



Sasol Generic SHE specifications for Service Providers

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Purpose

The purpose of this specification is to provide suppliers of services to Sasol, with safety, health and environmental requirements, in addition to legislative requirements.

Document is applicable to: All suppliers of services, performing tasks under Sasol operational control

Sasol Business Enterprise

Sasol Corporate SHE

Operating Entity

All

Functional area

Safety

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Group specification

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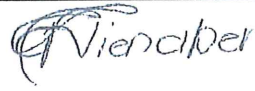
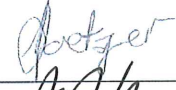


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DOCUMENT REVISIONS

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Contents

Page

1.	Definitions and abbreviations	4
2.	Introduction	6
3.	Scope	6
4.	Roles and Responsibilities	7
5.	Principles of engagement	8
6.	Service Provider Safety accreditation	8
7.	Security Requirements	9
8.	Medical Fitness	9
9.	Generic PPE Requirements and Technical Specifications	10
10.	Training & Competency	10
11.	Substance Abuse.....	11
12.	Incident Management.....	12
13.	Non-conformance management.....	12
14.	Subcontractor management.....	13
15.	Sasol Life-saving behaviours.....	13
16.	One Sasol SHE Excellence Approach and group controls	14
17.	Service offering SHE Plan	14
18.	Pre-task risk assessment	15
19.	References	15

1. Definitions and abbreviations

1.1 Definitions

Certification Audit (Advantage)	<p>Audits conducted for certification purposes, usually by certification bodies accredited by a national accreditation body. Certificates issued by accredited certification bodies are recognized by international trading groups.</p> <p>This means that certified organizations have better access to markets globally, and that their customers are provided with a level of confidence in their service providers' capability to meet requirements. These audits are conducted against International Standards (ISO's).</p>
Contractor (Also Sub-Contractor)	<p>Any person or individual rendering a service or supporting the primary Service Provider (Principal Contractor).</p> <p>The sub-contractor remains the responsibility of the primary Service Provider and should ideally be a Sasol Approved Service Provider</p>
End User	<p>The Sasol representative (may also be referred to as the Client) that utilizes the available services and remain accountable for providing a safe workplace for such services to be executed safely. Exercising supervision, work directions and control of the work.</p>
Incident	<p>An unplanned event that has an undesirable consequence</p>
Permit To Work	<p>An authorisation to perform work safely on, in or around specific equipment, operational facilities or work environment following predetermined precautionary measures</p>
Pre Task Risk Assessment	<p>A document used to identify the situational task specific hazards in the working environment while also considering the hazards identified in the formal task risk assessment.</p>
Process Safety Management (PSM)	<p>Application of management systems and controls (programs, procedures, audits, evaluations) to a manufacturing or chemical process in such a way that process hazards are identified, understood, and controlled to prevent process-related injuries and incidents</p>
Risk	<p>The combination of the probability of an event and its consequences. We need to align with the Risk Management Procedure</p>
Sasol Certification Assessment	<p>Assessment conducted by SC: Operations Support, supported by at least the Service Owner and other technical specialists, to</p>

	determine the risk of initiating or continuing with a business relationship with a service provider
Sasol Vendor List	A SAP database, maintained by SC: Master Data, containing relevant information of Sasol suppliers
SC: Operations Support	Team of Supply Chain employees responsible for coordinating Sasol Certification and technical assessments of service providers
Scope Of Work	Specification compiled by the Service Owner or End-user indicating: <ul style="list-style-type: none"> • The work or services to be provided or performed by a Service Provider for Sasol site/s or site/s where Sasol has temporary operational control; • BU SHE Specification and critical control requirements; • Area where such work or services will be executed
Sector SHE Specification	The document that prescribes the requirements for work to be conducted by a Service Provider in the Petrochemical, Mining or Construction sectors. This specification must supplement the Generic Sasol SHE Specification
Service Offering SHE File	This file addresses the service provider's entire suite of services being offered to Sasol during the application process. This file shall be aligned with the Sasol SHE specification
Service Owner	A Sasol representative that is accountable for defining the need and scope of work, and participates in the Sasol Certification and technical assessment prior to contracting. The Service Owner will also retain accountability for the on-going safety performance management of the service provider. The Service Owner can also be the end user.
Service provider	Any entity or representative thereof that conducts outsourced services at a Sasol premises and remain accountable for the safe execution of such services.
Task	A task is a number of activities to be performed on a specific, uniquely identified, item of equipment that will achieve a desired result
Technical Assessment	Technical assessment of a service provider, coordinated by SC: Operations Support, and conducted by a subject matter expert commissioned by Supply Chain Procurement for evaluation of compliance before placing or renewing of a contract, or after significant business changes
Undesirable Event	This is the occurrence when control is lost, the hazard is released or the initial consequence occurs. This is thus any event that

	jeopardises Sasol's goal of zero harm to people, property or the environment
Zero Harm	No hurt, damage, injury, impairment to any people, property or the environment under Sasol's control

1.2 Abbreviations

BU	Business Unit
PHA	Process Hazard Analysis
PSI	Process Safety Information
PSM	Process Safety Management
SAP	System Application Products for Data Processing
SIL	Safety Integrity Level
SHE	Safety, Health and Environment

2. Introduction

At Sasol, we focus our efforts on becoming a more effective, efficient and competitive organisation over the long term. Our goal of achieving zero harm and sustainability will enable the delivery of this strategic imperative. The One Sasol SHE Excellence approach provides Sasol with a management framework to ensure that we approach the delivery of this goal in a risk-based, standardised and systematic way.

Our approach is risk-based and requires our leadership, workforce and service providers to take accountability for working safely and responsibly, every day. We embrace the Sasol shared values and believe that our approach sets the tone for creating a high-performance organisation from a SHE perspective.

Every person who performs work in the Sasol environment has the right to go home without harm and our role, as leaders, is to make this a reality. We urge you to join us in our journey towards zero harm by making a commitment toward a long-term continuous improvement process that involves the cultivation of constructive change in the way we lead safety.

3. Scope

This specification is applicable to all suppliers of services to Sasol.

This specification is supplemented by the following Procedure, Regional and Sector specifications:

- a) Additional Operating Hub requirements, as may be applicable

- b) Construction SHE specifications (Group Technology)
- c) MGG-MMG-000002 Mining Code of Practice for Dealing with Service Providers
- d) SSC-SAF-GPR-00006 Group Procedure for Service Provider Safety Management

4. Roles and Responsibilities

4.1 Sasol's Responsibilities:

Without derogating from the roles and responsibilities included in applicable regulation or the contracts regulating the relationship between the parties, Sasol shall:

- 4.1.1 Obtain and evaluate information about Service Providers' safety performance, including safety systems and current injury and illness incidence rates.
- 4.1.2 Verify that each Service Provider employee is trained in the work procedures necessary to perform the job safely and are aware of applicable Sasol procedures.
- 4.1.3 Inform Service Providers of the known potential fire, explosion, or toxic release hazards related to the operational area where Service Providers are executing their tasks.
- 4.1.4 Provide Service Provider employees with access to PHAs and PSI if required for the work they need to perform e.g. if SIL reviews are to be performed.
- 4.1.5 Provide Service Providers with a baseline risk assessment prior to execution of the task or scope of work
- 4.1.6 Explain to the Service Provider the applicable provisions of the plant and site emergency action plans required by Sasol Group Procedure for Emergency Response so that their employees know what to do in an emergency.
- 4.1.7 Develop and implement procedures to control the entry, presence, and exit of Service Providers e.g. site and plant induction, medicals etc.
- 4.1.8 Establish a system to ensure that Sasol employees and third parties are aware of Service Provider activities that may have an impact on the operational area.
- 4.1.9 Train and declare competent selected Service Provider employees identified as permit-to-work recipients in the permit-to-work system.
- 4.1.10 Conduct periodic evaluations of Service Providers' safety performance in fulfilling their obligations.

4.2 Service Provider's Responsibilities:

Without derogating from the roles and responsibilities included in applicable regulation or the contracts regulating the relationship between the parties, the Service Provider shall:

- 4.2.1 Conduct all relevant risk assessments as applicable to their service offering scope of work
- 4.2.2 Identify, implement and maintain preventative and corrective controls.

- 4.2.3 Develop and conduct assurance mechanisms to verify the ongoing effectiveness of controls.
- 4.2.4 Ensure that any risk related information provided by Sasol has been incorporated into their risk management framework and communicated to their employees.
- 4.2.5 Ensure that their employees are trained in the work practices necessary to safely perform his/her job.
- 4.2.6 Document training by keeping records that identify the employee, type and date of training, and include a means to verify successful completion and declaration of competence where applicable.
- 4.2.7 Ensure that each of their employees follow the safety rules of the facility, including the safe work instructions and site procedures.
- 4.2.8 Advise Sasol of any unique hazards introduced by the Service Provider's work, or of any hazards discovered in the course of their work.
- 4.2.9 Establish expectations and means to empower employees to stop unsafe work.

5. Principles of engagement

5.1 We as Sasol accept that the service provider:

- 5.1.1 Is a responsible employer in terms of all relevant legislation;
- 5.1.2 Is safety conscious and inherently averse to harm;
- 5.1.3 Is a registered with compensation fund or licensed compensation insurance institution;
- 5.1.4 Has all legal appointments in place;
- 5.1.5 Possesses all relevant and applicable tools and equipment for services agreed upon;
- 5.1.6 Employs competent (knowledge, skills and experience) people for every activity required to deliver the services agreed upon;

5.2 Without derogating from the SP's own responsibilities as an employer, the SP can reasonably expect that Sasol will:

- 5.2.1 Provide and evaluate against concise requirements to become an approved Sasol service provider;
- 5.2.2 Provide induction, orientation and the like to all service provider employees;
- 5.2.3 Provide a safe work environment for the execution of activities;
- 5.2.4 Share all applicable hazards and risk mitigation measures;
- 5.2.5 Hold the service provider accountable for the safe execution of its activities and all non-conformances;
- 5.2.6 Summarily terminate its contract with the service provider where it is found that the service provider is irresponsible in its dealings with Sasol and/or in the execution of its activities;

6. Service Provider Safety accreditation

- 6.1 All Sasol service providers are required to undergo a Sasol certification assessment upon first registration. This assessment will be executed according to Procedure SSC-SAF-GPR-00006 Group Procedure for Service Provider Safety Management, and consists of a safety and technical assessment.
- 6.2 Service providers are required to prepare a health and safety file, based on the Service offering SHE plan checklist to provide proof of compliance with relevant legislative and Sasol SHE specifications.
- 6.3 This file should be based on the service offering that the service provider has applied for.
- 6.4 Service providers will be ranked according to a pre-approved risk ranking, and periodic surveillance assessments will be conducted by the service owner, based on this risk ranking.
- 6.5 Requirements for **Low Risk** service providers:
- a) As a minimum legal compliance must be acknowledged; and
 - b) Acknowledgement of SHE risk management expectations.
- 6.6 Requirements for **Medium Risk** service providers:
- a) Quantified safety system audit > 80%;
 - b) Assessment done by a reputable and accredited institution / body.
- 6.7 Requirements for **High Risk** service providers:
- a) Quantified safety system audit >80 % and certification against the relevant (risk based) management system;
 - b) Assessment done by a reputable and accredited institution / body.
- 6.8 In the absence of an accredited certification body, the regional entity will provide an alternative assurance process against the relevant sector standards
- 6.9 High risk companies, with less than 5 employees may be exempted from certification requirements provided that a safety system audit scores of >80% is available.

7. Security Requirements

- 7.1 All service provider employees, vehicles and equipment will be subject to security clearance at Sasol facilities.
- 7.2 Service provider employees will be issued with access to the Sasol facilities after meeting the relevant security requirements.
- 7.3 Sasol reserves the right to search any person, vehicle or equipment entering or leaving premises.
- 7.4 Where access cards or documentation are issued, service provider employees must be in possession of these at all times.
- 7.5 Sasol reserves the right to deny or revoke access for any person or vehicle.

8. Medical Fitness

- 8.1 Medical surveillance is mandatory for employees exposed to health risks due to thermal hazards, noise, hazardous chemical substances, hazardous biological agents or any other hazard.
- 8.2 Service providers rendering a service to Sasol is required to undergo an initial occupational health assessment to determine fitness to work
- 8.3 This assessment shall be done by an occupational medical practitioner or, in the absence of one, by a medical practitioner
- 8.4 Where the medical fitness certificate was issued by a practicing medical practitioner, it shall be reviewed and signed off by the relevant Sasol occupational health practitioner, prior to work on site
- 8.5 Where there is no Sasol occupational health practitioner in the Sasol Hub or Business Unit, the Senior Manager SHE may be required to establish a management system to verify that the relevant medical surveillance tests were conducted.
- 8.6 A copy of each employee's fitness to work certificate will be kept as part of the Service offering SHE plan and file for review by the service owner, as necessary.
- 8.7 All employees that engage in high risk work shall require a fitness to work assessment in line with the specific work risks and include but are not limited to working at heights, work on suspended scaffolds, tower crane operation, driving a construction vehicle or operating mobile construction plant and professional drivers.
- 8.8 Service Provider employees may be required to undergo an exit medical examination at demobilisation from the site.

9. Generic PPE Requirements and Technical Specifications

- 9.1 All PPE shall be risk based and no generic PPE is allowed.
- 9.2 Selected PPE must be able to mitigate the risk it was intended for.
- 9.3 The approved PPE specifications can be accessed via the Sasol Supplier website at <http://www.sasol.com/supplier-management/application-forms>

10. Training & Competency

Service providers are required to undergo the following training:

10.1 Sasol SHE induction for service providers

- 10.1.1 Service providers are expected to undergo annual Sasol SHE National Induction, arranged by the Site Manager through Sasol Global Learning.
- 10.1.2 Service providers employees are required to be English literate (speak and read).
- 10.1.3 Should employees not be able to speak or read English, special arrangements can be made at the Sasol Global Learning.
- 10.1.4 First time induction sessions are an 8 hour session, with annual retraining being a 5 hour session.

10.1.5 Further details for arranging the induction can be found on the Sasol Supplier website.

10.2 Plant/Site specific training

10.2.1 Service provider employees are expected to undergo plant specific training.

10.2.2 This training is arranged by the Site Agent through the relevant Plant Booking office.

10.2.3 Where there is no dedicated Plant Safety Booking Office, the service owner will direct the Site Agent to the relevant SHE personnel that can provide the site specific SHE training.

10.2.4 The Service Provider shall allow time for each of its employees spending time on the induction course and other formalities required to enable the employee to comply fully with site rules, work permits, safety, security, medical and industrial relation requirements as per contractual agreement.

10.2.5 The Service provider shall include provisions for refresher training, and indicate it in either in the training matrix or the SHE Plan.

10.3 Task specific training

10.3.1 All employees are to be trained in the specific tasks

10.3.2 This training is to be carried out by a competent Supervisor or Trainer on the Site as a minimum.

10.3.3 Proof of certificates obtained for task specific training are to be made available in the Service Offering SHE file

10.3.4 Task observations shall be conducted formally in order to ensure that employees are following the set procedures.

10.3.5 The Service Provider shall maintain comprehensive records of personnel under his control attending any form of training. Acknowledgement of receiving and understanding the training is a must.

11. Substance Abuse

11.1 Alcohol and drugs are not permitted on site nor will anyone under the influence of either be permitted on any Sasol site.

11.2 Random testing may be performed by security personnel and any person found with these substances or under the influence of alcohol / drugs may be handed over to the Local Police and in addition, may be refused access to the site.

11.3 Employees suspected of being under the influence of narcotics may be subjected to medical testing.

11.4 Persons who are under medication that may cause drowsiness or impaired ability must report it to their management. Service provider management needs to take the necessary mitigating actions to prevent causing additional risks to Sasol and own employees.

12. Incident Management

12.1 Reporting of incidents

- 12.1.1 Incidents occurring on a Sasol site shall be reported immediately to Sasol.
- 12.1.2 Only injuries classified as work related according to Sasol's Injury Illness Classification procedure shall be accepted and recorded for statistical purposes.
- 12.1.3 If a Service provider fails to report injuries and accidents as per requirement, this will result in serious consequence management actioned by Sasol.

12.2 Incident Investigation

- 12.2.1 All incidents shall be investigated by a competent investigation team.
- 12.2.2 Sasol may conduct their own incident investigation into service provider incidents and request the presence or evidence from the service provider.
- 12.2.3 Incident investigations should indicate the relevant risk control failures and corrective actions aimed at improving such controls.
- 12.2.4 The Final investigation reports should be made available upon request.
- 12.2.5 Sasol may request the Service provider to provide additional risk control measures.
- 12.2.6 The Service provider shall ensure that the recommended corrective and preventative actions are implemented and embedded in their risk control framework.

13. Non-conformance management

13.1.1 Non-conformances:

- a) can result in work stoppages and possible expulsion from site.
- b) may have a negative impact on future contract awards.
- c) in respect of life saving behaviours or critical controls are regarded as serious.
- d) will be managed on a case per case basis, as per the potential risk.
- e) includes, but is not limited to compliances in terms of the Sasol SHE Specification, sector specifications, operating hub, contractual and legislative requirements

13.1.2 Costs related to non-conformance will be for the Service provider's account.

13.1.3 Sasol may require a service provider to provide an action plan for rectification of non-conformances within an agreed time frame.

13.2 Consequence management

13.2.1 Service providers are required to address contravention of health and safety rules and specifications in line with relevant labour legislation and/or disciplinary codes and principles.

13.2.2 Sasol reserves the right to revoke access to any service provider employee for transgressions which in its view is justified.

14. Subcontractor management

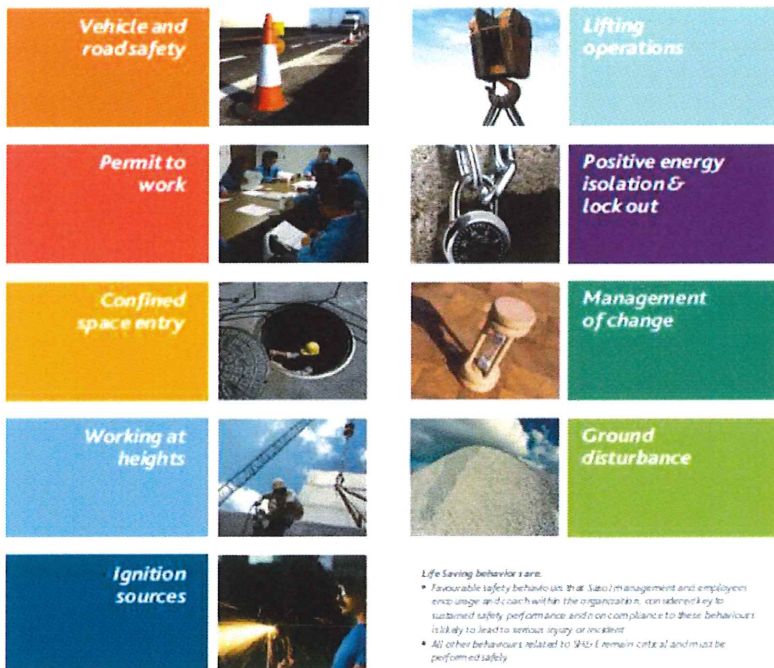
- 14.1 No subcontractor is allowed on Sasol Premises without written approval from Sasol. It is recommended that it be a service provider from the approved Sasol vendors list.
- 14.2 The service provider shall provide a list of subcontractors beforehand, intended to be used for the duration of the contract. The list of subcontractors is to include the following:
- a) Name of subcontractor company,
 - b) Name of subcontractor contact person,
 - c) Contact number of subcontractor and
 - d) Employee injury compensation / insurance (registration number and expiry date).
- 14.3 Any changes to the list should be updated and resubmitted to Sasol.
- 14.4 All requirements in terms of Sasol, legal and other applicable to the service provider shall be applicable to subcontractor utilised on Sasol premises.
- 14.5 The service provider shall, where subcontractors are to be utilised, develop an auditable subcontractor management process.

15. Sasol Life-saving behaviours

- 15.1 Sasol has 9 life-saving behaviours that all employees and service providers are required to adhere to.
- 15.2 These can be accessed via the Sasol Supplier website.

sasol life saving behaviours

*Sasol Safety Value: "We commit to eliminate all incidents and work to world class safety standards"
Nine Life Saving Behaviours have been identified in support of the safety value, after analysis of injury and incident history and SHE&E risks*



16. One Sasol SHE Excellence Approach and group controls

- 16.1** Understanding key SHE undesirable events enables Sasol to manage these risks by preventing the events and minimising the consequences thereof. Group controls serve to manage these risks in a standardised manner where they may prevail.
- 16.2** All service providers rendering a service to Sasol needs to take note of these and take the necessary action to identify, eliminate or mitigate the risks appropriate to their service offering scope of work.
- 16.3** These group controls are included in the One Sasol SHE Excellence Approach, which is available on the Sasol Supplier Website.

16.4 Sasol manages several key SHE undesirable events:

- 16.4.1 Incidents involving the release of products and or fatalities during product transportation.
- 16.4.2 Falling from heights.
- 16.4.3 Major loss of containment of hazardous material and associated chemical energy.
- 16.4.4 Long term exposure to occupational health stressors.
- 16.4.5 Use of specialised high-risk tools and equipment.
- 16.4.6 Fall of ground including roof or side walls during mining operations.
- 16.4.7 Significant contamination of the environment – air, land and water.
- 16.4.8 Exposure to non-life supporting atmospheres.
- 16.4.9 Exposure to electricity.
- 16.4.10 Equipment falling during lifting operations.
- 16.4.11 Serious harm to persons during personnel transportation.
- 16.4.12 Exposure to methane gas and associated coal dust explosion in underground mines.
- 16.4.13 Use of high risk process equipment
- 16.4.14 Upstream exploration or drilling well incident.

17. Service offering SHE Plan

- 17.1** Service providers are required to maintain an auditable record of documents as per the Service Offering SHE plan checklist or regional requirements.
- 17.2** The SHE plan shall be made available to be assessed by Sasol:
 - a) Upon first registration,
 - b) Contract renewal,
 - c) A fatal or high potential incident occurs,
 - d) Scope changes,
 - e) Three non-conformances have been reported.
 - f) On a risk based frequency
- 17.3** The Service Offering SHE file checklist is available on the Sasol Supplier website.

18. Pre-task risk assessment

- 18.1** With reference to paragraph 4.2.1 above, service providers shall develop a generic / trade specific task risk assessment profile and document associated controls.
- 18.2** Service providers are required to assess risks, specific to the work environment in which the task is to be performed and include:
 - a)** Any task not covered by the generic / trade specific task risk assessment
 - b)** Any tasks for which a Sasol permit to work is issued
- 18.3** The pre-task risk assessment is available on the Sasol Supplier website.

19. References

- 19.1** Construction SHE specifications
- 19.2** Generic and Sector Specific PPE Standards
- 19.3** MGG-MMG-000002 Mining Code of Practice for Dealing with Service Providers
- 19.4** One Sasol SHE Excellence Approach and Group Controls
- 19.5** Sasol Life-saving Behaviours
- 19.6** SSC-SAF-FRM-00001 Service Offering SHE plan checklist
- 19.7** SSC-SAF-FRM-00002 Pre-task risk assessment
- 19.8** SSC-SAF-GPR-00006 Group Procedure for Service Provider Safety Management.