1 PURPOSE

To ensure that the risks associated with motorised equipment are identified, assessed, and adequately managed.

2 SCOPE

This Standard applies to all operations and activities of the South African Forestry Company Limited (SAFCOL) and its subsidiaries including Komatiland Forests (Pty) Limited (KLF) and Indùstrias Florestais de Manica, SARL (IFLOMA) and all Contractors.

3 REFERENCES

- Occupational Health and Safety Act, (85 of 1993) Driven Machinery Regulations
- National Road Traffic Act and Regulations (93 of 1996)

4 DEFINITIONS & ABBREVIATIONS

4.1 The following definitions are provided to ensure a uniform understanding of this procedure.

Motorised Equipment: means any self-propelled vehicle or machine, including company owned motor cars.

Motor vehicle: means any motor vehicle for which a Drivers Licence can be obtained in terms of road traffic legislation.

"A" Hazard defect: means any defect related to the braking mechanisms, steering mechanisms, tyres with less than 2mm of tread or major oil or water leaks from the engine.

Off-Highway Production Vehicle: means any **Motorised Equipment** not normally registered or intended for use on a public road in terms of existing legislation (e.g. Skidder, Forwarder, Logger, Feller-Buncher, Harvester, Bulldozer, Grader, or similar vehicle.)

Public road: means any road other than a plantation road maintained exclusively by the Company.

4.2 The following abbreviations are used in this procedure.

OHPV - Off-Highway Production Vehicle
LDV – Light Delivery Vehicle (bakkie)

FESA – Forestry Engineering South Africa

5 RESPONSIBILITY

Business Unit/Centre managers are responsible to ensure compliance with all provisions of this Standard.

Senior Manager: Learning and Development is responsible to ensure that Drivers Licences are verified as required prior to the issuing of any Competency Certificate.

6 PROCESS

6.1 General

6.1.1 All motorised equipment shall be maintained in a safe and, where applicable, roadworthy condition.

6.1.2 All motorised equipment shall be kept clean both inside and out.

6.1.3 All motorised equipment shall be included in planned maintenance systems. Where applicable, motorised equipment shall be serviced in accordance with the Original Equipment Manufacturers recommendations.

6.1.4 All motorised equipment shall be inspected using a prescribed checklist at the commencement of each shift. Defects shall be recorded and reported immediately and shall be rectified at the earliest possible opportunity.

6.1.5 Where motorised equipment is used by more than one individual (e.g. pool vehicles), appropriate individuals shall be appointed in writing by the Business Unit/Centre Manager as Vehicle Skippers and shall be responsible to ensure that the vehicle/machine for which they are appointed complies with the above requirements.

6.1.6 No person shall use, or be required or permitted to use, any motorised equipment on which an “A” Hazard defect is known to exist.

6.1.7 No person shall operate ANY motorised equipment unless he/she is in possession of a valid Driver’s Licence for that class of motor vehicle, OR Certificate of Training for that specific type of machine issued by a person or organisation accredited and approved for such training in terms of Driven Machinery Regulation 18 (11).

6.1.8 All persons who are trained and/or authorised to operate motorised equipment shall be tested and issued with an internal Competency Certificate clearly indicating the specific type of vehicle or machine for which such authority has been granted. Drivers and Operators are to carry their Permit on their person at all times whilst on duty.

6.1.9 All fulltime drivers/operators shall be subjected to medical evaluation at intervals not exceeding 12 months and a Certificate of Fitness obtained.

6.1.10 The validity of all Drivers Licences shall be checked on assessment and prior to the issuing or renewal of any Competency Certificate. Competency Certificates for drivers of motor vehicles shall be valid for a period of 5 years.

6.1.11 The Company shall not be liable for traffic offences committed by users of company motor vehicles on any public road. All fines and other penalties shall be to the user's account.

6.1.12 No person shall operate or be required or permitted to operate any motorised equipment if he or she is or appears to be under the influence of alcohol and/or intoxicating drugs.

6.1.13 No person shall talk, text, or otherwise make use of a handheld cellular telephone whilst driving any Company owned, hired, or leased motorised equipment.

6.1.14 No person shall leave any motorised equipment unattended with the engine running. Engines shall be switched off and keys removed from the ignition when motorised equipment is not in use or is temporarily unattended.

6.1.15 Where fitted, seat belts shall be worn at all times whilst the motorised equipment is in motion.

6.1.16 No person shall climb on or off any motorised equipment whilst such equipment is in motion. No person shall remain within 15 metres of any off-highway production vehicle/machine whilst such equipment is in motion.

6.1.17 Motorised equipment shall have headlights switched ON at all times whilst in motion.

6.1.18 All loads shall be adequately and properly secured prior to the motorised equipment moving off.

6.1.19 All motorised equipment shall be equipped with a fire extinguisher and other emergency equipment as appropriate. Emergency equipment may include

first aid kit, jack, wheel spanner, spare wheel, and reflective triangles as required.

6.1.20 A general speed limit of 60 km/h shall be signposted and enforced on all plantation roads. Lower limits may be set and signposted according to identified risks at specific areas, e.g. stream crossings, sharp bends, etc.

6.1.21 Specific speed limits may be set for certain types and classes of vehicles/equipment according to identified risks. Where appropriate, these limits shall be clearly stated in the applicable BOPs and other Operating Procedures for the type or class of vehicle/equipment affected.

6.2 Transporting of Passengers and Personnel

6.2.1 The transportation of personnel in the load bin of any vehicle is prohibited unless adequate seats, seat belts, and substantial roll-over protection are fitted.

6.2.2 The transportation of personnel in the open load box of any LDV is strictly prohibited.

6.2.3 No person shall be permitted to stand in the back of any vehicle whilst the vehicle is in motion.

6.2.4 The simultaneous transportation of personnel and unsecured tools or equipment in the same space is strictly prohibited.

6.2.5 Passengers who are not employees of the Company may only be carried with the express approval of the responsible manager.

6.2.1 Drivers are responsible and accountable for the behaviour, conduct, and safety of all passengers carried.

6.3 Cable extraction machinery and systems

6.3.1 All Operators, Chokermen and other members of cable extraction teams shall be fully and properly trained in the safe and proper use of the specific systems to which they are assigned, and Certificates issued.

6.3.2 Training certificates shall be valid for a period of two (2) years only. No person shall be permitted to operate or work in any cable extraction system unless he or she is in possession of a valid training certificate.

6.3.3 Due to the inherently dangerous nature of these systems, untrained persons are not permitted to encroach within fifty (50) metres of any cable extraction system whilst such system is in operation.

6.3.4 All systems shall be operated in accordance with the requirements contained in the FESA Cable Safety and Operating Handbook and applicable Best Operating Practice documents H.E.06 and H.E.07.

6.3.5 Machinery and tackle shall be maintained in accordance with Company SHE Standard SHE-STD-4.4.6.16 Lifting Machines and Lifting Tackle.

6.3.6 A separate register shall be maintained for each cable extraction system and all inspections shall be carried out by a competent person or Approved Inspection Authority. Findings shall be recorded in the relevant register.

6.3.7 All cable extraction equipment shall be inspected immediately after erection/set up prior to use using a checklist specifically designed for the purpose.

6.4 Off-highway production vehicles (OHPV)

6.4.1 Where it is necessary to cross a public road, the following procedure shall be complied with:

6.4.1.1 A flagman equipped with a Hi-Visibility vest and a large RED flag must accompany the OHPV and must position himself at the crossing point ahead of the machine;

6.4.1.2 The OHPV shall have lights switched ON (where fitted) at all times;

6.4.1.3 The flagman shall wave his flag in a steady up and down motion to warn motorists;

6.4.1.4 The OHPV shall STOP at the crossing point;

6.4.1.5 The flagman shall check right, left and right again to ensure that there is no oncoming traffic;

6.4.1.6 When the road is clear the flagman shall signal to the OHPV operator that it is safe to proceed across the road:

6.4.1.7 The OHFPV shall cross the road ONLY on the signal of the flagman.

6.4.2 Where it is necessary to travel on a public road the following shall be complied with:

6.4.2.1 The OHPV shall be escorted throughout the journey by a light motor vehicle fitted with a rotating/flashing ORANGE beacon light;

6.4.2.2 The escorting vehicle shall have hazard lights and headlamps switched ON at all times;

6.4.2.3 The OHPV shall have lights switched ON (where fitted) at all times;

6.4.2.4 The OHPV shall STOP before entering the public road and proceed only when instructed to do so by the escorting vehicle;

6.4.2.5 The OHPV shall drive on the left hand side of the road and shall keep as far to the left as possible to minimize any obstruction of normal traffic;

6.4.2.6 The escorting vehicle shall travel at a distance of 15 metres behind the OHPV and shall be alert to all traffic approaching from the rear;

6.4.2.7 The OHPV shall STOP before making any manoeuvre to leave the public road and shall only turn off (left or right) on the instructions of the escorting vehicle once it is safe to do so.

7 RECORDS

- Motorised Equipment Daily Inspection Checklists
- Training Records and Competency Certificates
- Training Records and Competency Certificates

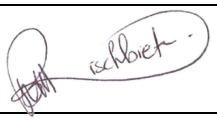
8 APPENDIX

Appendix No.	Description
1.	

9 REVISION HISTORY

Rev.	Changes	Originator
02	Conversion to new format. Rewording of 6.2.2 ad 6.2.3	P. Wainwright
01	Insertion of 6.1.20 and 6.1.21	P. Wainwright

10 SIGNATURE

ACTION	NAME & DESIGNATION	SIGNATURE	DATE
Originator*	Paul Wainwright **General Manager SHEQ**		2023 10 25
Checked By	Alice Rischbieter **Health and Safety Manager**		2023 10 25
QA Approval*	Khanyisile Mekute **Quality Assurance Practitioner**		2023 10 31
Executive Approval* (Sub-delegation)	Paul Wainwright **General Manager: SHEQ)**		2023 10 25

NB: Mandatory signatures*