LIGHT VEHICLE PROCEDURE
VEHICLE CHECKLIST

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1. **PURPOSE**
To establish a SOP for Light Vehicles by the establishment of rules and guidelines including the engineering, administrative controls as well as use and wearing of suitable safety equipment.
To eliminate or minimise the risk of fatalities, injuries and incidents arising from the use of light vehicles in surface operations.

2. **SCOPE**
This SOP is applicable to all NE employees including contractors. This SOP will focus on the adherence to the requirements of the Mine Health and Safety Act 1996 and Regulations as well as the National Roads and Safety Act and Fatal Risk Protocol No. 2 in order to ensure the safety of all personnel of NE using light vehicles.
This SOP specifies requirement for light vehicles, to enable an organisation to formulate a procedure taking into account legislative requirements and information about machine guarding on movable equipment. It applies to those aspects which the organisation can control and over which it can have an influence.
This SOP is applicable to NE that wishes to:
(a) Implement, maintain and improve light vehicle safety;
(b) Assure itself of its conformance with its stated maintenance plans;
(c) Demonstrate such conformance to others;
(d) Make a self-determination and self-declaration of conformance with this standard.

All the requirements in this Standard are intended to be incorporated into any maintenance plan. This Standard provides informative guidance on the use of the specification.

3. **DEFINITION**
Light Vehicle – A “light vehicle” is a vehicle which:
- Can be used on a public road;
- Has four or more wheels;
- Seats a maximum of 12 adults (including the driver);
- Is a vehicle that were registered, could be legally driven on a public roadway by a driver issued with a standard basic level – public road drivers license;
- Does not exceed 4,5 ton gross vehicle mass (GVM), which is the maximum loaded mass of the motor vehicle as specified by:
  - the vehicle manufacturer; or
  - an approved and accredited automotive engineer, if the vehicle has being modified to the extend that the manufacturers specifications is no longer appropriate.
- Light vehicles may include the following categories of vehicles being used for work related activities:
  - NE owned or leased vehicles;
  - Hired vehicles (e.g. Budget, Avis, Hertz rental vehicles);
  - Contractor or supplier vehicles operating on company property;
  - Private vehicles used for work related activity.
- VMS - Vehicle Management System
- ROPS - Roll Over Protection
- COO - Chief Operating Officer
4. RISK MANAGEMENT

4.1 All light vehicles shall be risk assessed and the necessary controls be put in place to allow for the safe operation thereof – Risk and Change Management.

5. REFERENCE

- Pre-Use Inspection
- Towing hitch and pins
- Illumination requirements
- Vehicle Monitoring System (VMS)
- SHE Management Standards
- Fatal Risk Control Protocol
- MHSA
- Risk Assessment

6. STATUS OF MANDATORY FATAL RISK CONTROL PROTOCOL NR 1

The mandatory requirements of this SOP are signified by the use of the word “shall”.

The word “should” indicates that the primary intent is to comply with the full requirements as if they were mandatory. However there will be circumstances where local conditions may demonstrate that the requirements is either not applicable or an alternative approach is necessary. In cases where “should” has been used in a requirement, variation can only be considered as compliance if the COO of the operation approves it based on an evaluation of the risk.

7. STATUS OF NON-MANDATORY SOP

7.1 This is a SOP in terms of Section 9(1) of the Mine Health and Safety Act; however it will hold the same status within the mine as a Mandatory SOP as far as implementation and compliance are concerned.

7.2 This SOP may be used in an accident investigation / inquiry to ascertain compliance and also to establish whether the SOP is effective and fit for its purpose;

7.3 This SOP supersedes all previous relevant SOP.

7.4 All Managerial Instructions or recommended Procedures on the relevant topics must comply with this SOP and must be reviewed to ensure compliance.

8. MEMBERS OF DRAFTING COMMITTEE

8.1 CONSULTATION WITH HEALTH AND SAFETY COMMITTEE
The General Manager Operations will consult with the Health and Safety Committee on the preparation, implementation or revision of this SOP in accordance with the requirement of Section 9.(4) of the Mine Health and Safety Act, 1996 (Act No. 29 of 1996).
8.2 **APPOINTMENT OF DRAFTING COMMITTEE**
The original SOP Drafting Committee is established and the General Manager Operations will designate personnel tasks with the revision of the SOP.

8.3 **COMPOSITION OF DRAFTING COMMITTEE**
The General Manager Operations will ensure that supervisory, as well as employee level personnel, are designated to the drafting committee. This SOP must not be an overly technical rock-engineering document.
9.1 VEHICLE REQUIREMENT
Before a vehicle can be selected there are three requirements that the vehicle should comply to:

A. Plant and equipment requirements (See Annexure A)
1. Light vehicles shall have the following minimum safety features:
   - seatbelts for all occupants;
   - roll-over protection for all 4 wheel drive vehicles; (Red Area)
   - cargo barriers and load restraints for all vehicles designed for carrying loads (other than passengers), or that are unable to have cargo separated from the vehicle’s occupant carrying space;
   - Driver-side airbag.
   - Retrofitting of SRS 40 Mechanical Airbag steering wheel may be fitted to already in – service vehicles up to 2008 with the Engineering Managers approval.

2. Light vehicles that interact with heavy mobile equipment and/or plant shall have:
   - means that enables positive communication to be made with that equipment and/or plant;
   - high visibility flag e.g. a whip flag or buggy whip
   - flashing, revolving or strobe light.

3. Light vehicles shall not have seating that is side mounted.

4. Light vehicles operating on site should be fitted with signage allowing for easy and positive vehicle identification from reasonable distance.

5. Light vehicles should have:
   - high visibility colour;
   - reflective taping;

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- first aid kit;
- emergency roadside triangles or beacons (three of either);
- survival or emergency equipment suitable for the operating environment

6. Tyres: All tyres to be on road or off road with the same tread patterns on one axle. No retread tyres allowed on light vehicles front axles.

7. A change management process shall accompany all vehicle modifications, including the attachment of any equipment. Examples of changes or modifications may include, but not be limited to:
   - any changes of modifications made to the overall vehicle body structure or design;
   - any changes of modification made to the original manufacturer fitted type of tyres or wheels;
   - any changes of modifications made to the vehicles suspension system;
   - any changes of modifications made to the vehicle’s mechanical system;
   - any changes of modifications that may adversely alter the vehicle’s centre of gravity;
   - any changes that alters the vehicles load carrying capacity;
   - any change that may effect the vehicles crash-worthiness or the effective operation of any
   - vehicle feature e.g. the fitment of a “bull bar”.

B. **Procedural Requirements**

1. Vehicle selection shall be based on risk assessment taking account of tasks, application, environment and roll over and crash worthiness ratings.

2. A formal inspection and preventative maintenance system shall be in place to ensure that vehicles are maintained in a safe and roadworthy condition, and as minimum serviced in line with the vehicle manufacturer’s service schedule. Inspection and maintenance shall be undertaken on the following critical items:
   - wheels and tyres;
   - steering, suspension and braking system;
   - seats and seat belts;
   - lamps, indicators and reflectors;
   - windscreen and windows including windscreen wipers and washers;
   - the vehicle’s structure itself;
   - other safety related items on the body, chassis or engine, including instrumentation.

3. Seat belts shall be used in all cases for all occupants.

4. A pre-operation vehicle safety check and familiarisation system shall be in place and used by the driver; only the Optimum standard pre use is allowed with the go and no go items.

5. Systems shall be in place to ensure that risks associated with vehicle journeys are managed and controlled. The systems shall include, but not limited to:

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- journey management plans in place prior to commencement of new or changed travel activities;
- identification and monitoring of the risks associated with the number of journeys, routes, intersections, etc. to ensure that the overall exposure is reduced to as low as reasonably practicable;
- assessment and communication of changed environmental and road conditions at the time of travel;
- outline of actions required in the event of an emergency e.g. collision or breakdown;
- provision to manage fatigue.

6. Light vehicle running lights (low beam headlamps) shall be left on at all times when the vehicle is in operation.

7. Mobile phones, whether hands free or not, shall only be used by the driver of the vehicle whilst the vehicle is stationary and in a safe location.

8. Controls shall be in place to ensure the safety of people working on roadways, including working on unexpected vehicle breakdowns; i.e. vehicle not to stand overnight on road, barricade forty meters with cones /triangles placed front, side rear etc.

9. A site-based review of pedestrian interaction, road design and layouts (including entrance and exit points, intersections and other potential points of interaction between light vehicles and other mobile equipment) shall be conducted and updated when changes to layouts are required. Where possible, traffic segregation should be used to separate pedestrians, light vehicles and other mobile equipment.

10. A site based traffic management plan shall be in place including, but not limited to the following:
- setting of appropriate speed limits for vehicle types, road surfaces and environmental conditions;
- overtaking protocol;
- procedures for light vehicles entering hazardous or restricted areas;
- clear communication protocols;
- standards for safe following distances based on operational circumstances, environmental
- conditions and near sight (blind spot) limitations of other mobile equipment;
- installation and maintenance of road traffic control signs as appropriate to the work site,
- parking procedures e.g. safe parking distances / locations and required barriers from heavy
- mobile equipment and pedestrians.

C. People Requirements
1. All employees, contractors and visitors shall be inducted in appropriate road safety and site vehicle hazards.
2. A permit or certification system (mine licence) shall be in place to ensure drivers are competent to operate the type of vehicle/s in its intended environment, whether that be internal or external to site.

3. A system shall be in place to verify that drivers of Optimum vehicles have a valid and appropriate level public road driver’s license prior to being allowed to operate a Optimum vehicle off site.

4. A system shall be in place to ensure that drivers undertake adequate training to ensure that the vehicle intended to be operated or driven can be operated or driven safely. As a minimum training should include:
   - vehicle familiarisation, taking into account the vehicles handling dynamics and various features;
   - loading and restraining principles where the vehicle intended to be operated is designed for carrying cargo loads
   - education and awareness of driving and travel risks that may be encountered within the
   - environment where the vehicle may be operated or driven;
   - emergency crash and breakdown procedures;
   - basic mechanical principles including tyre changing and how to adequately perform a pre-operation check.

5. A system shall be in place to ensure any person operating any equipment associated with a light vehicle (e.g. vehicle-mounted cranes and winches) is suitably trained and accredited.

6. Behaviour based observations shall include the operation of light vehicles. Any need for additional specific retraining shall incorporate the results of these observations.

7. A fit for work policy shall be in place, incorporating defined action levels for drugs (including prescribed medication) and alcohol.

8. A system shall be in place to manage driver fatigue (Fatigue Management)

9.2 BRAKING SYSTEM
Braking systems of all LDV’s must be tested daily ensuring that the braking effort of all vehicles is adequate for the safe and efficient operation of the vehicle and the safety of all passengers and equipment transported arrive at their destiny safe and secured.

Brake tests must be done according to Brake Testing of LDV and HDV at testing facility.

9.3 PROTECTION SYSTEM
A. Fall on Protection (FOPS)
No additional fall on protection systems except the standard cabin protection as provided by the OEM of the specific Light Vehicle will be provided. Please take note that light vehicles shall travel at a safe distance from any high- or low wall.
With Canopy: Only special canopies for tools/equipment approved by the Engineer will be fitted on LDV’s

B. Roll over protection
1. All four wheel light vehicles operating in the red zone must have an approved Roll Over Protection.
2. It is important that any roll-over protection structure (ROPS) fitted to a light vehicle is designed, manufactured and fitted by a suitably qualified and authorised person.
3. Roll-over protection is not a carrier bar to be used for.
4. No welding work is allowed on roll-over protection.
5. No repair work is allowed on roll-over protection when broken or damaged, it have to be replaced.

C. Seat Belts
1. Light Vehicles Only approved seat belts shall be provided for each passenger seat and the driver’s seat.
   - Seat belts shall be of the Three Point Anchor type.
   - Lap belt only for “middle” seats allowed.
2. Busses – All seats to be fitted with seatbelts. Middle seat with lap belt.
3. Trucks less than GVM = 4 500 kg – Seat belts fitted, Lap belt for “middle” seat.

The wearing of seatbelts in all vehicles in which they are fitted is compulsory.

D. Airbags
   Driver side airbag is a mandatory requirement.
   - Retrofitting of SRS 40 Mechanical Airbag steering wheel may be fitted to already in – service vehicles up to 2008 with the Engineering Managers approval.

9.4 Restraining Systems
   Stop blocks: All Light Vehicles shall be equipped with a set of stop blocks. Two stop blocks per Light Vehicle

Use only stop blocks from Stores – Stock Codes 381000618 and 381282781.

Exemptions of Stop Blocks:
   Light Vehicles shall be excluded from using stop blocks when
   - A V-drain is cut, where both rear wheels of the light vehicle can be positioned in the V-drain;
   - A barrier ± 200 mm from ground level is installed at the bottom end of a parking bay with an incline for the rear wheels of a Light Vehicle to rest against.

V-drain: \( W = \pm 300 \text{ mm} \quad W = \text{Width} \quad H = \text{Height / Depth} \)

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Permanent Restraining Device Installation in parking areas:

Barrier Installation within parking bays:

A Stop Block will be kept on the vehicle at all times and inserted under a wheel when the vehicle is left unattended.

9.5 **VEHICLE MONITORING SYSTEM (VMS)**

The fitment of a VMS is good practise to monitor and change driver behaviour.

1. Only persons that are authorised to use a light vehicle will be issued with a key control.
2. The driver will assume full responsibility for the key and will not allow any other person to use the key.
3. The system will be administered by the Maintenance Superintendent: Control.

9.6 **VEHICLE IDENTIFICATION SYSTEMS**

**Light Vehicles Identification Standard (Annexure B)**

**THE STANDARD TO BE USED IS CLEARLY SPELLED OUT IN THE LIVERY DOCUMENT.**

**Vehicle Permit Systems**

The mine has three different permit systems in place to control and monitor vehicles on and off site.

A. **FRCP Permit**

Vehicles will be inspected by the brake system supervisor or other person delegated by the Engineering Manager – Process.

All light vehicles on mine property must have a valid FRCP permit for authorisation purposes.
A.1 Permits will be valid for three months;
A.2 The permit will be displayed on the windscreen
A.3 All vehicles will be inspected as per the criteria on checklist (Annexure C)

9.7 COUPLING DEVICES
Towing Hitch Pins Specification
Only vehicles with authorisation to have a tow bar installed shall be allowed.

9.8 COMMUNICATION SYSTEMS
The use of a mobile phone or two-way radio, hands free set or not, should only be used by the driver of a company vehicle whilst the vehicle is stationary and in a safe location.

9.9 ISOLATION & LOCKOUT SYSTEMS
- All vehicles have to be isolated and locked out with zero potential to harm before any task is performed on that particular vehicle.
- See SOP for Isolation, Test and Lockout.

9.10 GUARDING OF MOVING PARTS
All light vehicles moving parts will be guarded as per the standard OEM design. For additional guarding requirements refer to COP-OPT-006_Equipment Safeguarding.

9.11 SPEED LIMITERS
Speed will be monitored via the Vehicle Monitoring System.
Only authorised mine vehicles shall drive on the main road outside mine area.

SPEED LIMITS
1. The general speed limits are as follows:
   (a) Open pit main roads: 60 km/hour
   (b) Highwall, inspection and service roads: 40 km/hour
   (c) Within Workshops and Plant area: 30 km/hour or slower.

2. Speed monitoring shall be conducted from time to time by the security personnel.
Speed restrictions may be set in certain areas and on certain vehicles by the Mine Manager or his designate. These will be indicated by road signs or notices.

9.12 LOAD SECURING SYSTEM
Cargo barriers shall be installed in all vehicles that may be utilised for cargo carrying purposes, where the cargo is otherwise unable to be separated from the vehicles' occupant cabin space. This requirement is due to the hazard created when cargo is projected through the passenger area of the vehicle in an emergency braking or crash situation.

The light vehicle operator is responsible for ensuring that:
- Any cargo being carried is securely and sufficiently restrained by a method applicable for the type of load being transported (restraints may include, but not
be limited to, ropes, ratchet tie-downs or straps, chains and cargo nets as per mine standard.

- The load is placed in a way that it is unlikely to fall or dislodge from the vehicle, which may result in:
  - injury to people or damage to other vehicles;
  - other drivers having to swerve to avoid the fallen load;
  - loss of control over the vehicle; or
  - Possible disruption to traffic and/or business flow

Factors which may result in a load falling or dislodging include:

- sudden braking, accelerating;
- adverse road camber;
- hilly or rough road surfaces; and/or
- wind or airflow over the vehicle.

Transport of Tools:
If small items, such as tools, are carried on a regular basis, fitting of a hard mounted toolbox, fitting a divider or compartment to the vehicle shall be provided.

**LOAD RESTRAINING**

**Checklist for Light Vehicle Driver that intend to transport a load**

**Do** Remember that small items can become missiles during emergency braking.

**Do** Remember that the size, height and position of your load will affect the handling of your vehicle.

**Do** Remember that loose loads can settle and shift during a journey, allowing lashings to slacken. Keep your load items tightly packed together, filling empty spaces.

**Do** Check your load, before moving off and during the journey.

**Do** Block the load against the front headboard before tying down your load.

**Do** Check that you have adequate packing and protectors for all loads.

**Do** Check your load every time you remove or add an item.

**Do** Check the load after any abrupt manoeuvre or hard braking.

**Do** Remember long slippery items such as pipes require individual lashing or lashing in groups.

**Do** Remember that any loads projecting from behind the vehicle may require a warning flag or red light if traveling at night.

**Don’t** Move your vehicle if any part of your load is not correctly restrained.

**9.13 VISIBILITY OF VEHICLE**

High Visibility Colour

To ensure visibility, all vehicles will be white of colour or at least 80% white in colour as per Annexure A.
9.14 Operators Vision Aids

Lights
1. Emergency lights (Hazard lights) must be used only in an emergency or when the vehicle is parked in a hazardous position.

2. When driving, headlights must be switched on at all times.

3. The bright lights may be used only outside built-up areas or when there is no oncoming traffic, and must make it possible to see pedestrians and vehicles 100 meters ahead.

4. Parking lights must be used when the vehicle is parked outside a demarcated parking bay, or in a dark area 12 meters or more from a street light.

5. General
   5.1 All mandatory lighting equipment i.e. headlamps, rear lamps, stop lamps and registration plate lamps, and elevated lights must be in working order and clean at all times.

6. Measuring of light Intensity (Head Lights)
   6.1 Method
      (a) Measurements must be taken in an area where no other light sources will have an effect on the results
      (b) Measurement must be taken on a non-reflective background
      (c) The Lux meter must be placed on the ground with the lens facing upwards
      (d) Measurement must be taken a distance of 20 meters from the machine
      (e) All lights to be cleaned properly before the test is conducted
      (f) Lux reading will be taken in line with right and left hand and centre of the machine
      (g) The average if these readings must be 10 lux or more at 20 meters

   6.2 Frequency
      (a) Whenever a light has to be replaced or adjusted
      (b) Whenever a complaint is raised
      (c) At intervals not exceeding 3 months

9.15 Fire Fighting Equipment

All light vehicles will be equipped with a fire extinguisher (see Annexure A)

9.16 First Aid Equipment (See Annexure A)

10. Light Vehicle Risk Management

A. Driver Responsibilities

1. Before any company vehicle/machine is driven, a pre-use check for the applicable vehicle/machine will be completed by the responsible driver. No vehicle may be started and driven if a RED item/condition exists on the

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Before any company vehicle/machine is driven, a pre-use check for the applicable vehicle/machine will be completed by the responsible driver. No vehicle may be started and driven in a RED item/condition exists on the applicable pre-use checklist.

No persons under the influence of alcohol or drugs will be permitted to drive or operate any vehicle, machine or mobile equipment – refer regulation 4:7:1 of the Mine Health and Safety Act and Regulations.

The alcohol limit for all NE employees reporting for duty will be 0,00mg per 100ml for road conditions must be taken into consideration and speed limits must be strictly adhered too.

A safe following distances of at least 40 meters will be maintained.

Road signs will be obeyed.

Earth moving equipment has a right of way unless otherwise indicated.

Seat belts will be worn at all times.

A vehicle will not be moved until all the passengers are seated - no person is allowed to get onto or off a vehicle whilst its in motion.

The driver and two passengers are allowed in a cab on a Dyna. The driver and one passenger are allowed in a cab of an LDV/Combi or venture.

The driver will not allow persons to stand or sit on the sides of a moving vehicle. No persons are allowed to travel on the back of a moving vehicle, unless seated in a proper fixed seat and secured with a seat belt. Unless properly secured, no loose material may be transported simultaneously with the personnel on the back of a vehicle. LDV’s used for transporting personnel will be equipped with a roll bar or a roll cage.

The driver will ensure that goods are loaded on his vehicle are securely fastened before driving off.

Vehicles will be parked at a safe distance from earthmoving equipment. All mine/private vehicles must be parked to be able to move off in the direction in which they are facing and have a stop block behind and in front of any one wheel. A steering/gear lock must be fitted when the vehicle is parked unattended for long periods.

All equipment and vehicle keys must be controlled to prevent theft or unauthorised usage.

Any damage to a vehicle or machine must be reported immediately and an accident/ incident report must be submitted after a proper investigation has been done.

B. Transporting / travelling equipment underneath a power line

1. Power lines are only to be crossed/passed underneath at designated and demarcated areas (Height restrictions and dummy lines in place)

2. If a piece of equipment needs to be moved underneath a power line in an area which is not designated/demarcated?
   - Permission must be granted by the responsible engineering personnel

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- It must be done under the direct supervision of the relevant engineering personnel.

C. **Vehicle Inspections**
1. The pre-use checklists will be handed to the Maintenance Planner of the relevant section.
2. The planners will go through these checklists. A notification will be generated for any item in blue that has been marked but not rectified;
3. The pre-use inspection book must at all times be kept in the driver/operator cab of the machine/equipment.

D. **Hot Radiator Caps**
1. No employee may remove or be instructed to remove the radiator cap of a hot or overheated vehicle.

E. **Adverse Weather Conditions**
1. **Rainy Conditions:**
   The appointed mine supervisor for the different areas will declare a condition “wet”, unsafe for 2x4 vehicles and “dry”, safe for 2x4 vehicles for all haul roads. The mine supervisor will contact the control room to relay the condition of the roads to the users.

   **No 2x4 vehicles will be used on haul roads during wet period.**

   Should rain starts while the 2x4 vehicle is on a haul road then reduce speed to 30 Km/h and park at the closest safe area. Arrange for transport or continue when road is safe again, “dry”.

2. **Misty Conditions**
   When visibility is such that the driver cannot see two delineators or where no delineators and the driver has lack of visibility, he will find a safe spot to stop his vehicle until visibility improves.

   The supervisors from the different areas may issue an instruction to stop driving / hauling operations should he feel that visibility has deteriorated.

F. **Responsibility of driver involved in accident/incident**
The driver of the company vehicle involved in the accident/incident must:
1. Immediately get in contact with the Security Department via radio system, cell phone or message.
2. Give the time of the accident/incident, location and nature of the accident/incident.
3. Provide first-aid training to injured persons, report injuries and call for ambulance if required.
4. Follow instructions until help arrives.
5. Ensure proper warning devices (Emergency lights, flasher lights, triangles etc.) are in place directly after the accident/incident to alert on-coming traffic.
6. Do not remove vehicle from accident/incident scene unless instructed to do so by an authorised person.
In case of an accident/incident on provincial roads:
Do not make any statements on admitting responsibility.

Obtain the names and contact details of other parties involved in the accident/incident as well as witnesses.

All procedures in this document apply to all types of accidents/incidents where there is damage to company property.

7. Security, Transport and Safety Departments where possible, must visit the scene of the accident/incident. If not, then the nearest SAPS station must be notified.

8. Driver to submit statements to Security as well as a sketch of the scene.

9. Driver to undergo alcohol and forbidden substance test at Security and or Hospital, respectively.

10. Accident/incident on provincial road to be reported to nearest SAPS station within 24 hours of accident/incident.

PLEASE NOTE:
Any damage to company vehicles must be reported to the Transport Supervisor for action. The Driver or his Supervisor must complete the Accident/Incident Report the same day when the accident/incident occurred.

G. Transportation of personnel
No persons may travel in the rear of any private or company LDV on mine premises regardless of whether a canopy is fitted or not. Transportation of Personnel.

H. Transporting of persons with LDV’s and Trucks
1. Any person driving a vehicle in the mine is responsible for the safety of passengers traveling in the vehicle and will ensure that both he and the passengers comply with NE requirements.
2. The vehicle shall be in a good and safe condition.

10.1 TRAFFIC MANAGEMENT

Traffic Signs
A driver shall comply with the directions or indication given by all traffic signs, especially with regard to local community areas. See Traffic Management Plan.

U-turns
NO U-TURNS allowed on haul roads.

Licensing and Registration of Light Vehicles
The Financial Controller completes the relevant forms for new vehicles, for the renewal of Licenses as well as for the change of ownership.

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<tr>
<th>ORIGINATOR</th>
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<tbody>
<tr>
<td>NAME 31: Henk Myburgh</td>
<td>NAME 33: Tshipi Mine</td>
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Overtaking
No overtaking is allowed on the property. Slow vehicles may be passed when they have pulled over to the shoulder of the road and have come to a complete stop.

In addition the following obligations apply:
1. All drivers shall give way to emergency vehicles showing a flashing red light.
2. All drivers of light and medium vehicles accept those showing a flashing red light shall give way/apply extreme caution about/around heavy vehicles unless otherwise directed by traffic sign.
3. All drivers shall approach with caution any vehicle showing a flashing red or amber light including all road maintenance vehicles.
4. Drivers of all vehicles that have been stationary shall ensure that the road is clear of traffic prior to reentering traffic flow. They shall use turn signals to indicate their intentions.

Ramps
No overtaking by any vehicle traveling down ramps
<table>
<thead>
<tr>
<th>REF No.</th>
<th>REQUIREMENT</th>
<th>DESCRIPTION OF REQUIREMENT</th>
<th>EXAMPLE OF REQUIREMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1(a)</td>
<td>Seatbelts for all occupants.</td>
<td>OEM fitted 3 point safety belt required for all occupants. Lap belts will be accepted for seating where it is not possible to fit 3 point safety belts i.e. the middle seat of a LDV / SUV</td>
<td></td>
</tr>
<tr>
<td>A1(b)</td>
<td>Roll over protection structure (ROPS)</td>
<td>RED AREA: Approved Roll Over Protection Structures (ROPS) required for all 4 wheel drive Light Delivery Vehicles. Compliance date 1 March 2009</td>
<td></td>
</tr>
</tbody>
</table>
| A1(c)  | Cargo Barriers and Load restraints. (Vehicles designed to carry loads) | Cargo barriers and load restraints required on all vehicles carrying loads:  
  ➢ Cargo nets or tourneau cover for LDV's  
  ➢ Ratchet fibre load binders to tie down cargo  
  ➢ Purposely designed toolbox for tools and / or other loose items. When loading vehicle the weight of the ROPS (about 170 kg) must be deducted from the vehicle maximum load capacity. | |
<p>| A1(d)  | Driver – side airbag | Required on all vehicles. Compliance date 1 March 2009. Retrofitting of SRS 40 Mechanical Airbag steering wheel may be fitted to already in – service vehicles up to 2008. | |</p>
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<tbody>
<tr>
<td>A2(a)</td>
<td>Positive communication</td>
<td>Two Way radio systems are required for all vehicles entering the RED area. Handheld with microphone will be accepted provided that a radio holder is installed inside the vehicle. The installation of this holder must be based upon a risk assessment to determine the best suited position for installation: Portable hand radios must be the Motorola GP 680: Not to be used while driving. Mobile radio for vehicles must be a Motorola GM 660.</td>
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</tr>
<tr>
<td>A2(b)</td>
<td>Buggy whip / Flag</td>
<td>Required on all vehicles operating in the designated RED areas. Fitted either to back or front, at least 3,4m from ground level. To be fitted with standard reflective sleeve. Specifications: Flag: Must be of Triangular shape 300 mm X 250 mm. Main colour must be Red Day-Glo, with 50 mm wide prismatic encapsulated reflective tape. Sleeve: 1m long Yellow Day-Glo and poly vinyl encapsulated. Buggy-whip: Made from fibreglass, 3m long with a 12.75 mm diameter.</td>
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</tr>
<tr>
<td>A2(c)</td>
<td>Flashing Light</td>
<td>Required on all vehicles operating in the designated RED areas. Standardise on 75 watt flashing lights to be fitted to the highest visible point on the vehicle. Flashing light unit to be switched off when going on public roads.</td>
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</tbody>
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**ORIGINATOR**

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**CLIENT**

| SIGN: | SIGN: | SIGN: |

**AUTHORITY**

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<tbody>
<tr>
<td>A3</td>
<td>No side mounted seating allowed</td>
<td>All seats to be forward facing and equipped with an OEM safety belt.</td>
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<td></td>
<td>No personnel allowed in rear of load bin.</td>
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<td>A4</td>
<td>Identification</td>
<td>All vehicles to be allocated a vehicle number.</td>
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<td>Decal as per Livery Guideline:</td>
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<td>Reflective sheeting must be 3M™ Diamond Grade™ DG3 Reflective Sheeting Fluorescent Yellow Green 4083.</td>
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<td>Magnetic based identification Decal may be used as a temporary arrangement</td>
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<tr>
<td>A5(a)</td>
<td>High Visibility Colour</td>
<td>All vehicles to be white in colour. (Except defined special vehicles e.g. Blasting vehicles, Fire trucks)</td>
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<td>Contractor Vehicles should be at least 80% white over total body area.</td>
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<td></td>
<td>Where current vehicles in use are not of a high visibility colour, a risk assessment and management plan will be required, to be approved by senior management and a phasing out plan over a 12 month period to be put in place. (End date 30 June 2009)</td>
<td></td>
</tr>
<tr>
<td>A5(b)</td>
<td>Reflective tape</td>
<td>As per Livery Guideline and specified 3M reflective sheeting / marking film.</td>
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<td></td>
<td></td>
<td>As per Road Traffic Act:</td>
<td>Front: White</td>
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<td></td>
<td></td>
<td>Side: Yellow</td>
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<td>Rear: Red</td>
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<tr>
<td>A5(c)</td>
<td>First Aid Kit</td>
<td>All light vehicles operating in <strong>RED</strong> area to be fitted with an first Aid kit: Minimum requirements for a First Aid kit: 1 x packet : Sterile Gauze (10 cm x 10 cm) 1 x Triangular Bandage (90 cm x 90 cm x 120 cm) 1 x Crepe Bandage (4&quot;) 2 x Large Combine pad (20 cm x 10 cm) 2 x Non-Adhesive Dressing. 4 pair : Non-Sterile Gloves (Large) 1 x Betadine - Check for allergy before use 1 x Adhesive tape 2 x Normal Saline Sachets 1 x Resuscitation Mask 10 x Band-Aids 2 x Eye pads (6 cm x 7.5 cm) 2 x Safety pins</td>
</tr>
<tr>
<td>A5(d)</td>
<td>Triangles</td>
<td>Three triangles required on all vehicles operating in <strong>RED</strong> Area Two triangles for vehicles operation in <strong>Blue</strong> area. Standard SABS approved Triangles.</td>
</tr>
<tr>
<td>A5(e)</td>
<td>Survival Equipment</td>
<td>This will be related to the task or activity supported by the vehicle and must be risk assessment based. (Pit Dewatering section etc.) E.g. visiting remote dams – Life line and life jacket required.</td>
</tr>
<tr>
<td>A6</td>
<td>Modification Change Management</td>
<td>Change management and risk assessment required for any modifications done to light vehicles or any ancillary fittings such as ROPS etc. Any changes required must go through a full evaluation and the changes signed off by the Engineering Manager prior to such change being made. Before such modifications are done, the OEM of the vehicle must also be consulted.</td>
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<td>REF No.</td>
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<td>DESCRIPTION OF REQUIREMENT</td>
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<tr>
<td>B8(d)</td>
<td>Lighting</td>
<td>Minimum requirement:(SANS 1046, 1376-1, 1376-2, 1376-3) Standard OEM headlights, Indicator, Reverse, Stop and Tail lights required. Additional required: Elevated Indicator, Stop, Tail, and integrated flasher light required when operating in RED area. NB: Local Traffic Authority does not allow additional elevated lights on national roads – Lights to be switched off before leaving the mine property / accessing a public road.</td>
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<tr>
<td></td>
<td>Identified isolation point</td>
<td>OEM fitted ignition key switch. The key must be removed and secured. Isolate, test and lockout shall be done by removing the battery terminal and placing a lock box over it.</td>
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<tr>
<td></td>
<td>Reversing alarm</td>
<td>Beeper reversing alarm required - a minimum sound level of 90 Db at 10 meter behind vehicle.</td>
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<tr>
<td></td>
<td>Chock blocks</td>
<td>Checker stop blocks required x 2 – One set. Stop blocks available from mine store : stock code: 381000618 (LDV) stock code: 381282781 (Medium Trucks)</td>
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<tr>
<td></td>
<td>Horn</td>
<td>As per OEM specification / SANS 10169.</td>
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<td></td>
<td>Windscreen wipers</td>
<td>As per OEM specification.</td>
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<tr>
<td></td>
<td>Guarding on accessible moving parts</td>
<td>All moving parts need to be guarded as per COP for machine guarding. Only authorised / trained persons allowed opening a vehicles bonnet while the engine can be started or running.</td>
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| **Fire suppression** | All vehicles to be fitted securely with ABC type fire extinguisher(s) as follows:  
Sedan / SUV: a 2.5 kg fire extinguisher positioned to be easily accessible inside the vehicle.  
LDV's: at least one 9 kg fire extinguisher to be fitted inside the LDV load bin, based on a task and risk assessment. |  |
| **Advances in technology** | Optional but good practice.  
Vehicles to be equipped with Digicore Vehicle Monitoring system (VMS) for use to manage driver behaviour. |  |
| **Tyre inflation** | Tyre inflation needs to be regularly checked. Refer WI-MAIN-PROC-CONT-BMT-002_Repair or replacement of LDV tyres. |  |
| **B8(a) Tyre required** | Tyre must be all terrain tyres : for vehicles entering the RED area.  
Vehicles require the same brand and type of tyres on the same axle.  
Re-tread tyres are not allowed on vehicles entering the RED area.  
Radial and cross-ply tyres are not allowed to be mixed on a vehicle. |  |

**Recommended:**  
FRCP Sponsor  
H&S MANAGER

**Approved:**  
General Manager Operations

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### VEHICLE CHECKLIST

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<tr>
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<th>REGISTRATION NUMBER</th>
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<tr>
<th>Requirement</th>
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<tr>
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<td>FRCP PERMIT</td>
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<tr>
<td>DRIVER’S AIRBAG</td>
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<td>IDENTIFICATION</td>
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<td>REFLECTIVE TAPE</td>
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<td>FIRE EXTINGUISHER</td>
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<td>STOP BLOCKS</td>
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<td>FLASHING LIGHT</td>
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**COMMENT**

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