	<p style="text-align: center;">SAFETY HEALTH AND ENVIRONMENTAL MANAGEMENT SYSTEM (Doc No. SHE/Proc - 009.17)</p>	<p>Effective Date: 1 February 2025 Revision No. 0 Date Reviewed: - Page: - Page 1 of 2</p>
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Accident / Incident Reporting & Site Monthly Reporting

1. Purpose

- 1.1. To provide guidelines for the effective reporting of incidents/accidents at
Dorning Crushers Portershoek Quarry

2. Scope

- 2.1. Applies to the health and safety of all personnel and visitors who may be affected by the company's activities.

3. Reference Documents


- 3.1. Site Monthly Reporting Form.
- 3.2. Incident and Accident Register

4. Terms and Definitions:

- 4.1. **First Aid Incident** - emergency aid or treatment given to someone injured, suddenly ill, etc., before regular medical services arrive or can be reached. Not requiring Doctor / Hospital)
- 4.2. **Lost time/serious incident** - An injury which requires Doctor / Hospital treatment-Booked off.
- 4.3. **Medical** - An injury which requires Doctor / Hospital treatment-no shift lost.
- 4.4. **Disability** - where a person loses a limb or part of a limb.
- 4.5. **Fatality** - A death resulting from an accident or a disaster:
- 4.6. **Near Miss** - Where the activities could have resulted in a fatal or disabling incident.
- 4.7. **Public Incidents**-Where members of the public or visitors are injured or similar due to our activities.
- 4.8. **Damage to Property**-Where our activities resulted in property being damaged or destroyed.
- 4.9. **Vehicle Incidents**-Collision, Vehicle
- 4.10 **Environmental** – Spillages, Fire hazards Alien vegetation control

5. Procedure

- 5.1. All incidents occurring on site or as a result of the company's activities, must be recorded monthly on Form No:(GF/SMR/4.4.4.5) and forwarded to the SHEQ Manager at Head Office for review and also to aid in reducing the impact of these on our business, by no later than the 25th of every month.
- 5.2. In order to comply with Section 24 of the Occupational Health and Safety Act, Chapter 25, Section 25 of The Mine Health and Safety Act and Section 39(1) of the Compensation for Occupational Injuries and Diseases Act, in the event of the following, must immediately be reported telephonically.
- 5.3. In the event that a person died, or is likely to die, or suffered loss, or partial loss of a limb no person may disturb, or remove anything from the scene without the permission of an

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Inspector, provided that such action may be taken as is necessary to prevent further incident, remove the dead or injured persons or rescue persons from danger.

- 5.4. Any accident of the nature referred to in paragraph 4.2 to 4.5 must be investigated by the SHEQ Manager.
- 5.5. For less serious accidents, the Site Manager must investigate the accident:

The following forms must be completed for Accidents as List in Paragraph 4.2 – 4.5

For Construction Sites and (Occupational Health and Safety Act (85 of 1993) :

1. Annexure 2: Recording and Investigation of Incidents
2. Where medical treatment from a doctor or hospital is required, form WCL 2: Employers Report of an Accident
3. Claim Form RMD 1

For Mining Sites (Mine Health and Safety Act (29 of 1996) :

1. Samrass 1 to Samrass 9.
2. RMD 1

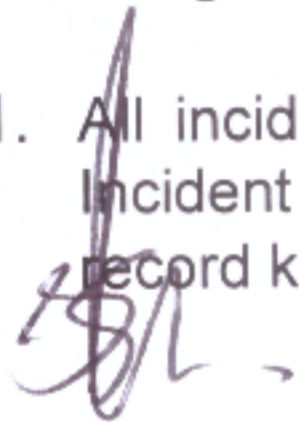
- 5.6. Statements must be taken from employees who witnessed the accident/incident as soon as possible. The statements must include all necessary information and must be signed by the employee making the statement.
- 5.7. Where a medical Practitioner instructs the employee to return for further treatment, the medical practitioner must complete a RMD 12 Progress Report and give it to the employee who must then give it to the Site Manager who will forward a copy to the SHEQ Manager.
- 5.8. When the treatment is complete, the Medical Practitioner must complete Form RMD 13, Final Report, give it to the employee who will give the Site Manager and again copy to the SHEQ Manager.
- 5.9. All the documentation must be sent to the SHEQ Manager.
- 5.10. All incidents and accidents must be documented on the monthly report and Accident Incident register (CHK/AIR/4.5.2.3) and must also be sent to the SHEQ Manager for record keeping.

6. Responsibility

- 6.1. The Site Managers and Contracts Managers are responsible for ensuring that this procedure is adhered to.

7. Recording

- 7.1. All incidents and accidents must be documented on the monthly report and Accident Incident register (CHK/AIR/4.5.2.3) and must also be sent to the SHEQ Manager for record keeping.



Mine Manager

3/02/2025

Date