

Name of document	AMSA SHE contractor requirements and expectations		
AMSA document number	AMSASHE00084		
Version	06	Revision date (every 6 years)	15 Jul 2032
This document replaces	AMSASHE00083 (ver 05)		
Reason for revision (marked in yellow)	Procedure revised to ensure alignment with the revised AMSAFETYST008 rev 03 – AM Contractor management procedure, FPS protocol standard for Contractor Management and the AM Health and Safety Management Systems Manual (23 May 2025). <u>Changes were made to the following paragraphs:</u> • Paragraph 3 – Introduction • Paragraph 4 – Purpose • Paragraph 5 – General guidelines • Paragraph 6 – Risk classification • Paragraph 7 – Contractors System SHE System (Health and Safety file) • Paragraph 8 – Site establishment • Paragraph 10 – Access control permits or cards to enter the premises/workplace • Paragraph 13 – Medical fitness (certificates) • Paragraph 14 – Training and competencies • Paragraph 16 – Competencies (job specific) • Paragraph 19 – Compensation registration (Letter of good standing) • Paragraph 35 – Working on heights and elevated positions <u>Newly added</u> • Paragraph 51 – Principal contractor and Sub contractor responsibilities		
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	15 Jul 2026	Implementation date	31 Jul 2026
	Name	Date	Signature
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CONTRACTOR MANAGEMENT (TEMPLATES)		
Template	Revision	Description
CM00	04	List of contractor management templates Template CM01 List of AMSA FPS procedures (version 15).doc
CM01	15	List of AMSA FPS procedures Template CM02 RFQ - Health and Safety specification (version 03).doc
CM02	03	RFQ - Health and Safety specification Template CM04 Site Establishment Meeting (version 04).doc
CM04	04	Site establishment meeting Template CM04 Site Establishment Meeting (version 04).doc
CM08	02	Less than 30 days audit Template CM08 Less than 30 days audit (version 02).doc
CM09	03	30 days monitoring audit Template CM09 30 days monitoring audit (version 03).xls
CM10	03	Project, SHE cost Template CM10 Project PPE cost (version 03).doc
CM11	02	Motivation for utilizing a sub-standard vendor Template CM11 Motivation to utilise sub-standard vendor (version 02).doc
CM20	02	List of legal appointments as required by the Construction Regulations – 2014 Template CM20 template CR 2014 appointment list (version 02).docx
CM22	00	Document compliance – Electronic Safety File System (SHEQhub) Template CM20 template CR 2014 appointment list (version 02).docx
Page 49		Attendance register

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 responsibilities regarding the requirements and responsibilities 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
	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
	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 people: Refer to the link below for the AMSA FPS Index, procedures and Toolbox talks: • AMSA FPS procedure index which includes the latest versions to be used: AMSA FPS procedures - Index • AMSA FPS procedures: (<i>Select Safety</i>) 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: (<i>Select the Safety folder</i>) 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. DEFINITIONS

In this document, unless inconsistent with the context, the following words or 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 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, dam, dam, canal, road, 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, CM11, 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 Rules	A set of 10 key behaviours, essential to prevent fatal injuries. They are clear, simple and task-level 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] 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 of 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 contractors 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 contractors 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 contractors 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 details, 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.

3. INTRODUCTION

ArcelorMittal South Africa is committed to provide a safe workplace for employees and contractors. It is the company's belief that sustainable development is central to growth and prosperity. The cooperation of all personnel on site is vital to achievement of this objective.

The intent is to ensure **full alignment with Group requirements** while **retaining the AMSA contractor classification model, terminology, and legal compliance framework**, as required by the AM Group Contractor Health and Safety Management Standard and AM Health and Safety Management Systems Manual.

AMSA Contractor Management Procedure in South Africa ensures compliance with the Occupational Health and Safety (OHS) Act (Act 85 of 1993) and the Mine Health and Safety Act and its Regulations, requiring pre-qualification assessments, site-specific Safety files, SHERQ induction and FPS training.

4. PURPOSE

4.1 The purpose of this procedure is:

- a) Establish a **single, aligned contractor Health & Safety management framework** for ArcelorMittal South Africa.
- b) Ensure **compliance with AM Group Contractor H&S requirements**.
- c) Ensure **full compliance with South Africa legal requirements**, including the Occupational Health and Safety Act (Act 85 of 1993), Construction Regulations and the Mine Health and Safety Act (Act 29 of 1996) and its Regulations.
- d) Maintain the **AMSA contractor classification system and process flow** as agreed.

4.2 To support these objectives, this standard is structured around six key pillars and six supporting functional groups

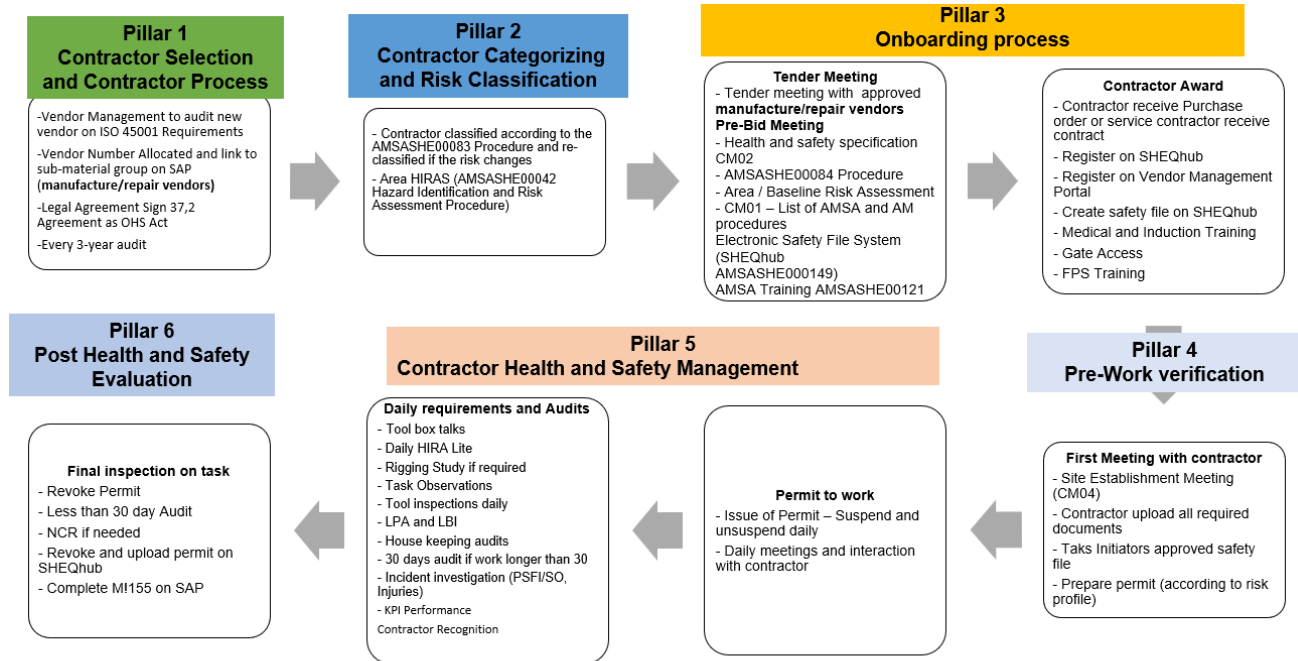
a) Pillars

- (1) Pillar 1 - Selection and contractor process
- (2) Pillar 2 - Contractor categorizing
- (3) Pillar 3 - Contractor on boarding process
- (4) Pillar 4 - Contractor pre-work verification
- (5) Pillar 5 - Contractor Health and Safety Management
- (6) Pillar 6 - Contractor post evaluation
- (7) Roles, responsibilities and governance

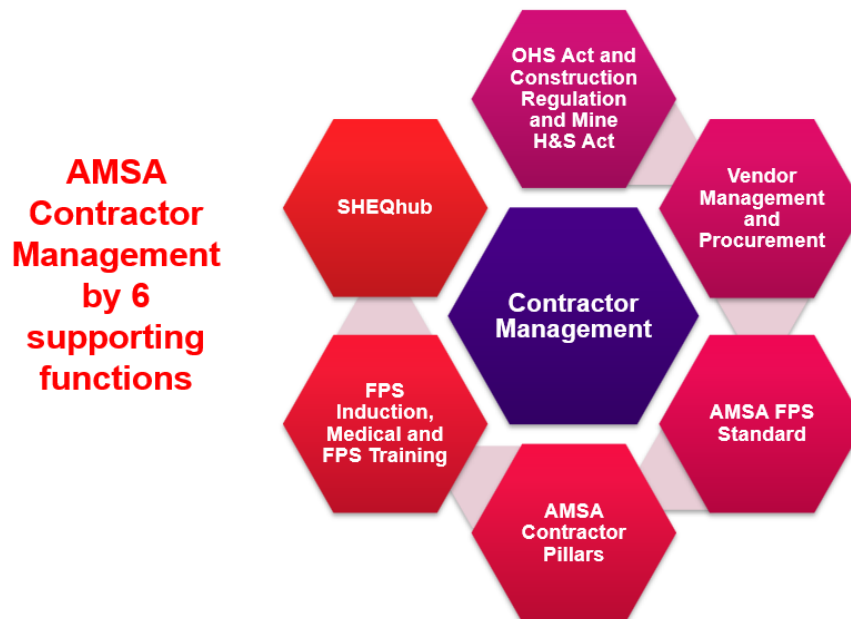
b) Supporting functional groups

- (1) OHS Act and Regulations with a high-level focus on the Construction Regulation, Mine Health and Safety Act and its Regulations
- (2) Vendor Management and Procurement
- (3) AMSA Fatality Prevention Standards
- (4) AMSA Contractor Pillars
- (5) SHERQ Induction training, Life Saving Golden Rules, FPS training and Medical fitness
- (6) SHEQhub – Electronic Safety File System (Managing all the legal and AMSA Contractors management documentation)

4.3 Formal Contractor Management Process Flow



4.4 Supporting Function Group



4.5 Detail of each Pillar is explained in the AMSASHE00083 – AMSA procedure for management of contractors (AMSA) - Refer to added links on the document itself.

4.6 Detail of each Pillar is explained in the AMSASHE00083 – AMSA procedure for management of contractors (Contractor) – Refer to added links on the document itself.

5. GENERAL GUIDELINES

- a) Compliance with Legal and Internal Requirements: Contractors must fully comply with all applicable Occupational Health and Safety Act 83 of 1993 and its regulation and Mine Health and Safety Act and Regulations (Thabazimbi)
- b) Contractor and Subcontractor Accountability: This Standard is not exhaustive and does not relieve contractors of their full legal, contractual, or statutory responsibilities for the Health and Safety of their employees. Contractors remain fully accountable for the effectiveness of their H&S management systems, shall ensure alignment with applicable legal, AMSA requirements, and shall ensure that any subcontractors comply with the same H&S obligations.
- c) Subcontracting Limitations: Generally, subcontracting shall not exceed one level (i.e. a contractor may engage one or more direct subcontractors) For projects, a second level of subcontracting may be tolerated, subject to formal approval by the relevant Senior Project Manager or BU Manager. Any exception shall be formally documented and approved. (See Template CM11)
- d) Contractual Coverage of H&S Requirements: Contracts must clearly define H&S obligations, performance expectations, risk categorization, monitoring requirements, and consequences for non-compliance in his health and safety plan.
- e) All companies performing work on-site, high-risk activities that contributing meaningfully to the overall ArcelorMittal South Africa SHE performance or performing high-risk tasks such as working at heights, confined spaces or in gas hazardous areas or restricted areas or any work where a Permit to Work expected to comply with ISO 45001.

6. RISK CLASSIFICATION

- a) Contractors working within AMSA shall be categorized based on their exposure to H&S hazards and risks. Risk category is determined by the level of exposure and complexity of controls required
- b) The contractor shall be provided with an Area HIRA, completed in accordance with AMSASHE000042: Hazard Identification and Risk Assessment Procedure, prior to the commencement of any high-risk task.

6.1 Contractor type and duration

3 days	<30 days (more than 6 months)	> 6 months
Break down task or short-term task	Short term contractor	• Long term contractor
See AMSASHE00144 – AMSA contractors breakdown and very short duration task procedure	Day to day contractor	• Long term fix contractor • Service provider • Project management

6.2 Contractor Categories

Contractors working within AMSA shall work based on their exposure to H&S hazards and risks. Risk category is determined by the level of exposure and complexity of controls required.

Classification	Contractor group	Risk exposure	Responsible AMSA Person
Category 1	Labour Broker or LDC	High risk	AMSA direct supervisor
Category 2	Project Management	High risk	Project Management / Task Initiator
Category 3	Service Provider	Low	AMSA direct supervisor
Category 3	Service Provider	Medium	AMSA direct supervisor
Category 3	Service Provider	High	AMSA Responsible Person / Task Initiator
Category 3	Long Term Fix Contractor	High	AMSA Responsible Person
Category 3	Day-to- Day Contractor	High	Task Initiator
Category 3	Transport / Logistic Contractor	High	AMSA Responsible Person
Category 4	Suppliers	Low	

6.3 Sub-contractors

Generally, sub-contracting shall not exceed one level (i.e. a contractor may engage one or more direct sub-contractors). For projects, a second level of sub-contractors may be tolerated, subject to formal approval by the relevant Senior Project Manager or General Manager/Senior Manager. Any exception shall be formally documented and approved. (See Template CM11)

7. CONTRACTORS SHE SYSTEM (HEALTH AND SAFETY FILE)

7.1 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.

7.2 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).

7.3 **Contractual Coverage of H&S Requirements:** Contracts must clearly define H&S obligations, performance expectations, risk categorization, monitoring requirements, and consequences for non-compliance in his health and safety plan.

7.4 **All companies (Principal Contractors and Sub-contractors)** performing work on-site, high-risk activities that contributing meaningfully to the overall ArcelorMittal South Africa SHE performance or performing high-risk tasks such as working at heights, confined spaces or in gas hazardous areas or restricted areas or any work where a Permit to Work expected to comply with ISO 45001.

7.5 Principal contractors and Sub-contractors

- Provides a structured approach to ensure adequate communication takes place between ArcelorMittal South Africa, the contractor and contractor employees.
- Ensures that risks, in the method statement, have been assessed by the **Task initiator** and corrective action has been taken to remove or control these risks.
- Ensures that the contract work undertaken by the contractor is effectively controlled by the contractor's responsible person (**CR 8.1 - Contractor Manager**).
- 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.
- Ensures that the contractor's supervisors (CR 8.7) 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 **CR 8.1 or OHS ACT 16.2** appointee 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 for 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.

7.6 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 conducted 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 proof compliance.

8. SITE ESTABLISHMENT

8.1 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 any work.

8.2 Site establishment meeting [use Template CM04]

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

8.3 Contractor's temporary premises/workplace (Site Laydown Area)

- a) 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.
- b) Should the contractor require a telephone line, he/she shall make the necessary arrangements directly with the plant responsible person.
- c) 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:
 - i. Name of the principal (main) contracting company.
 - ii. Project description.
 - iii. Name and telephone number of the appointed contractor's responsible person.
 - iv. Name and telephone number of the ArcelorMittal South Africa responsible person.
 - v. Name and telephone number of the appointed First aider.

- vi. Name and telephone number of the SHE representative.
- vii. Telephone number of the ArcelorMittal South Africa's Emergency services and ambulance point (if applicable).
- d) Flammable materials with Safety data sheets and appropriate signage must be posted. If more than 20 liters of flammable liquid are stored, additional provision must be made according to Section 25 of the Construction Regulations.
- e) Adequate firefighting equipment shall be available.
- f) The contractor shall be responsible for taking all necessary precautions to safeguard his/her premises/workplace from theft and damage.
- g) The cost of ablution facilities, offices and mess rooms required by the contractor, shall be for the contractor's own account.
- h) 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.
- i) The contractor shall keep the premises/workplace clean and tidy for the duration of the contract.

9. ACCESS INTO THE WORKPLACE/PREMISES

9.1 Access and Security

- a) ArcelorMittal South Africa's Protection Services is responsible for the security and control of the movement of persons in the workplace or premises.
- b) 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.
- c) **No firearms** shall be taken into the workplace or premises.
- d) 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.

- 9.2 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.

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

- b) **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.

- 9.3** 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.

- 9.4** 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.



10. ACCESS CONTROL PERMITS OR CARDS TO ENTER THE PREMISES/WORKPLACE

- 10.1** 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.
- 10.2** 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.
- 10.3 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. Life Saving Golden Rules training.**
- f. Copy of driver license and vehicle registration (if vehicle access is required).
- g. Proof of vendor number / order number.
- h. Vanderbijlpark and Saldanha Works: Original deposit slip for access card.

- 10.4** 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.
- 10.5** 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.
- 10.6** 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.
- 10.7** 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.
- 10.8** Contractor employees shall display their ArcelorMittal South Africa permits always on themselves when entering or leaving the premises/workplace.

11. CONTRACTOR'S PROPERTY (MATERIAL, TOOLS AND EQUIPMENT)

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

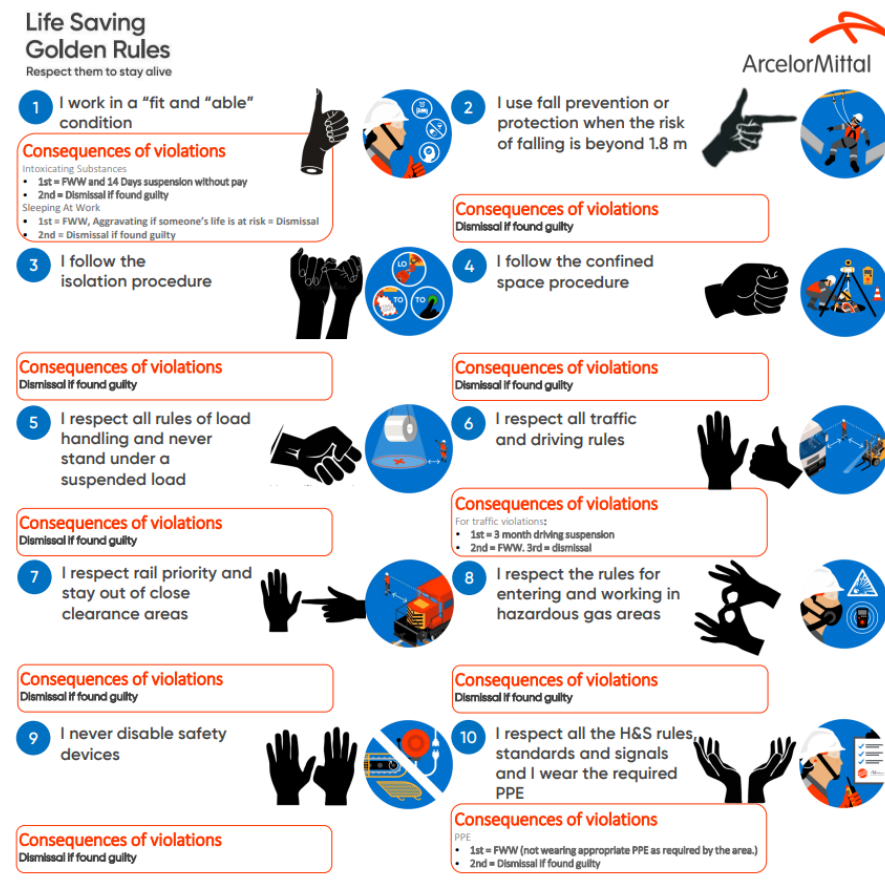
12. GENERAL RULES ON SITES

- 12.1 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.

12.2 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).



- 12.3 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.
- 12.4 Smoking:** Smoking is prohibited in the ArcelorMittal premises except where smoking areas are indicated. (Refer to AMSASHE00063 AMSA smoking policy).
- 12.5 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.
- 12.6 Dishonesty:** False statements, the provision of false information and forging of official or personal documents or misrepresentation of information.

12.7 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.

12.8 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.

12.9 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.

12.10 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.

12.11 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.

12.12 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.).



13. MEDICAL FITNESS (CERTIFICATES)

- 13.1 All contractors, performing work on ArcelorMittal South Africa's Vanderbijlpark and Vereeniging sites, renew their expired medical examinations at the medical station in Vanderbijlpark
- 13.2 No external medicals will be signed off at the medical station if work is going to be done on any of the ArcelorMittal South Africa sites. For more information, please contact 016 889 3043
- 13.3 Bookings for contractor medicals will be made by the contracting companies at www.Sheqhub.co.za. This is the same platform used to book contractor FPS training. The necessary forms for the medicals are available on the SHEQhub for download. The contractors must report for the medicals with all necessary forms already completed. Please ensure that an appointment is cancelled if it is not going to be utilized. Please contact Portia on (016) 889 3923 or email her on za.medicalstation@arcelormittal.com for more information.
- 13.4 Overseas workers will provide the medical station with a medical fitness certificate from a registered Occupational Medical Practitioner of the country where they are permanently employed

14. TRAINING AND COMPETENCIES

14.1 Induction and orientation

- 14.1.1 All contractors shall attend the relevant ArcelorMittal South Africa's SHERQ induction courses prior to any work being conducted.
- 14.1.2 Booking of induction training will be made by the contractor on the SHEQhub System. If the contractor is declaring competent the certificate will be automatically uploaded onto the SHEQhub System.
- 14.1.3 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.
- 14.1.4 **Plant specific SHE induction:** All contractor employees shall attend and successfully pass the plant specific SHE induction training, before commencing work on the plant.

15. FATALITY PREVENTION STANDARD (FPS) TRAINING

- 15.1 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).
- 15.2 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.
- 15.3 The contractor shall keep and maintain records up to date of all its employees who have been given the required FPS training.
- 15.4 The contractor shall ensure that its employees are familiar with and adhere to the requirements set out in this procedure.
- 15.5 The contractor shall compile a Fatality Prevention Standards training matrix.

16. COMPETENCIES (JOB SPECIFIC)

- 16.1 The contractor shall declare all their entire employee competent for their task and attached the proof of training records, licences, and assessments. This proof of declaration and training Acknowledgement of receiving and understanding of the training is a must. Upload documents of proof that employees have successfully completed their competencies and/or trade tests and meet the necessary requirements to work on site on the SHEQhub system.
- 16.2 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.
- 16.3 **Tasks observations** shall be conducted formally to ensure that employees are following the set procedures

- a) **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.
- b) **Efficiency:** Task observation allows for the identification of inefficiencies or areas for improvement in how tasks are performed. By observing tasks, opportunities to streamline processes and improve productivity can be identified and implemented.
- c) **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 gaps in knowledge, skills, or abilities and inform the development of training programmes or the need for additional support.
- d) **Compliance:** Task observation can be used to ensure compliance with company policies, procedures, and regulatory requirements. By observing tasks, it can be determined whether employees are following established protocols, regulations, and best practices.
- e) **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 performed.
- f) **Overall:** Task observation is a crucial tool for assessing performance, identifying risks, improving efficiency, and ensuring compliance with policies and regulations.

16.4 **Requirements and expectations from ArcelorMittal South Africa:**

- a) 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).
- b) Upload the Task specific observation records onto the Electronic Safety File system.
- c) Contractor's Responsible person (Supervisor) shall perform their own Task specific observations on their employees.
- d) 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 safely).

Good practice: The first page of the Task specific observation can be generic for all, but the second page needs 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.

17. **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:

- a) **Project/task description:** A brief overview of the project or task to be undertaken.
- b) **Scope:** Clearly defined boundaries and limitations of the project or task.
- c) **Objectives:** Specific goals or outcomes to be achieved.
- d) **Sequence of work:** A detailed, step-by-step breakdown of the activities and their order of execution.
- e) **Resources:** Identification of the equipment, tools, materials, and personnel required for the task.
- f) **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.
- g) **Environmental considerations:** Any environmental impact or concerns that need to be addressed during the execution of the task.
- h) **Quality control:** Procedures and checks to ensure that the work meets the required quality standards.
- i) **Testing and inspections:** Details of any testing, inspections, or verification procedures that need to be conducted.
- j) **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 conducted in a controlled and compliant manner.

18. EMERGENCY EVENTS AND REPORTING OF INCIDENTS

18.1 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 of 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.

18.2 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 an 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 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.

18.3 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.

18.4 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).

18.5 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.

18.6 Emergency Preparedness and Plan

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

18.6.2 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. Each member of the working party must know the correct egress from their place of work as well as the relevant assembly point

18.6.3 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. Contractors file a copy of the report with an attendance register signed 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 full body harness, lifeline, anchorage device or winch.
- **Entry by emergency team:** Rescue is conducted by trained rescuers.

18.6.4 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.

- a) Proof of the certificate of competency of the First aider/s shall be kept in the Health and Safety file.
- b) 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.
- c) 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.
- d) **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).

18.7 Medical Treatment and Ambulance Service

Only an ambulance shall transport injured people where competent trained medical staff are 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.

19. COMPENSATION REGISTRATION (LETTER OF GOOD STANDING)

19.1 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.

19.2 The letter of good standing shall be uploaded as proof on the SHEQhub System. is in possession of the latest copy of the Letter of good standing (to be uploaded onto the SHEQhub System).

19.3 For the purposes of the Compensation for Occupational Injuries and Diseases Act (COIDA), all foreign nationals who are legally employed within South Africa regarded as employees. Nationality shall not be considered a limiting factor; the determining criterion shall be the existence of a valid employer–employee relationship.

19.4 Compensation for Occupational Injuries and Diseases (COID) – Foreign Nationals

Foreign nationals entitled to COID cover under the same conditions as any other employee, provided that:

- a) they are in possession of valid legal documentation authorising employment in South Africa; and
- b) they are employed by an employer (including contractors) who is duly registered with the Compensation Fund and compliant with all required premium declarations.
- c) Coverage shall apply only where the injury or disease arises out of and in the course of employment, in accordance with the provisions of the Act.
- d) In all contractor arrangements, the responsibility for COID registration, submission of declarations, and reporting of incidents shall rest with the direct employer of the workers. Contractors shall require demonstrating compliance by providing valid proof of registration with the Compensation Fund, including a current Letter of good standing, particularly when performing work on client sites.

19.5 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.

20. NOTICES, SIGNS AND PICTOGRAMS ON THE CONSTRUCTION PREMISES/ WORKPLACE

20.1 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.

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

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

20.4 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.

- a) Never loosen or tamper with barricading tape, netting and/or inter-linking steel frames.
- b) Never climb over or under barricading tape, netting or steel frames.

- c) Always report loose, missing or improper barricading tapes, nets or frames.
- d) When removing grating or making holes in platforms, always close or install physical barricading before leaving the area. Barricading types 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.

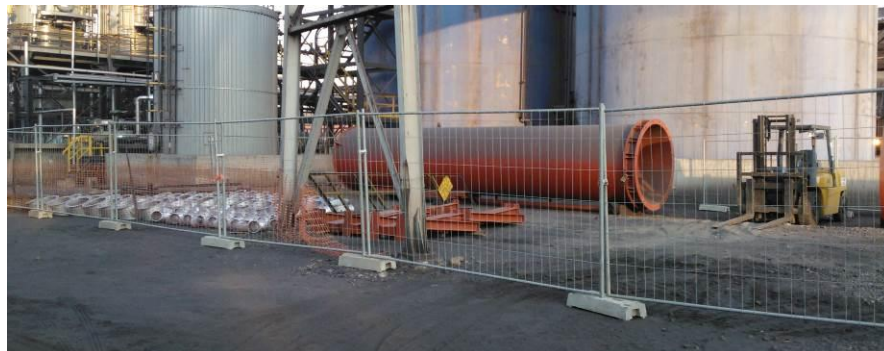
The selection of a barricading method is based on HIRA.



Good practice: Inter-linking steel frames



good practice: Expanding barrier



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

21. PERSONAL PROTECTIVE EQUIPMENT (PPE) – GENERAL [TEMPLATE CM019]

- 21.1** 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.
- 21.2** 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.
- 21.3** 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.

- 21.4** 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.
- 21.5** 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.
- 21.6** 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.
- 21.7** 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.**
- 21.8** When on the deck of the trailer, a hard hat with an approved SABS chin straps must be worn.
- 21.9** Always wear a hard hat with a chin strap (SABS approved) with fall protection equipment (Safety harness).
- 21.10** Wear double hearing protection (ear plugs / noise clippers and earmuffs) in areas where the noise level is 105 dB and above.
- 21.11** 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.
- 21.12** Prescriptive glasses are not allowed – get prescriptive safety glasses or wear "wrap around" safety glasses.
- 21.13** 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.
- 21.14** The contractor's responsible person shall be responsible to monitor and enforce appropriate PPE usage by all contractor employees on the premises/workplace.
- 21.15 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.



22. AIR COMPRESSORS AND WELDING SETS

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

22.2 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.

23. ASBESTOS

- a) **Removal of asbestos:** Under no circumstances shall contractors work with, handle or disturb fibrous material, which has not been identified.
- b) 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 24hrs 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).
- c) 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).

24. GAS CYLINDERS

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

- a) AMSASHE00006 – AMSA gas hazardous procedure
- b) AMSASHE00029 – AMSA gas storage and gas cylinder procedure

24.2 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.

24.3 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.

24.4 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**.

24.5 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.

24.6 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 hose 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

- 24.7** 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.
- 24.8** 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.
- 24.9** 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.
- 24.10** 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.
- 24.11** 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.
- 24.12** 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.
- 24.13** 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.

25 DEMOLITION WORK

- 25.1** Demolition work requires a notification for construction work.
- 25.2** 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.

26 ELECTRICAL

- 26.1** Refer to the following ArcelorMittal South Africa procedures for more detail:
- a) AMSASHE00022 – AMSA lockout procedure
 - b) AMSASHE00062 – AMSA electrical safety policy
 - c) AMSASHE00025 – AMSA permit to work procedure
 - d) AMSASHE00030 – AMSA hot work procedure

26.2 Works order, Hira Lite and Permit to work

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

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 should include:

- a) 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**).
- b) The competencies and training required for people to carry out the work.
- c) 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**.
- d) 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).

26.3 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.

26.4 Personal protective equipment (PPE)

- a) Must be defined in 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). 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).
- b) 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).
- c) Conductive waistbands, rings, bracelets, keys, metal frame glasses are prohibited within the restricted approach boundary.
- d) 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

PPE CATEGORY 1	PPE CATEGORY 2	PPE CATEGORY 3	PPE CATEGORY 4
Minimum Arc Rating of 4 cal/cm² Arc Rated Clothing: • AR long-sleeve shirt and pants, or AR coverall • AR face shield, or AR flash suit hood • AR jacket, parka, rainwear, or hard hat liner (as needed) Protective Equipment: • Hard hat • Safety glasses or safety goggles • Hearing protection (with inserts) • Heavy-duty leather gloves • Leather footwear (as needed) 	Minimum Arc Rating of 8 cal/cm² Arc Rated Clothing: • AR long-sleeve shirt and pants, or AR coverall • AR flash suit hood, or AR face shield and AR balaclava • AR jacket, parka, rainwear, or hard hat liner (as needed) Protective Equipment: • Hard hat • Safety glasses or safety goggles • Hearing protection (with inserts) • Heavy-duty leather gloves • Leather footwear 	Minimum Arc Rating of 25 cal/cm² Arc Rated Clothing: • As required: AR long-sleeve shirt, AR pants, AR coverall, AR flash suit jacket, and/or AR flash suit pants • AR flash suit hood • AR gloves • AR jacket, parka, rainwear, or hard hat liner (as needed) Protective Equipment: • Hard hat • Safety glasses or safety goggles • Hearing protection (with inserts) • Leather footwear (as needed) 	Minimum Arc Rating of 40 cal/cm² Arc Rated Clothing: • As required: AR long-sleeve shirt, AR pants, AR coverall, AR flash suit jacket, and/or AR flash suit pants • AR flash suit hood • AR gloves • AR jacket, parka, rainwear, or hard hat liner (as needed) Protective Equipment: • Hard hat • Safety glasses or safety goggles • Hearing protection (with inserts) • Leather footwear (as needed) 

26.5 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.

1 Danger or Warning header.
A common guideline is to use the "Danger" header when the voltage is over 600 or when the incident energy is over 40 cal/cm². If it is less than this threshold, an orange "Warning" header is typically used.

2 "Incident Energy at" is the corresponding working distance.
The Institute of Electrical and Electronics Engineers (IEEE) defines this as "the dimension between the possible arc point and the head and body of the worker positioned in place to perform the assigned task."

3 "Min. Arc Rating" is the incident energy.
A measurement in calories/cm² or Joules/cm² of thermal energy at a working distance from an arc fault.

4 Arc Flash Boundary.
This is the shortest distance at which a person working at the time of an arc-flash may receive permanent injury (the onset of a second degree burn or worse) if not properly protected by flame-resistant (FR) clothing.

5 Personal Protective Equipment (PPE).
Each hazard risk category requires a different level of protection. Categories range from 1 to 4.

6 "Limited Approach" and "Restricted Approach" fields are related Shock Hazard Approach Boundaries.
These boundaries are defined in NFPA 70E

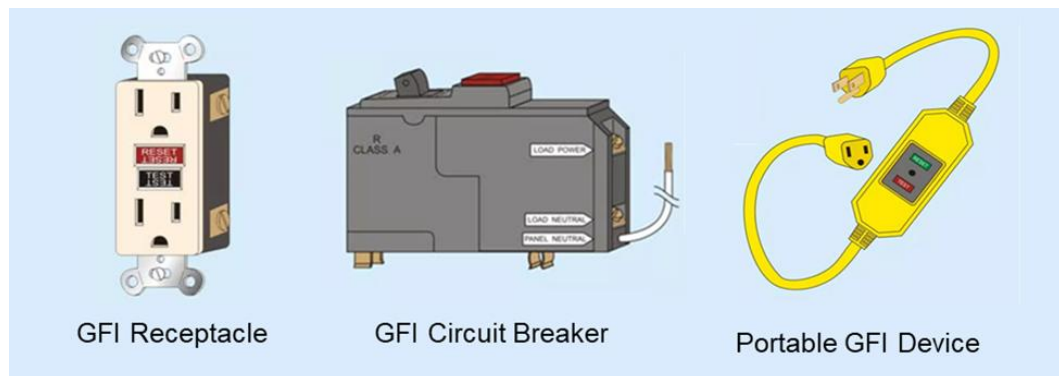
7 "Shock Risk When Cover is Removed".
The voltage of the equipment.

FLASH PROTECTION		SHOCK PROTECTION	
Incident Energy at:	18 in	Shock Risk When Cover is Removed	480 VAC
Min. Arc Rating:	0.45 cal/cm ²	Limited Approach	42 in
Arc Flash Boundary:	10 in	Restricted Approach	12 in
Glove Class:	00	Bus Name:	PNL_P-5
PPE: Shirt & pants or coveralls (ASTM F1506) or Unrated Fiber + hard hat + safety glasses + hearing protection		Prot Dev: 100/3 BS-18 LAB PNL	

26.6 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.

26.7 Safety Portable Electric Devices:

Contractor's supply for portable apparatus and lights

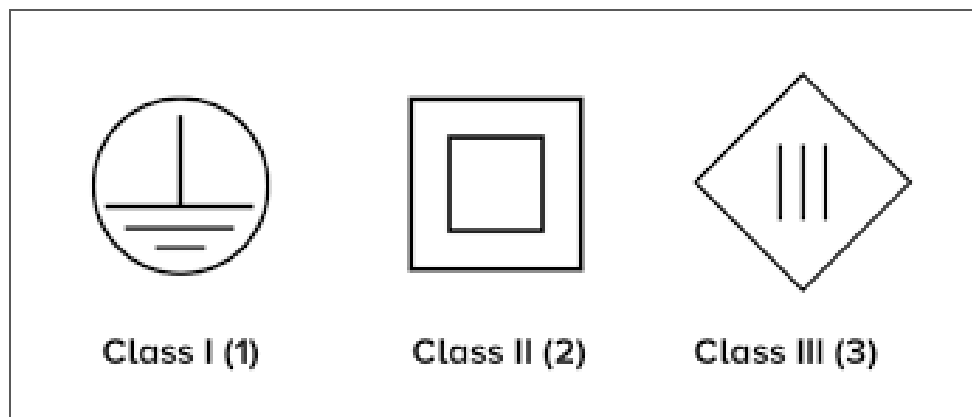
The following requirements apply for the use of cord-and-plug-connected equipment and flexible cord sets (extension cords):

- a) 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.
- b) 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).
- c) Extension cords may only be used to provide temporary power.
- d) A home-made extension cord is only authorized by qualified person and should be IP67 (IEC 60529).
- e) 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.
- f) Any defective equipment must be removed from service.
- g) Flexible cords and cables must be protected from accidental damage, especially when they pass through doorways or other pinch points.
- h) 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.
- i) 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.
- j) Wet or damp Conditions.
- k) Do not use electrical extension cords in wet or damp locations, unless they are waterproof, including connector, plugs (IPX7 or better).
- l) 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.
- m) Ensure that workers wear dry and isolated shoes and gloves.

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

- a) Class 0 - Is forbidden.
- b) 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 an RCD/GFCI is present on the power supply.
- c) Class II - where user protection from electric shock is achieved through two levels of insulation, without the need for earthing, are allowed.
- d) Class III - where the input is extra-low voltage (≤ 50 V AC) are allowed.

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



26.9 Routine inspection of the electrical system

- a) 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.
- b) Items to be covered in this routine check shall include amongst others the following:
 - i. A complete inspection of the condition of the entire electrical system and of all electrical apparatus connected to the system.
 - ii. Measurement of insulation levels.
 - iii. 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.
 - iv. Test and proof of operation of all earth leakage protection and indication devices.
 - v. 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.
- c) 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.
- d) 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.
- e) Each entry in such register or logbook shall be dated and signed by the competent person, who shall also identify himself by printing his name clearly alongside his signature.
- f) These registers or logbooks shall be available for inspection by an authorised ArcelorMittal South Africa official or other authorised person, at any reasonable time.
- g) 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 logbook.
- h) 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.
- i) 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.
- j) 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.

26.10 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:

- a) Extension cords/leads may only be used to provide temporary power.
- b) Home-made extension cords/leads must be authorized by a qualified person and should be Portable an IP67 (IEC 60529).
- c) 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).
- d) Flexible cords and cables must be protected from accidental damage, especially when they pass through doorways or other pinch points.
- e) Flexible cords and cables must be covered by a cord protector or tape when they extend into a walkway to avoid a tripping hazard.
- f) Any defective equipment must be removed from service.
- g) 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.
- h) Do not use electrical extension cords in wet or damp locations, unless it is waterproof, including the connector, plugs (IPX7).
- i) 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.

- j) Ensure that workers use dry and isolated shoes and gloves.
- k) 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.

26.11 Earthing

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

26.12 Electricity Supply

- a) 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.
- b) 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.
- c) 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.
- d) 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.
- e) 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.
- f) 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.
- g) 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).
- h) The neutral of the supply system shall not be used for safety earth connection under any circumstances
- i) 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:
 - i. Extension cords/leads may only be used to provide temporary power.
 - ii. Home-made extension cords/leads must be authorized by a qualified person and should be Portable an IP67 (IEC 60529).
 - iii. 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).
 - iv. Flexible cords and cables must be protected from accidental damage, especially when they pass through doorways or other pinch points.
 - v. Flexible cords and cables must be covered by a cord protector or tape when they extend into a walkway to avoid a tripping hazard.
 - vi. Any defective equipment must be removed from service.
 - vii. 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.
 - viii. Do not use electrical extension cords in wet or damp locations, unless it is waterproof, including the connector, plugs (IPX7).

- ix. 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.
- x. Ensure that workers use dry and isolated shoes and gloves.
- xi. 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.

27 ERECTION, TESTING AND COMMISSIONING

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

- a) AMSASHE00022 – AMSA lockout procedure
- b) AMSASHE00062 – AMSA electrical safety policy
- c) AMSASHE00025 – AMSA permit to work procedure
- d) AMSASHE00030 – AMSA hot work procedure

27.2 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).

27.3 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.

27.4 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.

28 EXCAVATIONS AND EARTHWORKS

- a) Excavation requires a Notification for construction work.
- b) 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.
- c) 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.
- d) 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.
- e) Where excavation or earth work must 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.

29 EXPLOSIVES

- a) Explosives require a Notification for construction work.
- b) Written approval from the ArcelorMittal South Africa's responsible person and the ArcelorMittal South Africa's Safety Department shall be obtained before:
- c) Any explosives are brought onto the premises/workplace; and
- d) Any blasting operations are executed on the premises/workplace.
- e) Only blasting operations for which approval has been granted shall be executed on the premises/workplace.

30 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.

31. 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.

32. GAS HAZARDOUS AREAS AND CONFINED SPACES

32.1 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

32.2 The contractor shall ensure that all “NO SMOKING” and “NO OPEN FLAMES” rules are strictly obeyed by all his employees.

32.3 **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.

32.4 **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.**

32.5 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.



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

- a) 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.
- b) 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.
- c) The contractor employee who is to receive the ArcelorMittal South Africa Hot and/or Cold work permit shall also first complete a Permit to Work course.
- d) The contractor shall provide his/her own multi-cell gas monitors for his employees.
- e) 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:
- f) Do not reset the gas monitor.
- g) Leave the area immediately.
- h) Report to the supervisor or control room to investigate gas leak/interpret gas monitor readings.

33 HAZARDOUS CHEMICAL SUBSTANCES (HCS)

- a) **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.
- b) 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.
- c) 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.
- d) In the case of handling of irritating or corrosive substances, the contractor must provide appropriate clothing such as rubber boots, rubber aprons, rubber gloves, goggles, head/face shields, etc.
- e) 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.
- f) **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.
- g) 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.
- h) 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.
- i) 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.
- j) 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.
- k) 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.

34 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.

35 WORKING ON HEIGHTS AND ELEVATED POSITIONS

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

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

35.2 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 make.

Safety harnesses

- a) SpiderWeb Gecho Plus
- b) KARAM Rivolta (oil repellent)
- c) KARAM Arc (40 Cal) – For specialized use only
- d) KARAM Welder harness – For specialized use only

Lanyards and fall arrest blocks

- a) SpiderWeb restraining shock absorber lanyard to be used below 6 meters.
- b) SpiderWeb adjustable shock absorber lanyard.
- c) KARAM adjustable energy absorbing lanyard.
- d) KARAM stubby lanyard.
- e) KARAM fall arrest block (3.5m / 6m / 10m / 15m / 20m).
- f) KARAM retractable webbing fall arrestor blocks.
- g) KARAM welder lanyard – For specialized use only.

Note:

- The type of lanyard to be used will be determined by a Hira.
- No lanyard without a shock absorber is permitted on any ArcelorMittal site, this applies to both ArcelorMittal employees and contractors.
- A SpiderWeb lanyard **MAY NOT** be used with a KARAM safety harness and vice versa.
- If a fall arrest block is used, the lanyard **must** be removed from the safety harness and the fall arrest block must be **connected directly to the D-ring** at the back of the safety harness.
- The KARAM fall arrest block is the only approved fall arrest block and is also approved for use with the SpiderWeb Gecho Plus safety harness.
- The locknut of the carabiner must be turned to a fully closed position to ensure that it remains closed at all times.
- SpiderWeb – 5 year validation period, subject to inspection.
- SpiderWeb – XS to XL according to mass fitment guide, **no XXL are allowed due to restriction on 120kg and above weight limitation.**
- KARAM – 10 year validation period, subject to inspection.
- KARAM one size fits all – adjustment is a requirement to ensure proper fit.

Safety harnesses should only be used by trained and competent people 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 in how to connect their lanyard and other components of a fall arrest system to a reliable anchor point.

35.3 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 must 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. (Manufacturers' training is required for commercial lifelines).	Person installing the lifelines.	All roof workers involved in the installation of the lifelines.

35.4 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 one's 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.



Tie or die

35.5 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.

35.6 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.

35.7 Working on roofs

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

- a) AMSASHE00018 – AMSA working at heights procedure
- b) 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) A Permit to Work has been received.
- b) Hira must include working at heights.
- c) Roof work plan.
- d) Good weather conditions exist.

35.8 Scaffolds

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

- a) AMSASHE00018 – AMSA working at heights procedure
- b) 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.

35.9 Ladders

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

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

Ladders are commonly used throughout ArcelorMittal South Africa daily. 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:

- a) In one position for a maximum of 30 minutes.
- b) 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.
- c) Where a handhold is available on the ladder or stepladder.
- d) 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, 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, considering:
 - i. The height of the task.
 - ii. A safe handhold still being available on the stepladder.
 - iii. Whether it is light work.
 - iv. Whether it avoids side loading.
 - v. Whether it avoids overreaching.
 - vi. Whether the user's feet are fully supported.
 - vii. Whether you can tie the stepladder.

36 ISOLATION, LOCKOUT AND SWITCHING

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

- a) AMSASHE00022 – Lockout procedure
- b) AMSASHE00062 – Electrical Safety policy
- c) AMSASHE00025 – Permit to work procedure

36.2 Switching and isolation to be carried out by authorised people

- a) 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.
- b) 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.
- c) 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.

36.3 Appointment of contractor authorised persons for switching

- a) A candidate for appointment as an Authorised person to carry out switching and/or isolating operations shall be a competent person.

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- b) He/she will be suitably trained and qualified with experience of carrying out switching and/or isolating operations.
- c) 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.

36.4 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.

36.5 Lockout procedure

- a) 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.
- b) A copy of these specifications (guideline for Permit to Work) is obtainable from the ArcelorMittal South Africa responsible person.
- c) 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.

36.6 Control of electrical systems when unattended

- a) 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):
- b) 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
- c) The main switch of the contractor's complete electrical system shall be opened and shall remain open for the period of inactivity.
- d) 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.
- e) 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.

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

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

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

37.2 Important requirements

- a) **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.
- b) **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.
 - i. November, December, and January.
 - ii. February, March, and April.
 - iii. May, June, and July.
 - iv. August, September, and October.

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- c) **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.
- d) **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.
- e) **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.

37.3 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.

37.4 Basic lifting rules

- a) 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.
- b) 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.
- c) 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.

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

- a) 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.

- b) 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.

37.6 Loading, off-loading, lifting, and moving of contractor materials

- a) 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.
- b) 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.
- c) The competent person shall ensure that before any lifting operation commences the driver(s) or operator(s) of all cranes(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.
- d) 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.
- e) 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 always moved. 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.

37.7 Mobile cranes

- a) 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.
- b) 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.
- c) The contractor shall ensure that all mobile cranes brought on the premises/workplaces are road worthy.
- d) Every mobile crane shall always be equipped with a logbook 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.
- e) The task responsible person will be responsible to monitor weather conditions (rain, wind, visibility, etc.) and stop the task when deemed unsafe.

37.8 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.

37.9 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.

37.10 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.

38 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].

39 PAINTING AND SPRAY PAINTING

- a) 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.
- b) 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.

40 RADIATION

- a) 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.
- b) 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.
- c) 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.
- d) 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.
- e) 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.

41 RAIL SAFETY

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

- AMSASHE00081 – Rail safety standard

41.2 General

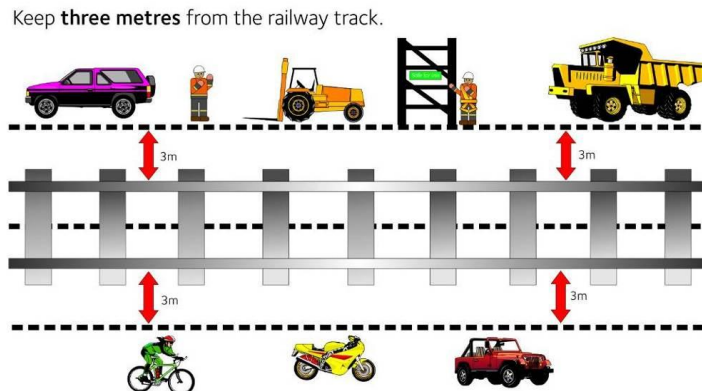
The contractor's responsible person shall ensure that all legal requirements and SHE requirements as laid down by ArcelorMittal South Africa relating to rail safety are strictly adhered to. All road vehicle users must stop at all rails crossings and give trains the right way. Rail traffic has the right 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.



41.3 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**, must 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.

42 SAND BLASTING

- a) 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.

- b) 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.
- c) 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.

43 VEHICLES AND DRIVING

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

- AMSASHE00036 – AMSA vehicles and driving procedure



- a) 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.
- b) 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
- c) 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!
- d) 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.
- e) No passengers to be transported at the back of a vehicle (bakkies or trucks).
- f) Drivers are not permitted to speak on cell phones unless a hands-free kit is used.
- g) Contractor's attention is drawn to the height restrictions throughout the ArcelorMittal South Africa's premises/workplace.
- h) Loads projecting from vehicles shall be properly secured and shall have in daytime a red flag and during darkness a red light attached to the extremities of such projecting load.
- i) Vehicle lights shall be always switched on when entering all ArcelorMittal South Africa premises.
- j) Contractor's vehicles shall not park inside buildings, unless approval has been obtained from the ArcelorMittal South Africa's responsible person.
- k) 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.
- l) **Loading activities with lifting machine (e.g. mobile crane, overhead crane, forklift, etc.):**
- m) 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.
- n) 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
- o) 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.

- p) 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.

44. WELDING, FLAME CUTTING, SOLDERING AND SIMILAR WORK (HOT WORK)

- a) Refer to the following ArcelorMittal South Africa procedures for more detail:
 - i. AMSASHE00006 – AMSA gas hazardous procedure
 - ii. AMSASHE00029 – AMSA gas storage and gas cylinder procedure
 - iii. AMSASHE00025 – AMSA permit to work procedure
 - iv. AMSASHE00030 – AMSA hot work procedure
- b) Refer to gas cylinders (Point 13.3) and SANS 10238 (Welding and thermal cutting processes – Health and Safety).
- c) 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.
- d) 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.
- e) 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.
- f) Note: The above does not preclude users of welding and cutting equipment from carrying out normal inspections in terms of general precautions.
- g) 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.
- h) 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.
- i) 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).
- j) 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.
- k) 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.

45. 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.

46. 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, tearooms, 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 it in a safe place. Do not wait for someone else to move it.

47 WASTE MANAGEMENT GUIDELINES ON PREMISES/ WORKPLACE

- a) 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.
- b) 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.
- c) Do not litter. Illegal or unauthorised dumping of waste or any material will be followed up.
- d) 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.
- e) All waste areas should be clearly indicated. Containers for multiple wastes should also be clearly marked.

48 REMOVAL OF REDUNDANT CABLING

- a) All redundant cables shall be considered as being **"LIVE"**.
- b) 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.
- c) 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.
- d) Cables shall be certified safe as follows by the contractor:
 - a) 3.3 kV and 11 kV cables shall be spiked: and
 - b) 380 V and less, cables shall be tested with a multi-meter.
- e) 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.

49 NON-CONFORMANCE MANAGEMENT

49.1 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.

49.2 Non-conformances requests (NCRs)

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

50 CONSEQUENCE MANAGEMENT

- a) 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.
- b) AMSA reserves the right to revoke access to any contractor for transgressions which in its view is justified.
- c) 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).

51 PRINCIPAL CONTRACTOR AND SUB CONTRACTOR RESPONSIBILITIES

Sub-contracting Limitations: Generally, sub-contracting shall not exceed one level (i.e. a contractor may engage one or more direct Sub contractors). For projects, a second level of subcontracting may be tolerated, subject to formal approval by the relevant Senior Project Manager or BU Manager. Any exception shall be formally documented and approved. (See Template CM11)

51.1 PRINCIPAL CONTRACTOR RESPONSIBILITIES

In terms of the Construction Regulations, the Principal contractor carries overall responsibility for the management, coordination, and supervision of all construction activities under their control, including the activities of appointed Sub contractors.

The Principal Contractor shall:

Legal Compliance

- Ensure compliance with the Occupational Health and Safety Act and Construction Regulations.
- Establish and maintain a site-specific Health and Safety Plan.
- Ensure that all statutory appointments are made and maintained.
- Maintain a valid Letter of Good Standing issued by the Compensation Fund (COID).

Management of Sub contractors

- Conduct competency assessments of Sub contractors before appointment.
- Verify that Sub contractors have the necessary resources, skills, training, and legal compliance requirements.
- Ensure subcontractors are inducted and familiar with site-specific hazards and controls.
- Monitor and enforce compliance with health and safety requirements throughout the project duration.

Supervision and Coordination

- Coordinate all construction activities to eliminate or reduce risks arising from simultaneous operations.
- Conduct regular inspections, audits, toolbox talks, and safety meetings.
- Ensure corrective actions arising from inspections, incidents, audits, and safety observations are effectively implemented.

Incident Management

- Report incidents in accordance with legal and AMSA reporting requirements.
- Investigate incidents involving subcontractors.
- Ensure implementation of corrective and preventive actions.

AMSA Requirements

The Principal Contractor must:

- Principal contractor shall create a Safety file for the Sub contractor on SHEQhub.
- Maintain contractor files and supporting documentation.
- Comply with AMSASHE00083 and all related AMSA SHEQ requirements.
- Ensure all Sub contractors are registered and is an approved vendor through the AMSA contractor management process.
- Ensure compliance with AMSA Life Saving Golden Rules, Critical Risk Standards, and Site-specific requirements.
- Stop any unsafe work immediately and implement corrective actions before work resumes.

51.2 SUB CONTRACTOR RESPONSIBILITIES

Although the Principal contractor retains overall responsibility for the project, each Sub contractor remains legally accountable for the health and safety of its own employees and work activities.

The Sub contractor shall:

Legal Compliance

- Comply with the Occupational Health and Safety Act and Construction Regulations.
- Maintain a valid COID Letter of Good Standing.
- Ensure all employees are medically fit, trained, competent, and legally appointed where required.

Risk Management

- Conduct task-specific risk assessments.
- Develop safe working procedures and method statements where required.
- Implement control measures identified during risk assessments.

Employee Management

- Ensure employees attend site induction training.
- Provide the required PPE and ensure its correct use.
- Conduct Toolbox talks and communicates safety requirements to employees.

Incident Reporting

- Immediately report incidents, near misses, unsafe conditions, and dangerous occurrences to the Principal contractor.

Contractor and AMSA Representative

- Cooperate fully during incident investigations.

AMSA Compliance

Sub contractors must:

- Comply with AMSA SHEQ requirements and site rules.
- Participate in audits, inspections, and safety meetings.
- Submit required documentation within specified timeframes.
- Cease work immediately if instructed by AMSA or the Principal Contractor due to safety concerns.

51.3 JOINT RESPONSIBILITIES

Both Principal Contractors and Sub contractors are required to:

- Promote a proactive safety culture.
- Ensure effective communication regarding hazards and controls.
- Participate in safety meetings and audits.
- Comply with AMSA Critical Risk Management requirements.
- Cooperate during inspections conducted by AMSA, the Department of Employment and Labour, or any authorized authority.
- Ensure all corrective actions are implemented within agreed timelines.

51.4 ACCOUNTABILITY

The appointment of a subcontractor does not transfer or reduce the responsibility of the Principal Contractor for the effective management and coordination of construction activities on site.

Failure by a Sub contractor to comply with legal or AMSA requirements may result in:

- Removal from site;
- Suspension of work activities;
- Contractor performance review;
- High-Risk Contractor classification;
- Contractual remedies; and/or
- Reporting to relevant regulatory authorities where applicable.

52 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 1 January 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 custodians as AMSA do not have custodians anymore. AMSA person responsible (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)

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		- 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 have 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 make 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)
06	Jul 2026	Procedure revised to ensure alignment with the revised AMSAFETYST008 rev 03 – AM Contractor management procedure, FPS protocol standard for Contractor Management and the AM Health and Safety Management Systems Manual (23 May 2025). <u>Changes were made to the following paragraphs:</u> - Paragraph 3 – Introduction - Paragraph 4 – Purpose - Paragraph 5 – General guidelines - Paragraph 6 – Risk classification - Paragraph 7 – Contractors System SHE System (Health and Safety file) - Paragraph 8 – Site establishment - Paragraph 10 – Access control permits or cards to enter the premises/workplace - Paragraph 13 – Medical fitness (certificates) - Paragraph 14 – Training and competencies - Paragraph 16 – Competencies (job specific) - Paragraph 19 – Compensation registration (Letter of good standing) - Paragraph 35 – Working on heights and elevated positions <u>Newly added:</u> Paragraph 51 – Principal contractor and Sub contractor responsibilities

53 ATTENDANCE REGISTER

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Name of contractor	
Supervisors	

Attendance list				
	Date	Name	Employee / ID number	Signature
1				
2				
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