

**DOCUMENT TITLE: STANDARD PROCEDURE/WORK INSTRUCTIONS - INCORPORATING SAFE WORK PROCEDURES AND JOB OBSERVATIONS**



REV NO.	8
EFFECTIVE DATE	10.09.14
SYSTEM LINK	5.04
DOC. NO.	F1 – 5.04
STATUS	

**RULES: Points 1 to 6 listed below provides a guide on how to use this template**

1. Always print double sided to save paper
2. Work Instruction steps must have Safe Work Procedure steps where applicable
3. Training – The register must be completed and signed as acknowledgement
4. Training – Test for competency must be conducted (practical(PJO)/written)
5. Review document every 2 years or when changes in plant/process/job occurs
- 6.

A <b>standard procedure</b> encapsulates systems, processes and is a control used site wide. It references W.I, S.W.Ps etc. <b>Any safety standard procedure must be approved by the SHE committee</b>	A <b>work instruction</b> instructs the user on how to carry out the specific task	A <b>safe work procedure</b> instructs the user on how to carry out the work instruction in a manner which protects the health and safety of the user and others
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<b>TITLE: (specify if standard procedure or work instruction e.g. – Work Instruction – Operation of Primary Crusher)</b>	Work instruction – Transporters and customers site access procedure
<b>REFERENCE NUMBER: (e.g. WI – 1)</b>	WI – 1
<b>SCOPE – AREA COVERED/JOB COVERED BY THIS DOCUMENT:</b>	All transporters and customers on site
<b>JOB TITLES APPLICABLE TO:</b>	Security, Dispatch clerks. Loader operators
<b>RESPONSIBILITY – PERSON WHO NEEDS TO IMPLEMENT THIS DOCUMENT:</b>	Don Naidoo and Morgan Reddy
<b>DATE FROM WHICH DOCUMENT IS EFFECTIVE:</b>	05-05-15
<b>REVISION NUMBER:</b>	1
<b>HIRA LINK: (Baseline must be done and filed with this SP/WI/SWP)</b>	Done
<b>IS THIS A HIGH RISK JOB?</b>	No
<b>IS THIS A LOW FREQUENCY JOB? (Low frequency is defined as work carried out once per quarter or any period more than a quarter)</b>	No

**1. Legal Reference – (Mine Health and Safety Act, Basic Conditions of Employment Act etc)**

TITLE	APPLICABLE SECTION
Mine Health and Safety Act	9, 10, 11

**2. SHE System Reference – (link applicable section of the system)**

SYSTEM	SECTION
NOSA	2.18

**3. Competency requirement – (check if legal appointments are required)**

REQUIRED COMPETENCY	INSTITUTION REQUIRED FROM	DURATION	WHEN RE-TRAINING/RENEWAL REQUIRED	APPOINTMENT/AUTHORISATION REQUIRED
Valid driver's license and correct code	Traffic department	5 yearly	5 yearly	No
Valid driver's license for drivers not from South Africa	Respective SADC country	5 yearly	5 yearly	No
Valid PDP	Traffic department	2 yearly	2 yearly	No

**4. Definitions and Abbreviations**

WORD TO BE DEFINED/ABBREVIATION/S	NOTES/DEFINITIONS
PDP	Professional driving permit

**5. Tools and Equipment for this SP/WI/SWP**

TYPE	QUANTITY	SIZE	RATING (where applicable)	LOCATION (where stored)
Wheel chock blocks	1 set(2 chocks)	Large	N/A	On trucks
Wheel chock blocks	2 sets(4 chocks)	Large	N/A	Dispatch office
Entry discs - 1 person	20	N/A	N/A	Security office
Entry discs - 2 person	20	N/A	N/A	Security office
Entry discs - 3 person	10	N/A	N/A	Security office

**6. Personal Protective Equipment for this SP/WI/SWP**

TYPE	QUANTITY	SIZE	COLOUR REQUIRED	OTHER
Hard hat	1	To fit user	N/A	None
Earplugs	1	To fit user	N/A	None
Gloves	1	To fit user	N/A	None
Safety shoes(iron tip)	1	To fit user	N/A	None
Reflective vest	1	To fit user	N/A	None
Safety harness	1	To fit user	N/A	None
Other: <b>Specific to the task</b>				

**7. Physical Safety Devices (safety devices are not to be repaired by incompetent persons - work must stop if safety devices are damaged/inoperable. Report deviation immediately to the supervisor)**

TYPE	QUANTITY	LOCATION	HOW TO TEST THE SAFETY DEVICE
None			

**8. Checklists/Document/Schedule/Drawings/Records/Photos for the area/job/task/process etc.**

DOCUMENT NAME AND DOCUMENT NUMBER	WHEN TO USE THE DOCUMENT	WHO MUST COMPLETE THE DOCUMENT	HOW OFTEN MUST THE DOCUMENT BE USED	WHERE MUST THE DOCUMENT BE FILED/STORED
Specific loading point induction	Before the truck is dispatched to load	The driver and assistants	Before the truck is dispatched to load	Scanned and electronically filed

**9. Other Persons/Functions/Departments involved when this work is carried out – (look at different scenarios)**

OTHER PERSONS WORKING IN AREA/EQUIPMENT/MACHINE	TYPE OF WORK DONE	WHEN WILL WORK BE DONE
TMM's	TMM operations	Always
Pedestrians	General movement of people	Always

STEP NO.	STANDARD PROCEDURE STEP <u>or</u> WORK INSTRUCTION STEP	SAFE WORK STEP	REFERENCE DOCUMENT	RESPONSIBLE PERSON
1	<p><b>Main Security Entrance:</b></p> <p>The security guard must check the following before issuing the correct entry disc:</p> <ol style="list-style-type: none"> <li>1. Number of persons in the truck</li> <li>2. The driver must have a valid driver's license and PDP</li> <li>3. The assistant/s must have proof(staff card/letter on company letterhead) of employment by the transporter or customer</li> <li>4. Visually inspect the truck for any leaks</li> <li>5. The driver and assistant must have available full PPE</li> <li>6. Once all the above checks are carried out, issue the truck driver with the correct entry disc</li> <li>7. Direct the driver to the staging area</li> <li>8. If there are any deviations do not allow the truck or persons onto the site – contact the dispatch office immediately</li> </ol>	<p>Persons not working must not be allowed onto Idwala premises(retain at waiting area at main security gate)</p> <p>Hard hat, Earplugs, Gloves, Safety shoes(iron tip), Reflective vest, Safety harness</p>	Entry disc	<p>Security guard</p> <p>Security guard</p> <p>Security guard</p> <p>Security guard</p> <p>Security guard</p> <p>Security guard</p> <p>Security guard</p>
2	<p><b>Staging Area: before loading and after loading</b></p> <p>Dispatch clerk must carry out spot checks to ensure:</p> <ol style="list-style-type: none"> <li>1. The correct entry disc has been issued to the driver(before loading)</li> <li>2. All parked trucks are properly chocked at the wheel</li> <li>3. Full PPE worn/available by driver and assistant</li> <li>4. A safety harness is worn by the driver or assistant when working at height</li> <li>5. Truck drivers are only allowed to cross over travelling lanes when safe to do so upon exiting or upon entering the staging area and weighbridges</li> </ol>			<p>Dispatch clerk</p> <p>Dispatch clerk</p> <p>Dispatch clerk</p> <p>Dispatch clerk</p>

<b>3</b>	<b>Dispatch Office:</b>			
	<p>The dispatch clerk must check the following before directing the truck to load:</p> <ol style="list-style-type: none"> <li>1. The correct entry disc has been issued to the driver</li> <li>2. All persons from the truck have presented themselves for the induction</li> <li>3. Full PPE worn/available by driver and assistant</li> <li>4. Issue the correct induction to the truck driver</li> <li>5. The truck driver and assistant will read the induction and after understanding the induction, a test will be written</li> <li>6. The truck driver and the assistant will sign off as acknowledgement and hand the completed induction test to the dispatch office</li> <li>7. The dispatch clerk will check the answers to each question and mark against the standard answers</li> <li>8. The pass mark is 100%</li> <li>9. Incorrect answers will be discussed and acknowledged by the inductee – a signature is required</li> <li>10. Direct the driver to the correct loading point</li> </ol>			<p>Dispatch clerk</p> <p>Dispatch clerk</p> <p>Dispatch clerk</p> <p>Dispatch clerk</p> <p>Dispatch clerk</p> <p>Dispatch clerk</p> <p>Dispatch clerk</p> <p>Dispatch clerk</p> <p>Dispatch clerk</p> <p>Dispatch clerk</p>
<b>4</b>	<b>Loading point:</b>			
	<p>The loader operator must ensure the following before loading the truck</p> <ol style="list-style-type: none"> <li>1. The correct entry disc has been issued to the driver</li> <li>2. Full PPE worn by driver and assistant</li> <li>3. Prior to loading flats the truck must be chocked and locked out (the key will be kept with the loader operator)</li> <li>4. After loading direct the driver to the weighbridge or on the route used to ensure settling off the product</li> <li>5. Where tankers are required to blow-back the flexible pipe must be properly secured on the correct point</li> </ol>			<p>Loader operator</p> <p>Loader operator</p> <p>Loader operator</p> <p>Loader operator</p> <p>Loader operator</p>
<b>5</b>	<b>Weighbridge exit</b>			
	The dispatch clerk must ensure the following			

	<ol style="list-style-type: none"> <li>1. Switch off truck – do not idle</li> <li>2. The driver and assistants must remain in the truck and await assistance from the dispatch office</li> <li>3. Truck drivers are only allowed to cross over travelling lanes when safe to do so upon exiting or upon entering the staging area and weighbridges</li> </ol>			Truck driver  Truck driver
<b>5</b>	<b>Main Security Exit:</b>			
	<p>The security must check the following</p> <ol style="list-style-type: none"> <li>1. Number of persons in the truck must match the number on the entry disc(collect and store disc)</li> </ol>			Security guard

### 10. Emergency situations

EMERGENCY SITUATION	WHAT MUST BE DONE	CONTACT PERSON/COMPANY	CONTACT DETAILS
Truck accident	Refer to the COP on emergency preparedness	Supervisor in charge of the process	N/A
Driver/assistant medical emergency	Refer to the COP on emergency preparedness	Supervisor in charge of the process	N/A

### 11. Approval of this Standard Procedure/Work Instruction (HOD/Superintendent to approve and/or Health and Safety Committee – (in the case of standard procedures))

DATE	NAME	TITLE	SIGNATURE
	Don Naidoo	SHE superintendent	

### 12. Review (Review Standard Procedure/Work Instruction 2 yearly or when changes in plant/process/job occur)

DATE	POINT NO.	CHANGES MADE	WHO NEEDS TO KNOW	WHO MUST CARRY OUT COMMUNICATION
31/10/2016	Section 2 – point 8 Section 5 – point 3	Truck drivers are allowed to cross lanes only when safe to do so	Persons as per training plan	Sales supervisor

### 13. Training Plan – (when carrying out training a register must be completed use Doc Number - F1 – 5.30) (File Training register with this SP/WI/SWP) (This block is to record which job title needs training)

JOB TITLE	WHEN IS TRAINING REQUIRED: MARK APPLICABLE SECTION BELOW			
	MONTHLY	TWICE A YEAR	ANNUALLY	OTHER: Specify
Security guard and supervisor				Once off
Dispatch clerk				Once off
Loader operator				Once off

### 14. Planned and Unplanned job observation (when carrying out PJO's use Doc Number - F1 – 5.51) (According to your Baseline Risk Assessment PJO's will only be done for your high risk tasks and your low frequency tasks) (File PJO with this SP/WI/SWP)

JOB TITLE	WHEN A PJO IS REQUIRED: MARK APPLICABLE - YOUR ACTUAL PJO WILL HAVE THE DATE CARRIED OUT ETC – CARRY OUT AN UNPLANNED OBSERVATION AS MANY TIMES AS YOU PLEASE			
	MONTHLY	TWICE A YEAR	ANNUALLY	OTHER: Specify

Truck drivers				Weekly - done by dispatch clerks
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