



Department	SHERQ	 natref <small>(1967/012994/07)</small>
Procedure	Minimum requirements for production area standby staff	
Number and Revision		
Approval Date	June 2011	
Effective Date	June 2011	

PROCEDURE APPROVAL

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DESCRIPTION OF REVISIONS

Rev No	Detailed description of revision	Rev Date
1	Alignment to Sasol's procedure, modified to Natref environment and converted to Natref new format	June 2011

Department	SHERQ	 natref <small>(1987/012994/07)</small>
Procedure	Minimum requirements for production area standby staff	
Number and Revision		
Approval Date	June 2011	
Effective Date	June 2011	

Index

1. PURPOSE.....	3
2. SCOPE.....	3
3. RESPONSIBILITIES.....	3
4. DEFINITIONS.....	3 - 4
5. PROCEDURE.....	4 - 11
6. REFERENCES.....	12
7. DOCUMENTS AND RECORDS.....	12 - 14

Department	SHERQ	
Procedure	Minimum requirements for production area standby staff	
Number and Revision		
Approval Date	June 2011	
Effective Date	June 2011	

1. PURPOSE

To provide guidelines, requirements and duties of a competent Level 1,2,3 and 4 Safety standby staff.

2. SCOPE

This procedure is applicable all Level 1 & 2 Standby Staff either Hired Labour or Non permanent staff performing standby duties within the boundaries of the Natref refinery.

3. RESPONSIBILITIES

The revision and updating of this procedure is the responsibility of the Natref Fire Chief.

The Labour Broker and Requestor are required to ensure compliance to this procedure.

4. DEFINITIONS

4.1 PPE Personal Protective equipment


4.2 OH&S - Occupation Health and Safety

4.3 RSA - Republic of South Africa

4.4 SH&E - Safety Health and Environment

4.7 Standby

A trained person designated on the permit by the issuer of the permit to perform stand-by duties during specific activities to ensure that permit conditions are maintained for the duration of such work.

Department	SHERQ	 natref <small>(1967/012994/07)</small>
Procedure	Minimum requirements for production area standby staff	
Number and Revision		
Approval Date	June 2011	
Effective Date	June 2011	

4 PROCEDURE


5.1 Introduction

This document sets the SHERQ minimum requirements for a standby to comply with before they can be declared competent. Standbys are graded on 4 levels of competency.

5.2 Requirements

No	NATREF REQUIREMENTS	
Level 1	(Hot work standby)	
1.1	LABOUR BROKER REQUIREMENTS	
1.1.1	Physical Abilities The broker is responsible to ensure that the individual: <ul style="list-style-type: none"> • Passes a Medical evaluation for industry workers, with no history of Epilepsy, Perforated ear drum, Hearing impairment, heart disease and Hypertension. • Passes an Altophobia test • Passes a Clausterphobia test • Is able to lift reasonable weight of 25kg drum and carry for 15 metres • Is not be restricted by his /her physical or medical stature or fitness so that he/she is unable to make use of a standard cat ladder or manhole. • Is not pregnant - a pregnant lady is not allowed on the plant due to the potential hazards of the plants. 	
1.1.2	Minimum Entry Qualifications Grade 12 Grade 10 (If previous Industry experience in Petrochemical plant) Read, write and communicate well in English	
1.1.3	Additional Training to be provided by labour broker if not already acquired by individual at Labour brokers own cost. SASOL accredited Emergency Standby course.	Responsible SH&E Academy SH&E Academy

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Department	SHERQ	 natref <small>(1967/012994/07)</small>
Procedure	Minimum requirements for production area standby staff	
Number and Revision		
Approval Date	June 2011	
Effective Date	June 2011	


	(Unit Standard 244088) Permit to work course RSA. Fire Fighting training Basic induction. Sasol induction	Fire Training Academy SH&E Academy
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Minimum Personal Protective Equipment


The broker is responsible to ensure that the individual has the following PPE

- Hard hat with the words STANDBY in 2.5cm Red Letters on both sides.
- Clothing (overall according to Natref standard Zero Flame – long sleeve),
- Safety boots,
- Ear plugs,
- Gloves (leather),
- Safety Glasses (Relevant to Sasol Standard)

1.2	NATREF REQUESTOR Additional Training to be arranged by the Requestor if not acquired by individual		
1.2.1	Training Natref induction course Natref plant specific where applicable	Description Area safety rules etc	Responsible Natref Training Department Induction Trainer Natref Training Department Line trainers "Mockingbird" (Non Shutdown) Class Room Training (shutdown)
1.2.2	Natref Emergency and Safety Equipment alignment training	Competent in the use of Natref Breathing apparatus (B A set), fire extinguishers, fire hoses, foam branches, safety harnesses and loan equipment procedure.	Natref Emergency services


Department	SHERQ	
Procedure	Minimum requirements for production area standby staff	
Number and Revision		
Approval Date	June 2011	
Effective Date	June 2011	

1.2.3	Gas Monitoring	Gas monitoring equipment used on Natref site	Natref Training Department -Theory. Natref Emergency Services - Practical
1.2.4	Familiarisation of area of work	Familiarising of Individual with equipment on site including, emergency and safety equipment.	Operations
COMPETENCY DECLARATION			
1.2.6	Declared competent by the responsible manager	Competency declaration Form attached	Responsible Area leader of unit
Level 2 (Hot work and "A" category vessel entry)			
2.1	As for level 1 plus:	As previous	As previous
2.2	NATREF REQUESTOR Additional Training to be arranged by the Requestor if not acquired by individual		
2.2.1	Radioactive and X-rays	Procedure for the control of radioactive and X-ray sources	Natref Training department "Mockingbird" (Non Shutdown) Class Room Training (shutdown)
2.2.2	Excavation	Excavation	Natref Training department "Mockingbird" (Non Shutdown) Class Room Training (shutdown)
2.2.3	Testing gases and oxygen	Testing of gases and oxygen in confined spaces	Natref Training department "Mockingbird" (Non Shutdown) Class Room Training (shutdown)

Department	SHERQ	 natref <small>(1967/012994/07)</small>
Procedure	Minimum requirements for production area standby staff	
Number and Revision		
Approval Date	June 2011	
Effective Date	June 2011	

2.2.4	Positive identification of equipment during shutdown activities	Procedure for positive identification (tagging) of equipment during shutdown activities and normal operation Plot plan knowledge – verified by visual identification of equipment [i.e. J, F B] & emergency equipment].	Physical Natref site As each plant is different with different levels of hazards the requirements per plant shall be determined by relevant area leader
2.2.5	Confined space entry	Entry to confined space	Refer to Natref procedure “100-466” Line trainers “Mockingbird” (Non Shutdown) Class Room Training (shutdown)
2.2.6	Working at Heights Module	Working at heights and Scaffold Safety Modules	Natref Training department “Mockingbird” (Non Shutdown) Class Room Training (shutdown)
2.2.7	Equipment and related hazards Module	Basic equipment Identification and Hazards associated with equipment	Natref Training department (Manual – Individual Self study) No test required Individual to sign for Module
COMPETENCY DECLARATION			
2.2.7	Declared competent by the responsible manager of area	Competency declaration (SAS-513)	Responsible Divisional Manager of unit
Standby level 3: (hot work, and “A” & “B” category vessel entry)			
3.1	As for level 2 plus:	As previous	As previous
3.2	Measurable process experience	Knowledge of the workings of the plant e.g. standby requirements for	Determined by relevant area leader

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Department	SHERQ	 natref <small>(1987/012994/07)</small>
Procedure	Minimum requirements for production area standby staff	
Number and Revision		
Approval Date	June 2011	
Effective Date	June 2011	

		a senior process controller	
3.3	Specific plant & equipment training	As per training matrix of unit	Plant training officer
3.4	Approved resuscitation including First-aid L1	Fire training course knowledge of how to use a bag valve mask resuscitator – (resuscitation course for B class vessel entries)	Emergency Management Training Academy or outside service provider
Standby level 4: Specialised service providers who are trained and competent in their specific field of expertise to do specialist tasks (e.g. inert vessel entry, diving specialists, and alternative access methods). Also work in conjunction with a level 3 standby.			
1	Specialist standby to provide certificate for competency to area leader of responsible area before commencing standby in his area (area leader is ultimately responsible for who works on his plant).		


5.3 Responsibilities of the standby

The standby is required to sign in the appropriate space on the permit form and is required to:

5.3.1 General

- Familiarise him / her self with the location and use of the prescribed plant emergency equipment and emergency alarm buttons.
- Immediately sound the alarm when an emergency situation occurs.
- Examine the work permit to ensure that it is signed on and to check the precautions specified.
- Evaluate the work area and equipment to be worked on and to ensure all precautions specified on the work permit are met.
- Confirm that the emergency equipment required by the permit is available for the duration of the task and returned to the point of issue when work ceases.
- Familiarise himself / herself with the most suitable escape route and follow the division's emergency procedures if an emergency situation arises whilst work is in progress.
- Ensure that the requirements of the permit are monitored for the duration of the task and act upon any deviation.
- Ensure that gas tests are taken as stipulated on the work permit. He must

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Department	SHERQ	
Procedure	Minimum requirements for production area standby staff	
Number and Revision		
Approval Date	June 2011	
Effective Date	June 2011	

stop all work in progress under the work permit if gas tests are not taken when prescribed.

- Stop the work and return the permit to the permit control centre if he sees that the working conditions are unsafe or that the work is being carried out in an unsafe manner.

5.3.2 Hot work


The standby is required to:

- Ensure that the permit to work is displayed / posted in the immediate vicinity of the work site.
- Verify that the work permit authorizes the hot work to be performed.
- Ensure that all sewer openings, drains and floor openings are kept covered.
- Not allow work to proceed unless prescribed fire fighting equipment is available at the location.
- Watch for basic / visible conditions, which may be ignited by the hot work.
- Be familiar with and initiate the facility's emergency procedure in the event of a fire.
- That if hot work is being performed above ground level, precautions is taken to keep people from entering the area underneath the hot work.
- Ensure that the requirements of the permit are monitored for the duration of the task and to act upon any deviation.
- When hot work is ceased, ensure that there is no possibility of a fire starting after everybody has left the worksite. This might imply that the standby will have to monitor the worksite for an adequate period of time.

5.3.3 Confined space entry

The standby is required to:

- Verify that personnel have a work permit that authorises them to enter a confined space.
- Ensure the confined space entry documentation is completed prior to entry and directly after exit for each person who enters into any confined space (according to the facility procedure).
- Verify that the confined space has been vacated by everyone before ensuring that the entrance to a confined space is positively barricaded and / or locked during periods when no work is performed and before leaving his standby position.

Department	SHERQ	
Procedure	Minimum requirements for production area standby staff	
Number and Revision		
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Effective Date	June 2011	

- Confirm that the specified life support- and emergency equipment for the task is available at the point of entry for the duration of the task.
- Verify that breathing air is supplied as specified.
- Confirm that the communication aids are available and working as specified.
- Regularly observe conditions within and outside the specific confined space (without entering the confined space personally). For category B confined spaces, two standbys are required. One of the standby personnel shall be wearing all the necessary protective equipment required as he may also be exposed to the same dangerous conditions as the personnel within the confined space. if he /she has to enter the confined space to give immediate assistance.
- Stop all work and evacuate personnel if conditions change.
- Stop work and order the workers in the confined space to evacuate the confined space should an emergency condition occur or when the fire or gas alarm is activated.
- Communicate the permit conditions and requirements to a replacement standby the before handing over shift or for shorter relief periods.

Note: The standby shall not leave his post/site for any reason unless he has been replaced by another competent standby while work is in progress.

5.4 Responsibilities of the Area leader

The area leader shall declare the standby (hired labour) competent to perform standby duties on his plant as per the minimum requirements of this procedure and any other specific requirements for his specific plant as appropriate for the level of standby.


5.5 Requests for hired labour standby's

- The hired labour broker shall supply a trained standby of the required level for that specific plant.
- **Note:** It will be up to the plant to train the hired standbys in process knowledge, if they want to up their level of competence for future use.

5.6 Recordkeeping of certifications

The hired labour broker shall keep records of certifications in a file for each individual. This may be audited by Natref on an Adhoc basis. The Labour is to

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Department	SHERQ	
Procedure	Minimum requirements for production area standby staff	
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ensure that the when the individual's training is less than 45 days from expiring that necessary arrangements be done for retraining. It is the responsibility of the hired labour broker to supply certified standbys of the correct level requested for that specific unit and have a database of standbys who have undergone training at levels 1 to 2.


6 REFERENCES

6.1 OHS Act 85 of 1993

7 DOCUMENTS AND RECORDS

7.1 Appendix A – List of Records.


7.2 Appendix B - **Competency declaration for standby personnel**

Department	SHERQ	 natref <small>(1987/012994/07)</small>
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Appendix A

List of Records

Records	Where	Who	Minimum Retention	Access	Disposal
Standby competency Certificates and training records	Labour broker office	Labour broker	5 years	Natref Contract owner	Shred
Standby competency declaration	SHERQ	Fire Chief	5 years	Natref management	Shred

Department	SHERQ	 <small>(1987/012994/07)</small>
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Appendix B

Competency declaration for standby personnel

Competency Declaration for Standby Personnel

Name:			
Control No:			
	Own Personnel	<input type="checkbox"/>	Hired Personnel

(Tick appropriate box above)

I, (Area Leader) _____ am satisfied that the above mentioned person has completed the necessary training for the level of standby mentioned below.

Level		Tick appropriate Level
1	Level 1 (Hot work standby) Including taking Gas Tests	
1	Level 1 (Hot work standby) Excluding taking of Gas Tests	
2	Level 2 (Hot work and "A" category vessel entry)	
3	Level 3 (hot work, and "A" & "B" category vessel entry)	
4	Specialized service providers who are trained and competent in their specific field of expertise to do specialist tasks	

Signed: _____ **Control no:** _____ **Date:** _____

I, _____ am satisfied that the above mentioned person is competent to perform standby, level ___ duties in my area of responsibility.

I, _____ **am/am not** satisfied that the above mentioned person is competent to perform **Gas Tests** in my area of responsibility.

Signed by:

Divisional manager

Department

Control number

Date