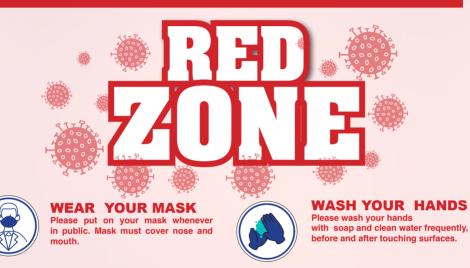


Transporters' **SHE** Induction **Manual**

COVID-19 HEALTH PRECAUTIONS

- Transporters parking area has been designated a Covid red zone.
- Movement in and out of the area is restricted.
- All visitors and employees going to and from the truck stop must register with Security at the Main Camp entrance.





KEEP YOUR DISTANCE Please always maintain social distance, a minimum of 2 metres away from each other.



SANITIZE YOUR HANDS

Sanitize your hands frequently before and after touching surfaces.



BOTSWANA ASH (PTY) LTD (BOTASH) SHE INDUCTION MANUAL FOR TRANSPORTERS

Botash, situated on the Sua Pan, endeavours to sustainably remain the leading supplier of natural sodium and related products for industrial and human consumption in the Sub-Saharan Region.

PURPOSE OF THIS MANUAL

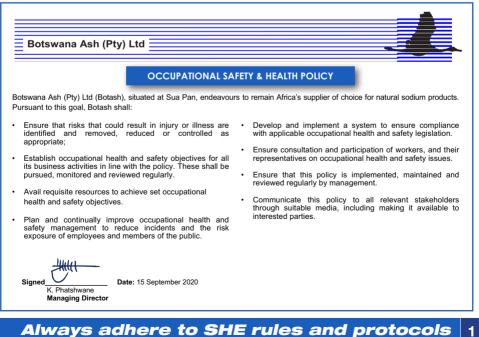
To create awareness among transporters and their truck drivers on their Occupational Safety. Health and Environmental responsibilities upon 6. All incidents must be reported to entering Botash Lease Area and the Plant site.

GENERAL INFORMATION

- All equipment and products leaving the 1 Botash Lease Area must be accompanied by an authorised gate pass:
- 2. Transporters bringing in equipment/tools must ensure that they register them with Security at the Vet Gate prior to entering the Lease Area:
- 3. Some areas of the Plant are under CCTV surveillance:

- 4. Any breach of Security and SHE rules will be formally investigated and could result in the removal of the offender from the Botash Lease Area, Botash reserves the right to not admit such erring persons back onto the Lease Area:
- 5. Loitering is not allowed; and
- Security and SHE officers.





REQUIREMENTS TO ENTER THE LEASE AREA

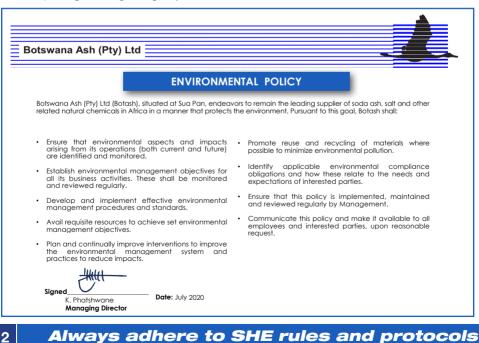
- 1. Truck registration details
- 2. Driver and passengers names
- 3. Identification / Passport number
- 4 Contact details
- 5. Company name
- Department being visited 6.
- 7 Arrival date and time
- 8 Temperature screening
- 9 Covid-19 test results from port of entry for foreign drivers
- 10. Disclosure of travel history

GENERAL OCCUPATIONAL SAFETY, HEALTH & ENVIRONMENTAL HAZARDS & RISKS WHILE ON MINE LEASE AREA

- 1. Always observe stipulated speed limits;
- 2. Hunting of wild animals on Mine Lease Area is strictly prohibited;
- In case of an emergency, pull off to the 3 side of the road. Once the truck has pulled over to the shoulder, make the vehicle more visible by turning on hazard lights and putting warning triangles (in front and

at the rear);

- 4. Littering is strictly prohibited:
- 5 Feeding of wildlife is prohibited;
- Use of abusive language is prohibited; 6.
- No weapons are allowed on site e. a. 7. guns and knives;
- 8. Spilling of oil onto the ground is prohibited:
- 9 Fighting and horseplay are prohibited;
- 10. No passengers are allowed on the trailer/ flatbed while the truck is in motion:
- 11. Visiting the landfill is prohibited:
- 12. Unauthorized collection of scrap from site is prohibited:





PLANT SITE SECURITY GATE ENTRANCE REQUIREMENTS

- 1. Presentation of loading instruction
- 2. Inspection of trucks for conformance to truck standards outlined below
- 3. Weighing of trucks
- 4. Containers and hazardous material are not allowed on plant site
- 5. Driver must pass compulsory alcohol test
- 6. Driver must wear full Personal Protective Equipment (PPE) as per list below

PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS

- 1. Hard hat
- 2. Safety goggles
- 3. Steel toe cap boots
- 4. Overalls with reflective tape / reflective vest
- 5. Dust mask
- 6. Earplugs

GENERAL OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL HAZARDS & RISKS WHILE ON PLANT SITE

- 1. Dust
- 2. Noise
- 3. Rotating equipment
- 4. Accidental falls and falling objects

- 5. Fire
- 6. Slip, trip and fall
- 7. Mobile equipment
- 8. Collision with Train / Locomotive
- 9. Vehicle accident

TRUCK STANDARDS

The following should be in place and operational;

- 1. Hooter
- 2. Warning hazards
- 3. Brakes
- 4. All lights
- 5. Emergency triangles (X2)
- 6. Fire extinguisher
- 7. First aid kit
- 8. Wheel chocks



CRIME & INCIDENT REPORTING

Ext: 248, Direct: 6214 248, Mob: 74 000 643, 74 000 678 , 74 00 1575 Report to Security office Toll free line: 0800 600 727

Always adhere to SHE rules and protocols 3



GENERAL OCCUPATIONAL SAFETY, HEALTH & ENVIRONMENTAL REQUIREMENTS WHILE ON THE PLANT SITE

- The driver of any self-propelled vehicle shall not leave the vehicle unattended other than at a place where it is normally parked when not in use, unless he/she has taken all reasonable precautions to ensure that it cannot inadvertently be set in motion.
- 2. Only the truck driver is allowed access onto the Plant site;
- All trucks accessing the loading area shall be guided by the Packaging Attendants;
- Accessing of any other Botash facilities while at the loading areas, shall be under the supervision of Botash Packaging Supervisors;
- 5. Trucks must have a dry and clean loading base;
- Drivers are not allowed to apply dunnage plastic on their trucks prior to loading. This will be done by Botash Packaging Attendants after inspecting the loading bed;
- 7. Drivers should remain in their trucks during loading;

- Application of tarpaulin cover after loading should be done outside the Plant unless it is raining;
- Cooking is prohibited other than at designated cooking areas at the truck parking area;
- Consumption of alcohol on plant site is prohibited;
- 11. Collection of damaged product bags is prohibited; and
- 12. In cases of emergency while on Botash premises, all truck drivers shall be directed to the emergency assembly points by the Packaging Attendants.



Issue NO :01

Revision NO:00

UNDERSTAND AND OBEY SITE SAFETY SIGNS AT ALL TIMES

Remember Safety Signage configurations, colours and sizes communicate a message and must always be complied with.

Failure to comply to workplace safety signs could result in serious injury and may also be considered a serious breach of company Occupational Safety, Health and Environmental policies.

Understanding Safety Signs

Geometric shape	Meaning	Safety colour	Contrast colour to the safety colour	Graphical symbol colour	Examples of use
Circle with diagonal bar	Prohibition	Red	White ^a	Black	 No smoking Not drinking water Do not touch
Circle	Mandatory action	Blue	White ^a	White ^a	 Wear eye protection Wear protective clothing Wash your hands
Equilateral triangle with radiused outer corners	Warning	Yellow	Black	Black	 Warning; Hot surface Warning; Biological hazard Warning; Electricity
Square	Safe condition	Green	White ^a	White ^a	 First aid Emergency exit Evacuation assembly point
Square	Fire equipment	Red	White ^a	White ^a	 Fire alarm call point Collection of fire fighting equipment Fire extinguisher



Botswana Ash (Pty) Ltd (Botash) is the largest producer of natural sodium products in the region, producing soda ash and salt. It is owned by the Government of Botswana and Chlor Alkali Holdings (CAH) Group, a South African company, at 50% shareholding each. Botash began its operations in April 1991 and has since then expanded from its base on the Sua Pan, Botswana to Botswana Ash South Africa (Pty) Ltd, a sales and marketing entity in South Africa.

CONFIRMATION OF INDUCTION

Driver's name:
Company:
Truck registration:
ID/Passport No:
Inducted by:
Date:
Expiry Date:

Tel: (+267) 621 3210, Fax: (+267) 621 3213 Physical Address: A32, Sowa Town, Botswana Postal Address: Private Bag SOW7 Sowa Town, Botswana Web: **www.botash.bw** Email: **marketing@botash.bw**