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	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
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# HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE


## TNCL-OHS-GDL-0006



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	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

## TABLE OF CONTENTS


<b>APPROVALS</b> .....	2
<b>1. INTRODUCTION</b> .....	7
<b>1.1 Purpose of the Guideline</b> .....	7
<b>1.2 Scope of the Guideline</b> .....	7
<b>2. DEFINITION OF TERMS</b> .....	7
<b>3. RESPONSIBILITIES</b> .....	8
<b>3.1 Personal Protection Equipment</b> .....	8
<b>3.2 Contractor's Management or Supervisor</b> .....	8
<b>3.3 Contractor's Safety Personnel</b> .....	9
<b>4. CONTRACTORS REQUIREMENTS</b> .....	10
<b>4.1 Quick Guide to Requirements</b> .....	10
<b>4.2 OHS Contractor Pre-qualification</b> .....	11
<b>4.3 Commercial Contractor Prequalification</b> .....	12
<b>4.4 Term Contractors (more than 3 Months)</b> .....	12
<b>4.5 Categories of Contractors</b> .....	13
4.5.1 Low risk.....	13
4.5.2 Moderate risk .....	13
4.5.3 High risk.....	13
<b>5. GUIDELINES AND RULES</b> .....	13
<b>5.1 General Rules</b> .....	13
<b>5.2 TNCL Contractor Guidelines</b> .....	14
<b>5.3 TNCL Operations Safety Policies and Procedures</b> .....	15
<b>6. EMPLOYEE CONSULTATION / COMMUNICATION</b> .....	15
<b>6.1 Safety Communications</b> .....	15
<b>6.2 Safety Topic</b> .....	16
<b>6.3 Emergency procedures</b> .....	17
<b>6.4 Feedback</b> .....	17
<b>6.5 Fitness for Work</b> .....	17
<b>6.6 Health and Safety Plan</b> .....	17
<b>6.7 Safety Bulletin / Flash</b> .....	18
<b>6.8 Safety Meetings</b> .....	19
6.8.1 Monthly Safety Meetings.....	19

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

6.8.2 Safety Mass Meetings .....	19
6.8.3 Toolbox Meetings.....	19
6.8.4 Weekly Safety Management Meeting .....	19
<b>7. HEALTH AND SAFETY STANDARD PROCEDURE. ....</b>	<b>20</b>
7.1 Restricted Areas .....	20
7.2 Permit to Work Procedure .....	20
7.3 Hot Work Permit .....	20
7.4 Confined Space Permit .....	20
7.5 Excavation Permit .....	21
7.6 Open Excavation and Worksites .....	21
7.7 Working at height.....	21
7.8 Lock-Out Procedure .....	21
7.9 Job Safety Analysis (JSA) .....	21
<b>8. INCIDENT/ACCIDENT REPORTING .....</b>	<b>21</b>
<b>9. WORK AREA SAFETY STANDARDS .....</b>	<b>22</b>
9.1 Alcohol and Other Drugs .....	22
9.2 Housekeeping .....	22
9.3 Procedure.....	22
9.4 Roads, Footpaths and Access Ways .....	23
9.5 Working at Heights Procedure .....	24
9.6 Fire Protection .....	24
<b>10. VEHICLE SAFETY STANDARDS .....</b>	<b>24</b>
10.1 Vehicle Restriction .....	24
10.2 Transportation Vehicles .....	25
10.3 Driver's Licences .....	26
10.4 Mobile Cranes .....	26
10.5 Site Transportation - Non-Standard/Abnormal Loads .....	26
10.6 Road Closure .....	26
<b>11. EQUIPMENT SAFETY STANDARDS.....</b>	<b>27</b>
11.1 Identification of Tools and Equipment .....	27
11.2 Guillotines and Metal Presses (general).....	27
11.3 Pedestal Drills, Grinders, and Buffers (general).....	27
11.4 Pumps – Portable (general).....	27
11.5 Lifting Equipment and Winches .....	27

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

11.6 Fuel Gas Lines and Facilities.....	28
11.7 Compressed Air Equipment.....	28
11.8 Hoses - Air, Water, Hydraulic and Gas.....	28
11.9 Portable Tools.....	28
<b>12. ELECTRICAL SAFETY STANDARDS.....</b>	<b>29</b>
12.1 Electrical Equipment – Inspection and Testing.....	29
12.2 Electrical Installation on construction sites.....	29
12.3 Temporary Power and Lighting.....	29
12.4 Flexible Cords/Extension Leads.....	30
12.5 Generators and Welding Machines.....	30
12.6 Welding Machines.....	30
12.7 Overhead Power lines.....	31
<b>13. HEALTH SURVEILLANCE.....</b>	<b>31</b>
13.1 Health Surveillance.....	31
13.2 Noise.....	31
13.3 Dust, Fumes, Mists, Gases and Vapours.....	32
<b>14. HAZARDOUS MATERIALS SAFETY STANDARDS.....</b>	<b>32</b>
<b>15. PERSONNEL SITE ACCESS.....</b>	<b>32</b>
15.1 Contractor Employee Details.....	32
15.2 Personnel Passes.....	33
15.3 Maintenance of Personnel Records.....	33
<b>16. TRAINING AND INDUCTION.....</b>	<b>33</b>
16.1 Site Inductions.....	33
16.2 Area Inductions.....	33
<b>17. CONTRACT REQUIREMENTS.....</b>	<b>34</b>
<b>18. REFERENCE DOCUMENTATION.....</b>	<b>34</b>
18.1 Government Acts and Regulations.....	34
<b>19. SYSTEM EVALUATION.....</b>	<b>35</b>
<b>20. DISTRIBUTION.....</b>	<b>35</b>
<b>21. CONTRAVENTION.....</b>	<b>35</b>
<b>22. DOCUMENT CHANGE PROCESS.....</b>	<b>35</b>
22.1 Reason for Change.....	36
22.2 History of Change.....	36
<b>23. RECORD CONTROL.....</b>	<b>36</b>

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

**24. DECLARATION ..... 37**

**LIST OF TABLES**

Table 1: Definition of Terms ..... 7

Table 2: Vehicle Categories ..... 25


Table 3: Contractor Pack Documents ..... 34

Table 4: Distribution ..... 35

Table 5: Reason for Change ..... 36

Table 6: History of Change ..... 36

Table 7: Record Control ..... 36

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

## 1. INTRODUCTION

### 1.1 Purpose of the Guideline

The purpose of the TNCL Contractors Health and Safety Requirements Guideline is to ensure that contractors maintain an environment that is safe and free of health and safety risks as far as practicable and that contractors strive to attain TNCL Health and Safety standards.


### 1.2 Scope of the Guideline

The implementation and induction of all our staff members regarding safe work methods and procedures discussed will be the responsibility of the line management and will be assisted by senior site staff in conjunction with the training department.

## 2. DEFINITION OF TERMS

Table 1: Definition of Terms

TERMS	MEANING
AC	Alternating Current
Contract Manager	The Contract Manager is the host manager who is responsible for preparing, negotiating, and recording business contracts on behalf of TNCL.
Contractor	A contractor is an external organization providing service to TNCL in accordance with agreed specifications, terms, and conditions.
CR	Community Relations
DC	Direct Current
EHS	Environmental Health and Safety
ESG	Environmental and Social Governance
FLRAs	Field Level Risk Assessment
HR	Human Resources
HV	High Voltage
JSA	Job Safety Analysis
KPIs	Key Performance Indicators
MV	Medium Voltage
OHS	Occupational Health and Safety
PPE	Personal Protective Equipment
PTO	Planned Task Observation

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

SDS	Safety Data Sheet
TNCL	TNCL Corporation Ltd
VFL	Visible Felt Leadership

### 3. RESPONSIBILITIES

#### 3.1 Personal Protection Equipment

The Contractor shall ensure that, as a minimum, the following approved personal protective equipment is provided, maintained, and worn by all employees working on site. All below PPEs are to be as per TNCL minimum standard; substandard PPEs will not be acceptable.


- a) Safety hard hat
- b) Safety Glasses
- c) Safety Gloves
- d) Suitable overalls
- e) Safety steel-capped footwear
- f) Reflective gear
- g) Prescription Safety Glasses with Side Shields as required (when required)

Other specific equipment is referred to as the TNCL PPE procedure (TNCL-OHS-PRO-0020, Procedure for Personal Protective Equipment).

#### 3.2 Contractor's Management or Supervisor

The Contractor management/Supervisor is responsible within his/her area of operation. The appointment will be made in writing, and in the event he/she is not on site, a substitute MUST be appointed in writing to ensure continuous supervision. The following are the responsibilities.

- a) Maintaining a safe working environment.
- b) Always Ensures a clean and tidy workplace.
- c) Ensuring all Statutory and Mine Safety Rules, Regulations, and Procedures are complied with.
- d) Conducting daily visual and weekly formal worksite inspections.
- e) Analyzing all work activities under his/her control to ensure that any hazards have been identified and controlled and that only safe work is undertaken.
- f) Ensuring that all materials, gear, and equipment (including personal protective equipment needed to carry out the job safely) are provided prior to commencing work.
- g) Ensuring that work activities do not adversely affect or endanger other employees
- h) Conducting daily toolbox meetings.


	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

- i) Ensuring all work is carried out by suitably qualified and trained personnel.
- j) Reporting, recording, and investigating all injuries and incidents within their work area.
- k) Immediately investigating any safety hazard reported and implementing measures to control or eliminate such hazards.
- l) Conducting a Job Safety Analysis (JSA) where required.
- m) Conduct a documented site orientation program for all new starters.
- n) Ensure FLRAs are completed and submitted daily.
- o) Upholding TNCL values which are based on SAFETY, RESPECT, HONESTY & INTEGRITY.
- p) Conduct a preliminary risk assessment of the scope of work to be undertaken by the Contractor and complete checklist 1.
- q) The TNCL Contract Manager has the authority and obligation to close any work that is deemed unsafe to workers or property or that represents a significant risk to the environment.

### 3.3 Contractor's Safety Personnel

It is a requirement that major contractors on site with more than 50 (fifty) employees or based on the risk profile, provide a Safety Officer to coordinate the Contractor's safety requirements while on site, with responsibilities including:

- a) [The safety officer must be formally trained and appointed in writing when applicable.](#)
- b) Developing systems and procedures to ensure the intent of [their](#) Contract and other principal procedures are met.
- a) Conducting daily inspections of all work areas and advising supervisors and managers of any unsatisfactory conditions or practices observed.
- b) Coordinating/conducting appropriate training and education programs.
- c) Ensuring all injuries and incidents (near misses, hazards, property damage, production losses, etc.) are reported to the TNCL Contract Manager and OHS department.
- d) Assisting Supervisors in injury/incident investigations where required.
- e) Providing technical assistance on hazard identification and control measures.
- f) Responsible for full site performance of Contractor against full requirements of Contract to meet contractor specifications.
- g) Interface with TNCL Contract Manager as frequently and as required.
- h) Ensures contractor employees are adequately trained, and training is properly documented.
- i) Ensures all contractor employees work within the boundaries of the Contract.
- j) Understand the full requirements of their [Contract in relation to safety.](#)
- k) Maintains all [safety](#) documentation required.


	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

- l) Immediately notify TNCL of any site regulatory inspection and provide copies of health and/or safety inspection reports within five days of receipt.
- m) Ensure appropriate equipment, materials, protective devices, and personal protective equipment necessary for the protection of workers are provided properly used, and maintained.
- n) Provide required safety statistical information as required, including manhour reports.
- o) After reviewing of Hazard review form and Contractor safety assessment checklist, TNCL SHALL provide feedback to the Contractor on areas that need improvement. If the Contract is awarded conditions for improvement, a schedule of actions to remedy shortcomings must be established before the Contract is signed.

## 4. CONTRACTORS REQUIREMENTS

### 4.1 Quick Guide to Requirements


- a) The Contractor is required to submit personnel documentation prior to arrival on site to establish credentials and competency of the workforce.
- b) The Contractor is required to submit monthly manpower reports, showing the number of employees working on site by classification and hours worked, to the HR department.
- c) The contractor Manager needs to ensure personnel undertake general site induction training as required.
- d) The Contractor Manager needs to ensure personnel are issued with a Site Identification card, which they must always carry with them whilst on site.
- e) The Contractor Manager needs to ensure that all equipment, vehicles, and plants undergo a Pre-mobilization Inspection. Copies of Inspection Reports are to be made available on request.
- f) The Contractor Manager needs to ensure that all drivers are issued with site driving licenses before they are allowed to operate/ drive on-site.
- g) The Contractor Manager needs to ensure that toolbox meetings are conducted and documented.
- h) The Contractor Manager to ensure monthly safety performance reviews are done and attendance is obtained.
- i) The Contractor Manager needs to ensure monthly safety topic is communicated and discussed by the Contractor employees.
- j) The Contractor manager will ensure that all work/tasks undertaken have the correct Permits and Certificates issued before work starts and that all safety requirements have been fully complied with.

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

- k) The Contractor Manager is to ensure that daily Pre-Start Meetings are undertaken to ensure that all personnel are fully aware of any changes in the work environment that may affect safety.
- l) The Contractor Manager is to ensure all incidents are reported immediately to the OHS department and Investigations are initiated timely.

#### 4.2 OHS Contractor Pre-qualification

- a) Prequalification of a contractor shall be performed by TNCL to formally evaluate all contractors prior to signing a contract. [The Company qualifications](#) should be reviewed at least annually for changes.
- b) The final choice of Contractor should be based on their technical, commercial, and health and safety competency which should include the following:
  - i. A good record of health and safety performance that demonstrates continual improvement over the past three years.
  - ii. [A robust OHS management system must be submitted for a new Company who operated for less than 3 years.](#)
  - iii. Contractor health and safety policy statement.
  - iv. Health and safety programs that the company is running.
  - v. Demonstration of a health and safety management plan.
  - vi. Well-controlled worker's compensation fund (WFC), if available.
  - vii. Compliance with legislation ([Workplace registration, Business licenses, training records, etc.](#))
  - viii. Demonstration of the contractors' senior management commitment to their health and safety programs, incident reporting, and [OHS](#) risk management.
  - ix. Statutory appointments, if required, i.e., Health & Safety reps, safety officers, first aiders, etc.
- c) The contractor checklist for potential risk and hazard attached to this document MUST be completed by the TNCL hosting department, and once completed, both the hosting department and supply chain department need to agree on the level of risk assessment and documentation required from the prospective Contractor.
- d) The Contractor will be notified of the required documents prior to submitting a bid. The contractor safety assessment checklist MUST be given to the Contractor for a self-assessment Contractor safety assessment checklist must be completed by both the TNCL hosting department and supply chain department during the review of the Contractor's qualifications before the Contract is awarded to the prospective Contractor.

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024


- e) After reviewing both the Hazard review form and the Contractor safety assessment checklist, TNCL must provide feedback to the Contractor on areas that need improvement. If the Contract is awarded conditions for improvement, a schedule (action plan) must be established before the Contract is awarded.
- f) In the situation where the company needs to award contracts on any emergency work, a less stringent prequalification step may be performed to allow work to commence, this will be under the discretion of the General Manager/ delegates, and this will be followed by the establishment of the Management plan to ensure the work performance are to the TNCL standard. Prequalification can be used to maintain a list of contractors who meet standards for emergency calls.
- g) In the situation where contractors may not be able to meet the requirement of this standard because they are small or maybe the only Contractor available within a reasonable time, it is possible to offer conditional acceptance. Conditional acceptance shall have a specific time and additional requirements or controls appropriate to the level of risk in the work to be performed.
- h) Contractors who use subcontractors must establish a prequalification process for all subcontractors sufficient to meet the requirements of these standards.

#### 4.3 Commercial Contractor Prequalification

- a) Issue a letter of intent – after internal and external approval processes are completed.
- b) Review the mobilization plan; this involves end-user department participation.
- c) Agree and sign off on KPIs.
- d) Discuss and agree on the contract management framework, including internal stakeholders.
- e) Contract kick-off meeting between the Contract Manager, Supply, and Contractor.
- f) Issue Purchase Order / Contract.
- g) Review the CSR plan from the Contractor.
- h) Regular compliance monitoring, statutory requirements such as submission of employee's pension contributions, Service Levey, and other taxes.

#### 4.4 Term Contractors (more than 3 Months)

- a) Long-term contractors provide services on an ongoing basis, regardless of the risk level. They may include janitorial services, security, mining operations, tire handling, etc. In addition to the general requirements and work procedures listed above, long-term contractors must have the following:
  - i. **Health and Safety Committee.** Contractors (with more than 50 employees) shall be represented by onsite health and safety committees and shall also be expected to have an appropriate safety committee structure developed and in place for themselves and their

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

subcontractors. Details of the safety committee structure shall be included in the Contract.

- ii. **Appointment of the Health and Safety Representatives and First Aiders.** This is a statutory requirement of the OHS Act 2003.
- iii. **Health Surveillance.** Contractors shall provide or participate in TNCL as appropriate on routine health surveillance for potential hazards such as dust, noise, and chemical exposure.

#### 4.5 Categories of Contractors

A risk assessment shall be carried out on the scope of work to be undertaken by the Contractor to determine the risk group.

##### 4.5.1 Low risk

Where contractors are not exposed to facility (operations) hazards and/or work in low-risk environments. Examples include administrative staff, office janitorial work, delivery vehicles, and consultants (no performing work in operation areas such as construction, active areas of exploration, etc.).

##### 4.5.2 Moderate risk

Where contractors are engaged to conduct tasks that may include exposure to facility hazards that have been identified as a moderate risk and work in a moderate-risk environment; or where contractors introduce moderate risks into a low-risk area as identified in the preliminary risk assessment.

##### 4.5.3 High risk


Where contractors are required to undertake extreme or high-risk tasks or perform tasks in areas that have inherent extreme or high risks, such as working in confined spaces, hazardous materials, working at heights or depths, working in active construction sites, and performing hot work outside the workshop environment.

**Note: All contractors will use the TNCL 5 by 5 Risk Assessment matrix and Template RISK ASSESSMENT TNCL-OHS-FRM-0003.**

## 5. GUIDELINES AND RULES

### 5.1 General Rules


- a) Contractors and their employees shall observe the site rules as issued during an induction or through current policies/procedures.
- b) Contractor employee health and safety responsibilities shall be communicated to the workforce in English and Kiswahili.

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

- c) The requirements for a contractor health and safety program are determined through a risk analysis that will measure the job requirements against contractor capabilities.
- d) Contractor performance must be evaluated on a regular and ongoing basis throughout the duration of the Contract.
- e) Health and safety must be aspects of quality management and have similar weighting as scheduling and costs.
- f) It is the responsibility of the TNCL Contract Manager to monitor and evaluate the performance of the Contractor.
- g) It is the Contractor's responsibility to fully understand the health and safety requirements of any job and to have the necessary programs in place, operational, communicated, and understood by employees.
- h) The employee will be subjected to drug and alcohol testing as part of fitness for work.
- i) As part of the site Malaria control program, all contractors are to wear long-sleeved shirts, long trousers/pants, and closed shoes from 1800hrs to 0600hrs at all public and site areas.

## 5.2 TNCL Contractor Guidelines

- a) Contractors SHALL ensure that they are familiar with the TNCL Contractor Compliance Guidelines. It is the Contractor's responsibility to fully understand the health and safety requirements of any job and to have the necessary programs in place, operational and communicated to employees.
- b) All contractors SHALL develop health and safety management plans appropriate for the scope of work and identified exposure levels. This plan SHALL provide a thorough description of how a contractor (and their subcontractors) will ensure that injuries, illness, and property damage are prevented. Where the Contractor does not have an established written health and safety program, the Contractor must develop and implement a written Health and Safety program, or the Contractor shall adopt the TNCL programs.
- c) A review of the health and safety performance of a contractor must occur before this Contractor is employed. This document will provide tools for that review and an outline of what must be considered in the Contract.
- d) All contractors shall report to their TNCL Contract Manager, and the Contract Manager SHALL be responsible and accountable for the oversight of all aspects of the Contract.
- e) Pre-qualifying a contractor prior to the bidding and/or award of a contract or the start of a job will depend on a higher level of health and safety performance.
- f) The following classification system will be applied; A = fully qualified contractors, B= partially qualified contractors and C= provisional contractors who must be allowed access to the site to

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

perform unique or specialized tasks but who require 100% escort and/or supervision.

- g) Contractor performance must be evaluated on a regular and ongoing basis throughout the duration of the Contract.
- h) Health and safety must be aspects of quality management and have similar weighting as scheduling and costs.
- i) It is the responsibility of the TNCL Contract Manager to monitor and evaluate the performance of the Contractor.
- j) The health and safety department SHALL be involved in the contract process during the pre-bid, contract award, and project oversight stages appropriate to the level of risk identified by the TNCL Contract Manager.
- k) Contractor health and safety responsibilities shall be communicated in the scope of the work document.

### 5.3 TNCL Operations Safety Policies and Procedures


To assist the Contractor, the following set of health, safety, and environmental policies and procedures for individual sites are available as a reference. The Contractor shall comply with these practices in the performance of site work. If no suitable policy/procedure is in place, the Contractor must ensure a procedure/policy is submitted to TNCL for approval.

## 6. EMPLOYEE CONSULTATION / COMMUNICATION

- a) Formal Safety and Health committees, when established, will require contractor representation.
- b) Where an employee encounters what he/she believes to be a safety hazard or is allocated work to perform in what he/she considers constitutes an unsafe situation, he/she shall immediately advise his/her Supervisor, and the work process in question shall not be conducted until the matter has been resolved.
- c) Employees shall raise problems of a safety nature with their Supervisor in the first instance.
- d) No victimization of employees will be tolerated at TNCL projects.
- e) Stop work authority – The site general Manager has granted "stop work authority" for any unsafe work. Every employee has the right to withdraw from unsafe work.
- f) Every employee is responsible for taking care of his/her health and the health and safety of others.
- g) The Contractor should have a formal disciplinary / grievance procedure; if not, the TNCL procedure must be followed.

### 6.1 Safety Communications

- a) All communication to the TNCL workforce via safety bulletins shall only be released by TNCL.

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

Contractors may release safety information to their employees only.

b) Safety communications shall be released in two forms:


- i. Every Contractor must have a designated person on site to provide health and safety directions for the Contractor. On large contracts and projects with more than 50 employees, or based on the risk profile, the Contractor must designate a full-time safety officer.
- ii. All training and documentation must be presented to the workforce in their **national** (English and Kiswahili) language.
- iii. Any person directly supervising work must provide fluent translation in the **national** language of all verbal and written health and safety instructions.
- iv. Records of all communications are to be kept for the life of the project.

## 6.2 Safety Topic

Used for monthly communication of project safety awareness, issues, and standards, to inform the workforce of upcoming activities and changes to site rules or procedures.

The following topics must be considered at a minimum during the monthly discussion:

- Permits to work such as hot work, confined spaces, and working at height
- Isolation includes electrical, hydraulic, compressed air, etc.
- Lock out and tag out
- Chemical handling
- Manual handling
- Housekeeping
- Personal Protective Equipment
- Hand tools
- Cranes and rigging
- Scaffolding and elevated work platforms
- Working at heights
- Equipment guarding
- Excavation and trenching
- Ventilation and gases
- Barricading
- Waste and spill cleanup and disposal
- Emergency procedures

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

### 6.3 Emergency procedures

Contractors and subcontractors must be trained in onsite emergency procedures during induction. In addition, contractors and subcontractors must comply with TNCL emergency procedures. Contractors are expected to participate in TNCL-planned drills.

### 6.4 Feedback

The TNCL Contract Manager MUST provide regular feedback on health and safety performance to the Contractor at TNCL's discretion. Deficiencies must be resolved quickly.

### 6.5 Fitness for Work

Contractors must ensure that they comply with the TNCL minimum fitness for work standard, which includes Fatigue management, Drug and Alcohol testing policy, etc.


### 6.6 Health and Safety Plan

The Site-Specific Health and Safety Management Plan submitted SHALL contain the following elements as a minimum:

- a) Understanding of and commitment to meeting or exceeding TNCL OHS standards.
- b) A baseline risk assessment of the work to be undertaken in the contract planning and subsequent phases.
- c) Specific Health and Safety goals or Key Performance Indicators.
- d) Comply with Health and Safety performance reporting procedures.
- e) A plan for communicating all requirements to all sub-contractors.
- f) Contractors are to ensure they have appropriate health and safety requirement information from TNCL prior to bidding on the work so that the Contractor clearly understands requirements and associated costs.

These may include, among others:

- Personnel protective equipment (PPE) requirements
- Substance abuse screening
- Vehicle safety requirements
- General health and safety rules
- Work permit system
- Health and safety performance reporting requirements
- Pre-work safety induction
- All personnel working for contractors will be required to complete an appropriate safety induction prior to starting work. TNCL OHS department is responsible for providing a site-specific induction, and the Contractor is responsible for providing all other training that may be


	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

required. For long-term or ongoing contracts, a refresher for all contracted employees will be provided by the TNCL at least annually.

- Standard work procedures. Copies of all appropriate site work procedures and standards will be given to contractors prior to the start of work. The Contractor must provide TNCL, at minimum, copies of Lock-out-tag-out, confined space, and scaffolding procedures and standards where appropriate. Contractors must provide documented safe work procedures for all work unusual to the site (e.g., roofing, shop door installation hazardous material transportation, etc.) Failure to adhere to the standards and safe work procedures can result in the termination of the Contract.

## 6.7 Safety Bulletin / Flash

- a) Used for priority communications, including reports of significant injuries/ incidents, and to notify the workforce of high-risk activities.
  - i. The Contractor shall be responsible for copying and distributing sufficient copies of any safety bulletins to ensure adequate workforce coverage. The contractor supervisor is required to brief all personnel on the contents of current Safety Bulletins as part of the toolbox meeting and to ensure that a copy of the Bulletin is displayed in prominent positions, including noticeboards.
  - ii. The Contractor shall be required to maintain a folder containing all Safety Bulletins for use as a briefing tool for new starters.
  - iii. Safety boards to be erected at the area of responsibility that will indicate but not be limited to:
    - Name of company
    - Name of responsible Supervisor
    - Contact details
    - Copies of Risk assessment, JSA, appointments, emergency procedure, and assembly point/s
    - Area of responsibility plan
    - Traffic management plan
    - SOP register
    - SDS register
    - Internal and External audit
    - Inspection reports by Managers, Supervisors, and Safety officers
    - Labour Act and OSH Act
    - Toolbox talks

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

## 6.8 Safety Meetings

The number, type, and style of safety meetings and reports required to manage contracts will vary between contractors. Unless specifically waived by TNCL, the Contractor shall organize and/or attend the following safety meetings.

### 6.8.1 Monthly Safety Meetings

- a) **The Contract Managers shall hold a monthly meeting (or more frequent if required) involving the TNCL and Contractors Safety personnel.**
- b) The agenda items for each meeting shall, in general, be the following:
  - Injuries/Incidents or near misses occurring since the previous meeting
  - Upcoming Training
  - Safety Audits and Inspection results
  - General Issues

### 6.8.2 Safety Mass Meetings


- a) Safety mass meeting meetings shall be held on a weekly basis, the meeting minutes will be recorded, and attendance will be obtained.
- b) These meetings are intended to last not more than 30 minutes, where Safety and Health issues and information can be discussed.
- c) The contractor Safety Personnel shall identify safety topics based on the current scope of work, identified potential hazards, and the project environment in consultation with the host. The monthly safety topic shall also be addressed at this meeting.

### 6.8.3 Toolbox Meetings

- a) Toolbox meetings shall be held daily before the commencement of work and recorded daily and signed by all participants.
- b) These meetings are intended to be short formal meetings where Safety and Health issues and information can be discussed.
- c) The contractor Safety Personnel shall identify safety topics based on the current scope of work, identified potential hazards, and the project environment in consultation with the host. The monthly safety topic shall also be addressed at this meeting.

### 6.8.4 Weekly Safety Management Meeting

- a) Safety officers and site managers shall attend the weekly safety management meeting.
- b) The Contractor shall ensure full participation in the meeting by sharing the best safety interactions and experience.

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

- c) The Contractor shall prepare a presentation whose subject is about safety and present it in this meeting.

## 7. HEALTH AND SAFETY STANDARD PROCEDURE.

- a) This section provides reference information related to Health and Safety standards and procedures applicable to Contractors working at TNCL sites. The Contractor is responsible for ensuring that these standards and procedures, in conjunction with 'site-specific' standards and procedures, are complied with during the execution of contracted work.
- b) Applicable site-specific policies and procedures will be generally communicated to all employees during the initial Safety Induction course, and any changes to existing procedures will be notified via site safety bulletins and ongoing safety meetings.

### 7.1 Restricted Areas

- a) Contractors will only access their TNCL-authorized places of work or such other areas as authorized in writing by the TNCL-authorized representative.

### 7.2 Permit to Work Procedure


- a) All work on equipment, plant, and machinery, except for inspections, requires a Permit to Work. A Permit to Work must be issued before the commencement of work. The permits that are issued will depend upon the nature and scope of the intended work.
- b) The types of permits currently used are the following:
- i. Hot Work Permit
  - ii. Confined Space Entry Permit
  - iii. Excavation Permit
  - iv. Land clearance Permit (Including Environmental and social clearance) when applicable
  - v. Working at height
  - vi. High Tension Voltage and switching permit
  - vii. Lifting and Rigging

### 7.3 Hot Work Permit

A Hot Work Permit is required for all work which may create sufficient heat to ignite flammable or combustible substances.

### 7.4 Confined Space Permit

- a) A Confined Space Entry Permit is required prior to entry into a designated confined space.

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

- b) A confined space is any enclosed or partially enclosed space that, although large enough for an employee to enter and perform work, is not intended or designed primarily as a place for continuous occupancy and has limited or restricted means of entry and exit.

### 7.5 Excavation Permit

- a) A permit to excavate is required before any excavating work is commenced.
- b) Vegetation clearance permits.
- c) No vegetation will be cleared before obtaining permission in writing from all concerned parties.

### 7.6 Open Excavation and Worksites

- a) All open excavations and worksites will be protected by hard barricading. As a minimum standard orange netting will be used to close the perimeter of all individual excavations and the complete worksite, to restrict unauthorized entry.
- b) Ladders, steps, ramps, or other safe means of egress should be provided for workers working in trench excavation of 4 feet (1.2 meters) deep.
- c) All excavations must be shored or battered.

### 7.7 Working at height

- a) Fall arrest equipment complying with the TNCL standard SHALL be worn and always attached at elevations greater than 1.8 M.
- b) Scaffolding will be erected to acceptable standards and certified safe for use by a competent person prior to use. Such certifications will be displayed at the point of entry to the scaffolding.

### 7.8 Lock-Out Procedure


The TNCL lockout procedure shall be followed or used as a minimum standard.

### 7.9 Job Safety Analysis (JSA)

- a) Job Safety Analysis shall be prepared for medium to high-risk work activities or non-routine hazardous tasks using a standard JSA format.
- b) It is the responsibility of the Contractor supervisor to ensure the following:
  - i. The workgroup involved in the activity is involved in its preparation: or
  - ii. Where a pre-prepared or generic JSA is used, the workgroup is briefed, and a review is undertaken to ensure any additional hazards present are identified.

## 8. INCIDENT/ACCIDENT REPORTING

- a) TNCL has a standard system for measuring safety performance.
- b) Safety-related incidents are categorized, and the number of incidents in each category is then used to calculate safety statistics as follows as per TNCL-OHS-PRO-0002 - Incident Injury

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

Reporting and Investigation Procedure.

- c) All contractor personnel involved in the project shall report all accidents, incidents, and near misses to their Supervisor immediately following the occurrence.
- d) Any statutory reportable incidents must be reported to the Site General Manager and OHS Manager immediately.

## 9. WORK AREA SAFETY STANDARDS

### 9.1 Alcohol and Other Drugs


- a) The use of alcohol and non-prescribed drugs is not allowed when at work. No person under the influence of alcohol or non-prescribed drugs may report for duty. Random sampling may take place. The limit for reporting to work is 0.00.
- b) Persons appearing to be affected by alcohol or drugs will be denied access to the site and subject to the alcohol and other drugs Policy.
- c) Persons under prescription medication must report the same to their supervisor.

### 9.2 Housekeeping

- a) The housekeeping function is incorporated into all work processes, operations, tasks, and jobs. Housekeeping is not a supplement to these processes but an integral part of them.
- b) An industrial workplace, by nature, contains plants, equipment, tools, and machines that must be kept clean and free of rubbish (e.g., dust, scale, scrap metal and timber, waste liquids, etc.).
- c) Where flammable substances and hazardous materials are required to be brought onsite, the handling and storage shall be in accordance with the TNCL procedure.
- d) Waste material and rubbish shall be removed from workplaces on a continuous basis as the job or task proceeds.
- e) Waste must be segregated at source and disposed of in designated areas according to TNCL environmental procedures.

### 9.3 Procedure

- a) Barricades are required and shall be erected in situations such as:
  - i. Overhead work where a risk of falling objects exists
  - ii. The crane lifts over the walkway, roadways, and other high-risk areas
  - iii. Scaffold erection and protection
  - iv. Chemical and product spills
  - v. For traffic and pedestrian control
  - vi. Excavations and road work

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024


b) Further, to eliminate any doubt regarding the type of barricading to be used and to assist in reducing potential hazards, the following guidelines have been set:

- i. **Red/White Tape:** shall be erected to highlight a hazard or hazardous work task.
- ii. **Solid Barriers:** shall be erected when personnel, vehicles, and machinery are exposed to hazards that will cause high risk, such as open penetrations. Supports for solid barriers must be adequately fixed and grounded. Barriers must be suitably delineated.
- iii. Yellow/Black tapes shall be used to indicate areas where caution is to be practised.
- iv. All barricades, regardless of what type, are to be visible, sturdy, neat, and standing upright.
- v. The Contractor supervisor shall ensure that adequate signposting (Warning/Danger signs), including an information tag detailing the Supervisor, date, and reason for the barricade, is attached.
- vi. Warning beacons (flashing lights) for night illumination are to be used as necessary.

#### 9.4 Roads, Footpaths and Access Ways

- a) At all times, the Contractor shall be aware of vehicle/pedestrian interface issues and put systems in place to eliminate the potential for injury, particularly where it is necessary for vehicles to reverse.
- b) The Contractor shall obtain specific approval from site management prior to setting up any form of access restriction. Restriction of access may include situations such as:
  - i. Scaffolds
  - ii. Temporary access platforms
  - iii. Any road works or excavation
  - iv. Cable Pulling
  - v. Locating mobile welding equipment, mobile air compressors, and other such equipment
  - vi. Barricading for overhead work precautions
  - vii. Locating mobile cranes, Elevated Work Platforms, and other special vehicles
  - viii. Locating delivery vehicles such as concrete trucks, steel, and equipment delivery vehicles
  - ix. Temporary buildings, including portable toilets, etc.
  - x. Spray painting locations

Where access is restricted, adequate barricading, traffic cones, and warning signs shall be put in place.

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

## 9.5 Working at Heights Procedure

- No person shall be permitted to work in an elevated position outside the protection of suitable guardrails unless they are wearing suitable fall protection. No person shall work at a height of above 1.8 meters without wearing approved fall protection.
- Where possible, the use of scaffold work platforms shall be considered prior to the Installation of the rigger's static lines, lanyards, or inertia reels being used as temporary fall restraints.
- All temporary fall restraint methods, such as the use of static lines and the attachment via a lanyard to a structural point, shall be installed by a suitably qualified Rigger or Scaffolder. Under no circumstances shall process pipework be used as an attachment point.
- All personnel required to wear fall protection shall have received working at-height training.

## 9.6 Fire Protection

- Fire and explosion protection and prevention are ongoing activities that shall be integrated with all phases of work.
- When work is carried out in critical fire hazard areas designated by TNCL, the Contractor shall carry out a Job Safety Analysis (JSA) to identify all such risks and implement suitable means of control.
- Open fires are prohibited.


## 10. VEHICLE SAFETY STANDARDS

As per TNCL Vehicles and Standard Procedures.

- [TNCL-ENG-SOP-0012, Light Vehicle Procedure](#)
- [TNCL-OHS-STD-0004, Light Vehicle Critical Risk Control Standard](#)
- [TNCL-OHS-STD-0013, Requirement for High Occupance Vehicle Standard](#)

### 10.1 Vehicle Restriction

- The number of light vehicles permitted on site will be controlled by TNCL, and restrictions may apply from time to time.
- Prior to commencing work on site, the Contractor shall submit to TNCL for approval a list of vehicles requiring site access.
- Site access will be controlled by a system of vehicle site access forms.
- A copy of current registration documents for all light vehicles used on site shall be maintained with the Contractors' Site Office.
- The Contractor is responsible for ensuring that all plant and machinery under their control is designed, constructed, maintained, and used to the requirements of all relevant legislation.

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

- f) All heavy mobile equipment used for onsite contract work shall be inspected by a competent person and certified as fit for use prior to entering the site. This will ensure there is a written certification that each piece of equipment for use onsite is registered, licensed, and in a mechanically safe and sound condition.
- g) The Contractors' Equipment shall be maintained in the required condition whilst on site.
- h) Pre-use/start checklists shall be used daily before the equipment is used.
- i) Periodic inspection of equipment on site shall be at intervals not greater than one month using a standard preventative maintenance type checklist.
- j) TNCL reserves the right to audit any procedures adopted by the Contractor to certify equipment.
- k) TNCL will audit inspections from time to time, and the Contractor shall make available, on request, the vehicles and related documents for that purpose.
- l) However, this shall not absolve the Contractor of responsibilities for ensuring acceptable vehicle maintenance, nor will the failure of TNCL to detect defects in the Contractor's vehicle be taken as acceptance of the vehicle.


**THE FOLLOWING IS A LIST OF VEHICLES CATEGORISED AS "LIGHT" AND "HEAVY"**

Table 2: Vehicle Categories

Heavy Mobile Equipment	Light Mobile Equipment
<i>(Includes but is not limited to)</i> Front end loaders Haul trucks Trucks and semi-trailers Low loaders and floats Bulldozers Scrapers Graders Excavators Backhoes Mobile cranes Road rollers Road laying machinery All-terrain forklifts Elevating Work Platforms Mobile Drill Rigs	<i>(Includes but is not limited to)</i> Skid steer loaders Conventional forklifts Sedans/vans/utilities Trailers Powered mobile platforms. Buses

**10.2 Transportation Vehicles**

Contractor transport of employees on site shall be as approved by TNCL. Examples of approved transport

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

modes are:

- a) Bus
- b) Inside vehicle cabin
- c) [Personnel shall remain seated with seat belts always fastened. Refer to the TNCL Light Vehicle Procedure and High Occupance Vehicle Standard.](#)

[TNCL-OHS-STD-0013, Requirement for High Occupance Vehicle Standard](#)

[TNCL-ENG-SOP-0012, Light Vehicle Procedure](#)

### 10.3 Driver's Licences

The Contractor shall ensure that all employees permitted to drive light vehicles on site hold current driver's license for that class of a vehicle and are issued with a site license. Refer to the light vehicle use procedure.

### 10.4 Mobile Cranes


- a) Mobile Cranes owned by contractors or leased by contractors shall always carry the current Logbook and crane manufacturer's Operation and Maintenance Manuals.
- b) Prior to arrival on site, all mobile cranes shall undergo an inspection by a competent person.
- c) A copy of the inspection shall be supplied to the TNCL OHS / Contract Manager prior to arrival.

### 10.5 Site Transportation - Non-Standard/Abnormal Loads

Various load clearance restrictions for height, width, and length exist. Prior to any material/equipment being brought to the site, it is the Contractor's responsibility to ensure that all the relevant permits and approvals are in place.

### 10.6 Road Closure

- a) All requests for road closures are to be forwarded to the OHS Department by the Contractor.
- b) Where the Road Closure is required for less than one shift (12 hours), the OHS Department should be notified at least 24 hrs in advance.
- c) Any requirements for Road Closures greater than one shift (12 hours) shall require a minimum of 72 hours' notice.
- d) Prior to approving closure, the OHS Department shall ensure that the Contractor has circulated a Safety Bulletin with an attached map of the proposed closure and that a shift log entry is made by the Main Security Gate detailing the closure details and the responsible person.

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

## 11. EQUIPMENT SAFETY STANDARDS

### 11.1 Identification of Tools and Equipment

It is the Contractor's responsibility to ensure that all their tools and equipment that are taken onto sites are clearly identified as belonging to that Contractor by completing a declaration form at the main gates before mobilizing the equipment and/or tools onsite. The onus of proof will be the Contractor's responsibility. Any tools and/or equipment that do not have such an identifying mark will be retained at the site until such time that the Contractor can prove ownership.

### 11.2 Guillotines and Metal Presses (general)

- a) Guillotines and metal presses used on site shall be provided with guards and controls equal to accepted standards for machine shop equipment.
- b) Belts, gears, shafts, pulleys, sprockets, spindles, drums, fly wheels, chains, or other reciprocating, rotating, or moving parts exposed to contact by any person, shall be permanently guarded.

### 11.3 Pedestal Drills, Grinders, and Buffers (general)


- a) No person shall remove any safety guard device from a grinding or drilling machine unless the equipment is tagged out of service.
- b) Buffing, grinding, and drilling operations produce airborne projectiles. Operators of such machines shall protect themselves and others in the work vicinity using appropriate personal protective equipment, the minimum being hearing and double eye protection.
- c) No person shall operate a bench or pedestal drill, grinder, or buffer in a temporary work situation until the equipment has been levelled and securely anchored.
- d) No grinder or buffer shall be fitted with any other cutting wheel, e.g., saw blade, polishing disc, pad, etc., those recommended by the manufacturer.

### 11.4 Pumps – Portable (general)

- a) Portable pumps, including their delivery hoses, shall not be positioned in such a way as to restrict access to operating Equipment.
- b) Barricading of portable pumping installations shall be performed to the relevant site standard where normal roadway, access way, or path is restricted by such Installation.

### 11.5 Lifting Equipment and Winches

- a) Lifting gear includes the chain, rope, fastening, coupling fitting, hoist block, stay, pulley, hanger, sling, brace, or movable contrivance of a similar kind, used or intended for use on or in connection with construction work.
- b) All lifting gear shall be visibly marked to be easily identifiable. Such markings shall be legible throughout the working life of the equipment (i.e., principally showing load capacity).

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

- c) All rigging and lifting equipment shall be inspected regularly by a competent person for the purposes of determining their suitability for safe use; this inspection shall be recorded in a Rigging and Lifting Equipment Register.
- d) All lifting gear will be tagged or otherwise identified as having undergone a three-monthly Inspection. Tagging will follow the recommended colour coding of the respective quarter.

### 11.6 Fuel Gas Lines and Facilities

- a) Any installation of fuel gas lines/facilities must be approved by TNCL.
- b) Flammable material of any type, e.g., oxy/acetylene, LPG, paint, solvents, fuel-powered machines such as cranes, pumps, compressors, welders, etc. SHALL not be stored adjacent to critical plants such as substations and pipe racks containing cable ladders and/or gas lines.

### 11.7 Compressed Air Equipment

- a) Compressed Air operations shall only be carried out by competent personnel experienced in the handling of the equipment being used.
- b) Personal protection equipment suitable for the work being done shall be worn and shall include the following:
  - i. Eye Protection - face shield and safety glasses with side shields or Mono goggles
  - ii. Foot Protection - safety boots with steel toecap
  - iii. Head Protection - safety helmet
  - iv. Body protection - gloves and clothing having regard to the nature of work being done
  - v. Hearing Protection - ear plugs and/or earmuffs

### 11.8 Hoses - Air, Water, Hydraulic and Gas


All those connections shall be installed in such a manner to eliminate any risk of a hose parting from the coupling or connections as follows:

- a) Safety clips and retainers shall be securely installed and maintained on pneumatic impact tools to prevent them from being accidentally expelled.
- b) Where two or more air hoses are joined, they shall not be used unless couplings /connections are fitted with approved safety pins/clips and hose clamps.
- c) LPG, butane, acetylene, and oxygen hoses shall be of an approved type, easily distinguishable, and shall not be interchangeable.

### 11.9 Portable Tools

A portable tool is defined as any hand tool or power tool (electric, pneumatic, hydraulic, or fuel-driven) that can be manually transported by one person.

- a) Portable tools may be subject to inspection by TNCL during onsite work.
- b) Excessively worn tools and tools requiring maintenance SHALL be removed from the job site.

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

- c) Electric power-operated tools SHALL be of an approved double-insulated design or be fitted with a correctly earthed residual current device.
- d) All portable tools SHALL be in a good state of repair and intrinsically safe for the user and other people in the same area. They shall be used only for the job they were designed for and in accordance with the manufacturer's instructions.
- e) All portable electrical equipment will be inspected and tagged quarterly.
- f) All portable equipment shall be fitted with a Deadman's switch.

## 12. ELECTRICAL SAFETY STANDARDS

### 12.1 Electrical Equipment – Inspection and Testing


- a) All **users** of electrical tools, appliances, and extension leads are responsible for visually inspecting their electrical equipment for signs of damage and unusual wear prior to using the equipment. This is in addition to the quarterly appliance checks carried out by qualified electrical workers.
- b) All electrical equipment used on site, such as leads, appliances, and tools, including office and crib appliances, SHALL undergo inspection and testing prior to initial connection and use onsite.
- c) Portable electrical equipment, portable tools, extension leads, generators, welders, etc., used on site, other than offices and crib rooms, SHALL be tested and inspected quarterly and appropriately tagged by the recommended colour code for the respective quarter.
- d) Annually, portable electrical equipment and appliances used in offices and crib rooms shall be tested inspected, and appropriately tagged.
- e) All electrical testing shall be carried out by a licensed electrician approved by TNCL.

### 12.2 Electrical Installation on construction sites

Installation of electrical power supplies for construction purposes shall conform to the current Electrical Code.

### 12.3 Temporary Power and Lighting

- a) Details of construction power facilities shall be submitted to the TNCL Contract Manager or nominee for approval before Installation.
- b) All temporary lighting shall be fixed to the structure using safety chains. Lamps shall be protected using a wire mesh guard.
- c) Lighting installation shall be located such that clear access is given to persons and accidental physical contact is avoided.

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

- d) Handheld/portable lighting SHALL not exceed a potential of thirty-two (32) volts AC or 12-volt DC when used in a confined/explosive area.
- e) All power circuits above 32 volts for lighting SHALL be protected by a residual current device located external to the tank or work area.
- f) The lighting circuit SHALL not be energized until the Installation is complete, tested, and the current inspection tag affixed.
- g) Should the work area be, or become an explosive atmosphere area, then all equipment and fittings shall conform to the relevant classification.
- h) As far as practicable, power leads SHALL not enter a vessel through the personnel entry point. If this is not possible, then additional mechanical protection shall be provided.
- i) No person SHALL remove or interfere with any permanent light or power installation without permission from TNCL.
- j) Use of TNCL single-phase power outlets or three-phase welding outlets is not permitted unless written permission is given by TNCL.
- k) Any permanent lighting installation or fitting removed or temporarily disconnected for construction tie-in or relocation SHALL be replaced with a temporary installation (by a licensed electrical worker) to satisfy 24-hour operation requirements.

#### 12.4 Flexible Cords/Extension Leads


- a) Flexible cords, cord extension sets, flexible cables, and accessories used to connect appliances and equipment to a power supply SHALL have a minimum cross-sectional area of 1.5 mm. This shall not include the cord that is permanently attached to the appliance or light fitting.
- b) The maximum length of a flexible cord SHALL be 25 meters. The cord shall not be joined in lengths in which the total length exceeds 25 meters. No tape joints shall be allowed.
- c) Extension cords SHALL not extend from a work level to more than one level above or below it.

#### 12.5 Generators and Welding Machines

All portable, transportable, or mobile generators, including welding machines with auxiliary power outlets or terminals, must be inspected and signed as safe for use by a competent person before being used onsite.

#### 12.6 Welding Machines

- a) Where welding machines are installed adjacent to one another or where they are required to work near one another, the Contractor shall ensure that they are installed so that the open circuit potential difference between the electrode holders of adjacent machines does not exceed 115 volts DC or 80 volts AC.

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

- b) Welding machines shall be stopped or switched off before the connection or disconnection of leads to the machine terminals.
- c) All exposed terminals shall be insulated or covered.

### 12.7 Overhead Power lines

- a) Any work required to be performed on or adjacent to overhead power lines shall be controlled by the TNCL Contract Manager, who will issue written permission (minimum horizontal distance of six meters).
- b) The term 'adjacent to overhead power lines' shall be interpreted as equipment or personnel entering within the distance of a 4-meter horizontal exclusion zone.
- c) Note SHALL be taken with crane booms or hooks which may lift or slew into the area of exclusion.
- d) Switching of HV and MV SHALL be done by TNCL Electrical Engineer.

## 13. HEALTH SURVEILLANCE

### 13.1 Health Surveillance

Health records that clearly show:


- a) A record of the person's work history
- b) A respiratory questionnaire
- c) A lung function test
- d) An audiometric test
- e) Chest X-ray
- f) Physical examination

"Initial/pre-employment or entry", "periodic", and "exit" health assessments shall be carried out in accordance with the statutory requirements.

Health records (as above) can be completed at recommended health facilities prior to arrival and must be handed in at the medical clinic for review and approval.

### 13.2 Noise

- a) The Contractor shall carry out a noise survey and develop a noise control plan to ensure that no person is exposed to >85db over an 8-hour shift (subject to review from time to time).
- b) Noise exposure shall be reduced as far as practical by controlling noise at the source or by limiting the length of time the person is exposed to that noise.
- c) Hearing protection shall be worn in areas where noise warning signs are posted.

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

- d) Where a person is required to wear hearing protection, they SHALL be trained annually in the principles of hearing conservation and in the correct list of equipment and their use.

### 13.3 Dust, Fumes, Mists, Gases and Vapours

- a) Respiratory protection SHALL be provided in areas where such devices are required.
- b) Persons required to wear respiratory protection SHALL be trained in its use by a competent person such as an industrial/Occupational hygienist.
- c) Ventilation equipment SHALL be used when welding in workshops, confined spaces, and when welding stainless steel and galvanized materials. In addition, respiratory protection for protection against welding fumes shall be used in confined spaces.
- d) Do not weld on painted or chemically treated surfaces.
- e) No angle grinding SHALL be carried out on materials that contain asbestos, synthetic mineral fibres (glass fibre, ceramic fibres, etc.), and polyurethane or on any piping or vessel lagging, plastic, rubber, or any other synthetic material.
- f) Respiratory protection shall be worn in those areas designated by Tembi Nickel and when airborne dust is visible. When chasing/cutting concrete or bitumen using brick cutters, water shall be used to suppress dust, and respiratory protection shall be worn.
- g) Flammable materials shall only be taken into a confined space in accordance with the Confined Space Entry Procedures.

## 14. HAZARDOUS MATERIALS SAFETY STANDARDS


SDSs must be available for all chemicals and oils being used. Handling of hazardous materials shall be done in accordance with its respective Safety Data Sheet (SDS).

## 15. PERSONNEL SITE ACCESS

### 15.1 Contractor Employee Details

The Contractor shall keep records of their employees' details related to all proposed site personnel.

- a) Position - Full names
- b) Residential address
- c) Date of birth
- d) Date the employee is to start work onsite
- e) Employee's three (3) previous employers, including start and finish dates

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

- f) Certificates of competency to operate plant and equipment, to act as a rigger, etc
- g) Electrical license, including that of any trade's apprenticeship
- h) Previous employment on the principal's sites

### 15.2 Personnel Passes

- a) Contractor personnel access to the TNCL mine site will be authorized in the form of authorized identification cards, which MUST always be carried when onsite and produced on request.
- b) Upon completion of the contracted work, the Contractor SHALL be responsible for the return of all passes to the TNCL site Security Manager or the person authorizing the pass/passes.
- c) The pass will be issued after the completion of the appropriate safety induction course and signing of the Contractor Employee Induction Record form.
- d) Passes will remain valid for a period as determined by TNCL.

### 15.3 Maintenance of Personnel Records

The Contractor SHALL maintain an up-to-date file listing all "long term" employees holding a Site Identification Pass.

## 16. TRAINING AND INDUCTION


- a) Training will be provided by a combination of formal/informal training by the Supervisor, project orientation/induction, specific task requirements, and Contractor / TNCL-based training programs.
- b) The Contractor is responsible for maintaining employee training records.
- c) No employee should be asked to perform work unless they have been assessed by the Contractor as competent to do so and certified.

### 16.1 Site Inductions

- a) Prior to personnel, including contractors or sub-contractors, commencing work on site, they SHALL be required to attend the induction.
- b) Additional safety training may be determined by TNCL and/or Contractor Project and OHS Managers.
- c) Specific needs may also be identified through activities such as job safety analysis, construction risk assessments, safe working procedures, and accident investigations throughout the Contract's Existence.

### 16.2 Area Inductions

- a) Each Contractor shall ensure that a company-specific induction is provided covering company-specific employment and site requirements, including a check-listed walkthrough of the workplace by the Supervisor.

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

- b) The Supervisor's induction walkthrough will include the physical demonstration of the immediate work environment, restricted areas, and the locations of emergency equipment, first aid facilities, and site/local evacuation points.
- c) The Induction process, including the checklist, shall be approved by the TNCL OHS Manager.
- d) Written records will be kept for scrutiny.

## 17. CONTRACT REQUIREMENTS

- a) In no event shall a Contractor commence work without a written Contract or Notice to Proceed, which includes a health and safety plan and procedures to perform work in compliance with TNCL and regulatory agency requirements.
- b) The Contract MUST be clear that the Contractor, not the site Host Manager, retains the authority to hire, fire, discipline, supervise, control, and direct the work of contractor employees, as well as to modify the terms and conditions of their employment.
- c) TNCL retains the right to revoke site access for contractor employees who violate any health and safety standard and/or procedure.

## 18. REFERENCE DOCUMENTATION

### 18.1 Government Acts and Regulations


This contractor requirement doesn't exonerate the Contractor from the country's governing laws and regulations. The Contractor MUST comply with the following Acts but not limited to:

- a) OSH Act No.5 2003, Mining Act 2010 and its EHS regulations, Employment Labor Relation Act, 2004 and its revision, Environmental Act 2004, Workers' Compensation Act 20 of 2008 and amended 2015, Mining (Safety OHS & Environment Protection) Regulation 2010.
- a) Nothing in this Contract relieves the Contractor from fully understanding and complying with the health and safety requirements and practices required by competent Authorities.
- b) Codes of practice and Acts and Regulations as administered by Local Government in the locality of the contracted work site.

The TNCL-Controlled Documents used as reference include for contractors' pack.

Table 3: Contractor Pack Documents

SN	Document ID Number	Document
1	TNCL-OHS-FRM-0002	Supplier Onboarding Information Form
2	TNCL-OHS-GDL-0006	Health & Safety Requirement for Contractors Guideline
3	TNCL-OHS-CHK-0004	Light Vehicle Pre-start check
4	TNCL-OHS-SOP-0005	Contractor Management Procedure

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

5	TNCL-OHS-PLN-0005	Journey Management Plan
6	TNCL-OHS-CHK-0008	Contractor Management Pre-Index Checklist
7	TNCL-OHS-CHK-0010	Review of hazards (Both existing hazards and those that the Contractor may introduce)
8	TNCL-OHS-CHK-0011	Pre-qualification summary checklist
9	TNCL-OHS-CHK-0012	List of documents to be provided by the contractor checklist
10	TNCL-ENG-SOP-0012	Light Vehicle Procedure
11	TNCL-OHS-STD-0013	Requirement for High Occupancy Vehicle Standard
12	TNCL-OHS-CHK-0014	Contractor OHS Assessment Checklist
13	TNCL-OHS-FRM-0026	Vehicle Safety Compliance Form
14	TNCL-OHS-FRM-0064	Contractor Approval Route Form

## 19. SYSTEM EVALUATION

This Guideline shall be reviewed at least two years by members of the OHS department and presented to the Standard Committee for approval, or when organizational changes take place or are required as part of internal and external audits. The TNCL Document Controller will monitor compliance with the document control system on an ongoing basis.

## 20. DISTRIBUTION

List physical locations which require a controlled copy of this document.

Table 4: Distribution


Copy	Controlled Document Folder Location
Master	Controlled Documents Central Filing System

## 21. CONTRAVENTION

Any breach of this guideline shall be regarded as refusal/failure to carry out a lawful instruction and will be dealt with as per the disciplinary procedure.

## 22. DOCUMENT CHANGE PROCESS

The process of document change starts when the document custodian identifies there is a need to make changes within the document. The document custodian/ owner shall complete the document change request form, sign it off, and submit it to the Document Controller.

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

The Document controller shall issue the controlled word copy of the document to the respective document custodian/owner so that changes may be made. The document custodian/owner shall resubmit the updated document to the document controller so that the document can be controlled and updated within the Filing system ready for use by the end users.

## 22.1 Reason for Change

Table 5: Reason for Change

A	As a result of incidents	F	Change in training requirements
B	As a result of the audit findings	G	Results of risk assessments
C	New / changes in governance documents	H	Change due to spelling or grammatical error
D	Changes in legislation	I	New document format
E	Changes in technology	J	To integrate special instruction into the document control system

## 22.2 History of Change


Table 6: History of Change

Date of Change	Revision No.	Revised Item (paragraph Number reference if required)	Reason Code	Name of Reviewer
21.08.2024	01	Section 18.1, Section 2, 10, 10.1, 10.2, 18.2	B, G, H, I	Akida Waria

## 23. RECORD CONTROL

Table 7: Record Control

Document Title:	Document ID:	Responsible for Maintenance	Responsible for Filing:	Location of Storage:	Retention Period:	Method of Disposal
Health and Safety requirements for contractors guideline	TNCL-OHS-GDL-0006	Document Controller	Document Controller	OHS department	Hard Copy two Years	Hard copy shared file electronic

	STANDARD GUIDELINE	Document ID	TNCL-OHS-GDL-0006
		Document Owner	OHS Manager
	HEALTH AND SAFETY REQUIREMENTS FOR CONTRACTOR'S GUIDELINE	Revision	00
		Approval Date	21 <sup>st</sup> August 2024

**24. DECLARATION**

I hereby declare that I have taken part in the discussion of this guideline, and I understand its contents and do commit that I shall ensure compliance hereto:

	Name and Surname	Company Number	Designation / Role	Signature	Date Signed
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