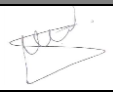
AMSASHE00084

ArcelorMittal

Name of document	**AMSA SHE contractor requirements and expectations**		
AMSA document number	**AMSASHE00084**		
Version	**05**	**Revision date (every 6 years)**	10 Oct 2030
This document replaces	AMSASHE00083 (ver 04)		
Reason for revision (marked in yellow)	Changes made to: • Refer to the Mine Health and Safety Act 29 of 1996 and its regulations (TZ-FPS-MW-0008) – Contractor Management procedure for Thabazimbi Iron Ore Mine. • Procedure revised to ensure alignment with the new Electronic Safety file system (SHEQhub) being implemented within AMSA. • Paragraph 1: Related legislation and documentation Add new procedure (AMSASHE00149) – AMSA procedure and rules related to the Electronic Safety file system (SHEQhub) • Paragraph 2: Introduction and purpose of this procedure Refer to the Mine Health and Safety Act 29 of 1996 and its regulations (TZ-FPS-MW-0008) • Paragraph 3: Definitions - Health and Safety file definition changed - Mine Health and Safety Act 29 of 1996 and its regulations has been added. • Paragraph 5: Contractor SHE system (Health and Safety file) • Paragraph 6: Site establishment meeting Revised to ensure alignment with the new Electronic Safety file system (SHEQhub) • Paragraph 13.15: Working on heights and elevated positions Changes made to the standardized makes of safety harnesses, lanyards and fall arrest blocks which may be used within AMSA • Contractor management template changes made: Templates CM01, CM04 and CM09 have been revised. Templates CM03, CM04-1, CM05, CM06, CM07, CM12, CM13, CM14, CM16-19 and CM21 have been removed. Template CM22 (New) – Document compliance – Electronic Safety file system (SHEQhub)		
Related ArcelorMittal documents / records	Refer to Point 1 – Related legislation and documentation (standards and procedures).		
Related ArcelorMittal South Africa documents/records	• AMSASHE00083: AMSA procedure for management of contractors • AMSASHE00144: AMSA contractors breakdown procedure • AMSASHE00149: AMSA procedure and rules related to the Electronic Safety File System (SHEQhub) • Contractor management templates: **[CM00 to CM21]** • Related AMSA FPS procedures as listed in **Point 1** and **[CM01]**		
Target Group for communication and implementation	All contractors, labour brokers and management levels and ArcelorMittal South Africa responsible persons for contractors		
Effective date	10 Oct 2024	**Implementation date**	1 Nov 2024

	Name	Date	Signature
Revised by:	Janette Swanepoel FPS Champion ArcelorMittal South Africa	10 Oct 2024	
Approved by:	Dieter Sauer Senior Manager Security and Fatality Prevention Standards ArcelorMittal South Africa	10 Oct 2024	

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1 RELATED LEGISLATION AND DOCUMENTATION (STANDARDS AND PROCEDURES)

Related legislation
Construction Regulations (2014) **Take note:** This procedure does not replace any of the contractors' responsibilities regarding the requirements and responsibilities of the Construction Regulations of February 2014
Occupational Health and Safety Regulations (85 of 1993) This procedure does not replace any of the contractor's responsibility regarding the requirements and responsibilities as been stipulated in the Occupational Health and Safety Act and other regulations.
Environmental Legislation

ArcelorMittal Group Standards		**Related ArcelorMittal South Africa Standards and Procedures**
Number	**Description**	
AMSAFETYST001	Isolation	AMSASHE00022: Lockout
[redacted]	Permit to work	AMSASHE00025: Permit to work (PTW) AMSASHE00030: Hot work
AMSAFETYST023	Electrical safety	AMSASHE00062: Electrical safety policy
AMSAFETYST002	Confined spaces	AMSASHE00003: Confined spaces AMSASHE00011: Dangerous and toxic gases AMSASHE00012: Ventilation procedure AMSASHE00013: Atmospheric tester AMSASHE00014: Manholes and similar spaces AMSASHE00028: Gas monitor user procedure AMSASHE00031: Chlorine handling procedure
AMSAFETYST012	Gas hazardous areas	AMSASHE00006: Gas hazardous procedure AMSASHE00011: Dangerous and toxic gases AMSASHE00012: Ventilation procedure AMSASHE00013: Atmospheric tester AMSASHE00014: Manholes and similar spaces AMSASHE00017: Hazardous location procedure AMSASHE00028: Gas monitor user procedure AMSASHE00029: Gas storage and gas cylinder procedure AMSASHE00030: Hot work AMSASHE00031: Chlorine handling procedure AMSASHE00032: Dräger PAC 7000 CO test procedure
AMSAFETYST003	Working at heights	AMSASHE00018: Working at heights AMSASHE00019: Safety harness AMSASHE00033: Safe use of ladders AMSASHE00035: Scaffolding procedure AMSASHE00037: Access to elevated positions AMSASHE00038: Platform inspections AMSASHE00039: Working on roofs AMSASHE00040: Handrail test procedure as anchor points AMSASHE00041: Lifeline design procedure AMSASHE00061: Barricading procedure
AMSAFETYST004	Rail safety	AMSASHE00081: Rail safety

AMSAFETYST006 Annexures 1-8	**Vehicles and driving** 1. Discharging of scrap 2. Forklift operations 3. Loading/unloading of trucks 4. Forklift operator's checklist 5. Chemical unloading and loading 6. How to avoid crushing by vehicles 7. Wheel loaders in hot conditions 8. Slag pot carriers for Steel Making	AMSASHE00036: Vehicles and driving
AMSAFETYST008 Annexures 1-6	**Contractor Management** 1. General HS instructions 2. Contractor commitment agreement 3. Request for new **site** contractor 4. HS design specifications 5. Contractor management audit form 6. Contractors works audit form	AMSASHE00083: AMSA – SHE contractor management AMSASHE00084: AMSA SHE contractor requirements and expectations AMSASHE00144: AMSA contractors breakdown procedure AMSASHE00149: AMSA procedure and rules related to the Electronic Safety File System (SHEQhub)
AMSAFETYST007	Cranes and lifting equipment	AMSASHE00072: CoP for lifting tackle and hoists AMSASHE00073: Cranes and lifting equipment
AMSAFETYST009	Alert procedure	AMSASHE00066: AMSA reporting major incidents or issues
AMSAFETYST010	Safety metrics	AMSASHE00064: AMSA safety metrics – reporting guidelines
AMSAFETYST011	Incident investigation	AMSASHE00066: AMSA reporting health and safety incidents AMSASHE00068: AMSA incident investigation guidelines
AMSAFETYST013	Emergency preparedness	AMSASHE00025: AMSA emergency preparedness
AMSAFETYST014	HIRA	AMSASHE00042: AMSA HIRA procedure
AMSAFETYST015	Life Saving Golden Rules	Refer to LSGR Toolbox talks 9 to 33 (Uploaded onto Vendor portal)
AMSAFETYST018	Minimum safety instructions for cargo securing.	None
AMSAFETYST201	Health and safety design specifications	None
AMSAFETYST301	Cellular and earphones	Poster PS.0435: Cellular phone policy
AMHEALTHPL002	Tobacco policy	AMSASHE00063: Smoking policy
AMHEALTHPL001	Global substance abuse policy	AMSASHE00120: Alcohol and drug testing procedure
[redacted]	FPS Training model / matrix	AMSASHE00121: AMSA FPS training model (rules, guidelines, and matrix)

Other related documents and standards	
1. Booklets	PS.0101: Code of Practice for lifting tackle
2. Fatality prevention standards (12) poster	Poster PS.0001

3. Fatality prevention standards (Toolbox talks)	• **For AMSA Responsible persons**: Refer to the link below for the AMSA FPS Index, procedures and Toolbox talks:
	  • AMSA FPS procedure index which include the latest versions to be used:
	  AMSA FPS procedures - Index
	  • AMSA FPS procedures: *(Select Safety)*
	  AMSA FPS procedures (Select Safety)
	  • AMSA FPS Toolbox talks:
	  AMSA FPS Toolbox talks per FPS protocol standard
	• **For Contractors**: Refer to the link below for the AMSA FPS procedures and Toolbox talks: *(Select the Safety folder)*
	ArcelorMittal South Africa Vendor Portal - Home (sharepoint.com)

4. SANS 10238	Welding and thermal cutting processes – Health and Safety
5. SANS 1186-1	Symbolic safety signs

2 INTRODUCTION AND PURPOSE OF THIS PROCEDURE

The purpose of this procedure is to provide ArcelorMittal South Africa Health and Safety guidelines to be followed and implemented by all principal contractors, sub-contractors and labour broker employees performing work for or on behalf of ArcelorMittal South Africa on premises owned, rented, or otherwise occupied by ArcelorMittal South Africa. The procedure does not replace any legislation to be complied with by contractors but provides a guideline to assist them in executing their duties in a safe and environmentally friendly manner.

This procedure will oversee all contractors in compliance with the Occupational Health and Safety Act and the Construction Regulations. For the Mine Health and Safety Act 29 of 1996 and its Health and Safety regulations, refer to TZ-FPS-MW-0008 – Contractor Management procedure (Thabazimbi Iron Ore Mine).

3 DEFINITIONS

In this document, unless inconsistent with the context, the following words of expressions shall be interpreted to have the following meanings:

Act	It means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);
Agent	It means a competent person who acts as a representative for a client. **Interpretation of act:** • According to the act it stipulates the Client may appoint an Agent to manage the safety on behalf of the Client. • This will be a safety person, especially on the bigger projects where it is required that this person should be registered with SACPMP (see appointment letter APL LEG 01 for an Agent registered at SACPCMP). • On smaller projects this could be a Safety Specialist or Safety Practitioner and only if they are registered as a Safety Officer or Manager at the SACPCMP. • This should not be an Engineer or Project Manager which from a technical nature could influence the safety on site.
AMSA SHE requirements and expectations	AMSA SHE requirements and expectations refers to the applicable ArcelorMittal South Africa general SHE requirements and expectations aimed at improving the safety, health, environment and discipline of the principal contractor and the principal contractor's employees and must be read in conjunction with the OHS Act.
Approved or approval	It means ArcelorMittal South Africa's approval in writing.
ArcelorMittal South Africa [AMSA]	It means ArcelorMittal South Africa Limited, a public company registered in the Republic of South Africa with registration number 1989/002164/06.
ArcelorMittal South Africa [AMSA] responsible person	It means the authorised ArcelorMittal South Africa representative appointed to represent AMSA
Blocked vendor	It means a vendor with a status in the data base that makes the vendor not usable for purchase orders or contracts.
Client	It means any person for whom construction work is being performed. **Interpretation of act:** • It is the legal terminology used in the act as the person for whom construction work is performed. In our case at AMSA, we can interpret this as the Plant Manager or Project Manager (plant responsible person). • From a safety point of view the Plant Manager or Project Manager could delegate the safety responsibilities to an Agent to manage safety on site.
Cold work	Cold work means no sparks or flames are generated whilst performing a task.

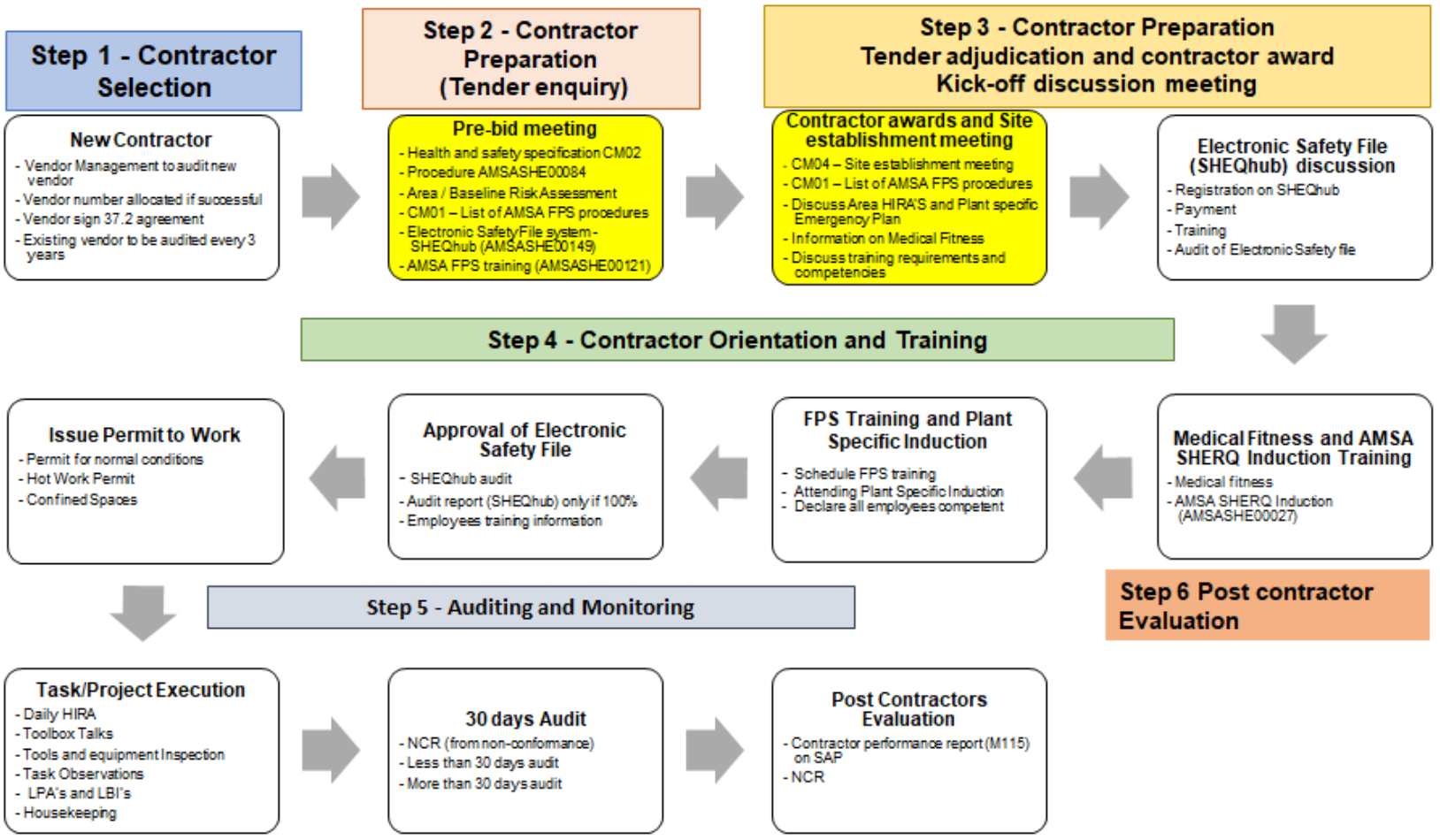
Competent person	It means a person who has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the South African National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and is familiar with the Act and with the applicable regulations made under the Act.
Contract	It means the terms and conditions agreed to between the parties in writing. Also see definition of purchase order
Contractor	It means an employer who performs construction work. (Could also include tasks that are not covered by the Construction Regulation) ArcelorMittal South Africa complies to all categories of contracted work activities on their property.
Contract work	It means the plant/equipment and work to be provided and executed in terms of the contract.
Construction work	It means any work in connection with - a) the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure. b) the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer, or water reticulation system; or the moving of earth, clearing of land, the making of excavation, piling, or any similar civil engineering structure or type of work.
Construction work permit	It means a document issued in terms of Construction Regulation 3.
Demolition work	It means a method to dismantle, wreck, break, pull down or knock down of a structure or part thereof by way of manual labour, machinery, or the use of explosives.
Emergency plan	It means a plan in writing which, based on identified potential incidents at the installation, together with their consequences, describing how such incidents and their consequences should be dealt with on the workplace/ premises.
Elevated position	It means any position higher than 1,8m above the ground or the nearest lower solid floor or platform, or any position from which the slipping or falling of a person may result in an injury to such a person, shall be elevated position. **Take note**: Could also be an area adjacent to an excavation or any opening in the floor or ground.
Fall protection plan	It means a documented plan, which includes and provides for- a) all risks relating to working from a fall risk position, considering the nature of work undertaken. b) the procedures and methods to be applied to eliminate the risk of falling; and c) a rescue plan and procedures.
Group Manager	It means it is the authorised ArcelorMittal South Africa official, appointed person by the CEO of ArcelorMittal South Africa Limited.
Hazard identification	It means the identification and documentation of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction or other work being executed or to be executed.
Health and Safety file	It means a file, or other record containing the information in writing required by these regulations. Interpretation: At ArcelorMittal South Africa we have implemented the Electronic Safety File System (SHEQhub) to streamline the management of AMSA Contractor Safety files, ensuring greater efficiency and compliance with the Health and Safety regulations. **[Templates: CM00, CM02, CM04, CM08, CM09, CM10, CM11, CM15 A/B, CM20 and CM22]**
Health and Safety Representative	Health and Safety representative "means a person designated in terms of section 17 (1)".
Health and Safety committee	It means a Health and Safety committee established under section 19
Health and Safety plan	It means a site, activity or project specific documented plan in accordance with the client's Health and Safety specification.
Health and Safety specification	It means a site, activity or project specific document prepared by the client pertaining to all Health and Safety requirements related to construction or other work.
HIRA	Abbreviation for hazard identification and risk assessment (as described in AMSA SHE 00042).
Hot work	It means any work involving burning, welding, cutting or similar heat producing operations.
Inspector	It means it is any person designated by the Minister of employment and labour as an inspector to perform, subject to the control and directions of the chief inspector, any or all the functions assigned to an inspector by the Act.
Isolating	Isolating means the carrying out of all necessary actions, including switching, isolating, racking, locking, testing (zero potential) and earthing to ensure that specific electrical circuits, electrical apparatus and/or machinery are made dead, inoperative, immobile, and completely safe for persons to carry out specific tasks or operations on the electrical circuits, electrical apparatus and/or machines. This definition is applicable to all sources of energy (i.e., hydraulics, pneumatics, air, steam, mechanical, etc.)
Electrical safety	Electrical hazards consist of electrical shock and electrical arc flash. ArcelorMittal South Africa considers it a priority to provide a Health and Safety work environment for persons exposed to the risk of electrical hazards. (All to adhere to the AMSASHE00062 – AMSA electrical safety policy)
Life Saving Golden	A set of 10 key behaviours, essential to prevent fatal injuries. They are clear, simple and task-level

Rules	applicable. These are proactive behaviours. The rules are observable by anyone. Addressing the most common fatal hazards and risks encountered daily in the steel and mining industries. Work shall be immediately stopped if a Life Saving Golden Rule is not applied. (Can lead to dismissal if found guilty).
Line	Line means line management in the ArcelorMittal South Africa management structure.
Machinery	Machinery means any article or combination of articles assembled, arranged, or connected and which is used or intended to be used for converting any form of energy to performing work, or which is used or intended to be used, whether incidental thereto or not, for developing, receiving, storing, containing, confining, transforming, transmitting, transferring, or controlling any form of energy;
Medical certificate of fitness	It means a certificate contemplated in Construction Regulation 7(8), which states that a contractor must ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.
Method statement	Method statement means a document detailing the key activities to be performed to reduce as reasonably as practicable the hazards identified in any risk assessment.
Non-conformance report [NCR]	Abbreviation for non-conformance report (against a contractor) as created in and printed from the SAP system. A non- conformance report [NCR] is created when a vendor does not deliver a service/product as per purchase order or delivers late or deviates from the service level agreement.
OHS Act	Abbreviation for Occupational Health and Safety Act, Act 85 of 1993, as amended from time to time.
Mine Health and Safety Act 29 of 1996 and Regulations	This Act has been updated to Government Gazette 32226, dated 12 May 2009 as amended by the Mine Health and Safety Amendment Act 72 of 1997 Skills Development Amendment, Act 31 of 2003 Mineral and Petroleum Resources Development, Act 28 of 2002 Mine Health and Safety Amendment Act 74 of 2008.
PAP	Abbreviations for plant access permit.
Person day	It means one normal working shift of carrying out construction work by a person on a construction site.
Plant	It means buildings, structures, equipment, services, machinery, tools, intellectual property, software, hardware, training material, apparatus, materials, and documentation to be provided under the contract other than the principal contractor's equipment.
Principal contractor	It means an employer appointed by the client to perform construction work. **Other interpretations**: It is the main contractor. A principal contractor may have several sub-contractors and is responsible for their safety files and 30-day safety audits (see legal requirements of principal contractors).
Principal contractor 's employee	Principal contractor's employee means any or all the following: • Any person employed by the principal contractor or a sub-contractor, including the principal contractor's responsible person. • Any person, other than an employee of ArcelorMittal South Africa, who carries out work or performs any task on workplace/ premises for or on behalf of the principal contractor or any sub-contractor. • Any principal contractor, partner, shareholder, director, consultant, executive, manager, staff member or employee of the principal contractor or any sub-contractor, for any reason whatsoever
Principal contractor's equipment	Principal contractor's equipment means the equipment used by the principal contractor to execute the contract work but does not include the plant.
Principal contractor's responsible person	Principal contractor's responsible person means the competent person appointed by the Chief Executive Officer of the principal contractor for the contract workplace/ premises in terms of the Act, will be the principal contractor's responsible person on workplace/ premises.
PTW	Abbreviation for permit to work (as described in procedure AMSA SHE 00025: AMSA permit to work procedure).
Purchase order	It means the official purchase order or authorised contract from ArcelorMittal South Africa to execute work on the workplace/ premises.
Regulation	It means any regulation as prescribed by the OHS Act, No. 85 of 1993, with subsequent amendments.
Risk assessment	It means a process to determine any risk associated with any hazard at the construction workplace/ premises, to identify the steps needed to be taken to remove, reduce or control such hazard.
Service provider	A party contracted to render a service to ArcelorMittal South Africa. This also includes parties such as sub-contractors that are appointed by contracted service providers to execute the service. Roles and responsibilities • Ensure that the service or work is performed in compliance with the contract, this procedure and other relevant site procedures. • Not conducting or performing any work without the necessary authorisation documents.
SHE	Abbreviation for Safety, Health, and Environment.
Sub-contractor	Sub- contractor means any person appointed by the principal contractor as a sub-contractor in terms of the contract.
Switching	Switching" means opening (switching off) or closing (switching on) an electrical switching device (including any type of switch, isolator, MCB contactor or circuit-breaker) for the purpose of disconnecting or connecting

	the electrical circuits or items of electrical apparatus on either side of the switching device and including the starting and stopping of motors and other electrically operated apparatus.
Task initiator (AMSA responsible person)	This terminology is developed from our permit to work (PTW) procedure. Appointed by Plant Manager (refer to appointment letter APL FPS 09). **Responsibilities:** To determine and compile scope of work, develop HIRA and lockout register, prepare permit detail, verify training and competency declarations, verify Health and Safety file, etc.
WAP	Abbreviation for Works access permit (as per site) e.g., Vanderbijlpark Works, Saldanha Works, Pretoria Works, Long Products (Newcastle, Vereeniging, Pretoria, Emalahleni, etc.
Workplace or premises	It means the area/s where the contract work is to be executed and shall include but not be limited to offloading, storage, lay down and office areas associated with the contract workplace/ premises.

4 CONTRACTOR MANAGEMENT OVERVIEW (In practice)

4.1 Contractor Management Steps – Process Flow

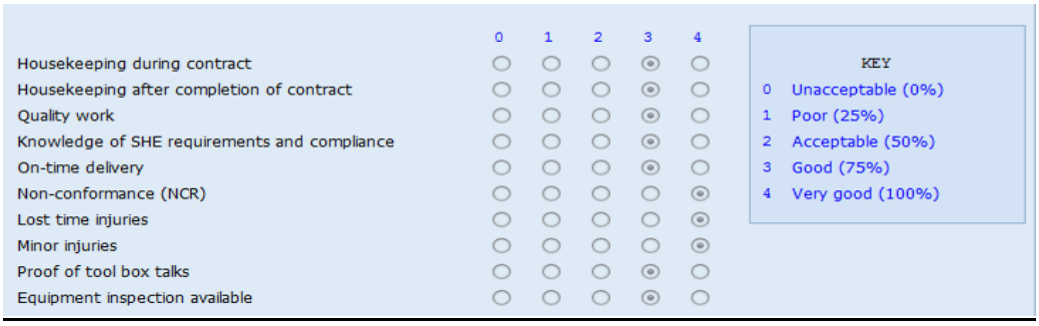


4.2 **Introduction:** ArcelorMittal South Africa has six steps in place to manage contractors. The six steps are explained with points of contact with the contractors. See Template **[CM00]** for the List of contractor management templates.

Contractor management steps		
Contractor Management steps	**Intent of each step**	**Tools / documents / template references**
1. Contractor selection	To understand if the contractor meets the SHE standards to conduct work at ArcelorMittal South Africa.	New vendors will be audited by Vendor Management. If successful, the vendor will be registered, and a vendor number will be allocated. Vendors to sign for the mandatory **Section 37(2)** contract and general conditions of purchase. If unsuccessful a failure report will be issued recommending not using the company. Should management require such service a written authorization shall be obtained **[Template CM11].**
2. Contract preparation (Tender / enquiry preparation)	To align the contractor with the scope of work and ensure understanding of the specific SHE risks associated with the scope of work. • Schedule a pre-bid discussion (First meeting with contractor). • List tender requirements wrt safety cost (and H&S file index with requirements or guidelines). • Set a deadline to submit tenders.	**Scope of work:** The plant spells out what precisely needs to be done (RFQ technical scope and H&S specifications/requirements) **[Template CM02].** Baseline risk assessment (area HIRA) is used for the H&S requirements. Procurement will create a Request for Quotation (RFQ) and send it to the **approved vendors** or use the buying enquiry process. On the RFQ the date, time, and place for the site visit (pre-bid/kick off meeting) is indicated. **Pre-bid/kick-off discussion meeting:** Prospective vendors will attend the site meeting with a site visit. During the site meeting AMSA will discuss and explain the technical and SHE scope. **The following documents must form part of the RFQ document and be send to the prospective vendor:** • Contractor SHE requirements and expectations which include responsibilities of key personnel and expected behaviors **[Procedure AMSASHE00084].** • Baseline risk assessment (Area HIRA). • RFQ H&S specifications (site specific plan) **[Template CM02]** or detail plan for Projects which requires a permit. • SHE cost based on PPE matrix **[Template CM10].** • Electronic Safety file content and compliance document. **[Template CM22].** • AMSA FPS training model (rules, guidelines, and matrix) **[AMSASHE00121].** • List of AMSA procedures **[Template CM01].**
3. Tender adjudication and contract award (Kick-off discussion meeting)	To select contractors that will meet the SHE requirements in the scope of work.	**Plant or Project management team should** • Evaluate understanding and compliance to the technical scope. • Confirm that the contractor did not deviate from or misinterpret the scope. • Evaluate the SHE plans (based on the Area HIRA) submitted by the contractor. • Evaluate the contractors' abilities to comply with the technical and SHE scope.

		On completion of the negotiation and receiving of the required documentation by the plant a contract is awarded by Vendor Management to the successful contractor based on price and full compliance to the technical and SHE scope. **Kick off meeting discussing** **The is following documents to be discussed during the kick of meeting with the contractor** • Contract (purchase order). • Contractor SHE requirements and expectations which include responsibilities of key personnel and expected behaviors **[Procedure AMSASHE00084].** • Baseline risk assessment (Area HIRA). • First meeting and Site establishment meeting with contractor **[Template CM04].** • Electronic Safety file content and compliance document (**[Template CM22].** • Medical fitness certificates/tests with contact information. • Identified AMSA FPS training required for the task to be done. **[AMSASHE00121].** • List of AMSA FPS procedures applicable to the scope of work **[Template CM01].** • Area/plant specific Emergency plan/procedure. Important: The total Health and Safety file need to be available at the task being performed.
3.1. Site establishment meeting	To ensure the contractor meet all the SHE requirements in the scope of work	**Site establishment meeting to be conducted** • Contractor responsible person that will work on site must attend the Site establishment meeting. (Construction Manager or Construction Supervisor = Permit receiver) • If this is not practically possible, the Site Supervisors from the Principal contractor and Sub-contractor will attend the meeting • The Site establishment meeting is a comprehensive meeting with the contractors to discuss all aspects of the work, including the health and safety plan: **[Template CM04]** – Site establishment meeting should be fully completed and signed off **Minimum members to attend meeting** • Task initiator (AMSA responsible person) • Permit issuer (AMSA responsible person) • Permit receiver (Contractor – Construction Managers or Construction Supervisor = Permit receiver) • Principal contractor • Sub-contractor • Project Manager for projects (Project Management) **Frequency of Site establishment meetings** • Capital projects: Once off (Project Manager/ Agent/Safety Specialist) • Long term contractors: Annually (to be conducted by the Task initiator/AMSA Responsible person) • Day to day contractors: Annually (to be conducted by Task initiator)
4. Orientation and training	To align the total contractor team with the expected SHE behaviors and standards.	Refer to 4.1 for detail

4.1. Medical fitness and training	To ensure that the contractor employees are medically fit to work and have completed the relevant FPS related training as required in AMSASHE00121	**Plant or Project management team** After awarding the contract, training requirements must be in place for any new workers. Complete the following matrixes for: • Medical fitness tests to be done at the Medical station. • Schedule FPS training (SHERQ induction, Plant induction, FPS and competencies for the job/task to be done). • Appointment - Permit receiver. Refer to FPS appointment letter **[APL FPS 08].** • Apply for access control cards/permits at Access Control. (Need copy of ID, medical fitness certificates, driver's license, AMSA SHERQ Induction, vendor code and order number). **The following documents to be signed after completion of training:** • **AMSASHE00084**: The first page to be signed and every other page to be initiated by the principal contractor • Appointment of Permit receiver by AMSA. **[APL FPS 08]** • Appointment letter of Principal contractor by AMSA. **[APL LEGAL 02]**
4.2. Health and Safety file (Electronic on SHEQhub)	To ensure that the requirements in the Health and Safety file are met as required by the Construction regulations	**Audits to be conducted** • Electronic Health and Safety file audit on SHEQhub need to be done before commencement of work and during the execution of the job as specified in the contract • Annually Health and Safety file audit to be done for contractors with a long-term contract • Electronic Health and Safety file audit on SHEQhub needs to be 100% uploaded and approved before a Permit to Work will be issued which gives the contractor permission to commence with work on the plant or site
5. Auditing and monitoring	To provide assurance that the requirements of the contractor SHE management process is met by all contractors on site.	**Audits to be conducted:** • If contract is less than 30 days **[Template CM08].** • If contract is for more than 30 days **[Template CM09].** **Contractors not performing:** Non-conformance request (NCR) is generated and sent to Vendor Management. (Refer to FISSC-VEN0004 – Non-conformance report) Contractors that consistently fail to meet SHE requirements and expectations, must be removed from the Vendor list (blacklisted).
6. Post-contract evaluation	To determine the ongoing relationship with the contractor.	Upon completion of the project or task the plant responsible person /Task initiator must complete the contractor's performance report (M115-C) which is now available on SAP (GRV service registration) for Vendor Management. The following safety related issues must be evaluated: Housekeeping, quality of work, knowledge of SHE requirements and compliance on time delivery, injuries, non-conformance requests, toolbox talks and equipment inspections.



5 CONTRACTORS SHE SYSTEM (HEALTH AND SAFETY FILE)

5.1 AMSA has implemented the SHEQhub as the Contractor Management Software Solution for an Electronic Safety File System. Hardcopy Health and Safety files will no longer be accepted as a method of compliance.

5.2 The principal contractor and his/her sub-contractors shall have an Electronic Health and Safety file in place on the SHEQhub system with the minimum requirements as prescribed in AMSASHE00149 – AMSA procedure and rules related to the Electronic Safety File System (SHEQhub).

5.3 The principal contractor and his sub-contractors shall have a SHE system in place (this included but not limited the requirement of the OHS Act and the requirements of the Fatality Prevention Standards). This SHE system is aimed at ensuring the safe working of contractors and those that might be affected by their actions and to fulfil the following objectives:

a. Provides a structured approach to ensure adequate communication takes place between ArcelorMittal South Africa, the contractor and contractor employees.
b. Ensures that risks, in the method statement, have been assessed by the contractor and corrective action has been taken to remove or control these risks.
c. Ensures that the contract work undertaken by the contractor is effectively controlled by the contractor's responsible person.
d. Ensures that the contractor and ArcelorMittal South Africa are continually committed to implementing safe working methods in the interest of the Health and Safety of all employees.
e. Ensures that the contractor's supervisors have adequate experience and knowledge of the activities to be performed to ensure that all the contractor employees are suitably trained and have reached the level of competence to enable them to complete the said activities safely.
f. It is the responsibility of the contractor to meet on a regular basis with its employees to discuss SHE initiatives and performance. Minutes of each meeting shall be taken, signed by all present and copies forwarded to the ArcelorMittal South Africa responsible person. A copy of the daily pre-shift caucus meetings and toolbox talks shall be uploaded onto the contractors Electronic Safety file system (SHEQhub).

Note: Whilst having a comprehensive SHE system, it is crucial to any SHE program, the contractor responsible person is expected to ensure practical implementation of the system on the shopfloor. The contractor responsible person is expected to:

a. Spend some time in their operations observing the work performed by employees and sub-contractors, discussing the Health and Safety aspects with them.
b. Praise people doing the right things in terms of Safety, Health, and Environment.
c. Stop unsafe acts and correct unsafe conditions.
d. Demand an update on the SHE performance and improvement plans from those in charge of day-to-day activities.
e. Start every meeting and day with a safety share or discussion (daily toolbox talk).
f. Discuss and sign off daily HIRAs (ArcelorMittal South Africa Hira-Lites) by every team member.
g. Review and follow up on all audit reports and incident investigations, ensuring that target due dates are met for closing out any issues.

5.4 Health and Safety file approval

- Electronic Health and Safety file audit will be conducted by AMSA before commencement of work and during the execution of the job as specified in the contract.
- Monthly audits by AMSA on the Electronic Health and Safety file will be done on contractors with a long-term contract and service providers or when the task exceeds more than 30 days.
- The Electronic Health and Safety file audit needs to be uploaded by the contractor and needs to be on 100% before it can be approved by the ArcelorMittal South Africa responsible person or Task initiator. Only after it has been approved by the ArcelorMittal South Africa responsible person or Task initiator, a permit will be issued which gives the contractor permission to commence with work on the plant or site.
- Electronic Health and Safety file audit report must be attached to the permit as a proof compliance.

6 SITE ESTABLISHMENT

6.1 Introduction

It is a requirement that all contractor employees are trained and declared competent to perform the work to be undertaken. They shall be adequately supervised and shall have all the necessary information to ensure that the work can be completed safely. All contractor employees shall be aware of all hazards associated with the tasks to be performed as well as the Health and Safety precautions to be taken to overcome them before commencing with any work.

6.2 Site establishment meeting [use Template CM04]

Before any work shall commence on the premises/workplace the contractor shall attend a Site establishment meeting with the ArcelorMittal South Africa's responsible persons

Before the Site establishment meeting, the content of the Health and Safety file will be verified and audited by the ArcelorMittal South Africa responsible person/Task initiator on the Electronic Safety File system (SHEQhub). (Refer to Paragraph 5.4 for the approval process of the Electronic Safety file on SHEQhub).

6.3 Contractor's temporary premises/workplace

6.3.1 The contractor shall request the ArcelorMittal South Africa's responsible person in writing for premises/workplace at least 2 (two) months before the requirement thereof. The request shall clearly state the services and floor area required.

6.3.2 Should the contactor require a telephone line, he/she shall make the necessary arrangements directly with the plant responsible person.

6.3.3 Should the contractor be on the premises/workplace for a period exceeding 5 (five) working days, the contractor shall erect a notice board displaying the following:

a. Name of the principal (main) contracting company.
b. Project description.
c. Name and telephone number of the appointed contractor's responsible person.
d. Name and telephone number of the ArcelorMittal South Africa responsible person.
e. Name and telephone number of the appointed First aider.
f. Name and telephone number of the SHE representative.
g. Telephone number of the ArcelorMittal South Africa's Emergency services and ambulance point (if applicable).

6.3.4 Flammable materials with Safety data sheets and appropriate signage must be posted. If more than 20 litters of flammable liquid are stored, additional provision must be made according to Section 25 of the Construction Regulations.

6.3.5 Adequate firefighting equipment shall be available.

6.3.6 The contractor shall be responsible for taking all necessary precautions to safeguard his/her premises/ workplace from theft and damage.

6.3.7 The cost of ablution facilities, offices and mess rooms required by the contractor, shall be for the contractor's own account.

6.3.8 The contractor shall operate in accordance with an Environmental management system (including an environmental policy, procedures and work instructions) which is adequate to ensure he/she takes all reasonable measures to avoid and, when it is unavoidable, minimise pollution and degradation of the environment and is aware of and monitors compliance with all applicable environmental laws; and notify ArcelorMittal South Africa immediately of any pollution or degradation of the environment caused as a result of performing its obligations in terms of the contract.

6.3.9 The contractor shall keep the premises/workplace clean and tidy for the duration of the contract.

7 ACCESS INTO THE WORKPLACE/PREMISES

7.1 ACCESS AND SECURITY

7.1.1 ArcelorMittal South Africa's Protection Services is responsible for the security and control of the movement of persons in the workplace or premises.

7.1.2 It is expected that the contractor's responsible person and all contractor's employees will give their full co-operation to the Protection Services Officers in the execution of their duties.

7.1.3 **No firearms** shall be taken into the workplace or premises.

7.1.4 The contractor and the contractor's employees shall take **no equipment with photographic capabilities** into the workplace or premises without prior approval from ArcelorMittal South Africa. No photos shall be taken. Taking photos without necessary authorisation will lead to a breach of contract.

7.1.5 **No alcohol or any intoxicating substances** shall be taken into the workplace or premises. A person under the influence of alcohol or drugs will be removed from the premises/workplace and may not be allowed to re-enter.

7.1.6 Drugs are prohibited, unless authorised by a Medical Practitioner who is fully aware of the duties to be performed by the contractor's employees.

7.1.7 **Declare all private property and equipment.** Private property such as laptops, computers, etc. which is to enter and leave the premises/workplace, shall be brought into the premises/workplace by declaring it.

7.1.8 A security official may search or investigate any person, vehicle, container or object entering or leaving the premises. If necessary, he or she may refuse entry or exit to such vehicle or person or take the person or vehicle into custody.

7.1.9 Entrance to or exit from the premises/workplace shall only be made through the officially recognised entrance and exits, where an entrance control officer is on duty.

7.2 ACCESS CONTROL PERMITS OR CARDS TO ENTER THE PREMISES/WORKPLACE

7.2.1 Any person who intends to enter the premises/workplace shall be in possession of a valid access permit, issued by ArcelorMittal South Africa's Access Control.

7.2.2 Adequate time, preferably 3 (three) days prior to access to premises/workplace must be given to Access Control to allow for processing of access control permits / cards.

7.2.3 **Application for access control permit or card requires the following documents:**

a. Complete the application form for an access control permit / card.
b. Copy of identity document.
c. Copy of Medical fitness certificate (issued by an Occupational Medical Practitioner).
   Take note: Overseas Medical fitness certificates or reports must be verified by the sites Medical Practitioner.
d. Proof of AMSA SHERQ induction and continuous HIRA (AMSASHE00027).
e. Copy of driver license and vehicle registration (if vehicle access is required).
f. Proof of vendor number / order number.
g. Vanderbijlpark and Saldanha Works: Original deposit slip for access card.

7.2.4 The completed application form will be forwarded to Access Control and each contractor's employee who is to be issued with a permit shall personally identify himself/herself to the Access control assistant at the photo office by means of a valid identity document.

7.2.5 It should be noted that the AMSA SHERQ induction and Continuous HIRA (AMSASHE00027) are valid for a maximum period of 12 months. The work access permit will expire on the same date the AMSA SHERQ induction validity date expires. Once the permit has expired, the contractor and the contractor's employees shall apply for a new access permit.

7.2.6 The contractor's responsible person shall ensure that contractor employees who will be required to enter the premises/workplace for short periods during the contract report to the Access control officer for a temporary permit.

7.2.7 Contractor employees who have been issued with permits shall comply with all ArcelorMittal South Africa security rules, requirements of the OSH Act, the SHE requirements and expectations and with any other lawful instruction issued by an ArcelorMittal South Africa Security officer or ArcelorMittal South Africa responsible person.

7.2.8 Contractor employees shall display their ArcelorMittal South Africa permits always on themselves when entering or leaving the premises/workplace.

7.3 CONTRACTOR'S PROPERTY (MATERIAL, TOOLS AND EQUIPMENT)

7.3.1 Before equipment tools or materials are brought onto the premises/workplace the contractor's responsible person and the contractor's employees shall ensure that they are fully conversant with the ArcelorMittal South Africa's Protection Services procedures for declaring equipment, tools, and materials into or out of the workplace or premises. An appointment to declare and mark tools, leased or hired equipment onto the premises/workplace, shall be made with Access Control

7.3.2 All tools leased or hired equipment to be brought onto or out of ArcelorMittal South Africa's premises/workplace shall be declared by the contractor. No homemade or makeshift tools shall be brought into the workplace or premises or be constructed, unless approved by the ArcelorMittal South Africa responsible person. Equipment or material shall be delivered to the premises/workplace with a delivery note, using only a prescribed entrance.

7.3.3 Take immediate steps to remove or tag defective or damaged tools or equipment. Equipment, material, or leased tools which are to be removed from the premises/workplace shall be done by an Authorised gate release form.

7.3.4 Contractor must be authorised to bring hazardous chemical substances, vehicles and specialised equipment onto the site (refer to Site establishment meeting [**Template CM04 and CM04-1]**.

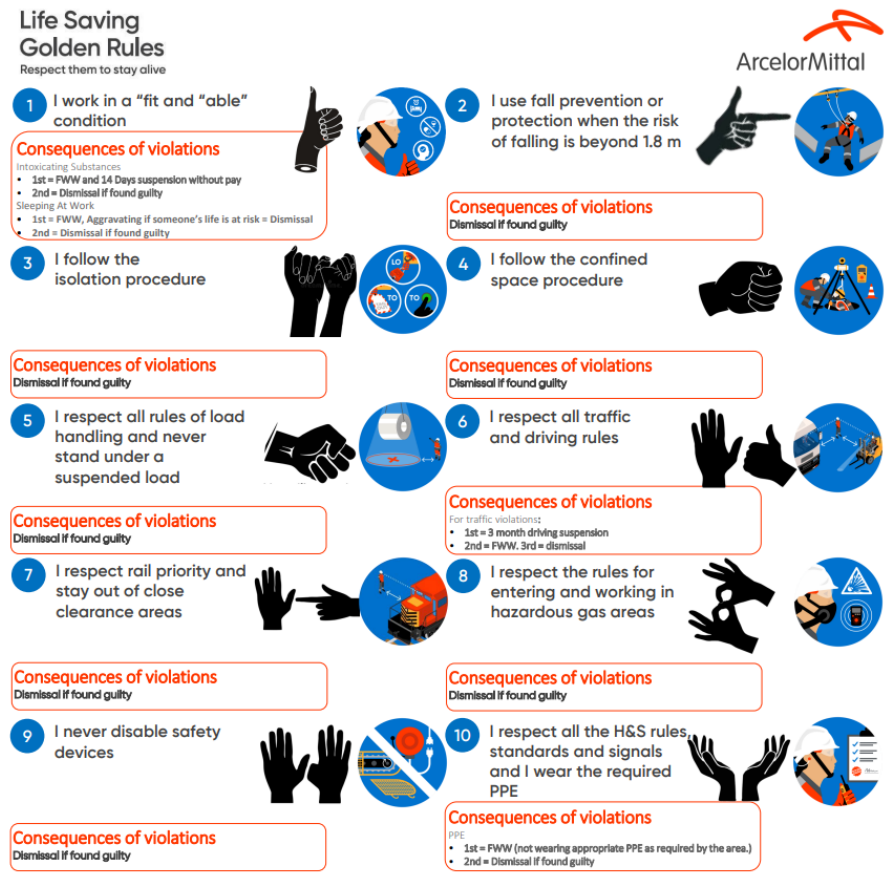
7.4 GENERAL RULES ON SITES

7.4.1 **Contravention of a prescribed safety regulations and/or safety rules:** Contravention of safety and health regulations, Life Saving Golden Rules, and fatality prevention standards, especially if it puts the safety and health of co-workers at risk, can lead to dismissal. Where mitigating circumstances allow, a final written warning will be issued for the first offence.

7.4.2 **Violation of Life Saving Golden Rules:** We have ten Life Saving Golden Rules:

1. I work in a "fit and able" condition.
2. I use fall prevention or protection when the risk of falling is beyond 1.8m.
3. I follow the isolation procedure.
4. I follow the confined space procedure.
5. I respect all rules of load handling and never stand under a suspended load.
6. I respect all traffic and driving rules.
7. I respect rail priority and stay out of close clearance areas.
8. I respect the rules for entering and working in hazardous gas areas.
9. I never disable safety devices.
10. I respect all the Health and Safety rules, standards and signals and wear the required PPE.

Work shall be immediately stopped if a Life Saving Golden Rule is not applied. Any violation must be considered a severe event which can lead to dismissal if found guilty. (Refer to Point 15 for penalties).



7.4.3 **Disobedience:** Any person who fails to obey any instruction given to him in accordance with or for the proper observance of the requirements of the Act and ArcelorMittal South Africa's safety programme shall have disciplinary action taken against him, which could lead to removal from the premises/workplace.

7.4.4 **Smoking:** Smoking is prohibited in the ArcelorMittal premises except where smoking areas are indicated. (Refer to AMSASHE00063 AMSA smoking policy).

7.4.5 **Theft or attempted theft (unauthorised possession of ArcelorMittal South Africa's property):** This includes theft from the employer, co-employee, contractor, service provider, customer, and client.

7.4.6 **Dishonesty:** False statements, the provision of false information and forging of official or personal documents or misrepresentation of information.

7.4.7 **Assaults**

- Assaulting or threatening any other person with violence is strictly prohibited. All assaults shall be reported immediately to the ArcelorMittal South Africa's Protection Services or Security Services and to the South African Police Services.
- All parties involved in the assault shall be suspended from the premises/workplace pending the outcome of the investigation.
- Assaulting or intimidating a member of Security or other employee when acting in the execution of his/her duties is strictly prohibited.

7.4.8 **Horseplay:** No person shall engage in any form of horseplay and practical jokes on the premises/workplace. It is strictly prohibited. Such persons shall be removed from the site/premises.

7.4.9 **Sleeping:** No person shall sleep on the premises/workplace which means sleeping on the job is prohibited. Make use of rest rooms during scheduled rest periods.

7.4.10 **Persons being intoxicated or otherwise incapable (also one of the Life Saving Golden Rules**): ArcelorMittal South Africa reserves the right to test all persons for intoxication upon entry onto the premises and where it suspects that persons may be under the influence of drugs or alcohol, refuse access. ArcelorMittal South Africa reserves the right to admit persons onto its premises at its own discretion.

An employer and his employees or a user of machinery shall not permit any person on the premises/workplace, who is or who appears to be intoxicated or if such a person's presence constitutes a threat to safety, to him/her or other persons and shall have them removed from the premises/workplace.

7.4.11 **Shortcuts (official walkways and recognised routes not followed)**

- Only official roads, walkways and recognised right-of-way shall be used in the workplace/premises.
- When inside buildings, contractor employees shall keep to the demarcated walkways as indicated, or when job execution indicates a new demarcated walkway.
- Contractors and their employees are not permitted to take short cuts between buildings, railway tracks and process lines to and from the construction premises/workplace.
- No contractor or employee is allowed to "visit" other areas. They are restricted to the work area, the route to and from that area or the canteen.

7.4.12 **Unauthorised cell phone usage:** No walking and texting or walking and talking on cellular phones are allowed. The use of a cell phone at a manning point is not allowed. It means no person shall be allowed to use cellular phones whilst performing a task (lifting and handling of loads, driving, etc.).

8 MEDICAL FITNESS (CERTIFICATES)

8.1 The contractor shall compile a Medical fitness matrix. [Template CM12]. Keep and maintain records up to date of all its employees. **Contractors must declare if they have a medical condition and it must be noted on the Medical fitness matrix.**

8.2 The contractor shall, in compliance with the OHS Act be responsible for the Medical examination by an registered Occupational Medical of his/her employees and shall provide ArcelorMittal South Africa with written proof that the Medical examination of his/her employees to be engaged on ArcelorMittal South Africa's premises/workplace has been done and that they are medically fit for the work they are to perform and that the necessary certificates of fitness have been obtained. These medical examinations shall be conducted before employees will be allowed to commence work on the premises/workplace.

8.3 Overseas workers will provide the Medical station with a Medical fitness certificate from an registered Occupational Medical Practitioner of the country where they are permanently employed.

9 TRAINING AND COMPETENCIES

9.1 INDUCTION AND ORIENTATION

9.1.1 All contractors shall attend the relevant ArcelorMittal South Africa's SHERQ induction courses prior to any work being conducted. The contractor shall compile a SHERQ induction and Continuous Hira matrix **[Template CM13]**.The following induction orientation sessions is available:

a. **ArcelorMittal South Africa SHERQ induction training** (Course AMSASHE00027) for the issuing of an access control permit or card for the Works. This is repeated once a year. All contractor employees shall attend and successfully pass the AMSA induction course with the Continuous HIRA course before commencing work on the premises/workplace.

b. **Plant specific SHE induction:** All contractor employees shall attend and successfully pass the plant specific SHE induction training, before commencing work on the plant.

9.1.2 The contractor shall keep and maintain training records up to date of all its employees who have been given the required ArcelorMittal South Africa SHERQ induction training and plant specific SHE induction training.

9.2 FATALITY PREVENTION STANDARD (FPS) TRAINING

9.2.1 The contractor must comply with all the ArcelorMittal South Africa Fatality Prevention Standard training requirements as per risk assessment. (Refer to AMSASHE00121 – AMSA FPS training model (guidelines, rules and matrix).

9.2.2 There are several Fatality Prevention Standard training courses (Classroom and E-learning sessions) to attend (as described in AMSASHE00121 procedure), e.g.:

a. Permit to work (basic or skills)
b. Confined spaces and Gas hazardous areas (basic or skills)
c. Working at heights
d. Area/Task Hira (for Permit receivers), etc.

9.2.3 The contractor shall keep and maintain records up to date of all its employees who have been given the required FPS training.

9.2.4 The contractor shall ensure that its employees are familiar with and adhere to the requirements set out in this procedure.

9.2.5 The contractor shall compile a Fatality Prevention Standards training matrix.

9.3 COMPETENCIES (JOB SPECIFIC)

9.3.1 The contractor shall compile a Job competency training matrix **[Template CM15-A or CM15B]**. Maintain comprehensive records of training, licences, and assessments. Acknowledgement of receiving and understanding of the training is a must. File documents of proof that employees have successfully completed their competencies and/or trade tests and meet the necessary requirements to work on site.

9.3.2 The contractor shall ensure that the competency and qualifications of their employees for the job skills required (e.g., scaffold builders, welders, specialised artisans) are valid. Certify in writing that employees are licenced and accredited to perform tasks. These FPS requirements will be captured during the Site establishment meeting.

9.3.3 **Tasks observations** shall be conducted formally to ensure that employees are following the set procedures.

- Safety: Task observation helps identify potential safety hazards or risks associated with a task or job. By observing how tasks are performed, safety issues can be identified and addressed to prevent accidents or injuries.
- Efficiency: Task observation allows for the identification of any inefficiencies or areas for improvement in how tasks are being performed. By observing tasks, opportunities for streamlining processes or improving productivity can be identified and implemented.
- Training and development: Task observations can be used as a training tool to assess an employee's performance, identify areas for improvement and provide feedback for development. It can help identify any gaps in knowledge, skills or abilities and inform the development of training programs or additional support.
- Compliance: Task observation can be used to ensure compliance with company policies, procedures and regulatory requirements. By observing tasks, it can be determined if employees are following established protocols, regulations, and best practices.
- Quality control: Task observation can be used to monitor and ensure the quality of work being performed. By observing tasks, any deviations from quality standards can be identified and addressed to maintain consistency and quality in the work being performed.
- Overall: Task observation is a crucial tool for assessing performance, identifying risks, improving efficiency and ensuring compliance with policies and regulations.

Requirements and expectations from ArcelorMittal South Africa:

- Compile a **Task specific observation matrix.** (Priority, High risk task, Related HIRA number and version, Related Safe working procedure number and version, target group, planned date per individual and completion date per individual).
- Upload the Task specific observation records onto the Electronic Safety File system.
- Contractor's Responsible person (Supervisor) shall perform their own Task specific observations on their employees.
- Task specific observations may not be generic and must be done with the Safe working/operating procedure at hand to ensure that all the steps (as per the method statement) were followed to complete the task safety).

Good practice: The first page of the Task specific observation can be generic for all, but the second page need to have the method statement (steps to be followed as stipulated in the specific Safe working/operating procedure) with 3 columns (Yes, No and Remarks). A Task specific observation per Safe working/operating procedure needs to be compiled and be used for each individual working on a specific task.

9.4 METHOD STATEMENT

A method statement is a document that outlines the step-by-step procedures and processes to be followed to carry out a particular task or project safely and efficiently. It is commonly used in industries such as construction, engineering, and manufacturing, where precise instructions are necessary to ensure the completion of tasks according to established standards.

A method statement typically includes the following information:

- Project/task description: A brief overview of the project or task to be undertaken.
- Scope: Clearly defined boundaries and limitations of the project or task.
- Objectives: Specific goals or outcomes to be achieved.
- Sequence of work: A detailed, step-by-step breakdown of the activities and their order of execution.
- Resources: Identification of the equipment, tools, materials, and personnel required for the task.
- Health and safety considerations: An assessment of potential risks and hazards associated with the task, along with the safety measures and precautions to be taken.
- Environmental considerations: Any environmental impact or concerns that need to be addressed during the execution of the task.
- Quality control: Procedures and checks to ensure that the work meets the required quality standards.
- Testing and inspections: Details of any testing, inspections, or verification procedures that need to be carried out.
- Emergency procedures: Instructions on how to respond to emergencies or unforeseen events.

Method statements are important as they provide a systematic approach to work, promote safety, help in planning and organizing tasks and serve as a reference document for workers involved in the project. They are often required by clients, contractors, and regulatory authorities to ensure that work is carried out in a controlled and compliant manner.

10 EMERGENCY EVENTS AND REPORTING OF INCIDENTS

Refer to the following ArcelorMittal South Africa procedures for more detail:

- AMSASHE00066 – AMSA reporting Health and Safety incidents
- AMSASHE00068 – AMSA incident investigation guidelines
- AMSASHE00143 – AMSA practical guide for Health and Safety investigations
- AMSASHE00085 – AMSA emergency preparedness (Only a guideline)

Take note: It is the duty of the contractor's responsible person to ensure that **all incidents** such as near hits, equipment damage, unsafe acts, etc. on the premises/workplace are reported immediately to the ArcelorMittal South Africa's responsible person (before the end of the shift).

All injured individuals must report to the Medical station. The Medical station caters for all injury-on-duty cases and on-site medical emergencies. An ambulance is the only transport allowed for medical emergencies to provide prompt medical care.

Although the ArcelorMittal South Africa's doctor may act on the contractor or service provider's behalf, it shall remain the responsibility or the principal contractor and its sub-contractor to ensure that any noticeable injury is reported to the Compensation Commissioner and the Inspector from the Department of Employment and Labour.

10.1 REPORTING OF INJURIES

- The Principal Contractor and his/her Sub-contractors will have an Incident reporting and investigation procedure in the Health and Safety file and all contractor employees need to sign a attendance register as proof of acknowledgement and acceptance.
- It is the duty of the Contractor's Responsible person to ensure that all incidents such as near hits, equipment damage, unsafe acts, unsafe conditions, etc. on the premises/workplace are reported immediately to the ArcelorMittal South Africa's Responsible person (before the end of the shift).
- All incidents to be registered by the ArcelorMittal South Africa's Responsible person on the Incident reporting system (WorkSafe).
- The Contractor's responsible person together with the ArcelorMittal South Africa's Responsible person will complete an Incident report.
- Records of all incidents to be kept on ArcelorMittal South Africa premises.
- It will remain the responsibility of the Principal contractor and it's Sub-contractor to ensure that any noticeable injury is reported to the Compensation Commissioner and the Inspector from the Department of Employment and Labour.

10.1.1 Making an emergency call to the Emergency services or Emergency control room:

- The person, making the telephone call to the Emergency services or the Emergency control room should be sure they can describe exactly where the casualty lies, speak clearly over the telephone saying exactly where to go (know the ambulance point number).
- He/she must not ring off until the Emergency controller (or paramedic in the case of Saldanha Works) has clearly understood the message.

10.1.2 Ambulance points

A lot of ambulance points have been strategically allocated to all plants throughout all the ArcelorMittal South Africa sites. When Emergency services are called for any reasons, provide them with the nearest ambulance point to the emergency or problem area. The supervisor needs to appoint a person to wait for the ambulance, fire truck or rescue team at the ambulance point reported to the Emergency control room. The person waiting for the Emergency services must attract their attention by waving (e.g., with a red flag) or signaling them with a flashlight or torch (at night).

10.1.3 **Attention to be given by First aider to casualties on the premises/workplace until medical help arrives:**

- Do not crowd around the injured person.
- Do not move a casualty unnecessarily. Only do so in the event if he/she is likely to be injured further if they remain where they are.
- Keep the injured person warm and covered as soon as possible after the injury.
- Control bleeding by covering with clean material. If necessary, apply steady pressure to the wound after ensuring that no further harm will be caused by for example pressing a foreign object deeper into the wound.

- Do not try to straighten possible broken limbs. Allow the injured person to lie in the most comfortable position. Where there is a potential neck or back injury, do not move the injured person.
- Do not give the injured person anything to drink.
- Only an ambulance shall transport injured persons.
- Burn wounds: Inform Emergency services immediately to assist and bring enough heat shields. Cover person with heat shields.

10.2 EMERGENCY PREPAREDNESS AND PLAN

10.2.1 The contractor shall have emergency plans/procedures for all the hazards generated by his work on the premises/workplace.

10.2.2 All contractor employees shall be aware of the latest emergency plans or procedures. The contractor and the contractor's employees shall also abide to ArcelorMittal South Africa's emergency plans or procedures.
Note: In the event of an emergency being declared, it is essential that the contractor's employees do not leave the premises/workplace until they have been checked off the register of the premises they are working in, to avoid unnecessary exposure to risk of the emergency situation. Each member of the working party must know the correct egress from their place of work as well as the relevant assembly point

10.2.3 **Emergency drills**
Contractor personnel shall be included in the ArcelorMittal emergency drills as per FPS protocol standard. During project work, emergency drills shall be scheduled to test the emergency preparedness of teams. Keep record of drill and attendance lists. Lessons learned from scheduled and unscheduled drills shall be communicated. Corrective and preventative actions shall be implemented and closed out. Contractor's to file a copy of the report with an attendance register being signed off by all the contractor employees in the Health and Safety file (if available).

Before entering a confined space, a drill shall be performed to test the emergency and rescue procedures. One of the following emergency rescue techniques will be required:

- **Non-entry rescue:** Rescue is conducted without entry into confined space by using a full body harness, lifeline, anchorage device or winch.
- **Entry by emergency team**: Rescue is conducted by trained rescuers.

10.3 FIRST AID AND FIRST AID BOXES

The contractor shall ensure that each shift has a First aider with a valid certificate of competency in First aid, which has been issued by a recognised South African Association.

10.3.1 Proof of the certificate of competency of the First aider/s shall be kept in the Health and Safety file.

10.3.2 The contractor shall always have a First aid box on the premises/workplace, with the necessary notices/signs/pictograms indicating the location of the First aid box as well as the First aider's name and telephone number.

10.3.3 The contractor's First aid box shall include an inventory based on the minimum legal requirements as outlined in the OHS Act and shall be maintained in accordance with the inventory. The contractor's First aid box could be refilled at ArcelorMittal South Africa's Medical Station at a cost.

10.3.4 **Recognisable First aiders:** There must be one First aider appointed for every ten employees. First aiders need to be recognisable during the event of an emergency condition (as per the site procedure).

10.4 MEDICAL TREATMENT AND AMBULANCE SERVICE

Only an ambulance shall transport injured persons where competent trained medical staff is available. No injured person may be transported in a contractor's or a private vehicle. Should a person sustain an injury on the premises/workplace, the contractor shall make use of the Medical station for emergency treatment where available. The emergency team and casualty personnel will attend to injuries beyond the scope of the First aider. The contractor, however, shall be responsible for all costs incurred.

10.5 COMPENSATION REGISTRATION (LETTER OF GOOD STANDING)

The contractor must provide written proof (Letter of good standing) to ArcelorMittal South Africa that it has been registered as an employer (for the duration of the contract) in terms of the Compensation for Occupational Injuries and Diseases Act 30 of 1993 (as amended) and has paid all assessments due. A copy shall be submitted to ArcelorMittal South Africa's responsible person before commencing work on the premises/workplace. The onus lies with the contractor to ensure that ArcelorMittal South Africa is in possession of the latest copy of the Letter of good standing (to be filed in the Health and Safety file).

10.6 OCCUPATIONAL INJURIES AND DISEASES

The reporting of occupational injuries and diseases to the Department of Employment and Labour remains the responsibility of the contractor. Inform ArcelorMittal South Africa immediately of incidents that occurred on the ArcelorMittal South Africa site, before the end of a shift.

11 NOTICES, SIGNS AND PICTOGRAMS ON THE CONSTRUCTION PREMISES/ WORKPLACE

11.1 The contractor shall prominently display all notices, signs, or pictograms on the construction premises/workplace in terms of the act. Further, the contractor shall ensure that these notices, signs or pictograms are placed in effective positions on the construction premises/workplace.

11.2 Notices prohibiting entry onto the construction premises/workplace by any unauthorised personnel should be displayed.

11.3 It is required that whenever any posted notice or copy thereof becomes defaced, obliterated or destroyed, it shall be renewed or replaced immediately.

11.4 **Barricading (Refer to AMSASHE00061 for barricading guidelines):** Where there is any risk that people may unknowingly walk beneath scaffolds, platforms, man lifts, suspended loads or any other elevated position where work is being done, the area must be barricaded off with danger tape or netting or a similar appropriate means to warn people to stay clear of the areas. In addition, warning boards indicating people working overhead must be placed at strategic places. Apply the 45-degree rule to cordon off area around scaffolding, cherry pickers, sky jacks and mobile cranes for lifting of loads.

- Never loosen or tamper with barricading tape, netting and/or inter-linking steel frames.
- Never climb over or under barricading tape, netting or steel frames.
- Always report loose, missing or improper barricading tapes, nets or frames.
- When removing grating or making holes in platforms, always close or install physical barricading before leaving the area. Barricading type commonly known as danger tape or chevron tape will not suffice as adequate means of barricading where there is a risk of falling from heights or into an opening.

The selection of a barricading method is based on a HIRA.

Good practice: Inter-linking steel frames

Good practice: Expanding barrier

Good practice: A movable barricading fence for a laydown area (example)

12 PERSONAL PROTECTIVE EQUIPMENT (PPE) – GENERAL [Template CM019]

12.1 At various places on the premises/workplace, notices, signs and/or pictograms are used to indicate areas where head, eye, respiratory, hearing, hand, and foot protection, etc. is required and shall be worn. The contractor's responsible person shall ensure that all contractor employees understand and obey these notices, signs and/or pictograms.

12.2 All personal protective equipment shall be of good quality and SABS/SANS approved. Ensure that workers and visitors are wearing the correct PPE before they start working or enter a site or plant. The contractor responsible person shall ensure that personal protective equipment is readily available and used. Contractor's employees shall not share PPE.

12.3 ArcelorMittal South Africa will enforce the wearing of PPE where stipulated. Torn overalls and jackets are not allowed on site and workers will be removed from site. No loose hanging clothing or jewellery near moving machinery. PPE may not be altered or interfered with.

12.4 ArcelorMittal South Africa will apply the disciplinary code for offences pertaining to PPE usage, which could lead to the contractor's responsible person being removed from the premises/ workplace at ArcelorMittal South Africa's request.

12.5 Any contractor employee, who in the opinion of ArcelorMittal South Africa responsible person is not suitably dressed or equipped for the work he/she is required to perform may be prevented from starting work on the premises/workplace until the matter is rectified and such prevention shall not entitle the contractor to make any claim against ArcelorMittal South Africa.

12.6 The contractor's employees shall wear overalls with reflective stripes and with the relevant contractor's logo for identification purposes (minimum size of lettering 100 mm) and the zip fastened.

12.7 Fire retardant overalls shall be worn whilst working in the steel and iron making areas and any other area **that is specified by the ArcelorMittal South Africa plant responsible person.**

12.8 When on the deck of the trailer, a hard hat with an approved SABS chin straps must be worn.

12.9 Always wear a hard hat with a chin strap (SABS approved) with fall protection equipment (Safety harness).

12.10 Wear double hearing protection (ear plugs / noise clippers and earmuffs) in areas where the noise level is 105 dB and above.

12.11 Wear double eye protection for grinding tasks (eye protection and face shield). Where dealing with dust and fluids under pressure, workers should wear hoodies, goggles and face shields.

12.12 Prescriptive glasses are not allowed – get prescriptive safety glasses or wear "wrap around" safety glasses.

12.13 The contractor shall provide suitable rubber mats, gloves and gauntlets, safety harnesses and such other protective equipment as may be necessary to prevent accidents, for use of persons engaged:

- In installation, examination, repairs or alteration of live electrical apparatus and conductors.
- On work necessitating the dangerous approach to live electrical apparatus or conductors; and
- On work, on dead electrical apparatus or conductors where conditions necessitate the use of such equipment.

12.14 The contractor's responsible person shall be responsible to monitor and enforce appropriate PPE usage by all contractor employees on the premises/workplace.

12.15 Synthetic hair

Majority of hair pieces or extensions in the market do not contain flame retardants. If the hair pieces produced from polypropylene or other synthetic polymers should catch fire, it will burn easily and quickly, melt onto the scalp and a severe burn (wound) will be caused. The worst case could be a fatality.

The best choice is to remove any synthetic hair when entering a plant. If the synthetic hair piece cannot be removed, then a flame-retardant hair protector (beanie) must be worn.

Wearing of beanie: The flame-retardant beanie shall be worn under the hard hat. The chinstrap attached to the hard hat must be worn to ensure a proper fit. (See picture)

Take note: Any contractor employee, who in the opinion of the ArcelorMittal South Africa responsible person is not suitably dressed or equipped for the work that he/she is required to perform, may be prevented from starting work on the premises/workplace until the matter is rectified. All long hair must also be covered in the same way to prevent injuries near moving machinery and equipment.

13 ADDITIONAL HEALTH AND SAFETY MEASURES

The contractor's responsible person shall ensure that the following general safety measures, in addition to the act, as required by ArcelorMittal South Africa, are always applied:

13.1 AIR COMPRESSORS AND WELDING SETS

13.1.1 The contractor shall supply his own air compressors and welding sets for erection and construction purposes.

13.1.2 All air compressors and welding sets shall be of the self-contained petrol or diesel driven type and shall not be used within the premises/ workplace buildings unless adequate means are provided to discharge all fumes to open air.

13.2 ASBESTOS

Removal of asbestos: Under no circumstances shall contractors work with, handle or disturb fibrous material, which has not been identified.

Every site has an Asbestos inventory (Regulation 4) in place to indicate the locations of asbestos per plant. Any asbestos operations such as drilling, grinding, sawing or removal of asbestos insulation at any site shall be registered with the Chief Inspector from the Department of Employment and Labour, as well as having a valid vendor's code for this type of work to be done within ArcelorMittal South Africa. In the event of asbestos demolition work to be carried out, the contractor shall, before commencement of work, supply the Approved Inspection Authority (AIA) for AMSA with an approved Plan of work. The (AIA) will perform a site inspection within 24hr's after notification and give written approval to go ahead with the work. (Plan of work must be in accordance with the Asbestos Abatement Regulations 2020, Government notice R11196 in GG 43893 of 10 November 2022 and as per site procedure).

No contractor will bring, order, or use any asbestos onto/ into ArcelorMittal South Africa's premises. Equivalent replacement material must be used (Refer to AMSAHEALTH001 – AMSA Asbestos management procedure and AM Group AMHEALTHST007 - Asbestos procedure).

13.3 GAS CYLINDERS

Refer to the following ArcelorMittal South Africa procedures for more detail:

- AMSASHE00006 – AMSA gas hazardous procedure
- AMSASHE00029 – AMSA gas storage and gas cylinder procedure

13.3.1 The contractor is prohibited from bringing his own portable gas cylinders into the premises/ workplace. Arrangements shall be made directly with Air Products or other ArcelorMittal South Africa approved companies from within the premises/workplace to obtain the necessary gas cylinders.

Saldanha Work's contractors will be allowed to provide their own equipment after a formal inspection has been conducted by an ArcelorMittal South Africa responsible person.

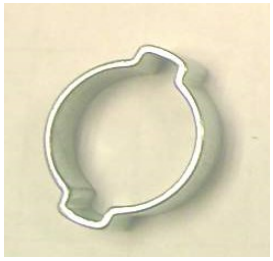
13.3.2 All gas cylinders must be chained individually in an upright position to a stable support such as a gas cylinder- or welding trolley or wall.

13.3.3 Gas cylinders must always be in an upright position when transported or stored. Whilst in use on trolleys or otherwise gas cylinders must be held or secured at an angle of **not more than 30 degrees from the absolute vertical position.**

13.3.4 Hoses are to be maintained in good condition with the correct use of permissible clamps. Homemade or improvised clamps (e.g., wire) and jubilee clamps are not to be used.

13.3.5 Do not use an ordinary piece of wire or jubilee clamp to bind the hose to a connection. Jubilee clamps have been found to cause accelerated damage to hoses at the point where they are fastened resulting in leaks, which could have serious consequences. Use a crimping clamp for the specific size of the hose with a crimping tool.

Jubilee clamp



Crimping clamp

Hose clip

13.3.6 Hoses shall not be tied together with cable ties, tape or any other form of lashing. When parallel lengths of hoses are held together for convenience, only suitable metal or plastic hose clips shall be used.

13.3.7 Do not repair leaking hoses with tape. Splice in a new piece of hose or discard. When splicing a hose, use standard brass splicing nipples, never copper tubing.

13.3.8 Flashback arrestors must be fitted to both oxygen and acetylene gas lines to prevent a flashback flame reaching the regulators. All oxygen and acetylene cylinders used for welding, cutting, and heating must be fitted with four flash back arrestors (torch and regulator simultaneously), when in use. These arrestors must be checked prior to use for damage and loose connections. Replace or refurbish flashback arrestors every five years.

13.3.9 In addition, all such gas cylinders must be equipped with appropriate gauges. No broken gauges are to be used on any gas cylinder apparatus e.g. oxy-acetylene welding apparatus.

13.3.10 Do not lift cylinders by means of electromagnetic lifts or chain slings. Ropes, chains, or slings shall not be used to lift cylinders by their valves, guards, shrouds, or caps. A lifting cage must be used for this purpose.

13.3.11 The contractor shall ensure that when gas cylinders must be hoisted or lowered to the work area, a proper cage that is approved by ArcelorMittal South Africa shall be used. The cage should be part of an inspection system (must have a unique number and a drawing) and their capacity (SWL) should be clearly indicated on the cage.

13.3.12 Fire extinguishers' must be fitted on trolleys. If trolleys are not used, fire extinguishers' will be placed close to the work area. In case of highly flammable material a watch person shall always be present.

13.4 DEMOLITION WORK

Demolition work requires a notification for construction work.

No demolition work shall be carried out on the premises/workplace unless the contractor's responsible person has received written permission from the ArcelorMittal South Africa's responsible person. This permission shall confirm the specific plant/equipment or building to be demolished, the date and time at which the demolition work may commence and the expected period during which the work may be executed.

13.5 ELECTRICAL

Refer to the following ArcelorMittal South Africa procedures for more detail:

- AMSASHE00022 – AMSA lockout procedure
- AMSASHE00062 – AMSA electrical safety policy
- AMSASHE00025 – AMSA permit to work procedure
- AMSASHE00030 – AMSA hot work procedure

13.5.1 Works order, Hira Lite and Permit to work

Any electrical work requires a work order, a Hira Lite and a formal Permit to Workt.

Any non-electrical work on or near electrical equipment (e.g., cleaning, painting, mechanical activities … done inside an electrical room, or inside a de-energized electrical cabinet or in close proximity with an open de-energized cabinet) requires a work order and either a Safe operating procedure (SOP), detailing safety controls or a Hira Lite.

The **works order** must describe unambiguously the work to be done (nature, extent) and the pieces of equipment concerned, which must be clearly and unambiguously identified, both on documents and on site (presence of identification label on the shop floor).

Elaboration of the **Hira Lite** must involve the active participation of a Qualified Person, and shall include:

- The identification of all devices that would potentially remain energized around the work area, and corresponding control measures (**always prefer de-energization of all devices around the work area whenever possible**).
- The competencies and training required for people to carry out the work.
- The mandatory requirement for a **last-minute absence of voltage test before approaching/touching anything that is supposed to be de-energized** (to be done assuming voltage is present, by using appropriate PPE). These tests are **additional to the test(s) already performed during the LOTOTO process**.
- Delivering, the work permit shall require the presence of the works order, the corresponding Hira Lite, checked for consistency by an ArcelorMittal qualified person, and signed off by all people who will perform the work, the evidence of completion of all isolations (LOTOTOs) foreseen in the Hira Lite and a written Safe working/operating procedure (describing how to perform the tasks).

13.5.2 High voltage hazard requests (working in pairs)

When high-voltage electrical hazard exists, **working alone is prohibited**. In this case, activities must be carried out in pairs. The second person should always minimize his/her exposure to the electrical hazard, to be able to rescue the first one at any time, using an engineered insulated hook during each hazardous phase of the work.

13.5.3 Personal protective equipment (PPE)

- Must be defined in the Hira Lite and compatible with the shock hazard and arc flash hazard levels of the work to be performed (notice: insulating gloves are usually not arc flash rated and must be covered by arc flash rated leather gloves). In order to minimize clothing changes, it is recommended that the people exposed to electrical risks are provided by default with PPE which are arc rated at least Class 2 in NFPA70E (min 15 Cal/cm2).
- Underwear made from synthetic materials (Nylon, Polyester, etc.) are prohibited within Arc flash boundary (risk of melting on people's skin in case of an Arc flash).

- Conductive waistbands, rings, bracelets, keys, metal frame glasses are prohibited within the restricted approach boundary.

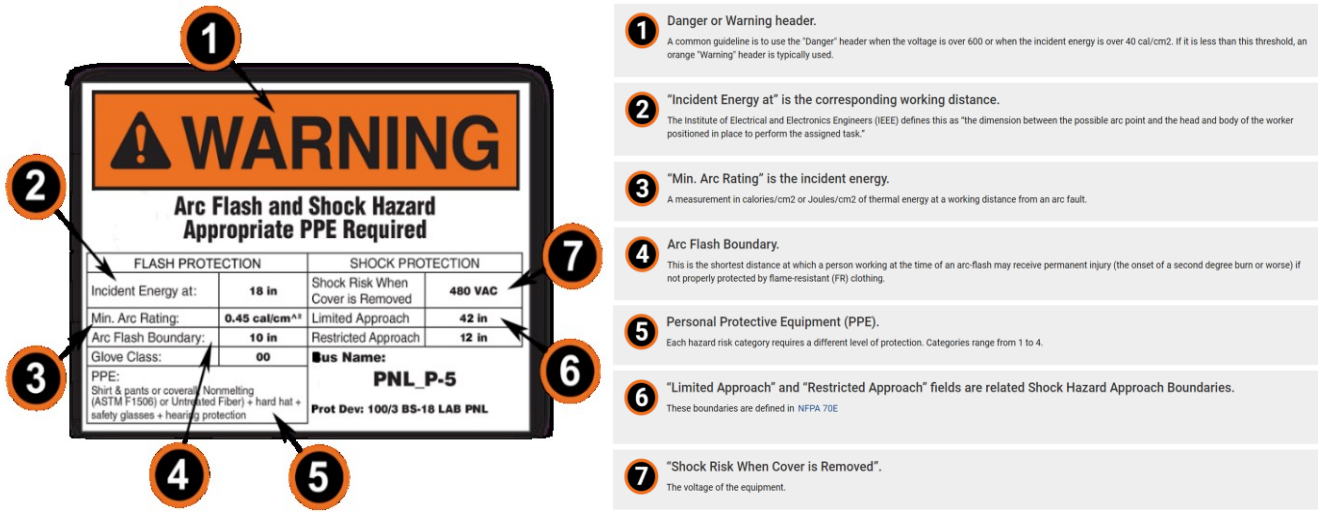
  Note: Refer to AMSASHE00062 – AMSA electrical safety policy for the correct Arc flash PPE to use within ArcelorMittal South Africa

Figure 02 - Example of Arc flash rated categories

13.5.4 **Electrical installation work:**

- Should the work include any installation as defined in the OHS act (Electrical Installation Regulations), the contractor shall submit prior to commencement of any such installation work, the following documents:
  - A copy of the current certificate of registration as an electrical service provider issued by the Electrical Contracting Board of South Africa in terms of regulation 5(1)
  - Proof that the employee, under whose supervision the work will take place has the required registration of an Installation Electrician or Master Installation Electrician.
- After completion of work: Certificate of compliance (COC) for all completed electrical installation work will be submitted to AMSA.
- In addition to the regulations, appropriate sections of the SABS 0142 (Code of Practice for the wiring of premises) and other applicable legislation, recognised standards and Code of Practice and these SHE requirements and expectations, shall apply to all electrical systems, apparatus, and work.
- Electrical documentation:
  There must be a process for maintaining up-to-date documentation for:
  - Single line diagrams
  - System fault levels
  - Arc flash incident energy levels
  - Equipment detail
- Signaling and labeling of electrical equipment and circuits
- Minimum labelling requirements for electrical cabinets, service panels and electric rooms doors:
  - Cabinet/panel/room identification
  - Warning sign: Electric shock hazard and Arc flash hazard, PPE required
  - Must have the voltage or voltages. (Example 4160V, 480V, 240V, 120V, etc.)
  - Equipment must be marked with the following:
    Available incident energy at a working distance (usually 450 mm) and/or the minimum arc rating of PPE to be used must be on the equipment.

Figure 1 - Example of Identification Signaling for electrical rooms or cabinets panels.

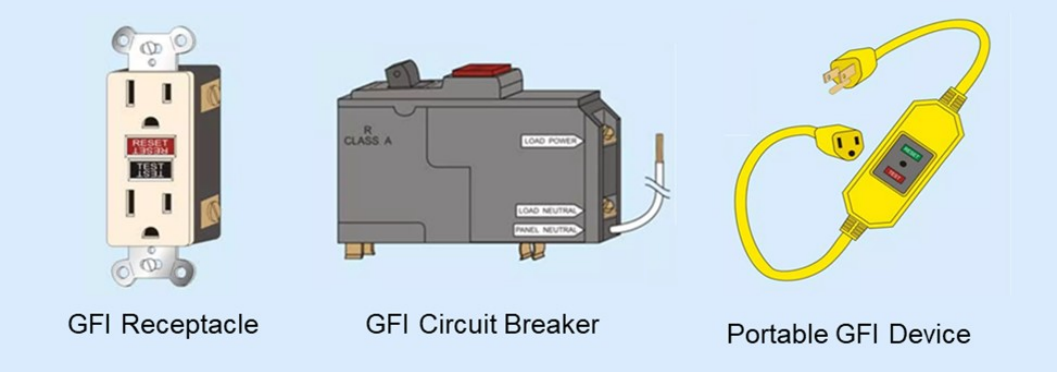


13.5.5 Residual current device (RCD) and Ground fault circuit interrupters(GFCI)

- 220V Single-phase supply shall be used for lighting and hand power tools only. This supply shall have an earth leakage system.
- Working in dry areas without the presence of water or a water puddle should be prioritized.
- Connect only to electrical circuits protected through RCDs/GFCIs.

The **use of these devices is mandatory** on all sockets located outdoor or in wet/humid environments. It must be selected by a qualified professional. Inspections and periodic tests must be planned and executed to guarantee the proper functioning of the systems.

Figure 02 - Examples of RCDs / GFCIs devices:



- ArcelorMittal South Africa reserves the right to inspect any contractor's electrical apparatus or electrical system at any time. The ArcelorMittal South Africa responsible person may order the disconnection of any electrical apparatus, of the whole or any part of any electrical supply system from the source of supply immediately if any unsafe practice or violation of these rules and procedures or any regulations or any appropriate legislation is discovered.
- Such disconnection shall not entitle the contractor to make any claim against ArcelorMittal South Africa.
- Such electrical apparatus or system, once disconnected, shall not be reconnected until authorised by The ArcelorMittal South Africa responsible person after the unsafe practice or violation has been rectified and after any damaged or defective apparatus has been repaired or removed.

13.5.6 **Safety Portable Electric Devices**:

Contractor's supply for portable apparatus and lights

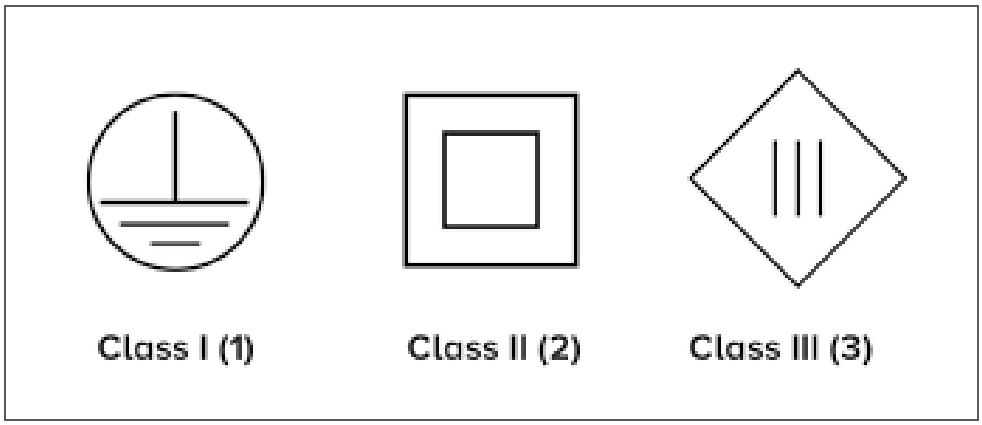
The following requirements apply for the use of cord-and-plug-connected equipment and flexible cord sets (extension cords):

- Properly connected heavy-duty industrial type 220V 3 pin 15A switched socket outlets shall be provided on switchboards for the supplies to portable electrical tools, lights and apparatus.
- All 220V single phase supplies for power, lighting and socket and 380V three phase welding socket supplies/outlets shall be protected by means of main circuit breakers (MCBs) with current balance earth leakage protection to SABS Standards (20 mA tripping value).
- Extension cords may only be used to provide temporary power.
- A home-made extension cord is only authorized by qualified person and should be IP67 (IEC 60529).
- Portable cord-and-plug connected equipment and extension cords must be visually inspected before each use for external defects such as loose parts, deformed and missing pins, or damage to outer jacket or insulation, and for possible internal damage such as pinched or crushed.
- Any defective equipment must be removed from service.
- Flexible cords and cables must be protected from accidental damage, especially when they pass through doorways or other pinch points.
- Flexible cords and cables must be covered by a cord protector or tape when they extend into a walkway to avoid creating a trip hazard.
- The repair of damaged electric cords and cables must use specific professional materials (electric tape, electric sleeve, thermo-retractable electric sleeve …), designed and manufactured for that purpose and carried out by a qualified person.
- Wet or damp Conditions.
- Do not use electrical extension cords in wet or damp locations, unless it is waterproof, including connector, plugs (IPX7 or better).
- Portable lighting used in wet or conductive locations, such as tanks or boilers, must be operated at no more than 12 volts or must be protected by RCD/GFCI's.
- Ensure that workers use dry and isolated shoes and gloves.

13.5.7 **All electric portable equipment, including lamps, must be rated against IEC/EN 61140, with a visible mark/logo:**

- Class 0 - Is forbidden.
- Class I - Devices (where user protection from electric shock is achieved through a combination of insulation and a protective earthing/ground) can be used only if a RCD/GFCI is present on the power supply.
- Class II - where user protection from electric shock is achieved through two levels of insulation, without the need for earthing, are allowed.
- Class III - where the input is extra-low voltage (≤ 50 V AC) are allowed.

Figure 11 - Example of Identification Signaling for electrical portable devices:



13.5.8 **Routine inspection of the electrical system**

- The contractor's authorised person shall conduct weekly inspections on the condition of the entire electrical system of all contractors and sub-contractor's electrical apparatus on the premises/ workplace.
- Items to be covered in this routine check shall include amongst others the following:
  a. A complete inspection of the condition of the entire electrical system and of all electrical apparatus connected to the system.
  b. Measurement of insulation levels.
  c. Inspection and testing of earth continuity of all electrical apparatus and all circuits of the electrical system, back to the main earth point, or earth connection.
  d. Test and proof of operation of all earth leakage protection and indication devices.
  e. Inspection and testing for the safe operation of all electrical apparatus connected to the electrical supply system and of all electrical apparatus (including portable tools, lights, flexible and trailing cables, and extension leads) on the premises/ workplace.
- The contractor's responsible person shall ensure that all items of electrical apparatus, including all switchgear, distribution boards, etc. forming part of the electrical system, as well as fixed electrical apparatus, portable cables and extension leads are individually identified by means of an indelibly marked serial number or other suitable means.
- The results of all routine inspections, checks and tests shall be clearly recorded in registers or logbooks supplied by the contractor and kept on the premises/ workplace for this purpose.
- Each entry in such register or log book shall be dated and signed by the competent person, who shall also identify himself by printing his name clearly alongside his signature.
- These registers or logbooks shall be available for inspection by an authorised ArcelorMittal South Africa official or other authorised person, at any reasonable time.
- Should any item of electrical apparatus or any circuits of the electrical system found to be faulty, unsatisfactory, damaged, and defective or in an unsafe condition, it shall immediately be isolated and taken out of service and the facts recorded in the appropriate register or log book.
- All necessary steps shall be taken immediately to identify and isolate any faulty, unsatisfactory or unsafe item, so that it cannot be inadvertently put back into service. Such items shall be repaired or replaced at the earliest possible opportunity and any such item that cannot be satisfactorily repaired on the premises/ workplace shall be removed.
- All significant relevant facts concerning the identification, isolation, repair, replacement or removal of any defective item of electrical apparatus shall be recorded in the appropriate register or logbook.
- ArcelorMittal South Africa reserves the right to inspect all electrical systems at any time. Should any deficiencies and unsafe practices be found the supply may be disconnected.

13.5.9 **Flexible or trailing cables and extension leads**

The operator or user of any portable electrical tool, light or other apparatus which is served by a flexible or trailing cable/cord shall comply to the following ArcelorMittal South Africa requirements:

- Extension cords/leads may only be used to provide temporary power.
- Home-made extension cords/leads must be authorized by a qualified person and should be Portable an IP67 (IEC 60529).
- Portable cord-and-plugs connected equipment and extension cords/leads must be visually inspected before each use for external defects (loose parts, deformed and missing pins or damage to outer jacket or insulation and for possible internal damage such as pinch or crushed).
- Flexible cords and cables must be protected from accidental damage, especially when they pass through doorways or other pinch points.
- Flexible cords and cables must be covered by a cord protector or tape when they extend into a walkway to avoid a tripping hazard.
- Any defective equipment must be removed from service.
- Repair of damaged electric cords and cables – use specific professional materials (electric tape, electric sleeve, thermo-retractable electrical sleeve, etc.), designed and manufactured for that purpose and carried out by a qualified person.
- Do not use electrical extension cords in wet or damp locations, unless it is waterproof, including the connecter, plugs (IPX7).
- Portable lighting used in wet or conductive locations, such as tank or boilers, must be operated at no more than 12 volts or must be protected by RCD/GFCI's.
- Ensure that workers use dry and isolated shoes and gloves.
- Appropriate hand tools to be used such as professional electrical wire and cable strippers. Stanley knives, utility knives or any other handmade tools will not be allowed to be used on any of the ArcelorMittal South Africa premises/workplaces.

13.5.10 **Earthing**

- All electrical apparatus, implements, tools and light fittings shall be earthed by means of separate earthing conductors in their supply cables.
- Cable armour wire shall not be used as the sole earth in a conductor system.

13.6 ELECTRICITY SUPPLY

- ArcelorMittal South Africa will provide the following power supply point to the contractor's ArcelorMittal south Africa premises/workplace for the duration of the contract. A three-phase and a neutral supply of 525/380//220V up to a capacity of 182 kVA/132kVA/ 76kVA respectively (200 A/phase) for supply of power to the contractor's temporary electrical system.
- Before setting up his temporary electrical system on the ArcelorMittal South Africa premises/workplace, the contractor shall obtain ArcelorMittal South Africa's approval for his requirements, from the ArcelorMittal South Africa's responsible person.
- The contractor shall provide all cabling and wiring for temporary power and lighting for his own requirements, together with all earth points and earth connections required to eliminate the possibility of danger to personnel from electric shock.
- The contractor shall take his supply from a take-over point indicated by ArcelorMittal South Africa by using a suitably rated, insulated and armoured cable. The armouring of this cable shall be visibly connected to the earth connection at the ArcelorMittal South Africa take-over point.

- The contractor shall route the supply cable from the take-over point to the contractor's premises/ workplace via a reasonably protected route, as agreed with ArcelorMittal South Africa's responsible person, avoiding wherever possible road and rail crossings and flammable material storage facilities and shall terminate at the contractor's main incoming switch.
- The contractor shall obtain approval from ArcelorMittal South Africa's responsible person to connect and/or disconnect the supply cable from the take-over point.
- The contractor's main switch shall supply an appropriate number of feeder switches for three phase supply to power tools, etc. These switches may be of the CFS or MCB type, at the discretion of the contractor, but they shall be adequately rated and have load sensing and tripping/fusing facilities adequate for the equipment to which they are connected. All lighting and single-phase hand tool supplies shall be taken via single-phase or three-phase MCBs and single-phase earth leakage units, manufactured to the South African Bureau of Standards (30 mA trip value).
- The neutral of the supply system shall not be used for safety earth connection under any circumstances
- The operator or user of any portable electrical tool, light or other apparatus which is served by a flexible or trailing cable/cord shall comply to the following ArcelorMittal South Africa requirements:
  - Extension cords/leads may only be used to provide temporary power.
  - Home-made extension cords/leads must be authorized by a qualified person and should be Portable an IP67 (IEC 60529).
  - Portable cord-and-plugs connected equipment and extension cords/leads must be visually inspected before each use for external defects (loose parts, deformed and missing pins or damage to outer jacket or insulation and for possible internal damage such as pinch or crushed).
  - Flexible cords and cables must be protected from accidental damage, especially when they pass through doorways or other pinch points.
  - Flexible cords and cables must be covered by a cord protector or tape when they extend into a walkway to avoid a tripping hazard.
  - Any defective equipment must be removed from service.
  - Repair of damaged electric cords and cables – use specific professional materials (electric tape, electric sleeve, thermo-retractable electrical sleeve, etc.), designed and manufactured for that purpose and carried out by a qualified person.
  - Do not use electrical extension cords in wet or damp locations, unless it is waterproof, including the connecter, plugs (IPX7).
  - Portable lighting used in wet or conductive locations, such as tank or boilers, must be operated at no more than 12 volts or must be protected by RCD/GFCI's.
  - Ensure that workers use dry and isolated shoes and gloves.
  - Appropriate hand tools to be used such as professional electrical wire and cable strippers. Stanley knives, utility knives or any other handmade tools will not be allowed to be used on any of the ArcelorMittal South Africa premises/workplaces.

13.7 ERECTION, TESTING AND COMMISSIONING

Refer to the following ArcelorMittal South Africa procedures for more detail:

- AMSASHE00022 – AMSA lockout procedure
- AMSASHE00062 – AMSA electrical safety policy
- AMSASHE00025 – AMSA permit to work procedure
- AMSASHE00030 – AMSA hot work procedure

13.7.1 Adequate safety precautions shall be taken during the erection, testing and commissioning phases of the contract work to prevent any form of danger or injury to persons (Hira to be completed).

13.7.2 These safety precautions shall include the provision of all necessary temporary and permanent safety fences, guards, barriers, warning signs and audible start-up alarms to prevent the entry of persons into all areas of contract work which may be unsafe whilst testing and commissioning is being performed.

13.7.3 **Cold and hot commissioning**

- For cold commissioning – AMSASHE00022 applies in general.
- For hot commissioning – AMSASHE00022 applies, specifically, Section 17 (temporary activation).
- If the nature of the projects makes it impossible or impracticable to apply AMSASHE00022, then a Hira must be done and a specific commissioning procedure agreed upon and be drawn up by both ArcelorMittal South Africa and the contractor. If this implies that the contractor must isolate/de-isolate, the person(s) involved must do the applicable Lockout skills training and be appointed by ArcelorMittal South Africa.

13.8 EXCAVATIONS AND EARTHWORKS

13.8.1 Excavation requires a Notification for construction work.

13.8.2 Before the contractor commences with any digging, excavating, or other earthwork he or she shall have obtained a Site clearance certificate from ArcelorMittal South Africa's responsible person. An excavation deeper than 1.5 meters shall be considered as a confined space.

13.8.3 All excavations shall be adequately shored and fenced off to prevent danger of falls to persons. During the hours of darkness, any excavation, opening or obstruction shall be adequately identified, using approved warning lamps.

13.8.4 After the excavation has been completed, the excavation shall be back filled or closed, as soon as possible, to the approval of the ArcelorMittal South Africa's responsible person.

13.8.5 Where excavation or earth work has to be performed anywhere in the vicinity of a rail track, the contractor shall not commence work until approval has been obtained from the ArcelorMittal South Africa's responsible person and the Materials Handling, Rail Transport Department.

13.9 EXPLOSIVES

13.9.1 Explosives require a Notification for construction work.

13.9.2 Written approval from the ArcelorMittal South Africa's responsible person and the ArcelorMittal South Africa's Safety Department shall be obtained before:

a. Any explosives are brought onto the premises/workplace; and
b. Any blasting operations are executed on the premises/workplace.

13.9.3 Only blasting operations for which approval has been granted shall be executed on the premises/workplace.

13.10 EXPLOSIVE POWERED TOOLS

Contractors shall not permit any person or employee to use an explosive powered tool on the premises/ workplace without the written permission of an ArcelorMittal South Africa's responsible person. Where such written permission is granted, explosive powered tools shall only be used in such situations, for such purposes and under such conditions as may be clearly stated in the written permission. Section 21 of the Construction Regulation applies.

13.11 FIRE PRECAUTIONS

In case of a fire on the premises/workplace, it shall be reported immediately to the ArcelorMittal South Africa emergency services as well as the ArcelorMittal South Africa's responsible person for the area (usually the Maintenance/Production supervisor).

Take note: The contractor shall not make use of water from fire hydrants for any other purpose other than its original intended purpose.

13.12 GAS HAZARDOUS AREAS AND CONFINED SPACES

Refer to the following ArcelorMittal South Africa procedures for more detail:

- AMSASHE00003 – AMSA confined spaces procedure
- AMSASHE00006 – AMSA gas hazardous procedure
- AMSASHE00011 – AMSA dangerous and toxic gases procedure
- AMSASHE00012 – AMSA ventilation procedure
- AMSASHE00013 – AMSA atmosphere tester procedure
- AMSASHE00014 – AMSA manholes and similar spaces procedure
- AMSASHE00017 – AMSA hazardous locations procedure
- AMSASHE00028 – AMSA gas monitor user procedure
- AMSASHE00029 – AMSA gas storage and gas cylinder procedure
- AMSASHE00030 – AMSA hot work procedure
- AMSASHE00031 – AMSA chlorine handling procedure

13.12.1 The contractor shall ensure that all "NO SMOKING" and "NO OPEN FLAMES" rules are strictly obeyed by all his employees.

13.12.2 **Multi-cell gas monitors for Gas Hazardous Areas (Class B /medium risk and Class C / high risk):** Wearing multi-cell gas monitor is **compulsory for every entrant** unless permanent gas monitors are installed, based on a HIRA, to cover a specific area effectively to monitor an unsafe atmosphere without compromising the safety of entrants.

13.12.3 **Multi-cell gas monitors for confined spaces:** If a common monitor in a confined space is not utilised, **each person must wear a personal multi-cell gas monitor**.

13.12.4 **General**

The contractor should take note that the risk due to the use of gas for production purposes as well as gases or fumes, which are generated by the production process, is present in several areas on the premises/workplace and in confined spaces.

Examples of confined spaces: Manholes, sewers, shafts, pipelines, storage tanks, storage bins (bunkers and silos), clarifiers, sumps, pits, cooling towers, excavations (more than 1.5 metres), basements and cable tunnels in gas areas, air ducts, etc.

Confined spaces are clearly marked and a confined space permit is required to enter. Emergency drills shall be performed before entering a confined space and gas hazardous area.

13.12.5 **Work in areas where the presence of gas or fumes is suspected**

- Where contract work is to be undertaken in gas areas the contractor shall provide proof that all employees involved in that area are trained and certified in the use of relevant breathing apparatus, multi-cell gas monitor equipment and rescue procedures.
- To obtain certification the contractor's employees shall all undergo the Breathing apparatus training course provided by ArcelorMittal South Africa at a prescribed fee, payable by the contractor before an ArcelorMittal South Africa Hot and/or Cold work permit will be issued. The ArcelorMittal South Africa's responsible person will make the necessary arrangements for the said training.
- The contactor employee who is to receive the ArcelorMittal South Africa Hot and/or Cold work permit shall also first complete a Permit to Work course.
- The contractor shall provide his/her own multi-cell gas monitors for his employees.
- The contractor shall ensure that gas levels are monitored on a continuous basis whilst working in gas areas. Workers must be made aware that they are never to ignore a gas monitor alarm:
  - Do not reset the gas monitor.
  - Leave the area immediately.
  - Report to the supervisor or control room to investigate gas leak/interpret gas monitor readings.

13.13 HAZARDOUS CHEMICAL SUBSTANCES (HCS)

13.13.1 **Take note (FPS protocol standard requirement):** Contractors must receive authorisation from ArcelorMittal South Africa to bring HCS onto the site. They shall submit valid legal registration certificates for the transport and disposal of such substances.

13.13.2 No contractor is allowed to test, promote, use, or sell any chemical substances on site without prior approval. Each substance that enters the premises/workplace after approval is allocated with a unique or material number and Safety data sheet.

13.13.3 The contractor is responsible to familiarise itself with the Health and Safety hazards of hazardous chemical substances and precautionary measures of the plant or site when entering or executing work. The contractor must train and educate all its employees with respect to the Health and Safety hazards associated with HCS, precautions and measures to be applied, emergency measures and limitations, maintenance and storage, PPE guidelines before employees are exposed to such hazards.

In the case of handling of irritating or corrosive substances, the contractor must provide appropriate clothing such as rubber boots, rubber aprons, rubber gloves, googles, head/face shields, etc.

13.13.4 The contractor shall develop, implement and maintain a HCS management system to enable the supply of information (risks and precautions) on substances hazardous to health, which will be used during the execution of the contract work. This information shall be included in the contractor's method statement.

NOTE: ArcelorMittal South Africa will inform the contractor of any changes to the hazardous chemical substances, which are used or generated at the relevant production processes, as specified in the enquiry document, during the Site establishment meeting.

13.13.5 Copies of the approved SDS's (Safety data sheets) must be kept by the contractor and the ArcelorMittal South Africa responsible person and be available on request. In the case of Saldanha Works this number is traceable to the Medical centre where a SDS (Safety data sheet) will be accessible immediately.

13.13.6 The contractor shall ensure that whenever toxic substances (process chemicals) are going to be present on the premises/workplace, such substances shall be properly identified and stored in a safe manner.

13.13.7 The contractor shall display notices, signs, and/or pictograms in a visible position near the entrance of the storage area to identify the hazardous chemical substances.

13.13.8 The information regarding antidotes and medical treatment for the hazardous chemical substances shall form part of the information to be displayed on the notices/signs/pictograms**.**

13.13.9 Do not store paraffin, oil, etc. in cold drink bottles. All containers containing lubricants, safety solvent, paint, etc. must be returned to the correct storage area at the end of any working day. Containers shall be clearly identified with the content of the container.

13.14 HAZARDOUS CONSTRUCTION AREAS

All elevated or exposed platforms, gangways or walkways, open sides of floors or buildings, openings in floors, pits, trap holes, excavations and other dangerous places shall be kept securely fenced, barricaded, closed off, covered or otherwise adequately protected and made safe to prevent injuries to all persons on the premises/workplace.

13.15 WORKING ON HEIGHTS AND ELEVATED POSITIONS

Refer to the following ArcelorMittal South Africa procedures for more detail:

- AMSASHE00018 – AMSA working at heights procedure
- AMSASHE00019 – AMSA safety harness procedure
- AMSASHE00037 – AMSA access to elevated positions

Any task that poses a risk of falling that may result in an injury requires that a Notification for construction work be completed.

ArcelorMittal South Africa has standardized on specific makes of safety harnesses, lanyards and fall arrest blocks. Refer to the lists below for the approved makes.

Safety harnesses

- SpiderWeb Gecho Plus
- KARAM Rivolta (oil repellent)
- KARAM Arc (40 Cal) – For specialized use only

Lanyards and fall arrest blocks

- A SpiderWeb adjustable shock absorbing lanyard is always first prize. However when work is done on heights less than 6 meter a SpiderWeb restraining lanyard must be used as an adjustable shock absorbing lanyard will deploy to 3.6 meters, even if it is adjusted to its shortest.
- A standard length SpiderWeb shock absorbing lanyard to be used for 6 meters and above due to the minimum free space factor.
- SpiderWeb restraining lanyard to be used below 6 meters.
- Fall arrest block to be used for 6 meters and above due to the minimum free space factor.
- KARAM Adjustable energy absorbing lanyard
- KARAM Stubby lanyard
- KARAM Fall arrest block (3.5M/6M)

Note: The type of lanyard to be used will be determined by a Hira.

Safety harnesses should only be used by trained and competent persons or users. It means that all users must be trained to perform pre-use inspections and how to fit a safety harness and double lanyard. Users must also be trained on how to connect their lanyard and other components of a fall arrest system to a reliable anchor point.

Training requirements for roof workers:

Official SAQA training unit standards approved by the relevant SETA which will be the official requirement for competency or you have to belong to NQA on the mine.

Unit Standard No	U/S Title	Description of worker	Who
229998 Fall arrest operator This is a minimum requirement.	Explain and perform fall arrest techniques when working at heights.	Fall arrest (level 1).	· All roof workers. · Red scorpion.
229995 Fall arrest technician This is a minimum requirement.	Install, use and perform basic rescues from fall arrest systems and implement the fall protection plan.	Fall arrest and basic rescue (level 2).	· At least one person, per roof work team. (This can also be the fall protection planner and/or supervisor). · Red scorpion.
229994 Fall protection planner This is a minimum requirement.	Asses a worksite for working at heights and prepare a fall protection plan.	Fall protection planner/ rescuer/supervisor.	· At least one person for roof work team. · Red scorpion.
229999 Advanced rescue technician (Best practice only, not compulsory) **Important: A team may operate without an advanced rescue technician if a rope access technician (level 3) is allocated to the work team.**	Perform a range of advanced rescues.	Fall protection planner/ rescuer/supervisor.	· At least one person, per roof work team. (This can also be the fall protection planner and/or supervisor). · Red scorpion.
Temporary lifeline installation	Use this document for the AMSA roof work lifeline. (Manufacturer's training is required for commercial lifelines).	Person installing the lifelines.	All roof workers involved in the installation of the lifelines.

13.15.1 **General**

Whilst the primary intent of the procedure is to address situations where persons may fall from heights of 1.8m or more, it is also applicable to situations where the risk of fall from a lesser height is particularly high due other aggravating factors that may exist.

Where the use of personal fall protection equipment is required, a person must never work alone. There must always be other personnel in the vicinity that can raise the alarm immediately should a person fall!

When working at heights, an approved chin strap must always be used to secure ones hard hat so that it cannot fall off, even in the event of a fall. The chin strap shall also have the function to break if caught by another piece of equipment which can cause neck injuries if the strap does not break. The current SABS approved chin strap is the black strap.

13.15.2 **Working above entrances, passageways, and walkways**

No person shall work or cause or permit any other person to work or any operation to be performed above any entrance, passageway or other place where there is any danger of persons or equipment being struck by falling material, unless either:

- The danger area is adequately barricaded off with warning notices and signs posted below the area of working (Refer to Point 11.4).
- All persons are removed from and prevented from entering the danger area and equipment is either removed or adequately protected; or
- Where a Risk assessment has identified the need to provide access, the area shall be physically barricaded or access controlled; or
- Suitable catch platforms and/or nets are erected above the danger area, adequate to safely catch and retain any material, which may fall.

13.15.3 **Removal of debris from elevated positions**

No person shall or permit any person to dispose of debris and material from an elevated position except by a hoist or chute unless effective arrangements have been made to ensure the safety of persons and equipment.

13.15.4 **Working on roofs**

Refer to the following ArcelorMittal South Africa procedures for more detail:
- AMSASHE00018 – AMSA working at heights procedure
- AMSASHE00039 – AMSA working on roofs procedure

Roof work is seen as tasks being performed on a roof of which the working/walking surface is deemed fragile and a risk of falling through the roof exists. The risk of falling off the roof should be approached as on any working platform. Due to the variety of factors that must be considered, all roof work must be undertaken under Permit to Work conditions. (Refer to AMSASHE00039 – AMSA Working on roofs procedure).

Applicable conditions:
- A Permit to Work has been received.
- Hira must include working at heights.
- Roof work plan.
- Good weather conditions exist.

13.15.5 **Scaffolds**

Refer to the following ArcelorMittal South Africa procedures for more detail:
- AMSASHE00018 – AMSA working at heights procedure
- AMSASHE00035 – AMSA scaffolding procedure

To ensure that all scaffolds are safe it is recommended to use scaffold companies with ArcelorMittal South Africa vendor codes as sub-contractors. The contractor shall therefore obtain the names of the approved scaffold companies from vendor management. Be aware of the requirements for a scaffold which is erected in a Gas Hazardous Area (must have a ladder on the outside for rescue purposes).
Refer to SANS 10085-1:2004: The design, erection, use and inspection of access scaffolding.

13.15.6 **Ladders**

Refer to the following ArcelorMittal South Africa procedures for more detail:

- AMSASHE00018 – AMSA working at heights procedure
- AMSASHE00033 – AMSA safe use of ladders procedure

Ladders are commonly used throughout ArcelorMittal South Africa on a daily basis. In many instances it would not be possible to perform certain tasks without making use of a ladder. It is therefore another ***tool*** used by people in the execution of their daily tasks and just as with any tool, must be kept in a safe working condition through inspection and defect repairs. Apart from ladder maintenance, the correct use thereof is probably the most important aspect that is many times neglected. Although very handy, it certainly becomes a very dangerous piece of equipment when used incorrectly.

Ladders or stepladders may only be used for a certain type of work and for certain duration.

May only be used:

- In one position for a maximum of 30 minutes.
- For light work only. (Ladders are not suitable for strenuous or heavy work. If a task involves a worker carrying more than 10 kg (a bucket of something) up the ladder or steps, it will need to be justified by a detailed manual handling Risk assessment.
- Where a handhold is available on the ladder or stepladder;
- Where you can maintain three points of contact (hands and feet) at the working position. On a ladder where you cannot maintain a handhold, other than for a brief period of time, other measures will be needed to prevent a fall or reduce the consequences of one. On stepladders where a handhold is not practicable, a Risk assessment will have to justify whether it is safe or not, taking into account:
  - The height of the task.
  - A safe handhold still being available on the stepladder.
  - Whether it is light work.
  - Whether it avoids side loading.
  - Whether it avoids overreaching.
  - Whether the user's feet are fully supported.
  - Whether you can tie the stepladder.

13.16 ISOLATION, LOCKOUT AND SWITCHING

Refer to the following ArcelorMittal South Africa procedures for more detail:

- AMSASHE00022 – Lockout procedure
- AMSASHE00062 – Electrical Safety policy
- AMSASHE00025 – Permit to work procedure

Switching and isolating to be carried out by authorised persons

- Except in an emergency,(switching off only), switching and isolating on ArcelorMittal South Africa premises shall only be performed by an Authorised person who has been appointed in writing to carry out either switching only, or switching and isolating operations at the specific pressure, on the specific electrical system or circuit concerned.
- No person, even when authorised to do so, shall carry out any switching or isolating operation, without first taking all the necessary steps to ensure that it is safe to do so.
- In any case of doubt, the contractor's responsible person or contractor's employee shall consult the ArcelorMittal South Africa's responsible person to determine who the appointed Authorised person is, who need to carry out a specific switching or isolating operation.

Appointment of contractor authorised persons for switching

- A candidate for appointment as an Authorised person to carry out switching and/or isolating operations shall be a competent person.
- He/she will be suitably trained and qualified with experience of carrying out switching and/or isolating operations.

- He/she will be familiar with the particular switching devices to be used and knowledgeable concerning the layout of the electrical system or circuits concerned and of the circumstances; to appreciate the implications of any switching or isolating operations that he may be requested to perform.

Request for ArcelorMittal South Africa authorised official for switching

- For all parts of the ArcelorMittal South Africa permanent electrical system and for ArcelorMittal South Africa's electrical apparatus, including any part of the contractor's premises/ workplace, the ArcelorMittal South Africa authorised official shall be contacted for any request regarding switching and isolating operations, which may be required.

Lockout procedure

- The contractor's responsible person as well as the contractor's appointed person for switching shall fully acquaint themselves with the contents of the ArcelorMittal South Africa's specification.
- A copy of these specifications (guideline for Permit to Work) is obtainable from the ArcelorMittal South Africa responsible person.
- Under no circumstances shall the switch provided at the supply point or socket outlet at the end of the supply cable remote from the apparatus be relied on as the sole method of starting or stopping any electrical apparatus.

Control of electrical system when unattended

- The contractor's responsible person shall ensure that at the end of each shift, or at any time that construction activities on the premises/workplace are stopped for a period exceeding one hour or at any time that the premises/ workplace is left unattended (including night-time, weekends or public holidays):
- All portable electrical tools and apparatus, all apparatus supplied through flexible or trailing cables and all apparatus supplied from socket outlets are switched off at the point of supply; all plugs are unplugged; and all flexible and trailing cables are removed and stored in a safe place; and
- The main switch of the contractor's complete electrical system shall be opened and shall remain open for the period of inactivity.
- Should it be required that certain electrical apparatus needs to be unattended for periods up to four hours the contractor shall obtain exemption from the ArcelorMittal South Africa responsible person.
- Where such exemption has been granted the system shall be so arranged that although the main switch may remain closed, one or more isolating switches shall be provided. Fed from the main switch, which in turn feeds all parts of the electrical system which are not involved in the supply to such continuously operated exempted apparatus; and that all such isolating switches are opened (instead of the main switch) for any such period of inactivity, so as to ensure that only the parts of the system required for the supply to the continuously operating apparatus remain alive during such period of inactivity.

13.17 LIFTING EQUIPMENT (LIFTING MACHINES AND LIFTING TACKLE AND HOISTS)

Refer to the following ArcelorMittal South Africa procedures for more detail:

- AMSASHE00072 – Code of practice (COP) for lifting tackle and hoists
- AMSASHE00073 – Cranes and lifting equipment

13.17.1 Important requirements

- **Webbing slings:** At ArcelorMittal South Africa only duplex (double layer) webbing slings must be used as these are safer, better wear and cut resistant and will have a longer service life (simplex webbing slings are not allowed). As white webbing slings do not comply with SANS 94-1, these white slings must not be used for any lifting applications.

- **Colour coding for 3 monthly inspections for lifting tackle:** This **is not a legal requirement** in terms of the OHS Act but is recommended where practically feasible. Contractors should align their colour coding with the site-specific requirements. Colour coding can be done with paint, heavy duty cable ties, painted or powder coated washers, polyurethane discs, cable ties or different shaped metal tags for the four quarters.
    - November, December, and January.
    - February, March, and April.
    - May, June, and July.
    - August, September, and October.

- **Lifting tackle inspection alignment with ArcelorMittal South Africa:** Contractors and service providers must **use the same checkpoints or checklists** to inspect their own lifting tackle and/or ArcelorMittal South Africa's lifting tackle.

- **Recommendation for defective lifting tackle and chain blocks / lever hoists:** The practice of painting items **red / pink** to be scrapped can be used to indicate rejected items. It is always a better practice to quarantine the defective lifting tackle and/or hoist in a specific area if repairable or scrapped if not repairable. Restrict access to defective lifting tackle and hoists.

- **Chain blocks and lever hoist specifications:**
  Make: Yale, Kito and Vital chain or level hoists are allowed. Do not use if the hook latch (on both sides) is missing or broken.

13.17.2 **Lifting, handling, and stacking of loads**

Contractors need to plan a high risk or abnormal lift by completing the AMSA Rigging study (Form G.0220-A) for approval by ArcelorMittal South Africa.

The following six lifts are classified as abnormal (high) risks:

1. Liquid steel
2. Multiple crane lifts (tandem lifts)
3. Lifts over operating areas that may endanger personnel (cannot maintain 45 degrees rule)
4. Lifts over power lines and hot rails
5. Lifts involving personnel cages
6. Lifts over or exceeding maximum rated loads of the lifting machine

- **Note for lifts over power lines and hot rails:** No lifting operation of any nature whatsoever shall be carried out or commenced by a contractor, or by a contractor employee or by any person instructed by a contractor, in the proximity of any high voltage or overhead electrical power lines or hot rails on premises/ workplace, unless prior written consent has been obtained from the ArcelorMittal South Africa responsible person.

  No mobile crane shall be positioned closer to the plumb of the nearest line or **LIVE** conductor than a distance equal to the maximum length of the jib crane and 6 (six) metres measured along the ground.

- **Note for lifts exceeding maximum rated loads:** For major or critical lifts, where the crane is operating close to its safe working limits, the Crane driver or Operator together with the competent person in charge of the lifting operation shall select, place, and use the crane in such a way that it will operate within its safe working limits. It will not exceed any safe limit of maximum or minimum jib angle, boom length, working radius or safe working load.

The right to stop a lifting operation: If any Crane driver or Operator receives instructions from any person (authorised or unauthorised) by word or deed, which in his considered opinion will cause the crane to exceed its safe working limits, he/she shall have the right to lower the load and stop the lifting operation (providing this can be done safely). He/she shall immediately report the matter to the contractor's responsible person and shall only continue with the lifting operation, after corrective action has been taken and instructed by the contractor's responsible person to proceed with the operation.

Basic lifting rules

- All hand signals for hoisting and lowering of a load when using an ArcelorMittal South Africa crane shall be in accordance with ArcelorMittal South Africa's specification. Only one competent person shall be identified from whom the Crane driver/Operator shall receive signals and/or instructions.
- Adhere to the 45 degree rule. Before starting to lift a load, the slinger should stand well clear that he/she is out of danger of the load shifts in the sling or even falls.
- Never touch a moving load by hand while it is in the air. Make use of a hook or tag line so that the slinger can control rotation of the load from a safe distance.

13.17.3 **Obstruction of a rail track, road or other right-of-way**

Under no circumstances shall any lifting operation obstruct any part of any rail track, or the associated right-of-way, or a task performed closer than 3 metres from the railway or 5,1m above any rail track on the premises/workplace, unless approval has been obtained from the Rail Transport Department.

Whenever the whole or part of a road or right-of-way in the premises/workplace will be obstructed, by any lifting operation, the contractor's responsible person shall ensure that such lifting operation is not commenced until approval has been received from the ArcelorMittal South Africa responsible person. During any such lifting operation, the competent person, appointed by the contractor's responsible person to oversee the operation, shall ensure that persons equipped with red flags during the day and illuminated at night, are stationed where necessary to control the traffic flow.

13.17.4 **Loading, off-loading, lifting, and moving of contractor materials**

ArcelorMittal South Africa does not permit the use of production cranes for construction or erection purposes by the contractor. Where such cranes together with their drivers are available on the construction premises, the contractor may request the services at the tender stage, highlighting this request on the initial overall contract programme. Approval for the use of ArcelorMittal South Africa cranes and Crane drivers for construction/erection activities rests with the ArcelorMittal South Africa responsible person. It should, however, be noted that should the contractor make use of an ArcelorMittal South Africa crane and/or Crane driver it would be at the contractor's own risk and ArcelorMittal South Africa is therefore indemnified.

Whenever any contractor materials are to be off-loaded, loaded, lifted, lowered, moved or supported by means of any lifting machines and/or lifting tackle, or the contractor is to carry out any lifting operation, such lifting operation shall only be performed under the direct supervision of a competent person appointed for the purpose by the contractor responsible person.
The competent person shall ensure that before any lifting operation commences the driver(s) or operator(s) of all crane(s) or other lifting machinery to be used in the operation are aware of and able to identify, the competent person in charge of the operation.

During the operation, except in emergencies, the driver(s) or operator(s) shall only react to signals or instructions given to them by the competent person in charge.

The competent person shall ensure that during the operation he/she remains safely positioned, in such a way that he/she has a clear view of the load being lifted or moved at all times. He shall further ensure that he remains in the full view of the driver(s) or operator(s) at all times or if such continuous visibility is not possible, other simple, safe and fool proof means are provided to ensure that he will be able to transmit clear and unambiguous signals or instructions to the driver(s) or operator(s) continuously.

13.17.5 **Mobile cranes**

Where a contractor makes use of mobile cranes on the premises/workplace, the Crane driver and lifting gear shall be certified. Only persons declared competent for the operation of a mobile crane shall be allowed to operate such a crane.

No mobile crane shall at any time travel from one point to another whilst carrying a load, except if the crane has been specifically designed and approved to carry a load whilst traversing.

The contractor shall ensure that all mobile cranes brought on the premises/workplaces are road worthy. Every mobile crane shall at all times be equipped with a log book which shall reflect the dates of all tests and/or inspections of the ropes, hooks, hoists, brakes and boom structure, together with the name and signature of the competent person(s) carrying out such test and/or inspection. This logbook shall be available for inspection by an authorised person at any reasonable time.

The task responsible person will be responsible to monitor weather conditions (rain, wind, visibility, etc.) and stop the task when deemed unsafe.

13.17.6 **Overhead cranes and gantries**

The contractor employees must be on the lookout for overhead cranes and listen for overhead head crane warning sirens.

All personnel are prohibited from walking under any load being supported or transported by an overhead crane.

Permission shall be obtained from the production supervisor before ascending to any ArcelorMittal South Africa crane or gantry. Under no circumstances shall any person try to ascend a moving crane. Under no circumstances shall any person use a crane as a short cut between gantries. Where more than one overhead crane operates on the same gantry and an authorised person wishes to ascend the gantry, he shall obtain gantry discs from the production supervisor for all the cranes.

Unauthorised persons found on overhead cranes or gantries will be removed from the premises by ArcelorMittal South Africa's Protection or security services.

Where work is performed on a crane or gantry, the following additional precautions shall be taken, where considered necessary:

a. Temporary stop blocks shall be erected on the long travel gantry rails, as far as practicable from the working area;
b. Red flags during the day and red lights at night, shall be mounted in conspicuous positions on the crane or long travel gantry; and
c. A guard/safety watch shall be appointed and posted on the gantry. Crane drivers shall not traverse the section of the gantry concerned without being waved through by the guard/safety watch.

13.17.7 **Pendant or radio control operated and unmanned cranes**

No contractor employee shall work on any crane unless he is trained, and approval has been obtained from the ArcelorMittal South Africa responsible person. Work shall be carried out in accordance with ArcelorMittal South Africa specification.

13.17.8 **Lifting machines and mobile elevated platforms**

All contractors employed to carry out any work, which may include the use of hydraulic working platforms (skyjacks) or forklift, gear and tackle shall ensure that they are in possession of a valid test certificate for these items. Copies of the appropriate certificates for any lifting machines, lifting tackle, lifting ancillaries, chain blocks, lever hoists, etc. shall be kept on the premises/workplace in the contractor's SHE system.

13.18 NOISE

Excessive noise could lead to noise induced hearing loss or deafness. Wear hearing protection.
All areas where noise levels exceed 85dBA, it shall be suitably marked with mandatory signs indicating that hearing protection is to be worn.

Noise for levels of 105dB and above: Double hearing protection shall be worn (noise clippers/ear plugs with earmuffs). See PPE matrix **[Template CM19]**.

13.19 PAINTING AND SPRAY PAINTING

13.19.1 No contractor shall carry out or require or permit any other person to carry out any spray-painting on ArcelorMittal South Africa's premises/ workplace, without the written permission of the ArcelorMittal South Africa responsible person.

13.19.2 Where such written permission is granted, the contractor's responsible person shall ensure that such spray painting shall only be carried out in such situations, for such purposes and under such conditions as may be clearly stated in the written permission.

13.20 RADIATION

13.20.1 No X-ray sources, radioactive isotopes, and laser devices of classes 3b and 4 shall be brought onto the ArcelorMittal South Africa's premises/workplace without permission in writing from the ArcelorMittal South Africa responsible person as well as ArcelorMittal South Africa's Safety Department.

13.20.2 The application shall be addressed to the ArcelorMittal South Africa responsible person and shall state the purpose of the said equipment (e.g. whether for non-destructive testing or as part of a machine or instrument) together with particulars regarding type, number, description, how transported and the name and registered number allocated by the Atomic Energy Corporation to the person responsible for the transportation thereof.

13.20.3 Radioactive material brought onto the ArcelorMittal South Africa premises/workplace by the contractor shall be stored and handled according to the Hazardous Substances Act. It should be noted that no plant/equipment containing X-ray sources, radioactive isotopes and/or laser devices shall be put in operation without obtaining the necessary approval from the Safety Department.

13.20.4 If any contractor's authorised person/s enters the ArcelorMittal South Africa premises/workplace for this purpose, the Nuclear Energy Act shall be adhered to.

13.20.5 The contractor's responsible person shall ensure that all his employees are aware of the notices/signs/pictograms used to indicate areas where radiation is present and that such notices/signs/pictograms are adhered to. The standard pictograms, as detailed in SANS 1186-1 shall be used.

13.21 RAIL SAFETY

Refer to the following ArcelorMittal South Africa procedure for more detail:

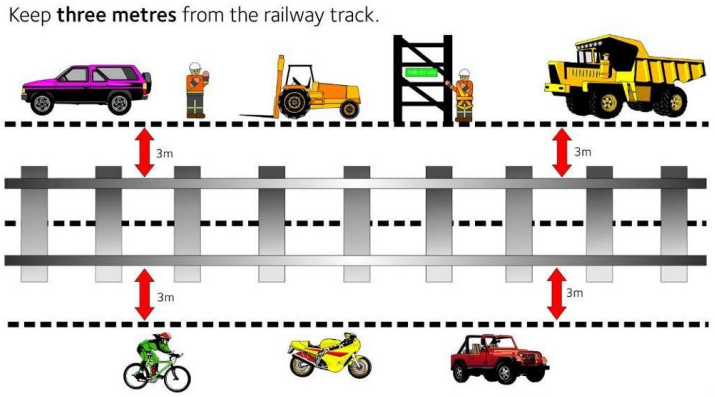
- AMSASHE00081 – Rail safety standard

13.21.1 General

The contractor's responsible person shall ensure that all legal requirements and SHE requirements as laid down by ArcelorMittal South Africa relating to rail safety are strictly adhered to. All road vehicle users must stop at all rails crossing and give trains the right of way. Rail traffic has the right of way at all crossings.
No rail vehicle (such as a trolley, rail mounted crane, truck, or locomotive) of any type shall be operated on any rail track without approval from the ArcelorMittal South Africa's, Rail Transport Department. If approval has been granted for such a vehicle to operate, it shall only operate in the area and under the conditions specified.

13.21.2 **Work on, above or in the vicinity of rail tracks**

No vehicles, materials, structures (scaffolding) or work may be left, placed or a task performed closer than 3 metres from the railway. The vertical clearance shall be at least 4,3m inside buildings and 5,1m outside of any buildings.



No person shall enter, require, or permit any other person to enter this rail track clearance area except for the purpose of crossing a rail track at a recognised crossing, unless approval (including the reason for the entry, description of the area and the time permitted), has been obtained from ArcelorMittal South Africa's responsible person and the Rail Transport Department. Should any extension of the time allocated be required, approval shall again be obtained.

Where any work, including **excavations or earth work**, has to be performed anywhere in the vicinity of a rail track, the contractor shall not commence work until approval has been obtained from the ArcelorMittal South Africa responsible person and the Rail Transport Department.

13.22 SAND BLASTING

13.22.1 No contractor shall carry out, or require or permit any person to carry out any sand blasting or similar operation on ArcelorMittal South Africa's premises/workplace without the written permission of an ArcelorMittal South Africa responsible person.

13.22.2 Where written permission is granted to carry out sand blasting, or any similar operation, the contractor's responsible person shall ensure that the work is carried out in an area solely reserved for such operation and that suitable steps are taken (including screening and ventilation, if necessary) to ensure that the dust arising from the operation is confined to the reserved area and does not unduly affect any other adjacent area.

13.22.3 The contractor responsible person shall ensure that, where sand blasting is done, suitable protective breathing equipment is issued to and used by every contractor's employee or other person who is, or is likely to be exposed to the dust. A dedicated cylinder air supply shall be used for the breathing equipment.

13.23 VEHICLES AND DRIVING

Refer to the following ArcelorMittal South Africa procedure for more detail:

- AMSASHE00036 – AMSA vehicles and driving procedure

13.23.1 It is necessary for employees, contractors and visitors to take note that all laws and rules that apply on urban and national roads also apply within the ArcelorMittal South Africa premises. All traffic signs must be obeyed. Speed limits must be obeyed.

The driver of any vehicle who disregards or disobeys any traffic rule will be subjected to a disciplinary hearing and could be prohibited from driving any vehicle on the ArcelorMittal South Africa premises/workplace

13.23.2 A driver must be in possession of a valid driver's license for the specific vehicle. No unauthorised persons are allowed to operate any vehicles and/or mobile cranes. Please note: Certain licences have a limited validity – Check the expiry date!

Drivers of self-propelled mobile machines shall be persons declared competent for the type of self-propelled mobile machine, which they are required to drive. All drivers shall produce a driver's license or certificate of competency on request, to an authorised ArcelorMittal South Africa official.

13.23.3 No passengers to be transported at the back of a vehicle (bakkies or trucks).

13.23.4 Drivers are not permitted to speak on cell phones unless a hands-free kit is used.

13.23.5 Contractor's attention is drawn to the height restrictions throughout the ArcelorMittal South Africa's premises/workplace.

13.23.6 Loads projecting from vehicles shall be properly secured and shall have in day time a red flag and during darkness a red light attached to the extremities of such projecting load.

13.23.7 Vehicle lights shall be switched on at all times when entering all ArcelorMittal South Africa premises.

13.23.8 Contractor's vehicles shall not park inside buildings, unless approval has been obtained from the ArcelorMittal South Africa's responsible person.

13.23.9 No person shall be carried, cause or permit any other person to be carried in or on the bucket of a front-end loader, a back- actor, an excavator, the bin of a dumper, the body of a tipper truck, the forks of a fork-lift or any similar operative fitting of any vehicle or self-propelled mobile machine.

13.23.10 **Loading activities with lifting machine (e.g. mobile crane, overhead crane, forklift, etc.):** The wheels of heavy vehicles shall be chocked on both sides when parked. Remember to activate the handbrake. Remove the key from the ignition when the driver exits the vehicle. Whilst loading, the driver is not to be in the cab of the truck or on the trailer deck. The driver must wait in the designated waiting area.

13.23.11 Mobile equipment and heavy earth moving equipment: They cannot stop in short distances. Keep a safe following distance when driving or stopping behind large earth moving vehicles and heavy trucks

13.23.12 Keep three metres away or at least the height of the mast of the forklift whichever is the furthest. Keep three metres away from the rail track.

13.23.13 Contractor vehicles entering the ArcelorMittal South Africa's premises/workplace shall display the company name/logo and telephone number on the front doors of the vehicles.

Note:

a. The contractor shall ensure that all his vehicles are insured, at least, for third party risks.
b. Seat belts shall always be worn (all vehicles, trucks, forklifts, etc.). All contractor vehicles, which carry passengers, shall have enough seats for the maximum number of personnel being transported. Under no circumstances will persons be allowed to travel on a vehicle without sitting in a fixed seat with a seat belt.

13.24 WELDING, FLAME CUTTING, SOLDERING AND SIMILAR WORK (HOT WORK)

Refer to the following ArcelorMittal South Africa procedures for more detail:

- AMSASHE00006 – AMSA gas hazardous procedure
- AMSASHE00029 – AMSA gas storage and gas cylinder procedure
- AMSASHE00025 – AMSA permit to work procedure
- AMSASHE00030 – AMSA hot work procedure

13.24.1 Refer to gas cylinders (Point 13.3) and SANS 10238 (Welding and thermal cutting processes – Health and Safety).

13.24.2 Welding equipment, machines, cables and other apparatus shall be so situated that they do not present a hazard to personnel in passageways or on stairways. Good housekeeping shall always be maintained.

13.24.3 Ensure that equipment such as welding torches, manifolds, regulators, pressure-reducing valves, welding machines, electrode holders and PPE is used for its intended purpose only.

13.24.4 All cutting and welding equipment shall be maintained in good working order and inspected monthly and when found to be defective (incapable of reliable safe operation), shall be promptly repaired or withdrawn from service.

Note: The above does not preclude users of welding and cutting equipment from carrying out normal inspections in terms of general precautions.

13.24.5 No cutting and welding shall be carried out unless the atmosphere is non-flammable and any combustibles or easily vaporised chemical agents have been removed away or protected from possible ignition or heating. When cutting and welding is carried out near combustibles, non-flammable guards shall be used to protect combustibles from heat, spatter, and chipped slag. Welding operators, helpers and personnel viewing the arc area shall be provided with helmets or hand shields fitted with the appropriated filter.

13.24.6 All gas welding and flame cutting equipment shall be left in a safe position well away from any area where they are likely to be struck, cause an obstruction, or be affected by excessive temperature.

13.24.7 The contractor shall ensure that when gas cylinders must be hoisted or lowered to the work area, a proper cage will be used approved by ArcelorMittal South Africa (see Points 13.3.10 and 13.3.11).

13.24.8 The contractor employees undertaking arc welding shall use a suitable non-combustible or flame-resistant screen or shields to protect anyone from the radiant energy and splatter of cutting and welding arcs.

13.24.9 Ensure that the correct fire protection and fire extinguishing equipment is properly located on site and that the hot work authorisation procedure is followed. Fire extinguishers must be fitted to trolleys. If trolleys are not used, fire extinguishers will be placed close to the work area. In the case of highly flammable material a watch person shall be always present.
Note: To prevent any possible fire, no contractor shall permit any person or employee to undertake any welding operation without permission from the ArcelorMittal South Africa responsible person. No welding shall be undertaken on the structures or columns of any building at ArcelorMittal South Africa unless approval has been obtained from the ArcelorMittal South Africa responsible person.

13.25 WORK IN WATER OR UNDERWATER

Underwater diving work shall only be carried out on the ArcelorMittal South Africa premises/workplace with written permission from the ArcelorMittal South Africa responsible person as well as ArcelorMittal South Africa's Safety Department.

14 HOUSEKEEPING

Practice good housekeeping principles: Good housekeeping means a place for everything and everything in its place. Housekeeping practices are applicable to all lockers, shelves, cupboards in offices, tearoom, changing rooms, workshops, stacking and storage areas, etc. Contractors will maintain a high level of housekeeping. Keep rubbish and loose objects clear of the floor and walkway areas. If you see anything lying on floors, stairways, passages that could cause people to trip and fall, pick it up and put in a safe place. Do not wait for someone else to move it.

14.1 WASTE MANAGEMENT GUIDELINES ON PREMISES/ WORKPLACE

14.1.1 All ArcelorMittal South Africa's sites have specific Waste management (handling and disposal) procedures. Contractors must familiarise themselves with such procedures and always adhere to it.

14.1.2 Spillages of chemicals, lubricants such as oil and grease, products, waste, and raw materials must be reported to ArcelorMittal South Africa and cleaned up. Ensure that no process effluent, soapy water or oil is pumped or dumped into the storm water drains.

14.1.3 Do not litter. Illegal or unauthorised dumping of waste or any material will be followed up.

14.1.4 The contractor shall not allow scrap and refuse arising from its operations on the site to accumulate anywhere or to be stored on the premises.

14.1.5 All waste areas should be clearly indicated. Containers for multiple wastes should also be clearly marked.

14.2 REMOVAL OF REDUNDANT CABLING

14.2.1 All redundant cables shall be considered as being "**LIVE".**

14.2.2 All redundant cables to be removed shall be identified and marked by ArcelorMittal South Africa and the contractor. Supply voltages to be considered when identifying and marking these cables.

14.2.3 Cables shall not be cut in a cable rack. Cables shall only be cut on the floor, once the contractor has certified the said cables as being safe.

14.2.4 Cables shall be certified safe as follows by the contractor:

- 3.3 kV and 11 kV cables shall be spiked: and
- 380 V and less, cables shall be tested with a multi-meter.

The contractor is to ensure that a cable removal procedure is compiled and accepted by all the contractor's employees involved with the removal of the redundant cables.

15 NON-CONFORMANCE MANAGEMENT

15.1 In failure of rectifying non-conformances or based on the seriousness (history of similar repeat offence, business risk), the ArcelorMittal South Africa responsible person must register a SHEQ and commercial related non-conformances on SAP. The non-conformance will be automatically directed to all role players. Vendor Management will evaluate complaints and forward it to the relevant contractor to follow up.

15.2 Non-conformances requests (NCRs)

- NCRs can result in work stoppages and possible expulsion from site.
- NCRs may have a negative impact on future contract awards.
- In respect of Life Saving Golden Rules, the penalties as listed in Section 15.3 will apply.
- Includes, but is not limited to compliance in terms of ArcelorMittal South Africa specifications, contractual and legislative requirements.

16 CONSEQUENCE MANAGEMENT

16.1 Principal contractors and sub-contractors are required to address contravention of health and safety rules and specifications in line with relevant labour legislation and/or disciplinary codes and principles.

16.2 AMSA reserves the right to revoke access to any contractor for transgressions which in its view is justified.

16.3 In the event of a violation of a Life Saving Golden Rule noticed by ArcelorMittal South Africa, the ArcelorMittal South Africa disciplinary guidelines should be followed. (Also refer to Section 15 – Non-conformance management).

Life Saving Golden Rules

Respect them to stay alive

ArcelorMittal

1. I work in a "fit and "able" condition

Consequences of violations

Intoxicating Substances
- 1st = FWW and 14 Days suspension without pay
- 2nd = Dismissal if found guilty

Sleeping At Work
- 1st = FWW, Aggravating if someone's life is at risk = Dismissal
- 2nd = Dismissal if found guilty

2. I use fall prevention or protection when the risk of falling is beyond 1.8 m

Consequences of violations

Dismissal if found guilty

3. I follow the isolation procedure

Consequences of violations

Dismissal if found guilty

4. I follow the confined space procedure

Consequences of violations

Dismissal if found guilty

5. I respect all rules of load handling and never stand under a suspended load

Consequences of violations

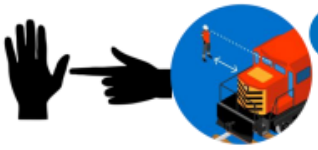
Dismissal if found guilty

6. I respect all traffic and driving rules

Consequences of violations

For traffic violations:
- 1st = 3 month driving suspension
- 2nd = FWW. 3rd = dismissal

7. I respect rail priority and stay out of close clearance areas



Consequences of violations

Dismissal if found guilty

8. I respect the rules for entering and working in hazardous gas areas

Consequences of violations

Dismissal if found guilty

9. I never disable safety devices

Consequences of violations

Dismissal if found guilty

10. I respect all the H&S rules, standards and signals and I wear the required PPE

Consequences of violations

PPE
- 1st = FWW (not wearing appropriate PPE as required by the area.)
- 2nd = Dismissal if found guilty

17 REVISION DETAIL

Version no	Date	Reason for revision
00	Apr 2016	• CORP SHE 0002 received an AMSA SHE number. Some annexures revised.
01	Mar 2017	• Alignment with revised Construction Regulation 2014. • New Contractor management templates (replacement of annexures). • Revised H&S file index.
02	Aug 2017	• **Point 1:** New barricading guidelines (AMSA SHE 00061) • **Point 4.1 Contractor management steps:** Change headings of Step 2 to tender or enquiry preparation and Step 3 to Tender adjudication and contract award. Change content of table. • **Point 6.2:** Retention period for H&S file: 24 months. • **Point** 7.4.4: The company's goal is to become a tobacco/smoke free company by 1January 2018. It means all AMSA production facilities and properties to be declared smoke free zones from January 2018. • **Point 10.**2.3: Emergency drill requirements • **Point 12.8:** Synthetic hair to be removed before entering the plant or flame-resistant beanie to be worn under the hard hat with a chin strap to ensure proper fitment. All long hair also to be covered with a flame-resistant beanie to prevent injuries near moving machinery and equipment. • **Annexures:** Revised Template CM04, CM06, CM07 and new templates CM12-CM21.
03	Feb 2022	• Revision period expired. • Point 1: Changes made to AMSA FPS reference documents. • Point 3: Changes made to the following the AMSA interpretation of an Agent, Client, and Contractor. • Point 4: (Overview – 6 Steps) – (Step 2: Documents that must form part of the RFQ document. Step 3: Documents to be signed, before starting with project and Step 4.3: Site establishment meeting) • Remove custodian as AMSA do not have custodians anymore. AMSA responsible person (Task initiator) will be responsible for this function. <u>Template changes</u>: • CM00 – List of contractor management templates (Changed versions of templates and reasons for revision) • CM01 – List of AMSA FPS procedures (Update list and removed revision periods and added links to the latest index with revision date and AMSA FPS procedures) • CM02 – RFQ Health and Safety specification (Document to be completed during the tender process) • CM03 – First meeting with contractor (Health and Safety specification) (Meeting to be held after the contractor has received the purchase order) • CM04 – Site establishment meeting (Construction regulation 3 – Application for construction work permit only applies to Projects and remove custodian) • CM05 – Health and Safety file index with signatures for approval of file (3a – add Section 37.2 agreement for sub-contractors and 3b – add purchase order) • CM06 – Health and safety file index with guidelines (Changes made to the minimum members who need to attend the Site establishment meeting) • CM07 – Health and Safety file audit report (3a – add Section 37.2 agreement for sub-contractors and 3b – add purchase order) • CM10 – Project PPE cost (Only SpiderWeb Gecho Plus safety harness, applicable SpiderWeb lanyard and/or fall arrest block may be used) • CM11 – Motivation memo to utilize sub-standard vendor (Changed authorization by Site Group Manager to Business Unit Executive/Senior Manager) • CM21 – Site establishment steps (process flow for the contractor (Step 4 – Medical fitness to be done at the AMSA Medical station)

04	Sep 2023	• Remove AMSA Cardinal Rules from the procedure. • Point 1 – Related legislation and documentation: AMSASAFETYST015 – Life Saving Golden Rules (Refer to the AMSA LSGR toolbox talks 9 – 33 being uploaded onto the Vendor portal) and add hyperlinks to the Fatality Prevention Standards (Toolbox talks). • Point 3 – Definitions: Add Electrical Safety and Life Saving Golden Rules and made changes to the H&S representative, H&S committee and Medical certificate of fitness definitions. Point 4 – Contractor management overview (in practice) – Add process flow (6 Steps) Point 5 – Contractors SHE system (Health and Safety file): Changes made to Point 5.2, 6.3.3 and 6.3.4. Point 7.4 – General rules on sites • Point 7.4.1 - Remove AMSA Cardinal Rules and replace with Life Saving Golden Rules. • Point 7.4.2 – Violation of Life Saving Golden Rules: Add the 10 Life Saving Golden Rules. Point 8 – Medical fitness (certificates): Changes made to Point 8.1 and 8.3. Point 9.3 – Competencies (job specific): Changes made to Point 9.3.3 – Task observations. Point 9.4 – Method statement (Newly added) Point 10.3 – First aid and first-aid boxes: Changes made to Point 10.3.2. Point 11.4 – Barricading: Changes made to the barricading types allowed within AMSA. Point 12.15 – Synthetic hair: Changes made to the wearing of beanies. Point 13.5 – Electrical: Changes made to ensure alignment with the new FPS protocol standard for Electrical safety. Point 13.6 – Electrical safety: Changes made to flexible or trailing cables and extension leads. Point 13.15 – Working on heights and elevated positions: Changes made to the type of harness and lanyards to be used within AMSA and the SAQA training unit standards for roof workers. Changes also being made in Point 13.15.4 – Working on roofs and Point 13.15.6 – Ladders. Point 15 – Non-Conformance management • Point 15.2 – Change Cardinal Rules to Life Saving Golden Rules. Point 16 – Consequence management • Point 16.3 – Remove AMSA Cardinal Rules and replace with Life Saving Golden Rules. • All the Contractor management templates (CM00 to CM21) were revised to ensure alignment and a better understanding of what is expected from the AMSA responsible persons and contractors.
05	Oct 2024	<u>Changes made to</u>: • Refer to the Mine Health and Safety Act 29 of 1996 and its regulations (TZ-FPS-MW-0008) – Contractor Management procedure for Thabazimbi Iron Ore Mine. • Procedure revised to ensure alignment with the new Electronic Safety file system (SHEQhub) being implemented within AMSA. • Paragraph 1: Related legislation and documentation Add new procedure (AMSASHE00149) – AMSA procedure and rules related to the Electronic Safety file system (SHEQhub) • Paragraph 2: Introduction and purpose of this procedure Refer to the Mine Health and Safety Act 29 of 1996 and its regulations (TZ-FPS-MW-0008) • Paragraph 3: Definitions - Health and Safety file definition changed - Mine Health and Safety Act 29 of 1996 and its regulations has been added. • Paragraph 5: Contractor SHE system (Health and Safety file) • Paragraph 6: Site establishment meeting Revised to ensure alignment with the new Electronic Safety file system (SHEQhub) • Paragraph 13.15: Working on heights and elevated positions Changes made to the standardized makes of safety harnesses, lanyards and fall arrest blocks which may be used within AMSA • Contractor management template changes made: Templates CM01, CM04 and CM09 have been revised. Templates CM03, CM04-1, CM05, CM06, CM07, CM12, CM13, CM14, CM16-19 and CM21 have been removed. Template CM22 (New) – Document compliance – Electronic Safety file system (SHEQhub)

ArcelorMittal South Africa

Contractor management templates

Refer to the Hyperlink below for the all the ArcelorMittal South Africa contractor management templates which are available on the Vendor Portal: *(Select the Safety folder)*
ArcelorMittal South Africa Vendor Portal - Home (sharepoint.com)

Template number	Version	Description
CM00	04	List of AMSA FPS procedures
CM01	15	List of AMSA FPS procedures
CM02	03	RFQ - Health and Safety specification
CM04	04	Site establishment meeting
CM08	02	Less than 30 days audit
CM09	03	30 days monitoring audit
CM10	03	Project SHE cost
CM11	02	Motivation for utilizing a sub-standard vendor
CM15-A	02	Job specific competency matrix
CM15-B	02	Job specific competency matrix
CM20	02	List of legal appointments as required by the Construction Regulations - 2014
CM22	00	Document compliance – Electronic Safety File System (SHEQhub)

ArcelorMittal South Africa

List of contractor management templates

ArcelorMittal

Revision date		26 September 2024	
Template number	**Version**	**Description**	**Reason for revision**
CM01	15	List of AMSA FPS procedures	• Update list of AMSA FPS procedures. • Add the new AMSASHE00149 – AMSA procedure and rules related to the Electronic Safety File System (SHEQhub) to the list.
CM02	03	RFQ - Health and Safety specification	
CM04	04	Site establishment meeting	• Revised to ensure alignment with the new AMSA Electronic Safety File System (SHEQhub). • Annexure CM04-1: Declaration for tools, competencies, licenses, accreditation, medical fitness and PPE has been cancelled. It is now included in the new AMSA Electronic Safety File System (SHEQhub). • New Vehicles and driving requirements have been added.
CM08	02	Less than 30 days audit	
CM09	03	30 days monitoring audit	Only one audit per contractor can now be done on the template and not more than one contractor as previously.
CM10	03	Project SHE cost	
CM11	02	Motivation for utilizing a sub-standard vendor	
CM15-A	02	Job specific competency matrix	
CM15-B	02	Job specific competency matrix	
CM20	02	List of legal appointments as required by the Construction Regulations - 2014	
CM22	00	Document compliance - Electronic Safety File System (SHEQhub)	New

ArcelorMittal South Africa

List of AMSA FPS procedures

Template CM01 (version 15)

Important:

- **For AMSA Responsible persons**: Refer to the link below for the AMSA FPS Index, procedures and Toolbox talks:
  - AMSA FPS procedure index which include the latest versions to be used:
    AMSA FPS procedures - Index
  - AMSA FPS procedures: *(Select Safety)*
    AMSA FPS procedures (Select Safety)
  - AMSA FPS Toolbox talks:
    AMSA FPS Toolbox talks per FPS protocol standard
- **For Contractors**: Refer to the link below for the AMSA FPS procedures and Toolbox talks: *(Select the Safety folder)*
  ArcelorMittal South Africa Vendor Portal - Home (sharepoint.com)

Description	Procedure number	Applicable
Isolation		
AMSA Lockout procedure	AMSASHE00022	
Electrical safety		
AMSA Electrical safety policy	AMSASHE00062	
Permit to work		
AMSA Permit to work	AMSASHE00025	
AMSA Hot work procedure	AMSASHE00030	
Confined spaces		
AMSA Confined spaces procedure	AMSASHE00003	
AMSA Dangerous and toxic gases procedure	AMSASHE00011	
AMSA Ventilation procedure	AMSASHE00012	
AMSA Atmospheric tester procedure	AMSASHE00013	
AMSA Manholes and similar spaces procedure	AMSASHE00014	
AMSA Gas monitor user procedure	AMSASHE00028	
AMSA Chlorine handling procedure	AMSASHE00031	

Gas hazardous areas		
AMSA Gas hazardous procedure	AMSASHE00006	
AMSA Dangerous and toxic gases procedure	AMSASHE00011	
AMSA Ventilation procedure	AMSASHE00012	
AMSA Atmospheric tester procedure	AMSASHE00013	
AMSA Manholes and similar spaces procedure	AMSASHE00014	
AMSA Hazardous location procedure	AMSASHE00017	
AMSA Gas monitor procedure	AMSASHE00028	
AMSA Gas storage and gas cylinder procedure	AMSASHE00029	
AMSA Hot work procedure	AMSASHE00030	
AMSA Chlorine handling procedure	AMSASHE00031	
AMSA Dräger PAC 7000 CO test procedure	AMSASHE00032	
Working at heights		
AMSA Working at heights procedure	AMSASHE00018	
AMSA Safety harness procedure	AMSASHE00019	
AMSA Safe use of ladders procedure	AMSASHE00033	
AMSA Scaffolding procedure	AMSASHE00035	
AMSA Access to elevated positions procedure	AMSASHE00037	
AMSA Platform inspections procedure	AMSASHE00038	
AMSA Working on roofs procedure	AMSASHE00039	
AMSA Handrail test procedure as anchoring points	AMSASHE00040	
AMSA Lifeline design procedure	AMSASHE00041	
AMSA Barricading procedure	AMSASHE00061	
Rail safety		
AMSA Rail safety procedure	AMSASHE00081	

Vehicles and driving		
AMSA Vehicles and driving procedure	AMSASHE00036	
AM Group: Vehicles and driving procedure	AMSAFETYST006	
Appendix 1: Discharging of scrap	AMSAFETYST006 (A1)	
Appendix 2: Forklift operations	AMSAFETYST006 (A2)	
Appendix 3: Loading/unloading of trucks	AMSAFETYST006 (A3)	
Appendix 4: Forklift operators checklist	AMSAFETYST006 (A4)	
Appendix 5: Chemical unloading and loading	AMSAFETYST006 (A5)	
Appendix 6: How to avoid crushing by vehicles	AMSAFETYST006 (A6)	
Appendix 7: Wheel loaders in hot conditions	AMSAFETYST006 (A7)	
Appendix 8: Slag pot carriers for Steelmaking	AMSAFETYST006 (A8)	
AM Group: Minimum safety instructions for cargo securing	AMSAFETYST018	
Cranes and lifting		
AMSA COP for lifting tackle and hoists	AMSASHE00072	
AMSA Cranes and lifting procedure	AMSASHE00073	
Incident investigation		
AMSA Safety metrics – reporting guidelines	AMSASHE00064	
AMSA Reporting major incidents or issues	AMSASHE00066	
AMSA Incident investigation guidelines	AMSASHE00068	
AMSA Practical guide for Health and Safety incident investigations	AMSASHE00143	
Contractor management		
AMSA SHE contractor requirements and expectations	AMSASHE00084	
AMSA procedure and rules related to the Electronic Safety File System (SHEQhub)	AMSASHE00149	
Emergency preparedness		
Site/Business Unit/Plant specific Emergency procedure		
Hira		
AMSA Hira procedure (including latest Hira and Hira Lite template)	AMSASHE00042	

Environmental		
Site/Business Unit/Plant specific Waste management plan		
General		
AMSA Alcohol and drug testing procedure	AMSASHE00120	
AMSA Smoking policy	AMSASHE00063	
AMSA Cellular phone policy	Poster PS.0435	
AM Life saving golden rules	LSGR Toolbox talks 9 – 33 *(Available on Vendor portal – Refer to link on top)*	
FPS training		
AMSA FPS training model (rules, guidelines and matrix)	AMSASHE00121	

ArcelorMittal South Africa

RFQ - Health and Safety specification

Template CM02 (version 03)

Note: Document to be completed during the tender process.

Name of project/task	
Idea number (SMART)	
Plant	
Department	

1. ArcelorMittal Task Initiator / AMSA Responsible person	
Name	
Department	
Designation	

2. Health and safety specifications			
1	Will people be working on or close to moving machinery?	Yes	No
2	Will people be working on elevated positions (working at heights)? If yes, all executers/employees need to go for FPS Working at heights training – AMSASHE00057 (no cost). FPS training needs to be scheduled at the FPS Training department (6 hours).	Yes	No
3	Will people be working on or near overhead cranes?	Yes	No
4	Will people be working under / close to overhead power lines?	Yes	No
5	Will any hazardous substances be used / transported?	Yes	No

6	Will people be working in a gaseous atmosphere? If yes, executers/employees need to go for basic FPS Gas and Confined space training - AMSASHE00052 (no cost) and Permit Receivers for skills FPS Gas and Confined space training – AMSASHE00054 (no cost). FPS training needs to be scheduled at the FPS Training department (6 hours).	Yes	No
6a	Will gas monitors be required? If yes, who will provide it?	Yes	No
7	Will people be working in confined spaces? If yes, executers/employees need to go for basic FPS Gas and Confined space training - AMSASHE00052 (no cost) and Permit Receivers for skills FPS Gas and Confined space training – AMSASHE00054 (no cost). FPS training needs to be scheduled at the FPS Training department (6 hours).	Yes	No
8	Will hot work be done in a confined space? If yes, Hot work permit will be issued.	Yes	No
9	Will people be working in hot metal areas?	Yes	No
10	Will people work in an environment where they will be exposed to extreme temperatures (hot or cold)?	Yes	No
11	Any sources of radiation / lasers?	Yes	No
12	Will traffic (including rail) be an issue during the job execution? If yes, ArcelorMittal South Africa needs to provide a Traffic plan.	Yes	No
13	Will noise, dust, molten splashes impact on the people working in the area? If yes, make sure the correct PPE was identified.	Yes	No
14	Will any other activities be performed in the work area during the same time?	Yes	No
15	Will overhead or mobile cranes be used? If yes, who is responsible for the overhead or mobile crane?	Yes	No
16	Will there be possible hazards with regards to poor lighting?	Yes	No
17	Special PPE requirements for the task/s to be specified/noted.	Yes	No
18	If any Sub contractors are used, a list of the contractor employees (name and surname, ID numbers, etc. shall be supplied on the tender document.	Yes	No
19	It will be required to supply a Health and Safety file as per AMSASHE00084 – AMSA SHE contractor requirements and expectations procedure Refer to template CM06 for the Health and Safety file index with guidelines.	Yes	No
20	Other: None.	Yes	No

ArcelorMittal South Africa

Site Establishment Meeting

Template CM04 (version 04)

Note: Meeting after the contractor received the purchase order

Date of meeting	.
Name of project/task	
Idea number	
Job or task description	
Job or task order	
Plant	
Department	
Contractor	
Category contractor	
Vendor number	

ArcelorMittal Task Initiator	
Name	
Department	
Designation	

No	Information for discussion	Yes	No	NA
WORKING AT HEIGHTS (AMSASHE00018 and AMSASHE00061)				
1	Will people be working on elevated positions (working at heights)?			
2	Will people be working on scaffolding?			
3	Only make use of accredited scaffold builders as approved by AMSA?			
4	Should people take note and barricade floor openings, holes?			
CRANES AND LIFTING (AMSASHE00072 and AMSASHE00073)				
5	Will people be working on or near overhead cranes?			
6	Will mobile cranes be used?			
7	Do all mobile cranes to be used on site have a valid test certificate and will these inspections be completed on a daily pre-use inspection check list?			
8	Will AMSA's overhead cranes be used?			
9	Will any lifting be done (lifting equipment used)? Special requirements for lifting equipment: Only duplex (double layer) webbing slings may be used, no single type. • Has a Risk assessment/HIRA of the lift been completed? • Lift(s) classified as a high or abnormal lift(s)? If yes, then a Rigging study must be performed on the AMSA rigging study format. • **Take note:** ArcelorMittal South Africa rigging study form G.0220-A to be completed for approval by an AMSA responsible person (e.g. Rigging shop).			
10	All lifting equipment is in a good condition and on a register and at least inspected every 3 months?			
ISOLATION AND ELECTRICAL SAFETY (AMSASHE00022 and AMSASHE00062)				
11	Will people be working under or close to overhead power lines?			
12	Are the following being identified that have to be isolated? (Electrical, pressure, steam, pneumatics, nitrogen, air, hot oil, gas and hydraulic systems)			
13	Any sources of radiation and/or lasers?			
14	All hand tools and portable electrical equipment is on a register and inspected daily?			

No	Information for discussion	Yes	No	NA
WORKING IN GAS HAZARDOUS AREAS (AMSASHE00006, AMSASHE00028 and AMSASHE00030)				
15	Will people be working in a gaseous atmosphere?			
16	Will welding, burning or any other hot work be done?			
17	All gas welding, cutting equipment is on a register and inspected daily?			
18	Confirm that gas monitors will be used and it will be on a register and certification of calibration will not be older than 6 months?			
WORKING IN CONFINED SPACE (AMSASHE00003)				
19	Will people be working in confined spaces and will hot work be done in a confined space?			
20	Did you identify underground services, tunnels, etc.?			
HEALTH AND HYGIENE				
21	Will people be working in hot metal areas?			
22	Will people be working in an environment where they will be exposed to extreme temperatures (hot or cold)?			
23	Will noise, dust, molten splashes have an impact on the people working in the area?			
24	Did you inform the principal contractor of the location of the ablution facilities?			
25	Did you identify possible hazards with regards to lighting, heat and ventilation?			
GENERAL				
26	Will any other activities be performed in the work area during the same time?			
27	Do you need to check on the replacement of guards and other safety devices after job completion?			
28	Did you identify stairways, basement and tunnels as part of the task to be performed?			

No	Information for discussion	Yes	No	NA
VEHICLES AND DRIVING (AMSASHE00036)				
29	Will any vehicles and mobile equipment be used for the task to be done?			
30	Confirm that the contractor and all sub-contractors have an inventory of vehicles and equipment to be used on site for the task. Changes in the inventory need to be updated in the safety file.			
31	Confirm that the contractor and all sub-contractors executing the task will perform a documented pre use inspection an all vehicles and mobile equipment to be used on site for the task and that no vehicle or equipment is used if safety equipment is found to be faulty in the inspections being done.			
32	Confirm that the contractor and all sub-contractors have a key control system in place to prevent unauthorized persons from driving and operating vehicles and mobile equipment on site.			
33	Confirm that the vehicles and mobile equipment of the contractor and all sub-contractors executing the task is fitted with the required safety equipment e.g. reverse siren and spotlight, etc. as specified in AMSASHE00036.			
34	Confirm that when a vehicle or mobile equipment is part of the task or process e.g. super sucker or mobile crane that a Risk assessment and HIRA has been completed and communicated to all relevant drivers and operators.			
35	Confirm that the principal contractor and all sub-contractors have an inventory of all their drivers and equipment operators in place which will be driving vehicles and equipment to be used on site for the task. Changes in the inventory to be updated in the Safety file.			
36	Confirm that all vehicle and equipment drivers and operators are in possession of an appropriate driver's license and competency and that the valid driver's license and competency is still valid.			
37	Confirm that the Traffic plan/s of the plants/areas where the task will be done are communicated to all the vehicle drivers and equipment operators of the contractor and all its sub-contractors. If changes in driver's/operators occur, it needs to be updated in the Safety file.			
38	Confirm that AMSASHE00036 is communicated to the principal contractor and all its sub-contractors who will be driving or operating vehicles and mobile equipment on site, including private vehicles.			
EMERGENCY PREPAREDNESS (PLANT SPECIFIC PROCEDURES)				
39	Did you identify and visit the area where the work will be done for safe access?			
40	Did you identify escape routes and emergency assembly points?			
41	Is it required to perform and emergency desktop drill/evacuation drill during the period. (Confined spaces and/or high risk tasks)			

No	Information for discussion	Yes	No	NA
ENVIRONMENTAL MANAGEMENT				
42	Did you explain the housekeeping requirements of AMSA and the Construction Regulations to the contractor?			
43	Did you explain the Waste management system of AMSA to the contractor?			
HAZARD IDENTIFICATION AND RISK ASSESSMENT (AMSASHE00042)				
44	Did you supply the contractor with a copy of the plant/area HIRA, e.g. confined space, etc.?			
45	Task specific HIRA from the contractor uploaded onto the SHEQhub?			
46	Did you identify all bridge crossings, pipe trestle crossings and cabling which can be a hazard during task execution?			
47	Will people be working on or close to moving machinery?			
48	Will any hazardous substances be used and/or transported?			
49	Will any other activities be performed in the work area during the same time?			
50	Ensure that the correct PPE is issued according to the Health and Safety scope and HIRA.			
CONTRACTOR MANAGEMENT (AMSASHE00084)				
51	Agent appointment?			
52	Client appointment CR (1) (k)? (APL FPS 05)			
53	Is a permanent or temporary Safety Officer required on site?			
54	If any sub-contractor/s is used, the principal contractor will link the sub-contractor/s to his/her electronic safety file and he/she will be responsible for the audit to be done on the Safety file.			

LIST ALL THE SUB-CONTRACTORS THAT WILL WORK ON SITE		
55	**Company name**	
	• Vendor no	
	• Contact number at company	
	• Responsible person (Task Supervisor)	
	• Designation	
	• Responsible person (contact number)	
56	**Company name**	
	• Vendor no	
	• Contact number at company	
	• Responsible person (Task Supervisor)	
	• Designation	
	• Responsible person (contact number)	
57	**Company name**	
	• Vendor no	
	• Contact number at company	
	• Responsible person (Task Supervisor)	
	• Designation	
	• Responsible person (contact number)	
58	**Company name**	
	• Vendor no	
	• Contact number at company	
	• Responsible person (Task Supervisor)	
	• Designation	
	• Responsible person (contact number)	

No	Information for discussion	Yes	No
59	**Construction Regulation 3: Application for a Construction Work Permit**		
	• Exceeds 365 days		
	• Will involve more than 3 600 person days of construction work		
	• The tender value limit is grade 7, 8 or 9 of the Construction Industry Development Board (CIDB) grading (this would be the upper limit of grade 7, i.e. 60 million ZAR (SAIOSH_PERMIT_EXEMPTION 2)		
60	**Construction Regulation 4: Notification of construction work**		
	• Excavation work		
	• Working at a height where there is a risk of falling		
	• Demolishing of a structure		
	• Use of explosives to perform construction work		
61	Deliver a file to the medical station for emergency purposes such as hospitalisation of an injured with the following info: • Employee list • Copy of Id's • Employers report (W.Cl.2) First part completed		

Documentation that needs to be provided to the Principal Contractor

No	Description	Yes	No
1	AMSASHE00084 – AMSA SHE contractor requirements and expectations		
2	Plant Area HIRA		
3	Confined space (HIRA)		
4	Plant specific Emergency plan		
5	Vehicles and driving Plan		
6	Permit Receiver (Appointment letter)		
7	Confined Space (Appointment letter)		
8	Permit Receiver (Appointment letter)		
9	List of AMSA FPS procedures required for the task (Template CM01)		

No	Type of permit required (AMSASHE00025)	Yes	No
1	Confined space permit		
2	Hot work permit		
3	Hot work clearance certificate		

No	Training required (AMSASHE00121)	Yes	No
1	**Medical fitness certificate**		
2	**AMSA SHERQ Induction (AMSASHE00027)**		
3	**FPS skills training**		
	• E-Learning		
	• Permit to work		
	• Confined spaces and gas hazardous areas		
	• Area and Task HIRA		
4	**FPS executer training**		
	• Permit to work		
	• Confined spaces and gas hazardous areas		
5	**General training**		
	• Working at heights		
	• Breathing apparatus		
	• Lockout		
	• Plant specific safety induction		

Meeting and audit schedule			
1	Does the contractor need to attend any SHE meetings held by AMSA?	Yes	No
2	Is the project or order duration longer than 30 days? If yes, compulsory audits must be scheduled. (Refer to Template CM09 - 30 days contractor monitoring audit).	Yes	No

Name of meeting and/or audit	Date	Time	Venue/area	By whom

Site Establishment Meeting (Attendance register)

Date:

Project/Task:

Job or task description:

Note: Task initiator (AMSA Responsible person) and the Contractor who has visited the site to identify and verify the hazards as listed on this checklist**.** This checklist is a guide and should not be viewed as a comprehensive checklist. (Refer to AMSASHE00084 – AMSA SHE contractor requirement and expectations)

(Minimum members to attend: Task Initiator, Contractor Task specific Supervisor)

Name	Telephone	E-mail address	Signature

ArcelorMittal South Africa

Less than 30 days audit

Template CM08 (version 02)

Contractor company	
Order number	
Plant and department	
Job or task description	
Contractor Representative	
Task initiator	
AMSA responsible person	
Auditor	
Audit date	
Vendor number	
1 Unsafe behaviours identified	
2 Unsafe conditions identified	

3	Other	Yes	No	N/A
3.1	Have conditions changed since the start of the contract?			
3.2	Is the contractor complying with his/her health and safety plan?			
3.3	Are all contractor employees wearing the correct PPE and is it in good order?			
3.4	Are all contractors' tools and equipment in good condition and on register?			
3.5	Is the housekeeping where the contractor works in good condition?			
3.6	Are all the contractors' lifting tackle and scaffolds inspected and in good order?			
3.7	Daily HIRAs and toolbox talks discussions performed and signed off			

4	Immediate corrective actions

5	Previous audit finding corrected

6	Non-conformance requests		
Non-conformance request (NCR) required:		**Yes**	**No**
Non-conformance request (NCR) number:			
Remarks:			

Signed off Task initiator / auditor	**Name:**	**Signed off by Permit receiver**	**Name:**

Contractor management (30 Days monitoring audit/assessment) Template CM09 (version 03)			
Scope of audit /assessment:	To monitor the compliance of tasks performed by Contractors/Sub contractors and the management of contractors by the ArcelorMittal South Africa responsible person with regards to standards, legislation and FPS protocol standards [every thirty days as per Construction Regulation 5(1)(o)].		
Business unit:			
Department / Plant / Project:		**Date:**	
Audit /assessment team:			

Legend:	
1	**Found in order**
NA	**Not applicable**
NC	**Not checked**
0	**Found not in order**

1. Access and emergency preparedness			
1	**AMSA SHERQ Induction:** Induction training is attended.		0
2	**Continuous HIRA:** Training is attended.		
3	**Plant specific training** is based on area HIRA is received.		
4	**Plant access register:** Register is completed (sign-in and sign-out).		
5	**Entrance access cards:** Workers in confined space and GHA have confined space (orange) and GHA (purple) entrant access cards to sign in and sign out.		
6	**Emergency preparedness:** Know the emergency procedure, evacuation route, assembly point, ambulance point. Know the location of emergency and fire fighting equipment.		
7	**Emergency preparedness:** First aider is recognisable (e.g. sticker on hard hat or tag on jacket) One first aider is appointed for every 10 workers. Content of first aid box is compliant (no expiry items).		
8	**Contractors H&S file:** Checked and found in order.		
		Sub Total:	0

REMARKS

2. Permit to Work			
1	**Relevant permit available on site for** ■ Hot work (cutting and welding) ■ Confined spaces / gas ■ Working on / near rail tracks ■ Working at heights (e.g. roof work)		
2	**Training:** Permit issuer is trained.		
3	**Training:** Permit receiver is trained.		
4	**Permit receiver** is on the job (full time).		
5	**HIRA** is attached to the PTW: All risks have been listed.		
6	**Fall protection plan:** Plan is task specific (heights).		
7	**Paper work**: Permit is thoroughly completed.		
8	**Other permits:** Hot work clearance certificate is issued for hot work in confined space and GHA.		
9	**Other permits:** Confined space permit is issued for all types (class) of confined spaces. Also applicable for excavation more than 1.5m deep.		
10	**Communication**: Team members are well informed. Activities of nearby contractors are considered.		0
	Sub Total:	0	
REMARKS			

3. HIRA			
1	Daily HIRA Lites available on site.		
2	Task specific HIRA is performed on the specific task/s being performed		
3	All hazards are considered / identified.		
4	Type of PPE is described (specified) in HIRA (e.g. leather gloves, FFP2 dust mask).		
5	All team members have signed the HIRA.		0
	Sub Total:	0	
REMARKS			

4. LOCKOUT			
1	Padlocks are uniquely identified and clearly displayed		
2	Danger card displaying all information, correctly completed (at the energy source point)		
3	Lock-out is used at all times to ensure positive lock-out of energy sources.		
4	Lock-out procedure is followed when working next to moving machinery / equipment		
5	Green lockbox with blue cards are used for all team members		
	Sub Total:	0	0
REMARKS			

5. PERSONAL PROTECTIVE EQUIPMENT			
1	**Correct PPE** is worn for the task being performed (as per HIRA). Especially for work in Substations and MCC rooms.		
2	PPE is in **good condition.**		
3	**PPE is** correctly used and/or properly fitted (no illegal modification made such as cable ties around trapeze pouch). Check for loose hanging clothing and lanyards.		
4	PPE on site is **controlled** (not found every where and is properly discarded)		0
5	Workers are trained and competent to use PPE (e.g. safety harness, gas monitor, respirator, etc.).		
6	**Behaviour of users:** Working at heights - always maintain one connection point at all times. Wear chin strap, Adhered to rules and signage (e.g. double hearing protection).		
	Sub Total:	0	
REMARKS			

6. GAS CYLINDERS			
1	**Gas cylinder storage and trolleys:** Signage is displayed		
2	**Gas cylinder storage area:** Conform with AMSA standards (e.g. chained, full and empty containers, gate is locked)		
3	Gas cylinders are secured on trolley.		
4	Cylinders are positively identified.		
5	Hoses and hose connections - in good condition (no jubilee clamps and no leaks).		
6	Gauges and shut off valves are in good working condition.		
7	Fire extinguisher on trolley is in good working condition.		
8	Fire extinguisher is serviced (annually) and inspected (monthly).		
9	Two flash back arrestors (torch and outlet line)		
10	Transportation and lifting of gas cylinders: Upright position, individually chained, cage requirements (lifting lugs are NDT, register, SWL is displayed).		
11	**Behaviour of users:** Safe use of cutting/welding is observed. PPE is correctly fitted. No smoking. Clean-up of waste.		0
	Sub Total:	0	
REMARKS			

7. WORKING AT HEIGHTS			
1	**Access to scaffold is controlled** as per notice at the entrance of ladder (signage - safe for use).		
2	**Scaffold demarcation:** Area around the scaffold is barricaded (45 degrees).		
3	**Compliance to scaffold SANS:** Check compliance as per scaffold safety poster. Contact the Scaffold builder, if not in order (floor not fully boarded, height of guard rails not correct, no toe boards, makeshift devices are used, no ladder, etc.).		
4	**HIRA:** If a scaffold is not built according to the standard specifications, there must be evidence of how to perform the work safely (to be indicated on the HIRA - orange signage).		
5	**Inspections by Scaffold builder:** Maximum every 7 days (or after rain) - check if performed after inclement weather.		
6	**Competencies of Scaffold builder:** Check competency of Scaffold builders (stated details with certificate number).		
7	**Behaviour of users:** Safe use of scaffold is observed. PPE is correctly fitted, use of harness to perform work outside the guard rails, tools, trap door are closed, etc.		
8	**PPE:** Lanyard of safety harness is hooked and hard hat with a chin strap is worn. **Take note:** Work performed outside the scaffold guard rails need a safety harness and hard hat with chin strap.		
9	**Condition of fall protection equipment:** Equipment such as safety harness is inspected. Found in good condition (inspect visual).		
10	**Type of lanyard:** Know which one to choose.		
11	**Training and competencies:** Users of safety harnesses are trained and competent to inspect and use safety harness. Harness is properly fitted. Standing trapeze is tested (prior to use).		
12	**Training and competencies:** Users are competent and in possession of a valid licence (e.g. check competencies for mobile elevated platforms, skyjacks, etc.).		
13	**Demarcation:** Work area around and under the elevated area is barricaded. Falling objects are considered.		
14	**SWL:** SWL is not exceeded (includes the weight of workers, tools, equipment, material, etc.).		
15	**SWL** is indicated on the ladder (sticker on ladder).		
16	**Inventories and inspections**: Ladders are marked and inspected. Unsafe ladders/staircases are marked "Do not use" e.g. with yellow card (do not use).		
17	**Storage:** Ladders, fall protection and prevention equipment are properly stored.		
18	Fall prevention plan is compiled by competent person. Permit is issued for roof work (No camera, no roof work).		
19	**Behaviour of roof workers:** Observe behaviour of workers. Make use of lifelines - maintain one connection point at all times. Use correct fall arrest equipment, etc.		
20	**Observe behaviour of users:** Area is barricaded, correct PPE is worn, overhead clearance, level of work area, work inside guard rails, use handrails, three contact point, ladder is secured, ladder free from oil, access to ladder, etc. Both lanyard tails are connected to a lifeline or same anchor point. Openings are protected or covered.		0
	Sub Total:	0	
REMARKS			

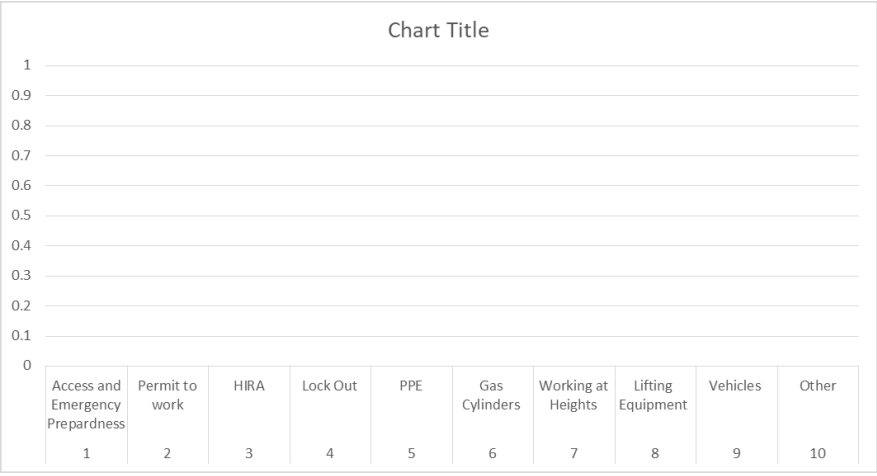
8. LIFTING EQUIPMENT

1	**Lifting tackle and lifting ancillaries** are numbered and identifiable (register). Lifting tackle is inspected.		
2	**Lifting tackle** is in good condition. Defective equipment is removed from service.		
3	**Chain blocks / lever hoists** are numbered and identifiable (register) and inspected. **Make:** Yale, Kito and Vital chain or level hoists are allowed.		
4	**Chain blocks / lever hoists** are in good condition (safety latches are not damaged).		
5	**Lifting tackle and chain hoists:** Good storage and housekeeping principles are followed.		
6	**Mobile cranes:** Lift plan (Rigging study) is available (task specific) and signed off.		
7	**Mobile crane:** Area is barricaded.		
8	**Mobile crane:** Driver has a valid licence.		
9	**Mobile crane:** Maximum SWL is displayed and load test certificate is available.		
10	**Mobile crane:** Crane hook has a safety latch.		
11	**Mobile crane:** Crane inspection is performed (up to date).		
12	**Mobile crane:** Found in good condition (no oil leaks).		
13	**Stacking practices:** Safe stacking practices are followed.		
14	**Behaviour of workers:** Observe behaviour of workers. Keep safe distance from suspended loads, one person is identified for hand signals. Stay away from fix point and load. Hooks are hooked back into top link.		
15	**Observe behaviour of operator:** Area is barricaded, correct PPE is worn, no cell phone use, follow hand signals from one person, etc. Correct application is applied for the lifting action.		0
	Sub Total:	0	
REMARKS			

9. VEHICLES

1	Vehicle and fire extinguisher inspections are performed (up to date).		
2	Vehicles and trailers on site are in **good condition** (check roadworthiness, licence disc and general condition).		
3	**Wheels are chocked** where applicable (during loading activities).		
4	Driver is in possession of a **valid driver licence.**		
5	All seats have a safety belt (which is in good working condition).		
6	**Keys** are controlled (ignition key is removed before leaving the cab).		0
7	No **unauthorised parking** inside the Works. Vehicles are not parked in hazardous / controlled areas or next to railway lines.		
8	Correct procedure is followed for loading of chemicals.		
9	Safe distance is maintained in the vicinity of forklift activities.		
10	**Observe behaviour of driver:** Traffic rules are followed (speed limit, safety belt, head lights switched on, stop at crossings and stop streets, etc.).		
	Sub Total:	0	
REMARKS			

10. OTHER			
1	**Daily toolbox talks and meeting of minutes** have enough detail for awareness.		
2	**Procedures** in use at the workplace: Up to date/controlled and signed for by all executors,		
3	**Inventories:** Tools and equipment are listed for inspection by contractor		
4	**Hand tools**: Inspected and found in good order		
5	**Portable electrical tools and lights:** Inspected and found in good condition.		
6	**Defective equipment:** Damaged equipment are clearly marked/tagged (do not use)		
7	**Obvious hazards are addressed:** ■ **Openings** at floor levels are covered or protected (removable handrails). ■ **Walkways** are clean and free of obstructions and spilled material. ■ **Uneven surfaces** are marked with warning signs. ■ **Slip, trip and fall hazards are mitigate.**		
8	**Reporting of incidents:** Supervisor and workers are familiar with the Works procedure for reporting of incidents (injuries, spillage, fire, medical condition, etc.).		
9	**Smoking rules** are followed (smoking is allowed in designated smoking areas - clearly marked with a sign displaying "SMOKING AREA").		
10	**Safety data Sheets (SDS's)** are available for all HCS and displayed at point of use or available. (Signed for acceptance and understanding by all executors).		
11	**Management of HCS:** Good storage practices are followed. All containers are labelled with product name. No chemicals in cold drink bottles.		
12	Good **housekeeping practices** are followed: A place for everything and everything in its place. Cleaning of site to be performed at the end of day (before leaving the site).		
13	**Facilities:** Kitchen, tea room. change room, toilets are kept clean and tidy.		
14	Workers are not allowed to **use cell phone** while operating moving equipment and working at a manning point. While inside the Works: No walking and talking or walking and texting on cell phone.		
15	**General behaviour of workers:** Tasks are safely performed. Know the waste separation rules. Follow good housekeeping practices,inside and on top of cupboards. Walkways are kept clear. Report near hits.		0
	Sub Total:	0	
REMARKS			



ArcelorMittal South Africa

Project SHE cost

Template CM10 (version 03)

Contractor company	
RFQ / Order number	

#	Specification/standard description	Provided or allowed for			Comments	Resource allocation
		Yes	No	NA		Cost [Rc]
1	SHE Officer (Full/part-time)					
2	SpiderWeb Gecho plus safety harness, applicable SpiderWeb lanyard and/or fall arrest block.				The SpiderWeb Gecho plus safety harness, applicable SpiderWeb lanyard and/or fall arrest block is the only type that may be used within AMSA. (Refer to AMSASHE00018 and AMSASHE00019).	
3	Lifelines comply with (SANS) and AMSASHE00041 – AMSA Lifeline procedure.				Refer to AMSASHE00041 – AMSA Lifeline design procedure.	
4	AMSA specialized PPE as per risk assessments and project requirements such as multi-cell gas monitors per entrant.				Identify specific specialized PPE References for gas monitor requirements: AMSASHE00003 and AMSASHE00006	
5	Other:					
	Training	**Yes**	**No**	**NA**	**Comments**	**Cost [Rc]**
6	AMSA SHERQ induction with Continuous HIRA (4 hours)				Number of employees	
7	Plant specific Induction training (1-3 hours)				Number of employees	
8	Working at heights (All employees where there is a risk of falling - 6 hours)				Number of employees	
9	Isolation and lockout (basic and skills) if applicable.				If applicable: AMSA responsible for lockout	
10	Area/task HIRA skills training for supervisors (1 day)				Number of employees	
11	Permit to work basic (Executors – 2 hours)				Number of employees	
12	Permit to work skills (Supervisors - 2 hours)				Number of employees	
13	Gas and confined space basic (Executors – 6 hours)				Number of employees	
14	Gas and confined space skills Supervisors - 6 hours				Number of employees	

15	Breathing apparatus (4 hours)				Number of employees	
16	Other:					
	Health and Wellness	**Yes**	**No**	**NA**	**Comments**	**Cost [Rc]**
17	Shower facilities					
18	Sanitary facilities					
19	Changing facilities					
20	Sheltered eating areas					
21	Cleaning of site facilities					
	Other	**Yes**	**No**	**NA**	**Comments**	**Cost [Rc]**
22	Spill treatment kits					
23	Contractor will supply security person to control access in and out of the site where necessary					
24	Overalls with logo of company, minimum size of lettering 100 mm					
25	Special requirements for lifting equipment: **Make:** Yale, Kito and Vital chain or level hoists are allowed.					
26	Special requirements for lifting equipment: Only duplex (double layer) webbing slings (not single).					
					Total SHE cost [Rc]	

Note: Project SHE costs to be indicated in rand (R) value.

Special remarks:

Signatures	**Contractor representative**
Name	
Designation	
Signature	
Date	

ArcelorMittal South Africa

Motivation for utilizing a Sub-standard vendor

Template CM11 (version 02)

To	Vendor Management
Company	ArcelorMittal South Africa
Site	
Business Unit	
Department	
Plant	
Date	
Name of contractor	
Approval of Vendor that does not comply with ArcelorMittal South Africa SHE requirements and standards	

1. Background			
2. Motivation			
3. Approval			
General/Senior Manager		**Date**	
Signature			
Note: The Business Unit General/Senior Manager authorizing the use of a vendor that does not comply with the ArcelorMittal South Africa SHE qualification requirements will take full responsibility for the actions of the contractor.			

Job specific competency training matrix for ArcelorMittal South Africa Health and Safety file Template CM15A version 02															
#	ID number	Full names	Job title	Competency:	Competency:	Competency:	Competency:	Competency:	Competency:	Competency:	Competency:	Competency:	Competency:	Competency:	Competency:

Compiled by: Job title:	Date:	Signature:

OR

Job specific competency training matrix for ArcelorMittal South Africa Health and Safety file Template CM15B version 02					
#	ID number	Full names	Job title	List of competencies per person	

Compiled by: Job title:	Date:	Signature:

List of legal appointments as required by the Construction Regulations - 2014

Template CM 20 version 02

#	OHS Act and Construction Regulations	By whom appointed	Appointee	Type of appointment	Guidelines to bear in mind
Employer					
1	Sect. 16(1)	Chief Executive Officer (CEO)	No Appointment	CEO must perform the functions and duties of the Employer.	**Chief Executive Officer (CEO) charged with certain duties** Every Chief Executive Officer shall as far as is reasonably practicable ensure that the duties of his employer as contemplated in this Act, are properly discharged.
2	Sect. 16(2)	Employer Representative	COO	CEO may entrust the functions and duties to any other person under his control.	Without derogating from his responsibility or liability in terms of subsection (1), a Chief Executive Officer may assign any duty contemplated in the said subsection, to any person under his control, which person shall act subject to the control and directions of the Chief Executive Officer.
Manager					
1	Sect. 16(2)	Manager	Manager	The Employer must appoint one or more Managers for the day-to-day management.	Without derogating from his responsibility or liability in terms of subsection (1), a Chief Executive Officer may assign any duty contemplated in the said subsection, to any person under his control, which person shall act subject to the control and directions of the Chief Executive Officer.
2	Sect. 16(2)	Subordinate Manager	Manager	The Manager may appoint one or more Subordinate Managers to assist with control.	Without derogating from his responsibility or liability in terms of subsection (1), a Chief Executive Officer may assign any duty contemplated in the said subsection, to any person under his control, which person shall act subject to the control and directions of the Chief Executive Officer.

#	OHS Act and Construction Regulations	By whom appointed	Appointee	Type of appointment	Guidelines to bear in mind
Specialist					
1	GMR - 2(1)	Engineer	2(1) Appointment	Competent person to be in charge of machinery, if the number of Kw is > 1 200Kw competency must be as defined in GMR – 1(b)(d). ***Must notify the DeL in writing.***	2(1)In order to, ensure that the provisions of the Act and these Regulations in related to machinery are complied with, an employer or user of machinery shall, subject to this regulation, in writing designate a person in a full-time capacity in respect of every premises on or in which machinery is being used.
2	GMR - 2(7)(a)	Subordinate Engineer	2(7)(a) Appointment	Competent persons to assist the Engineer and report to the Engineer.	2(7)(a) An employer or user of machinery may designate one or more competent persons to assist a person designated in terms of sub regulation (1).
3	EIR - 9	Electrical Installation Electrician	EIR 9 Appointment	May appoint an accredited person to certify compliance with EIR.	9.(1)(a) Application for registration as an accredited person shall be made to the Chief Inspector in the form of Annexure 3.
Supervisory					
1	Sect. 8(2)(i)	Supervisor/ Foreman	Supervisor	May appoint one or more competent persons to enforce the provisions of the OHSAct.	
2	GSR - 8	Stacking Supervisor	Stacking Supervisor	A competent person must be appointed to supervise all stacking operations.	
3	GMR – 4(3)	Shifts man/ Subordinate Shifts man	Shifts man	To supervise the use of machinery and to ensure safe use of such machinery.	

#	OHS Act and Construction Regulations	By whom appointed	Appointee	Type of appointment	Guidelines to bear in mind
Employee					
1	Sect. 17	Health and Safety Representative	Health and Safety Representative	In accordance with the OHSAct the Employer must appoint a Health and Safety Representative.	In accordance with the OHSAct the Employer must appoint Health and Safety Representative.
2	Sect. 19(3)	Health and Safety Committee Member	Health and Safety Committee Member	Provides for the appointment of Health and Safety Committee members who are not Health and Safety Representatives.	Provides for the appointment of Health and Safety Committee members who are not Health and Safety Representatives.
3	Sect. 19	Health and Safety Committee Chairperson	Health and Safety Committee Chairperson	The employer and employee representatives must each select a Chairperson for the Health and Safety Committee.	The employer and employee representatives must each elect a Chairperson for the Health and Safety Committee.
4	GSR – 3(4)	First Aiders	First Aider	Trained persons shall be appointed as First Aiders.	Trained persons shall be appointed as First Aiders.
5	DMR - 18	Crane Operators	Crane Operator	Trained and competent person to operate lifting machinery.	Trained and competent person to operate lifting machinery.
Construction					
1	DMR18	Forklift Operator	Forklift Operator	Trained and competent person to operate lifting machinery.	Trained and competent person to operate lifting machinery.
2	5(1)(k)	Client	Principal contractor	APL Legal 02	Responsible person or Task initiator can sign the appointment Project – Agent or Safety Specialist.
3	5(5)	AMSA Client	Agent	**Compulsory:** Agent appointment according to CR3 (work permit) *AMSA: Use APL LEGAL 01 (registered)* *AMSA: APL FPS 05 (not registered)*	According to the act it stipulates the Client may appoint an Agent to manage the safety on behalf of the Client. This will be a safety person, especially on the bigger projects where it is required that this person should be registered with SACPMP. Note: This should not be an Engineer or Project Manager which from a technical nature could influence the safety on site.
4	5(6)	AMSA Client	Agent	Agent appointment according to CR4 (for construction work). *AMSA: Use APL LEGAL 01 (registered)* *AMSA: APL FPS 05 (not registered)*	Registered with a statutory body to perform Regulation 5 duties approved by the Chief Inspector.

#	OHS Act and Construction Regulations	By whom appointed	Appointee	**Type of appointment**	Guidelines to bear in mind
5	6	Contractor	Designer	**No legal appointment required.**	
6	7(1)(v)	Principal contractor	Sub-contractors (under his supervision)	E.g.37 (2): Sub-contractors to be appointed in writing for the part of the project on the construction site.	Safety file must be approved by the Principal Contractor
7	8(1)	Principal contractor	Construction manager	**Appoint** one full time competent person as the Construction manager.	Full time competent person.
8	8(2)	Principal contractor	Assistant construction manager	**Appoint** one or more Assistant Construction managers for different section of the project.	One or more for different sections without relieving in construction manager position
9	8(5)	Contractor	Health and Safety Officer	**Appoint** full or part time Health and Safety Officer to assist in the control of all Health and Safety related aspects on the site.	Registered with a statutory body.
10	8(7)	Construction manager	Construction supervisor	**Appoint** Construction supervisor responsible for construction activities and Health and Safety compliance.	May not supervise more than one construction site. See CR 8(10).
11	8(8)	Construction manager	Assistant construction supervisor	**Appoint** one or more competent employees for different sections to assist the Construction supervisor. Appointment letter is the same duties as Construction supervisor	
12	9(1)	Contractor	Risk Assessor	**Appoint** competent person to perform risk assessment which form part of the Health and Safety plan (HIRA Facilitator).	
13	10	Contractor	Fall protection plan developer	**No legal appointment required.**	Designate a competent person for the preparation of a Fall prevention plan.
14	11(2)	Owner of structure	**Competent** inspector for structures	**No legal appointment required.**	Inspection of structures is carried out by competent person.
15	12(1)	Contractor	Temporary works designer	**Appoint** designer to design, inspect and approve the erected temporary works on site before use.	
16	12(2)	Contractor	Temporary works supervisor	All temporary works operations are carried out under the supervisor of a competent person **appointed** in writing.	
17	13(1)(a)	Contractor	Excavation supervisor	**Appoint** in writing a competent person to supervise all excavation work.	Excavation work is carried out under the supervision of a competent person.
18	13(2) (k)	Contractor	Excavation supervisor for usage of explosives	**Appoint** competent person to in the use of explosives for excavation	

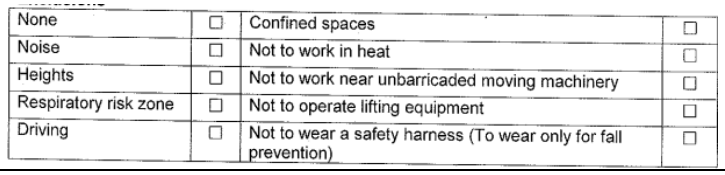
#	OHS Act and Construction Regulations	By whom appointed	Appointee	**Type of appointment**	Guidelines to bear in mind
19	14(1)	Contractor	Demolishing supervisor	**Appoint** competent person to supervise and control all demolition work on site.	
20	16(1)	Contractor	Scaffolding work supervisor	**Appoint** competent person for scaffolding work operations.	The following persons must be competent a) Scaffold erectors b) Team leaders c) Inspectors
21	17(1)	Contractor	Suspended platform supervisor	**Appoint** competent person for suspended platform work operations.	The following persons must be competent a) Suspended platform erectors b) Suspended platform operators c) Suspended platform inspectors
22	18(1) (a)	Contractor	Rope access supervisor	**Appoint** competent person to perform rope access work (rope access supervision) - Boatswain's chair.	Rope access operators are competent and licensed to carry out their work (no appointment in writing).
23	19(8)(a)	Contractor	Material hoist inspector	**Appoint** competent person for inspection of material hoist.	Competent person must have experience pertaining to the erection and maintenance of material hoists.
24	20(1)	Contractor	Bulk mixing plant supervisor	**Appoint** competent person for the operation of a bulk mixing plant (batch plants).	Competent bulk mixing plant operator (no appointment in writing).
25	21(2)(b) and (g)(i)	Contractor	• Hilti gun user • Hilti gun issuer	(b) **Appoint** competent person to clean and examine it daily before use. (g)(i) **Appoint** person for the issuing and controlling of cartridges and nails or studs.	
26		Contractor	Tower crane supervisor	**No legal appointment required.**	Tower cranes are used - designed and erected under the supervision of a competent person with a fitness certificate.
27		Contractor	Construction vehicle and mobile plant operators	**No legal appointment required.**	Competent person is authorized in writing to operate construction vehicles and mobile plant equipment.
28	24(c).	Contractor	Electrical installation supervisor	**Appoint** competent person for the construction site to supervise all temporary electrical installations on the construction site	Authorized operator to inspect electrical machinery.
29	28(a)	Contractor	Stacking and storage supervisor	**Appoint** competent person to supervise the stacking and storage on a construction site	
30	29(h)	Contractor	Firefighting equipment inspector	**Appoint** competent person to inspect firefighting equipment	

ArcelorMittal South Africa

Document compliance Electronic Safety File System (SHEQhub)

Template CM22 (version 00)

Agreement	
Section 37.2 written agreement	• Clear copy of the Section 37.2 written agreement (AMSA agreement signed on the 27th of June 2023). • This document needs to be signed by both parties (ArcelorMittal South Africa Vendor Management and the Principal contractor). • Principal contractor must read and understand the document. • Make sure that all the applicable fields have been completed.
Section 37.2 agreement (Sub-contractors)	• Service agreement between the Principal contractor and his/her Sub-contractor. • If there is an agreement between the two parties, then there must be a Sub-contractors Electronic Safety file which needs to comply with all legal and AMSA requirements.
Technical and SHE scope as defined in the RFQ (CM02 – Health and Safety specification)	• CM02 – Health and Safety specification must be completed during the tender process and needs to be submitted by the AMSA Task initiator in the tender process as part of the tender documents being submitted to the contractors. • The scope of work is important for Contactor management as the Health and Safety plan must be compiled from the technical scope and Health and Health and Safety specifications.
Purchase order	• Copy of the purchase order. (It should not include any commercial or other sensitive contractual information).
Letter of Good Standing	• Letter of Good Standing must be valid for the duration of the work to be done on site. Action must be taken before the expiry date.

<table>
<tr><th colspan="2">Medical fitness and training</th></tr>
<tr><td>Identification Document</td><td>• Copy of a valid ID.
• No expired temporary ID’s will be accepted.</td></tr>
<tr><td>Medical fitness certificates</td><td>• Only approved Medical fitness certificates by AMSA will be accepted. (No lung function and x-rays)
• If it is not done by AMSA, it must be approved by the AMSA Medical station.
• All restrictions must be declared on the system.
 
<table>
<tr><td>None</td><td>☐</td><td>Confined spaces</td><td>☐</td></tr>
<tr><td>Noise</td><td>☐</td><td>Not to work in heat</td><td>☐</td></tr>
<tr><td>Heights</td><td>☐</td><td>Not to work near unbarricaded moving machinery</td><td>☐</td></tr>
<tr><td>Respiratory risk zone</td><td>☐</td><td>Not to operate lifting equipment</td><td>☐</td></tr>
<tr><td>Driving</td><td>☐</td><td>Not to wear a safety harness (To wear only for fall prevention)</td><td>☐</td></tr>
</table></td></tr>
<tr><td>AMSA SHERQ induction</td><td>• Proof of training (attendance registers) must be uploaded.
• Highlight the person’s name on the attendance register.
• E-learning AMSA SHERQ Induction done by the Permit receiver will be accepted as valid training.</td></tr>
<tr><td>Competency letter</td><td>• Contractor to confirm (declaration) that all employees are medically fit, competent and in possession of all relevant licenses or training, in writing. Accreditation will be maintained while on site.
• All applicable training must form part of the competency letter, e.g. for a Welder, his/her red seal training and proof that he/she was tested as a Welder need to be uploaded as proof.</td></tr>
</table>

Fatality Prevention Standards (FPS training) – Permit Receiver Note: The Safety Officer must complete all the skills training	
Permit to Work Skills (Online theory)	• Attendance registers to be attached and name of person highlighted on register.
Permit to Work Skills (Practical)	• Attendance Registers to be attached and name of person highlighted on register
Gas and Confined Space Skills (Online Theory)	• Attendance Registers to be attached and name of person highlighted on register
Gas and Confined Space Skills (Practical)	• Attendance Registers to be attached and name of person highlighted on register

Area and Task HIRA	• Attendance Registers to be attached and name of person highlighted on register • If the contractor does not use the templates of AMSA for Area and Task HIRA, they must give proof of HIRA training (Please start using AMSA templates)
Plant Specific Induction	**Make sure that you have uploaded the Plant Specific Induction training proof under the correct Business Unit (Marked in green)** **Central Services** 1. Business Strategy 2. Chief Executive office 3. Commercial 4. Communication and Investor Relations 5. CTO 6. Finance 7. Central Council and CoSec 8. Global Assurance 9. Human Resources and Transformation 10. Information Management 11. Procurement 12. Safety and Health Services 13. Security and Investigations **Flat Products** 1. Steelmaking 2. Hot Rolling 3. Cold Rolling 4. Quality Management 5. Supply Chain Management **Hot Rolling** 1. Hot Strip Mill 2. Plate Mill and PTP **Cold Rolling** 1. Black Plate, Cold Mills North 2. Coating, Cold Mills North 3. Black Plate, Cold Mills South 4. Coating, Cold Mills South 5. Mill Roll Supply, Cold Mills North 6. Mill Roll Supply, Cold Mills South **Long Products – Downstream (Newcastle)** 1. Billet Mill 2. Medium Mill 3. Rod Mill 4. Bar Mill 5. Steelmaking 6. Quality Management 7. Finishing and Dispatch

	Long Products (Gauteng) – Vereeniging, Witbank & Pretoria 1. Leeuwkuil Mill 2. TUFOR (Tubular and Forge) 3. Quality Management 4. ArcelorMittal Rail and Structures (AMRAS) 5. Special Profiles (Pretoria) **Iron Making** 1. Blast Furnace (Vanderbijlpark) 2. Blast Furnace (Newcastle) 3. Sinter Plant (Vanderbijlpark) 4. Sinter Plant (Newcastle) 5. Raw Materials Handling (RMH) (Vanderbijlpark) 6. Direct Reduction (Vanderbijlpark) 7. Materials Handling (Vanderbijlpark) 8. Materials Handling (Newcastle) **Coke Making** 1. Coke Making (Vanderbijlpark) 2. Coke Making (Newcastle) 3. Tar Plant (Vanderbijlpark) **Core Support Services** 1. Infrastructure (Vanderbijlpark) 2. Infrastructure (Newcastle) 3. Workshops (Vanderbijlpark) 4. Lifting Maintenance (Vanderbijlpark) 5. Lifting Maintenance and Workshops (Newcastle) 6. Maintenance Execution (Vanderbijlpark) 7. Foundry (Vanderbijlpark) **Thabazimbi** **Saldanha**

Fatality Prevention Standards (FPS training) – Permit Executors	
Permit to work Basic	• Attendance registers as proof of training need to be attached and the name of the person to be highlighted on the register.
Gas and Confined Space Basic	• Attendance registers as proof of training need to be attached and the name of the person to be highlighted on the register.
Plant Specific Induction	**Make sure that you have uploaded the Plant Specific Induction training proof under the correct Business Unit.** **Refer to FPS training for Permit Receivers (Plant Specific Induction) for the list of Business Units**

Fatality Prevention Standards (FPS training) - General	
Working at heights	• Attendance registers as proof of training need to be attached and the name of the person to be highlighted on the register.
Breathing apparatus	• Attendance registers as proof of training need to be attached and the name of the person to be highlighted on the register.
Isolation and lockout	• Only for contractors doing lockout on equipment.
Electrical safety	• Only for persons entering a substation or MCC.

Appointments made by AMSA	
CR 5 (1) (k) Principal contractor	• Appointment made by the Task Initiator or responsible AMSA person for all Service providers.
CR 5 (5) Agent	• Only at Project as required according to CR 5 (5)). This appointment will be made by AMSA.
Permit Receiver	• Training must be verified before the appointment can be made.
Permit Receiver appointment (Confined space areas)	• Training must be verified before the appointment can be made. • Safety Officer cannot be a Permit Receiver. • Permit Receiver cannot perform any task.
Permit Receiver appointment (Gas hazardous areas)	• Training must be verified before the appointment can be made.

Appointment made by the Contractor	
16.1 CEO	• Appointment must be attached.
16.2 Manager - Assistant to CEO	• Appointment must be attached.
8 (2)(i) Supervisor	• Appointment must be attached.
17 SHE Representative	• Appointment and proof of training must be attached.
CR 8(1) Construction Manager	• Appointment must be attached.
CR 8(2) Assistant Construction Manager	• Appointment must be attached.
CR 8(5) Safety Officer	• Appointment and proof of training must be attached.
CR 8(7) Construction Supervisor	• Appointment must be attached.
CR 8(8) Assistant Construction Supervisor	• Appointment must be attached.
CR 9(1) Risk Assessor	• **Compulsory for all contractors** • Appointment and proof of training must be attached
CR 13(1)(a) Excavation Supervisor	• Appointment and proof of training must be attached.
CR 13 (2) Excavation work for use of explosives	• Appointment and proof of training must be attached.
CR 14(1) Demolishing work	• Appointment and proof of training must be attached.
CR 16 (1) Scaffolding Erector/Team Leader/Inspector	• Appointment and proof of training must be attached.
CR 17(1) Suspended Platform Supervisor	• Appointment and proof of training must be attached.

CR 19 (8a) Material Hoist Inspector	• Appointment and proof of training must be attached.
CR 20(1) Bulk Mixing Plant Supervisor	• Appointment and proof of training must be attached.
CR 21(2)(b) and (g)(i) Hilti Gun user and issuer	• Appointment and proof of training must be attached.
CR 24(a)(c) Electrical Installation Supervisor	• Appointment and proof of training must be attached.
CR 28(a) Stacking and storage Supervisor	• Appointment must be attached.
CR 29(h) Firefighting equipment Inspector	• Appointment and proof of training must be attached.
GSR 3: First aider (one First aider for every 10 workers)	• Appointment and proof of training must be attached.
12(1) Temporary work designers	• Appointment and proof of training must be attached.

Communication	

List of AMSA FPS procedures and register	• AMSA list – AMSA FPS procedures [CM01] which are applicable to the specific contractor must be supplied by the AMSA Responsible person to the contractor at the kick-off meeting with the contractor.
	• Acknowledgement for understanding of the FPS related AMSA FPS procedures, applicable to the specific contractor must be available. All contractor employees to sign for acknowledgement and understanding. (Signed attendance registers with the front page to be available in the Health and Safety file. The procedures itself can be filed in a separate file).
	• AMSA FPS Toolbox talks can be used for the communication of all the AMSA FPS procedures as all the critical requirements for each FPS protocol standard has been included into the talks.
	• The latest AMSA FPS procedures and FPS Toolbox talks are uploaded onto the Vendor Management portal. (See link below)
	• For AMSA Responsible persons: Refer to the link below for the AMSA FPS procedures and Toolbox talks:
	  ◦ AMSA FPS procedures: *(Select Safety)* AMSA FPS procedures (Select Safety)
	  ◦ AMSA FPS Toolbox talks: AMSA FPS Toolbox talks per FPS protocol standard
	• For Contractors: Refer to the link below for the AMSA FPS procedures and Toolbox talks: *(Select the Safety folder)*
	• ArcelorMittal South Africa Vendor Portal - Home (sharepoint.com)

AMSASHE00084 (AMSA SHE contractor requirements and expectations) procedure and register	• Latest full version of AMSASHE00084. • All pages to be initiated. • The requirements stipulated in this procedure must be used during the development of the Contractor's Health and Safety plan and Task specific HIRA's. • Proof of acknowledgment of the procedure need to be attached to the AMSASHE00084 procedure.
Contractors Emergency plan/procedure and register	• Contractor's own Emergency plan/procedure. • Must be acknowledged by all employees.
Emergency evacuation drill and register	• For all confined space entry, a formal Emergency drill must be conducted before commencement of work. • Desk top drill to be done for all high-risk tasks before commencement of work. • Attendance registers of the drill being done need to be attached to the drill report. • All contractors must at least attend one Emergency drill per year.
Site/Business Unit and Plant specific Emergency plan/procedure and register	• Only Emergency plans/procedures related to the plant or Business Unit where the contractor will be working e.g., Plate Mill, Blast Furnaces, etc. • Service providers are allowed to use the Vanderbijlpark Works, Vereeniging Works or Newcastle Works Emergency Plan. • Proof of acknowledgement of the plan/procedure must be attached to the Plant specific Emergency plan/procedure.
Contractors Health and Safety Plan and register	• Must be referred to AMSA as the Client. • Proof of acknowledgement of the procedure must be attached to the Health and Safety Plan. • Refer to the AMSASHE00084 procedure. • Stipulated in this plan, the contractor will define his/her Health and Safety Plan system which will include Risk assessments and specific Safe working procedures to mitigate, reduce or control hazards being identified for the specific project/task to be done.
Safe working procedures and register	• Safe working procedures related to the specific project/task to be performed. • Proof of acknowledgement of the procedure must be attached to the procedures.

Plant Area HIRA from AMSA and register	• Plant Area HIRA received from AMSA/the plant must be signed off by the HIRA Facilitator on Page 2. • Plant Area HIRA need to be signed off by the Plant Manager. (Refer to Point 6). • Must be acknowledged by all contractor employees.
Task HIRA and register	• The HIRA must be task specific and if required; be according to the method statement. • Must be acknowledged by all contractor employees.
Fall protection plan and register	• Must be task related. • Must be acknowledged by all contractor employees
Incident reporting procedure and report	• Contractors own Incident reporting procedure. • Incident investigation reports/records. • Attached the WCL2 with the employer's part. (Must be completed and signed).
Other meetings/reports	• Project meeting. • Forum 4 caucus (Level 4) meeting with AMSA. • Contractors Health and Safety Committee meeting.
Vehicles and driving plan	• All contractors must understand the Vehicles and driving traffic plan of the Site and Business Unit where they will be working. • Must be acknowledged by all contractor employees.

Contractor Preparation	
Notification of construction work (CR Annexure 2)	1. Notification of construction work if the intended construction work will be done, include: • Excavation work • Working at a height where there is a risk of falling • Demolishing of a structure • Use of explosives to perform construction work 2. Must be stamped by the Department of Labour in the area where the task will be executed.
Application for Construction work permit (CR Annexure 1)	• Only applicable for Project Management. • *Application for construction work permit only applies to Projects:* – *Exceeds 365 days.* – *Will involve more than 3 600 person days of construction work.* – *The tender value limit is grade 7, 8 or 9 of the Construction Industry Development Board (CIDB) grading (this would be the upper limit of grade 7, i.e. 60*

	million ZAR (SAIOSH_PERMIT_EXEMPTION 2).
Method statement	• Task related for all high risk and significant tasks. **<u>A method statement typically includes the following information</u>**: • Project/task description: A brief overview of the project or task to be undertaken. • Scope: Clearly defined boundaries and limitations of the project or task. • Objectives: Specific goals or outcomes to be achieved. • Sequence of work: A detailed, step-by-step breakdown of the activities and their order of execution. • Resources: Identification of the equipment, tools, materials, and personnel required for the task. • Health and safety considerations: An assessment of potential risks and hazards associated with the task, along with the safety measures and precautions to be taken. • Environmental considerations: Any environmental impact or concerns that need to be addressed during the execution of the task. • Quality control: Procedures and checks to ensure that the work meets the required quality standards. • Testing and inspections: Details of any testing, inspections, or verification procedures that need to be carried out. • Emergency procedures: Instructions on how to respond to emergencies or unforeseen events.
Site Establishment meeting	**Site meeting with principal contractor and sub-contractors** • Contractor responsible person that will work on site must attend this meeting (Construction Manager or Construction Supervisor = Permit receiver). • The site supervisors from the Principal contractor and Sub-contractor will attend the meeting. • The Site establishment meeting is a comprehensive meeting with the contractors to discuss all aspects of work; including the Health and Safety plan. **Minimum members to attend meeting:** • Task initiator (AMSA responsible person) • Permit receiver (Contractor – Construction Managers or Construction Supervisor = Permit receiver) • Principal contractor • Sub-contractor/s • Project Manager for projects (Project Management) **Frequency of Site establishment meetings:** • Capital projects: Once off • Service providers: Annually (to be conducted by the AMSA responsible person) • Day to day contractors: With each Purchase order, by the Task initiator

Daily work compliance (No old documents of previous tasks)	
Daily task specific HIRA	• For first approval: Template of the daily Hira (contractors to start using the AMSA Hira template). • All daily HIRA's need to be uploaded after task completion for tasks shorter than 30 days. • For tasks longer than 30 days: Make sure that all daily HIRA'S for 30 days are being uploaded before the 30 days audit.
Toolbox talks	• For first approval: Need to have a list of all the Safety Toolbox talks that need to be communicated during the task. • All Toolbox talks need to be uploaded after task completion for tasks shorter than 30 days. • For tasks longer than 30 days: Make sure that all Toolbox talks for 30 days are being uploaded before the 30 days audit.
Rigging study (Lift plan)	• Make sure that you upload the Rigging study (Lift plan) as required for the task to be performed.
Task specific observations (plan and observation)	• For first approval: – Task specific observation plan related to the task to be performed. • Upload all completed Task specific observations before the end of the task for short duration tasks (shorter than 30 days). • For tasks long than 30 days: Make sure that all Task specific observations are being uploaded before the 30 days audit.
Tools and equipment inventories and inspection registers, including load test certificates	• For first approval: Need to have a list of all the tools and equipment. • Upload all completed Tools and equipment inspection registers being done, before the end of the task for tasks shorter than 30 days. • For tasks longer than 30 days: Make sure that all completed Tools and equipment inspection registers are being uploaded before the 30 days audit.

Evaluation (Audits)	
30 Days audit (for tasks longer than 30 days)	• First approval: Empty template but must be completed every 30 days. • AMSA must do the audit every 30 days before completion of the task and send the audit report to the contractor within 7 days.
Less than 30 days audit (for tasks shorter than 30 days)	• First approval: Empty template but must be completed after completion of the task, within 30 days. • AMSA must do the audit before completion of the task and send the audit report within 7 days to the contractor.

AMSASHE00084 (version 05) AMSA SHE contractor requirements and expectations	
Name of contractor	
Supervisors	

Attendance list				
	Date	Name	Employee / ID number	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				