



## LIFE SAVING RULES PROCEDURE

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## 1 PURPOSE

The purpose of Life Saving Rules is to establish absolute rules that cannot be broken without risking serious injury or lost to the organization. History has shown that violation of these rules creates hazards that have resulted in disabling injuries and even death. SAMTA Mining (SM) has adopted then Life Saving Rules to protect workers.

## 2 SCOPE

This procedure applies to all SM employees, contractors, consultants, and visitors in all SM locations and offices. The then Life Saving Rules are:

- Fit for Duty;
- Fastening the safety belts;
- Authorization to operate mobile equipment;
- Entry into confined space requires proper authorization;
- Hazardous energy control requirements must be observed when performing maintenance (lockout /tagout / try-out);
- Fall protection must be used when working at heights or near an open hole;
- Specialized work permit requirements must be observed;
- All safety devices must be in place before operating equipment and shall never be removed, tampered with or bypassed;
- No one should be under the suspended load;
- Blasting operation requirements.

## 3 DEFINITIONS OF TERMS, ABBREVIATIONS AND ACRONYMS

Term	Definition
SM	SAMTA Mining
Employee	Any person that has a relationship with SM (i.e., SM subcontractors, consultants, vendors, or visitors).
Disciplinary action	Discipline, as described in the Labour Code, Internal regulation and Human Resources and Work Force Services procedures shall be administered fairly and consistently for all personal at all levels.
Investigatory Leave	The period of time that an employee must remain of work following a possible Life Saving Rules violation to allow for the management team to gather information and review the facts of the case. This time away from work shall be paid.
LSR	Life Saving Rules

## 4 RESPONSIBILITIES

**Executive committee is responsible for:**

- Communicate expectations of, and support for, the Life Saving Rules;
- Chair investigation team following possible Life Saving Rules violation;

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- Review the investigation report and the disciplinary recommendations of the investigation team and ensure disciplinary action is fair and balanced. “normal” style in style gallery.

**Head of Department and team leaders are responsible for:**

- Ensure that all workers within their area of responsibility, both employees and contractors, know and understand the intent of the Life Saving Rules and how they will be applied;
- Inform the ExCom manager or designed upon being notified of a suspected violation of a Life Saving Rules;
- Ensure that an investigation is initiated once notified of a suspected violation of a Life Saving Rules;
- Grant an exemption to a Life Saving Rule only if a risk assessment has been done and the recommended controls will mitigate the risk.

**Supervisors are responsible for:**

- Review the Life Saving Rules with each worker in their area of responsibility to ensure that the worker understands the definition and intent of the rules and how they will be applied;
- Ensure that the Life Saving Rules are reviewed at least annually with each worker in their area of responsibility;
- Act immediately on any identified or reported violation of a Life Saving Rules by an employee by:
  - Removing an employee or contractor suspected of violating a Life Saving Rules from the workplace;
  - reporting the suspected violation of the Life Saving Rule to the Head of Department or designate; and,
  - Participating in the incident investigation as part of the investigation team.

**Human Capital Department is responsible for:**

- When deemed a possible violation exists, place employee on investigatory leave and initiate “demand explication” process;
- Ensure discipline is fair and balanced and in compliance with Guinea Labour Code, regulations in force, individual history, and SM precedent and current expectations.

**Employees are responsible for:**

- Know, understand and comply with the eight Life Saving Rules;
- If about to witness a violation of a Life Saving Rule, advise the other person that they are about to violate a Life Saving Rules and explain the potential consequences;
- Immediately report any violation of a Life Saving Rules;
- Comply and cooperate with any investigation of possible violations of Life Saving Rules.

**HSSEC Department is responsible for:**

- Develop a Life Saving Rules training plan and ensure that it is delivered to al current employees and contractors at least once a year;
- Ensure that the Life Saving Rules training plan is delivered to al newly hired employees and contractors during the General Induction training;
- Audit compliance to Life Saving Rules at least quarterly to determine effectiveness and transparency;

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- Report on Life Saving Rules observations, violations, actions and consequences on a regular basis to management.

**Contractors, subcontractors, consultants and visitors are responsible for:**





- Comply with the Life Saving Rules Procedure.
- Immediately report any violation of a Life Saving Rules to Department management responsible for the activities.

## 5 GENERAL SITE REQUIREMENTS

### 5.1 Life Saving Rules Designation

Term	Definition
	<b><u>Fit for Duty:</u></b> Workers are required to show up for work both mentally and physically capable of performing their job. Workers must not be under the influence of drugs, alcohol, medication or other substances/conditions (i.e., lack of sleep, ill, etc.) that could interfere with their ability to safely perform their tasks.
	<b><u>Driving safety:</u></b> Seatbelts fastened all the time for all occupants, daily equipment's check-list inspection, defensive driving training and internal accreditation, no driving at night, no phone no eating when driving, reversing parking position and journey management plan (JMP)
	<b><u>Operators to be trained &amp; authorized before operating:</u></b> Workers must be trained and confirmed as competent by supervision before being permitted to operate equipment or machinery for any purpose other than training. Workers must have permission granted by an authorized person in order to operate equipment or machinery.
	<b><u>Confined Space Entry:</u></b> Employees must have permission granted by an authorized person before entering an area to which access is restricted because of the hazards present. Restricted areas are typically designated by signs. Examples include: confined spaces, motor control centres, walking under a suspended load, blast preparation sites, work over water, excavations, danger tape barricaded areas, etc.
	<b><u>Hazardous Energy Control (lockout / tagout / try-out):</u></b> Hazardous energy must be identified and controlled before starting work on equipment, installations or machinery. This involves bringing all energy sources to a zero-energy state, applying proper locks and tags and trying out the equipment to ensure the zero-energy state has been achieved. Hazardous energies include: electrical, mechanical/stored (such as pneumatic, hydraulic, springs, spinning flywheels, pressurized systems, etc.), gravity (suspended loads), radiation, or chemical.

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	<p><b><u>Working at Heights:</u></b> Persons exposed to fall from a height of 1.8 meters or more, or working near any edge with the potential to fall 1.8 meters or more, or working within two metres of an open hole where there is the possibility of falling 1.8 metres or more will be deemed to be working at heights. Although 1.8 metres is set as the maximum working height hat fall protection becomes mandatory, consideration must be given to tasks where there is any risk of falling from less than 1.8 metres if the consequence of falling could be severe. For example, working over water or working where there is a risk of falling onto a hazardous condition. Examples include: working on platform without guardrails, working on a roof, working near the edge of the quays, rigging a container, removing guardrails, removing grating, etc.</p>
	<p><b><u>Safe work permit:</u></b> Some tasks have proven to result in severe consequences if a systematic approach is not used to ensure that all the hazards have been identified and mitigated. A specialized work permit is the document that is used to help a worker and supervisor through the systematic approach. Before work begins on a task requiring a specialized work permit, the permit requirements must be observed. Examples: confined space entry, hot work, critical lift, excavation and trenching, safe work permit, etc.</p>
	<p><b><u>Safety devices must never be removed, tampered with or bypassed:</u></b> Devices installed by a manufacturer, supplier or end user which are designed to protect persons from various hazards on machinery and equipment must not be removed, tampered with or by-passed without prior approval from his Head of Department. The approval process will follow a management of change approach and will include a risk assessment. Examples: overriding a relay, removing a guard covering moving parts, removing a fuse for an engine warning light, moving or removing safety barriers without authorisation, tampering with a vehicle tracking device, etc.</p>
	<p><b><u>Lifting Operation:</u></b> Prior to starting work, operations involving cranes and rigging will be assess the risk by using the JSA form or equivalent. Both the JSA and Risk Assessment are required for this, to ensure that all hazards associated with the work are identified, the likelihood and severity are understood, and control measures are defined that will effectively reduce the risk.</p>

## 5.2 Notification and Investigation of a Life Saving Rules violation

Once a potential violation of an LSR is reported a notification will be send to head of department, HSSEC and Human Capital.

The person(s) suspected of violating a Life Saving Rules will be immediately removed from the work place and placed under paid investigatory leave pending the results of the investigation (following HR guidelines).

The investigation team will consist of the immediate supervisor, a supervisor from another department, an H&S representative and two persons of the worker alleged to have violated the rules.

Should the investigation reveal that the person(s) knowingly violated a Life Saving Rules and placed themselves or others at risk, the recommended disciplinary action for an employee should be termination of employment and, in the case of a contractor, permanent removal from

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the property. This recommendation shall be submitted to the Head of Department, Manager-HSSEC for review, and the CEO for final authorization.

Should the investigation reveal the worker did not knowingly violate a Life Saving Rules, the results of the investigation and the investigation team's recommended disciplinary actions will be presented to the Head of Department, Human Capital and Manager- HSSEC for review.

The Head of Department, Head- Human Capital and Head-HSSEC will review the results of the investigation and decide whether to accept or reject the recommendation of the investigation team. A decision to reject the investigation team's recommendation must be made in consultation with the CEO.

### 5.3 Consequences of deviation

The following are potential consequences of deviation from this procedure:

- A fatal, critical injury or disabling injury;
- Termination of employment if the violator is an employee or the permanent removal from site if the violator is a contractor or visitor, if the rules was knowingly violated;
- Criminal or statutory prosecution.

### 5.4 Tasks that require a Life Saving Rules exemption

There are situations in which an employee or contractor could be required to perform a task which would normally violate a Life Saving Rules. As the Life Saving Rules have been adopted to protect persons from exposure to intolerable risks, the following steps are to be followed to protect workers in these special circumstances:

- A risk assessment team with members possessing appropriate experience will be assembled to identify and assess the hazards;
- The team will recommend controls to mitigate the risk associated with the task;
- The Head of Department, or designed, will review the results of the risk assessment and the recommended controls and, if satisfied, will authorize the exemption;
- The results of the risk assessment and the approved controls will be communicated to all persons involved in the task.

## 6 REVISION CONTROL

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Table 1: Revision Control

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