

SASOL & NATREF – SERVICE PROVIDER ON-BOARDING PROGRAMMES

- 1st Interaction with Service Providers: Supplier accreditation, technical & safety assessment
 - Provide SPSM requirements
 - Provide Sasol Secunda guideline (hard copy / soft copy) / Natref site requirements
- Sasol Secunda / Natref guidelines:
- SHE requirements, to be acknowledged and adhered to:
 - When compiling SHE plans and during the risk management process
 - When on Sasol Secunda / Natref site
 - When executing work

THE SASOL GUIDELINE IS DIVIDED INTO FOUR SECTIONS:

1. Sasol Group requirements
2. Sasol Secunda requirements
3. Scope specific requirements
4. Plant specific requirements

SASOL & NATREF – SERVICE PROVIDER ON-BOARDING PROGRAMMES

- Secunda specific, e.g., difference between regions (scaffolding tags)
 - Life saving rules,
 - Process safety fundamentals,
 - Service Provider Safety Management group procedure,
 - Reporting of injuries
 - Emergency preparedness
 - Procedures, Works instructions
 - Plant specific hazards (e.g., mercury)
 - Unit numbers
 - Management of change (Permit to work detail)
 - Covid care
- Non-compliant – re-assess, provide coaching

SASOL & NATREF – SERVICE PROVIDER ON-BOARDING PROGRAMMES

- National induction
- Plant specific induction (per BU) – detailed in terms of hazards
- Discussion between plant owner (Learning Practitioner) and SP (emergency assembly points, ambulance points)
- Daily sign-in at plant
- Distribution list of all SP companies on site
- Training before shutdown / T&I

SASOL & NATREF – SERVICE PROVIDER ON-BOARDING PROGRAMMES

Development of guideline:

- Forums / HUBS (Contract owners, Sasol & SP included)
 - Civil
 - Access, insulation, protective coating
 - Water jetting
 - Lifting Operations
 - Welding
 - Mechanical
 - Electrical
 - Generic (low risk)
- Mandate & terms of reference for each forum
- Focus areas in line with SVP focus areas (HSI)
- Learnings, best practices – learn from SMEs
- Procedures / Works instructions compiled from SP workgroups / forums

SASOL – SERVICE PROVIDER PTRA

Situation:

- Double work for SPs (DSTI + Sasol PTRA + Natref TRIC)
- Gaps in DSTI's (smaller companies)
- Combined workgroup – determine minimum criteria (Secunda site criteria)

Section 1: Description / Scope of Work

Section 2: Trigger list to be considered before executing the task and managed in Section 4 of this document

Section 3: Management of Tools and Equipment at Heights

Section 4: List the Activities Involve with the Task (Situational risk assessment)

Section 5: Acknowledgement task team (hazard identification team members, if applicable)

SASOL – SERVICE PROVIDER - PTRA

Section 1: Description / Scope of Work

Date:	
Task Description:	
Location / building / laboratory etc.	
Equipment number:	

Section 2: Trigger list to be considered before executing the task and managed in Section 4 of this document

	Yes	No	N/A
Are there any product or process leaks that can lead to exposure from hazardous vapours, dust, chemicals, stream, etc.?	Yes	No	N/A
Are there any exposed hot or cold surfaces?	Yes	No	N/A
Is there any hazard of people or equipment falling from heights?	Yes	No	N/A
Is there any hazard from moving equipment (E.g. rail, bucket elevators, conveyor belts, machinery, vehicles, etc.)?	Yes	No	N/A
Is there any hazard from the immediate work area (E.g., access, restricted/congested, uneven surfaces, sharp edges, etc.)?	Yes	No	N/A
Are there any other tasks in your immediate work area that can influence the safe execution of your task?	Yes	No	N/A
Can your task influence the safe execution of any other task in your work area?	Yes	No	N/A
Did the electrical department inspect all the portable electrical equipment?	Yes	No	N/A
Does your task involve work in a substation?	Yes	No	N/A
Does your task involve heavy mobile equipment?	Yes	No	N/A
Do you have all the required PPE for the task?	Yes	No	N/A
Do you follow all the required road safety rules?	Yes	No	N/A
Other?	Yes	No	N/A
Did you consider action to be implemented under the Life Saving Rules (Mark the LSR's) below related to your task? The applicable LIFE Saving Rule to be discussed with team members.	Yes	No	N/A

PLEASE SELECT THE APPLICABLE LIFESAVING RULE(S) BELOW RELATED TO THE TASK TO BE PERFORMED:

 Working at Heights: Adhere to fall protection requirements at all times.	☐	 Road Safety: Obey all traffic rules while driving and walking.	☐	 Permit to work: Obtain relevant permit to work authorization before beginning a task.	☐
 Lifting operations: Adhere to all precautions during lifting operations.	☐	 Confined Space: Obtain a valid permit to work before entering a confined space.	☐	 Ignition sources / Flammable material / methane: Do not take ignition sources into flammable areas and stop work and report if 1% methane is detected.	☐
 Lock out and Isolation: Follow lock-out and isolation procedure before work begins.	☐	 PPE: Wear the correct PPE.	☐	 Alcohol or Drugs: Do not enter the workplace while under the influence of alcohol or drugs.	☐
 Adhere to procedures: Follow prescribed procedures before, during and at the end of a task.	☐	 Heavy Mobile Equipment: Keep a safe distance from operational heavy mobile equipment.	☐	 Excavation / Fall of ground: Adhere to an excavation permit requirement and remain under a supported roof.	☐

Section 3: Management of Tools and Equipment at Heights.

List of tools and equipment which could fall to lower levels (through the grating, over the side, fall whilst lifting, lowering, blown off and erection or dismantling).		
Detailed list of tools and materials (At the work site)	List of control measures to prevent tools and material falling to lower levels	
e.g. Bolts and Nuts	Fish Buckets.	
1.		
2.		
3.		
4.		
5.		

Management of the work site and surroundings								
Based on the activity, are the following measures in place if applicable				Yes	No	N/A	Comment	
1.	Is the access controlled to the work area with positive barricading and signs?							
2.	Is a drop zone in place, have all dimensions of the work site been assessed in determining the drop zone size?							
3.	If required, is plant, machinery and equipment covered to prevent damages?							
4.	Was the work area inspected to ensure it is free from potential falling object hazards that may have existed before the commencement of the current task? (Left behind from a previous task)							
Verification by service provider supervisor or Sasol foreman (depending on the execution team) to confirm that sufficient controls are in place to prevent tools and equipment from falling.								
Name:				Company (if Sasol include division):		Signature:		

SASOL – SERVICE PROVIDER - PTRA

Section 4: List the Activities Involve with the Task (Situational risk assessment)

As a minimum the three-stage assessment set out below must be followed. Ensure the hazards are identified, assessed and managed before, during and after the task.

Identify all hazards in the workplace 	Assess all the risk associated with the hazard considering the hierarchy of controls (What can go wrong?) 	Manage all the risk associated with hazards when it cannot be eliminated 

Section 5: Acknowledgement task team (hazard identification team members, if applicable)

I fully understand the hazards that were identified and discussed. I will ensure that I comply with the mitigating actions to prevent any deviations and will ensure that the task is executed safely.

Name and Surname	Control Number	Date	Signature

Adjacent Area Task Leader / Service Provider

Name:	Discipline:	Signature:
Surname:	Control number:	Date:
Task leader / Permit recipient / Sasol Official that discussed the hazards with the team / service provider		
Acknowledgement of Sasol official: 1. I have discussed all possible hazards and risks in the direct working environment with the service provider. 2. I have taken note of the hazards identified and mitigated by the service provider on the Pre-Task Risk Assessment. 3. Where there is no permit to work required the Sasol Task Requestor must sign on the task leader or recipient block to discuss the plant hazards with the service provider.		
Name:	Discipline:	Signature:
Surname:	Control number:	Date:
If the hazards cannot be mitigated escalated to supervisor / foreman before commencing with the task.		



END