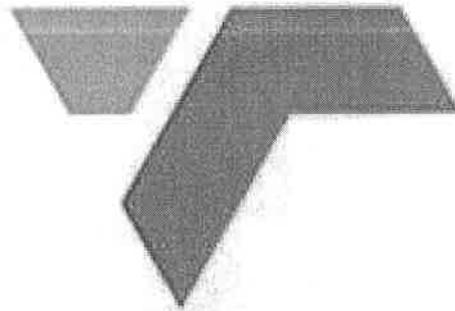


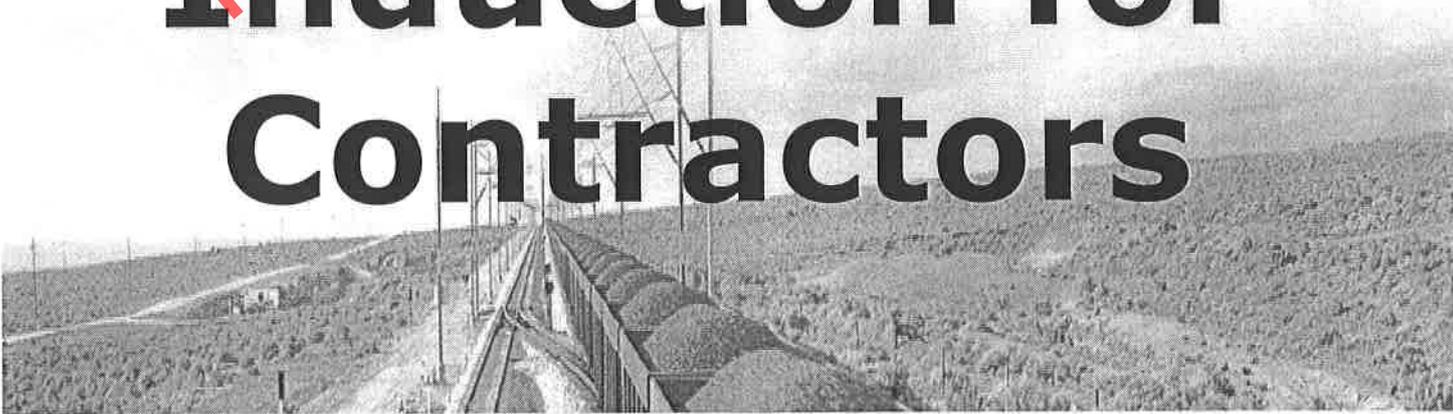
TRANSNET ET



freight rail

**Safety, Health,
Environment
(SHE)
Induction for
Contractors**

PREVIEW COPY ONLY



INDEX



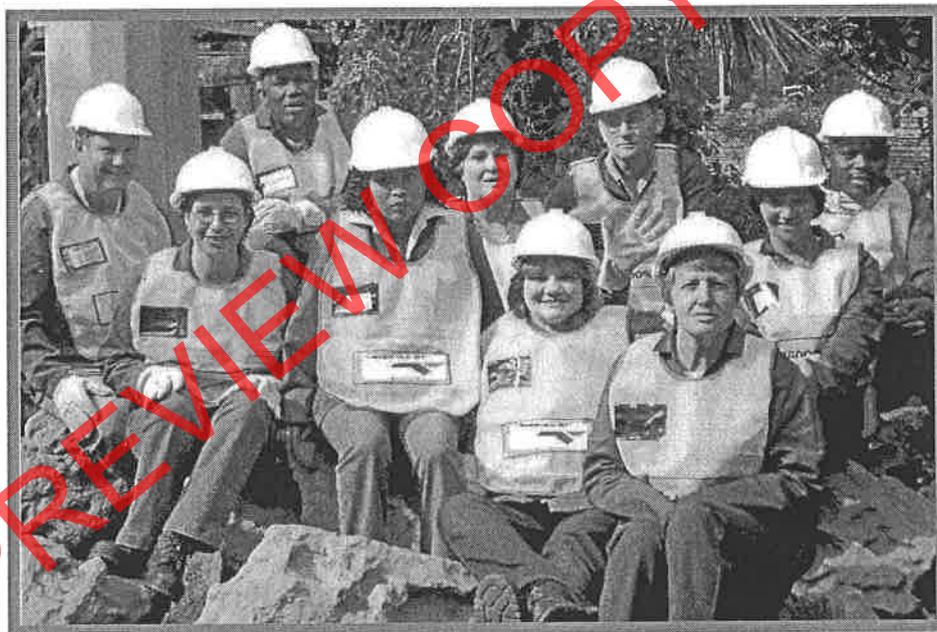
1	Transnet Freight Rail's Safety Philosophy	2
	Introduction	3
	Transnet Freight Rail's SHEQ Policy	4
	OH&S in the Workplace	5
	Health and Safety Representatives	6
	Health and Safety Committee	7
	Health & Safety Plan – Safety File	8
	Reporting Systems : Injuries	9
	Emergency Plans/Procedures	10
	First Aid & Medical facilities	11
	Personal Protective Equipment & clothing	12
	Hazards that you would encounter	14
	Housekeeping	18
	Electrical Safety	19
	Portable & Hand tools	21
	Welding & Cutting	22
	Ladders & Scaffolding	23
	Excavation & Trenching	24
	Lifting Equipment & Machinery	25
	Chemical & Toxic Substances	26
	Medical Surveillance	27
	Security Services	28
	Smoking Policy	29
	Environmental Protection	30
	General Rules	33
	Work Safe	37
	S.H.E. Site Orientation	38
	Induction Certificate	41

Transnet Freight Rail's Safety Philosophy



Our Goal is Zero Harm !!

“My Safety”



“Your Safety”

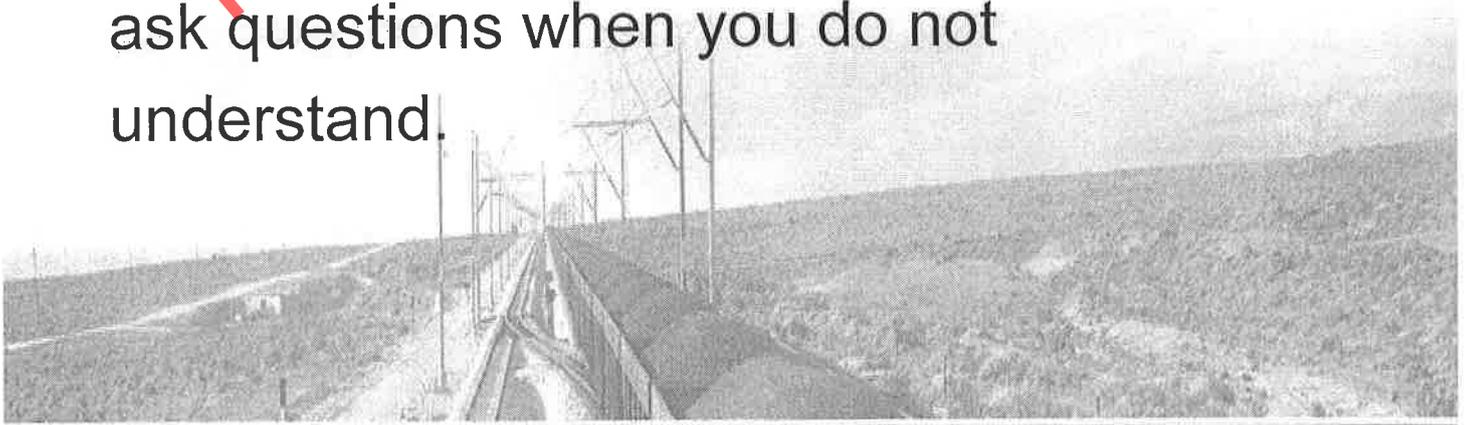
“Our Safety”

Introduction



1 Welcome to Transnet Freight Rail.

- At our company we take Safety, Health & Environmental issues very seriously.
- Occupational Health & Safety will not be sacrificed for production!
- Working safely is a condition of work on a Transnet Freight Rail site.
- Please read induction booklet carefully and ask questions when you do not understand.



Transnet Freight Rail SHEQ Policy



1 Transnet Freight Rail aspires to be a world-class Freight Railway that satisfies the needs of its customers and stakeholders.

- We are committed to delivering safe operations, customer satisfaction and ensure sustainable development.
- Railway safety, occupational health & safety, environmental and quality management form an integral part of our core business.

Wherever we operate, we will:

Develop, implement and maintain in accordance with recognised quality principles, management systems for railway safety, occupational health & safety, and the protection of the environment, that will enable us to:

Transnet Freight Rail SHEQ Policy 7 (continued)



- Incorporate local best practice and standards and, where appropriate, those developed internationally;
- Identify, assess and control risks to our employees, customers, contractors, suppliers, surrounding communities, our environment and our movable and fixed assets, as low as reasonably practical; Meet and where appropriate, exceed applicable legal and other industrial requirements to which we subscribe;

PREVIEW COPY ONLY



Transnet Freight Rail SHEQ Policy 7 (continued)



- Promote the wise and, as far as practicable; the sustainable use of natural resources;
- Carry out our business in a manner which as far as practicable prevents the pollution of our environment;
- Train, manage and provide our employees with the necessary resources to achieve these commitments; and
- Effectively monitor, audit, review and continually improve the HSEQ performance of

PREVIEW COPY ONLY



Transnet Freight Rail SHEQ Policy 7 (continued)



Communicate with and engage employees, contractors, business partners, suppliers, customers, visitors and communities adjacent to our operations to:

- Build relationships with all key stakeholders based on openness, mutual trust and involvement;
- Allocate responsibilities and accountabilities for meeting the requirements of this policy; and
- Work with communities to

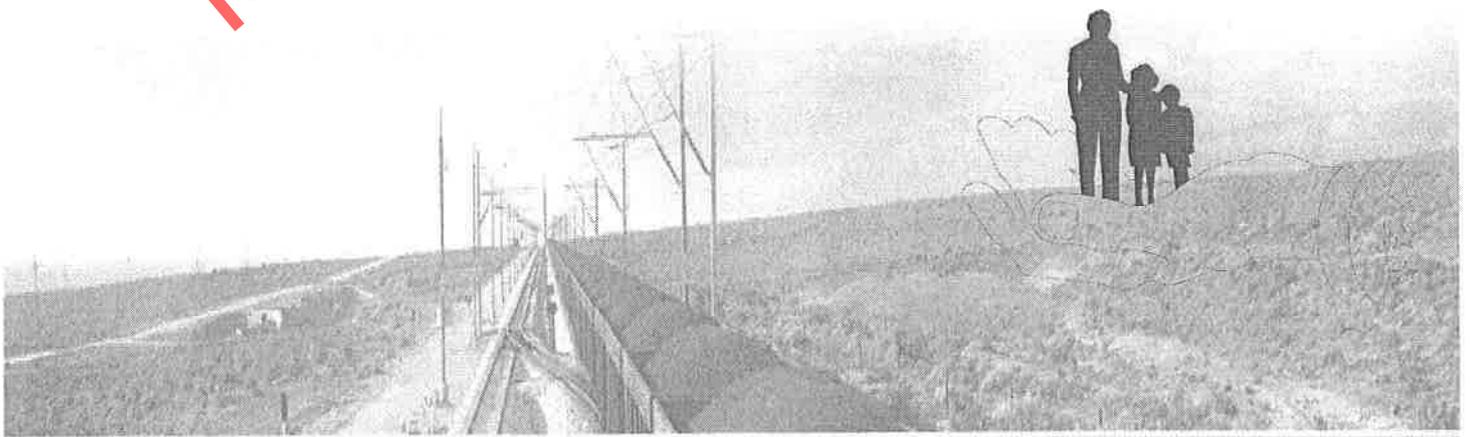
increase awareness regarding railway operations.

OH&S in the Workplace



1

- A healthy and safe workplace can only be achieved by teamwork.
- We must comply with all of Transnet Freight Rail's Safety Instructions, Rules, Specifications and Legislation.
- You must always be in possession of a legal and valid ID-document or Transnet Freight Rail access card.



Health & Safety Representatives



7. A contractor with more than 20 employees shall appoint a health and safety representative (1 per 50 employees) which shall perform these duties on site:

- Be a member and attend health and safety committee meetings.
- Identify potential hazards.
- Review effectiveness of health and safety measures.
- Participate in accident investigations.
- Investigate health and safety related complaints from employees.
- Conduct health and safety inspections monthly.

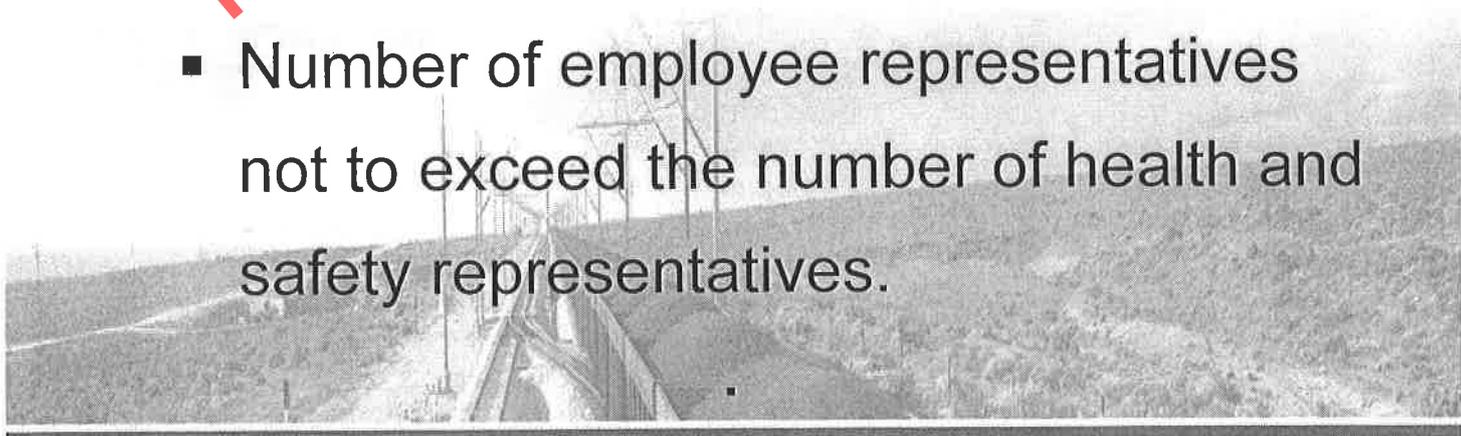
Health & Safety Committee



T Contractor shall establish health and safety committee where more than one health and safety representatives are appointed, shall perform these duties:

- Make recommendations to employer regarding health and safety matters.
- Keep records of recommendations.
- Discuss any incident which results in injury, illness or person dies.
- Hold meetings as often but at least once every three months.
- Number of employee representatives not to exceed the number of health and safety representatives.

PREVIEW COPY ONLY



Health and Safety Plan (Safety File)

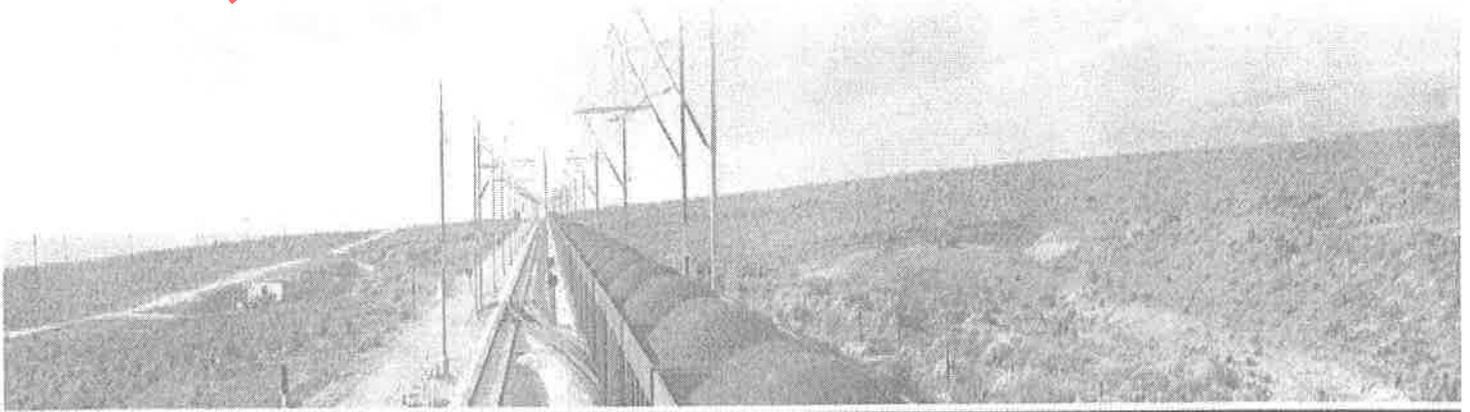


1

- Your Safety file must be kept on site which contains all safety measures for the contract.

- You must at all times endeavour to:
 - Eliminate personal injury.
 - Eliminate property damage.

PREVIEW COPY ONLY



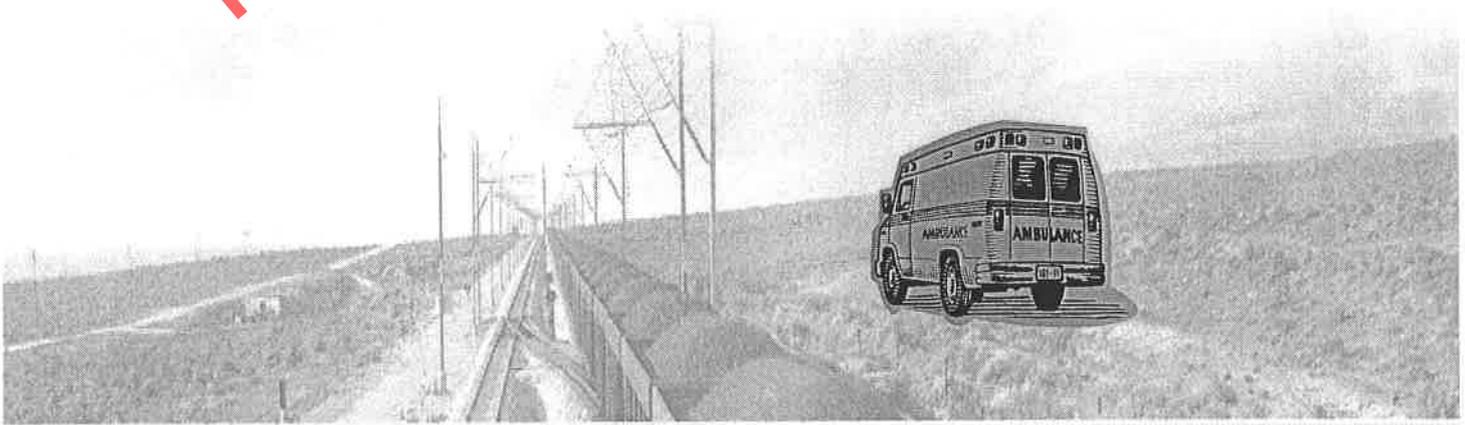
Reporting System: Injuries



1

- You must report all injuries and incidents to your Supervisor, and/or to the responsible Transnet Freight Rail Contract Officer.
- In case of serious incidents, do not disturb the scene except to remove the injured person, until permission is granted from the relevant authorities (DOL, SAPS, Transnet Freight Rail's RIC etc.)

PREVIEW COPY ONLY



Emergency Plans/

1 Procedures

You must familiarise yourself with the:

- Emergency plan,
- Evacuation procedure and routes,
- Fire alarm procedure.

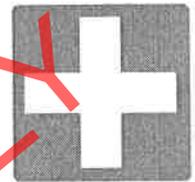
It is very important that you familiarise yourself with these signs and symbols.



First Aid and Medical facilities

1

- Who is your First Aider, as well as within Transnet Freight Rail?
(min. of 1 for every 10 staff).
- Do you know and have access to a First Aid kit, and do you know where is it kept? (mandatory for more than 5 staff?).



Personal Protective Equipment and Clothing



- What types of PPE do you need for the work? High Visibility Vests and Safety Boots must be worn at all times.
- Employees that do not wear the necessary PPE will not be allowed on site.
- PPE not in good or sound condition must be reported immediately to your Supervisor or TFR representative.

PREVIEW COPY ONLY



Personal Protective Equipment (PPE) and Clothing

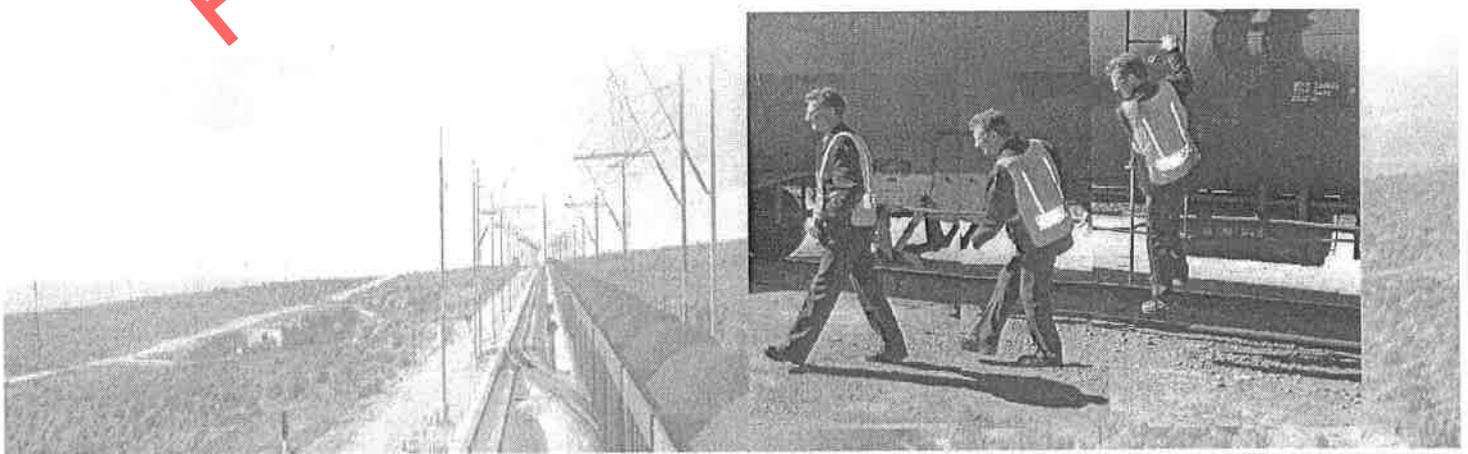
- All necessary PPE must be worn e.g High visibility vests and safety shoes on or near the track (check risk assessment for other PPE requirements).
- Do not wear loose clothing or jewellery near moving machinery.
- If injured, failure to wear your PPE could result in no claim from the Compensation Commissioner.



Hazards that you would encounter on Transnet Freight Rail's premises



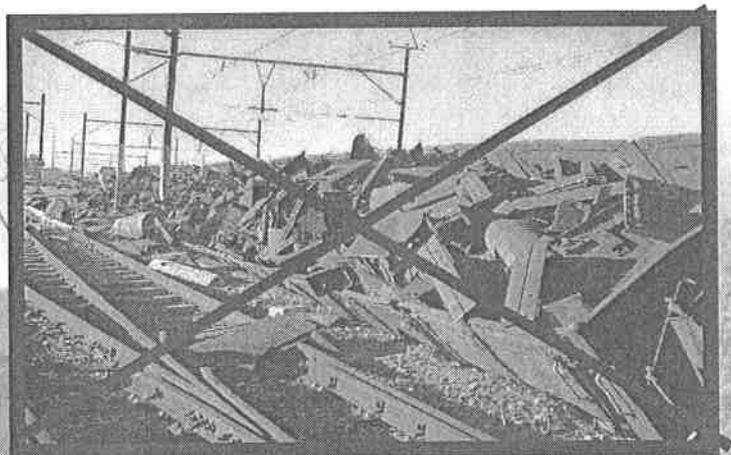
- Danger of moving trains (be especially careful where there are multiple tracks)!.
PREVIEW COPY ONLY
- Do not climb through or underneath stationery trains – rather walk around a train, approx. 2m clear!



Hazards that you would encounter on Transnet Freight Rail's premises



- No objects to be placed on the tracks + you could jam the points and cause derailments!
- Always walk alongside the tracks (minimum of 2m from the edge of the track) and not between the tracks. You may get run over by passing trains.

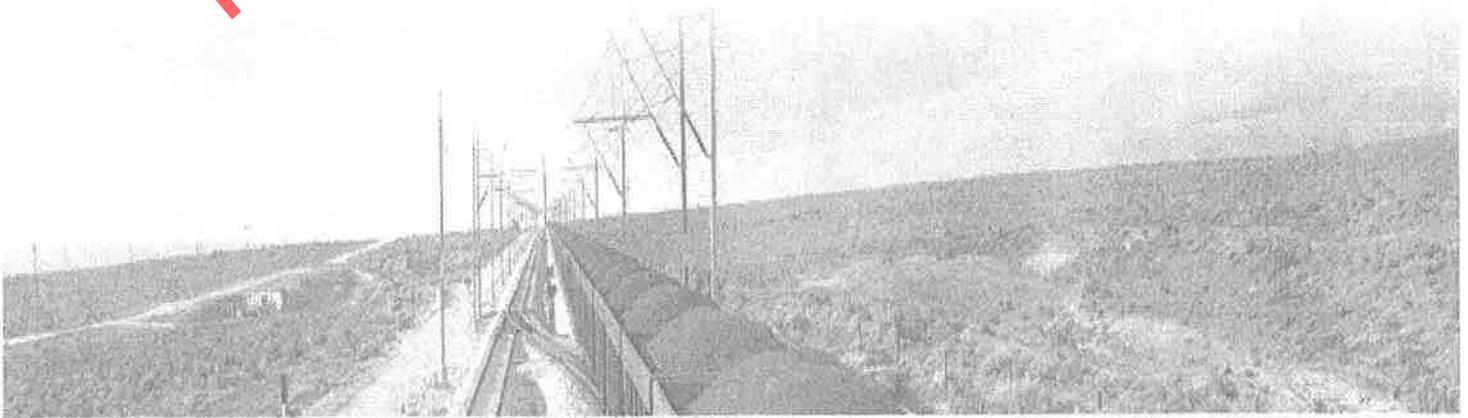


Hazards that you would encounter on



Transnet Freight Rail's premises

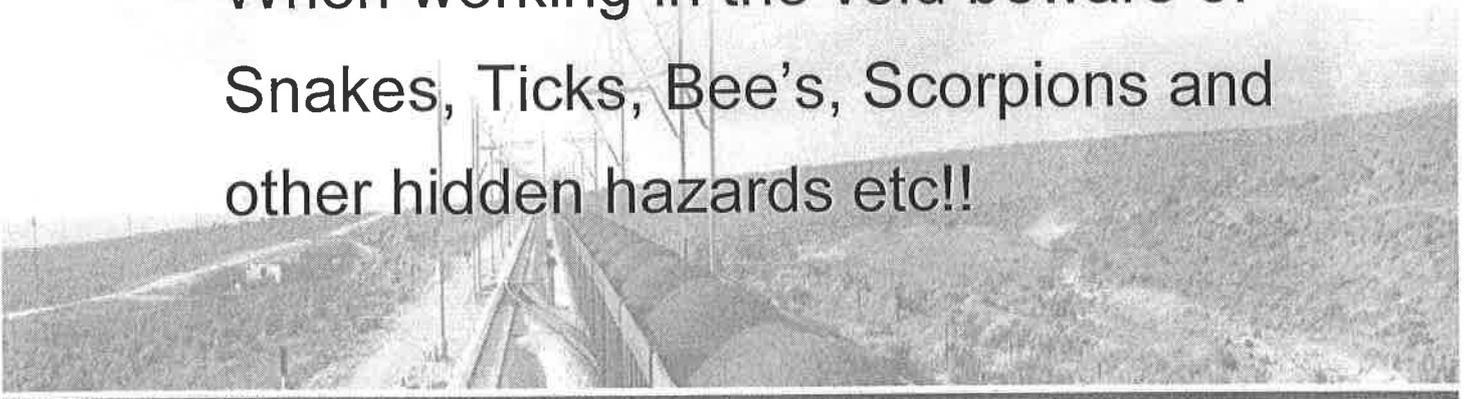
- Vehicles must be parked well clear of tracks.
- Obey all speed limits and adjust speed according to road conditions (service roads and yards).
- Take extra care when crossing at level crossings!
- Exposure to noisy machinery wear hearing protection



Hazards that you would encounter on Transnet Freight Rail's premises



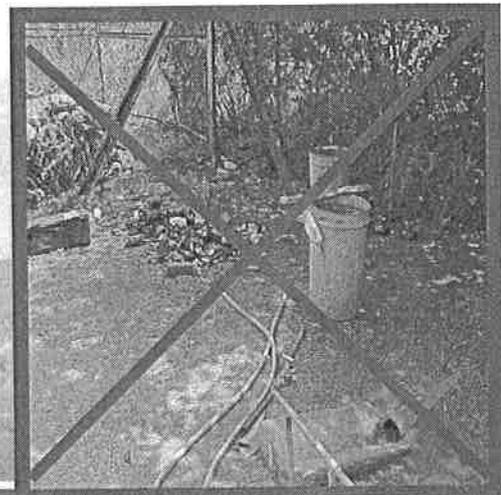
- Danger of working in elevated positions – Fall Protection Plan is to be in place (where applicable).
- Only TFR approved PPE is allowed in close proximity to the track. The wearing of Red, Green or Yellow clothing is not permitted.
- Employees are not allowed to sit or lie on ballast or track when taking a rest.
- When working in the veld beware of Snakes, Ticks, Bee's, Scorpions and other hidden hazards etc!!



Housekeeping

1

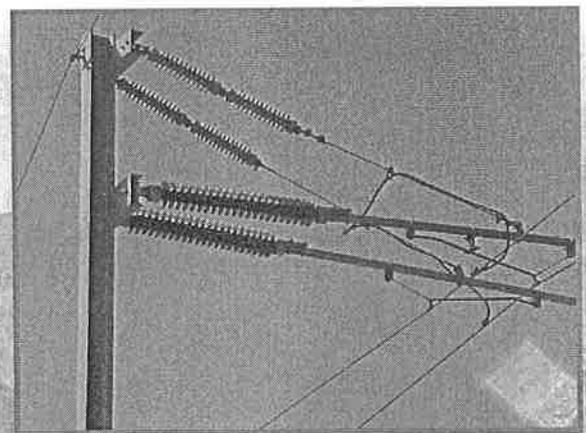
- Walkways, work areas and storage areas must be kept clear of waste & scrap material.
- Construction equipment shall be stored or placed in an orderly and neat manner.
- Ensure stability of stacked materials and must be undertaken under supervision of person with knowledge and experience!
- The entire site shall be cleaned regularly and waste disposed of in accordance with regulations.



Electrical Safety



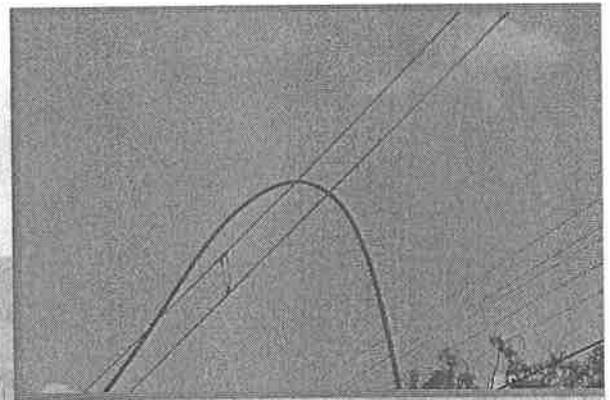
- 1
- All electrical work will be done in terms of the rules and regulations of Transnet Freight Rail.
 - No work near overhead electrical installations is allowed without the permission of the Transnet Freight Rail Electrical department.
 - No stacking allowed under high voltage power lines.
 - Electrical cords/leads which could create a hazard to employees or other persons in the area, shall be covered or elevated, or otherwise protected from damage.



Electrical Safety



- 1 ■ Be careful when handling objects longer than 2 meters – You may get electrocuted!
 - Be warned against the danger of coming into contact with electrical equipment or loose or broken electric wires even when lying on the ground as these may be Live and Dangerous.
 - No bonds are to be removed without Transnet Freight Rail's approval there is a danger of return-current in the tracks itself!
 - High Voltage
 - Overhead wires
- (Electrical **SHOCK** - stay 3m away).



Portable and Hand tools

1. All portable & hand tools must be in a safe and good overall condition.
- Remember to use the correct PPE for each tool! (see risk assessment)
- All machine guards must be in place and not be tampered with or removed.
- Proof of examination, test results, inspection and certificates must be provided by the contractor for audit and inspection purposes.

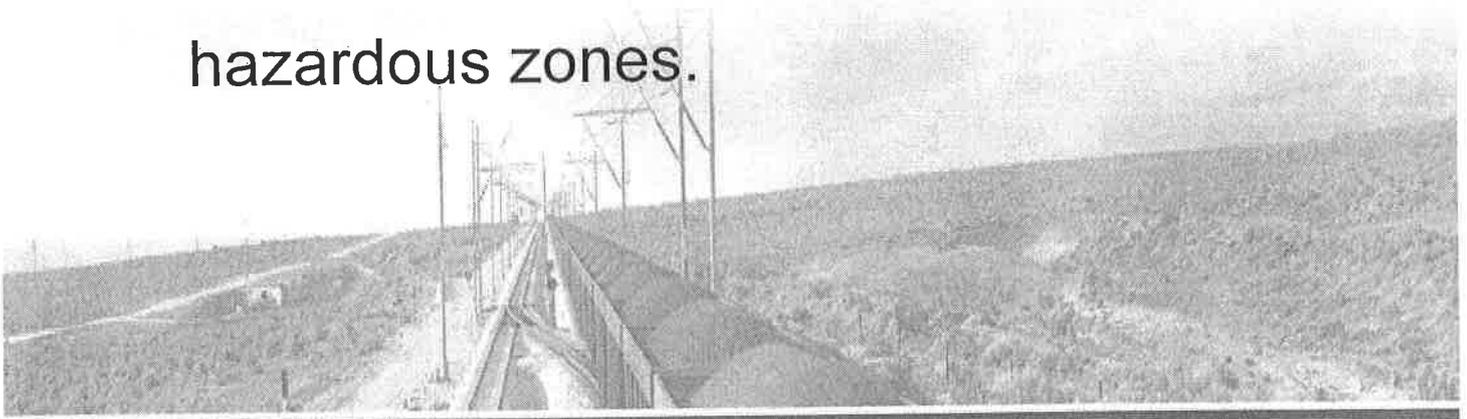
PREVIEW COPY ONLY



Welding and Cutting

1

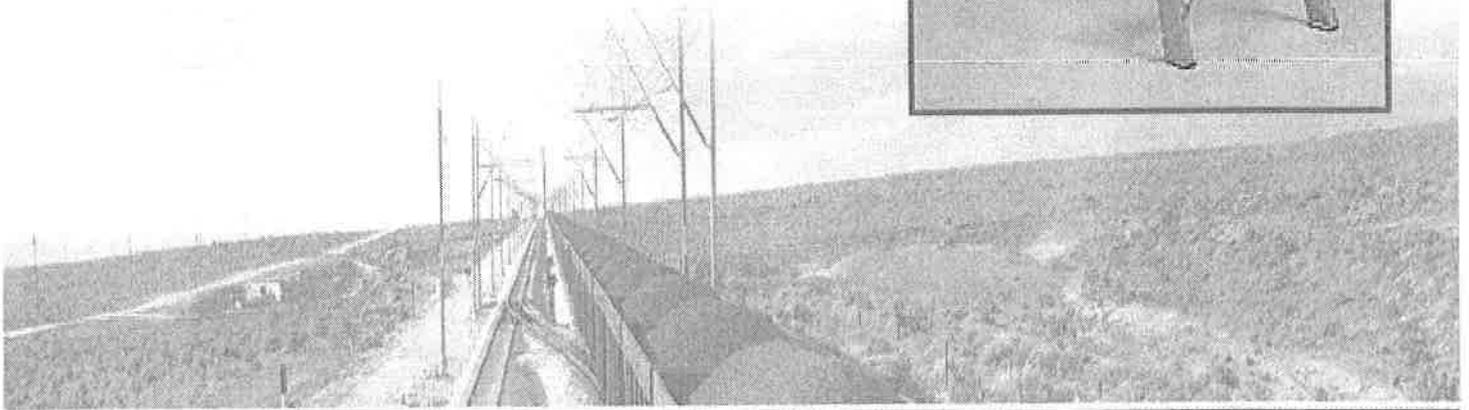
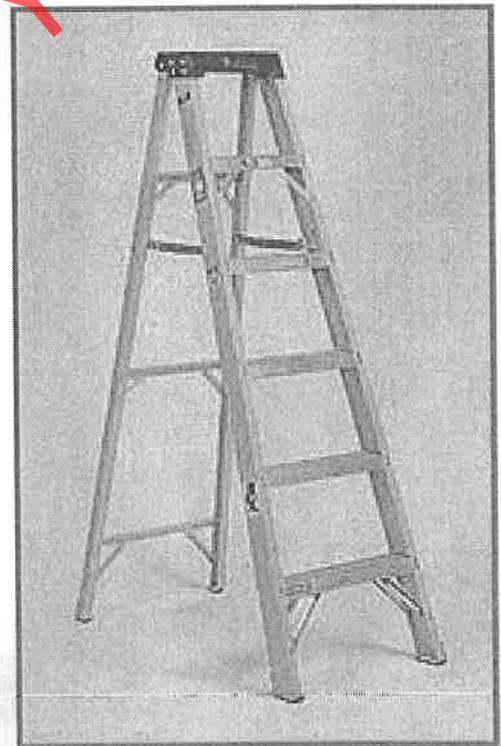
- Take all of the normal safety precautions during welding work. (This also includes safe storage of cylinders, safe condition of hoses, provision of flash arrestors etc.)
- Before starting welding or cutting identify any possible fire hazards and take preventative actions.
- Fire extinguishers that are regularly serviced must be made available during welding and cutting work.
- No hot work near identified and/or known hazardous zones.



Ladders and Scaffolding

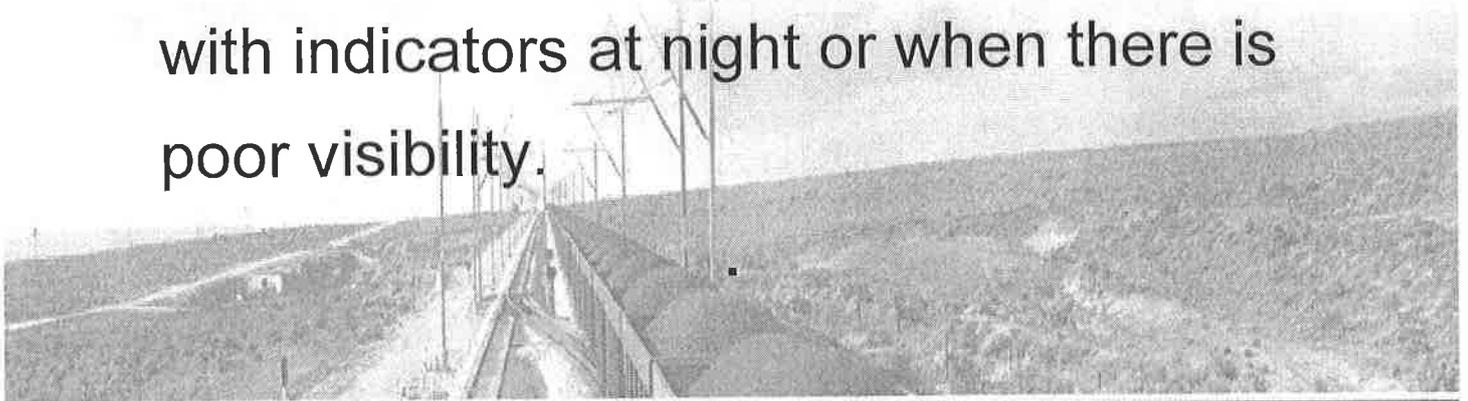
1

- Ladders must be in a good and safe condition, and inspected by competent persons.
- Scaffolds shall be erected and inspected by a competent person and entered in a signed register on site.



Excavation and Trenching

- 7
- Excavation work is supervised by a competent person.
 - Excavation adequately shored or braced before persons work in it.
 - Inspected daily, after blasting, unexpected fall, damage to supports or after rain.
 - If accessible to public, must be adequately barricaded or fenced off.
 - Provided with warning illuminants or clearly visible boundary must be provided with indicators at night or when there is poor visibility.



Lifting Equipment and Machinery

1

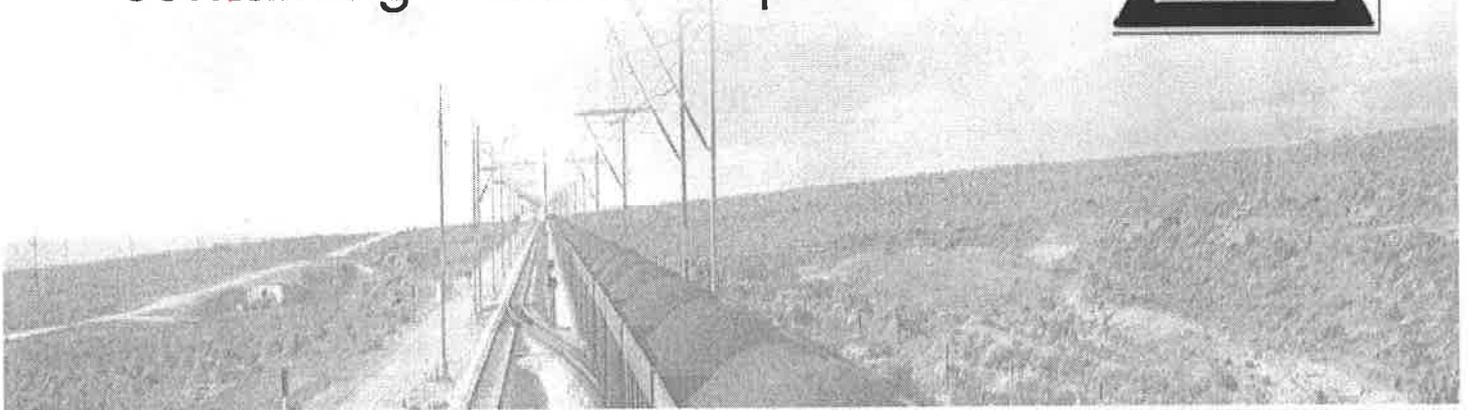
- All employees and contractors working with lifting equipment must be trained and certified as competent operators.
- Hard hats where applicable must be worn at all times while working with lifting equipment.



Chemical and Toxic Substances

1

- All chemicals brought to the site shall be kept in properly labelled safe containers. Empty containers must be destroyed – punch holes in containers.
- All identified and/or suspected asbestos or asbestos containing material shall be reported to the Site Supervisor/Project Manager/Safety Rep.
- Never handle asbestos containing material or products!



Medical Surveillance



1. Following employees must be on medical surveillance and records available on safety file:

- All employees that will perform work at elevated positions.
- Exposed to Hazardous Chemical Substances.
- Exposed to noise above 85 db(A).
- Exposed to asbestos.
- Drivers
- Prescribed by Occupational Medical Practitioner
- When required in terms of the contract between TFR & Contractor

Transnet Freight Rail



Security Services

Searching

All Vehicles or personnel that enter or exit Transnet Freight Rail's premises may be searched.

Access of contractors

No contractor will enter onto Transnet Freight Rail's premises without obtaining a site access Certificate.

Substance abuse

All personnel may be tested at any time for substance abuse. No person under the influence of alcohol or illegal substances is allowed on Transnet Freight Rail's premises. Being in possession, partaking and offering to others is not allowed.



Smoking Policy

1

- Transnet Freight Rail has a Smoking Policy - it must be adhered to in all public places, which includes all Transnet Freight Rail's buildings and vehicles.
- Smoking is only allowed in designated areas.



Environmental Protection

1 Water

- Pollution of natural water sources must be avoided at all times.
- Natural water sources are not to be used as drinking water.

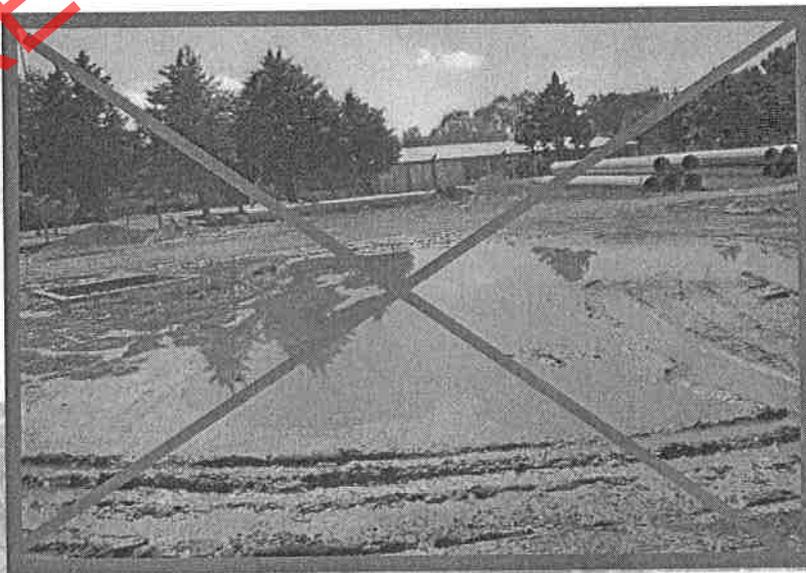
PREVIEW COPY ONLY



Environmental Protection

1 Soil

- Soil contamination due to vehicle/ machine maintenance/servicing must be prevented at all times.
- Soil contaminations must be reported and dealt with immediately!
- If a burst pipe occurs during operation, cleaning up must take place immediately.

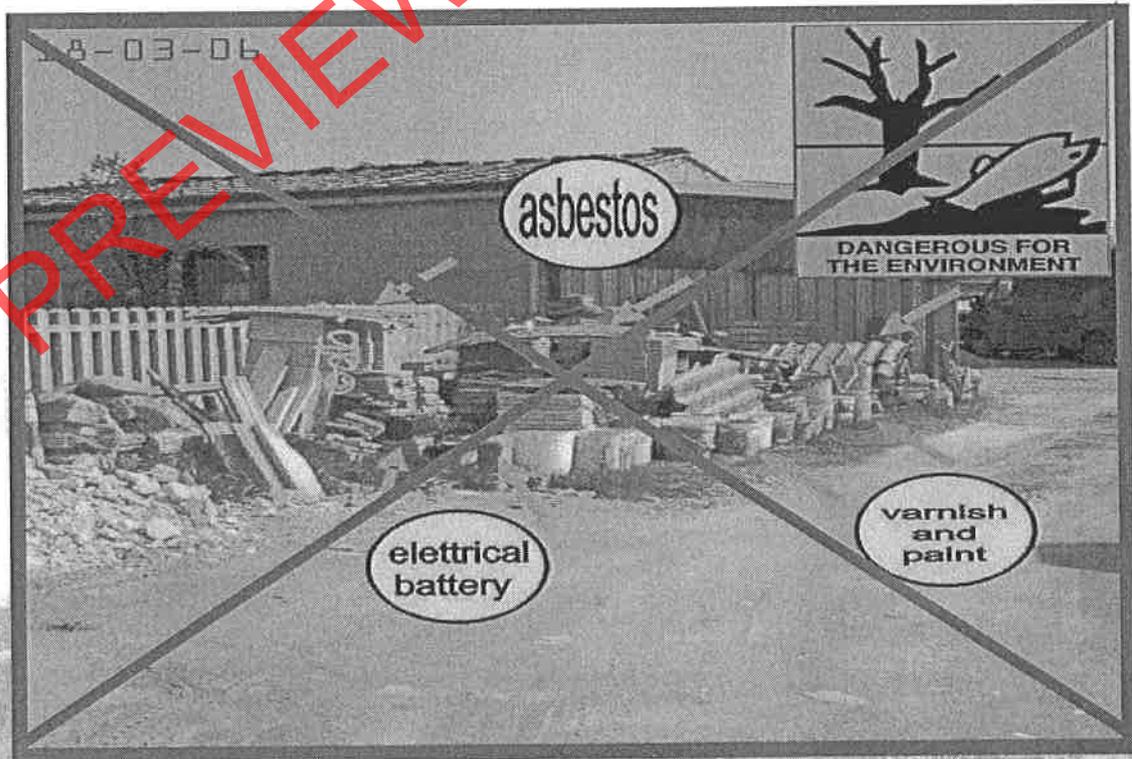


Environmental Protection



1 Waste

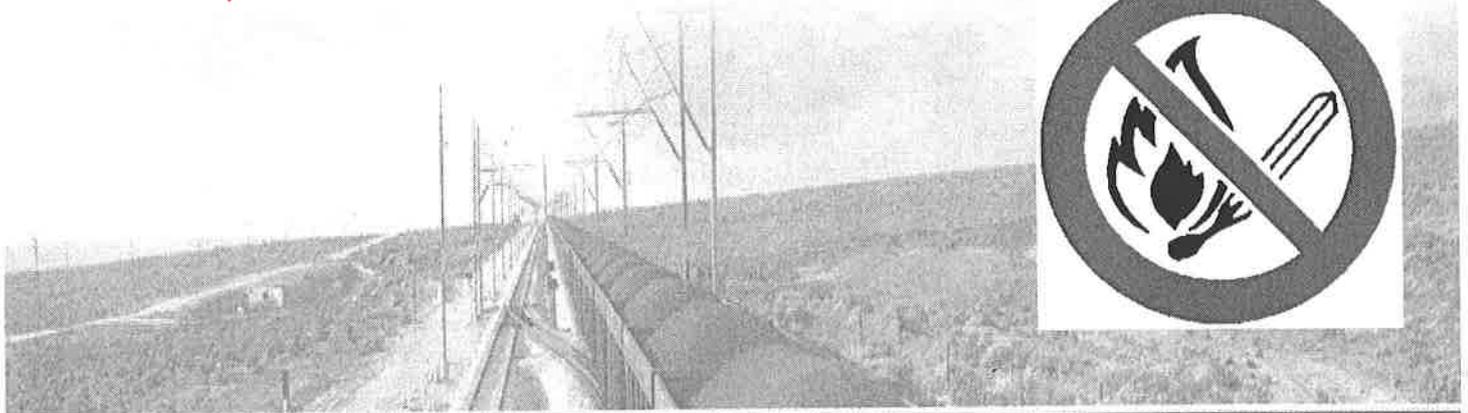
- No littering or dumping of solid waste of any description is permitted on site and private/farm land.
- Waste generated on site must be properly contained and disposed of.



General Rules

1

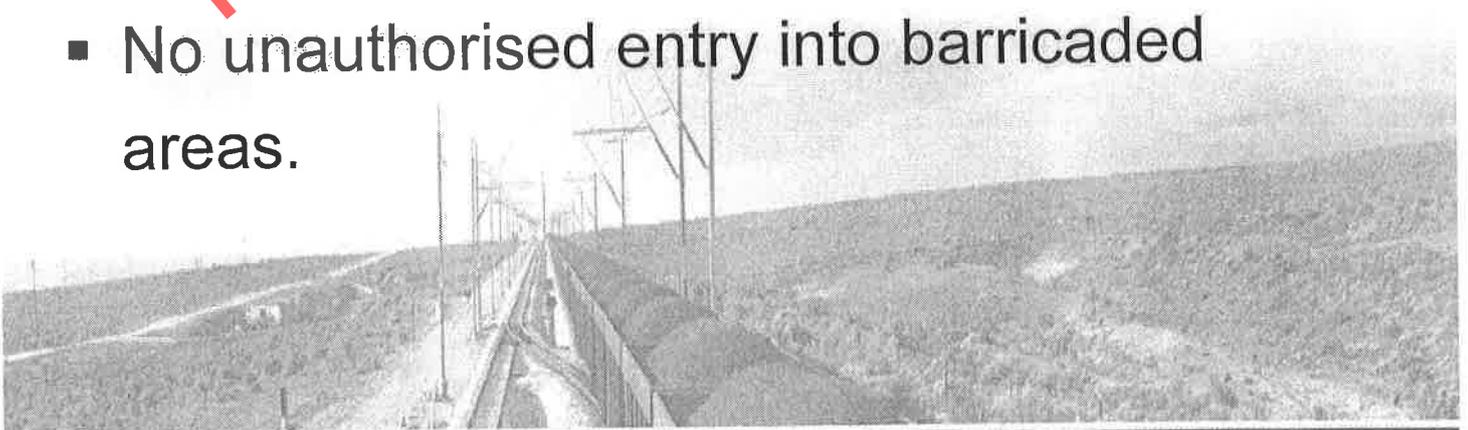
- Safety talks to be conducted daily before starting work. Safety talks conducted should be based on risks assessed.
- No animals or pets are allowed on site.
- Cooking of meals shall only be done in designated areas.
- No **open fires** are allowed.



General Rules

1

- Collection of fire wood on site and in private / farmland is not allowed.
- Poaching or hunting (including placing of snares) is regarded as a criminal offence and shall be dealt with accordingly.
- Sanitary activities shall only be allowed in designated areas.
- No unauthorised entry into barricaded areas.

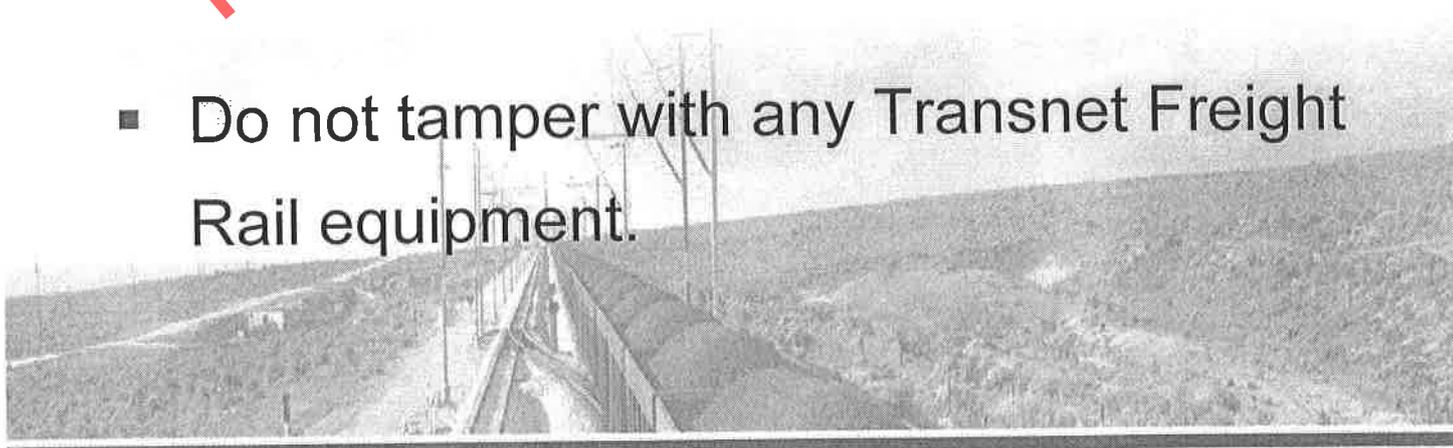


General Rules



1. All Transnet Freight Rail Ablution facilities are off limits to contractor personnel except with prior authorization.
- No trespassing onto adjacent land and no damaging of fences will be allowed.
- You may not take any Transnet Freight Rail or its client's property without prior permission!
- Do not tamper with any Transnet Freight Rail equipment.

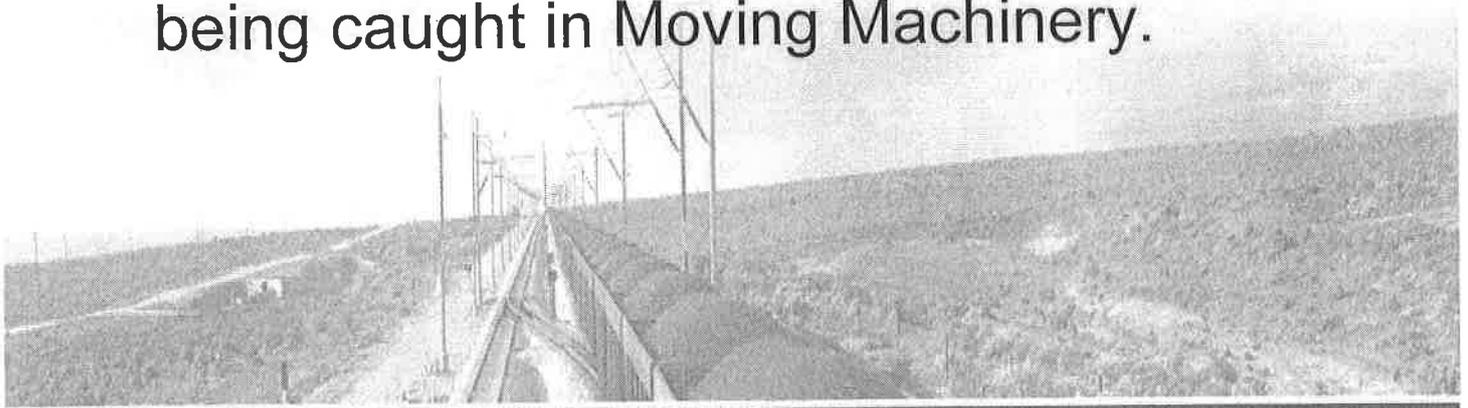
PREVIEW COPY ONLY



General Rules



- 7 ■ Keep off earth moving machinery - no passengers allowed!
- No firearms (weapons) allowed on Transnet Freight Rail sites. A circular sign with a diagonal slash through it, indicating that firearms are prohibited.
- Visitors not allowed without written authorisation and having gone through the Transnet Freight Rail's visitors induction.
- Notify on a daily basis the Centralised Traffic Controller (CTC) if you are working within 5m of the Railway line.
- Long hair must be tied up to prevent it being caught in Moving Machinery.



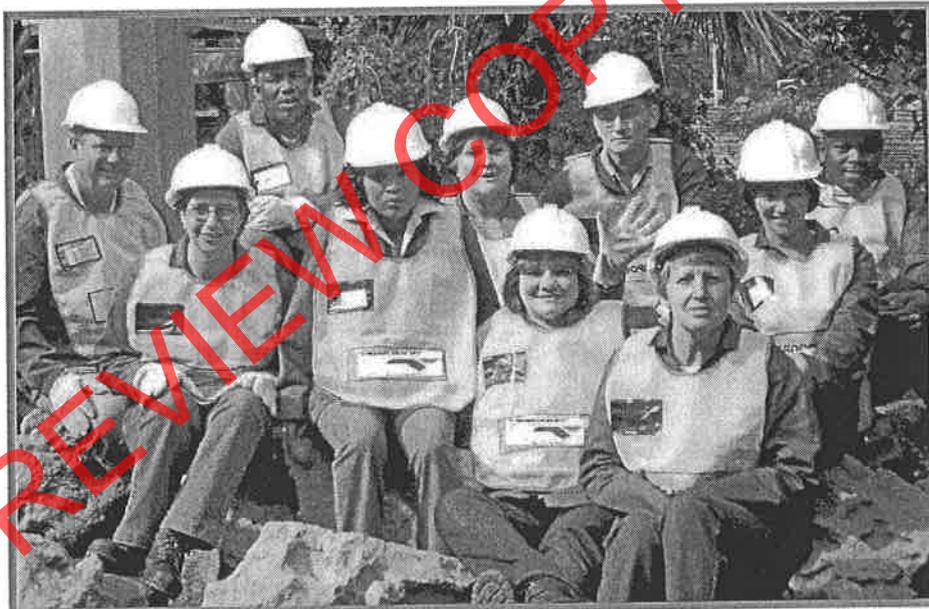
**Work Safe
and enjoy
your time with us.**



Remember:

Our Goal is Zero Injuries !!

My Safety



**"Your
Safety"**

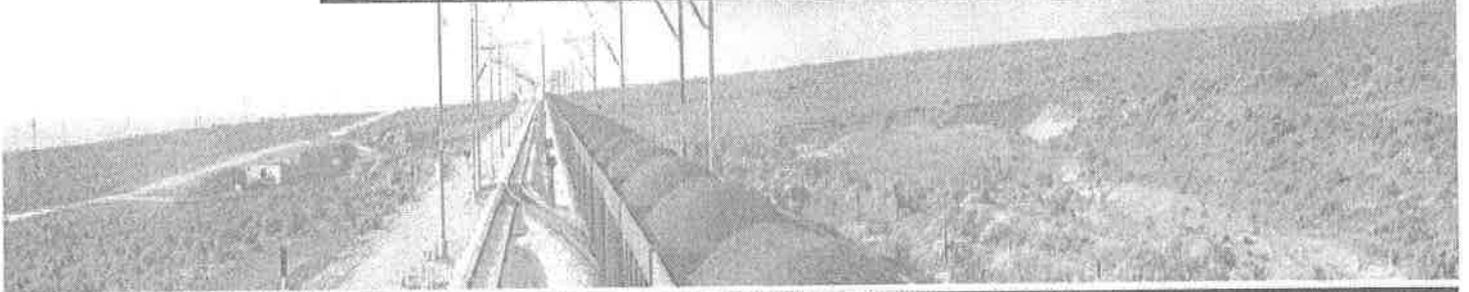
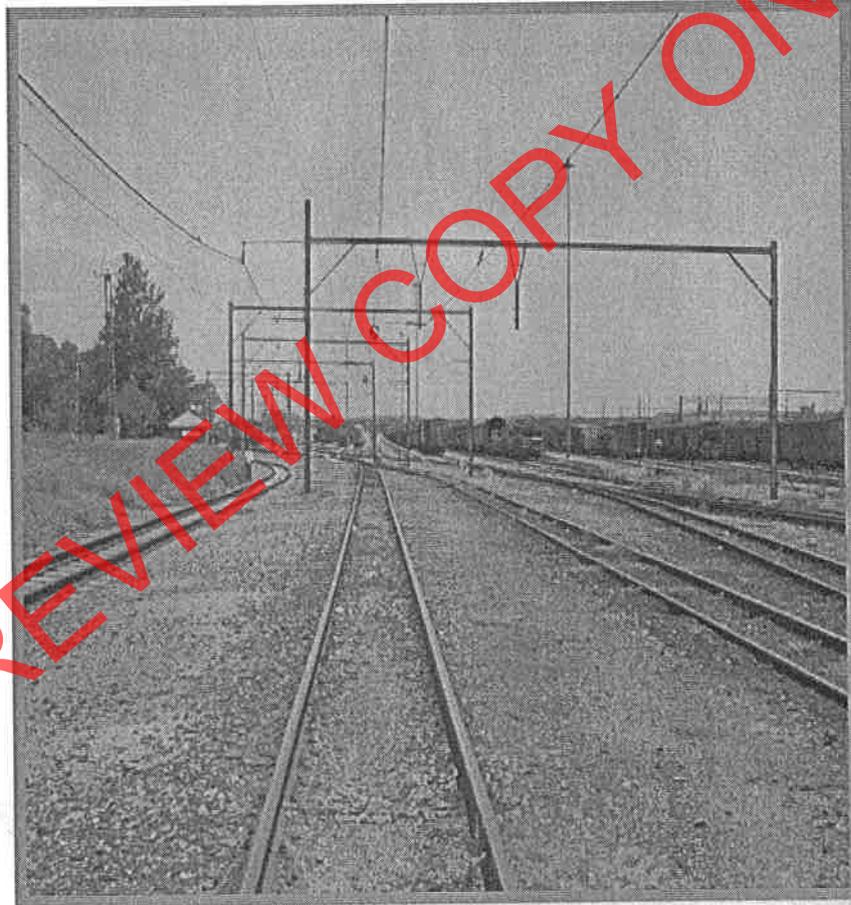
**"Our
Safety"**



TRANSNET
freight rail

1

S.H.E. Site Orientation for Contractors



On-Site Orientation



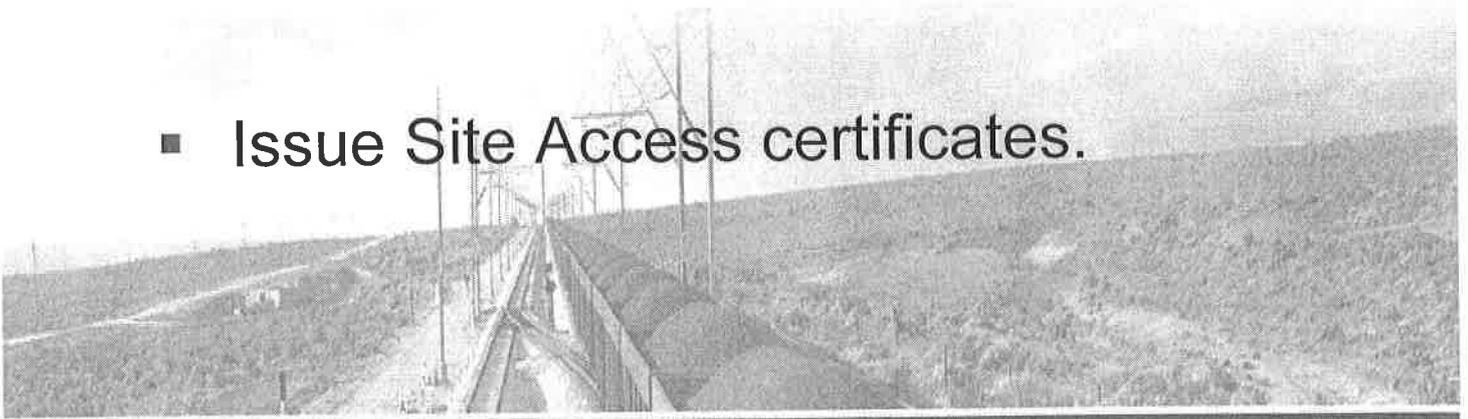
1. Introduction to key personnel (Transnet Freight Rail & Contractor).

- Discuss the Project Risk Assessment (Identifies the hazards).

- Review Safety Action Plans to mitigate the risks.

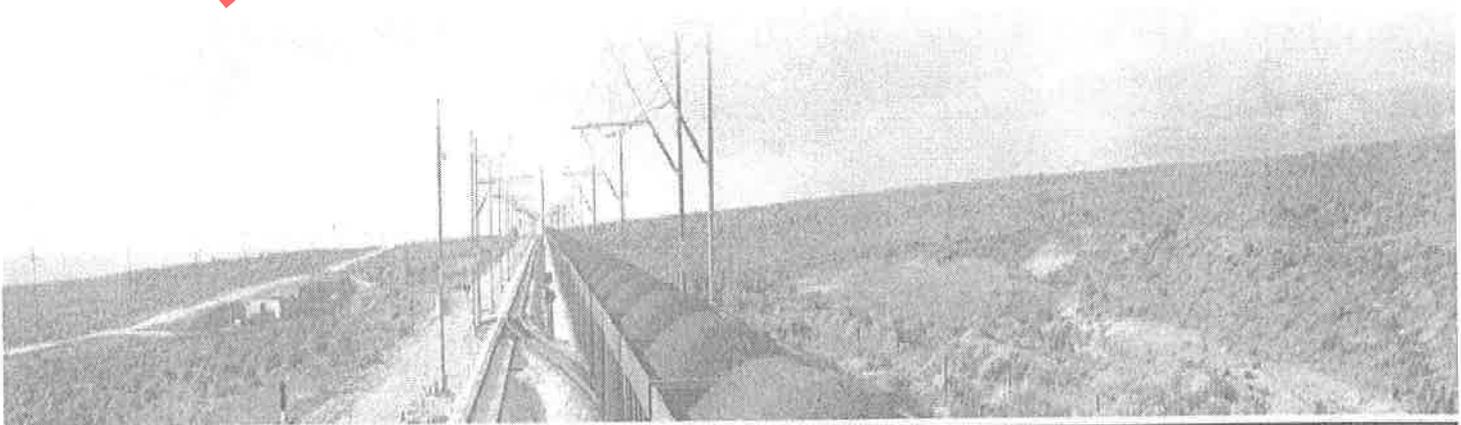
- Conduct Substance Abuse Testing (where applicable).

- Issue Site Access certificates.



1

PREVIEW COPY ONLY





1

Name of Certificate Holder

ID. Nr:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

have been inducted by

Inductor Contact Nr.:

(

--	--	--	--

)

--	--	--	--	--	--	--	--	--	--	--	--

Date of Induction:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

At

Valid Until:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Signed:



(Inductee)

Signed:



(Inductor)

PREVIEW COPY ONLY