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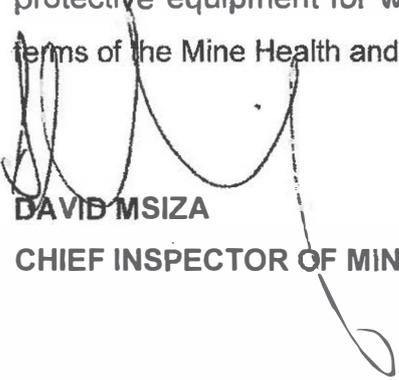
DEPARTMENT OF MINERAL RESOURCES

NO. 854

25 SEPTEMBER 2015

MINE HEALTH AND SAFETY ACT, 1996 (ACT NO 29 OF 1996)**GUIDELINE FOR A MANDATORY CODE OF PRACTICE ON THE
PROVISION OF PERSONAL PROTECTIVE EQUIPMENT FOR WOMEN IN
THE SOUTH AFRICAN MINING INDUSTRY**

I **DAVID MSIZA**, Chief Inspector of Mines, under section 49 (6) of the Mine Health and Safety Act, 1996 (Act No. 29 of 1996) and after consultation with the Council, hereby issues the guideline on the provision of personal protective equipment for women in the South African mining industry in terms of the Mine Health and Safety Act, as set out in the Schedule.


DAVID MSIZA**CHIEF INSPECTOR OF MINES****SCHEDULE**

REFERENCE NUMBER: DMR 16/3/2/5-A2
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DEPARTMENT OF MINERAL RESOURCES

MINE HEALTH AND SAFETY INSPECTORATE

GUIDELINE FOR THE COMPILATION OF A

MANDATORY CODE OF PRACTICE ON

**THE PROVISION OF PERSONAL PROTECTIVE
EQUIPMENT FOR WOMEN IN THE
SOUTH AFRICAN MINING INDUSTRY**



CHIEF INSPECTOR OF MINES



mineral resources

Department:
Mineral Resources
REPUBLIC OF SOUTH AFRICA

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PART A: THE GUIDELINE

1. FOREWORD

Over the last decade there has been an increase of women being employed in the mining industry, particularly underground and in jobs previously exclusively performed by men. This increase of women in the previously male dominated environment has led to many challenges. One of these challenges that have confronted women is the use of the personal protective equipment (**PPE**) that has not taken the female anthropometric characteristics into account.

As a result many areas of the work environment within the South African mining industry are unsuitable for deploying female employees because suitable **PPE** may be a problem. **PPE** equipment generally has been designed to suit the male physique. Women in mining have special health and safety needs resulting from their unique anatomical and physiological makeup. Additionally, there is scarcity of published data on the health and safety concerns and issues of women in mining.

The findings of workshops held in 2014 by independent researches indicated that often **PPE** available for use at mines is unsuitable for female workers and sometimes poses health and safety challenges. This implies that female mine workers do not have adequate protection against risks from work-related hazards while their personal comfort and work performance may be compromised. The results of the workshops indicate that **WIM** often face health and safety challenges related to the **PPE** currently provided, because of its design. This has also led to **WIM** being dissatisfied with their **PPE**.

As indicated in SIMRAC Research Project SIM 100904 there is a possible association between the type of **PPE** used by women and increased vulnerability to skin conditions such as contact dermatitis, chaffing and rashes including bacterial and fungal infections. The situation is further exacerbated by the unique coping mechanisms (e.g. use of nylon tights and thick wool socks as undergarments), that **WIM** have been compelled to practice in order to adjust/correct the ill-fitting **PPE**. These unorthodox adjustments further increase the risk of infections, chaffing and rashes.

The selection, provision and use of **PPE** in the workplace should not only be based on hazard identification and risk assessment processes, but should incorporate ergonomic and comfort aspects of users so as to guarantee **PPE** efficiency for all workers. This approach will ensure that the specificities of female anthropometrics are accommodated. The hazards identified will determine the body part that is to be protected and therefore the **PPE** required. The **PPE** could include, but is not limited

foot protection, respiratory protection, vibration and hearing protection and thermal protection.

(Refer to **Annexure 3: Table on Common Hazards at Mines and possible PPE. This annexure is intended for information purposes only.**)

2. LEGAL STATUS OF GUIDELINES AND CODES OF PRACTICE

In accordance with section 9(2) of the **MHSA** an employer must prepare and implement a **COP** on any matter affecting the health or safety of employees and other persons who may be directly affected by activities at the mines if the Chief Inspector of Mines requires it. These **COPs** must comply with any relevant guideline issued by the Chief Inspector of Mines (section 9(3)). Failure by the employer to prepare or implement a **COP** in compliance with this guideline is a breach of the **MHSA**.

3. THE OBJECTIVE OF THIS GUIDELINE

The objective of this guideline is to provide guidance to the employer at every mine to compile a mandatory **COP** which would assist employers in providing suitable **PPE** for **WIM** where required. (See also paragraph 7.2 of Part C).

4. DEFINITIONS AND ACRONYMS

In this guideline for a **COP** the following definitions and acronyms are used:

“**CIOM**” means Chief Inspector of Mines;

“**COP**” means a Code of Practice;

“**DMR**” means Department of Mineral Resources;

“**MHSA**” means the Mine Health and Safety Act, 1996, Act 29 of 1996;

“**PPE**” means Personal Protective Equipment;

“**SIMRAC**” means the Safety in Mines Research Advisory Committee;

“**SOP**” means standard operating procedures at the mine;

“**SUITABLE**” means appropriate in terms of size and fit, type of work place hazards, purpose and nature of work to be undertaken and gender anthropometrics.

“**WIM**” means Women in Mining, i.e. female employees working at mines;

5. SCOPE

This guideline for a mandatory **COP** covers the roles and responsibilities of different persons; the selection and provision of **PPE**; and the training requirements in respect of **PPE** for **WIM**.

6. MEMBERSHIP OF TASK GROUP

This guideline was prepared by a **MRAC** task team on the provision of personal protective equipment for women in the mining industry.

The following members served on the task team:

State:

Ms. F.B. Senabe (Chairperson)

Employers:

Ms. H.R. Motsotsoana

Mr. J.C. Smith

Mr. J. Soden

Ms. E. van der Wath

Ms. M. Wilson

Ms. M. Van Zyl

Ms. S. Mostert

Labour:

Ms. N.T. Klaas

Adv. J.P. Jansen van Vuuren

PART B: AUTHOR'S GUIDE

1. The **COP** must, where possible, follow the sequence laid out in Part C "Format and Content of the mandatory **COP**". The pages as well as the chapters and sections must be numbered to facilitate cross-reference. Wording must be unambiguous and concise.
2. It should be indicated in the **COP** and on each annexure to the **COP** whether:
 - 2.1. The annexure forms part of the guideline and must be complied with or incorporated in the **COP** or whether aspects thereof must be complied with or incorporated in the **COP**, or
 - 2.2. The annexure is merely attached as information for consideration in the preparation of the **COP** (i.e. compliance is discretionary).
3. When annexures are used the numbering should be preceded by the letter allocated to that particular annexure and the numbering should start at one (1) again. (e.g. 1, 2, 3, A1, A2, A3...).
4. Whenever possible illustrations, tables, graphs and the like should be used to avoid long descriptions and/or explanations.
5. When reference has been made in the text to publications or reports, references to these sources must be included in the text as footnotes or side notes as well as in a separate bibliography.

PART C: FORMAT AND CONTENT OF THE MANDATORY CODE OF PRACTICE

1. TITLE PAGE

The **COP** should have a title page reflecting at least the following:

- 1.1 Name of mine;
- 1.2 The heading of the **COP**: The provision of personal protective equipment for women in the South African mining industry;
- 1.3 A statement to the effect that the **COP** was drawn up in accordance with the guideline **DMR 16/3/2/5-A2** issued by the **CIOM**;
- 1.4 The mine's reference number for the **COP**;
- 1.5 Effective date; and
- 1.6 Revision dates.

2. TABLE OF CONTENTS

The **COP** must have a comprehensive table of contents.

3. STATUS OF MANDATORY CODE OF PRACTICE

Under this heading the **COP** must contain statements to the effect that:

- 3.1 The mandatory **COP** was drawn up in accordance with Guideline **DMR 16/3/2/5-A2** issued by the **CIOM**;
- 3.2 This is a mandatory **COP** in terms of sections 9(2) and (3) of the **MHSA**;
- 3.3 The **COP** may be used in an incident/accident investigation/inquiry to ascertain compliance and also to establish whether the **COP** is effective and fit for purpose
- 3.4 The **COP** supersedes all previous relevant **COPs**;
- 3.5 All managerial instructions or recommended procedures (voluntary **COPs**) and standards on the relevant topics must comply with the **COP** and must be reviewed to assure compliance.

4. MEMBERS OF DRAFTING COMMITTEE

- 4.1 In terms of section 9(4) of the **MHSA** the employer must consult with the health and safety committee on the preparation, implementation or revision of any **COP**.

4.2 It is recommended that the employer should, after consultation with the relevant stakeholders in terms of the **MHSA**, appoint a committee responsible for the drafting of the **COP**.

4.3 The members of the drafting committee assisting the employer in drafting the **COP** should be listed giving their full names, designations, affiliations and experience. This committee should include competent persons sufficient in number to effectively draft the **COP**.

5. GENERAL INFORMATION

The general information relating to the mine must be stated in this paragraph. The following minimum information must be provided:

5.1 A brief description of the mine and its location;

5.2 The commodities produced;

5.3 The mining methods/mineral excavation processes;

5.4 A description of the systems used at the mine in connection with the issuing of **PPE** equipment; and (revisit once paragraph 8 is completed).

5.5 Other relevant **COPs**.

6. TERMS AND DEFINITIONS

Any word, phrase or term of which the meaning is not absolutely clear or which will have a specific meaning assigned to it in the **COP**, must be clearly defined. Existing and/or known definitions should be used as far as possible. The drafting committee should avoid jargon and abbreviations that are not in common use or that have not been defined or clearly described. The definitions section should also include acronyms and technical terms used in the **COP**.

7. RISK MANAGEMENT

7.1 Section 11 of the **MHSA** requires the employer to identify hazards, assess the health and safety risks to which employees may be exposed while they are at work, record the significant hazards identified and risk assessed.

7.2 The **COP** must address how the significant risks identified in the risk assessment process must be dealt with, having regard to the requirements of sections 11(2) and

(3) that, as far as reasonably practicable, attempts should first be made to eliminate the risk, hereafter to control the risk at source, thereafter to minimise the risk and thereafter, insofar as the risk remains, to provide **PPE** and to institute a program to monitor the risk.

- 7.3 A proper hazard identification and risk assessment must be conducted on all the activities at the mine. The information must be kept readily available at the mine.
- 7.4 To assist the employer with the hazard identification and risk assessment, all possible relevant information such as Annual Medical reports, occupational injury statistics, relevant research reports, design criteria, performance figure protocols, guiding documentation for practitioners and relevant standards should be obtained and considered.
- 7.5 In addition to the periodic review required by section 11(4) of the **MHSA**, the **COP** should be reviewed and updated, if required, after every serious incident/accident involving the use of **PPE**, or if significant changes are introduced to procedures, mining and ventilation layouts, mining methods, plant or equipment and material.

8. ASPECTS TO BE ADDRESSED IN THE MANDATORY CODE OF PRACTICE

The **COP** must set out how the significant risks in relation to **PPE** for **WIM** identified and assessed in terms of the risk assessment process referred to in paragraph 7.1 above will be addressed. The **COP** must cover at least the aspects set out below unless there is no significant risk associated with that aspect at the mine.

8.1. Roles and responsibilities of different persons

The **COP** should set out the roles and responsibilities of the various different persons involved in the processes to ensure that suitable **PPE** is provided to **WIM** at the mine. These roles and responsibilities could include the following:

8.1.1 Employer

- 8.1.1.1 Ensure that sufficient quantities of the required and appropriate **PPE** for each activity performed by **WIM** is available at the mine. In this regard, **PPE** should be provided which is **suitable** and having regard to the local operational procedures, culture and environmental conditions;
- 8.1.1.2 Ensure that training is provided on the selection of appropriate **PPE** for use at the mine, on when the different types of **PPE** are to be used and the correct use of the different types of **PPE**;

- 8.1.1.3 Ensure that procedures are established and implemented and facilities provided that will ensure proper maintenance of **PPE**;
- 8.1.1.4 Ensure that suitable facilities are provided for the storage, transport and cleaning of **PPE**;
- 8.1.1.5 Ensure that a documented monitoring system is established and maintained on the appropriateness and effectiveness of **PPE** used by **WIM** at the mine; and
- 8.1.1.6 Ensure that any confidential medical information required for the implementation of the **COP** remains confidential.

8.1.2 Managers and Supervisors

Managers/Supervisors are responsible for ensuring effective day to day use of **PPE** by the **WIM** falling under their supervision. This could include the following:

- 8.1.2.1 Familiarise themselves and the **WIM** falling under their supervision with the content of this **COP** which is relevant to them.
- 8.1.2.2 Ensure that specific assessments are carried out for both the risk to be protected against and the different types of **PPE** that could be used to protect **WIM** from that risk. On this basis the suitability of the selected **PPE** against the risk should be assessed.
- 8.1.2.3 Ensure that **WIM** receive suitable and sufficient information, instruction and training with regard to **PPE** supplied to them.
- 8.1.2.4 Ensure the proper use, storage, maintenance, cleaning, examination, repair and replacement of **PPE**.

8.1.3 WIM

WIM have personal responsibilities to ensure the effectiveness of any safe system of work provided. In particular they must:

- 8.1.3.1 Ensure that **PPE** provided is used, maintained and cleaned in accordance with the training, instruction and information received.

- 8.1.3.2 Return **PPE** after use to storage facilities provided for it. If this is not possible, to take reasonable steps to safeguard the condition of **PPE** when temporarily stored elsewhere and must not be taken home.
- 8.1.3.3 Regularly examine **PPE** and report any defect, damage or loss to their manager/supervisor.
- 8.1.3.4 Inform their manager/supervisor of any medical or other conditions that may affect their ability to wear or use **PPE**.
- 8.1.3.5 Report to their manager/supervisor, problems with the equipment or suggested improvements to **SOPs**, which may reduce the requirement for **PPE**, or improvements in the design or application of **PPE**.

8.2 Selection, provision and maintenance

The **COP** should set out measures to ensure that suitable **PPE** for **WIM** is selected and provided, and that such **PPE** for **WIM** is properly maintained, which measures should include:

- 8.2.1 Identifying all areas in which **PPE** for **WIM** may be required;
- 8.2.2 Identifying the types of **PPE** for **WIM** which would provide suitable protection against the identified hazards;
- 8.2.3 Ensuring the correct **PPE** for **WIM** is issued to each female employee in terms of:
 - 8.2.3.1 Size and fit;
 - 8.2.3.2 Type of workplace hazards;
 - 8.2.3.3 Purpose of **PPE**; and
 - 8.2.3.4 Nature of work to be undertaken.
- 8.2.4 Ensuring **PPE** for **WIM** is regularly maintained to remain fully functional for its intended use;
- 8.2.5 Ensuring **PPE** for **WIM** is timeously replaced when no longer fully functional for its intended use; and
- 8.2.6 Ensuring the use and effectiveness of the **PPE** is monitored, including with regard to fit, comfort and maximum protection from the identified hazards for **WIM**.

8.3 Training

The COP must set out measures to ensure that WIM are properly trained in the use of PPE provided to them, which should include the following:

8.3.1 Identifying appropriate persons to carry out training for WIM on the use of PPE and the qualifications, experience and other requirements to be met by such persons;

8.3.2 Conducting training in two phases for all WIM who are required to wear PPE:

8.3.3.1 General training should include:

- When and why personal protective equipment is necessary;
- What type of personal protective equipment is necessary?
- How properly to put on, take off, adjust and wear PPE;
- The limitations of the PPE;
- The proper care, maintenance, useful life and disposal of the PPE; and
- Advising WIM on appropriate personal wear with the different types of PPE for WIM.

8.3.3.2 Site specific training (to be conducted by direct supervisors and documented) should include:

- What type of PPE is necessary for each job;
- How properly to put on, take off, adjust and wear PPE;
- How to obtain PPE; and
- Departmental cleaning, maintenance and replacement procedures.

8.3.3 Ensuring that each trainee demonstrates correct use of PPE before being allowed to perform work requiring the use of PPE.

8.3.4 Ensuring that retraining is done, where required when:

8.3.4.1 New equipment or processes are introduced that could create new or additional hazards; and

8.3.4.2 There have been changes in the workplace or PPE that renders previous training obsolete.

8.3.5 Ensuring, if any employee who has been trained does not have the understanding or skills required to use the **PPE** properly, that such employee is retrained and the retraining is documented.

PART D: IMPLEMENTATION

1. IMPLEMENTATION PLAN

- 1.1 The employer must prepare an implementation plan for its **COP** that makes provision for issues such as organizational structures, responsibilities of functionaries and programs and schedules for this **COP** that will enable proper implementation of the **COP**. (A summary of/and a reference to, a comprehensive implementation plan may be included).
- 1.2 Information may be graphically represented to facilitate easy interpretation of the data and to highlight trends for the purpose of risk assessment.

2. COMPLIANCE WITH THE CODE OF PRACTICE

The employer must institute measures for auditing, monitoring and ensuring compliance with the **COP**.

3. ACCESS TO THE CODE OF PRACTICE AND RELATED DOCUMENTS

- 3.1 The employer must ensure that a complete **COP** and related documents are kept readily available at the mine for examination by any affected person.
- 3.2 A registered trade union with members at the mine or where there is no such union, a health and safety representative on the mine, or if there is no health and safety representative, an employee representing the relevant stakeholders on the mine, must be provided with a copy on request. A register must be kept of such persons or institutions with copies to facilitate updating of such copies.
- 3.3 The employer must ensure that all employees are fully conversant with those sections of the **COP** relevant to their respective areas of responsibility.

ANNEXURE 1: Reference SIMRAC Research Project

(This Annexure is for information purposes only)

Personal Protective Equipment for Women in the South African Mining Industry
(SIM100904)

ANNEXURE 2: Table on Common Hazards at Mines and possible PPE*(This Annexure is intended for information purposes only)*

Body part protection	Common hazards in mines	Type of PPE protection required
Head protection	<ul style="list-style-type: none"> • Impact from rock falls and flying objects • Impact from falling spillage, debris from conveyor system or crane • Impact from falling tools • Bumping head against walls, haulage, etc • Hair entanglement in rotating machinery 	Safety helmets Bump caps Hair nets
Face and eye protection	<ul style="list-style-type: none"> • Chemical and metal splash • Airborne particles and dusts • Projectiles (flying fragments and chips) • Gases and vapours • Radiation 	Safety spectacles Goggles Face shields Visors
Hands/arm protection	<ul style="list-style-type: none"> • Abrasions, cuts and punctures, impact • Temperature extremes (cold/heat) • Chemical substances • Electric shock • Skin infection, disease contamination • Hand/arm vibration 	Gloves Gauntlets Mitts Wrist cuffs Armlets Barrier creams
Body Protection (Torso)	<ul style="list-style-type: none"> • Temperature extremes and adverse weather • Chemical and metal splash • Spray from pressure leaks or spray guns • Impact or penetration • Contaminated dust • Excessive wear • Entanglement of own clothing 	Conventional and disposable overalls Boiler suits Clothing for cold, heat and bad weather Clothing to protect against machinery High visibility jackets, vests Harnesses, life jackets
Foot and Leg protection	<ul style="list-style-type: none"> • Wet and slipping • Electrostatic build-up • Cuts and punctures • Falling objects • Chemical and metal splash • Abrasion 	Safety boots and shoes with protective toe caps, penetration-resistant mid-sole Gaiters Leggings, spats
Hearing Protection	<ul style="list-style-type: none"> • Noise 	Ear muffs Earplugs
Respiratory Protection	<ul style="list-style-type: none"> • Dust (e.g. crystalline silica and coal dusts) • Gas, vapour • Oxygen deficient atmospheres • Welding fumes 	Disposable filtering face piece or respirator Half or full-face respirator Air-fed helmets Breathing apparatus

ANNEXURE 3: PPE for WIM Selection Guidelines

(This Annexure is intended for information purposes only)

1. General considerations

- 1.1 For each hazard identified, select personal protective equipment that will protect the **WIM** by creating a barrier against workplace hazards. Consider the likelihood of an accident and the seriousness of a potential accident. **PPE** must be selected to protect against any hazard that is present or likely to be present. It is important personnel to become familiar with the potential hazards, the type of protective equipment that is available, and the level of protection that is provided by that equipment, i.e., splash protection, impact protection, etc.
- 1.2 The personal protective equipment selected must fit the **WIM** as it is intended to protect. Make certain that **WIM** have the correct size of protective equipment. Whenever possible, select adjustable personal protective equipment. **WIM** input in the selection process is critical. Personal protective equipment that fits properly and is comfortable will more likely be worn by **WIM**. Damaged or defective protective equipment must be taken out of service immediately to be repaired or replaced and employees must be provided with the proper equipment in the interim.
- 1.3 Selected **PPE** for a work activity must be compatible with any other **PPE** that may be worn at the same time.
- 1.4 **PPE** to be repaired or replaced when damaged or past useful life or when an improved (cost effective) alternative becomes available.
- 1.5 All **PPE** may be used for official purposes only (except where management approval obtained).
- 1.6 A Hazard Assessment is a process of a simply formalised system of what personal protective equipment is to be selected based on the hazards of the job. When conducting a hazard assessment, a task is investigated and the hazards and the potential hazards associated with the task are determined. This allows for the selection of **PPE** that will protect the **WIM** from the identified hazards.

A hazard assessment may be conducted on a single employee, performing a single task, or a group of employees if all the employees perform an identical task. Hazard assessment could include all of the welders conducting that task. Likewise, painters using similar types of materials or laboratory workers using similar types of chemicals could be grouped under the same assessment.

The individual conducting the hazard assessment must have an intimate knowledge of each task. In some cases this may require directly observing an employee. In other instances the assessor may know all the hazards associated with a job without additional review. During the hazard assessment of each task, inspect the layout of the workplace and look for the following hazard sources:

- a) High temperatures that could result in burns, eye injury, ignition of equipment, heat stress, etc.
- b) Cold temperatures that could result in frostbite, lack of coordination, cold stress, etc
- c) Chemical exposure, including airborne or skin contact that would have the potential for splash on the skin or eyes, or the potential to breathe vapours or mist.
- d) Harmful dust or particulates.
- e) Light radiation, e.g., welding, cutting, brazing, furnaces, heat treating, high intensity, lights, etc.
- f) Sources of falling objects, potential for dropping objects, rolling objects that could crush or pinch the feet.
- g) Sharp objects that may pierce the feet or cut the hands.
- h) Electrical hazards.
- i) Observe the layout of the workplace and the location of co-workers for the potential for collision with other personnel or objects.
- j) Any other identified potential hazard.

Where these hazards exist and could cause injury to employees, PPE must be selected to eliminate substantially the injury potential.

DEPARTMENT OF MINERAL RESOURCES

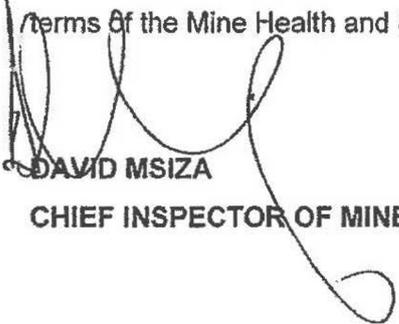
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25 SEPTEMBER 2015

MINE HEALTH AND SAFETY ACT, 1996 (ACT NO 29 OF 1996)

GUIDELINE FOR A MANDATORY CODE OF PRACTICE FOR TRACKLESS
MOBILE MACHINES

I **DAVID MSIZA**, Chief Inspector of Mines, under section 49 (6) of the Mine Health and Safety Act, 1996 (Act No. 29 of 1996) and after consultation with the Council, hereby issues the guideline for trackless mobile machines in terms of the Mine Health and Safety Act, as set out in the Schedule.



DAVID MSIZA
CHIEF INSPECTOR OF MINES

SCHEDULE

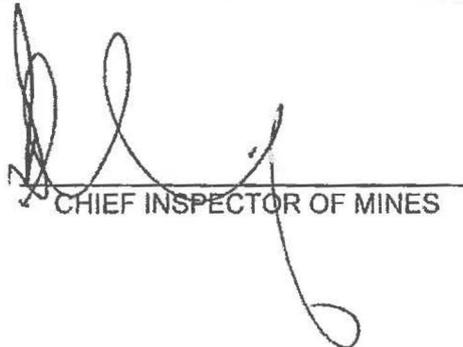
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DEPARTMENT OF MINERAL RESOURCES

MINE HEALTH AND SAFETY INSPECTORATE

**GUIDELINE FOR THE COMPILATION OF A
MANDATORY CODE OF PRACTICE FOR**

TRACKLESS MOBILE MACHINES



CHIEF INSPECTOR OF MINES



mineral resources

Department:
Mineral Resources
REPUBLIC OF SOUTH AFRICA

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PART A: THE GUIDELINE

1. FOREWORD

- 1.1 The Commission of Inquiry into Safety and Health in the Mining Industry chaired by the Honorable Mr. Justice RN Leon identified haulage and transport accidents as the second largest category of accidents in mines.
- 1.2 In an initiative to solve this problem, a tripartite sub-committee was established under the auspices of the Mining Regulation Advisory Committee (**MRAC**). The task group prepared a report which recommended amongst other items that a guideline for a mandatory **COP** for **trackless mobile machines** be drafted. As a consequence the guideline was issued on 30 November 2000 and came into force on 31 May 2001.
- 1.3 In 2011, the Mine Health and Safety Council (**MHSC**) noted that accidents involving **trackless mobile machines** were still at an unacceptably high level. The **MHSC** requested **MRAC** to review the legislation with the view of incorporating minimum performance standards. **MRAC** recommended that, in addition to revising the Guideline, regulations dealing specifically with **trackless mobile machines** should also be published. This recommendation was agreed to by the **MHSC**. This guideline should therefore be read in conjunction with the **trackless mobile machines** regulations.

2. LEGAL STATUS OF GUIDELINES AND COPs

In accordance with Section 9(2) of the **MHSA** an employer must prepare and implement a **COP** on any matter affecting the health or safety of employees and other persons who may be directly affected by activities at the mines if the Chief Inspector of Mines (**CIOM**) requires it. These **COPs** must comply with any relevant guideline issued by the Chief Inspector of Mines (section 9(3)). Failure by the employer to prepare or implement a **COP** in compliance with this guideline is a breach of the **MHSA**.

3. THE OBJECTIVE OF THIS GUIDELINE

The objective of this guideline is to enable the employer at every mine to compile a **COP**, which, if properly implemented and complied with, would improve health and safety in connection with the use of **trackless mobile machines** at a mine.

4. ACRONYMS AND DEFINITIONS

4.1 Definitions

Words defined in the **trackless mobile machine** regulations have the same meaning in this guideline.

4.2 Acronyms

In this guideline for a COP or any amendment thereof, unless the context otherwise indicates:

"COP" means Code of Practice.

"DMR" means Department of Mineral Resources.

"MHSA" means Mine Health and Safety Act, 1996 (Act No. 29 of 1996).

"MRAC" means Mining Regulation Advisory Committee.

"OEM" means original equipment manufacturer.

"SIMRAC" means Safety in Mines Research Advisory Committee.

"Trackless Mobile Machine" means any self-propelled mobile machine that is used for the purpose of performing mining, transport or associated operations underground or on surface at a mine and is mobile by virtue of its movement on wheels, skids, tracks, mechanical shoes or any other device fitted to the machine, but excludes:

- Rail bound equipment; and
- Scraper winches, mono rail installations, static winches, winding machinery installations and any equipment attached thereto.

5. SCOPE

This guideline covers the significant health and safety aspects associated with the design, application, organisational work methods, competency criteria for operators as well as the provision of personal and protective equipment as it relates to trackless mobile machine.

6. MEMBERSHIP OF TASK GROUP

6.1 This document was prepared by the MRAC Task Group on Haulage and Transport.

6.2 The members appointed in 2012 to revise the guideline were the following:

Messrs.	DJ Janse van Rensburg (Chairperson)	-	State
	AA Coutinho	-	State
	J Coetzee	-	State
	M Llale	-	Labour
	B O Connor	-	Employers
	J Bezuidenhout	-	Employers
	M Thuesen	-	Employers
	G Smith	-	Employers
	C Smith	-	Employers

W Allen	-	Employers
C Porteous	-	Employers
W Stemmet	-	Employers
P Vorster	-	Employers
P Redelinghuys	-	Employers
N. Pienaar	-	Employers
M. van Heerden	-	Employers
J. Pretorius	-	Employers
J Bezuidenhout	-	Employers
F Schwab	-	Employers

PART B: AUTHOR'S GUIDE

1. The COP must, where possible, follow the sequence laid out in Part C "Format and Content of the COP." The pages as well as the chapters and sections must be numbered to facilitate cross-referencing. Wording must be unambiguous and concise.
2. It should be indicated in the COP and on each annexure to the COP whether:
 - 2.1 The annexure forms part of the guideline and must be complied with or incorporated in the COP or whether aspects thereof must be complied with or incorporated in the COP; or
 - 2.2 The annexure is merely attached as information for consideration in the preparation of the COP (i.e. compliance is discretionary).
3. When annexures are used the numbering should be preceded by the letter allocated to that particular annexure and the numbering should start at one (1) again. (e.g. 1, 2, 3 ... A1, A2, A3 ...).
4. Whenever possible illustrations, tables, graphs and the like should be used to avoid long descriptions and/or explanations.
5. When reference has been made in the text to publications or reports, references to these sources must be included in the text as footnotes or side notes as well as in a separate bibliography.

PART C: FORMAT AND CONTENT OF THE MANDATORY COP

1. TITLE PAGE

The COP should have a title page reflecting at least the following:

- 1.1 Name of mine;
- 1.2 The heading: "Mandatory Code of Practice for the Operation of "Trackless Mobile Machines";
- 1.3 A statement to the effect that the COP was drawn up in accordance with Guideline **DMR 16/3/2/2-B2** issued by the **CIOM**;
- 1.4 The mines reference number for the COP;
- 1.5 Effective date; and
- 1.6 Revision dates.

2. TABLE OF CONTENTS

The COP must have a comprehensive table of contents.

3. STATUS OF MANDATORY COP

Under this heading the COP must contain statements to the effect that:

- 3.1 The mandatory COP was drawn up in accordance with Guideline **DMR 16/3/2/2-B2** issued by the **CIOM**;
- 3.2 This is a mandatory COP in terms of Section 9(2) of the **MHSA**;
- 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 purpose;
- 3.4 The COP supersedes all previous relevant COPs; and
- 3.5 All managerial instructions or 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

- 4.1 In terms of Section 9(4) of the **MHSA** the employer must consult with the health and safety committee on the preparation, implementation or revision of any COP.
- 4.2 It is recommended that the employers should, after consultation with the employees in terms of the **MHSA**, appoint a committee responsible for the drafting of the COP.
- 4.3 The members of the drafting committee assisting the employer with the drafting of the COP should be listed giving their full names, designations, affiliations and experience. This committee should include competent persons sufficient in number effectively to draft the COP.

5. GENERAL INFORMATION

Relevant information relating to the mine must be stated in this paragraph. The following minimum information must be provided:

- 5.1 A brief description of the mine and its location;
- 5.2 The commodities produced;
- 5.3 The mining methods/mineral excavation processes;
- 5.4 A description of the trackless transport systems, used in/or at the mine, listing the types of **trackless mobile machines** and indicating the machine population; and
- 5.5 Other relevant COPs.

6. TERMS AND DEFINITIONS

Any word, phrase or term of which the meaning is not absolutely clear or which will have a specific meaning assigned to it in the COP, must be clearly defined. Existing and/or known definitions should be used as far as possible. The drafting committee should avoid jargon and abbreviations that are not in common use or that have not been defined. The definitions section should also include acronyms and technical terms used.

7. RISK MANAGEMENT

- 7.1 Section 11 of the MSHA requires the employer to identify and assess the health and safety hazards to which employees may be exposed while they are at work, and record the significant hazards identified and risks assessed. The COP must address how the significant risks identified in the risk assessment process must be dealt with, having regard to the requirements of Sections 11(2) and 11(3) that, as far as reasonably practicable, attempts should first be made to eliminate the risk, thereafter to control the risk at source, thereafter to minimize the risk and thereafter, insofar as the risk remains, provide personal protective equipment and to institute a programme to monitor the risk.
- 7.2 To assist the employer with risk assessment, all possible relevant information such as accident statistics, ergonomic studies, research reports, manufacturer's specifications, approvals, design criteria and performance figures for all relevant types of **trackless mobile machines** should be obtained and considered. A list of relevant SIMRAC project reports is attached as Annexure 1, which is attached merely for information purposes.
- 7.3 The application and technical specifications of all types of **trackless mobile machines** used at the mine must be available to enable proper hazard identification and risk assessment to be performed. This information should include items such as, type, make, mass, payload, dimensions, prime mover, power, speed, brakes, turning circles, safety devices and signaling arrangements. The information for those **trackless mobile machines** associated with significant risks must be kept readily available at the mine.

- 7.4 In addition to the periodic review required by Section 11(4), the COP should be reviewed and updated after every serious incident involving trackless mobile machines, or if significant changes are introduced to procedures, mining and ventilation layouts, mining methods, plant or equipment and material.

8. ASPECTS TO BE ADDRESSED IN THE MANDATORY COP

The COP must set out how the significant risks assessed and identified in terms of the risk assessment process referred to in paragraph 7.1 above will be addressed. The COP must cover at least the aspects set out below unless there is no significant risk associated with that aspect at the mine.

8.1 Design and specification register

In order to ensure that all trackless mobile machines are appropriate for the specific circumstances at the mine and are used within their designed and operating specifications, the COP must describe the following information as a minimum for all trackless mobile machines in use:

- a) Type and model of trackless mobile machines (LHD ED 7, LDV 2.4 Diesel Hilux etc.).
- b) Original equipment manufacturer (OEM).
- c) Maximum design capacity (cubic meters, tons, number of passengers etc.).
- d) Maximum designed speed (km/h).
- e) Minimum turning circle (metres).
- f) Maximum designed operating gradient (degrees to the horizontal).
- g) Gross mass in kilograms.
- h) Minimum dimensions (mm).
- i) Maximum operating dimensions (mm).
- j) Prime mover (electrical, battery, diesel etc.).
- k) Designed rated power (kW).
- l) Maximum towing capacity (kg).
- m) Manual, remote or remotely controlled.
- n) Types of brakes (S = service, P = park, E = emergency and N/A = not applicable).

8.2 Braking systems

- 8.2.1 In order to ensure that the braking systems of trackless mobile machines are appropriate for the specific circumstances at the mine, the COP must describe, per type and model of trackless mobile machine, the types, design, methods of application and combinations of braking systems installed. The following braking systems must be installed in the manner, in which the trackless mobile machine is operated, requires the use of such a system for safe operation:

- Service brake,
- Park brake.
- Emergency brake or

- A combination of the above.

8.2.2 Testing of braking systems

The COP must describe the procedures for testing of braking systems to ensure functionality in terms of brake design specifications, including the following:

- a) Static testing of braking systems;
- b) Where appropriate, dynamic type or other tests;
- c) Recording and safe keeping of test results, for a period to be specified in the COP.

8.3 Protection of the operator and passengers

In order to ensure that operators and passengers are protected, the COP should describe at least the following devices, where applicable, to protect them whilst in trackless mobile machines:

- 8.3.1 From objects falling on them; and
- 8.3.2 In the event of a roll-over.

8.4 Inadvertent movement of a trackless mobile machine

In order to ensure that there is no inadvertent movement of a trackless mobile machine, the COP should describe the devices and procedures to be used by the operator not to leave a trackless mobile machine unattended until it is secured to prevent it from:

- 8.4.1 Inadvertently moving;
- 8.4.2 Inadvertently running out of control; or
- 8.4.3 Being set in motion by an unauthorised person.

8.5 Safe boarding/alighting and working on trackless mobile machines

In order to ensure that persons can safely board, alight and work on trackless mobile machines, the COP must describe the design of equipment and procedures in place to provide for the safe boarding onto, alighting from or working on trackless mobile machines.

8.6 Design and operation of tow-bars and coupling devices

In order to ensure that persons are protected from risks during the use of tow-bars and coupling devices, the COP should describe at least the following:

- 8.6.1 Measures to ensure that the design of tow-bars and coupling devices are in accordance with an appropriate SANS or international standard. Any tow-bars or coupling devices not designed in accordance with a SANS or international standard shall be approved by a registered professional engineer;

8.6.2 The methods and procedures to be used for the safe coupling, towing/pushing and de-coupling of **trackless mobile machines**; and

8.6.3 The methods and procedures to prevent inadvertent de-coupling of any **trackless mobile machine** being towed or pushed.

8.7 Illumination

In order to ensure that **trackless mobile machines** are visible to persons and to enable the operator to identify the presence of persons and hazards timely, the **COP** must describe at least the following illumination provisions on **trackless mobile machines**:

8.7.1 Light intensity, type, numbers, size, spread and range of light beams;

8.7.2 The distinction between front, rear and side lights including colour coding;

8.7.3 Positioning of lights to indicate the width of the **trackless mobile machines**;

8.7.4 Installation and adjustment of lights;

8.7.5 The use and position of reflectors;

8.7.6 Procedure in case of a luminaire or lamp failure; and

8.7.7 The use of adjustable lights to illuminate places critical to safe operations.

8.8 Physical constraints to operator vision

In order to ensure that persons are protected, the **COP** must describe the constraints to the vision of the operator from the driving position for different **trackless mobile machines** and different conditions must be identified and noted on area plans to be included as annexures to the **COP**. An example of such an area plan is attached as Annexure 2, which is attached merely for information purposes.

8.9 Remote and remotely controlled trackless mobile machines

In order to ensure that persons are protected from the risks associated with remote and remotely controlled **trackless mobile machines**, the **COP** must describe the conditions under which remote and remotely controlled **trackless mobile machines** may be used, including:

8.9.1 Measures to ensure that only one remote control device per **trackless mobile machine** are used to control the motion of the **trackless mobile machine** at any one time;

8.9.2 Measures to ensure that all remote and remotely controlling devices are stored, issued and used only by the persons authorised by the employer to do so;

- 8.9.3 Warning signs indicating the use of remote and remotely controlled **trackless mobile machines**;
- 8.9.4 The use of a **trackless mobile machine** only within the sight of the operator including sight via a camera and video screen;
- 8.9.5 The demarcation of safe operating zones around **trackless mobile machines**; and
- 8.9.6 A procedure for changing over from remote to manual control.

8.10 Maintenance and inspection of trackless mobile machines

In order to ensure that the maintenance and inspection of **trackless mobile machines** are appropriate for the specific circumstances at the mine, the COP must describe:

- 8.10.1 Scheduling of maintenance, inspections and over inspections.
- 8.10.2 The use of pre-use checklists to identify components critical for the safe operation of the type of **trackless mobile machines** and keeping of such completed checklists for at least three months.
- 8.10.3 The conditions under which **trackless mobile machines** may be used, for example "go", "go but" or "no go" options.
- 8.10.4 Changing wheels and rims.
- 8.10.5 Changing, inflating and repairing of tyres.
- 8.10.6 Changing components where significant risk may exist.
- 8.10.7 The adequate support of **trackless mobile machines** or any of its components which may inadvertently fall on persons.
- 8.10.8 Battery changing procedures on battery powered **trackless mobile machines**.
- 8.10.9 Control and safety systems to be maintained for battery charging facilities, including the identifying of all the possible related risks and methods to address them.
- 8.10.10 Control and safety systems to be maintained for fuel handling facilities, including the identifying of all the possible related risks and methods to address them.
- 8.10.11 Other aspects such as rigging, welding, exposure to toxic liquids or fumes, dust, firefighting, roadways, emergency preparedness and the use of

hazardous substances associated with the operation and maintenance, must be addressed unless covered in another COP.

- 8.10.12 Safely isolating, de-energizing relevant sources of energy and locking out a trackless mobile machine.

8.11 Health and safety provisions on trackless mobile machines

In order to ensure that health and safety provisions on trackless mobile machines are appropriate for the specific circumstances at the mine, the COP must describe the health and safety provisions applicable to each type of trackless mobile machine, which provisions must at least include:

- 8.11.1 Safety devices to negate unexpected incapacitation of the operator or fatigue management procedures;
- 8.11.2 Vibration control;
- 8.11.3 Protection against noise to which the operator is exposed; and
- 8.11.4 Procedures to prevent persons from being injured as a result of:
- a) Pedestrians required to interact with trackless mobile machines during repair work in a work place or in a travelling way or road way.
 - b) Pedestrians required to interact with trackless mobile machines during maintenance work in a work place or in a workshop.
 - c) The interaction of the trackless mobile machines with each other and with persons during the refueling processes.
 - d) The interaction of the trackless mobile machines with each other and with persons during traction battery replacement.
 - e) Other trackless mobile machines being parked or operating in close vicinity of haul trucks at loading and / or discharge points.
- 8.11.5 Procedures for the installation, operation and maintenance of proximity detection and collision avoidance systems, where such systems are required;
- 8.11.6 A suitable ergonomic operating environment; and
- 8.11.7 Visual or audible signals, including the codes for the signals, used for communication.

8.12 Trackless mobile machines to be operated by competent authorised persons

In order to ensure that trackless mobile machines are operated by competent authorised persons, the COP must describe:

- 8.12.1 Procedures and criteria to recruit/select, appoint, educate and train persons to operate trackless mobile machines;

- 8.12.2 Keeping of records relating to the formal training of operators of **trackless mobile machines**; and
- 8.12.3 Procedures for the written site-specific appointment and record keeping of competent persons to operate **trackless mobile machines**, including the written acknowledgement and acceptance of the appointment.

8.13 Design of excavations and roadways

In order to ensure that the design of excavations and roadways where **trackless mobile machines** operate are appropriate for the circumstances and the types of **trackless mobile machines** being used at the mine, the COP must describe at least the following:

- 8.13.1 The design and layout of mining excavations and specifically roadways, underground inclines and declines considering pertinent aspects such as calculations relating to power, brakes, deceleration, holding, skidding, surface friction, incline angle and numbers of persons potentially exposed to the associated significant risks.
- 8.13.2 Safe height, width and turning circle clearances.
- 8.13.3 Standards for identification and marking of dangerous areas, obstructions, or restricted clearances.
- 8.13.4 The design and location of run-off areas to slow down vehicles in the case of a runaway, where the risk assessment of the mine indicates the need for such run-off areas.

8.14 Operating procedures

In order to ensure the safe operation of **trackless mobile machines**, the COP must describe at least the following:

- 8.14.1 Safe start-up, operation, parking and shut-down procedures;
- 8.14.2 The procedures to be used on any roadway and underground incline or decline;
- 8.14.3 Traffic rules and road signs, including speed, authority to move, right of way and restricted entry with regard to dangerous areas, obstructions or restricted clearances;
- 8.14.4 Where more than one **trackless mobile machine** travel in an underground incline or decline at any one time in either direction, procedures to ensure this is done safely;
- 8.14.5 Procedures to ensure a **trackless mobile machine** is towed or attended to for repairs under controlled conditions;
- 8.14.6 General safety rules relating to the interaction between pedestrians, cyclists and **trackless mobile machines**;

- 8.14.7 Procedures for the safe loading, transport and unloading of persons, equipment, material, minerals or explosives on or from **trackless mobile machines**;
- 8.14.8 Procedures to ensure **trackless mobile machines** entering mine premises pose no significant risk; and
- 8.14.9 Procedures for the safe towing or pulling of trailers and skid mounted machinery by **trackless mobile machines**.

8.15 Illumination of environment

In order to ensure adequate illumination of the environment in which **trackless mobile machines** operate, the COP must describe at least the following:

- 8.15.1 Positioning and spacing of lights;
- 8.15.2 Intensity and dispersion of light;
- 8.15.3 Reflectivity of the surrounding area; and
- 8.15.4 Steps to be taken in case of illumination failure.

8.16 Visibility of trackless mobile machines, trailers, skid mounted machinery and persons

In order to ensure the visibility of **trackless mobile machines**, trailers, skid mounted machinery and persons, the COP must describe at least the following:

- 8.16.1 The placing of signs to warn against the presence of parked, stationary and broken down **trackless mobile machines**, trailers and skid mounted machinery that are poorly visible;
- 8.16.2 Measures to ensure the visibility and safety of pedestrians, cyclists or other persons in the proximity of **trackless mobile machines**; and
- 8.16.3 Timeously warning provisions where persons are required to work where **trackless mobile machines** operate, for both the operator and such persons.

8.17 Inclines and declines

The COP must describe:

- 8.17.1 The devices and procedures to be used for safe operation within any incline or decline where **trackless mobile machines** are used;

- 8.17.2 Where installed, run-off areas to slow down vehicles in the case of a runaway; and
- 8.17.3 Measures must be in place that shall allow only one **trackless mobile machine** travelling in an incline or decline at any one time in either direction except when being towed or attended to for repairs, and under controlled conditions.

8.18 Raising/lowering, suspension and transport of persons

Describe the methods for the use of **trackless mobile machines** for the raising, lowering, transportation or suspension of persons generally and in emergency situations.

8.19 Personal protective equipment

In order to ensure that the personal protective equipment is appropriate for the circumstances and the types of **trackless mobile machines** being used at the mine, the COP must describe the types of and procedures for the issue, use and control of personal protective equipment.

PART D: IMPLEMENTATION**1. IMPLEMENTATION PLAN**

- 1.1 The employer must prepare an implementation plan for its COP that makes provision for issues such as organisational structures, responsibilities of functionaries and programs and schedules for this COP that will enable proper implementation of the COP. (A summary of/and a reference to, a comprehensive implementation plan may be included.)
- 1.2 Information may be graphically represented to facilitate easy interpretation of the data and to highlight trends for the purpose of risk assessment.

2. COMPLIANCE WITH THE COP

The employer must institute measures for monitoring and ensuring compliance with the COP.

3. ACCESS TO THE COP AND RELATED DOCUMENTS

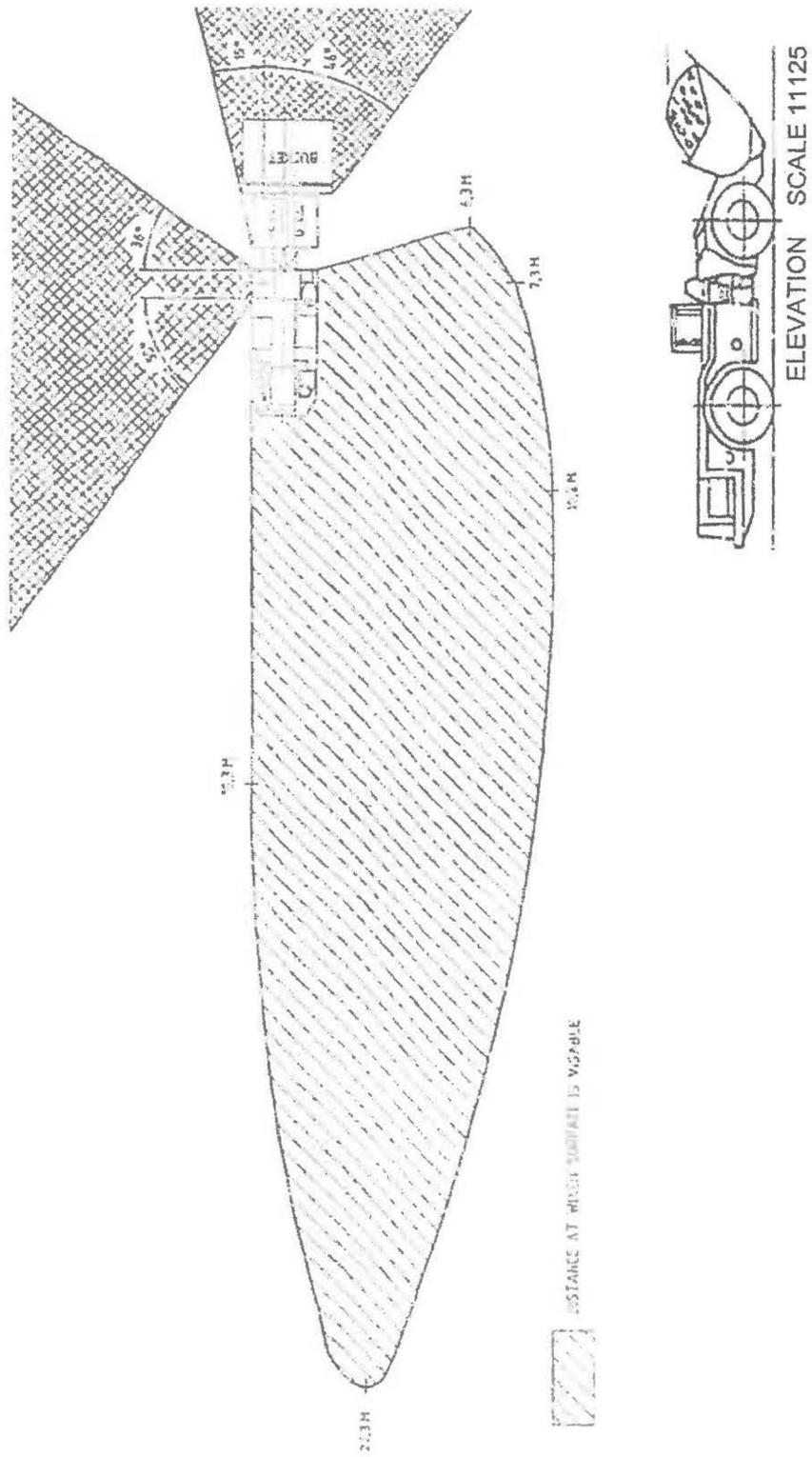
- 3.1 The employer must ensure that a complete COP and related documents are kept readily available at the mine for examination by any affected person.
- 3.2 A registered trade union with members at the mine or where there is no such union, a health and safety representative on the mine, or if there is no health and safety representative, an employee representing the employees on the mine, must be provided with a copy of the written request to the manager. A register must be kept of such persons or institutions with copies to facilitate updating of such copies.
- 3.3 The employer must ensure that all employees are fully conversant with those sections of the COP relevant to their respective areas of responsibility.

ANNEXURE 1: References
(FOR INFORMATION ONLY)

List of relevant SIMRAC project reports

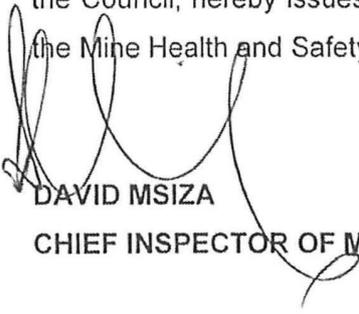
COL 033	Review of illumination problems pertaining to S.A. collieries.
COL 203	Engineering and human factors in machinery and transport accidents.
COL 341	Guidelines for the development of safer use of mobile machines.
COL 416	The influence of ergonomics of trackless machines on safety and health.
COL 451	Assessment of illumination and visibility standards in coal mines.
COL 506	Investigate the causes of transport and tramming accidents on collieries
GEN 010	Control of diesel exhaust emissions in underground workings.
GEN 109	Develop remote control systems for mining equipment.
GEN 420	Methods whereby noise levels of mining equipment may be reduced.
GEN 501	Investigation of safety and health benefits of standoff controls.
GEN 503	The measurement of vibration characteristics of mining equipment.
GEN 603	An ergonomics strategy for the South African mining industry (not finalized yet).
OTH 202	Transport and tramming accidents on mines other than gold, coal and platinum.
OTH 308	Influence of road design, construction and practices on transport accidents.

ANNEXURE 2: Area visibility plan



DEPARTMENT OF MINERAL RESOURCES**NO. 856****25 SEPTEMBER 2015****MINE HEALTH AND SAFETY ACT, 1996 (ACT NO 29 OF 1996)****GUIDELINE FOR A MANDATORY CODE OF PRACTICE FOR CYANIDE
MANAGEMENT**

I **DAVID MSIZA**, Chief Inspector of Mines, under section 49 (6) of the Mine Health and Safety Act, 1996 (Act No. 29 of 1996) and after consultation with the Council, hereby issues the guideline for cyanide management in terms of the Mine Health and Safety Act, as set out in the Schedule.



DAVID MSIZA
CHIEF INSPECTOR OF MINES

SCHEDULE

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Effective Date: 30 November 2015

DEPARTMENT OF MINERAL RESOURCES

MINE HEALTH AND SAFETY INSPECTORATE

GUIDELINE FOR THE COMPILATION OF A
MANDATORY CODE OF PRACTICE FOR

CYANIDE MANAGEMENT



CHIEF INSPECTOR OF MINES



mineral resources

Department:
Mineral Resources
REPUBLIC OF SOUTH AFRICA

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PART A: THE GUIDELINE

1. FOREWORD

- 1.1 The aim of this Cyanide Guideline is to provide a system to manage cyanide in order to reduce and control the impact of risks associated with the use of cyanide at mines.
- 1.2 The review of this Guideline is to ensure that it remain relevant to current knowledge and practice.
- 1.3 The Guideline is aligned with the International Cyanide Management Code and that the "SOUTH AFRICAN GUIDELINE ON CYANIDE MANAGEMENT FOR GOLD MINING" was used as an informatory in preparation for the Guideline.

NOTE:

It is recommended that the "South African Guideline on Cyanide Management for Gold Mining", "International Cyanide Management Institute: The International Cyanide Management Code" and "Guidance Document for Cyanide" from the Chemical and Allied Industries Association be consulted as an informatory documents in the preparation for the review of the COP .

- 1.4 This guideline has been designed around best practice principles and includes the latest operational expertise and application of technology for the management of cyanide.

2. LEGAL STATUS OF GUIDELINES AND COPS

- 2.1 In accordance with section 9(2) of the Mine Health and Safety Act (Act No. 29 of 1996), as amended (MHSA) an employer must prepare and implement a Code of Practice (COP) on any matter affecting the health or safety of employees and any other persons who may be directly affected by activities at the mines if the Chief Inspector of Mines requires it. These COPs must comply with any relevant Guideline issued by the Chief Inspector of Mines (section 9(3)). Failure by the employer to prepare and implement a COP in compliance with this Guideline is a breach of the MHSA.

3. OBJECTIVE OF THE GUIDELINE

- 3.1 The main objective of this guideline is to enable the employer at every mine where it is relevant to compile a COP, which, if properly implemented and complied with, would improve cyanide management, thereby minimising risks to employees and communities from the use of cyanide in gold mining, and reducing community concerns about its use.
- 3.2 It provides guidance of a general nature on the required format and content for the COP and details sufficient technical background to enable the drafting committee at the mine to prepare a comprehensive and practical COP for their mine.

4. DEFINITIONS AND ACRONYMS

4.1 Acronyms

'COP' means Code of Practice.

'DMR' means the Department of Mineral Resources.

'MHSA' means Mine Health and Safety Act, 1996 (Act No. 29 of 1996).

'MRAC' means Mining Regulatory Advisory Committee.

4.2 Definitions

Cyanide: means a variety of chemical species and physical forms of cyanide including numerous solid cyanide salts and complexes and their solutions.

5. SCOPE

- 5.1 This guideline focuses exclusively on the management of cyanide and cyanidation, in various plant process and tailing streams and does not address other safety or environmental issues potentially associated with mining.
- 5.2 This guideline addresses procurement, supply and distribution of cyanide, its transport at the mine, its on-site storage and use, inspection and maintenance of equipment used, timeous detection of leakages and spills, emergency preparedness and response and the management of cyanide to ensure that it does not adversely affect the health or safety of persons at the mine or off the mine. (See employers' responsibility in terms of sections 5(1) and 5(2) (b) of the **MHSA** to provide employees with a safe working environment and to ensure that persons who are not employees are not exposed to any hazards to health or safety).
- 5.3 Regulation 9(2) (1) in the **MHSA** requires the employer to ensure that the occupational limits are maintained below the limits set out in the schedule 22.9(2)(a) and (b). For cyanide there is no OEL's but only short-term exposure limits. Because of the dangers of cyanide this has been dealt with in this guideline, which sets out the topics to be addressed to prevent exposure.

6. MEMBERS OF THE TASK GROUP

6.1 The drafting committee representations were as follows:

STATE	EMPLOYEES	EMPLOYERS
B A Doyle R H McIntyre	G Mpufane	D Barnes M J de Jager J J Gloy J S Kilani

6.2 The review team presentations were as follows:

STATE	OTHER CONSULTED PEOPLE	EMPLOYERS	ORGANISED LABOUR
J Legadima	W van der Westhuizen C Wade L Lag. Lombard DR Beukes	Dr. K Baloyi Dr. DB de Villiers B Mongoma M Beukes	P Mira

PART B: AUTHOR'S GUIDE

1. The COP must, where possible, follow the sequence laid out in Part C "*Format and Content of the COP*". The pages as well as the chapters and sections must be numbered to facilitate cross-reference and wording must be unambiguous and concise.
2. It should be indicated in the COP and on each annex to the COP whether:
 - 2.1 The annex forms part of the COP and must be complied with or incorporated in the COP or whether aspects thereof must be complied with or incorporated in the COP; or
 - 2.2 The annex is merely attached as information for consideration in the preparation of the COP (i.e. compliance is discretionary).
3. When annexes are used the numbering should be preceded by the letter allocated to that particular annex and the numbering should start at one again. (e.g. 1, 2, 3 ...A1, A2, A3...).
4. Whenever possible illustrations, tables, graphs and the like should be used to avoid long descriptions and/or explanations.
5. When reference has been made in the text to publications or reports, references to these sources must be included in the text as footnotes or side notes as well as in a separate bibliography.

PART C: FORMAT AND CONTENT OF THE MANDATORY COP**1. TITLE PAGE**

The COP should have a title page reflecting at least the following:

- 1.1 Name of mine;
- 1.2 The Heading: "Mandatory Code of Practice on Cyanide Management";
- 1.3 Statement to the effect that the COP was drawn up in accordance with Guideline DMR Reference Number DMR 16/3/2/4-A4 issued by the Chief Inspector of Mines;
- 1.4 The mine's reference number for the COP;
- 1.5 The effective date; and
- 1.6 Revision dates (if applicable).

2. TABLE OF CONTENTS

The COP must have a comprehensive table of contents.

3. STATUS OF COP

Under this heading the COP must contain statements to the effect that:

- 3.1 The mandatory COP was drawn up in accordance with Guideline DMR 16/3/2/4-A4 issued by the Chief Inspector of Mines;
- 3.2 This is a mandatory COP in terms of section 9(2) of the MHSA;
- 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 purpose;
- 3.4 The COP supersedes all previous relevant COPs; and
- 3.5 All managerial instructions or 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 DRAFTING COMMITTEE

- 4.1 In terms of section 9(4) of the MHSA the employer must consult with the health and safety committee on the preparation, implementation or revision of any COP.
- 4.2 It is recommended that the employers should, after consultation with the employees in terms of the MHSA, appoint a committee responsible for the drafting of the COP.

- 4.3 The members of the drafting committee assisting the employer in drafting the COP should be listed giving their full names, designations, affiliations and experience. This committee should include competent persons sufficient in number to effectively draft the COP.

5. GENERAL INFORMATION

General relevant information relating to the mine must be stated in this section of the COP.

The following minimum information must be provided:

- 5.1 A brief description of the mine and its location.
- 5.2 Commodities produced.
- 5.3 Mining method or combination of methods used at the mine must be listed. This section must discuss the degree of mechanization, taking care to identify the potential sources of cyanide management.
- 5.4 Other related COPs and management standards must be reviewed concurrently in order to avoid conflict of requirements as laid down by the mine. The objective could be to have an integrated system that have a bearing on the COP and cross reference them to the risk assessment conducted.

6. TERMS AND DEFINITIONS

Any word, phrase or term of which the meaning is not absolutely clear or which will have a specific meaning assigned to it in the COP, must be clearly defined. Existing and/or known definitions should be used as far as possible. The drafting committee should avoid jargon and abbreviations that are not in common use or that have not been defined. The definitions section should also include acronyms and technical terms used.

7. RISK MANAGEMENT

- 7.1 Section 11 of the MHS Act requires the employer to identify hazards, assess the health and safety risks to which employees may be exposed while they are at work, and record the significant hazards identified and risk assessed. The employer must determine how the significant risks identified in the risk assessment process must be dealt with, having regard to the requirement of section 11(2) and (3) that, as far as reasonably practicable, attempts should first be made to eliminate the risk, thereafter to control the risk at source, thereafter to minimise the risk and thereafter, insofar as the risk remains, to provide personal protective equipment and to institute a programme to monitor the risk.
- 7.2 To assist the employer with the risk assessment all possible relevant information such as accident statistics, ergonomic studies, research reports, manufacturers' specifications, approvals, design criteria and performance figures for all relevant equipment should be obtained and considered.

- 7.3 In addition to the periodic review required by section 11(4) of the MHS Act, the COP should be reviewed and updated if relevant after every serious incident relating to a topic covered in the COP or if significant changes are introduced to procedures, processes, process layout, process methods, ventilation layouts, plant or equipment and material.

NOTE:

It is recommended that the Risk Assessment Chapter contained within section 2, Chapter 2 of the South African Guideline on Cyanide Management for Gold Mines referred to in paragraph 1.3 of Part A, be consulted when undertaking the hazard identification and risk assessment process.

8. ASPECTS TO BE ADDRESSED IN THE COP

The COP must set out how the significant occupational health and safety risks which were identified and assessed in terms of the risk assessment process, referred to in paragraph 7, will be addressed.

The COP must cover at least the aspects stated below, unless there is no significant risk associated with that aspect:

- Procurement;
- Delivery and off-loading;
- Storage and Issuing;
- Use;
- Inspection and Maintenance of equipment;
- Timeous detection and reporting of leakages and spills;
- Emergency preparedness and response;
- Training; and
- Dialogue.

8.1 Procurement

Measures to be taken to ensure that cyanide is only purchased from dependable and reputable manufacturers, suppliers and distributors, and the Material Safety Data Sheets (MSDS) are supplied accordingly.

8.2 Delivery and off-loading

Measures to ensure that the procurement contract will ensure that transportation, delivery and off-loading are done in such a manner as to ensure no negative health, safety and environmental effects.

8.3 Storage and issuing

8.3.1 Measures to ensure that cyanide is stored and issued in a safe and healthy manner.

8.3.2 Measures to prevent unauthorised or inadvertent access or exposure to cyanide.

8.4 Transport and delivery from the point of storage / issuing to the point of use at the mine

Measures to ensure that cyanide is transported and delivered or off-loaded from the point of storage or issuing to the point of use at the mine, in a safe and healthy manner.

8.5 Use

8.5.1 Measures to ensure that only competent and authorised persons use cyanide and related equipment.

8.5.2 Measures to ensure that cyanide is only used in accordance with the requirements specified by the manufacturer and/or the employer, inclusive of the use of appropriate personal protective equipment.

8.6 Inspection and maintenance of equipment used

8.6.1 Measures to ensure that equipment used for the storage, transfer, control, and use, including personal protective equipment, is inspected and maintained in such a manner and condition that it will prevent persons from being exposed to cyanide related significant risks.

8.6.2 Measures to ensure that only competent and authorised persons inspect and maintain equipment used.

8.7 Timeous detection and reporting of leakages and spills

Measures to ensure that an effective system is in place that is capable of the timeous detection, reporting and mitigation of leakages and spills and consequent exposure of persons to cyanide.

8.8 Emergency preparedness and response

8.8.1 Comprehensive emergency response procedures, inclusive of first aid medical supplies, availability of a person trained in cyanide first aid, location of first aid and medical kits and the treatment of persons who may have been exposed to cyanide. The treatment of persons should cover inter alia the following:

- First aid treatment for suspected inhalation or skin contamination;
- First aid treatment for suspected ingestion of cyanide; and
- Hospital treatment for suspected exposure to cyanide.

8.8.2 Measures to ensure that persons who may be exposed to cyanide, are aware of the emergency response procedure referred to in 8.8.1.

8.8.3 Procedures for the safe and healthy detoxification, decontamination, decommissioning and/or disposal of any cyanide or cyanide plants, wastes, packaging, equipment, leakages and spills.

8.9 Training

The COP should set out measures to be taken to ensure compliance with employers' obligations under section 10 of the MSHA, as far as Cyanide hazards are concerned, to provide the required information, instruction, training and supervision.

8.10 Dialogue

Measures to ensure that affected stakeholders as determined by a risk assessment are engaged.

PART D: IMPLEMENTATION

1. IMPLEMENTATION PLAN

- 1.1 The employer must prepare an implementation plan for the **COP** that makes provision for issues such as organisational structures, responsibilities of functionaries, programmes and schedules for this **COP** that will enable proper implementation of the **COP**. (A summary of/and a reference to, a comprehensive implementation plan may be included).
- 1.2 Information may be graphically represented to facilitate easy interpretation of the data and to highlight trends for the purpose of risk assessment.

2. COMPLIANCE WITH THE COP

The employer must institute measures for monitoring and ensuring compliance with the **COP**.

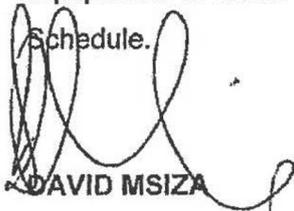
3. ACCESS TO THE COP AND RELATED DOCUMENTS

- 3.1 The employer must ensure that a complete **COP** and related documents are kept readily available at the mine for examination by any affected person (describe the process).
- 3.2 A registered trade union with members at the mine or where there is no such union, a health and safety representative on the mine, or, if there is no health and safety representative, an employee representing the employees on the mine, must be provided with a copy on written request to the manager. A register must be kept of such persons or institutions with copies to facilitate updating of such copies.
- 3.3 The employer must ensure that all employees are fully conversant with those sections of the **COP** relevant to their respective areas of responsibilities.

GENERAL NOTICES • ALGEMENE KENNISGEWINGS

DEPARTMENT OF MINERAL RESOURCES**NOTICE 919 OF 2015****MINE HEALTH AND SAFETY ACT, 1996 (ACT NO 29 OF 1996)****GUIDELINE FOR A MANDATORY CODE OF PRACTICE FOR
UNDERGROUND RAIL BOUND EQUIPMENT**

I **DAVID MSIZA**, Chief Inspector of Mines, under section 49 (6) of the Mine Health and Safety Act, 1996 (Act No. 29 of 1996) and after consultation with the Council, hereby issues the guideline for underground rail bound equipment in terms of the Mine Health and Safety Act, as set out in the Schedule.



DAVID MSIZA
CHIEF INSPECTOR OF MINES

SCHEDULE

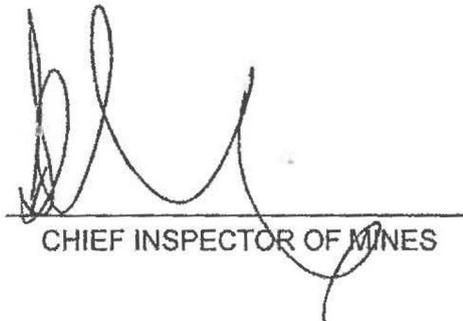
Reference Number: DMR 16/3/2/2-B3
Last Revision Date: 28 July 2014
Date First Issued: 01 August 2003
Effective Date: 31 August 2015

DEPARTMENT OF MINERAL RESOURCES

MINE HEALTH AND SAFETY INSPECTORATE

GUIDELINE FOR THE COMPILATION OF A
MANDATORY CODE OF PRACTICE FOR

UNDERGROUND RAIL-BOUND EQUIPMENT



CHIEF INSPECTOR OF MINES



mineral resources
Department:
Mineral Resources
REPUBLIC OF SOUTH AFRICA

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PART A: THE GUIDELINE

1. FOREWORD

- 1.1 The Commission of Inquiry into Safety and Health in the Mining Industry chaired by the Honourable Mr Justice R N Leon identified haulage and transport accidents as the second largest category of accidents in mines.

In an initiative to address this problem, a tripartite task group was established soon after the Leon commission under the auspices of the Mining Regulation Advisory Committee (MRAC) to revise the then existing Department of Minerals and Energy (DME) Guideline for Underground Rail Bound Transport, and the then existing Minerals Act Regulations, Chapter 18, dealing with rail bound transport. Arising from this work new Regulations were issued in Chapter 8 of the Mine Health and Safety Act (MHSA), 1996 (Act No 29 of 1996) Regulations which came into force in 2004 and a guideline was issued on 1 August 2003 and came into force on 1 February 2004.

Despite the above revised legislation accidents involving rail bound equipment remained unacceptably high and in 2012 the Mine Health and Safety Council (MHSC) requested MRAC again to review the legislation to include appropriate minimum performance standards. This led to a current review of this Guideline and the Regulations.

- 1.2 According to the South African Mines' Reportable Accident Statistical System (SAMRASS), rail bound transport contributed approximately 8% of all reportable accidents during the period 1 January 2003 to 31 December 2012. Of the 3 125 rail bound reportable accidents, 145 persons lost their lives and this can be broken down into the following categories:

Locomotive drawn vehicle	51.7%
Hand tramming	1.4%
Locomotive	36.5%
Re-railing	6.9%
Coupling/Uncoupling	3.5%

- 1.3 This document was compiled bearing the significant risks associated with underground rail bound transport equipment in mind. This can be tested as found in paragraph 8 of this Guideline.

2. LEGAL STATUS OF THE GUIDELINE AND COPs

In accordance with Section 9(2) of the MHSA an employer must prepare and implement a COP on any matter affecting the health or safety of employees and other persons who may be directly affected by activities at the mines if the Chief Inspector of Mines (CIOM) requires it. These COPs must comply with any relevant guideline issued by the CIOM (Section 9(3)). Failure by the employer to prepare or implement a COP in compliance with this Guideline is a breach of the MHSA.

3. THE OBJECTIVE OF THIS GUIDELINE

- 3.1 The objective of this guideline is to enable the employer of every mine to compile a **COP** for minimum standards, which, if properly implemented and complied with, would improve the health and safety of persons using or affected by rail bound transport and equipment.

4. ACRONYMS AND DEFINITIONS

In this guideline for a **COP** or any amendment thereof, unless the context otherwise indicates:

- 4.1 **'abnormal load'** means a load not regularly transported on standard **rolling stock** due to its excessive mass or physical dimensions, or both.
- 4.2 **'arresting device'** means a device or combination of devices, excluding the brakes, holding a **train** or part of a **train** stationary.
- 4.3 **'bogie'** means a specifically designed material car that is normally used for the slinging and transporting of long and cumbersome material and that can independently articulate on its own set of wheels.
- 4.4 **'braking system'** means a device or combination of devices capable of reducing the speed of a **locomotive** or **train** to a standstill including **emergency brake**, **park brake** and **service brake**.
- 4.4.1 **'emergency brake'** means an easily accessible device, which when applied, will bring the **locomotive** or **train** to a standstill under all operating conditions;
- 4.4.2 **'park brake'** means the brake capable of holding a fully loaded, parked **train** stationary, at the maximum operating **gradient** and loading, without the support of any other **braking system**; and
- 4.4.3 **'service brake'** means the primary operating brake.
- 4.5 **'buffer'** means a device permanently attached to a **locomotive** or **rolling stock**, which enables coupling with other **locomotives** or **rolling stock**.
- 4.6 **'COP'** means Code of Practice.
- 4.7 **'coupler'** means a device or set of devices specifically designed to couple two **buffers**.
- 4.8 **'deceleration rate'** means the rate of decrease of speed of motion of a **locomotive** or **train**.
- 4.9 **'DMR'** means the Department of Mineral Resources.
- 4.10 **'dynamic type test'** means the test conducted on a **train** to determine the **deceleration rate** and braking efficiency.

- 4.11 "dead man's device" means any controlling device that, when the driver's hand, foot or body is removed from the controlling device, will cause the vehicle control circuit to be interrupted and "fail to-safe".
- 4.12 'gradient' means the ratio of the difference in elevation between two given points and the horizontal distance between them.
- 4.13 'hand tramming' means the movement of rolling stock on rails, manually by a person or persons.
- 4.14 'locomotive' means a self-propelled rail bound machine which requires either a driver for manual operation or an operator for automatic operation.
- 4.15 'MHSA' means the Mine Health and Safety Act.
- 4.16 'MRAC' means the Mining Regulation Advisory Committee.
- 4.17 'RBE' means rail bound equipment. "Rail Bound Equipment" means all self-propelled and other equipment used for transportation purposes having wheels running on rails underground and within the surface demarcated bank area at a mine. It includes locomotives, hoppers, material cars, explosive cars, guard cars, drill carriages and all other items of equipment transported on rails.
- 4.18 "Rail track infrastructure" means the installed infrastructure on which rail bound equipment operates underground including the surface demarcate bank area.
- This includes the permanently installed rails and fasteners, sleepers, ballast, switches, crossing points, turn-outs and their operating mechanisms.
- 4.19 'rolling stock' means any rail bound equipment that is not self-propelled.
- 4.20 'SAMRASS' means the South African Mines Reportable Accident Statistical System.
- 4.21 'SIMRAC' means the Safety in Mines Research Advisory Committee.
- 4.22 'speed indicator' means a device fixed to the locomotive to indicate the speed of the locomotive;
- 4.23 'static test' means the test carried out to determine the compliance of the brake holding power of a locomotive braking system measured against the design specification or an appropriate safety standard.
- 4.24 "Train" means a combination of rail bound equipment coupled together being transported under the power of a locomotive. The locomotive shall be considered as part of the train. A locomotive in transit by itself shall be classified as a train.
- 4.25 "TMM" means Trackless Mobile Machines.

4.26 “**Rail traverser**” means a piece of rail equipment that is used to interrupt a railway line and consisting of a length of track or tracks which can be moved from side to side in a direction perpendicular to the railway line.

4.27 ‘**visibility**’ means the human ability to distinguish colour, size, movement and distance in the field of vision.

5. SCOPE

5.1 This guideline covers the health and safety risks associated with RBE underground and on surface within the demarcated shaft station bank area.

5.1.1 Design and specification of RBE.

5.1.2 Design and specification of the operating environment of RBE.

5.1.3 Operational requirements of RBE.

5.1.4 Maintenance of RBE.

5.1.5 Personnel operating RBE.

5.2 This guideline excludes the use of RBE on surface outside the demarcated shaft station bank area as well as the following installations:

5.2.1 Endless rope haulage installations;

5.2.2 Monorails;

5.2.3 Chairlifts;

5.2.4 Overhead cranes and crawls;

5.2.5 RBE used in shafts, winzes and raises;

5.2.6 Lifting machines; and

5.2.7 Stackers and re-claimers.

6. MEMBERS OF THE DRAFTING COMMITTEE

This document was prepared by the MRAC Rail Bound Task Group.

The members who assisted in the compilation of this guideline were:

Messrs:	A.A. Coutinho	-	State
	D. J. Janse van Rensburg	-	State
	P. Bezuidenhout	-	Employers
	W. Allen	-	Employers
	A. J. Greyling	-	Employers
	D. Botha	-	Employers
	W. Stemmet	-	Employers
	B. O Connor	-	Employers
	C. Smith	-	Employers
	M.Llale	-	Labour

PART B: AUTHOR'S GUIDE

1. The **COP** must, where possible, follow the sequence laid out in Part C "Format and Content of the **COP**". The pages as well as the chapters and sections must be numbered to facilitate cross-reference. Wording must be unambiguous and concise.
2. It should be indicated in the **COP** and on each annexure to the **COP** whether:
 - (a) The annexure forms part of the **COP** and must be complied with or incorporated in the **COP** or whether aspects thereof must be complied with or incorporated in the **COP**; or
 - (b) The annexure is merely attached as information for consideration in the preparation of the **COP** (i.e. compliance is discretionary).
3. When annexures are used, the numbering should be preceded by the letter allocated to that particular annex and the numbering should start at one again. (e.g. 1, 2, 3 ... A1, A2, A3 ...).
4. Whenever possible illustrations, tables, graphs and the like should be used to avoid long descriptions and/or explanations.
5. When reference has been made in the text to publications or reports, references to these sources must be included in the text as footnotes or side notes as well as in a separate bibliography.
6. Relevant **SIMRAC** projects should also be considered when assessing risks. A list of relevant references as included in Annexure 2 (which is attached for information purposes).

PART C: FORMAT AND CONTENT OF THE CODE OF PRACTICE

1. TITLE PAGE

The title page must include the following:

- 1.1 Name of mine;
- 1.2 The heading: "Mandatory Code of Practice for the Operation of Underground Rail Bound Transport Equipment";
- 1.3 A statement to the effect that the COP was drawn up in accordance with guideline DMR 16/3/2/2-A4 issued by the CIOM;
- 1.4 The mine reference number for the COP;
- 1.5 The effective date; and
- 1.6 Revision dates.

2. TABLE OF CONTENTS

The COP must have a comprehensive table of contents.

3. STATUS OF MANDATORY CODE OF PRACTICE

Under this heading the COP must contain statements to the effect that:

- 3.1 The mandatory COP was drawn up in accordance with Guideline 16/3/2/2-A4 issued by the CIOM;
- 3.2 This is a Mandatory COP, in terms of Sections 9(2) and (3) of the MHSA;
- 3.3 The COP may be used in an accident investigation/inquiry to ascertain compliance and also to establish whether the Code is effective and fit for purpose;
- 3.4 The COP supersedes all previous relevant COPs; and
- 3.5 All managerial instructions or recommended procedures (voluntary COPs) and standards on the relevant topics must comply with the COP and must be reviewed to assure compliance.

4. MEMBERS OF THE DRAFTING COMMITTEE

- 4.1 In terms of Section 9(4) of the MHSA the employer must consult with the health and safety committee on the preparation, implementation or revision of any COP.
- 4.2 It is recommended that the employer should, after consultation with the employees in terms of the MHSA, appoint a committee responsible for the drafting of the COP.
- 4.3 The members of the drafting committee assisting the employer in drafting the COP should be listed giving their full names, designations, professional qualifications, affiliations and experience. This committee should include competent persons sufficient in number to effectively address the drafting of the COP.

5. GENERAL INFORMATION

The general information relating to the mine must be stated in this paragraph. The following minimum information must be provided:

- 5.1 A brief description of the mine and its location;
- 5.2 The commodities produced;
- 5.3 The mining methods/mineral excavation processes;
- 5.4 A description of the rail bound transport systems used at the mine listing the types of rail bound equipment and indicating the machine population; and
- 5.5 Other relevant COPs.

6. TERMS AND DEFINITIONS

Any word, phrase or term of which the meaning is not absolutely clear or which will have a specific meaning assigned to it in the COP, must be clearly defined. Existing and/or known definitions should be used as far as possible. The drafting committee should avoid jargon and abbreviations that are not in common use or that have not been defined. The section on definitions should also include acronyms and the technical terms used.

7. RISK MANAGEMENT

- 7.1 Section 11 of the MHS Act requires the employer to identify hazards, assess the health and safety risks to which employees may be exposed while they are at work and record the significant hazards identified and risk assessed. The COP must address how the significant risks identified in the risk assessment process must be dealt with, having regard to the requirement of Section 11(2) and (3) that, as far as reasonably practicable, attempts should first be made to eliminate the risk, thereafter to control the risk at source, thereafter to minimize the risk and thereafter, insofar as the risk remains, to provide personal protective equipment and to institute a programme to monitor the risk.
- 7.2 To assist the employer with the risk assessment, all possible relevant information such as accident statistics, ergonomic studies, research reports, manufacturers' specifications, approvals, design criteria, performance figures for all relevant underground rail bound transport systems and equipment must be obtained and considered.
- 7.3 In addition to the periodic review required by Section 11(4) of the MHS Act, the COP should be reviewed and updated after every serious incident relating to the topic covered in the COP, or if significant changes are introduced to procedures, mining and ventilation layouts, mining methods, plant or equipment and material.

8. ASPECTS TO BE ADDRESSED IN THE MANDATORY COP

The COP must set out how the significant risks identified in the risk assessment process referred to in paragraph seven above will be addressed. The COP must cover at least all the aspects set out hereafter unless there is no significant risk associated with that aspect at the mine.

8.1 Design and specification

In order to ensure that all RBE is appropriate for the specific circumstances at the mine and is used within its designed and operating specifications, the COP must describe the following information.

8.1.1 Rail Bound Equipment (RBE)

8.1.1.1 Locomotives

Provide a detailed table containing the following information as a minimum for all locomotives in use.

- a) Prime mover (electrical, battery, diesel etc.).
- b) Rated capacity of each locomotive.
- c) Original Locomotive Equipment Manufacturer (OEM).
- d) Locomotive controller make and model.
- e) Maximum design tramping capacity (tons).
- f) Maximum designed speed (kilometres/hour).
- g) Maximum designed operating gradient (degrees to the horizontal).
- h) Gross mass in kilograms.
- i) Overall dimensions including battery if applicable (millimetres).
- j) Designed rated power (kiloWatt).
- k) Manual, remote or remotely controlled.
- l) Types of brakes (S= service, P = park, E= emergency).
- m) Proximity detection system.

Braking systems

List and describe in detail the **braking systems** installed on all locomotives, including but not be limited to, the design, specification and method of the application:

- a) **Park brake;**
- b) **Service brake;** and
- c) **Emergency brake;** or
- d) Any combination of a, b and c above.

8.1.1.2 Rolling stock

List and describe for each type, make and class of each item of **rolling stock** the following information as a minimum.

- a) Type (hopper, material car, etc.).
- b) Capacity (kilogram, number of persons, pipes, rails in **bogies** etc.).
- c) Overall dimensions without **buffers**.
- d) Overall dimensions with **buffers**.
- e) **Buffer** design (link and drop pin, automatic coupler, etc.).
- f) **Buffer** height measured from top of rail to centre of **buffer** (mm).

- g) Wheel base dimensions (millimetre).
- h) Fixed continuous drawbar attached between buffers (yes or no).
- i) In the case of hoppers, the method of discharge.

8.1.1.3 Rail bound cycles

Where persons are transported by means of rail bound cycles, describe the following:

- a) Approved design and construction of cycle;
- b) Effective braking requirements;
- c) Proper seating arrangements to prevent standing of persons during transport;
- d) The number of persons allowed to travel on the cycle;
- e) Audible warning device to warn other RBE users in the vicinity; and
- f) Measures to ensure visibility of the cycle.

8.1.2 Rail infrastructure

List and describe the following information as a minimum:

Rail track installation

- a) Rail mass (kilogram per metre);
- b) Rail gauge and tolerances (millimetre);
- c) Rail sleeper types (wood, concrete steel etc.);
- d) Rail sleeper spacing standards (millimetre);
- e) Fish plate type and design;
- f) Method of securing rails to sleepers (e-type, dog spike etc.);
- g) Welding of rails joints if applicable;
- h) Maximum permissible rail joint gaps (millimetre);
- i) Maximum permissible rail joint horizontal alignment (millimetre);
- j) Maximum permissible rail joint crown height difference (millimetre);
- k) Provisions for drainage;
- l) Ballast type;
- m) Rail switch type (single tongue, double blade etc.);
- n) Rail switch methods of operation (tumbler, lever etc.); and
- o) Rail switch dimensions (millimetre).

Rail traversers

Describe the design and layout for rail traversers, where used, to permit only one item of RBE at a time to pass over the traverser car.

8.1.3 Haulages and associated infrastructure

Describe, taking into account ergonomic principles where appropriate, the design and layout of underground haulages and associated infrastructure where RBE is used, including the following aspects:

- a) Safe-guarding of persons against accidental contact with RBE;

- b) Station lay-out including types, configurations and methods of activation of **arresting devices**, their rated energy absorption capacities and any other provisions for arresting **RBE** and trackless mobile machines (**TMM**) inadvertently entering shaft station areas;
- c) Boarding and alighting platforms for persons;
- d) Battery bays including provisions for changing batteries;
- e) Workshops;
- f) Ore loading facilities;
- g) Diesel refuelling bays;
- h) Timber bays, waiting places and any other similar excavations in immediate proximity to the rail track infrastructure;
- i) Illumination including light intensity, type, spread and range of light beams;
- j) Overhead trolley line infrastructure;
- k) Crossings where **RBE** and **TMM** interface;
- l) Warning sirens and alarms; and
- m) Signage including speed restrictions, restricted areas, loading and tipping areas, no entry signs to unauthorised persons, work in progress, electrical equipment, etc.

8.1.4 Tipping arrangements

Describe the design, configuration and layout of tipping arrangements, including the following:

- a) Method of discharge operation (e.g. side tipping, bottom discharge);
- b) Illumination;
- c) Safeguarding of persons from falling into ore passes or being struck by falling rock by provision of safety devices such as safety belts, lockout facilities, closing or opening of ore passes when tipping is not in progress;
- d) Dust control;
- e) Provisions for the control of water in the tipping area;
- f) Facilities for the re-railing of **RBE** inside tipping areas; and
- g) Provisions for the safe passage of pedestrians.

8.2 Operational Requirements

The **COP** must describe measures to ensure that the manner in which **RBE** is operated is such that the significant risks are minimised, which measures must include at least the following:

8.2.1 Traffic management plan

The traffic management plan should include the following:

- a) Safe start-up, operation, parking, shut-down, loading, securing and prevention of unauthorised access of **RBE**;
- b) Isolation and lockout requirements (mechanical, electrical, hydraulic, pneumatic, radio frequency, etc.);
- c) Areas where people are travelling, including traffic control, speed and clearance restrictions;
- d) Re-railing of **RBE**;

- e) Spillage control;
- f) Transport of persons, materials, minerals, explosives, hazardous chemical substances, **abnormal loads**, long material, special purpose cars, loaders, etc.;
- g) Towing of **RBE**;
- h) **Hand tramming of RBE**;
- i) Safe tramming of **RBE** through obstructions such as ventilation doors and other restricted areas such as regulators, fire doors, bull noses, water doors, battery bays, workshops, fuelling stations, waiting stations as well as blind curves or restricted operator **visibility**, etc;
- j) Demarcation of restricted areas where clearances are not met;
- k) The protection of driver, guard and other persons during transport activities;
- l) Recording and reporting of any failures, incidents or derailments involving **RBE** affecting health and safety;
- m) Transport of tools and equipment permitted on the **locomotive** and guard car;
- n) The safe remote operation of a **locomotive** or **train** that is remotely operated;
- o) The safe operation of any manually operated switch on any track from a safe position clear of the track by means of a suitable tool or device;
- p) Measures to prevent inadvertent run-away of a **locomotive** or **train**;
- q) Remote or manual operating methods of ventilation doors;
- r) Fouling marks to indicate switches, etc.;
- s) Emergency procedures including the procedure in case of lamp or luminaire failure;
- t) Overhead trolley line systems;
- u) Operation of proximity detection systems, where applicable;
- v) Coupling and uncoupling of **RBE**;
- w) Communication protocols between operators, guards and pedestrians;
- x) The testing of **braking systems**;
- y) Pre-use checklist implementation; and
- z) Interaction right of way protocols between **RBE** and **TMM**.

8.2.2 Battery charging bays (where applicable)

The **COP** must describe the procedures for the following:

- a) Charging of traction batteries.
- b) Changing of traction batteries.
- c) Actions to be taken in the event of a power failure.
- d) Actions to be taken in the event of a fire.
- e) Actions to be taken in the event of an acid spillage.
- f) Actions to be taken in the event of a ventilation failure.

8.2.3 Diesel refuelling bays (where applicable)

The **COP** must describe the procedures for the following:

- a) Transportation, storage and handling methods for diesel fuel.
- b) Refuelling of diesel powered locomotives.
- c) Actions to be taken in the event of a power failure.
- d) Actions to be taken in the event of a fire.

- e) Actions to be taken in the event of a diesel spillage.
- f) Actions to be taken in the event of a ventilation failure.

8.2.4 Visibility of RBE and persons

The COP must describe the methods and procedures for the use of road signs and warning devices, including at least the following:

- a. The placing of signs to warn persons against the presence of parked, stationary and broken down RBE;
- b. Measures to ensure the **visibility** and safety of pedestrians, cyclists or other persons in the proximity of RBE;
- c. Timeous warning systems, where persons are required to work in haulages where RBE is operated, for either the operator or such persons; and
- d. Dust control so as not to impair **visibility**.

8.2.5 Safety devices and provisions

The COP must describe the specifications and operation of signalling- and warning devices or provisions, including the following:

- a) Flashing lights on remote controlled **locomotives** for identification;
- b) Warning lights when entering dangerous areas;
- c) Tail lights on locomotives and guard cars indicating the direction of travel of **RBE**;
- d) Clear markings, signage and demarcations indicating restricted areas where persons travel;
- e) Audibility of bells or sirens for warning persons whilst travelling where RBE operates;
- f) Overhead electric line warning signage;
- g) Locomotive controller **dead man's device**; **Dead man's device** as defined in SANS 1809: 2003;
- h) Signalling systems to clearly distinguish instructions;
- i) Speed governors as a means of regulating speed where installed;
- j) Where installed **speed indicators** for operators of RBE equipment to indicate actual speed;
- k) Indications, signage and other warning provisions to the operators of RBE of any work being undertaken in the area of travel;
- l) Traffic lights, and/or any other provisions to indicate the right of way for safe passage;
- m) Where installed over-speed alarms to warn operators if speed is exceeded;
- n) Communication systems between the locomotive operator and the guard for effective control and instruction;
- o) The inspection and testing of all safety devices and provisions at intervals determined in the COP; and
- p) Provisions for and means of extinguishing fires on trains.

8.2.6 Rail bound cycles

The **COP** must describe standards and procedures for the safe operation of rail bound cycles.

8.3 Maintenance and modifications

The **COP** must describe measures to ensure that **RBE** is adequately maintained or modified covering at least the following:

8.3.1 Maintenance of RBE

The **COP** must describe the maintenance, over inspection requirements and frequencies for all types of **RBE** including methods of isolation and making safe of the **RBE**.

8.3.2 Rail track maintenance

The **COP** must describe the maintenance, over inspection requirements and frequencies for the rail track infrastructure.

8.3.3 Modifications to RBE

The **COP** must describe procedures for any modifications to **RBE**, addressing as a minimum, a risk assessment, record keeping of design and specification changes and updating of engineering drawings.

8.3.4 Procedure for the testing of braking systems

The **COP** must describe the methods and procedures for the testing of **braking systems**, including the following:

- a) **Static testing of braking systems;**
- b) **Dynamic type testing of braking systems** to ensure the retardation rates required by Regulation 8.3.18 (see Annexure 1), which must be complied with;
- c) Recording of the results of **static and dynamic type tests;** and
- d) Safe keeping of test results, for a period to be specified in the **COP**.

8.4 Personnel

The **COP** must describe the procedures for the selection, training, testing and associated record keeping for the operators of **RBE**, covering at least the following:

8.4.1 Selection criteria

Selection criteria for operators should prescribe the minimum standards in relation to the following:

- Hand - eye co-ordination;
- Reaction time;

- Attention span;
- Eyesight;
- Angle of vision;
- Night or colour blindness;
- Hearing;
- Depth perception;
- Aggressiveness; and
- Anthropometrics (size, height, mass, etc.).

8.4.2 Training

The **COP** must describe the methods, procedures and training to ensure that RBE is only operated by persons who are competent to do so.

8.4.3 Authorisation to operate RBE

The **COP** must describe the procedures for the appointment and authorisation of competent persons to operate RBE.

8.4.4 Record keeping

The **COP** must describe the procedures, methods and period of record keeping of all information associated with the training, declaring competent, authorisation and appointment of all RBE operators.

PART D: IMPLEMENTATION**1. IMPLEMENTATION PLAN**

- 1.1 The employer must prepare an implementation plan for its **COP** that makes provision for issues such as organisational structures, responsibilities of functionaries and programs and schedules for this **COP** that will enable proper implementation of the **COP**. (A summary of/and a reference to, a comprehensive implementation plan may be included).
- 1.2 Information may be graphically represented to facilitate easy interpretation of the data and to highlight trends for the purpose of risk assessment.

2. COMPLIANCE WITH THE COP

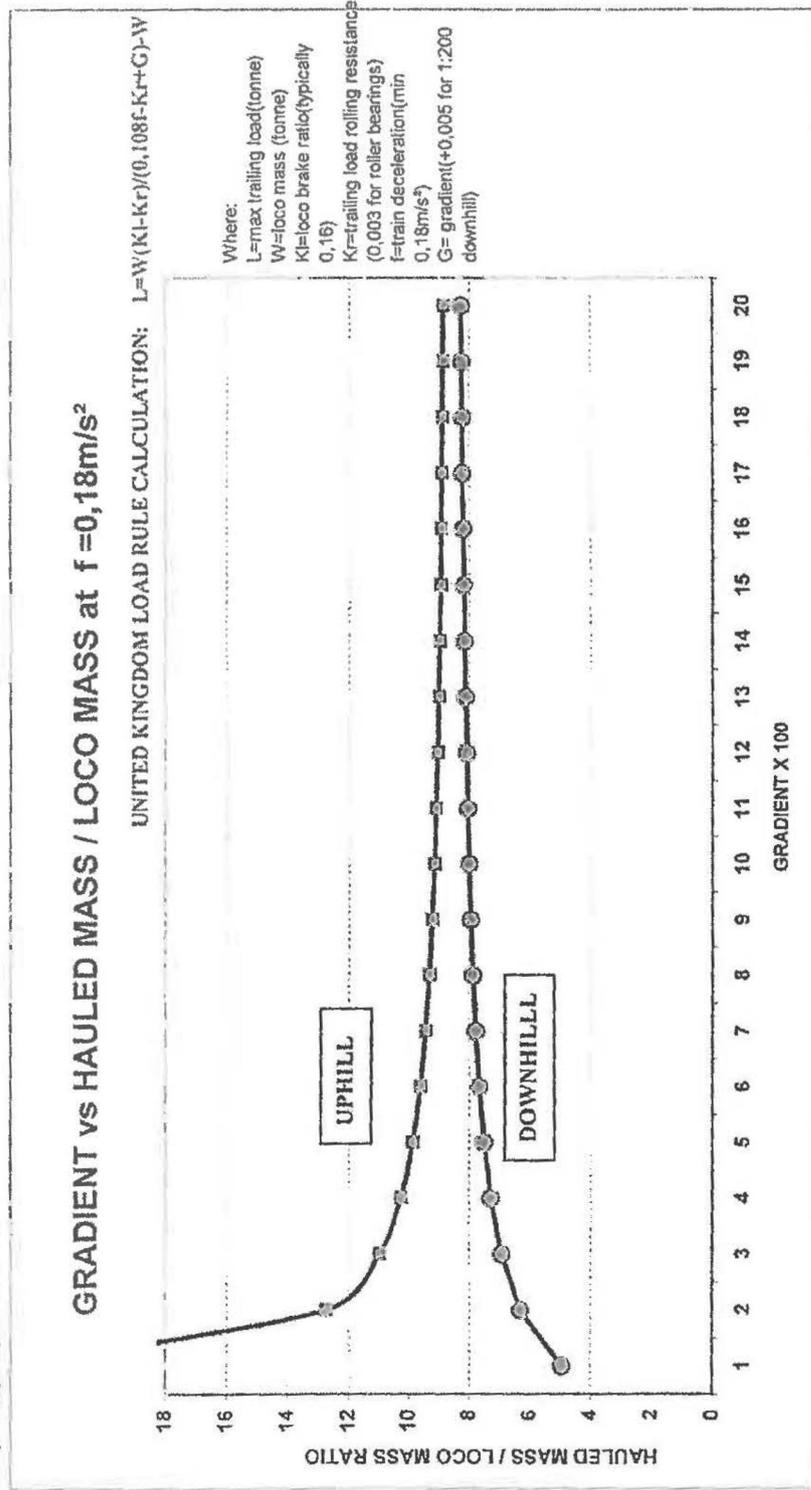
The employer must institute measures for monitoring and ensuring compliance with the **COP**.

3. ACCESS TO THE COP AND RELATED DOCUMENTS

- 3.1 The employer must ensure that a complete **COP** and related documents are kept readily available at the mine for examination by any affected person.
- 3.2 A registered trade union with members at the mine, or where there is no such union, a health and safety representative on the mine, or if there is no health and safety representative, an employee representing the employees on the mine, must be provided with a copy of the written request to the manager. A register must be kept of such persons or institutions with copies to facilitate updating of such copies.

ANNEXURE 1:
(This annexure must be compiled with)

See paragraph 8.3.4 b



ANNEXURE 2: References

The following documents were consulted in drafting the guideline:

- a) Recommended Practice for Safe Operation of lateral Underground Transport – published by the Chamber of Mines.
- b) Guidelines for the Design, Installation & Maintenance of Underground Track Works – Chamber of Mines publication of 1987.
- c) Trucking and Trammig Risk Assessment – issued by IRCA.
- d) Federal Mine Safety & Health Act of 1977.
- e) Department of Minerals and Energy Guideline and Minimum Standards for the preparation of a Code of Practice for Underground Rail Transport.
- f) SIMRAC final Project Report “Investigation of the Causes of Transport and Trammig Accidents other than Coal, Gold and Platinum (1966).
- g) Increasing the Efficiency, Economy and Safety of Tracked Transport – Published by the Underground Railways Assoc.
- h) Report of the Commission of Inquiry into the Vaal Reefs Mining Accident.
- i) Trucking & Trammig – a Risk Assessment Approach to Accident Reduction – published by Grant Purdy & Frank Pascoe.
- j) Report by the Mining Regulations Advisory Committee Task Group on Haulage and Transport Accidents – November 1996.
- k) Loco Inspection Services cc – Checklist.
- l) Statistical Summary of Accidents reported to the Chief Inspector of Mines : 1/1/84 – 31/12/97.
- m) Health & Safety Executive – Underground Locomotive Haulage.
- n) Track laying for Underground Haulage - published by the National Coal Board (revised 1973);
- o) Machines for Underground Mines – European Standard –published by CEN;
- p) Industrial Buffers – published by OLEO.
- q) Process & Guiding Principles for the formulation of Regulating Mechanisms under the Mine Health & Safety Act – published by MRAC 29/5/98 : Circ.42REV1/98.
- r) Aide Memoire – published by MRAC.
- s) SIMRAC Draft – Report on Investigation of Safety of Rail Vehicles and Systems Operating in South African Mines – GAP 520 – Published by Turgis Technology (Research Agency).
- t) Guideline for a Code of Practice for Trackless Mobile Machinery.
- u) Failsafe Underground Mine Locomotive Control Systems – SABS 1809 of 1999.
- v) Performance Requirements for Locomotive Braking systems – SIMRAC GAP 635 REPORTS.

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To all suppliers and potential suppliers of goods to the Government Printing Works

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Anna-Marie du Toit (012) 748-6292 (Anna-Marie.DuToit@gpw.gov.za) and

Siraj Rizvi (012) 748-6380 (Siraj.Rizvi@gpw.gov.za)

IMPORTANT

Information

from Government Printing Works

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Please take note of these guidelines when completing your form.

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2. Notices can only be submitted in Adobe electronic form format to the email submission address submit.egazette@gpw.gov.za. This means that any notice submissions not on an Adobe electronic form that are submitted to this mailbox will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
3. Notices brought into GPW by "walk-in" customers on electronic media can only be submitted in Adobe electronic form format. This means that any notice submissions not on an Adobe electronic form that are submitted by the customer on electronic media will be **rejected**. National or Provincial gazette notices, where the Z95 or Z95Prov must be an Adobe form but the notice content (body) will be an attachment.
4. All customers who walk in to GPW that wish to submit a notice that is not on an electronic Adobe form will be routed to the Contact Centre where the customer will be taken through the completion of the form by a GPW representative. Where a customer walks into GPW with a stack of hard copy notices delivered by a messenger on behalf of a newspaper the messenger must be referred back to the sender as the submission does not adhere to the submission rules.
5. All notice submissions that do not comply with point 2 will be charged full price for the notice submission.
6. The current cut-off of all Gazette's remains unchanged for all channels. (Refer to the GPW website for submission deadlines – www.gpwonline.co.za)
7. Incorrectly completed forms and notices submitted in the wrong format will be rejected to the customer to be corrected and resubmitted. Assistance will be available through the Contact Centre should help be required when completing the forms. (012-748 6200 or email info.egazette@gpw.gov.za)
8. All re-submissions by customers will be subject to the above cut-off times.
9. All submissions and re-submissions that miss the cut-off will be rejected to the customer to be submitted with a new publication date.
10. Information on forms will be taken as the primary source of the notice to be published. Any instructions that are on the email body or covering letter that contradicts the notice form content will be ignored.

You are therefore advised that effective from **Monday, 18 May 2015** should you not comply with our new rules of engagement, all notice requests will be rejected by our new system.

Furthermore, the fax number **012- 748 6030** will also be **discontinued** from this date and customers will only be able to submit notice requests through the email address submit.egazette@gpw.gov.za.

