 PHILIP MORRIS SOUTH AFRICA	PMZA EHS MANAGEMENT SYSTEM Environmental Health Safety and Security Contractor Guidelines		Effective date 01/03/2015
Doc. Type: Guidelines	Doc. N°: ZA EHSW0008	Version N°: 0.3	Page 1 of 22

Contractor Management Guidelines


 PHILIP MORRIS SOUTH AFRICA	PMZA EHS MANAGEMENT SYSTEM Environmental Health Safety and Security Contractor Guidelines		Effective date 01/03/2015
Doc. Type: Guidelines	Doc. N°: ZA EHSW0008	Version N°: 0.3	Page 2 of 22


TABLE OF CONTENTS

PAGE NO.

1. Objective	3
2. Scope	3
3. Definitions	3
4. Relationships	3
5. Confidentiality	3
6. Documentations Required	4
7. Access to PMZA site	5
8. EHS&S Rules on site	8
9. Non Compliance	8
10. Revision History	22
11. Records	22
12. Approval	22

ANNEXURES:

Annexures A: Section 37(2)	11
Annexures B: Contractors Registration Form	14
Annexures C: Appointment of Contractor Supervisor	15
Annexures D: List of Equipment brought on site	16
Annexures E: Risk assessment Form	17-20
Annexures F: QEHS Integrated policy	21

 PHILIP MORRIS SOUTH AFRICA	PMZA EHS MANAGEMENT SYSTEM Environmental Health Safety and Security Contractor Guidelines		Effective date 01/03/2015
Doc. Type: Guidelines	Doc. N°: ZA EHSW0008	Version N°: 0.3	Page 3 of 22

1. Objective

These documents aims to provide Contractors with EHS minimum requirements and rules to be applied when working at any Philip Morris South Africa sites.

2. Scope

All Contractors performing work inside any PMZA premises.

3. Terminology

3.1 Contract

Means the Agreement between Client and the appointed Contractor.

3.2 Works

Works described in the description of the works, scope of work or shown on the drawings in connection with the design, supply, installation and commissioning of the plant and equipment identified in the Specification and drawings including all modified extra or additional works to be executed under the contract or any other services provided by Contractor inside PMZA premises.

3.3 Construction work

“**Construction work**” means any work in connection with

- (a) The erection, maintenance, alteration, renovation, repair, demolition, or dismantling of or addition to a building or any similar structure.
- (b) The installation, erection, dismantling or maintenance of a fixed plant where such work includes the risk of a person falling.
- (c) The construction, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or any similar civil engineering structure; or
- (d) The moving of earth, clearing of land, the making of and excavation, piling, or any similar type of work.


4. Relationships

PMZA actively seeks to develop strong relationships with their Contractors. This relationship must be founded on mutual trust. In anticipation of this, the Contractor shall be responsible for carefully reading and fully understanding the obligations contained in the complete Contractor Documentation (this volume and accompanying documents). Any areas of uncertainty or issues of non-compliance shall be raised at the earliest date with the PMZA Representative

5. Confidentiality

Any document issued by PMZA for the purposes of tender remains the property of PMZA at all times and shall not be communicated to a third party without the written consent of Leonard Dingler (Pty) Ltd Management. A signed Confidentiality Agreement /Declaration of Secrecy document is required before a Contractor can be invited to tender. This will be issued by the PMZA Representative or Client Agent.


6. Documentation Required

 PHILIP MORRIS SOUTH AFRICA	PMZA EHS MANAGEMENT SYSTEM Environmental Health Safety and Security Contractor Guidelines		Effective date 01/03/2015
Doc. Type: Guidelines	Doc. N°: ZA EHSW0008	Version N°: 0.3	Page 4 of 22

All contractor / sub-contractor employees who will work on the site of PMZA. Premises will be required to produce the following original completed documentation when reporting to the PMZA Representative. Copies will be kept by EHSS Department, Client Agent and the Project Manager. The EHS Systems Engineer will also issue the *Contractor Safety File Checklist* to contractors to develop their Safety Files effectively.

- Letter of Good Standing (Workmen's Compensation)
- OHS Act Section 37.2 Agreement with Client
- Duties of Contractor (Scope of work)
- Notification of construction work in terms of the OHS Act: Construction Regulations
- Contractor Contact Details
- Company Organogram
- Company Mission Statement/EHS Policy
- Legal Appointments
- Risk Assessments of job to be done
- Standard Operating Procedures
- Medical Fitness Certificates
- Induction Records/Registers
- I.D Copies
- Training Records
- Licences (forklift, Drivers)
- Health & Safety Plan
- Fall Protection Plan
- Emergency Preparedness Procedures
- List of Tools and equipment
- Equipment Inspection Registers
- MSDS for chemicals bought onsite
- EHS Monthly Inspection Reports
- EHS Monthly Meetings
- Incident Analysis Forms


7. Access to PMZA Premises

 PHILIP MORRIS SOUTH AFRICA	PMZA EHS MANAGEMENT SYSTEM Environmental Health Safety and Security Contractor Guidelines		Effective date 01/03/2015
Doc. Type: Guidelines	Doc. N°: ZA EHSW0008	Version N°: 0.3	Page 5 of 22

- The Contractor Safety File shall be submitted to EHS department prior given access to the site.
- The Contractor manager on site will ensure that all relevant details of the Contractor / Sub-Contractor Company are recorded on the engagement form. This will be performed prior to the project or work commencing.
- The Medical certificate of fitness of Contractor / Sub Contractor employees must be verified by the Occupational Health Sister/Practitioner two weeks prior the induction take place. No Contractor shall be allowed on site without full medical report verified by Occupational Health Sister/Practitioner.
- Contractor employees will be given access to specific work areas on approval of the Facilities/Security Management Department.
- Induction for Contractors will be conducted by the, PMZA Representatives.
The Responsible PMZA Project Manager or Client Agent must ensure that an appointment is made at least 1 week in advance with the persons responsible for training. No Contractor will be inducted without an official appointment and all relevant documents being received.
- Once all required documentation has been received and verified By, Environmental Health and Safety Department/ Client Agent the authorised Manager will sign off in the relevant space of the Contractor / Sub Contractor engagement form. The Contractor subordinate manager will be required to complete the “Contractor Employees on the PMZA Site” form. This form will be signed by the PMZA or Representative responsible for the project. This process must be completed prior to induction taking place.
- All Contractor / Sub Contractor employees will attend induction. The PMZA Representative or Client Agent will verify the each employee’s competency to perform the specified work.


8. EHS&S Rules on Site

- The Contractor must ensure that all work performed or machinery used on the client’s premises is used the general supervision of a person who has the knowledge and experience necessary to assess the hazards associated with the performance of such work or the use of machinery. (in terms of construction regulation 6 (1))
- All electrical equipment must be insulated and provided with earth leakage protection. Plant services such as electricity supply and water will be available to Mandatories during normal working hours is such services are to be provided by the client. Installations must comply with construction and electrical installation regulations.
- The Contractor undertakes that the client’s security personnel may search the Mandatories employees or vehicles entering or leaving the clients premises and that they will agree to being searched.
- No employee of a Contractor will be allowed on site without his identity being made known to the client or the client’s employees.
- A Designated employee of the client may demand compliance with these regulations and may subject the work carried out by the Mandatory to occasional inspection in accordance with Construction Regulation 4 (d).
- After completion of the work, the Mandatory must clear and tidy up the site area where work was carried out. Sites must also be kept tidy during the period of contractual work and must not constitute a hazard in any way.
- The Contractor must carry adequate insurance cover against liability to third parties and to third party property. The contractor therefore warrants that he / she is in possession of the following insurance cover which shall remain in force whilst he and / or his Sub-Contractor and/ or his employees are present on the company’s premises or which shall remain in force for the duration of his contractual

 PHILIP MORRIS SOUTH AFRICA	PMZA EHS MANAGEMENT SYSTEM Environmental Health Safety and Security Contractor Guidelines		Effective date 01/03/2015
Doc. Type: Guidelines	Doc. N°: ZA EHSW0008	Version N°: 0.3	Page 6 of 22


relationship with the company, which ever period is the longest:

- (a) Public Liability insurance cover.
 - (b) Any insurance cover that will adequately make provision for any possible losses and / or claims arising from his and/ or his Sub-Contractors and / or his employees' acts and / or omissions on the company premises.
- Any material left at the work area after the completion of a job must be removed at the cost of the mandatory, unless prior alternative arrangements have been made. The client will not be held responsible for any loss or damage of any such material. Such removals will also be made at a time and in a manner that shall be at the discretion of the Client Agent.
 - Any incident as contemplated in section 24(1) of the Act shall within the prescribed period i.e. not later than the end of the particular shift during which the incident occurred and in the prescribed manner, be reported to an inspector of the Department of Labour. All actions taken by the Contractor and his employees as a result of the occurrence of an incident will be in compliance with the Act. Furthermore, the Client Agent or the EHSS Supervisor must be notified of the occurrence of such incident as soon as practicably possible.
 - The Contractor shall take all necessary precautions to eliminate fire hazards and to prevent damage to buildings, equipment, or any property both public and personal.
 - The Mandatory must ensure that PMZA pipe work colour coding specifications are adhered to.
 - All contractual work undertaken must be performed in accordance with drawings or sketches approved by PMZA. The Mandatory undertakes to have them available for inspection at all times in accordance with Construction Regulation 8 of the OHS Act 85 of 1993.
 - Equipment stored on site by the Mandatory will be at his own risk. PMZA will not be held responsible for any damage, loss or theft of any item belonging to a Mandatory.
 - No firearms or any other weapons will be allowed on site.
 - All contractors, employees and sub-contractors will ensure compliance with General Safety Regulation 2 of the Occupational Health and Safety Act 85, 1993 regarding **Intoxication**: No person who is or appears to be under the influence of intoxicating liquor or drugs, will be permitted to enter the premises or allowed to remain at the workplace. An employer shall in the case where a person is taking medicines, only allow such person to perform duties in the workplace if the side effects of such medicine does not threaten the health and safety of any person at such workplace.
 - General Safety Regulation 2(c) (1) of the Occupational Health and Safety Act 85, 1993 deals with Admittance of persons into the workplace. The employer PMZA or user shall not permit a person to enter the workplace where the health and safety of such person is at risk or may be at risk, unless such person enters such workplace without the express or implied permission of and subject to the conditions laid down by such employer or user. All contractors, their employees or sub-contractor therefore need to obtain permission from the PMZA Client Agent to enter the factory. Any person not complying will be asked to leave the premises immediately and permanently.
 - The use of abluion facilities on site may only be used on approval PMZA Client Agent. A contractor can be required to supply their own portable abluion facility and maintain it at their own cost.
 - No roof work is permitted without the knowledge of the Client Agent and the EHSS Supervisor. The Contractor shall ensure that a fall protection plan is compiled and submitted to the client in accordance with Construction Regulation (3) b. All roof work must be conducted in accordance with Construction Regulation 8.
 - All tools and equipment must be inspected for safe operation and functioning before use. This especially applies to scaffolding, ladders, lifting equipment, pressure vessels and electrical installations etc. that require legal certification.
 - Where work is required to be performed in a Production area, PMZA reserves the right to issue additional instructions regarding safety, security and good manufacturing practice procedures that may be necessary.
 - The Mandatories employees must wear the appropriate personal protective clothing.
 - No overhead work may commence until adequate precautions have been taken by the Mandatory to ensure the safety of persons below.

 PHILIP MORRIS SOUTH AFRICA	PMZA EHS MANAGEMENT SYSTEM Environmental Health Safety and Security Contractor Guidelines		Effective date 01/03/2015
Doc. Type: Guidelines	Doc. N°: ZA EHSW0008	Version N°: 0.3	Page 7 of 22

- Under no circumstances are employees of the Mandatory permitted to operate cranes, hoists, lifts, equipment or any other property, belonging to PMZA unless authorised to do so by the Plant Engineer or Plant Manager. It is the responsibility of the Mandatory to ensure that their employees operating the above- mentioned equipment is trained to do so.
- No excavation work shall commence until permission has been obtained to do so from the PMZA Representative. All excavations will be carried out in accordance with Construction Regulation 13. All excavated areas shall be properly barricaded, boarded over or demarcated during the day and night. Piles, debris, or material that cannot be removed immediately must be stowed in such a way as to leave adequate thoroughfare. During the execution of any work, the surrounding area must be maintained in an orderly and tidy condition and loose material of any kind shall not be left in aisles or working areas.
- The Contractor must supply his own padlocks and symbolic card for any lock out procedure. The Mandatory must also ensure that PMZA lock out tag out procedure and permit to work system is followed. The Plant Engineer must be notified of any work being conducted that requires a permit.
- In the event of a fire the fire alarm must be raised. For this purpose employees of the Contractor must acquaint themselves with the location of the alarm and emergency assembly points. The symbolic signs can be followed in all areas.
- All flammable liquids and chemicals being used on the premises shall be kept in approved safety containers, correctly labelled and stored away from buildings and plant. A list of all the chemicals and the Material Safety Data sheets must be available on site at all times. Construction Regulation 23 and Hazardous Chemical Substance Regulations must be complied with.
- All combustible debris shall be removed from all sites during the day and all other debris shall be removed at least once per shift. Construction regulation 27 must be adhered to.
- The Contractor site offices and sheds must be provided with adequate fire protection that is easily accessible.
- All contractors, their employees and sub-contractors must ensure that their conduct is in line with the Tobacco Products Control Act, No. 83 of 1993.
- The contractor and sub-contractor must be registered with the Workman's compensation as required in the Compensation of Injuries and Diseases Act, 130 of 1993 as amended. A letter of good standing must accompany this agreement as proof of the Company or Sub-contractor status with the Compensation Commissioner.
- The contractor or sub-contractor must submit proof of registration with the Unemployment Insurance fund.

Acceptance by Service Provider/Contractor/ Mandatory:	
I the undersigned hereby acknowledge and understand the site rules. I am also aware of the fact that I am an Employer who has a responsibility in terms of the Safety and Health of Employees and the Environment.	

 PHILIP MORRIS SOUTH AFRICA	PMZA EHS MANAGEMENT SYSTEM Environmental Health Safety and Security Contractor Guidelines	Effective date 01/03/2015	
Doc. Type: Guidelines	Doc. N°: ZA EHSW0008	Version N°: 0.3	Page 8 of 22

Contractor Company name, Site Manager / MD/ CEO/ and Signature <hr/>	<hr/> Date
--	------------

9. Non Compliance with PMZA Rules and Regulations

A contractor or the sub-contractor not complying with the following rules or Legislative requirements can result in immediate suspension of the project or asked to leave site.

- Any contractor who failed to attend induction.
- Any contractor employee making use of fraudulent access cards or using a fellow worker's card to gains access – as referred to in the Access Control Procedure.
- Any contractor who fails to comply with facilities site regulations requirements
- Any contractor failing to comply with occupational health and safety requirements.


9.1 Termination of Contractor employee services

The following procedures will apply to all contractor employees on completion of work of the contract or when a contractor/ sub-contractor employee has been discharged from service with the contractor Company.

- The contractor / sub-contractor sub-ordinate manager will ensure that the contractor discharge form has been completed and is signed off in full.
- The PMZA Client Agent will complete the work completed document form and sign off in the relevant section of the contractor discharge form.
- The contractor sub-ordinate manager will proceed to the Facilities Management / Security Department and ensure that the relevant section of the discharge form is completed.
- All access cards will be returned in accordance with the Access Control Process
- All relevant Project Documentation, manuals, electronic data and drawings must be submitted to the Client Agent. The Client Agent will sign off the relevant section on the form.

9.2 Contractor upon starting work


Once you have received a written order to commence work in specific area documentation and other requirements should be adhered to as set out below. These documents must be submitted to the PMZA Client Agent/.

 PHILIP MORRIS SOUTH AFRICA	PMZA EHS MANAGEMENT SYSTEM Environmental Health Safety and Security Contractor Guidelines		Effective date 01/03/2015
Doc. Type: Guidelines	Doc. N°: ZA EHSW0008	Version N°: 0.3	Page 9 of 22

- Complete the letter of appointment and section 37(2) agreement.
- Always have in your possession a copy of the Occupational Health and Safety Act 85, 1993.
- Complete contractor employee on site form. All information must be completed.
- Submit copies of Safety Plan which includes risk assessments.
 - **Supervisors undertaking:** The contractor undertakes to ensure that all its employees are competent or experienced. The owner/ sub ordinate must sign off to this effect.
 - **Contractor hazard training:** All supervisory staff and workmen will receive site specific induction as to the hazards in the environment where they will be working and the tasks they are expected to perform. The appointed supervisor will be required to sign acceptance of having received special instruction pertaining to the above.
 - Contractor's equipment: "Brought onto the premises" must be filled in. The Client Agent must assess the equipment in accordance with the Access Control Procedure. The competency of the employees using such equipment must also be verified with certificates
 - The contractor must make available to the Client Agent an up to date record of the maintenance for all plant and equipment to be used during the contract. (This must include logbooks where applicable). This equipment must comply with the Occupational Health and Safety Act 85, 1993.
 - An up to date inventory of all portable electrical equipment and tools. When additional equipment, machinery etc., is brought onto site, during a work contract, the necessary documentation must be completed and authorised by the Client Agent, in accordance to the Access Control Procedure. When additional supervisors / workmen are required on site in order to complete work, all relevant documents as mentioned previously must be completed. The Client Agent must be informed prior to admission on site – in accordance to the Access Control Procedure. If your company hires a sub-contractor to complete a job, it is your responsibility to notify the responsible Leonard Dingler (Pty) Ltd Agent immediately so that the documents for the sub-contractor are completed and that all the sub-contractor employees attend induction and obtain the necessary entrance documents

9.3 Principle Contractor undertaking to ensure compliance of Sub Contractors.

- The Principle Contractor undertakes to ensure that employed sub-contractors and / or their respective employees will comply at all times with the following conditions.
 - All work performed on the premises is performed under the close supervision of the contractors employees who are trained to understand the hazards associated with any work that the contractor performs on the premises.
 - The Principle Contractor and the Sub contractor shall ensure that they are familiar with the requirements of the Occupational Health and Safety Act 85 of 1993.
 - The Principle Contractor and the Sub Contractor warrants that they are aware of all the risk areas and that their employees are medically fit to perform such work.
-

 PHILIP MORRIS SOUTH AFRICA	PMZA EHS MANAGEMENT SYSTEM Environmental Health Safety and Security Contractor Guidelines		Effective date 01/03/2015
Doc. Type: Guidelines	Doc. N°: ZA EHSW0008	Version N°: 0.3	Page 10 of 22


- The Principle Contractor and Sub-Contractor must ensure that they clearly understand which Legislation governs the work that they have to perform. Competent employees who are trained in the relevant Occupational Health and Safety aspects of the work being performed must be appointed in writing.
- Personal protective equipment required for the work performed will be issued and worn by the Contractor and /or Sub Contractor.
- Safe work practises must be enforced at all times. Employees must be conversant with these practises.
- No unsafe equipment / machinery/ and / or articles that threatens the health and safety of persons shall be used on the premises.
- The Principle and Sub Contractor shall report and investigate all incidents. The incidents Must be reported to the Leonard Dingler Engineering Manager and Department of Labour Inspector. The Contractor will submit copies of all the relevant documentation relating to the incident to the Engineering Manager.
- The Site Rules, Contractors Compliance agreement and undertaking must be fully complied with. The contractor warrants that he shall not endanger the health and safety of the Leonard Dingler employees in any way whilst performing any work on the premises

Project Manager / PMZA Representative

Date

Signed by PMZA Client Agent

Date

 PHILIP MORRIS SOUTH AFRICA	PMZA EHS MANAGEMENT SYSTEM Environmental Health Safety and Security Contractor Guidelines		Effective date 01/03/2015
Doc. Type: Guidelines	Doc. N°: ZA EHSW0008	Version N°: 0.3	Page 11 of 22

ANNEXURE A: SECTION 37(2) WRITTEN AGREEMENT
OCCUPATIONAL HEALTH AND SAFETY ACT 85, 1993

Date: _____

Contractor's Name and Address:

Nature of service or work provided:

Dear Sir

In terms of Section 37(2), the Construction Regulations of the Occupational Health and Safety Act 85, 1993 and to implement the powers vested in us thereby appoint you _____ as the responsible person in charge of the operations and activities covered by the scope of the above mentioned contract between your firms:

_____ and PMZA

By virtue of this appointment you will be responsible to report to:


(Name and Designation)

You will assist in ensuring that safety measures and proper discipline, as well as the observance of the Regulations of the Occupational Health and Safety Act by all persons employed on the said contract. It will be a part of your duty to ensure that the necessary safety equipment required is available at all times, whilst safety standards defined in the contract and contractor procedures is observed and adhered to at all times.

In Terms of Section 8 (2) of the OHS Act85, 1993 you are required to ensure that you as an Employer complies with the Occupational Health and Safety Act and its Regulations. You must ensure that you have assessed all risks related to the service you provide or the construction work you perform. You must ensure that the necessary steps have been followed to ensure a safe work environment for your employees, sub-contractors, visitors and all other persons that may be affected by your operation or activities.

You will further carry out any instruction given to you in the interest of Safety, Health and the Environment by the Client Agent.

You must ensure that no electrical equipment is installed or used without prior examination and approval of the Client Agent or authorised designate.

 PHILIP MORRIS SOUTH AFRICA	PMZA EHS MANAGEMENT SYSTEM Environmental Health Safety and Security Contractor Guidelines		Effective date 01/03/2015
Doc. Type: Guidelines	Doc. N°: ZA EHSW0008	Version N°: 0.3	Page 12 of 22

Your attention is drawn to OHS Act Section 8(e) and 13. You are required to ensure that all employees, contractors or sub-contractors under your control are instructed in the dangers of their work and are properly trained regarding the use of personal protective equipment.

Your attention is drawn to PMI 08-C Principles and practices, PMZA Environmental Health & Safety Policy. You will also be required to work in accordance with the requirements as set out in ISO 14001:2004 and OSHA 18001:2004

You are also to comply with the following South African Legislations requirements:

- Constitution of the Republic of South Africa Act no 108 of 1996
- National Environmental Management Act no 107 of 1998
- National Environmental Management: Air quality Act no 39 of 2004
- National Environmental Management: Waste Act no 59 of 2008
- National Water Act no 36 of 1998
- Atmospheric Pollution Prevention Act, No 45 of 1965
- Environmental Conservation Act 73 of 1989
- Conservation of Natural Resources Act. No 43 of 1983
- Hazardous Substances Act No 15 of 1973
- National Health Act No 61 of 2003
- Occupational Health and Safety Act , No 85 of 1993
- Compensation of Injuries and Diseases Act 130, 1993
- Tobacco Control Act No 83, 1993
- Labour Relations and Employment Equity Act
- Protection of Information Act No 84 of 1982
- Promotion Administrative Justice Act No 3 of 2000
- Promotion of Access to information Act no 2 of 2000
- National Road Traffic Act no 93 of 1996
- Electronic Communications and Transactions Act No 25 of 2002
- The Criminal Procedural Act No 51 of 1977
- Tobacco Control Act

You must ensure that you comply with all the Legislation requirements pertaining to your operation or activity. You must immediately notify the PMZA Representative or the Client Agent of any Legislation you cannot implement or comply with in writing.

Your appointment date is effective from _____

Yours faithfully,

Countersigned.

Section 16 (2) Appointee


Name and Surname: _____

PMZA Position: _____

GMR 2(1) Appointee

Name and Surname: _____

PMZA Position: _____

 PHILIP MORRIS SOUTH AFRICA	PMZA EHS MANAGEMENT SYSTEM Environmental Health Safety and Security Contractor Guidelines		Effective date 01/03/2015
Doc. Type: Guidelines	Doc. N°: ZA EHSW0008	Version N°: 0.3	Page 13 of 22


Acceptance by Service Provider/Contractor/ Mandatory:

I the undersigned hereby accept the above appointment and acknowledge having received a copy of this document and the agreement terms. I am aware that in the event of one or more of my employees being involved in an accident or fatality on the company premises or property that I will immediately report and investigate such incident according to legislative requirements. Furthermore I am aware of the fact that I have to be registered with the Workman' s Compensation Commissioner in terms of the Compensation for Injuries and diseases Act. I have submitted a letter of good standing to indicate that all payments are up to date and that all employees are covered in terms of Workman's Compensation.

I understand that I have to assess all risks associated with the work being performed implement control measures to ensure the safety of persons and employees.

I am also aware of the fact that I am an Employer who has a responsibility in terms of the Environment, Occupational Health and Safety legislations

<hr/> Contractor Company name, Site Manager / MD/ CEO/ and Signature	<hr/> Date

 PHILIP MORRIS SOUTH AFRICA	PMZA EHS MANAGEMENT SYSTEM Environmental Health Safety and Security Contractor Guidelines		Effective date 01/03/2015
Doc. Type: Guidelines	Doc. N°: ZA EHSW0008	Version N°: 0.3	Page 15 of 22

ANNEXURE C: APPOINTMENT FOR CONTRACTOR SUPERVISOR

I _____ hereby acknowledge that I am the supervisor on Site for the company _____ and that all persons employed for the execution of the contract have been trained and are proven to be competent to perform all the tasks assigned unto them. I, the supervisor, will ensure that every employee is aware of the safety standards and site rules relevant to the working environment, and that it is my duty to ensure that all standards, procedures and legislation are obeyed in full.

In terms of this undertaking, I am required to ensure that all construction work performed under my supervision is carried out as follows:

- By persons suitably trained and competent to do such work;
- That all statutory appointments have been completed;
- That, where required, health and safety committees are established and that meetings are accordingly held;
- That all persons are aware and understand the hazards attached to the work being carried out;
- That the required risk assessments are carried out;
- That precautionary measures are identified and implemented;
- That discipline is enforced at the construction site at all times;
- That all identified statutory requirements are met; and
- That any other interests in terms of health and safety with respect to the responsible area, are met.

I will report any deviations of the above-mentioned instructions to _____
(contractor's name)

I agree to submit a written weekly report on all shortfalls that have not been met in terms of these regulations

Acceptance by Contractor Supervisor:	
I the undersigned hereby acknowledge and understand the EHS&S rules and regulations and site work compliance agreement. I am also aware of the fact that I am acting on behalf of an Employer who has a responsibility in terms of the Safety and Health of Employees and the Environment. I acknowledge and accept the undertaking as a supervisor.	
_____ Contractor Supervisor name and signature	_____ Date



HEALTH


	A	B	C	D	E	PROBABILITY	CONSEQUENCE	Risk Ranking
1	1	2	4	7	11	Common	A Fatal	1
2	3	5	8	12	16	Has happened	B Permanent non-lethal effect	2
3	6	9	13	17	20	Could Happen	C Reversible severe effect	3
4	10	14	18	21	23	Unlikely to happen	D Reversible minor effect	4
5	15	19	22	24	25	Practically impossible	E No effect	5

ENVIRONMENT

	A	B	C	D	E	PROBABILITY	CONSEQUENCE	Risk Ranking
1	1	2	4	7	11	Common	A Major Impact long term 5yrs	1
2	3	5	8	12	16	Has happened	B Severe impact short term 1yr	2
3	6	9	13	17	20	Could Happen	C High Impact 6 months	3
4	10	14	18	21	23	Unlikely to happen	D Slight Impact 1 month	4
5	15	19	22	24	25	Practically impossible	E No effect	5

GMP

	A	B	C	D	E	PROBABILITY	CONSEQUENCE	Risk Ranking
1	1	2	4	7	11	Common	A Fatal	1
2	3	5	8	12	16	Has happened	B Permanent non-lethal effect	2
3	6	9	13	17	20	Could Happen	C Reversible severe effect	3
4	10	14	18	21	23	Unlikely to happen	D Reversible minor effect	4
5	15	19	22	24	25	Practically impossible	E No effect	5

 PHILIP MORRIS SOUTH AFRICA	PMZA EHS MANAGEMENT SYSTEM Environmental Health Safety and Security Contractor Guidelines		Effective date 01/03/2015
Doc. Type: Guidelines	Doc. N°: ZA EHSW0008	Version N°: 0.3	Page 21 of 22

ANNEXURE F: PHILIP MORRIS SOUTH AFRICA
INTEGRATED QUALITY, ENVIRONMENTAL, HEALTH & SAFETY POLICY

Philip Morris South Africa is committed to adhere to the following core principles of its business:

- Achieve and maintain the highest Quality standards in meeting its customer's needs.
- Identify the environmental aspects of its activities, control and minimize their impact on the environment and continuously prevent pollution,
- Prevent injury, ill health and maintain a healthy and accident-free working environment

These commitments will be sustained through a structured management system which is continually improved, and the cultivation of a corporate posture which embraces a climate of prevention, rather than remedy. We shall comply with all applicable laws, regulations and local society's expectations of all SE cluster countries where we manufacture or market our products, in addition to, PMI requirements that relate to the Cluster's Quality performance, Occupational Health and Safety hazards, and to its environmental aspects.

Quality, OH&S and Environmental objectives and targets are established and systematically monitored by dedicated personnel. Top Management reviews results and actively promotes the highest system performance.

Highest performance relative to Quality, OH&S and the Environment implies a level of employee achievement which reflects an unremitting pursuit of excellence. This performance is feasible through methodical awareness and training, motivation for environmental conservation and safety consciousness, and prompt allocation of resources.

Rowland J. Fraser
**Director Operations Southern
and Eastern Africa**

Nico, Hugo Marcelo
**General Manager
Republic of South Africa**



PHILIP MORRIS
SOUTH AFRICA

PMZA EHS MANAGEMENT SYSTEM
Environmental Health Safety and Security
Contractor Guidelines

Effective date
01/03/2015

Doc. Type: Guidelines

Doc. N°: ZA EHSW0008

Version N°: 0.3

Page 22 of 22

10. Revision History

Rev No	Author	Effective date	Description of change
1.0	Molly Lehong	01/06/2012	New document. First issue.
2.0	Zamokuhle Nkomo	01/09/2014	Re-wording
3.0	Thandeka Zulu	01/03/2015	Removal of additional rules

11. Records

Records description	Owner	Location	Retention Period
Contractors Safety File	EHS System Engineer	EHS Office	5 years

12. Approval

This document has been approved by

Molly Lehong