

STYLDRIFT MINE

PROCEDURE

HANDLING MATERIAL BY HAND

VERSION: 2.0

INCEPTION DATE: 2015-05-01

LAST REVISION DATE: 2021-06-04





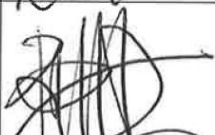
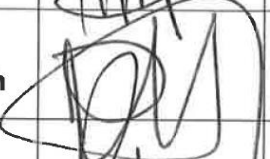




NEXT REVISION DATE: 2025-06-04

APPROVAL DATE: 2021-07-01 IMPLEMENTATION DATE: 2021-07-02

REFERENCE NUMBER: STYL-ALL-MNG-PRO-1251

OLD REFERENCE NUMBER:

REF NO:	STYL-ALL-MNG-PRO-1251	INCEPTION DATE:	2015-05-01
VERSION NO:	2.0	LAST REVISION/REVISED DATE:	2021-06-04

	NAME	POSITION	SIGNATURE	DATE
AUTHOR:	C. Botha	Log. Supervisor		14/6/21
REVIEWED BY:	L Mofokeng	Shaft Mine Overseer		14/6/21
REVIEWED BY:	Engineering Standard Committee	See Attached Scanned Attendance List		
REVIEWED BY:	J Ngwenya	Safety Manager		15/06/2021
RECOMMENDED BY:	C Rudolph	Section Engineering Manager		15/6/21
RECOMMENDED BY:	M Tselapedi	Section Engineer		15/06/21
RECOMMENDED BY:	P Mojapelo	Production Manager-South		21/06/2021
RECOMMENDED BY:	R. Kylander	Production Manager-North		21/6/21
RECOMMENDED BY:	L Masilo	Production Manager Projects		21/6/2021
APPROVED BY:	G Van Greunen	Mine Manager: Projects		1/7/21
APPROVED BY:	J Jeffrey	Mine Manager: Operations		30/6/21

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1. Aim

The aim of this procedure is to provide and establish guidelines for the correct method of handling material by hand.

2. Scope

This procedure applies to all Styldrift Mine and Contactor employees.

3. Definitions

Term	Definition
-	-

4. Abbreviations

Abbreviation	Explanation
PMO	Planned Maintenance Officer
PPE	Personal Protective Equipment

5. General

5.1 Updates

This Procedure will be reviewed after 48 months and updated if required.


After every reportable injury, the relevant Risk Assessment will be reviewed and revised if required, following that the content of this Procedure will be evaluated and updated if found to be inadequate.

5.2 Contraventions

Any breach of this Procedure shall be regarded as "Refusal/Failure to carry out a lawful instruction" and will be dealt with as per Disciplinary procedure.

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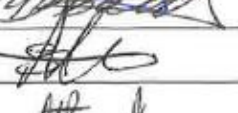









5.3 Scanned copy of original signed Team Member list



STYLDRIFT PROJECTS BOARDROOM

Engineering Standard Meeting Attendance Register

DATE: 04/06/2021

No	NAME	DESIGNATION	SHAFT/ DEPARTMENT	SIGNATURE
1	J.K. Schwartz	ACT Systems, Engineering & Mining Standards officer	SHE	
2	C. Rudolph	Sect Eng Admin	Engineering	
3	L. Schutte	Contract Manager	HR / SHE / HRD	
4	M.H. Kekana	FTHSR	SHE	
5	A. Inso	Act Specialist	ENg	
6	Cik Mpete	HRD Coordinator	HRD	
7	P. Ndlovu	Foreman	ENG	
8	Lim Pilane	Elect. Substn	ENG	
9	J. Nyathi	Section Engineer	ENG	
10	H. G. G. G.	Sect Eng Admin	ENG	
11	Pure Masad	specialist	ENg	
12	T. MIRABELS	HRD OFFICER	TMM	
13	P. Driekhan	Team Specialist	Team eng.	
14	G. Ballo	Log. Sup	ENG	
15	D. Tala	HRD officer	HRD - ENG	
16	L. J. M. M.	Shaft MD	ENG	
17	M. M. M.	Engineer	ENg	
18	M. M. M.	Env. mgr	SHE	
19				

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6. Procedure

6.1 Pre-Conditions and Competency Levels

Only trained and competent personnel are to handle material.

6.2 Precautions and Limitations

6.2.1 All personnel are issued with PPE and must ensure the use thereof before handling material.

6.2.2 No one will be allowed to stand in the danger zone while handling material.

6.3 Special Tools and Equipment

Where special Tools and equipment is required to handle material, the necessary training will be done; pre use checklist must also be completed and returned to the PMO.

6.4 Instructions

6.4.1 Select the appropriate PPE depending on the task at hand.

- a) Steel Cap Safety shoes;
- b) Overall free from excessive oil, grease or flammable substances, sleeves not to be rolled up;
- c) Leather gloves i.e.

6.4.2 Adhere to all safety rules in area.

6.4.3 Determine how many [persons](#) are required to move a load safely (about 35 Kg per person).

6.4.4 Use correct body position when lifting by hand (lift with legs and straight back) (Be extra observant for nipping points).

6.4.5 Ensure adequate space for the handling of material is provided.

6.4.6 Clear instructions and signals, must be given by the supervisor. Prevent multiple persons giving instructions.

6.4.7 Where more than one person is required, teamwork is essential. There must be no horseplay.

6.4.8 A pinch bar and a wedge must always be used when separating plates. Never separate plates by hand.

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- 6.4.9 A plate lifter should be used when lifting heavy plates. The plate lifter must be positioned centrally before lifting.
- 6.4.10 When long plates need to be lifted a long beam with a pair of lifters should be used. In the vertical position a screw or friction clamp must be used.
- 6.4.11 If a pipe is to be lifted from bolt holes or carry lugs, shackles must be used to connect the slings.
- 6.4.12 Extra care must be taken to ensure that the correct size of shackle pin is used and that the pin is securely fastened.

7. Record of Revision

Revision Date	Reason for Revision	Name of Reviewer
2015-05-15	New Procedure	D Wolvaardt
2021-06-04	Revised	C. Botha