



ADMINISTRATIVE POLICY

PROCESS: LEADERSHIP	DOCUMENT	AP024
PROCESS OWNER: PLANT OPERATIONS OFFICER	ISSUE	1
SUBJECT: OCCUPATIONAL, HEALTH, SAFETY AND FIRE SAFETY POLICY	PAGE	1 of 2
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INTRODUCTION

S&N Rubber is committed to responsibly managing the occupational health, safety and fire safety of the company.

This policy is to provide guidelines for the company and all employees to create a culture of health and safety awareness

POLICY

S&N Rubber shall comply with the Occupational Health and Safety Act 85 of 1993 to:

- Provide a safe and healthy working environment for the well-being of our employees and their families, by ensuring staff participation and ownership of the Occupational Health and Safety responsibilities.
- Ensure that the Occupational Health and Safety of all interested parties are not impacted by our operations.
- Ensure emergency preparedness

S&N Rubber shall comply with the Occupational Health and Safety laws and regulations by conducting business according to recognized standards and by using the necessary resources to meet the standards.

S&N Rubber shall maintain and build a constructive relationship with all authorities to meet all operating license and permit requirements by providing a prompt information on any relevant issues.

S&N Rubber commit our company to the health and safety of contractors during their tenure by enforcing standards and procedures laid down by the company as a minimum code of conduct for all contractors and third parties.

S&N RUBBER IS COMMITTED TO:

Provide information to employees on identified hazards and the associated preventive and corrective measures to minimize these hazards, in English and Xhosa

Provide employee training on the prevention of work-related health disorders, prevention of accidents at work, first aid, chemicals management and fire safety.

Provide employees with the personal protective equipment necessary for their safety, free of charge.

Provide workplaces that are ergonomic and eliminate discomfort and risk of injury.

Motivate and educate employees to assume personal ownership of Occupational Health and Safety issues, and in this way accept the implications of their actions on occupational health and safety.

Ensure the commitment of all employees to comply with the Act and regulations and to manage and counter the hazards of our company through a well-entrenched Occupational Health and Safety program.

Keep the interested parties informed about our operations through timeous communication when needed.

Focus on the application of appropriate Occupational Health and Safety standards, including sound management, fire protection and good operating practices, to ensure that all possible measures are taken to minimum losses and avoid incidents.

Install appropriate fire protection equipment and providing fire-fighting training to identified personnel



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Provide appropriate emergency plans, fire protection equipment and first aid material in the event of an accident and organize adequate transport for further treatment of casualties

Ensure an appropriate number of emergency exits, escape routes and emergency assembly points with adequate signage.

Monitor and control work-related health hazards, manage incident and accidents and the resulting protective measures

Identify and store chemicals in line with national legislation.

Ensure that contractors are aware of our Occupational Health and Safety aspects by promoting awareness and reinforcing a responsible behaviour and practices among those who are performing work at the company.

Co-operate actively with professional bodies in formulation of Occupational Health and Safety standards with the intent of achieving a fair balance between occupational health and safety priorities and the economic management of the company.

INITIATOR: QUALITY MANAGER	REVIEWED: GENERAL MANAGER	APPROVED: PLANT OPS OFFICER
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REASON: Issue 1: To define and document the policy for defining the S&N Rubber Health, Safety and Fire Safety Policy