# MANDATORY CODE OF PRACTICE ON EMERGENCY PREPAREDNESS AND RESPONSE

## KLIPSPRUIT COLLIERY/HSE

**Seriti Coal (Pty) Ltd**


| | |
|---|---|
| Author: | Marinda Oberholzer |
| Doc No: | OLD_KPS_COP_HSE_002 |
| Version: | 4 |
| Date Effective:: | 2023/11/10 |
| Review Due: | 2025/11/10 |


Classification: INTERNAL

**The COP was drawn up in accordance with DMR guideline 16/3/2/1-A5 issued by the Chief Inspector of Mines.**

**DMR Mine Code: 3684**

# DOCUMENT CONTROL

Refer to the Seriti Document Management System for the latest version of this document to verify accuracy.

A person using Seriti documents or data accepts the risk of using it for any purpose not agreed to in writing by Seriti.

| Authorisations | Name | Description | Signature | Date |
|---|---|---|---|---|
| Author | Marinda Oberholzer | Health Superintendent | | |
| Reviewed by | Jethro Solomon | Safety Superintendent | | |
| Reviewed by | Obed Tau | Full-Time Health and Safety Representative. | | |
| Reviewed by | Katie Mybugh | HRD Department | | |
| Reviewed by | Ipeleng Kgoloane | HR Manager | | |
| Reviewed by | Nakedi Memela | Engineering Manager | | |
| Reviewed by | Clement Litsoane | Mine Manger | | |
| Approved by | Dirk Miller | General Manager | | |

# REVISION HISTORY

The following list records amendments to this document:

**Table 1 - Revision History**

| Rev # | Date | Reason For Change | Originator |
|---|---|---|---|
| 4 | November 2023 | 8.2.2 Emergency Numbers updated | M Oberholzer |
| | | Added Appendix C: ERS Fatality Procedure | |
| | | | |

# 2 Table of Contents



## 2.1 List of Figures

No table of figures entries found.

## 2.2 List of Tables

## 2.3 References

The following list of files were used in the design of this document or legal elements that inform the document e.g. other COP's, FRS, MHSA, ISO's, Risk Assessment:

**Table 2 - List of References**

| Title | Document Number/Ref |
|---|---|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

# 3 Status of the COP

3.1 The **COP** was drawn up in accordance with Guideline Reference Number DMR 16/3/2/1-A5 issued by the Chief Inspector of Mines

3.2 This is a mandatory **COP** in terms of section 9(2) and 9(3) of the Mine Health and Safety Act

3.3 The **COP** may be used in an accident investigation/inquiry to ascertain compliance and also to establish whether the **COP** is effective and fit for its purpose

3.4 The **COP** supersedes all previous relevant **COPs**; and

3.5 All managerial instructions, recommended procedures (voluntary **COPs**) and standards on the relevant topics must comply with the **COP** and must be reviewed to ensure compliance.

# 4 Members of the Drafting Committee

The members listed below were instrumental in drafting the COP and supporting documents, in their field of expertise.

**Table 3 - Members of the Drafting Committee**

| No | Full Name | Designation/Role | Affiliations | Mining Exp. | Signature |
|---|---|---|---|---|---|
| 1. | Louis Steyn | CEM Specialist (CSA) | HPCSA, SAESI | 26yrs | |
| 2. | Marinda Oberholzer | Superintendent Health and Hygiene | SANC, SASOHN | 22 Years | |
| 3. | Mandi Pretorius | Occupational Hygiene Officer Chief | SAIOH | 12 yrs | |
| 4. | Jethro Solomon | Safety Superintendent | | ± 7 yrs | |
| 5. | Kenneth Mokolo | Supervisor: Security | PSIRA | 17yrs | |
| 6. | Obed Tau | F/T Health and Safety Representative | NUM | 24yrs 34 YEARS | |
| 7. | Beatrice Khumalo | Safety Officer | None | ~~12yrs~~ 19 yrs | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |

# 5 General Information

## 5.1 The Mine and its location

**Klipspruit (KPS)**

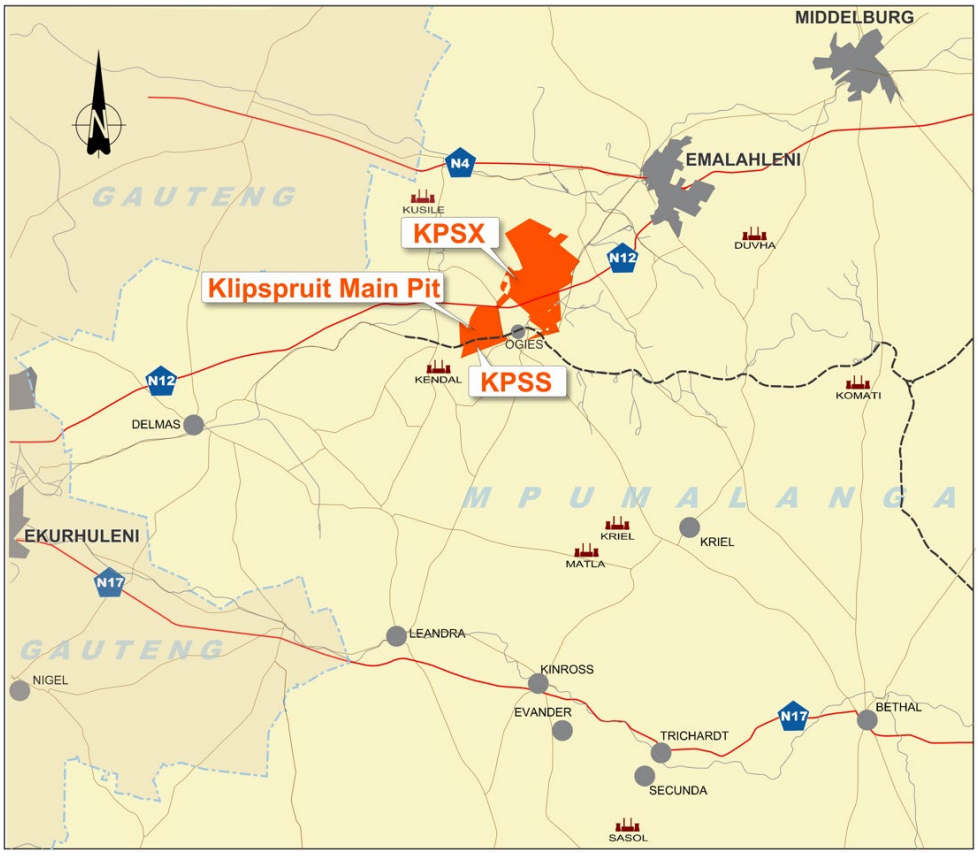
Klipspruit Colliery is situated in the Nkangala District Municipality in the Mpumalanga province of the Republic of South Africa. The figure(s) (below) indicate the location of Klipspruit Colliery within the Witbank Coalfield. Klipspruit Main Pit is located 2.7km to the west of Ogies, 27km southwest of Emalahleni and 60km southwest of Middelburg.

### Klipspruit Extension (KPSX)

Klipspruit Extension (KPSX) is the general name given to the three prospecting right areas, which made up the previous “Weltevreden Project Area”, that was converted to a mining right and added to Klipspruit Colliery’s mining right area. KPSX is a large area that is bounded by Glencore’s Tweefontein and Goedgevonden operations to the south and east, Thungela’s Landau and Greenside collieries to the east and northeast and the Phola community on its western side. Although not strictly located on the boundary, the R555 and main railway line do follow the southern and eastern extent of the KPSX area. Current opencast mining operations at KPSX take place at Pit BD, which is located towards the northeast of Klipspruit Main Pit and just north of the N12 freeway. Pit H is another opencast pit planned in the KPSX mining right area. This pit is planned in the northernmost part of the KPSX area.

### Klipspruit South (KPSS)

Klipspruit South is situated to the direct south of Klipspruit Main Pit, and is separated from KPS Main Pit by Phola Plant, the R555 regional road and the main railway line. Ogies town is located next to its eastern boundary. Glencore’s Goedgevonden Colliery and Seriti’s Khutala Colliery are located on the southern boundary of KPSS, whereas Homeland’s Kendal Colliery is located to KPSS’s west.




## 5.2 Commodity Produced

### Klipspruit (KPS)

Although only remnant pillars are remaining, the following coal seams are mined at Klipspruit Colliery (Main Pit): 5 Seam, 4-Upper Seam, 4-Lower Seam, 2 Seam and 1 Seam. The 4-Lower Seam, 2 Seam and 1 Seam coal are beneficiated at the neighbouring Phola Plant. The 4-Upper Seam coal has historically been mined for domestic use.

### Klipspruit Extension (KPSX)

The following coal seams are currently being mined at KPSX's Pit BD: 5 Seam, 4-Upper A Seam, 4-Upper Seam, 4-Lower Seam, 2A Seam and 1 Seam. Towards the western part of Pit BD the 2 Seam will also become economical to extract. The 4-Upper A Seam, 4-Lower Seam, 2A Seam and 1 Seam coal are beneficiated at the neighbouring Phola Plant after being transported from KPSX via an overland conveyor belt. The 5 Seam and 4-Upper Seam coal are currently being transported to a single stage external plant where it is beneficiated for various products.

**Klipspruit South (KPSS)**

The following coal seams are currently being mined at Klipspruit South (KPSS): 5 Seam, 4-Upper Seam, 4-Lower Seam and 2 Seam (with very limited 1 Seam). The 4-Lower Seam and 2 Seam coal are beneficiated at the neighbouring Phola Plant after being trucked over the R555 via a bridge built by the mine. The 5 Seam and 4-Upper Seam coal are currently being transported to a single stage external plant where it is beneficiated for various products.

## 5.3 Mining Methods

Klipspruit Colliery mines multiple seams using combination of dragline and shovel equipment to expose coal and extract with ADT and RDT fleet. The following is an overview of the process chain:

- Clearing of vegetation and topsoil removal.
- Overburden and mid-burden drilling and blasting.
- Overburden and mid-burden removal by draglines and/or shovels.
- Coal seam and parting drilling and blasting.
- Coal loading using front-end loaders and transporting by haul trucks.
- Rehabilitation of the mined area utilizing a truck fleet, excavators as well as track type dozers.
- Primary crushing, screening and conveyance to the Phola Plant for washing and load out. Phola Plant is a joint venture between Anglo & Seriti.

## 5.4 Unique features

- The coalfields, coal seam partings and its properties are fully described in OLD_COP_KPS_17 CODE OF PRACTICE TO COMBAT ROCK FALL AND SLOPE INSTABILITY RELATED ACCIDENTS IN SURFACE MINES, as per the risk assessment.
- Klipspruit Colliery has identified the possible emergencies that could occur and have drawn up a plan of action for each of these emergencies.

# 6 Terms and Abbreviations

These are definitions of terms and abbreviations used within this document. For a more comprehensive dictionary please refer to our intranet.

**Table 4 - Terms and Abbreviations**

| Term/Abbreviation | Definition |
|---|---|
| AED | Automated Electronic Defibrillator |
| Alert level 1 | Can be totally managed at local level |
| Alert level 2 | Possible implications at national level |
| Alert level 3 | Possible implications at international level |
| CEM | Crisis and Emergency Management |
| CMT | Crisis Management Team (Corporate – Melbourne) |
| Crisis | Loss of management control resulting in actual or potential threat to Seriti long-term ability to do business due to the impact on the Operability, Image, Reputation and Liabilities of Seriti |

| Term/Abbreviation | Definition |
|---|---|
| Crisis management | A tiered response based on the severity of an actual or potential event. Enables appropriate resources to be brought to bear on an incident in a timely manner so that strategy can be defined and actions undertaken to contain an incident, maintain or regain management **control**. Aims include safety of *personnel,* protection of the environment, corporate image, reputation and Seriti 's long term *business* objectives. |
| Emergency | An abnormal occurrence that can pose a threat to the safety or health of *employees*, customers, or local communities, or which can cause damage to **assets** or the environment |
| Emergency management | Actions undertaken to manage the consequences of a physical incident that threatens life, the environment, and assets, which do not affect Seriti 's long term ability to do business. Emergency Management incorporates both the operations response to the triggering emergency and the supporting staff functions, such as legal, insurance, external affairs, human resources, security etc. It is also concerned with the image, operability and liabilities. |
| Emergency response | Actions taken at the site of a physical incident to preserve life, the environment and assets. Emergency Response incorporates the actions of the company, partners, municipal emergency services and other authorities/ agencies. Incident management actions taken by the management team to provide immediate direction and support to those conducting Incident Control in order to preserve lives protect the environment and property. It is likely to include liaison with emergency services and other agencies immediately concerned with that support and the effects of the incident, as well as the public affairs and human resource functions. |
| EMT | Emergency Management Team (*CSA* – Energy Coal) |
| ERP | Emergency Response Plan |
| FRT | Field Response Team (Site based) |
| ICU | Intensive care unit |
| IMT | Incident Management Team (CSA) |
| Incident response | The physical response to an incident. For example the actions directly associated with firefighting |

# 7 Risk Management

## 7.1 Hazards Identification and Risk Assessment (HIRA)

- Over and above any stipulation in this Code of Practice, the Operations Manager will ensure that all Standards, Procedures or Instructions created in terms of the requirements of this Code of Practice satisfy the criteria bulleted below. The provided criteria are not exhaustive and procedures will not be limited to them, recognizing that the expectations of what is reasonably practicable must be satisfied in all instances. Any additional measures deemed necessary must be included in mine specific documents and cross-referenced to this Code of Practice. Thus, every Standard Operating Procedure or Works Instruction must:
  - take cognisance of all the identified hazards and impacts;
  - make provision for the implementation of reasonably practicable measures to address the significant risks that arise from these hazards;
  - ensure that the affected employees are made aware of the risks;
  - provide for appropriate training to equip employees to manage the residual risks;

- define the requirements for operational competency and detail the measures to be taken that will safeguard employees against injury, through appropriate training;
- identify and, by appropriate means, assign accountability to specific incumbents, to ensure that the requirements of the procedures are satisfied at all times, including specifications for both the medium and frequency of reporting on compliance;
- indicate the procedures to be followed by the appointed person or any person in his or her charge, in the event that the procedure cannot be satisfied for a valid reason;
- provide for the appointment of an incumbent, who must report in writing, or indicate by other traceable means to be specified by the Manager Production, the outcome of inspections, measurements or maintenance at predetermined intervals;

- Where immediate compliance is not possible, include a strategy with defined and scheduled objectives, clearly specifying the date when the indicated measures will be in place, to demonstrate compliance with the requirements of the procedure.

## 7.2 Risk Assessment

- To ensure a responsible approach to manage emergency situations, Klipspruit Colliery will define a scope of activities to manage the implementation and ongoing improvement of the emergency preparedness and response process.
- Information relating to accident statistics, locality of the mine and emergency services, ergonomic studies, research reports, manufacturers specifications, approvals, design criteria and performance figures for all relevant equipment were considered in the assessment of risk exposure.

## 7.3 Periodic Review

- This COP will be reviewed annually to comply with Seriti Standard requirements, and this COP will be reviewed and updated after every Emergency or Crisis situation or if significant changes are introduced to procedures, processes, equipment, material etc.
- Documents may be reviewed based upon risk requirements or upon specified triggering events (e.g., fatal risk triggers). As appropriate and based upon the magnitude of the trigger, the change management procedure shall be followed.

# 8 Aspects Addressed in this Mandatory COP

## 8.1 Emergency Preparedness Measures

### 8.1.1 Detection and early warning systems

- Fixed detectors
  - Fire detection and fire suppression systems installed and maintained.
  - On scheduled maintenance provision is made for continual gas testing and CO monitoring especially in confined spaces and also where cutting and welding takes place.
  - Thor Guard automated system lightning detectors are installed at strategic positions at the mine.
- Portable detectors
  - GAS MONITOR USER INSTRUCTIONS: GfG G460 /G450
    - Depending on the sensor array fitted to the G460/G450 Gas Monitor, this monitor is typically capable of detecting Carbon monoxide (CO) gas, Sulphur Dioxide gas (SO2), Methane gas (CH4), Oxygen gas (O2), Carbon dioxide gas (CO2).*
      - High Carbon Monoxide levels (above 100ppm) can cause symptoms of oxygen deprivation
      - High Sulphur Dioxide levels (above 2ppm) can cause irritation of the respiratory tract.
      - High Methane levels (5 – 15%) can cause flammable and explosive gas-air mixtures.
      - High Carbon Dioxide levels (above 0,5% by volume air) can cause symptoms of oxygen deprivation.

- Low Oxygen Levels (below 19% by volume air) can cause symptoms of oxygen deprivation – The normal oxygen content of air is 20,9%.

- If any of these gases reach hazardous levels, the gas monitor will provide an audible and visible alarm.
- *Note that the sensor array may differ on some units – i.e. some units may only have CO & SO2 gas as an option, while others may have the full array listed above.
- Understanding the G460 (or G450) gas monitor:


- GAS MONITOR ISSUING
  - Only use Gas Detection Instruments (GDI's) that are approved by the Occupational Hygiene Dept and are controlled on an a mine register via lifting stores or asset tag system
- BUMP TESTS:
  - All GDI's must be bump-tested by the user prior to use for each shift. This process verifies whether the GDI is operational and responding within defined OEM parameters.
  - Where a bump-test fails, the GDI must not be accepted for use.
- CALIBRATION:
  - All GDI's must be calibrated at least every 90 days. This calibration may be performed on-site by either the OEM or competent mine officials e.g. Occ Hygiene Dept.
  - The calibration process ensures that the GDI gas sensor readings are aligned with the specified test gas concentration.
  - GDI's that are out of the defined 90-day calibration frequency must not be accepted for use.

- GAS ALARM PROCEDURES:
  - In the event of a high CO/SO2 reading and/or alarm on the gas monitor, the affected individual(s) must immediately withdraw from the area affected by smoke/burning material, and contact the Supervisor immediately for further instructions.
  - NB: Note that alarm events > the 100ppm ceiling limit for CO gas may occur from walking/driving through isolated pockets of gas emissions, or from occasional short-duration peaks from e.g. wind

direction changes. The ceiling/instantaneous alarm will automatically stop audibly alarming when the CO concentration falls below the set alarm level.

In such cases it may not be sensible or necessary to escalate & implement corrective measures. The guiding factor here is whether the alarm event is below the STEL (200ppm), stops alarming within seconds to a minute, and does not consistently recur in a defined work environment.

- The Supervisor must immediately investigate the reported alarm event and ensure that the employee has safely withdrawn from the polluted area.*

  *If there is any reason to believe that that the employee may be suffering from symptoms of excessive gas exposure associated with such an event, the actions as outlined under “EMERGENCY PROCEDURES” are applicable.
- The Supervisor must proceed to inspect the work site if safe to do so (i.e. at all times use a gas monitor when entering areas where CO gas may be present) in order to determine
  - the extent and nature of the gas exposure risk
  - determine whether it is safe for work to proceed, and
  - what alternative work methods are required to prevent further excessive exposure.
- It should be emphasised that continuous supervision and gas testing is compulsory in all situations where an elevated risk of gas exposure is evident (work in close vicinity to visible smoke/burning material), or indicated as such by gas measurements and/or alarm events.
- Under no circumstances are personnel to continue working under conditions which will result in continued exposure to gas exposure concentrations exceeding the specified limits /causing continuous events on the supplied monitors.
- The Occupational Hygienist may be contacted for further advice on risk assessment and exposure mitigating measures if deemed necessary.

- Explosives
  - Monitoring of drill holes prior to charging.
  - Weather Intelligence System is the primary system for weather monitoring on the mine and uses satellite imaging to cover a 15 kilometer radius for lightning and 15 kilometer radius for storms it is visually monitored at the Control Room as well as with SMS and e-mail warnings send out by the monitoring system. Daily diagnostics on WIS is run by the service provider. Also refer to Lightning Procedure.

### 8.1.2 Communication Systems

- Types and position:
  - Radio communication between control room and vehicles
  - Portable two-way radios used by personnel.
  - Cell phone coverage optional on surface.
  - Field Response Team issued with portable radios for communication between control room and team members.
- Arrangements for communications from the mine to outside parties, refer to:
  - Information Management
  - Security and Emergency Management Standard
- The testing of the effectiveness of the communication systems, refer to:
  - Security and Emergency Management Standard

### 8.1.3 Emergency Medical Care

- Arrangement for the provision of emergency medical care:
  - Medical clinic with Occupational Health Sister
  - 2X ILS Paramedics on shift and on 24/7.
  - First Aiders
- Availability, locality,quantity and variety of emergency medical equipment:
  - Clinic with casualty room equip to treat trauma and medical patients

- 2 x ILS equipped ambulance
- First Aid boxes/Spine boards in strategic areas
- AED's in strategic areas

### 8.1.4 Mine Evacuation and Response Procedures

- Procedures for the escape and/or rescue of persons, refer to:
  - OLD_KPS_SOP_HSE_023 Crisis and Emergency Management
- Provision of places of safety, refer to:
  - OLD_KPS_SOP_HSE_023 Crisis and Emergency Management

- **KLIPSPRUIT MAIN PIT** (2 x ERS per shift & 1 x Ambulance & Fire truck)

| Departure Point | Destination Point | Total Distance & Time |
|---|---|---|
| KPS main Pit | KPS Extension (Pit BD) | 9Km in 12min |
| KPS main Pit | PCD 1 (Pit BD) | 20Km in 24 min |
| KPS main Pit | New Largo (Pit D) | 21Km in 12min |
| KPS main Pit | Pit F | 5Km in 7min |
| KPS main Pit | Rietspruit Mine Closure | 26Km in 30min |
| KPS main Pit | Pegasus & Inyanda Plant | 43Km in 40min |

- **KLIPSPRUIT EXT (Pit BD)** (2 x ERS per shift & 1 x Ambulance & Fire truck)

| Departure Point | Destination Point | Total Distance & Time |
|---|---|---|
| KPSX (Pit BD) | KPS Extension (Pit BD) | 9Km in 12min |
| KPSX (Pit BD) | PCD 1 (Pit BD) | 11Km in 10 min |
| KPSX (Pit BD) | New Largo (Pit D) | 27Km in 20min |
| KPSX (Pit BD) | Pit F | 14Km in 15min |
| KPSX (Pit BD) | Rietspruit Mine Closure | 35Km in 42min |
| KPSX (Pit BD) | Pegasus & Inyanda Plant | 55Km in 1h03 |

### 8.1.5 Training and Awareness

- Training content and frequency:
  - Annual induction training
  - Annual IMT training
- Fire drills are conducted according to a planned schedule for all departments
- Procedures and applications on the use of emergency equipment are covered during the induction training
- Members of the FRT are trained in emergency work
- Trained Intermediate Life Support paramedics on site backed-up by Advance Life Support paramedic
- Emergency preparedness and response is displayed on notice boards and is also covered in the induction training

## 8.2 Emergency Response Measures

### 8.2.1 Rescue and response capabilities

- Field Response team members
  - 4 X On-site paramedics (ILS)
  - Back-up paramedic (ALS)
  - Fully equipped fire engine

- 2 x Fully equipped ambulance

### 8.2.2 Management of emergencies

- Procedures for the update of emergency manuals
- COP is to be updated annually and to be aligned to the CSA Crisis and Emergency Management
- Refer to Security and Emergency Management Standard
- Telephone list emergency numbers external resources:
  - Khutala Control *013 648 5201*
  - *MMS* Control *013 689 4001*
  - EPH Hospital 013 653 8001
  - External ambulance services
  - Witbank Fire Department 013 690 6222
- Internal Telephone Numbers

| Internal Telephone Numbers | | | |
|---|---|---|---|
| **Name** | **Cell** | **Speed dial** | **Extension** |
| Control Room | 082 815 1928 | 3911 | 013 643 3911 |
| Security | | 3880 / 4068 | 013 643 3880 / 4068 |
| Clinic | | 4021 | 013 643 4021 |
| Paramedic | 0712780053 | | 0136434089<br>0136434023 |

- Establishment of emergency control centre
  - Refer to Security and Emergency Management Standard
- Duties and responsibilities of persons required during an emergency
  - Refer to Security and Emergency Management Standard
- Procedures to deal with adverse environmental condition
  - Refer to Security and Emergency Management Standard

## 8.3 Reporting and Recording

- Procedure for inspection
  - All emergency equipment is inspected monthly by the *FRT* and the paramedic
  - Fire extinguishers and fire hose reels are inspected on a monthly basis and serviced annually.
- Reporting recording and archiving
  - Records are kept by the *paramedic coordinator*
- Emergency preparedness is governed by Chief Safety officer on Site.

## 8.4 Emergency aspects addressed in other COPs / SOPs

Other Codes of Practice in operation at KLIPSPRUIT COLLIERY are as follows:

- Trackless Mobile Machinery (OLD_KPS_COP_MNT_001)
- Combat of rock fall and slope instability related accidents in Surface Mines (OLD_KPS_COP_PROD_017)
- Confined Space (OLD_KPS_COP_MNT_010)
- Isolation, Lockout and Testing of Plant and Equipment (OLD_KPS_COP_MNT_002)
- Hazardous Material Management (OLD_KPS_COP_HSE_010)

- Equipment Safeguarding and Conveyor Systems (OLD_KPS_COP_MNT_006 and OLD_KPS_COP_MNT_004)
- Lifting Operations (OLD_KPS_COP_MNT_005)
- Working at Heights (OLD_KPS_SOP_MNT_503)
- Emergency response (OLD_UG_COP_006)

# 9 Implementation Of the COP

## 9.1 Implementation Plan

- The mine is in a position to comply with this code of practice from the day it is signed.
- Before implementation of this COP a workshop will be held with all relevant management representatives, contractors and employee representatives to discuss, accept and approve the relevant document.

## 9.2 Compliance with the COP

- All relevant managerial instructions, standard operating procedures, work instructions, codes of practice and other relevant documentation must comply with this COP and must be reviewed bi-annually or after a major incident to ensure compliance.

## 9.3 Access to the Code and related documents

- A complete COP and related documents are kept readily available at the mine for examination by any affected person.
- Trade union with members, health and safety representatives and employees representing the employees on the mine, will be provided with a copy on written request to the employer. A register will be kept of such persons or institutions with copies to facilitate updating of such copies.
- All employees will be fully conversant with the sections of the COP relevant to their respective areas of responsibility.
- This COP will be available as a controlled document on Seriti Portal.

# 10 List of Annexures and/or Appendices

This section to follow can include any material aspects of the standard such as equipment and plant requirements. In some cases, this may be documents and software.

**Table 5 - List of Annexures/Appendices**

| Title | Document Number |
|---|---|
| 1. EMERGENCY ACCIDENT / INCIDENT PROCEDURE | Appendix A |
| 2. SECURITY RESPONSE TO EMERGENCY SITUATIONS | Appendix B |
| 3. ERS FATALITY PROCEDURE | Appendix C |
| 4. PROOF OF CONCILIATION | Appendix D |

# Appendix A: Emergency Accident / Incident Procedure

## EMERGENCY INCIDENT / ACCIDENT PROCEDURE

1. Take control and assess the situation (SLAM)
2. Ensure that the area is Safe
3. Render First aid quickly and effectively
4. Report incident / accident to control room
5. Ensure the scene is left undisturbed
6. Barricade the area as effectively as possible after removal of injured
7. Await further instructions from the Manager
8. Manager to assess incident / accident seriousness and contact required personnel (i.e. DMR etc.)
9. Investigation to be done after the incident / accident
10. Remedial actions to be instituted to prevent similar Occurrence.

All incidents/accidents (no matter how small), must be reported immediately to:

## OPENCAST CONTROL ROOM:

- 082 815 1928
- 3911
- See standby list for all emergency numbers Remember to call the Paramedic.

## CALL OUT PROCEDURE:

**1. Ops room:**

a) Call out Paramedic.

b) Call out ERS as required.

c) Call as per the Control Standby Roster

**2. OM:**

a) Calls Head of Production

b) Convenes the site's IMT if required.

**3. Manager HSE**

a) Calls Head of HSE

**4. Head of Production**

a) Calls Vice President

**5. African Region President**

a) Convenes ERS if required.

If someone is on leave or away, there is always someone acting, or, the person must be available for telecons.

# Appendix B: Security Response to Emergency Situations

| Emergency Procedure: Bomb threat | | |
|---|---|---|
| **Person reporting or detecting incident** | **Response Room Operator** | **Shift Supervisor** |
| • Do not transfer call.<br>• Try to keep the caller talking, while raising alarm and attempt to extract as much information as possible as per the questionnaire.<br>• Report to Security immediately.<br>• Report to the Security Supervisor or Security Officer.<br>• Give clear information as to how bomb was found, particulars of informer, i.e. telephone message, letter, what, where, when, who, why and how.<br>• If the bomb is found, do not touch or move it.<br>• Keep bomb under surveillance from a safe distance.<br>• Keep unauthorised persons from entering the area.<br>• Attempt to establish details of the suspect.<br>• or a dissatisfied employee.<br>• Assist emergency teams<br>• i.e. SAPS bomb squad and fire brigade at scene. | • On receiving information immediately inform:<br>• Security Supervisor or Security Officer.<br>• Obtain all relevant information, such as:<br>– Name of person reporting<br>– Exact location of bomb, if known<br>– All particulars of caller. If by telephone, use check list<br>• Record all information received on scribe report.<br>• Wait for further instructions.<br>• Keep communication lines clear - avoid unnecessary conversation. | • Immediately proceed to affected area.<br>• Evacuate all personnel from the area.<br>• Seal area off with barricading tape.<br>• Keep unauthorised persons out of the area.<br>• Obtain fire extinguishers and keep handy.<br>• Endeavour to trace would-be bomber or a dissatisfied employee.<br>• Assist emergency teams<br>• i.e. SAPS bomb squad and fire brigade at scene. |

| Emergency Procedure: Labour unrest | | |
|---|---|---|
| Person reporting or detecting incident | Response Room Operator | Shift Supervisor |
| • Notify Reception Office, giving all available information such as why, who, what, where when and how.<br>• Attempt to establish reasons for unrest.<br>• Update Reception Office as situation develops.<br>• Do not get involved, rather retreat. | • On first information of unrest, contact:<br>• Security Officer.<br>• Open scribe report and record all instructions, messages, incidents, and information.<br>• On request, call out other Security Members.<br>• Keep radio and telephone lines clear, avoid unnecessary transmissions and lengthy conversations. | • Proceed to Reception Office.<br>• Send out reconnaissance patrols.<br>• Inform SAPS Station Commissioner.<br>• Call out Public Order Police<br>• Inform Security Manager and General Manager<br>• Await further instructions.<br>• Never act alone. Notify the Radio Operator of intended action to be taken.<br>• Always give feedback on action and / or developments.<br>• When situation calms down / reverts to normal, submit statement(s). |

# Appendix C: ERS Fatality Procedure

**Any fatality (Medical and/or trauma) on Seriti Site/Operation.**

- Safety should be the primary concern.
- All EMS CPR protocols must be followed as per HPCSA treatment guidelines.
- Report incident as per operation reporting requirements.
- Seriti ERS Regional and/or Central Health team must be informed of fatality asap.
- The area to be barricaded (Barrier tape)and left undisturbed (Nothing should be moved or removed).
- OMP should issue Official Death Certification.
- The deceased body/remains should be covered e.g., Space blanket.
- No one should be allowed to take photos of diseased. Only official SAPS/Pathology are allowed to take photographs .
- Access control to area must be manage e.g., security.
- No unauthorized person may be allowed to go near the deceased or into barricaded area.
- Move bystanders to a designated area and establish a briefing point out of view from diseased away from the scene.
- All persons present at or in the vicinity of the scene are potential witnesses, safety to ensure that witnesses remain until the DMRE inspector arrives.
- ERS personnel should stay on scene up until deceased are removed from scene.
- ERS personnel complete PRF and incident timeline before going of duty.

# Appendix D: Proof of Conciliation

DOCUMENT: COP HSE 002 Emergency preparedness and response - 29/8/2023

Proof of Conciliation / Review Committee

| Name & Surname (Print) | Designation | Signature | Date |
|---|---|---|---|
| Mxolisi Sino | EMS Coordinator | | 29/08/2023 |
| Shingange Zenzile | ILS Fire Fighter | | 29-08-2023 |
| Pat Maphanga | ILS/fire fighter | | 29-08-2023 |
| Themba Sithole | ILS / Fire Fighter | | 29/08/2023 |
| Lawns Mathekga | ILS/fire fighter | | 29/08/2023 |
| Mdubedo Giba | ILS/FF | | 29/08/2023 |
| JEFFREY MABUZA | SNR FF/ILS | | 29/8/23 |
| Louis Stiya | ERS | | 29/8/23 |
| Nomindo Oberholz | Health Supt | | 29/08/2023 |

# Seriti Klipspruit Attendance Register

SERITI

**Program:** COP & emergency preparedness and Response.

**Date:** 17/10/2023 **Duration:**

**Facilitator: ME Oberholzer**

**Contact Details: 0842073507**

**Venue:**

| |
|---|
| **B** - African |
| **C** - Colored |
| **A** - Asian |
| **W** - White |
| **F** - Female |
| **M** - Male |

| No | Surname and Name | Employee Number | Job Title | Region / Clinic / Department | Signature |
|---|---|---|---|---|---|
| 1. | Beatrice Khumalo | 20019747 | Safety Officer | Hsec | |
| 2. | Tshabalala Zanele | 20100014 | SAFETY REP | EXTRACTION KPSK | |
| 3. | Masilela T.M | 20061323 | " " | SHOVEL PIT SS | |
| 4. | Mahlasi Sino | 90070871 | Coordinator | Emergency Services | |
| 5. | Jethro Solomon | 50000271 | Safety Supt | Safety | |
| 6. | Mark Cibatt | 7221670 | Specialist Risk & Gov. | Risk & Governance | |
| 7. | | 20019452 | FTHSR | HSEC | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| 14. | | | | | |
| 15. | | | | | |
| 16. | | | | | |
| 17. | | | | | |
| 18. | | | | | |

DOCUMENT: COP HSE 002 Emergency preparedness and response - 29/8/2023

Proof of Conciliation / Review Committee

| Name & Surname (Print) | Designation | Signature | Date |
|---|---|---|---|
| Mxolisi Silmo | EMS Coordinator | | 29/08/2023 |
| Shingange Zenzile | ILS Fire fighter | | 29-08-2023 |
| Pat Maphanga | ILS/fire fighter | | 29-08-2023 |
| Themba Sithole | ILS / Fire Fighter | | 29/08/2023 |
| Lawns Mathekga | ILS/fire fighter | | 29/08/2023 |
| Mokibelo Giba | ILS/FF | | 29/08/2023 |
| JEFFREY MABUZA | SNR FF/ILS | | 29/8/23 |
| Louis Stean | ERS | | 29/8/23 |
| Mavinda Oberholz | Health Supt | | 29/8/2023 |