



Introduction to Sabita's HSE Certification Scheme

March 2008

1 Background

Following the landmark paper presented by the CEO of Sabita, Trevor Distin, at CAPSA 2007 entitled '**A time frame for the bituminous products industry in South Africa to meet global norms and standards on worker wellness and sustainable practices**', a certification scheme has been devised to assist the bituminous products industry to become self regulated and legally compliant in the field of worker health and safety and environmental conservation.

The main intention of the certification system is to encourage members to build upon their own HSE initiatives by adopting the tools developed by Sabita to ensure a greater level of safety awareness within the bituminous products industry.

The benefits to the members of becoming self regulated will be:

- Certification through an independent audit process;
- Certification will become a 'license to operate' and thus a prerequisite for participation in government tenders;
- Benchmarking and sharing of valuable information from incident reports;
- Offering 'peace of mind' for management and shareholders by ensuring legal compliance;
- Ensuring the future sustainability of the industry by protecting our people and preserving our planet whilst in pursuit of corporate objectives.

2 Overview of the certification scheme

In brief the process will work as follows:

- All members will be sent a **Pre Audit Checklist** to complete;
- Member's are to complete the **Pre Audit Checklist**, one per established site/facility;
- Members' to address any non-compliance issues and return the completed **Pre Audit Checklist** to Sabita;

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- Once the pre-audit checklist has been successfully completed, Sabita notifies an auditor to conduct an audit of the member's site;
- Site allowed up to 3 months to correct any identified non-conformances following the first audit;
- After the second audit, member is deemed either compliant or non-compliant.
- If the site does not meet all the requirements after the second audit, then the site would need to wait until the next audit cycle to re-apply.

Certification will be awarded to each site which meets all the requirements as specified in the **Pre Audit Checklist** for the type of operations in which the site is involved. Where members have more than one site, each site must apply for certification and be audited separately.

3 Measurable criteria

In order to be certified, the site will need to fully comply with the criteria which have been selected, depending on the nature of the member's activities to:

- Measure conformance against the requirements of the HSE Charter; and
- Ensure minimum standards are met in terms of the laws of the country.

The criteria are dynamic and will change with time given changes in circumstances and legislation. This way the members will be kept informed and up to date with the latest legal and best practice requirements in HSE.

Sabita has developed appropriate tools and guidelines to assist members to achieve compliance. These are available on the Sabita website www.sabita.co.za for downloading or ordering. Refer to **Appendix 1** which sets out a summary of various requirements, measurable criteria and available tools.

4 Validity period

The certificate will be valid for a period of 12 months from the date of full compliance. Thereafter the certification process must be repeated annually to remain certified. The renewal of a certificate must be completed within 3 months of the anniversary date of the previous certificate issue date.

5 Auditors

Sabita has contracted an independent auditor who will be responsible for conducting the site audits on a national basis. Audits will be co-

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ordinated by Sabita in collaboration with auditor, once the **Pre Audit Checklists** have been successfully completed. The cost of an audit will be R3 500, 00 (excluding VAT) per site. This includes travel costs as long as the date of the audit is aligned with the auditors travel schedule.

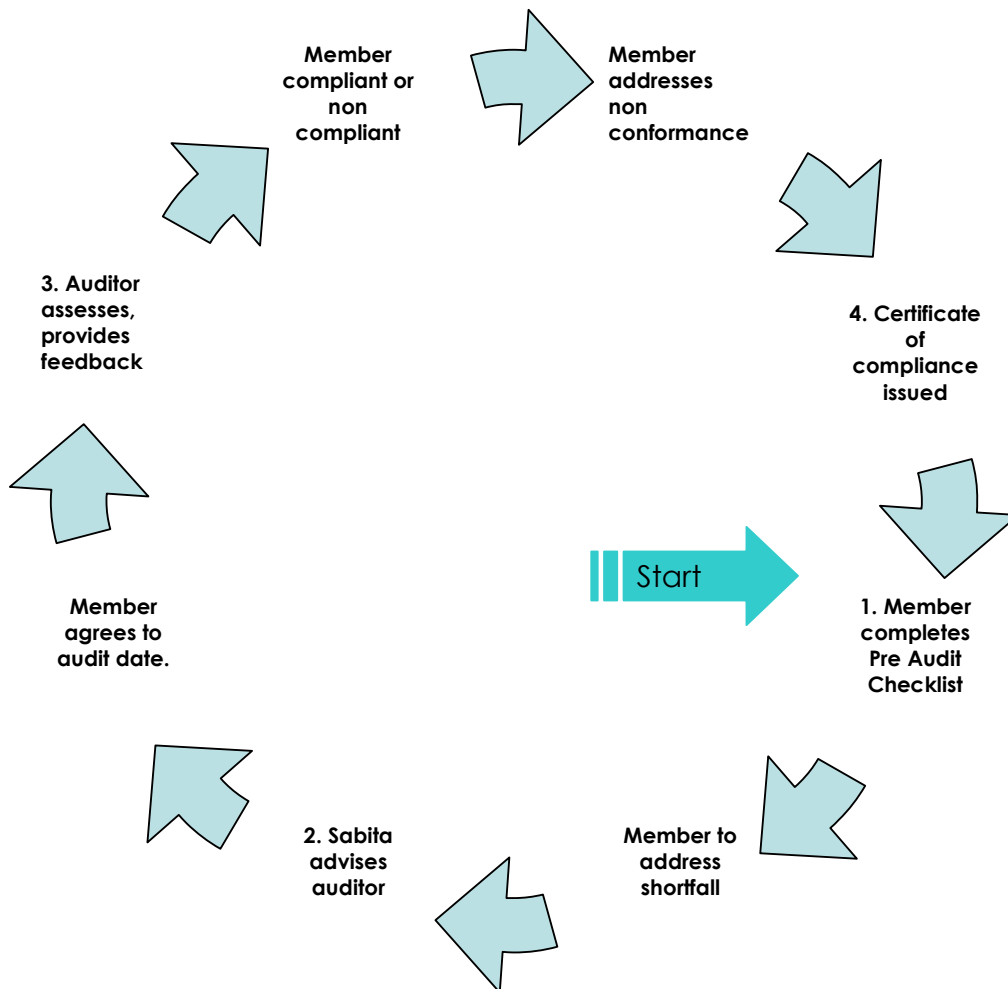
6 Acknowledgement of certification

Any member's site which fully meets all the requirements will be:

- Issued with a certificate of compliance;
- Allowed to use the COSHEC logo on the company stationary;
- Issued with a COSHEC flag; and
- Published on the Sabita website.

7 Detailed explanation of the process

Members will be required to complete the following steps to obtain final certification.



Step 1 – Pre audit

Each site completes the **Pre Audit Checklist** to assess their level of compliance. A site constitutes a fixed facility where:

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- Processing or storage of bitumen takes place – such as a refinery, depot, emulsion plant, blending plant or asphalt mixing plant; or
- Premises from which vehicles involved in the transportation or application of bituminous materials operate.

All the requirements identified for the activity in which the site is involved need to be met. If this is not the case then action needs to be taken to rectify non-compliances.

Step 2 – Review

On the successful meeting of all the **Pre Audit Checklist** requirements, the form is signed off by the site manager and submitted to Sabita. Sabita will review the checklist to ensure that all the requirements applicable for the site have been met. Sabita will inform an independent auditor accordingly so that a suitable date for a full site audit can be agreed.

Step 3 – On site assessment

Sabita's independent auditor will visit the member's site on the agreed date to carry out the first audit. The auditor will assess the compliance of the site against all the requirements which are relevant to the type of activities being conducted relating to bitumen. The auditor will advise the site accordingly in writing the same day of any non-compliances. The site will be allowed up to 3 months to correct any non-compliances. The auditor will then make the necessary arrangements to verify that the appropriate corrective action has been taken on all the identified non-compliance items.

Failure to meet the outstanding requirements within this 3 month period will result in the site not qualifying for certification. After 6 months from the initial site audit, the member can reapply and the process will commence as per Step 1.

COSHEC CHARTER REQUIREMENTS, MEASUREMENT CRITERIA AND SABITA TOOLS

CHARTER REQUIREMENTS	MEASURABLE CRITERIA	SABITA TOOLS
1. Be compliant with all the relevant requirements of RSA legislation pertaining to HSE	<ul style="list-style-type: none"> - Keep records pertaining to Department of Labour - Keep all records pertaining to Compensation of Occupational Injuries % Diseases Act - Display a copy of the Occupational Health and Safety Act - Have Letters of Appointment for <ul style="list-style-type: none"> - First Aiders - Health and Safety Representatives - Health and Safety Committee members -The registered person - Competent person of vessels under pressure - Keep records in terms of Occupational Health and Safety Act - Hold regular safety meetings - Keep minutes of safety meetings - Post minutes of safety meetings on Notice Boards 	
2. Compile a written company safety policy	<ul style="list-style-type: none"> - Written Company Health, Safety and Environmental Policy - Display Sabita Charter & safety posters 	<ul style="list-style-type: none"> - Generic HSE policy - HSE Charter & safety posters
3. Induct all new recruits in health, safety and environmental policies and procedures and implement safety training	<ul style="list-style-type: none"> - Have a Safety Induction procedure for new employees - Keep signed records of induction training - Have a BitSafe training schedule - All operational staff to complete BitSafe Training Modules within 2 years - Signed registers of persons under gone BitSafe training 	<ul style="list-style-type: none"> - BitSafe Induction Form - BitSafe Training Modules - BitSafe training register - BitSafe DVD 400 series on safety
4. Issue all staff with the required personal protective equipment to handle and apply bituminous materials	<ul style="list-style-type: none"> - Issue personnel protective equipment (PPE) to all workers - Keep a register of with workers signed PPE declaration - Issue BitSafe first aid kits to all vehicles & locations handling hot binders - Issue Fire Extinguishers to all vehicles & locations handling hot binders - Risk assessment by the Fire Department 	<ul style="list-style-type: none"> - PPE posters - BitSafe first aid kits
5. Identify all health and safety hazards by conducting risk assessments and developing and implementing safe work practices	<ul style="list-style-type: none"> - Have written safe work practices and risk assessments for operating all manufacturing and application plant - Have Material Safety Data Sheets (MSDS) for all hazardous substances used and manufactured 	<ul style="list-style-type: none"> - Safety Contract File - Manual 8: Safe and responsible handling of bitumen
6. Report all incidents and corrective measures taken	<ul style="list-style-type: none"> - Quarterly submission of bitumen incident reports - Have signed copies of corrective action taken - Post lessons learnt on notice boards 	<ul style="list-style-type: none"> - Bitinrep Form
7. Use, manufacture and apply materials and products in a manner which is not harmful to the environment, workers and communities	<ul style="list-style-type: none"> - Do not use, market or supply coal tar binders - Keep records of all hazardous substances used & stored 	<ul style="list-style-type: none"> - Manual 26: Guidelines for the priming and stone precoating fluids

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<p>8. Reduce waste through recycling and disposing of waste at approved land fill sites</p>	<ul style="list-style-type: none"> - Have written procedures for disposing of waste - keep records of disposal of bitumen at permitted landfill sites 	<ul style="list-style-type: none"> - List of permitted landfill sites
<p>9. Transport and accept bituminous materials on vehicles which are legally compliant</p>	<ul style="list-style-type: none"> - Each vehicle loading bitumen to have a safe loading pass - Have an orange box in all vehicles transporting binders with all the necessary documentation - Issue and keep records of flushing certificates - Issue Dangerous Goods Declarations when transporting bituminous binders - conduct daily inspection of vehicles - Keep a register of the tare mass for each tipper loaded with asphalt - Keep a register of the tare mass of each tipper delivering asphalt to site 	<ul style="list-style-type: none"> - <i>Code of practice for loading bitumen</i> - Form 1 Manual 25 - Form 2 Manual 25 - Form 3 Manual 25 - Contents of Orange Box form Manual 25
<p>10. Store bituminous binders in suitably designed and constructed facilities which will prevent contamination of the ground water sources and do not pose a danger to life or the environment.</p>	<ul style="list-style-type: none"> - Display written instructions for offloading bitumen - Competent person trained to offload bitumen - Sufficient lighting for offloading at night - Emergency shower within 20 m of offloading point - 2 x Dry powder extinguisher at offloading point - Keep records of inspection of all fire extinguishers - Written method for draining & disposing bitumen from flexible hose - Adequate bund walls around storage to contain product - Oil separation sumps to prevent spillage entering stormwater system - Lagging of all hot bitumen transfer lines - Security fencing around the storage site to prevent unauthorised entry - Level indicator gauges on all binder storage tanks - Heating flues may not pass through tankage vapour space - Each tank must be marked with a number 	<ul style="list-style-type: none"> - Manual 8: Safe and responsible handling of bitumen - Manual 25: Quality management in the handling and transportation of bituminous binders - <i>Code of Practice for offloading bitumen</i> - <i>Code of Practice for storing and heating bitumen</i>
<p>11. Operate and maintain application plant in safe manner with minimal impact on the environment</p>	<ul style="list-style-type: none"> - Use drips tray on all spray sites - Use non petroleum based release agents on tippers 	
<p>12. Limit the generation of green house gasses and conserve energy during the manufacture and application of bituminous materials.</p>	<ul style="list-style-type: none"> - Have fume cupboards in all laboratories using toluene and trichloroethylene 	<ul style="list-style-type: none"> <i>Guidelines for using solvents in laboratories</i>