

Procedure Title	SHE Site Rules
Originator	Safety & Sustainability Manager
Reference	TS-PR-SSD-01
Revision Number	4
Distribution	All Employees
Effective Date	February 2020
Review Date	Site Need Basis
Related Policies / Procedures	1. TS-PO-SSD-01 2. TS-PR-SSD-04 3. TS-PR-SSD-08

DOCUMENT APPROVAL

Approval Structure	Name	Job Title	Signature
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1. Introduction

1.1 The purpose of this procedure is:

- 1.1.1 To provide a safe and healthy working environment for all persons in the workplace;
- 1.1.2 To eliminate and reduce the possibility of harm to employees, environment and equipment by ensuring that all persons are informed of the hazards/aspects and risks/impacts they might be exposed to; and
- 1.1.3 To communicate the Organisation SHE site rules to all employees, contractors, tenants and visitors.

2. Definitions

ISO	International Standards Organization.
ISO 45001	Occupational Health and Safety Assessment Series
OHS	Occupational Health and Safety
SHE	Safety, Health and Environment
S&SD	Safety and Sustainable Development
SHE Management representative	Person(s) responsible for the management of the SHE management system.
Top management	Managing Director, Executive Vice President, EXCO members.
Functional SHE Responsible person	Person in control position for the execution of SHE related risks in his/her area of responsibility
DTCB	Diamond Trading Company Botswana
DBGSS	De Beers Global Sight Holder Sales
International Standards	Term used to refer to ISO 14001: 2015 and ISO 45001:2018 standard
Organisation	Inclusive of the SHE management aspects of both DTCB and DBGSS
OEM	Original Equipment Manufacturer

3. Purpose

The purpose of this procedure is to address routine site related activities in the organisation. To empower employees and contractors to take ownership for SHE management – especially encouraging them to use their stop work authority when the SHE-related risks tied to the work they perform are not managed consistently with the vision of Zero Harm.

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4. Scope

This procedure is applicable to all people, activities, facilities, products, equipment and services residing under the authority of the organisation (DTCB and DBGSS). Employees and contractors at each business or operation are responsible for ensuring they deliver their work in line with the SHE expectations defined in Standard Operating Procedures (SOPs) and relevant SHE Standards.

5. Effective dates

5.1 The effective date of this procedure is February 2020. The procedure shall be reviewed every three (3) years or as and when the need arises on site.

6. Responsibilities

6.1 TOP MANAGEMENT:

- 6.1.1 Top Management is responsible to provide a safe and healthy working environment and make resources available to maintain a safe work environment.
- 6.1.2 Top Management may delegate responsibility but retains, overall responsibility and accountability for SHE within the organisation.

6.2 SHE MANAGEMENT REPRESENTATIVE

6.2.1 Ensure processes/procedures are set to mitigate general site wide risks.

6.3 S&SD MANAGER IS RESPONSIBLE

6.3.1 Implement and provide assurance for processes/procedures set to mitigate general site wide risks.

6.4 SHE Officer:

6.4.1 Responsible to provide SHE support and assurance services.

6.5 FUNCTIONAL SHE RESPONSIBLE PERSON

- 6.5.1 Implement and communicate the DTCB SHE Site Rules.
- 6.5.2 Functional SHE Responsible persons are responsible for ensuring a safe and healthy work environment, and that resources are available to ensure safe operation.
- 6.5.3 Ensure that SHE requirements are built into contracts with Contractor's & Business Partners, including a requirement to comply with the SHE Site Rules.
- 6.5.4 Responsible to ensure non-routine work and contractors/suppliers or vendors adhere to the Permit to Work (PTW) conditions.
- 6.5.5 Monitoring employee and contractor SHE performance.
- 6.5.6 Provide site-specific induction to their site-specific rules and regulations.

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6.6 SUPERVISOR

- 6.6.1 Assist with the implementation and communication of the DTCSB SHE Site Rules.
- 6.6.2 Oversee employees and contractor activities.
- 6.6.3 Ensure that SHE management system requirements are complied with, e.g. induction, permit to work, etc.
- 6.6.4 Ensure that all relevant personnel, contractors, visitors, relevant community stakeholders, and regulatory agencies are familiar with the requirements of the emergency arrangements and of their respective roles and responsibilities in the situation, and are competent to deliver on these requirements (training should be provided where required).
- 6.6.5 Assessing SHE competencies of personnel and contractors, as part of recruitment, job selection and personnel movements in conjunction with SHE section.

6.7 SUPPLY CHAIN MANAGER

- 6.7.1 The Supply Chain Manager, shall communicate at the tendering stage of outsourced products and services to all contractors the following:
 - SHE Site Rules
 - A guide to site SHE Management
- 6.7.2 The Supply Chain Manager shall ensure on behalf of the organisation that outsourced functions and processes are controlled. The Supply Chain Manager shall ensure that its outsourcing arrangements consistent with :
 - Legal requirements and other requirements.
 - Achievement the intended outcomes of the SHE Management System.

6.8 EMPLOYEE/ CONTRACTORS

- 6.8.1 Every employee and contractor working at the organisation has a responsibility for his or her Safety, Health and Environment as well as of others within their work area.
- 6.8.2 Every employee shall comply with procedure and work according to such defined Site Rules.

7. Procedure

7.1 GENERAL SITE RULES

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- 7.1.1 All persons on site are expected to contribute towards keeping the site orderly and tidy – 5's housekeeping in workplace,
- 7.1.2 No running or Horseplay allowed on site; or taking shortcuts.
- 7.1.3 No tampering or misusing of equipment is allowed;
- 7.1.4 No unauthorised operation of equipment.
- 7.1.5 The use of defective equipment or home-made tools prohibited
- 7.1.6 Smoking is allowed only at designated smoking areas.
- 7.1.7 All unsafe acts and/ or conditions shall be reported as soon as practical;
- 7.1.8 No loose clothing near moving/ rotating machinery; and
- 7.1.9 No person is allowed to stand underneath a suspended load.

7.2 EMERGENCIES

- 7.2.1 All personnel must be aware of the emergency response equipment (red/green break glass device, First Aid kit, Fire Extinguishers) location, evacuation routes and emergency assembly points;
- 7.2.2 Emergency contact details of external emergency services providers shall be available at the control room, clinic and DCP.
- 7.2.3 All emergencies shall be reported to your supervisor or Control room
- 7.2.4 All emergency equipment shall be inspected, maintained and be available in work areas.
- 7.2.5 Once an item has been removed from the first aid box it shall be reported to the relevant First Aider.
- 7.2.6 Note that evacuation from holding area 3 to the emergency assembly points outside the building is through the Atrium to the VIP exit point. Where it is not possible to evacuate through the atrium, a guided evacuation through the holding area emergency exit will be undertaken

7.3 VISITORS

- 7.3.1 Visitors shall be accompanied at all times (where practical) by the host to avoid individuals wandering off into the operational areas; and
- 7.3.2 In case where visitors are visiting the operational areas a site specific the relevant host and the relevant PPE shall complete induction shall be worn.

7.4 RESTRICTED AREAS

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7.4.1 Access to restricted areas without prior permission is not allowed

7.5 INTOXICATING DRUGS & LIQUOR

7.5.1 The consumption of intoxicating liquor on company premises, on or off duty is strictly prohibited, except for social occasions authorised by the CEO. Any employee shall be liable for instant dismissal. The use of narcotic drug shall carry a similar penalty. (Occupational Health and Safety Agreement)

7.5.2 A supervisor who has reasonable cause to believe that an employee has reported for duty while under influence of alcohol or drug, may immediately suspend the employee from duty, pending a detailed investigation on the next working day. The employee shall be suspended by being sent home for the day with loss of pay. (Occupational Health and Safety Agreement)

7.5.3 Inform your manager in cases where medication is used and could affect the normal functioning of the individual.

7.6 PERSONAL PROTECTIVE EQUIPMENT

- 7.6.1 Wear the correct PPE for the task;
- 7.6.2 No person is allowed to damage/alter PPE;
- 7.6.3 PPE shall be maintained and stored in a safe area.

7.7 TRAFFIC MANAGEMENT AND VEHICLES USAGE

- 7.7.1 Drive within the set speed limits (20km/h).
- 7.7.2 Reverse parking apply;
- 7.7.3 Park in demarcated areas only;
- 7.7.4 Do not obstruct the road or walkways and be vigilant of delivery trucks and shipments vehicles;
- 7.7.5 Acknowledge pedestrians crossing the road;
- 7.7.6 Ensure that your driver’s licence is valid and appropriate for the type of vehicle;
- 7.7.7 Complete the log-book for DTCCB company vehicle use
- 7.7.8 Check that all safety features are in place and working (brakes, lights, hooters, wheels, etc.).
- 7.7.9 The use of mobile phones is prohibited for drivers without hands free kits.

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7.8 OFFICE ENVIRONMENT

- 7.8.1 Hold handrails when using stairs and escalator
- 7.8.2 Don't carry open hot liquids down stairs, escalator or using lifts
- 7.8.3 Avoid using cell phones while walking, if you have to use cell phone, stay clear of risk areas.
- 7.8.4 Support and participate in environmental initiatives (Electricity, water, waste)
- 7.8.5 Ensure office environment and furniture is in good condition
- 7.8.6 Apply good ergonomic posture practices.
- 7.8.7 Manage trip hazards (loose cables) to prevent trip and fall hazards
- 7.8.8 Food and food waste should not be stored in offices, and should be disposed

7.9 CONTRACTOR MANAGEMENT AND PERMIT TO WORK

- 7.9.1 Contractor Management and PTW are only applicable for contractors that is conducting physical work on site. Consultants and contractors attending meetings are regarded as Visitors.
- 7.9.2 Work conducted at the facility shall be subject to the provision and requirements as defined in the Security Access Control, Permit to Work and Contractor Management processes.
- 7.9.3 Permit to Work application is the responsibility of the contractor host (with inputs from contractor) to complete the contents of PTW, and the Functional SHE responsible person then review and approve if SHE controls have been finalised and agreed.
- 7.9.4 No contractor may conduct any work (excluding attending meetings or consultation) without a Permit to Work being issued by the Functional SHE Responsible person.
- 7.9.5 The Permit to Work is valid for 5 days. If conditions of activities change, a review of the permit is required.

7.10 HAZARDOUS AND FLAMMABLE SUBSTANCES

- 7.10.1 This guide applies to all organisation controlled activities, including contractors and visitors when involved in involving hazardous materials in one or more of their forms (solid, liquid or gas), which may have the potential to lead to harm to people, the environment or community (stakeholders), either in an incident involving loss of control or in normal, controlled activities (e.g. storage, handling, production, transport, recycling and disposal).

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- 7.10.2 The guide shall be applied in conjunction with local legislation. Where the requirements of such legislation are in conflict with any information or item in this standard (or guideline) or exceed the provisions of this standard, such legislation or national standards shall take precedence
- 7.10.3 Determine the chemical required and source the Safety Data Sheet for the chemical prior to purchasing it.
- 7.10.4 Engage and consult the Chemicals committee (S&SD section, Wellness Manager, Plant Manager and Supply Manager) before purchasing the chemical.
- 7.10.5 Once approved capture the chemical in IsoMetrix and upload the Safety Data Sheet. Thereafter conduct awareness training (read, understand and brief) with the users of the chemical and use the recommended Protective Clothing.
- 7.10.6 Ensure that the chemical is labelled and Safety data Sheet is placed at the point of use.
- 7.10.7 Different types of Chemicals identified must be categorized and stored in suitable areas to eliminate or minimize the minimize environment impacts, safety and health risks and incidents arising from the storage, handling, transportation and disposal of chemicals.
- 7.10.8 Never handle or use a chemicals or hazardous substances if you are not familiar in their use, handling, storage and disposal.
- 7.10.9 Chemical spillages must be contained, and treated according to the chemical type, and disposal of the residue as per the Waste Management Act. No spillage shall be washed into the storm water system to protect the environment and prevent pollution. Ensure safe and environmental conscious disposal of used chemicals and chemical containers.

7.11 WORKING AT HEIGHTS

- 7.11.1 The Functional SHE Responsible person/supervisor shall ensure that all personnel conducting work on elevated equipment adhere to all relevant procedures;
- 7.11.2 When a person is working at elevated heights with risk of falling 2m and more, a safety harness (double hooks) shall be used, and one hook shall always be positively attached.
- 7.11.3 A safety harness shall be attached to a safe anchoring point (safety line) where available, and not to any uncertified part of the structure, platform or scaffold;
- 7.11.4 All ladders used shall be labelled, inspected, maintained and fit for purpose.
- 7.11.5 Work platforms/scaffold shall be erected and inspected (Tag attached) by a competent person before use. Fall arrest equipment is not required for normal scaffold work.
- 7.11.6 All equipment (ladders, scaffold, mechanical lifting devices) shall be adequately constructed, erected and secured to prevent collapse or capsizing thereof.

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7.12 ELECTRICITY

- 7.12.1 Unauthorised access to any sub-station is not allowed; or unauthorised opening or working on any live electrical equipment or distribution boxes.
- 7.12.2 All portable electrical equipment and appliances shall be inspected to ensure that no exposed electrical wires are present and such is safe for use; and
- 7.12.3 Equipment and appliances not in use shall be switched off to conserve resources.
- 7.12.4 Isolation to be done in accordance to the Asset Management Lockout procedure.

7.13 WATER QUALITY MANAGEMENT

- 7.13.1 No employee shall dispose chemicals (oil, paint, thinners or any other chemical) into the municipal storm water drainage system;
- 7.13.2 Ensure all taps and valves are properly closed to avoid water wastage;
- 7.13.3 Report and repair all water leaks at the facility; and
- 7.13.4 Use water wisely – conserve water.

7.14 WASTE MANAGEMENT

- 7.14.1 Waste shall be disposed into the designated waste bins, and littering are not permitted
- 7.14.2 All waste shall be suitably disposed of or recycled where possible.
- 7.14.3 All hazardous substances/ chemicals must be disposed of at an authorised disposal facility and records of save disposal to be kept where applicable.

7.15 SNAKES, BEE STINGS, OTHER ANIMALS

- 7.15.1 Pest control measures are implemented by the Building Facility Manager
- 7.15.2 Employees with insect allergies shall ensure that the supervisor and the clinic is aware of the allergies.
- 7.15.3 If you come across a snake, do not interact with the snake, warn other employees in close vicinity and report to SHE or Security personnel immediately.

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8. Records

9. Records	Retention Time	Location
Induction Records	3 Years	SHE Office
Contractor Records	3 Years	SHE Office & Contracts Coordinator

9. Amendment History

Version number	Version Date	Amendment Details
1	September 2017	New procedure
2	June 2018	Alignment to 45001 requirements Changed approver Changed effective dates and version number.
3	March 2019	Following changes were made : <ul style="list-style-type: none"> • Changed De Beers Logo. • Changed the version number, effective dates and version number. • Changed the footnote case to lower case. • Added three more definitions namely – brief, communicate and training. • Added 6.7 • Alignment with SHE Way. 6.5.3,6.5.5 and 6.6.4
4	February 2020	Changed template on first page. Added bullet points 7.26 an 7.2.7

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