 Tongaat Hulett		Document No.	SHE 002
		Revision No.	0
Section	SAFETY, HEALTH AND ENVIRONMENT	Effective Date	01/08/12
Subject	CONTRACTOR MANAGEMENT	Page No.	Page 1 of 4

1. Purpose

The purpose of this standard is to provide guidelines to be followed when managing SHE systems, incidents and statistics for contractors operating at Tongaat Hulett operations.

2. Scope

This standard applies to contractors operating at all Tongaat Hulett operations.

3. References

- 3.1 All applicable legislation in countries that Tongaat Hulett operates e.g. South Africa's Occupational Health and Safety Act Number 85 of 1993 and Zimbabwe's Factories and Works Act
- 3.2 NOSA SHE qualifying criteria and classification of incidents AUDP 11 Edition 03/2011

4. Abbreviations, Acronyms and Definitions

4.1 Contractor

A person who undertakes work at a Tongaat Hulett operation under a contract, full time or part time, who is not a direct Tongaat Hulett employee (i.e. on the staff payroll). The contractor may in his/her own right be an employer. The following categories of contractors have been identified:

4.1.1 Resident full time contractor

These are contractors working and stationed at a Tongaat Hulett site for a month or more.

4.1.2 Non – resident full time contractor

These are contractors who provide a service to Tongaat Hulett but operate from a site that is situated outside Tongaat Hulett premises e.g. fire service contractors providing a service with its own workshops/premises situated outside and independent from Tongaat Hulett.

4.1.3 Short term contractor


A contractor who conducts regular work but usually contracted for short periods of time, ranging from a day to less than one month.

4.1.4 Collection contractors

All contractors who collect product or other items from Tongaat Hulett.

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 Tongaat Hulett		Document No.	SHE 002
		Revision No.	0
Section	SAFETY, HEALTH AND ENVIRONMENT	Effective Date	01/08/12
Subject	CONTRACTOR MANAGEMENT	Page No.	Page 2 of 4

4.1.5 Delivery contractors

All contractors who deliver cane or other items to Tongaat Hulett.

4.1.6 Service contractors

All contractors that provide a non-core business service to TH, e.g. ambulance service and training.

4.1.7 Auditors / Consultants

Contractors who provide an auditing or consulting service and do not conduct any physical work, e.g. NOSA, Impact Consulting

4.1.8 Adhoc contractors

Contractors who do a once off work.

4.1.9 Casuals/Seasonal contractors

Non-permanent employees engaged to do a specific job over a specified period.

4.1.10 Statutory Contractors

Contractors undertaking statutory work e.g. lifting equipment inspections, factory inspections, environmental monitoring and regulatory audits. The following are not considered as contractors:

4.1.10.1 Trading suppliers

4.1.10.2 Customers collecting products

4.1.10.3 Administrative service providers e.g. telecommunication and post service providers


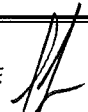
4.2 TH – Tongaat Hulett

4.3 TH Executive – Executive Director/Manager responsible for an operation that represents TH as an employer.


4.4 SHE – Safety, Health and Environment

4.5 SHE Management system

That part of the overall management system, which facilitates the management of the SHE risks associated with the business of the organisation. SHE Management Systems include the organisational structure, planning activities, responsibilities, procedures, processes and resources for developing, implementing, achieving and maintaining the organisation's SHE policy.

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 Tongaat Hulett		Document No.	SHE 002
		Revision No.	0
Section	SAFETY, HEALTH AND ENVIRONMENT	Effective Date	01/08/12
Subject	CONTRACTOR MANAGEMENT	Page No.	Page 3 of 4

5. Responsibility

5.1 TH Executive

The TH Executive shall represent TH as an employer under applicable legislation e.g. OHS Act. He/She shall be responsible for the acts and omissions of a contractor "except if the parties have agreed in writing to the arrangements and procedures between them to ensure compliance by the contractor with the provision of the Act". The TH Executive may appoint one manager who will be responsible for contractors at an operation.

5.2 SHE Managers

SHE managers at different operations within TH will be responsible for the correct collection and reporting of contractor statistics.

5.3 Contractors

It is the responsibility of all contractors to ensure that they comply with all contractors SHE requirements of TH.

6 Procedure

6.1 Resident and non-resident full time contractors providing a service to TH for a period exceeding one year shall have an independent SHE management system that is auditable and certified by a recognised certifying body e.g. NOSA, OHSAS 18001. If such systems are not in place at the beginning of the contract, then they should have a formal system aligned to TH and be subjected to internal audits by TH internal auditors as provided for under 6.3. In that event, a certification programme to an independent management system must be agreed to between the contractor and the TH Executive. Efforts will be directed at assisting the contractor to achieve certification to an independent management system. It is the responsibility of contractors to ensure that their certification status is maintained. Certificates must be forwarded to the operational centres annually.

6.2 The need for SHE management systems of contractors providing a service to TH for a period not exceeding one year will be determined by requirements set in Annexure 1 of this standard.


6.3 Contractors involved in major project / construction work, irrespective of their period on engagement may require an independent SHE management system as described in 6.1 above.

6.4 All other contractors without an independent SHE management system must have a formal SHE management system in place that is either aligned and subordinate to the TH system or at least be auditable by Tongaat Hulett internal auditors.

6.5 All contractors must keep employee hours and SHE incident statistics at site and issue copies to respective TH SHE Managers on a monthly basis.

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		Revision No.	0	
Section	SAFETY, HEALTH AND ENVIRONMENT		Effective Date	01/08/12
Subject	CONTRACTOR MANAGEMENT		Page No.	Page 4 of 4

6.6 The following guidelines will be followed in capturing contractor statistics i.e. employee hours, SHE incidents, near misses, injuries, occupational health cases and environmental incidents by TH operations for the purpose of corporate reporting and third party audits:

6.5.1 All contractors will be required to comply with contractor requirements indicated in Annexure 1, and all relevant documentation / records must be kept and may be subjected to audits.

6.5.2 Where required (as per Annexure 1) SHE statistics, incident registers and employee hours must be forwarded to the SHE department on a monthly basis according to the schedule determined by the operational centre.

6.5.3 All casual / seasonal and fixed term contractors will have their statistics captured by TH in the same manner as TH employees.

6.5.4 TH employees from other mills and TEG will not have their employee-hours captured as they will be captured by their respective business units.

NOTE: Annexure 1 will be used as a guideline for contractor requirements.

7 Records

7.1 The following records shall be kept in compliance with this standard:

7.1.1 Contractors statistics i.e. employee hours, injury, occupational health and environmental cases, and investigation records.

7.1.2 Contractors' letters of good standing from relevant regulatory authority e.g. South Africa's Compensation Commissioner, Zimbabwe's National Social Security Authority.

7.1.3 Copies of Identity Documents for all contractor employees.

7.1.4 Liability cover to the value of R 5 000 000.00.

7.1.5 A valid occupational health medical certificate of all employees working on site.

7.1.6 All legal appointments.

7.1.7 All risk assessments, tool box talks. Inspections and other records related to SHE relevant site.

7.1.8 SHE management system documents that include audit reports from certifying bodies e.g. NOSA, South Africa Bureau of Standards, Standards Association of Zimbabwe.

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