scrap metals, explosives, etc).
- 9.3.3.1.5 Waste (Landfills, rocks, hazardous, recycling, etc.).
- 9.3.3.1.6 Water (Ground, surface, potable, effluent, etc).
- 9.3.3.1.7 Legal (Licenses, compliance, infringements, etc).
- 9.3.3.1.8 Land (Service activities, grassland, disturbances by mineral extraction, etc.).

9.3.4 Management Briefs

9.3.4.1 Some Management Briefs may contain environmental issues where training may be required. Such information should be communicated widely and employees must be educated, and empowered to comply with the instructions on the management brief. Such interventions can be delivered through relevant supervisors. Proof of the discussion must be kept and made available on request.

9.3.5 Risk and Change Management

9.3.5.1 Some instances of the change management involves retraining or new training for employees. HRD must be involved in all change management processes in order to initiate training interventions if required.

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9.3.5.2 In some cases procedures must be revised in line with the recommendations from the change management and personnel must be trained as such. Such information should be made available in the HRD department at all times.

9.3.5.3 Any new or additional training from the Change Management process must be updated on the training matrix for all employees affected.

9.3.5.4 Although the Human Resources Development Department forms part of the Risk Management Process, Baseline and issue based risk assessments (approved) shall be forwarded to the HRD department by the document controller. The HRD department shall scrutinise the risk assessments and determine the applicable changes required in the relevant training material used or if new material are to be developed.

9.3.6 Environmental incident notifications.

9.3.6.1 Environmental incidents are addressed in line with the Group Procedure for Nonconformity and Incident Control CTR-SHE-ENV-PRO-004. This procedure provides templates for incident notifications to group and both initial and final reporting templates to Environmental Authorities.

9.3.6.2 When environmental incident notifications are received from other group companies, the issues and findings will be distributed widely and treated as Environmental Talk Topics.

9.3.7 Meetings

9.3.7.1 General Environmental awareness forms part of the following meetings:

- 9.3.7.1.1 SHE Section Heads Meeting.
- 9.3.7.1.2 Standards Committee Meetings.
- 9.3.7.1.3 Safety, Health & Environmental Committee Meeting.
- 9.3.7.1.4 HOD Meeting (SHE Manager).
- 9.3.7.1.5 Bi-Annual Environmental Meetings.
- 9.3.7.1.6 Weekly Environmental Meetings.
- 9.3.7.1.7 Waste SteerCo Meetings.
- 9.3.7.1.8 Water Committee Meetings.
- 9.3.7.1.9 Green Area Meetings.
- 9.3.7.1.10 Concentrator Meetings.
- 9.3.7.1.11 Environmental Authorisation (EIA and EMP) projects.
- 9.3.7.1.12 Specialist Environmental Meetings.

9.3.8 Environmental statistics

9.3.8.1 Environmental incidents are recorded in IRM.net and Isometrix and communicated via e-mail to the responsible parties.

9.3.8.1 Environmental statistics are recorded on the monthly SHE Database.

9.3.8.2 The Environmental Coordinator shall review the Environmental Components of the SHE Database. He will conduct quarterly reviews to check the accuracy of data entered and to align incident data with IRM.net.

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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
22 Aug 2005	New Procedure	Complete Document	C	F Coleman F Pieterse
29 Sept 2005	Whole Procedure	PARAGRAPH 10, OHSAS 18001 AUDIT FINDINGS	B	F Coleman F Pieterse
16 Aug 2006	Whole Procedure	SEVERAL AREAS OF CONCERN ADDRESSED	L	F Coleman F Pieterse
08 Aug 2007	Whole procedure	COMPLETE DOCUMENT	L	F Coleman F Pieterse P van Coller A Venter J Marema
5 Aug 2008	Whole procedure	PPRUST NAME CHANGE AND REVIEW	L	F Coleman F Pieterse A Venter H van Niekerk V Mashego P van Coller F Midford-Baberton B Schoeman
21 Sept 2009	Whole procedure	CHANGED REVIEW TEAM DESIGNATIONS	L	F Coleman F Pieterse A Venter H van Niekerk P van Coller B Schoeman
12 Sept 2011	Whole procedure	ANNUAL REVIEW (SEE CHANGES IN BLUE)	L	See cover pages names
16 May 2012	Whole Procedure	NEW ANGLO BRANDING & TEMPLATE	C	See cover page
18 October 2012	Whole procedure	ANNUAL REVIEW (SEE CHANGES IN BLUE)	C	See cover pages names
5 July 2013	Whole procedure	ANNUAL REVIEW AND MINING SPECIFIC OHS SYSTEM PROCEDURES (SEE CHANGES IN BLUE)	C	See cover pages names
11 September	Whole Procedure	SEE ALL CHANGES HIGHLIGHTED IN BLUE	C	M Angliss

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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
Competence, Training and Awareness Procedure	MS-MIN-OHS-PRO-0004	Senior Admin: Document Control	SHE Department	Mogalakwena Mine, New HR & IT Building, North Mining Offices, Ground Floor	2 Revisions	Electronic Archiving and Shredding
Visitors Induction	Employee Number / ID Number	Protection Services Officer	Protection Services Department	Mogalakwena Mine, New HR & IT Building, North Mining Offices, Ground Floor	Refer to retention schedule	Electronic Archiving and Shredding
Training Records	Employee Number / ID Number	HRD Officer	HRD Department	Mogalakwena Mine, New HR & IT Building, North Mining Offices, Ground Floor	Refer to retention schedule	Electronic Archiving and Shredding

12 References

Doc. Name	Document Description
ISO 14001:2004	Environmental Management Systems Standard
OHSAS 18001:2007	Occupational Health and Safety Specification
CTR-SPL-SAF-SM-001	AP SHE management system standard 12

OPERATIONAL PROCEDURE

MOGALAKWENA COMPLEX SHE Way System Procedure

EMERGENCY PREPAREDNESS AND RESPONSE



VERSION: 4.0

LAST REVISION DATE: 14 August 2020

FIRST IMPLEMENTATION DATE: 29 June 2014

REFERENCE NUMBER: MS-SHE-OHS-PRO-0009

OLD REFERENCE NUMBER: MS-MIN-HLH-PRO-0003

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REVIEWED BY:	Charl Archer	Occupational Hygienist	 <small>Signed by Charl Archer, Occupational Hygienist Signed at 2020/10/19 07:24:45 +02:00 Reason: Writen</small>	19-Oct-2020
REVIEWED BY:	Herman van Rooyen	Act. Snr. Asset Manager		19-Oct-2020
REVIEWED BY:	Herbie Marneweck	Act. Snr. SHE Specialist		19-Oct-2020
REVIEWED BY:	Timothy Seimela	Environmental Coordinator	 <small>Signed by Timothy Seimela, Environmental Coordinator Signed at 2020/10/18 07:24:45 +02:00 Reason: Writen</small>	18-Oct-2020
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APPROVED BY:	Tshidiso Motumi	HRD Manager		27-Oct-2020
APPROVED BY:	Mike Molefe	Act. SHE Manager		18-Oct-2020
APPROVED BY:	Willie Noordman	Snr. Engineering Manager		19-Oct-2020
APPROVED BY:	Hendrik van Niekerk	Manager Mining		18-Oct-2020
APPROVED BY:	Ashina Buddu	Concentrator Manager		22-Oct-2020
APPROVED BY:	Tony Power	Snr. General Manager		24-Nov-2020

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1 Aim

To establish, develop, document and implement plans to prepare and respond to foreseeable emergency situations, identified through ORM or the SHE risk assessment process as depicted in the business continuity plan.

2 Scope

This procedure is applicable to all areas under the responsibility of Mogalakwena Mine and Concentrators or property under the management of Mogalakwena.

3 Definitions

Term	Definition
Approved	Agreed in writing by the head of the appropriate Anglo Platinum Corporate Office discipline or nominated representative.
Competed Person	A Competent Person is any person trained by an accredited Institution, with a valid certificate.
Condition	To a specific standard or not complying with a specific standard.
Contractor	As defined in the General Conditions of Contract.
Contractor	Any individual who undertakes work at an operation, in a part-time or full-time capacity, but is not permanently employed by that operation. He or she would normally be someone over whom the company has a substantial amount of direct control, for instance through contractual obligation. This would normally include casual workers.
Disaster	<p>Actual or potential threat to the company's long-term ability to do business due to impact on operability, image and/or liability.</p> <p>Major accidents and incidents are to be determined against the following criteria:</p> <ol style="list-style-type: none"> 1. Has there been loss of life? 2. Are there widespread or major injuries? (more than 10 persons) 3. Is there serious environmental damage? 4. Could it have potentially significant financial implications for Mogalakwena Section? 5. Could it attract national and/or international media interest? <p>Could it have an impact on the reputation of Mogalakwena Section?</p>
Emergency	Injuries, emission that can affect stakeholders, uncontrolled fire, injuries that result out of people and machinery or equipment interaction, or an undesirable consequence that result in a loss, damage or injury.
Employee	A full-time employee of Anglo Platinum or any of its registered subsidiaries.
Environment	Surroundings in which an organisation operates, including air, water, land, natural resources, flora (plants), fauna (animals) humans, and their interactions.

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Term	Definition
Environmental level 1 incident	An incident that results in: - a minor impact on the physical or biological environment (air, land, water or habitats) with no significant or long-term impairment of ecosystem function or surface/ground water resource; AND/OR - an inconvenience/disturbance/disruption/annoyance (including odour, dust, noise, traffic problem, loss of water supply) of short duration and with no long-term effect on the community; AND/OR - a release of material (gas, liquid, solid)
Environmental level 2 incident	An incident that results in: - a moderate impact on the physical or biological environment (air, land, water or habitats) with limited impairment of ecosystem function or surface/ground water resource; - a minor impact to fauna or flora in a statutory designated area (e.g.: National Park); - an inconvenience/disturbance/disruption/annoyance (including odour, dust, noise, traffic problem, loss of water supply) of moderate duration or with medium impact.
Environmental level 3 incident	An incident that results in: - a significant impact on the physical or biological environment (air, land, water or habitats) with extensive or long-term impairment of ecosystem function or surface/ground water resource; - an impact to unique or protected species or habitats; - an inconvenience/disturbance/disruption/annoyance (including odour, dust, noise, traffic problem, loss of water supply) of long duration or with long-term effect on the community or company
Environmental level 4 incident	Impact lasts years, effects sub-basin, impacts sensitive species/habitat. The size / scale is high relative to the receiving environment. Receiving environment has high sensitivity to the impact. Containment, remediation and / or clean-up of the impact requires high intervention and time
Environmental level 5 incident	Permanent impact, effects basin/region, impacts highly sensitive species/habitat. Impact lasts years, effects sub-basin, impacts sensitive species/habitat. The size / scale is major relative to the receiving environment. Receiving environment has a major sensitivity to the impact. Containment, remediation and / or clean-up of the impact require major intervention and impacts may be irreversible.
Fatality	A death resulting from an occupational illness or injury, identified within the reporting period. No lost days are to be attributed to a fatality in the severity rate calculation and a fatal accident is not classified as a lost time injury.
Incident	An INCIDENT is any unplanned event, which results in injury or damage.
Mogalakwena	This includes North, South Concentrator, Mining or any other area under the management of Anglo-American Platinum Mogalakwena.
Near-hit	A NEAR-HIT is an unplanned event, which under slightly different circumstances, could have resulted in harm.
Notifiable Medical Condition to Department of Health	Health Act, 1977 (Act No. 63 of 1977) <ol style="list-style-type: none"> 1. Acute flaccid paralysis 2. Acute rheumatic fever 3. Anthrax 4. Brucellosis 5. Cholera 6. Congenital syphilis 7. Diphtheria 8. Food poisoning (outbreaks of more than four persons) 9. Hemophilus influenza type B (Hib) 10. Haemorrhagic fevers of Africa (Congo fever, Dengue fever, Ebola fever, Lassa fever, Marburg fever, Rift Valley fever)

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Term	Definition
	11. Lead poisoning 12. Legionellosis 13. Leprosy 14. Malaria 15. Measles (rubeola) 16. Meningococcal infections 17. Paratyphoid fever 18. Plague 19. Poisoning from any agricultural or stock remedy registered in terms of the Fertilizers, Farm Feeds, Agricultural Remedies and Stock Remedies Act, 1947 (Act No. 36 of 1947) 20. Poliomyelitis 21. Rabies (specify whether human case or human contact) 22. Smallpox and any smallpox-like disease, excluding chickenpox 23. Tetanus 24. Tetanus neonatorum 25. Trachoma 26. Tuberculosis – (i) pulmonary and other forms, except cases diagnosed solely on the basis of clinical signs and symptoms (ii) in the case of any child younger than 5 years with a significant reaction following tuberculin testing 27. Typhoid fever 28. Typhus fever (epidemic louse-borne typhus fever, endemic flea-borne typhus fever) 29. Viral hepatitis A, B, non-A, non-B and undifferentiated 30. Whooping cough Yellow fever
Sans	South African National Standard.
SHE Way	Management System Framework that describes the systematic approach to the management of SHE related risks and opportunities and how it integrates with our business processes.
Stakeholders and general audiences	Employees/employee associations/unions: 1. Families/neighbours/surrounding communities; 2. Shareholders; 3. Media; 4. Investment community; 5. Competitors; 6. Local and national government; 7. NGOs and pressure groups; 8. Lawyers; 9. Insurance companies; Customers.9
Supervisor	Any skilled person in charge of workmen.
Top Management	Person or group of people who directs and controls an organization at the highest level.
Used	Seal broken on the first-aid box.
Visitor	Any individual or group of individuals that includes a supplier or delivery contractor that is less than 6 hours on Mine property, and not involved in physical manual labour.

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4 Abbreviations

Abbreviation	Explanation
ALS	Advanced Life Support
EMS	Emergency team includes fire and medical team members
FA	First aiders
HIRA	Hazard Identification and Risk Assessment
HOD	Head of Department
HOP	Hand Over Point (Mine stores)
ILS	Intermediate Life Support
MHSA	Mines Health and Safety act 29 of 1996
MHSA	Mine Health and Safety Act
ORM	Operational Risk Management
SAAF	South African Air Force
SAPS	South African Police Service
SHE	Safety Health and Environmental

5 Responsible for Review

- 5.1 Emergency Coordinator
- 5.2 Occupational Hygienist
- 5.3 SHE Manager
- 5.4 Environmental coordinator
- 5.5 SHE Risk and Assurance coordinator

6 Responsible for Implementation

- 6.1 Emergency Coordinator
- 6.2 All relevant Line Managers/Supervisors
- 6.3 Top Management

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	All Head of Departments	Mogalakwena Concentrators, Main Offices Old Mining Area– Document Safe	SharePoint Server SHE Way
2	All Mogalakwena Concentrator Employees		

7.3 Additional Information

This procedure is to be used in conjunction with the Emergency Preparedness and Response MCOP ([MS-SHE-HLH-MCOP-0005](#)) and the Business Continuity Management Plan ([MS-SHE-SHE-SUP-0001](#)).

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8 Safety Requirements for this Procedure



Figure 1: Nertney wheel

The above Nertney wheel provide clear risk management processes to achieve safe productivity in the workplace. Fit for Purpose Equipment, Safe Work Practices, Competent People and Controlled Work Environment all provide processes to help manage the risks to health and safety in the workplace.

If any one of the elements is missing, then safe production cannot be achieved and there will be an unacceptable (high) level of risk present.

Management are responsible to ensure processes are in place to ensure the effective periodic review of the operational control systems, measures and processes to ensure that they remain relevant and appropriate to the nature and extent of the associated risks.

8.1 Skills / Competent People

To ensure that the emergency response achieve the desired effect, all workers must be aware of:

- a) Complex Evacuation alarms
- b) Evacuation points
- c) Evacuation protocols

All workers that form part of the relevant emergency response team shall be competent.

All personnel involved in the maintenance of the emergency equipment shall be suitably qualified, competent and authorized to execute required services, maintenance and inspections.

8.2 Tools and Equipment

Within the Mandatory COP, various early warning as well as response equipment is defined.

These are maintained though the SAP maintenance process.

8.3 Standard Operating Procedures

Supporting the Mandatory COP, various emergency focused plans and procedures are defined.

Emergency Preparedness and Response

This document is maintained on an online electronic filing system and is intended for internal use only. The printed version should be compared to the online version as it may be outdated.

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9 Procedure

This procedure has been drafted in order to demonstrate compliance to the Anglo American SHE Way, ISO 14001:2015 and ISO 45001:2018 requirements.

It is vital that all our operations have practical and robust emergency plans to respond to any major threats, emergencies or incident.

Figure 2: Emergency Preparedness and Response Process Diagram



9.1 Identifying and prioritizing of emergency scenarios

- 9.1.1 Identify need for area/departmental specific Emergency Response Plan from the Baseline risk assessment, legal requirements and/or emergencies identified in the context and strategic risk management.
- 9.1.2 Consolidate and schedule Emergency Response Plan for the complex according to the identified emergency situations.
- 9.1.3 Annually an Emergency Response Drill schedule is developed for the Mogalakwena Complex to guide the conducting of emergency drills for the year.
- 9.1.4 Where specific Emergency response needs is identified, such Emergency Response Plan to be developed for such scenarios.

9.2 Document

- 9.2.1 Description and context of identified emergency response scenarios / requirements to be documented (Procedural requirements).
- 9.2.2 Roles and Responsibilities for the execution of the planned emergency response plan to be documented and responsible people to be informed of these roles and responsibilities.
- 9.2.3 Communication networks to be used in emergency scenarios to be identified, provided and maintained.
- 9.2.4 Detection and early warning systems to be considered for the different identified emergency situations to allow for pro-active identification of potential emergency scenarios. The sourcing, implementation and maintenance of such equipment to be considered.

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9.2.5 Site maps where required to be developed and maintained to ensure effective understanding of site layout and ensure emergency team / services can locate areas in minimum time.

9.3 Emergency Equipment

9.3.1 Detection / early warning systems to be identified, sourced and maintained.

9.3.2 Response equipment to be identified, sourced and maintained.

9.3.3 Communication equipment to be identified, sourced and maintained.

9.4 Resource Capabilities

9.4.1 Competence and skill for the role players in emergency response process to be determined and maintained. Critical skills/ education/ experience to be considered. Availability of responsible people for the emergency situation.

9.4.1.1 On Site Resources, Rescue and Response Capabilities:

- a) On Site Rescue Teams;
- b) Fire and emergency rescue vehicles;
- c) Water rescue and diving equipment;
- d) Rope rescue equipment;
- e) Hazmat equipment;
- f) Disaster trailer and equipment;
- g) Infra-red Search Camera;
- h) Vehicle extrication and heavy-duty rescue equipment;
- i) Confined space and trench rescue equipment (Building Collapse);
- j) Vehicle stabilisation equipment;
- k) Breathing apparatus, compressors and equipment;
- l) Mountain rescue equipment;
- m) Disaster medical equipment.
- n) Onsite Medical personnel
- o) On site Ambulances and Paramedics
- p) On site clinic and triage facility

9.4.1.2 Off Site Resources, Rescue and Response Capabilities:

- a) Mogalakwena Town fire brigade;
- b) Net Care 911;
- c) Saps Search and Rescue Unit;
- d) SAAF 19 Squadron;
- e) Hazmat containment;
- f) Disaster Management Solutions;
- g) Town medical support;
- h) Medical evacuation and airlift capabilities;

9.4.2 Appointment and registrations need to be identified where legislation / Other requirements require such.

9.4.3 Awareness and communication of emergency response plans to be carried out to ensure that employees and role players in emergency response plans are understood.

9.4.3.1 Emergency procedures are updated as necessary from information obtained through internal and external risk analysis, Health Safety and Environmental Audits.

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9.4.3.2 Methods of training and awareness include:

- a) Employee and visitor induction
- b) Quarterly emergency drills done by supervision
- c) Drills and awareness conducted by the emergency coordinator and emergency teams
- d) Monthly Topics
- e) Awareness campaigns conducted

9.4.3.3 Employee Awareness

9.4.3.3.1 Head of Departments ensures that all persons (new employees, contractor employees and trainees) in their area of responsibility are aware of the sequence to follow in the event of an emergency.

9.4.3.3.2 Emergency telephone numbers are prominently displayed.

9.4.3.3.3 Mock drills and evacuation exercises are conducted quarterly to ensure that all employees are aware of the correct response to an emergency.

9.4.3.3.4 If necessary, assistance can be requested from the Emergency Coordinator to ensure that all employees are adequately trained.

9.4.3.3.5 Supervisors keep record of drills conducted.

9.4.3.3.6 Proof of drills conducted are submitted to the emergency coordinator.

9.4.3.3.7 All personnel who receive visitors must make them aware of the escape routes and assembly points.

9.4.4 Signage to be provided to assist in emergency, also considering the environmental conditions (e.g. day/night, fog, rain). Legal and Other requirements can also depict signage requirements.

9.5 Actual Emergency Response

9.5.1 Alarm / Notification,

9.5.2 Mobilise Response Team(s) – Crisis team and responders,

9.5.3 Initiation response,

9.5.4 Execute Emergency Plan.

9.5.4.1 Refer to the various Emergency Response Plans as identified in the annual emergency response plan and associated MCOP:

9.5.4.1.1 MCOP for Emergency Preparedness and [MS-SHE-HLH-MCOP-0005](#)).

9.5.4.1.2 Business Continuity Management Plan ([MS-SHE-SHE-SUP-0001](#)).

9.5.4.2 Response to Accident

9.5.4.2.1 The first person on the scene evaluates the area to determine the possible risks and report it immediately. If it is found that his life could be endangered he must evacuate the scene immediately to a safe distance and warn all other persons in the vicinity, while barricading the area to prevent a secondary accident /incident/injury as well.

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- 9.5.4.2.2 First person on the accident scene must evaluate the scenario to determine if a secondary accident / incident can happen. If a secondary accident / incident **is** possible, the first person on the scene must take the necessary steps to prevent it, in the safest way possible in order not to endanger his / her own life or the life of any other person in the vicinity.
- 9.5.4.2.3 Only in the case of preventing a secondary incident/accident/injury from happening, may the scene be disturbed.
- 9.5.4.2.4 It is preferable that only the Production Manager and Engineering Manager or their duly delegates should preferably make these decisions.
- 9.5.4.2.5 The first person must remain on the scene if safe to do so until advanced help arrives.
- 9.5.4.2.6 The first arrivals must remain on the scene until the Chief Safety Officer, Safety officer or the responsible person of that area dismisses him from the scene.

9.5.4.3 Evacuation

Note: Evacuators need to pay attention to the wind direction when evacuating to emergency assembly points. Take attendance register and ensure that nobody re-enter the building until instruction to re-enter is issued. All traffic to be stopped to affected areas.

- 9.5.4.3.1 Activate the alarm and carry out an evacuation.
- 9.5.4.3.2 Evacuate to the designated assembly points.
- 9.5.4.3.3 Supervisor performs a headcount.
- 9.5.4.3.4 Pit Superintendent / Supervisor will investigate and evaluate the extent of the danger and inform the Control Room.
- 9.5.4.3.5 The Control Room to Notify the Emergency Coordinator.
- 9.5.4.3.6 Pit Superintendent / supervisor declare area safe.
- 9.5.4.3.7 Complete incident notification.
- 9.5.4.3.8 Most senior person in charge will establish whether outside emergency services are required.

9.6 Emergency Response Test(s)

- 9.6.1 Schedule Emergency simulations / drills according to the annual emergency response plan.
- 9.6.2 External responders to be considered in the testing of Emergency Response testing.
- 9.6.3 Recovery mechanisms to be considered in the testing of emergency scenarios, and the availability of people and equipment for recovery after emergencies.
- 9.6.4 Document results from emergency test/drill to ensure learnings/opportunities are identified and considered.
- 9.6.5 Improvement actions identified during emergency tests/drills to be actioned and that actions are managed as per the Action Management Procedure (MS-SHE-OHS-PRO-0026).

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9.7 Learning from Incidents

9.7.1 Incident Management Process

- 9.7.1.1 As part of the hazardous chemical management process Mogalakwena complex use the Chem Alert Hazardous chemical management system.
- 9.7.1.2 Lessons identified , deriving from drills conducted will be documented and incorporated in the revisions of the emergency response plan.
- 9.7.1.3 The Incident Management Reporting Investigation, Non-Conformity, Corrective and Preventative Action ([MS-SHE-OHS-PRO-0011](#)) Procedure apply for the investigation and Reporting of incident and accidents, and the Action Management Procedure ([MS-SHE-OHS-PRO-0026](#)) to address the identified opportunities to improve the Emergency Response process.

9.7.2 Emergency Management Team

- 9.7.2.1 This procedure is established to define the emergency preparedness and reaction process to employees. In drafting this procedure reference was made to following documents:
 - 9.7.2.1.1 MCOP for Emergency Preparedness and Response ([MS-SHE-HLH-MCOP-0005](#)).
 - 9.7.2.1.2 Business Continuity Management Plan ([MS-SHE-SHE-SUP-0001](#)).

9.7.3 The following communication systems are in place to assist in the reporting and response to identified emergency situations:

- 9.7.3.1 Two-way radio communication between the control rooms and operational areas
- 9.7.3.2 Telecom landline telephone communication.
- 9.7.3.3 Cell phone communication.
- 9.7.3.4 Satellite phone communication in the event of a network or total power failure.
- 9.7.3.5 It is the responsibility of the appointed Emergency Coordinator to ensure that, in liaison with the Emergency committee members, emergency plans are formulated for all probable types of emergencies and distributed to all departments.

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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	
L. Periodic Review	

Date of change	Revised Item (Paragraph number)	Changes Made	Reason Code	Name of reviewer
20 Aug 2015	Whole Procedure	WHOLE DOCUMENT	C & D	C Archer
09 Nov 2018	Whole Procedure	WHOLE DOCUMENT	C & D	C Archer
14 August 2020	Whole Procedure	WHOLE DOCUMENT	C & I	See signature list

11 Record Control

Records to be maintained in accordance with the Finance and Performance Management Governance Documentation Group Policy [CTR-FPM-GRA-POL-0011](#).

Identification	Reference number	Responsible for filing	Responsible for maintenance	Location of storage area	Retention period	Method of disposal
Emergency Preparedness and Response	MS-SHE-OHS-PRO-0009	SHE Administrator: Reporting	SHE Department	Mining Area– Document Safe	1 Revision	Electronic Archiving and Shredding

12 References

- 12.1 MHSA
- 12.2 OHSAS 45001:2018
- 12.3 ISO 14001:2015
- 12.4 Business Continuity Plan ([MS-SHE-SHE-SUP-0001](#))
- 12.5 MCOP for Emergency Preparedness and Response ([MS-SHE-HLH-MCOP-0005](#))

13 Appendices

None.