

# **THE EIGHT GOLDEN RULES**

**Our Goal is: “for each and every Tosas Employee to return to their loved ones unharmed”**



## **1. Lock Outs**

No person shall commence with any inspection, cleaning, repairing, replacing, adjusting, lubricating and/or removing obstacles from energised equipment without locking out, tagging out and testing

## **2. Confined Spaces and Suspended or moving objects**

No person shall enter an area where there are suspended loads, moving objects or a possibility of being caught in between equipment

## **3. Working at Heights**

When working at any unsafe height with your feet at 1,5 (one and a half) meter or higher from the ground; a harness must be worn and used correctly

## **4. Tampering with Safety Devices**

No person shall tamper with or circumvent safety devices or procedures. Any and all tampering, altering/and or modification of safety devices is prohibited.

## **5. Mobile Equipment**

Use and operation of Mobile Equipment and Vehicles is only allowed to be done by a person who is competent, authorised, trained and licensed

## **6. Reporting of Incidents**

It is the duty of every person to report all incidents prior to the completion of the shift or leaving premises. In addition any unsafe act or condition that is observed in the working place should be reported to the supervisor or HSE Representative

## **7. Zero tolerance: Alcohol or any other Drug or Substances**

No person under the influence of alcohol or any other drug/substance that numbs the sense and slows reaction time will be allowed on premises or drive any vehicles or machinery

## **8. Personal Protective Equipment**

All persons on Tosas (Pty) Ltd premises will use the necessary safety and personal protective equipment as indicated by applicable signage and or notices as determined via Hazard Identification and Risks Assessments, which was provided to him/her by Tosas (Pty) Ltd in the correct manner.

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## **Rule Violation will be viewed and handled VERY SERIOUSLY**

The consequence of violating any of the above rules **knowingly** and **wilfully will** result in disciplinary action being taken and or removal from site.

### **ACCEPTANCE**

I, \_\_\_\_\_ understand the Eight Golden Rules above and confirm that I was informed in this regard. I will adhere to the Eight Golden Rules and is informed that if I do not adhere to it, it can lead to disciplinary actions and or removal from premises.

Signature Employee: \_\_\_\_\_

Date: \_\_\_\_\_