

Botswana Ash (Pty) Ltd



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.

RED ZONE



WEAR YOUR MASK

Please put on your mask whenever in public. Mask must cover nose and mouth.



WASH YOUR HANDS

Please wash your hands with soap and clean water frequently, before and after touching surfaces.



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.

**Adhere to Covid -19 Protocols
at all times**

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 entering Botash Lease Area and the Plant site.

GENERAL INFORMATION

1. All equipment and products leaving the 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
6. All incidents must be reported to Security and SHE officers.



Botswana Ash (Pty) Ltd



OCCUPATIONAL SAFETY & HEALTH POLICY

Botswana Ash (Pty) Ltd (Botash), situated at Sua Pan, endeavours to remain Africa's supplier of choice for natural sodium products. Pursuant to this goal, Botash shall:

- Ensure that risks that could result in injury or illness are identified and removed, reduced or controlled as appropriate;
- Establish occupational health and safety objectives for all its business activities in line with the policy. These shall be pursued, monitored and reviewed regularly.
- Avail requisite resources to achieve set occupational health and safety objectives.
- Plan and continually improve occupational health and safety management to reduce incidents and the risk exposure of employees and members of the public.
- Develop and implement a system to ensure compliance with applicable occupational health and safety legislation.
- Ensure consultation and participation of workers, and their representatives on occupational health and safety issues.
- Ensure that this policy is implemented, maintained and reviewed regularly by management.
- Communicate this policy to all relevant stakeholders through suitable media, including making it available to interested parties.

Signed

K. Phatshwane
Managing Director

Date: 15 September 2020

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
6. Department being visited
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
4. Littering is strictly prohibited;
5. Feeding of wildlife is prohibited;
6. Use of abusive language is prohibited;
7. No weapons are allowed on site e. g. 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;

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;
3. In case of an emergency, pull off to the 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
11. Visiting the landfill is prohibited;
12. Unauthorized collection of scrap from site is prohibited;

Botswana Ash (Pty) Ltd



ENVIRONMENTAL POLICY

Botswana Ash (Pty) Ltd (Botash), situated at Sua Pan, endeavors to remain the leading supplier of soda ash, salt and other related natural chemicals in Africa in a manner that protects the environment. Pursuant to this goal, Botash shall:

- Ensure that environmental aspects and impacts arising from its operations (both current and future) are identified and monitored.
- Establish environmental management objectives for all its business activities. These shall be monitored and reviewed regularly.
- Develop and implement effective environmental management procedures and standards.
- Avail requisite resources to achieve set environmental management objectives.
- Plan and continually improve interventions to improve the environmental management system and practices to reduce impacts.
- Promote reuse and recycling of materials where possible to minimize environmental pollution.
- Identify applicable environmental compliance obligations and how these relate to the needs and expectations of interested parties.
- Ensure that this policy is implemented, maintained and reviewed regularly by Management.
- Communicate this policy and make it available to all employees and interested parties, upon reasonable request.

Signed

K. Phatshwane
Managing Director

Date: July 2020



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



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

1. 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;
3. All trucks accessing the loading area shall be guided by the Packaging Attendants;
4. 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;
6. 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;
8. Application of tarpaulin cover after loading should be done outside the Plant unless it is raining;
9. Cooking is prohibited other than at designated cooking areas at the truck parking area;
10. 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	<ul style="list-style-type: none"> — No smoking — Not drinking water — Do not touch
 Circle	Mandatory action	Blue	White ^a	White ^a	<ul style="list-style-type: none"> — Wear eye protection — Wear protective clothing — Wash your hands
 Equilateral triangle with radiused outer corners	Warning	Yellow	Black	Black	<ul style="list-style-type: none"> — Warning; Hot surface — Warning; Biological hazard — Warning; Electricity
 Square	Safe condition	Green	White ^a	White ^a	<ul style="list-style-type: none"> — First aid — Emergency exit — Evacuation assembly point
 Square	Fire equipment	Red	White ^a	White ^a	<ul style="list-style-type: none"> — Fire alarm call point — Collection of fire fighting equipment — Fire extinguisher



Africa's Supplier of choice for Natural Sodium Products

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**