



A NAMIBIA DE BEERS PARTNERSHIP

CONTRACTOR CONTROL – CC2

TECHNICAL SUPPORT SERVICES

SAFETY & HEALTH DEPARTMENT

REVISION  
DATE  
2022

NAMDEB DIAMOND CORPORATION (PROPRIETARY) LIMITED

SAFETY RULES AND PROCEDURES  
FOR CONTRACTORS

NAMDEB - CC2 - REVISION 24

**PRE-QUALIFICATION REQUIREMENTS**

All contractors are subject to compliance with Namdeb Safety standards and rules. The following documents should accompany the completed tender documents and will be used during the adjudication process, unless proof of pre-qualification can be provided in the form of a signed off SHE Checklist for Contractors - Appendix A.

Attached find the safety standards and rules and a checklist (Appendix A) which will be signed after the adjudication process with the successful tenderer.

REQUIREMENTS	COMMENTS
Social Security Registration Certificate	
Issue Based/Project Risk Assessment available and a copy thereof attached to the tender document	
Medical Fitness certificates for all current employees to go on site	
Trained First Aider with a valid first aid certificate	
Is each worker trained in the work to be performed on the premises?	

**COMMENCING WORK (subject to the following documentation)**

Legal appointment letter
Proof of Safety & Health, Environmental and Security induction for all employees
On-the-job induction for all employees
Emergency procedures available
Personal Protective Equipment issued to all employees
Proof of pre-employment medical examination for all new employees after successful tender that will be going on site
List of tools and equipment that will be going into the licensed area
Safety, Health and Environment (SHE) register available (guidance can be sought from S&H department)

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## 1. DEFINITIONS AND INTERPRETATION

### 1.1 Definitions

- 1.1.1. “Company” or “Namdeb” or “the Mine” means Namdeb Diamond Corporation (Proprietary) Limited.
- 1.1.2. “Company Fields” refers to any area where the Company may be operating and/or under the control of the company and/or where the Contract Company or Contract Employee is required to execute work.
- 1.1.3. “Competent Engineer” means a person appointed in writing by the manager to take general charge of all machinery on a mine or works or portion of a mine or portion of a works.
- 1.1.4. “Contract” means any agreement between the Company and the Contractor, whether by means of an order, agreement or contract.
- 1.1.5. “Contract Manager” or “Company Representative” or “Company Official” means the appointed Company Official, who represents the Company, who has overall charge of the Contract and who will be responsible for liaising between the Company and the Contractor.
- 1.1.6. “Contractor” or “Contract Company” or “Contracting Company” or “Service Provider” refers to the party with whom an agreement or contract has been entered into by Namdeb which involves the employment, directly or indirectly, of personnel at, by or for Namdeb.
- 1.1.7. “Contractor Personnel” or “Contractor Employee” means the actual person or persons employed in terms of the contract or agreement and shall include any sub-contractors' staff (nominated or otherwise) working either under the general direction and control of the Contract Company or Namdeb.
- 1.1.8. “Diamond Area No 1” and “Diamond Area No 2” are the areas defined in the Diamond Act No 13 of 1999.
- 1.1.9. “Manager” means the Chief Operating Officer of Namdeb.
- 1.1.10. “Ordinance” means the Mines, Works and Minerals Ordinance, 1968 (Ordinance 20 of 1968), as amended and Government Notice No. 156 Labour Act, 1992: “Regulations relating to the Health and Safety of Employees at Work” (see section 3).
- 1.1.11. “Regulations” means the regulations in terms of the Mines, Works and Minerals Ordinance, 1968 (Ordinance 20 of 1968), as amended.

1.1.12. “Safety Rules” mean any Company rules, regulations or procedures relating to safety in any context whatsoever.

1.1.13. “Writing” means any manuscript, typewritten or printed statement, signed by an authorised representative of either the Company or the Contractor as the case may be and any facsimile message or telegram from one party to the other.

## 1.2 Interpretation

1.2.1. Acceptance of and compliance with these Safety Rules and Procedures for Contractor Companies is implied in any agreement or contract entered into between Namdeb and the Contractor unless otherwise specifically stated in the Special Conditions of Contract.

1.2.2. The Safety Rules for Contractor Companies should be read in conjunction with the relevant Company Policies and Procedures.

1.2.3. The Contractor Company shall ensure that all of its employees are familiar with all relevant rules, regulations, policies and procedures applicable at Namdeb before commencing any work.

1.2.4. The Contractor Company and its employees shall in addition comply with rules and procedures that may exist at a particular workshop, plant or site and that expand on the Safety Rules as directed by a Responsible Engineer or Official. These rules and procedures will be made known to the Contractor Company and its employees on arrival at the workshop, plant or site.

## 2. MINES, WORKS AND MINERALS ORDINANCE, 1968

2.1 While on the Company's fields, all Contractors and persons in their employment are, among others, subject to the provisions of the Mines, Works and Minerals Ordinance, 1968 (Ordinance 20 of 1968), as amended and all the regulations thereto.

2.2 The Contractor's Site Manager appointed in terms of the Mines, Works and Minerals Ordinance, 1968 (Ordinance 20 of 1968) shall in addition be responsible for the safety, health and discipline of all persons working under the Contractor's supervision.

A person so appointed shall, when he proceeds on leave or is absent from the site for a period exceeding three (3) days, give due notice of such absence.

2.3 All work carried out by Contractors shall be under the constant supervision of a competent Contractor's employee.

2.4 A copy of the Mines, Works and Minerals Ordinance, 1968 (Ordinance 20 of 1968), as amended, is available for reference from the office of the Mine Secretary.

### 3. **GOVERNMENT NOTICE NO. 156, LABOUR ACT 1992 “REGULATIONS RELATING TO THE HEALTH AND SAFETY OF EMPLOYEES AT WORK”**

3.1 While on the Company’s fields, all Contractors and persons in their employ are, among others, subject to the provisions of Government notice no.156, Labour Act 1992 “Regulations Relating to the Health and Safety of Employees at Work”.

3.2 Any contractor who engages in sandblasting activities shall register annually with the Occupational Health Department in terms of the Silica Regulations made under the Government notice no.156, Labour Act 1992 “Regulations Relating to the Health and Safety of Employees at Work”.

### 4. **ROAD TRAFFIC REGULATIONS**

4.1 All contractor motor vehicles operated by employees of the Contractor shall in all respects, comply with Road Traffic and Transport Act No. 22 of 1999.

4.2 In particular the attention of Contractor's employees is drawn to the following:

4.2.1. Drivers must observe all speed limits and traffic regulations;

4.2.2. To transport no more persons in the cab of a vehicle for which it is equipped and ensure that each person is wearing a safety belt.

4.2.3. Drivers must ensure that no personnel are transported in the back of any open or closed goods vehicles unless it is equipped with safety belts and adequate protection approved by the competent Engineer;

4.2.4. Drivers must ensure that any load being carried is safely secured;

4.2.5. The driver must ensure that all lights are clean and functioning properly;

4.2.6. Drivers of vehicles must at all times switch on the dimmed headlights when travelling inside mining areas;

4.2.7. Safety belts - the wearing of seat belts at all times is compulsory;

4.2.8. Wet roads - the speed limit when unsurfaced roads are wet as a result of watering, rain or any other reason is 30 km/h for all vehicles.

4.2.9. All vehicles used in mining areas / roads to be equipped with speed limiters unless exemption is given by the relevant Mine Manager and Safety Manager.

### 4.3 Driving Permits

- 4.3.1. Employees of the Contractor who are required to drive or operate vehicles and/or earthmoving and related machines owned by the Company are required to be in possession of a Driving / Operating Permit. Such permits must be returned to the Mine Training Section on termination of the Contract. Gravel road permit is required for Chameis, Rotkop and Kolmanskop roads.
- 4.3.2. Employees of the Contractor who are required to drive or operate vehicles and/or earthmoving and related machines owned by the Contractor are required to be in possession of a Driving / Operating Permit issued by the Contractor or a Company approved provider. Such permits must be confiscated on termination of the Contract. Gravel road permit is required for Chameis, Rotkop and Kolmanskop roads
- 4.3.3. The Driving Permit will be carried with the Diamond Area Permit and the holder will be required to have it on his person at all times.
- 4.3.4. The Company reserves the right to withdraw entirely or in part permission to drive or operate any vehicle or machine owned by the Company or operating within the Diamond Area.
- 4.3.5. In terms of Company Policy (PO-EN-40) and Company Procedure (PR-EN-40), all employees of the Contractor who are required to drive or operate Company vehicles and/or earthmoving or related machinery must satisfy certain standards of visual performance in order to be authorised to hold a Driving/Operating permit. The said tests will be conducted by the Mine's Medical Department upon receipt of the necessary documentation from the competent Engineer or Official.
- 4.3.6. Employees of the Contractor driving private vehicles in Mining Areas are required to be in possession of Driving/Operating Permit issued by the Company approved provider.

### 4.4 Recognised Routes to be followed

Contractors shall ascertain from the Company's competent Engineer or Official the correct route along which their employees may proceed while driving within the Mine area. Unauthorised travelling on haul roads is prohibited.

## 5. VEHICLES

### 5.1 Reporting of Accidents

Any accident involving a vehicle or machine must be reported immediately by the driver of that vehicle to his immediate superior and to the Company's Responsible Engineer or Official.

### 5.2 Duty of the driver in the event of an accident

The driver of any vehicle at the time when such vehicle is involved in or contributes to any accident in which any other person is killed or injured, or suffers damage in respect of any property or animal:

- 5.2.1. Shall immediately stop the vehicle;
- 5.2.2. Shall ascertain the nature and extent of any injury sustained by any person;
- 5.2.3. If a person is injured, shall render such assistance to the injured person as he may be capable of rendering;
- 5.2.4. Shall ascertain the nature and extent of any damage sustained, If required to do so by any person having reasonable grounds for so requiring, shall give his name and address, the name and address of the owner of the vehicle driven by him and in the case of a motor vehicle, the registration or similar mark thereof;
- 5.2.5. No person shall remove any vehicle involved in an accident in which another person is killed or injured from the position in which it came to rest, until such removal has been authorised, except when such accident causes complete obstruction of the roadway of a public road, in which event the vehicle involved may, with authority and after its position has been clearly marked on the surface of the roadway by the person moving it, be moved sufficiently to allow the passage of traffic.

### 5.3 Changes and Modifications

- 5.3.1. No changes are permitted on any vehicle or parts thereof without the prior written consent of the Original Equipment Manufacturer (OEM), endorsed by the Namdeb competent Engineer and must meet the following requirements prior to the modification:
- 5.3.2. A change management process shall accompany all vehicle modifications, including the attachment of any equipment. Examples of changes or modifications may include (not limited to):
  - 5.3.2.1. any change or modification made to the overall vehicle body structure or design;



- 5.3.2.2. any change or modification made to the original manufacturer fitted type of tyres or wheels;
  - 5.3.2.3. any change or modification made to the vehicle suspension system;
  - 5.3.2.4. any change or modification made to the vehicle's mechanical system;
  - 5.3.2.5. any change or modification that may adversely alter the vehicle's centre of gravity;
  - 5.3.2.6. any change that alters the vehicle's load carrying capacity;
  - 5.3.2.7. any change that may affect the vehicle's crash-worthiness or the effective operation of any vehicle feature e.g. the fitment or removal of a "bull bar".
- 5.3.3. A formal risk-based selection and acceptance process shall be in place for all new (to site) and modified mobile equipment prior to purchase and commencement of work on site.
- 5.3.4. Selection of equipment, and any modification, shall be subject to a rigorous change management process. The process should have participation at all levels.

#### 5.4 Minimum Safety Features

All vehicles shall have the following minimum safety features:

- 5.4.1. Suitable 3-point safety belts for all occupants;
- 5.4.2. Anti-lock Braking System (ABS)
- 5.4.3. Electronic Stability Control/Platform (ESC/ESP), also referred to as Traction Control
- 5.4.4. Airbags
- 5.4.5. Cargo barriers and load restraints for all vehicles designed for carrying loads (other than passengers), or that are unable to have cargo separated from the vehicle's occupant-carrying space;
- 5.4.6. NCAP rating in the AOP (Adult Occupant Protection) category scoring => 80% (Euro NCAP or Australian NCAP)

5.4.7. Advanced Driver Assist Systems (ADAS) fitted to the vehicle in compliance with the ADAS specification as follows:

Component	Off-Mine / Full *	On-Mine / Partial
Breathalyzer	Yes	No
Driver ID Tag	Yes	Yes
Telematics unit	Yes	Yes
Belt buzzer	Yes	Yes
DriveCam	Yes	Yes
DriverAlert	Yes	Yes
Mobileye	Yes	Yes

\* - For specific exclusions refer to 5.4.8

5.4.8. The following are exceptions to compliance with ADAS specifications above for **Off-Mine vehicles**:

5.4.8.1. Vehicles that already have similar systems installed that comply with the ADAS specifications, subject to Namdeb approval; and

5.4.8.2. Vehicles that transport goods or people on a non-routine, ad-hoc, once-off or infrequent basis to and from the mines; specifically under the following circumstances:

- Once-off or short-term projects (<2 months); and
- Off-mine vehicles not dedicated to providing transport to Namdeb
- Off-mine vehicles that visit the mine once every 3 weeks (with or without escort);

## 5.5 High visibility flags e.g. a whip flag or buggy whip

5.5.1. A buggy whip shall be fitted to either the front or back of the vehicle so that the flag is at least of 3 metres from the ground level. The height of the flag must be such that operators of haul trucks can clearly see the flag from inside the haul truck cab when the light vehicle is 3m from the truck.

5.5.2. Recommended specifications:

5.5.2.1. The buggy whip shaft shall be fitted with a standard reflective sleeve.

5.5.2.2. The flag shall be triangular in shape with minimum dimensions of 300mm x 250mm.

5.5.2.3. The main flag colour shall be Red Day-Glo.

5.5.2.4. The reflective sleeve shall be at least 1m long and made from Yellow Day-Glo.

5.5.2.5. The buggy whip shaft shall be made from fibreglass.

## **5.6 Systems that enable positive communication with the equipment and/or plant**

5.6.1. All vehicles must be fitted with a Namdeb two-way radio. This will be installed by Namdeb.

5.6.2. This radio may not be tampered with in any way.

5.6.3. The radio must be returned to Namdeb when the contract ends or the vehicle is no longer used.

## **5.7 Driver and front passenger air bags**

5.7.1. For all newly purchased vehicles owned and operated the use of driver side airbags as well as passenger airbags is mandatory. For current vehicles owned and operated which are being phased out a driver side airbag will suffice. If such a vehicle does not have a driver side airbag, a retro-fit airbag (see comments below) may be fitted.

5.7.2. Contractors using their private vehicles in the pursuit of business activities as defined above are strongly recommended to purchase vehicles with driver side as well as passenger airbags. It is the responsibility of the Contractor to demonstrate via a documented risk assessment if private vehicles being used in the pursuit of Namdeb operations are safe to be used without airbags. This risk assessment shall take into consideration the nature and frequency of the journeys being taken by the contractor for business purposes.

## **5.8 Flashing, revolving or strobe light**

5.8.1. The use of LED flashing lights is strongly recommended.

5.8.2. Flashing lights shall be fitted to the highest visible point on the vehicle structure.

5.8.3. It is recommended that the flashing light is orange. Usually 12/48 volt, 3.0 to 4.0 amps and 37/70 watts SAE Class 2 systems are used.

## 5.9 High visibility colour

The choice of the most appropriate colour for a light vehicle will depend on a number of factors such as:

- 5.9.1. the typical landscape that the vehicle operates within, including the general landscape background, road surface, and buildings, etc. (e.g. metropolitan or remote location)
- 5.9.2. the typical weather conditions that the vehicle operates within (e.g. dry weather, snow or fog etc.)
- 5.9.3. Generally, bright light colours are better than darker colours as they reflect more light and can be seen from up to four times the distance of vehicles painted in a darker colour.
- 5.9.4. The safest vehicle colour is one that is highly visible in the widest range of lighting, weather and vision conditions.
- 5.9.5. White is generally considered to be the most visible colour in uniform lighting conditions.
- 5.9.6. It should be noted however, that white is low in visibility on light coloured road surfaces in bright sunlight and in fog and snow. Where the vehicle is intended to operate in these conditions other more appropriate colours shall be considered.

## 5.10 Reflective taping

Fluorescent yellow reflective tape shall be used on the sides of all vehicles. Red tape shall be applied to the rear and white tape to the front of vehicle to increase the visibility of the vehicle, especially at night.

## 5.11 Emergency Equipment

All vehicles should have the following emergency equipment:

- 5.11.1. First aid kit
- 5.11.2. Fire extinguisher;
- 5.11.3. Emergency roadside triangles or beacons (three of either);
- 5.11.4. One reflective vest;
- 5.11.5. Survival or emergency equipment suitable for the operating environment – based on a risk assessment. Typical equipment shall include:
  - Fire extinguisher (ABC type, this is the multipurpose dry chemical extinguisher – 4.5kg.
  - Spare wheel

- Car jack
- Drinking water (long journeys to remote locations)

**6. EMERGENCY PROCEDURE**

6.1 The following Company policies and procedures are available for reference from the Company Representative and shall apply in the case of emergencies:

- 6.1.1. Namdeb Disaster Action/Recovery Plan Policy (PO-LC-01) and Procedure (PR-LC-01); and
- 6.1.2. Ambulance Service Policy (PO-HS-04) and Procedure (PR-HS-04);

6.2 The Procedure for Reporting Incidents and Accidents (PR-LC-02) shall be read in conjunction with the policies and procedures referred to in 6.1. This is also available for reference from the Company Representative.

EMERGENCY NUMBERS		
	Town / MA1	Orange River Mines / Daberas/Sendelingsdrif
Security Operations - Emergencies Only	(063) 236-111	(063) 238-753
Security Operations - Operational issues	(063) 236-000	(063) 238-620 / (063) 238-621

**At all times:**

Contact Security Operations at the given number IMMEDIATELY - the person on duty will ensure that the necessary people (on stand-by afterhours) are called out – DO NOT WASTE TIME BY TRYING TO PHONE OTHER SERVICES DIRECTLY

6.3 The following information must be provided to Security Operations during an emergency call:

- 6.3.1. Location;
- 6.3.2. Description of occurrence;
- 6.3.3. Are there people in danger?
- 6.3.4. Your name;
- 6.3.5. Your telephone number;

**Note:** Always confirm that the information has been correctly understood

## 7. FIRE FIGHTING

- 7.1 The Contractor is responsible for supplying firefighting equipment such as fire extinguishers of a standard acceptable to the Company.
- 7.2 In the interest of safety and the elimination of potential fire hazards, the occurrence of any accidental fire, no matter how small, is to be reported by the Contractor within 24 hours to the Security Operations.

### 7.3 What to do in the event of a fire:

Should a fire break out the following must be done:

- 7.3.1. Sound the alarm signal;
- 7.3.2. Get everyone out of the building / area;
- 7.3.3. Town - Security Operations room
- 7.3.3.1. Emergencies - Tel. 2361111
- 7.3.3.2. Operational Issues - Tel. 236000
- 7.3.4. Daberas / Sendelingsdrif
- 7.3.4.1. Control Room - Tel. 238753
- 7.3.4.2. Security - Tel 238620 / 238621
- 7.3.5. Close all doors and windows, particularly in the room where the fire is, in order to confine the spread of fire and smoke.
- 7.3.6. The Namdeb Fire Standards and Guidelines shall apply and is available for reference from the office of the Company Representative.

## 8. HOT WORK

All contractor employees shall comply with all the requirements of the Procedure to Perform Hot Work for the Prevention of Fires (PR-EN-20) at all times.

## 9. ELECTRICITY (TEMPORARY SUPPLIES)

### 9.1 Power Supply

- 9.1.1. Temporary power supplies of 380 or 220 volts will be made available by the Company, depending on the conditions of Contract. A power supply that terminates in the Company's switch will be provided with an earthing strip.
- 9.1.2. The neutral will be earthed by the Company at its step down supply transformers. From this point onwards the systems will be operated with

an insulated neutral. HENCE AT NO POINT ON THE CONTRACTOR'S INSTALLATIONS MAY THE NEUTRAL BE EARTHED.

## 9.2 Cabling

- 9.2.1. All cables used by the Contractor shall be armoured with a separate earth conductor. If a flexible trailing cable is used, then one conductor core must be used as the earthing conductor.
- 9.2.2. UNDER NO CIRCUMSTANCE IS IT PERMISSIBLE TO USE A SEPARATE EARTH CONDUCTOR WITH AN UNARMoured CABLE. THE EARTH RETURN MUST COMPRISE AN INTEGRAL PART OF EVERY TEMPORARY CABLE.
- 9.2.3. Cables must be adequately rated for the loads they are required to carry and flame retarded.

## 9.3 Contractor's Distribution Board

- 9.3.1. The Contractor's distribution board shall be fitted with a main incoming circuit breaker equipped with earth leakage protection having a sensitivity not exceeding 25 milliamps. The board shall have outgoing fused switches or circuit breakers and welding socket outlets. If necessary there shall be one for each set of equipment and the ratings of switches, fuses, circuit breakers and welding plugs shall be adequate for the loads they are to carry.
- 9.3.2. Where necessary and only where a neutral conductor has been brought to the distribution board in the supply cable, the Contractor may mount a number of 220-volt, iron-clad, 15-amp switch-plug combination units for portable tools.
- 9.3.3. 220 VOLT SOCKET OUTLETS SHALL NOT BE PERMITTED ON A BOARD FED WITH A 380 VOLT, 3 PHASE SUPPLY AND UNDER NO CIRCUMSTANCES MAY THE EARTH AT ANY TIME BE USED AS THE RETURN CURRENT PATH FOR ANY SUPPLIES.

## 9.4 Earthing

In addition to the above regulations relating to earthing, the distribution board structure and all switches, plug units, etc. mounted on the board, shall be property bonded and earth continuity shall be established back to the earthing strip at the Company's supply switch. At this point the earth shall be connected on its own by a LUG AND BOLT TO THE EARTH STRIP, before connecting the cable tails to the feeder switch. No other earth may be removed in order to add the cable earth, to a common bolted connection and no earth, once connected, may be removed or disturbed until the cable it serves has first been disconnected from the supply switch. THE PRINCIPLE INVOLVED IS THAT THE FIRST TERMINAL CONNECTED IS

THE EARTH CONNECTION WHICH MAY NOT BE DISTURBED. FINALLY, IT IS THE LAST TERMINAL TO BE DISCONNECTED.

## 9.5 Routine Testing

- 9.5.1. The earth leakage protection, installation insulation level and the earth continuity of all equipment back to the earth point provided by the Company shall be tested 6 monthly by the Contractor. Such tests shall be conducted by an electrician. The result of such tests shall be recorded against the signature of the person who conducted the test. His name shall also be recorded in block capital letters. The record must be open for inspection by Company Officials.
- 9.5.2. A standard register format is available from the office of the Safety Department.

## 9.6 General

- 9.6.1. The Contractor shall install his distribution board and complete the cabling and earthing to its equipment. When it is ready for connection the Company representative shall inspect the Contractor's installation. If satisfactory, the Contractor may connect the cable under the direct supervision of the Company representative. Conversely, when the Contractor disconnects its temporary supply at the conclusion of his job, a Company representative must be present.
- 9.6.2. Under no other circumstances shall the Contractor or any of his personnel be permitted to work on or change fuses in a Company switch except under the direct supervision of a Company representative.
- 9.6.3. The Contractor shall where necessary only use flame proof equipment before work commences in highly flammable or explosive environments.
- 9.6.4. The Contractor shall identify all distribution boards and emergency switches when on site. The distribution boards shall conform to specifications as laid down by the Company.
- 9.6.5. NO OPERATION OF ANY NATURE WHATSOEVER MAY BE UNDERTAKEN OR COMMENCED IN CLOSE PROXIMITY OF HIGH-TENSION POWER LINES ON THE COMPANY'S PROPERTY UNLESS THE CONTRACTOR HAS FIRST OBTAINED A PERMIT TO WORK FROM THE RESPONSIBLE ENGINEER.
- 9.6.6. The Contractor shall ensure that all his electrical distribution boards, installations and equipment are maintained in good order in terms of accepted practice and are operated safely. In the event of this not happening, the competent Engineer may disconnect the temporary supply



to the Contractor's main board, in such a case the Contractor shall have no claim of whatsoever nature on the Company.

## 10. PROTECTIVE EQUIPMENT AND / OR CLOTHING (PPE)

10.1 Any Contracting Company engaged by the Company to carry out work for the Company and supervising its employees directly, must issue basic protective / safety clothing and equipment (free of charge as per legal requirement) to its employees as stipulated and agreed to by the Company. In addition, the Contractor must issue protective equipment and/or clothing of a special nature to its employees to suit any particular work situation, i.e. welding spats, sandblasting hoods etc. and:

10.1.1. Always wear: suitable protective clothing, safety shoes or boots.

10.1.2. Also wear proper eye protection: when grinding or welding in very dusty areas, where notices say eye protection must be worn and in any other place where your eyes could be injured

10.1.3. Use gloves, aprons or other special clothing when handling: rough materials, chemicals and hot or cold objects.

10.1.4. Ear protection: wear protection whenever notices say you are in an ear protection area or when noise levels are 85 decibels or above.

10.1.5. Wear respirators when: spray painting, welding and cutting, the areas are very dusty or there is any toxic danger.

10.2 A Contractor who, in the opinion of a Company Official, is not suitably dressed or shod for the particular work he is required to perform, may be prevented from assuming duty until he has complied with the requirements.

10.3 Suitable respirators shall be worn when solvents or toxic materials are handled, as set out in the SHE Standards & Guidelines – Item 2.40.2.

10.4 The relevant Policy No PO-LC-05 and Procedure No. PR-LC-05 shall apply and are available for reference from the Company Representative.

10.5 Damaged PPE will be returned and destroyed before new PPE is issued.

## 11. FIRST AID EQUIPMENT

11.1 The Contractor is responsible for making First Aid Equipment available to all persons in his employment. First Aid Equipment must comply with the Namdeb Policy (PO-HS-06) and Procedure (PR-HS-06).

11.2 A First Aid box must be available at every established site.

- 11.3 In addition to First Aid boxes, sections where more than five persons work must, in terms of the Mines, Works and Minerals Ordinance, keep “Government Regulation First Aid Boxes” Inspections of equipment shall be done on a monthly basis and the relevant entry made by in the appropriate register/log book.
- 11.4 The relevant Namdeb Policy (PO-HS-06) and Procedure (PR-HS-06) shall apply and are available for reference from the Company Representative.
- 11.5 The Contractor shall be responsible for the training and appointment of at least one First Aider per group of employees.

## 12. ISOLATION

All contractor employees shall comply with all the requirements of the Isolation Procedure for all Electrical and Mechanical Machinery (PR-EN-05).

## 13. DISORDERLY BEHAVIOUR

- 13.1 Every effort shall be made to prevent the occurrence of disorderly behaviour within the workplace. Any cases reported will be dealt with either by the Manager or the Namibian Police depending on the complainant's wishes and the severity of the case. Person conducting any disorderly behaviour shall be removed from site.
- 13.2 Disorderly behaviour (horseplay): indulging in rough or unruly behaviour or practical jokes whether or not such behaviour endangers the safety or health of others or the smooth running of the workplace
- 13.3 Assault or attempted assault: occasioning or attempting to occasion bodily harm to any other person. (Such cases must be reported to the Security Department).
- 13.4 Discrimination: any act whereby an employee discriminates against any other employee or group of employees on the grounds of sex, race, colour, ethnic origin, religion, creed, physical disability, social or economic status.

## 14. ALCOHOL AND DRUGS

- 14.1 It is the responsibility of line supervisors to recognize and act in instances where an employee displays behaviour that could be ascribed to alcohol and/or drug usage and/or dependency. In the event of a line supervisor suspecting a person to be under the influence of alcohol or drugs, he/she will instruct the person to undergo an alcohol or drug test.
- 14.2 A person will be regarded as “unfit for work” when:
- 14.2.1. His/her blood alcohol content exceeds 0.00g/1000ml according to the reading recorded on the breathalyzer test;

- 14.2.2. Cannabis test returns a positive result;
  - 14.2.3. Methamphetamines test returns a positive result;
  - 14.2.4. Opiates test returns a positive result where a medical doctor could not confirm use for medical indication;
  - 14.2.5. Cocaine test returns a positive result;
  - 14.2.6. Where the person has any other drug in his or her system, which the medical doctor indicates could impair the person's performance or judgment, whether or not such a drug is a prescription drug.
- 14.3 Tests are carried out through various manners
- 14.4 Any person that is found to be under the influence shall be removed from site until the appropriate measures were taken by the responsible contractor

## 15. HAZARDOUS CHEMICALS AND SUBSTANCES

- 15.1 Prior to the use of any hazardous chemicals or substances by the Contractor or any of its employees, the Contractor shall obtain a hazardous data sheet stipulating all the risks associated with the use of the said chemical or substance. A hazardous chemical substance compatibility study shall be available when storage of HCS is necessary on site. The Contractor shall further ensure that its employees have been briefed on the use thereof and in particular the risks associated with the use thereof.
- 15.2 When toxic materials are brought onto site, the Safety Manager shall be provided with a full material safety data sheet relevant to the product. Only trained people will be allowed to handle toxic materials.

## 16. OCCUPATIONAL HEALTH

- 16.1 The Contractor shall register with the Social Security Commissioner for occupational injuries and diseases in terms of the Employees' Compensation Act 30 of 1941, as amended. Proof of registration shall be submitted to the Safety Manager.
- 16.2 A list of all employees shall be submitted to the Namdeb Hospital. A medical fitness examination (pre-employment) shall be conducted for all contract employees before commencing any work at Namdeb at the contractor's expense. Additional medical examinations shall be conducted at regular intervals when required as per standard at the contractor's expense. On termination of employment, an exit examination shall be conducted at the contractor's expense.
- 16.3 The Contractor shall ensure that occupational and workplace hygiene standards, as required by Namdeb, are met at all facilities used by contract employees.

- 16.4 All area where the contractor shall be stationed, shall have the following surveys conducted as per Namdeb standard (if applicable)
- 16.4.1. Illumination survey
  - 16.4.2. Noise survey
  - 16.4.3. Ventilation survey
  - 16.4.4. Full body vibration survey
  - 16.4.5. Airborne pollutants measurements (dust, fumes, etc)

## 17. WORKING IN ELEVATED POSITIONS

- 17.1 All contractor employees shall execute work in elevated positions in accordance with the Namdeb Procedure Working At Heights (PR-EN-36)
- 17.2 Ladders and scaffolds will conform to the requirements as set out in the SHE Standards and Guidelines and the SHE Inspection Registers.

## 18. USE OF LIFTING EQUIPMENT - refer to PO-EN-13 and PR-EN-13.

- 18.1 All contractor employees shall comply with all the requirements of Lifting Policy and Procedures (PO-EN-13 and PR-EN-13)
- 18.2 All lifting equipment shall be inspected and results recorded at regular intervals as set out in the SHE Standards and Guidelines and SHE Inspection Registers.

## 19. STATISTICS

The contractor shall make the following information available to the Safety & Health Official responsible for statistics on a monthly basis, by not later than the 17<sup>th</sup> of each month:

### 19.1 Contractors Timesheet (Refer to Appendix C) - (not for payroll purposes)

This sheet must be completed on a daily basis and will cover a period from the 16<sup>th</sup> of each month to the 15<sup>th</sup> of the following month.

### 19.2 Contractors Hours Summary Sheet (Refer to Appendix D)

This sheet should summarise all timesheets submitted by stating the total hours worked, number of employees and actual work site.

## 20. WORKPLACE SAFETY, HEALTH & ENVIRONMENTAL REPRESENTATIVE

A Workplace Safety, Health and Environmental Representative(s) shall be elected, appointed and trained in terms of the Occupational Health and Safety Agreement between Namdeb and MUN.

**21. ENVIRONMENTAL**

The contractor shall deal with environmental compliance as stipulated in the Environmental Requirements for Contractors (CC3) document.

**22. ADHERENCE TO LEGAL REQUIREMENTS, NAMDEB STANDARDS AND PROCEDURES**

Regular audits (agreed as per schedule) will be conducted on the premises and works of the contractor to ensure compliance with legal requirements, Namdeb standards and procedures. If the official is of the opinion that the contractor does not comply he can stop the works of such contractor and this can also lead to the removal of the contractor from site until such time that the non-conformance was rectified.

**23. SAFETY, HEALTH and ENVIRONMENT CHECKLIST FOR CONTRACTORS**

The Safety & Health Checklist for Contractors in Appendix A must be completed and signed off by the Contractor/Service Provider Responsible Person and relevant Safety Officer before commencement of work. A copy must be kept in the contractor’s SHE Register.

**FOR AND ON BEHALF OF THE CONTRACTOR**

Name : \_\_\_\_\_

Signature : \_\_\_\_\_  
Responsible Person

Date : \_\_\_\_\_

**FOR AND ON BEHALF OF THE COMPANY**

Name : \_\_\_\_\_

Signature : \_\_\_\_\_  
Contract Manager

Date : \_\_\_\_\_

**APPENDIX A: SHE CHECKLIST FOR CONTRACTORS**

Contractor / Service Provider:	
Name of Responsible Person	
Telephone No.	
Cellphone No.	
Contract Start Date:	
Contract End Date:	
Social Security Registration No:	
Employees Compensation Registration No.:	
No. of Employees on Project	

No.	Description	Yes	No	N/A	Remarks
<b>A</b>	<b>SAFETY</b>				
<b>1</b>	<b>LEGAL APPOINTMENTS</b>				
1.1	Have you as the main Contractor been appointed in terms of the Mines, Works & Minerals Ordinance? Is a copy of the appointment available with the Contract Manager?				
1.2	Has the site manager foreman been appointed for each section in terms of Section 162(b) of the Mines, Works & Minerals Ordinance?				
1.3	Has a SHE Representative been elected, appointed and trained in terms of the Occupational Health and Safety Agreement between Namdeb and MUN?				
<b>2</b>	<b>INDUCTION</b>				
2.1	Have all your people attended a SHE Induction?				
2.2	Have all your people attended an Environmental induction?				
2.3	Have all your people attended a Security Induction?				
<b>3</b>	<b>ON THE JOB INDUCTION</b>				
3.1	Have you done on the job induction with all your people according to Namdeb SHE Standards and Guidelines - Item 5.30?				

No.	Description	Yes	No	N/A	Remarks
<b>4</b>	<b>VEHICLES</b>				
4.1	All employees going to drive/operate any self-propelled vehicle on the premises tested and issued with Driver's Permit?				
4.2	Are they instructed to carry the Driver's permit with them at all times when driving on the premises?				
4.3	Were all your people briefed with regard to Mine Standard DPR-M1-01: Operation of EMV in close proximity of HT Lines				
4.4	Suitable 3-point seat belts for all occupants				
4.5	Cargo barriers and load restraints for all vehicles designed for carrying loads (other than passengers), or that are unable to have cargo separated from the vehicle's occupant-carrying space				
4.6	Air bags				
4.7	Anti-lock Braking System (ABS)				
4.8	Electronic Stability Control/Platform (ESC/ESP)				
4.9	NCAP rating in the AOP (Adult Occupant Protection) category scoring => 80% (Euro NCAP or Australian NCAP)				
4.10	Advanced Driver Assist Systems (ADAS) <ul style="list-style-type: none"> <li>▪ Full - outside the mining area</li> <li>▪ Partial - inside the mining area</li> </ul>				
4.11	Flashing /Revolving light				
4.12	Buggy Whip				
4.13	Fire extinguisher - 4,5kg				
4.14	2 Way radio				
4.15	High visible colour e.g. White				
4.16	Reflective tape				
4.17	First aid kit				
4.18	Emergency roadside triangles x 3				
<b>5</b>	<b>EMERGENCY PROCEDURES</b>				
5.1	Did you discuss the emergency procedures with all your people?				
5.2	Do all your people know how to report an emergency and the emergency telephone number?				

No.	Description	Yes	No	N/A	Remarks
5.3	Do all people know how and to whom to report incidents and accidents?				
<b>6</b>	<b>SHE STANDARD/CONTRACTORS SAFETY MANUAL</b>				
6.1	Do you have an up-to-date set of SHE Standards and Guidelines and Registers available?				
6.2	Does each 162(b) appointee understand the importance of adhering to Legal requirements and Namdeb's standards?				
6.3	Has the 162(b) appointee obtained a copy of the Namdeb SHE Standards and Register Manuals? Available at the Safety department				
6.4	Certification available for any sandblast site? (Labour Act, 2007)				
<b>7</b>	<b>SHE REGISTERS</b>				
7.1	Did you complete the SHE registers?				
7.2	Did you indicate on this index which registers are applicable to your project/area of your responsibility?				
7.3	Do you have all applicable registers available in the area of your responsibility?				
<b>8</b>	<b>PERSONAL PROTECTIVE CLOTHING</b>				
8.1	Did you do a survey to determine what type of protective clothing is required in your working area? (Hazard Identification and Risk Assessment done?)				
8.2	Were all employees working in this area issued with the necessary protective clothing?				
8.3	PPE Issue records completed as per SHE Register.				
<b>9</b>	<b>TOOLS</b>				
9.1	Did you draw up a list of tools you are bringing onto the premises?				
9.2	Did you declare all tools before bringing them onto the premises?				
9.3	Are all your tools clearly marked with your own mark and recorded in the SHE register?				
9.4	Were all your tools inspected to be declared safe before entering the premises?				
<b>10</b>	<b>CHEMICALS</b>				
10.1	Did you draw up a list of all Chemicals you plan to bring onto the premises?				



No.	Description	Yes	No	N/A	Remarks
10.2	Do you have a Data Sheet available for each chemical you want to bring onto the premises? (16 Point data sheets)				
10.3	Did you declare the intended use of each chemical you want to bring on the premises?				
10.4	Do these Data Sheets include the legal disposal method? (how to discard them without harm to the environment)				
10.5	Do you have a safe work procedure available for each chemical?				
10.6	Did you train your employees in the procedures on how to use them safely?				
<b>11</b>	<b>SKILLS</b>				
11.1	Is each worker properly trained in the work he is to perform on the premises?				
11.2	Can you prove that they are trained in these skills?				
11.3	Do you have a list of all workers skills?				
<b>12</b>	<b>REPORTING OF INCIDENTS</b>				
12.1	Does the appointed 162(b) have knowledge of the incident/injuries reporting system?				
12.3	Did you brief all employees that they must report all injuries to the supervisor and S&H Department before the end of each shift (no matter how small)?				
<b>13</b>	<b>RISK ASSESSMENT</b>				
13.1	Is an Issue/Project Based Risk Assessment available and a copy thereof send to the Namdeb Safety department?				
13.2	Critical Task Analysis available, identifying high risk tasks?				
13.3	Are the employees conversant in the SLAM process (Stop, Look, Assess, Manage)				

No.	Description	Yes	No	N/A	Remarks
<b>B OCCUPATIONAL HEALTH AND HYGIENE</b>					
<b>1 OCCUPATIONAL HEALTH</b>					
1.1	Was a Medical Fitness Examination done on all your employees?				
1.2	Did you submit a list of all your employees to the Hospital – Occupational Health Sister?				
1.3	Is your Company registered with the Social Security Commissioner for occupational injuries and diseases?				
<b>2 OCCUPATIONAL HYGIENE</b>					
2.1	Do you have the required first aid boxes available at the working site? (One sealed box and one open box for general use).				
2.2	Do you have a trained First Aider with a valid first aid certificate at your site (*all shifts)?				
2.3	Is the name and contact details of your First Aider written on the first aid box?				
2.4	Do you understand that the hygiene of the toilet and shower facilities used by your employees, on the work site, is your responsibility?				
2.5	Are the hygiene standards, as required by Namdeb, met at these facilities?				

No.	Description	Yes	No	N/A	Remarks
<b>C FIRE CHECK LIST</b>					
<b>1 FIRE PROCEDURE</b>					
1.1	Do you have a visible Fire Procedure available in your office?				
1.2	Did you brief all your employees in regards with this procedure?				
<b>2 FIRE RISK/EQUIPMENT SURVEY</b>					
2.1	Did you organise with the Fire Master to do a survey on your site to determine what type of firefighting equipment is required for this area?				

No.	Description	Yes	No	N/A	Remarks
2.2	Was all the identified firefighting equipment as per survey done?				
<b>3</b>	<b>FLAMMABLE SUBSTANCE STORAGE</b>				
3.1	Do you have flammable substances in your work area?				
3.2	Do you have a flammable store in your area to cater for these substances?				
3.3	Does this flammable store adhere to the rules and standards of the legislated requirements?				
<b>4</b>	<b>HOT - WORK</b>				
4.1	Are you going to do any HOT WORK in your area?				
4.2	Did you brief all the responsible persons on your site that they require a Namdeb Hot-Work Permit or permit by a Namdeb approved provider before they will be allowed to do such work?				
4.3	Did you brief these responsible persons regarding Namdeb's Hot Work Procedure?				

No.	Description	Yes	No	N/A	Remarks
<b>D</b>	<b>ENVIRONMENTAL CHECK LIST</b>				
<b>1</b>	<b>INDUCTION</b>				
1.1	Did you brief all persons under your control on Namdeb's Environmental Policies and Procedures?				
<b>2</b>	<b>WASTE</b>				
2.1	Do you know what to do with all your waste?				
2.2	Did you brief all your employees accordingly?				
2.3	Do you have the required waste bins available in your work area?				

I hereby confirm that the contractor complies too our standards and therefore may commence with his / her duties.

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

**Contractor / Service Provider**

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

**Namdeb Safety Official**

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

**Namdeb Contract Manager**

**APPENDIX B: LEGAL APPOINTMENT - CONTRACTOR**

Mr/Ms .....  
Manager  
Name of Contract Company: .....  
Address

Dear Sir/Madam

**AGREEMENT BETWEEN NAMDEB DIAMOND CORPORATION (PTY) LIMITED AND**

.....

By virtue of this agreement, ..... shall appoint a manager which will have all the duties imposed upon a manager by the Mine, Works and Minerals Ordinance, 1968 (Ordinance 20 of 1968) Regulation 28.

The appointed manager will have charge of the following workings: -

.....  
.....  
.....

Any subordinate appointments in terms of the regulations, to assist you in your duties, does however not relieve you of any personal responsibility under the regulations. You are required to take all reasonable measures to enforce the requirements of the Regulations and ensure that all persons under your control observe them.

Further you will ensure that all Namdeb policies, procedures, standards and managerial instructions are strictly observed and enforced.

I hereby accept the above agreement, acknowledge that I understand the implications thereof, and received the original copy of this agreement.

**FOR AND ON BEHALF OF CONTRACTOR**

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**FOR AND ON BEHALF OF COMPANY**

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**APPENDIX C: CONTRACTORS TIMESHEET – statistical purposes only**

Contractor Company Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Work Site: \_\_\_\_\_

Date	Normal Hours Worked Including Travelling Time	1.5 Overtime	2.0 Overtime	Comment
Sub Total:				
Total Hours:				

NOTE: Total hours should include Normal, 1.5, 2.0 Hours.

**APPENDIX D: CONTRACTOR HOURS SUMMARY SHEET (for statistical purposes only)**

Contractor Name: \_\_\_\_\_

Date: \_\_\_\_\_

AREA / WORK SITE	TOTAL NUMBER OF PEOPLE	TOTAL HOURS	COMMENTS
<b>TOTAL:</b>			