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## HEALTH SAFETY AND ENVIRONMENT MANUAL

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### SABITA H-S-E Certification Scheme

#### Overview of the Certification Scheme

##### 1. Introduction

The certification scheme was, first and foremost, developed to assist the bituminous products industry to assure compliance with the minimum legal requirements for the health and safety of persons at work and environmental conservation.

Another important objective of the certification scheme 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.

Benefits to members participating in the Scheme will be amongst others:

- Certification through an independent audit process;
- Offering 'peace of mind' for management and shareholders by assuring legal compliance;
- Certification will be promoted as an Industry 'license to operate' and thus become an important "pre-qualification" for participation in government tenders;
- Benchmarking and sharing of valuable lessons learnt from incident investigations;
- Ensuring the future sustainability of the industry by protecting our people and preserving our environment whilst in pursuit of corporate objectives.

##### 2. The Certification Process

###### 2.1 Audit preparation

- Members use the Certification Pre-Audit Checklist (Sections 4 & 5) to conduct a self assessment of compliance with the certification requirements; (One checklist for each participating site)
- Compliance gaps are recorded in the Site Remedial Action Plan to facilitate tracking of progress to address gaps;
- Progress is reviewed regularly at determined intervals and when full compliance can be demonstrated the member is ready to apply for independent audit and certification if successful.

###### 2.2 Application to be audited

- Sections 1, 2 & 3 of the Pre-Audit Checklist are completed and the declaration in Section 5 signed by the authorized Company/Site representative;
- The completed form is e-mailed or faxed to the SABITA office as notification of "readiness" to participate in an independent certification audit;

- SABITA office checks and verifies information returned in Sections 1, 2 & 3 and that confirmation of full compliance with all certification requirements have been indicated by the applicant in Sections 4 & 5 of the Checklist.

### **2.3 Audit planning**

- SABITA liaises with the Member/Site to agree on a mutually acceptable date for the audit;
- SABITA notifies the contracted independent auditor to include the Member/Site in the current audit cycle planning;
- The auditor records the planned audit and agreed date in the audit schedule; (The audit shall take place as soon as is reasonably practicable and not later than 1 (One) month after the date that the auditor received notification from SABITA;

### **2.4 Audit execution**

- A certification audit shall consist of a site visit to the applicable site and assessment of the measurable criteria as prescribed in the current version of SABITA HSE Certification Scheme Audit Checklist;
- The auditor shall verify that FULL compliance with certification requirements has been achieved and is visibly and adequately demonstrated by the auditee (Member/Site being audited).
- The only acceptable audit outcome for certification purposes shall be FULL compliance with ALL requirements. Any NON-COMPLIANCE finding/s shall require reassessment at a later stage and certification shall not be granted before FULL compliance with these items have been verified;
- NON-COMPLIANCE findings shall be recorded in the audit report which will be compiled by the auditor;
- The auditor shall provide the auditee with a written audit report containing all the recorded audit findings with recommendations on how to achieve full compliance;
- The auditor shall hand over the audit report to the auditee immediately after completion of the audit, or otherwise forward same to the auditee within 3 (three) working days of the audit;
- The auditor shall notify SABITA office of the audit result within 3 (three) working days of the completion of the audit report and a copy of the audit report shall accompany such notification.

### **2.5 Reassessment procedure for a 'not-yet-compliant' audit result**

- A site that is declared not-yet-compliant at the end of a certification audit will be granted a 3 (three) month remediation period from date of audit to address the non-compliances recorded in the audit report;
- A review and reassessment date shall be agreed by the auditee and the auditor and this date shall not be later than within 14 (fourteen) days from the end of the 3 month remediation period ;
- The process/method of review shall be agreed between the auditee and the auditor and may, or may not, include a site visit;
- The auditor shall compile and forward a reassessment audit report to SABITA office;
- In the event that the Site is still not-yet-compliant certification shall not be granted and a period of at least six months shall elapse before the Company/Site may reapply for certification;
- The cost of the reassessment review will be bourn solely by the auditee.

### **2.6 Issuing of and validity of certificates**

- SABITA office will verify that all requirements for certification have been achieved and inform the Member/Site that certification will be forthcoming;

- A certificate in the form of Appendix 1 of this document shall be prepared and signed by the SABITA CEO for presentation to the successful Company/Site management at an appropriate opportunity;
- Certification in terms of this Scheme will be valid for a period of TWO YEARS and re-certification must be applied for not later than 3 (Three months) before expiry of current certification;
- Re-certification must occur within 1 (One month) of expiry of the current certificate and failing this the current certificate will expire permanently and the Company/Site will be notified by SABITA that certification is revoked and that all reference to certification in terms of this Scheme must be removed from the Company/Site notice boards, publications, correspondence, etc.
- SABITA office shall maintain a Certification Register and track validity and re-certification dates to ensure that misrepresentation of a Company/Site certification status does not occur.

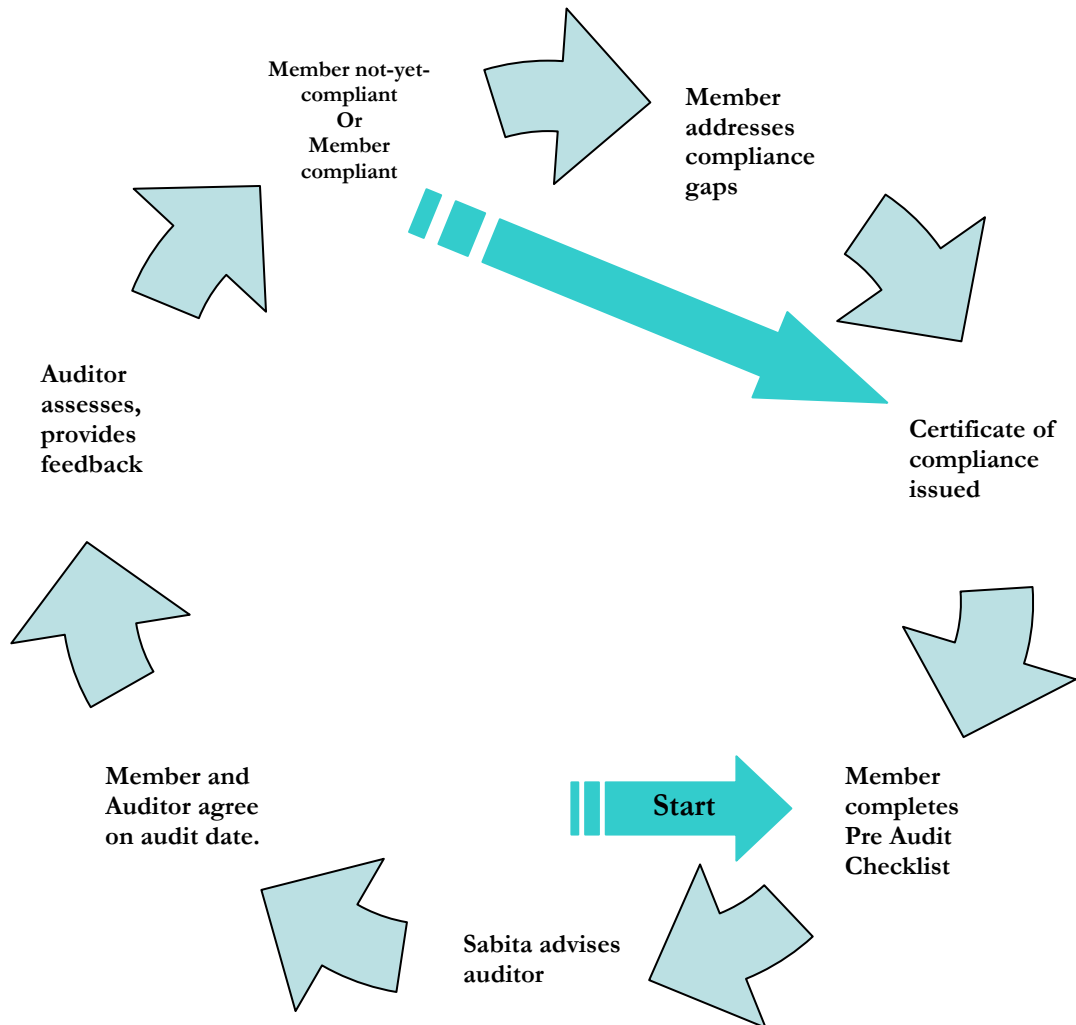


Figure 1 – Certification Process Flow

## CERTIFICATION PRE-AUDIT CHECKLIST

Completion of this form is a pre-requisite to SABITA HSE certification and on completion must be emailed to [info@sabita.co.za](mailto:info@sabita.co.za) or faxed to 021 531 2606. A certification audit will be undertaken by an independent auditor (appointed by SABITA) once all the requirements indicated on the form are in place.

### Section 1 – Company Details

Company: _____	Company site: _____
Site address: _____	
Contact person: _____	_____
E-mail: _____	
Type of bitumen manufactured, processed or used:	_____
	_____
	_____
	_____
	_____
	_____
	_____

### Section 2 – Site Activity Profile

<b>Activity category:</b> Mark with X: (See category definitions below)		
Category A <input type="checkbox"/>	Category B <input type="checkbox"/>	Category C <input type="checkbox"/>
<b>Category A</b> - A fixed facility where storage, processing, testing and distribution of bitumen takes place; such as a refinery, depot, emulsion plant, blending plant or asphalt mixing plant		
<b>Category B</b> - A semi-fixed facility where bitumen is stored, processed, tested and distributed for road paving application for a specific project and usually for a set contract duration		
<b>Category C</b> - Premises from which vehicles involved in the transportation of bituminous materials operate		

### Section 3 – Site Staff and Injury Statistics

Number of staff employed on Site:		
Operational <input type="text"/>	Administrative <input type="text"/>	Total staff on site <input type="text"/>
Safety Statistics: (See <b>Incident Management (Notification, Investigation and Reporting)</b> process for SABITA Members)		
Has a reportable fatal incident occurred on site during the last 12 month period	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Number of Total Reportable Cases recorded on site during the last 12 month period	<input type="text"/>	
Current Total Reportable Case Frequency for the Site	<input type="text"/>	

**Section 4 – Minimum Statutory Documentation Requirements**

The Company must retain **ON SITE** the following documentation and appointments as required by applicable legislation:

Reference	Requirement	Yes	No	N/A
COID Act: Section 80	Proof of registration and Letter of Good Standing with Compensation Fund and Unemployment Insurance Fund			
OHS Act: G.A.R. 4	An up-to-date copy of the Act and Regulations is readily available on site for perusal by employees			
OHS Act: Section 17 (1)	Designation in writing of Health and Safety Representatives, specifying the period and area of responsibility			
OHS Act: Section 19 (3)	Designation in writing of Health and Safety Committee members			
OHS Act: Section 20 (1) & (2); and G.A.R. 9	Record of each recommendation made in terms of subsection (1) (a) and incidents discussed in terms of subsection (1) (b). (Minutes of meetings)			
OHS Act: Section 24; &G.A.R. 8	Records (copies of WCL 1 or WCL 2 forms) of notification of incidents reportable in terms of section 24(1)(a) of the Act			
OHS Act: G.A.R. 8	Records in the form of Annexure 1 of the G.A.R. for recording and investigation of incidents reportable in terms of section 24(1)(a) of the Act			
OHS Act: G.S.R. 3 (4) and (6)	<ol style="list-style-type: none"> <li>1. Copies of valid certificate/s of competency of first aid persons on site;</li> <li>2. Notice or sign in a conspicuous place on site, indicating where the first aid box or boxes are kept as well as the name of the person in charge of such first aid box or boxes</li> </ol>			
OHS Act: G.M.R. 2 (1) Supervision of Machinery	Designation in writing of a person in a full-time capacity in respect of every site on or in which machinery is being used			
OHS Act: G.M.R. 9 (2) (a) &(b)	Notices in respect of Boilers and Other Machinery displayed as applicable			
OHS Act: N.I.H.L.R. 4 (6)	Records of training given to employees exposed to noise at or above the noise-rating limit (85 dBA)			
OHS Act: N.I.H.L.R. 11 (a)	Records of the results of all assessments, noise monitoring and medical surveillance reports and of maintenance of control measures required by regulation			
OHS Act: H.C.S.R. 5 (1) (2) & (3)	Records of Health Risk Assessments, to determine if any employee may be exposed to HCS			
OHS Act: H.C.S.R. 9 (1)	Records of the results of all assessments, air monitoring, and medical surveillance reports required			
OHS Act: H.C.S.R. 9A (1)	Copies of MSDS of all HCS used on site			

Reference	Requirement	Yes	No	N/A
OHS Act: P.E.R. 14 (1) Pressure Equipment	A register in which the certificate of manufacture , and the results of all inspections, tests, modifications and repairs have been recorded			
OHS Act: D.M.R. 18 (7) & (10) (e)	Records of inspection and testing of lifting machines and lifting tackle			
OHS Act: D.M.R. 18 (11)	Certificates of training of lifting machine operators			
(OHS Act: E.I.R. 7 (1)	Certificate of compliance for electrical installations			

## Section 5 – General Legal and Operational HSE Requirements

The Company/Site must demonstrate full compliance with the following:

Reference	Requirement	Yes	No	N/A
SABITA HSE-MS: 4.2.1	A written Health Safety and Environmental Policy is prominently displayed			
SABITA HSE Charter	The current version of the SABITA HSE Charter Poster is prominently displayed			
OHS Act: Section 8 SABITA HSE-MS: 4.4.1	Application of a Hazards and Effects Management Process to identify hazards; assess the associated risks and develop controls to manage the risks to As Low as Reasonably Practicable (A Risk/Hazard Register)			
OHS Act: Section 13 SABITA HSE-MS: 4.4.5	A documented process/procedure to ensure that all new employees receive <b>BitSafe</b> induction			
OHS Act: Section 13 SABITA HSE-MS: 4.4.5	A documented training plan/schedule to ensure that all employees in HSE Critical positions/jobs receive appropriate training and at least complete the <b>BitSafe</b> training program within two years of employment. Records of all training must be maintained			
<b>BitSafe</b> “train-the-trainer” certification program	<b>BitSafe</b> trainers have valid/current “Certificate of Competence” (Not older than 2 years)			
OHS Act: G.S.R. 2	Records of issue, training and maintenance of Personal Protective Equipment issued to employees			
OHS Act: G.S.R. 3 (3) (a)	<b>BitSafe</b> First Aid Kits are used on sites and bulk transport vehicles that handle hot bituminous products			
OHS Act: G.S.R. 5 & 9 SABITA HSE-MS: 4.4.1	A written procedure (Permit To Work system) to control Confined Space and Hot Work			
SABITA HSE Charter	The Company does not use, sell or market Coal Tar Products			
OHS Act: H.C.S.R. 15 (d)	A written procedure for the disposal of hazardous waste			
OHS Act: H.C.S.R. 15 (f)	The Company uses approved hazardous waste disposal contractors and keeps records of disposal certificates			
SABITA Manual 23	Loading, off-loading and transport of Bitumen is conducted in accordance with the SABITA code of practice “Loading of Bitumen at Refineries” and other SABITA endorsed codes of practice			

Reference	Requirement	Yes	No	N/A
SANS 10089-1:2008, Edition 4.3	Bulk flammable liquid storage areas have adequate bund walls to confine product spillage to the bunded area			
SABITA Manual 8	Bitumen storage tanks are numbered and clearly marked to identify product content			
	Drip trays are provided and used for on-site testing of sprayers prior to spraying			
	All hot bitumen transfer lines are adequately lagged			
<b>OHS Act:</b> <b>Construction Regulations</b> <b>Note: This section does not have to be completed for pre-audit review. The auditee must however be aware that construction activities will be assessed for compliance and must ensure that arrangements are in place to assure compliance.</b>	<b>Where 'Construction work' (as defined) is performed on site at the time of the audit the auditor shall assess compliance as applicable. All legal requirements in connection with construction activities involving contractors shall, by default, be included in the audit scope at the time of audit.</b>			

**DECLARATION**

I \_\_\_\_\_ (Name) confirm that:

- I am authorised to provide this information and sign this form;
- The information provided in this form is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HSE Manager/CEO/MD

Appendix 1 Certificate

SOUTHERN AFRICAN BITUMEN ASSOCIATION

HEALTH SAFETY AND ENVIRONMENTAL  
CERTIFICATION SCHEME  
(BitCert)

This is to certify that the following Sabita member's site  
complies with the requirements of the **BitCert** scheme.

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Sabita CEO

  
Independent Auditor

Issue date: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Certificate number: \_\_\_\_\_



excellence in bituminous products





