



STUART COAL (PTY) LTD

Document Name:	Emergency Preparedness and Response Procedure
Document Number:	SOP 48
Revision Date:	01/02/2021
Revision Status:	12
Next Review Date:	28/02/2022

1. **PURPOSE**

To establish an orderly procedure known to all personnel, whereby all persons will leave the plant, mining area (pit), workshops and/or office blocks, avoiding congestion or injury, in the event of an emergency or for other requested reasons. A pre-requisite of this plan is the need for every individual to know his responsibilities and duties to ensure effective control and evacuation of all personnel.

2. **POSSIBLE REASONS FOR EVACUATION**

- Uncontrolled / Controlled Fires
- Damage or threat of damage to buildings, plant and/or workshops
- Any other threat to property or persons
- Natural disaster
- Evacuation drills
- Bomb and Bomb Threat
- Possible hazardous chemical spillages
- Blasting incidents
- Any other occupational SHE hazards

3. **STEPS TO FOLLOW**

- Anyone who becomes aware of a situation which requires evacuation can sound the alarm for evacuation.
- Management to be contacted immediately.

4. **EXIT AREAS**

Weltevreden Site & East Block Site

- Quickest and nearest way towards designated assembly points

5. **TRAINING REQUIREMENTS**

- Fire Extinguisher Training – Annually
- First Aid Training – once every 3 years
- Safety Induction – Annually
- Safety Representative Training – Once off (every 3 years new representatives appointed)

SAFE OPERATING PROCEDURES, HAZARDS AND RISKS – REFER TO HIRA & SOP's AND INDUCTION

6. **ASSEMBLY POINTS**

Offices, Plants, Workshops, Mining Areas / Contractors & Visitors

7. EMERGENCY CO-ORDINATORS

- Workshop Manager - J. Pretorius
- Plant Manager - J. Hopley
- Operations Director - J. Mphuthi
- SHE Manager & Sales Manager - K. Bezuidenhout / C. Swart

8. DUTIES OF EMERGENCY CO-ORDINATORS

- Control evacuation of the designated group.
- Ensure that all persons leave the area immediately, and that they do not run.
- Ensure that all people who have evacuated the area proceed to the respective assembly points, moving away from any glass windows, or other objects that may endanger their lives.
- Advise and co-ordinate the emergency activities with the Divisional Emergency Co-ordinator.
- Proceed with the emergency isolation procedure on plant once the instructions are received from the Divisional Emergency Co-ordinator.
- Report the progress and completion of the isolation procedures to the Divisional Emergency Co-ordinator.
- Declare that the plant is electrically and mechanically safe after the completion of the isolation procedure.
- Co-ordinate the switching-in operation after receiving the all clear signal from the Divisional Emergency Co-ordinator.
- Advise and assist the emergency services.
- Conduct a roll call against the manning lists and rosters for the designated groups.
- When ordered by the Divisional Emergency Co-ordinator, have all employees return to their workplace and resume their normal duties.

9. DUTIES OF EMPLOYEES

- Ensure that all machines and / or equipment are switched off.
- Do not shout.
- Don't push, overtaking other personnel.
- Keep away from all dangerous machinery.
- Know your nearest exit route.
- Know your alternate exit route.
- Know your designated assembly point.
- Do not return to the workplace until instructed to do so by your Divisional Emergency Co-ordinator.

10. DIVISIONAL EMERGENCY CO-ORDINATORS

- Operations Manager - B. Stuart
- Mine Manager - W. Meyer
- Engineering Manager - R. Lennox
- SHE Manager - K. Bezuidenhout

11. EMERGENCY FIRE CO-ORDINATORS

- Workshop Manager - J. Pretorius
- Plant Manager - J. Hopley
- Operations Director - J. Mphuthi
- SHE Manager - K. Bezuidenhout

12. DUTIES OF DIVISIONAL EMERGENCY CO-ORDINATOR

DIARY OF EVENTS:

- Note down all calls made / received and time
- Note down all instructions given and time

Immediately after the alarm the SHE Manager to establish and announce which area is affected and report to the Mine Manager to decide what action is required.

- **BLASTING VEHICLE WARNING ALARMS**

Siren sounded three times – 3-tone continuous with 3 second intervals prior to setting of the blast

The message the evacuation alarm conveys to all employees **except the identified key operational personnel who will only react on clear verbal instruction from the Divisional Emergency Co-ordinator** is to evacuate their place of work and proceed immediately along the safest route to their designated emergency assembly point.

17. LOCATION OF EMERGENCY ALARM

▪ **Weltevreden Site**

Situated at the Plant Processing Area – Buttons inside the Plant Workshop

▪ **East Block Site**

Situated at the Workshop – Buttons inside the Workshop

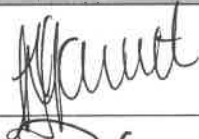


▪ **Blasting Vehicles Warning Alarms**

Situated inside 5 different Mining LDV's who will patrol the area during blasting activities

18. LOCATION OF OIL STORAGE

Workshops Weltevreden and East Block

19. APPROVED BY:

NAME	OCCUPATION	SIGNATURE
K.A. BEZUIDENHOUT	SHE MANAGER	
R.E. LENNOX	ENGINEERING MANAGER	
W.J.G. MEYER	MINE MANAGER	

ASSEMBLY POINT MAPS:

