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Date of implementation: 20 / 10 / 2022

| Recipient | DS/CP | MINE | CPCMAC | HSE | DSA | CG | SRH |
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DS/CP:

CPCMAC:

MINE

HSE:

DSA:

CG:

SRH:

CSST:

Related documents

HSE FI xx Workplace Accident Report HSE FI


38 Deviation Monitoring File

HSE FI 43 Work accident investigation report HSE FI

44 Work accident action plan


| MODIFICATION HISTORY | | |
|-----------------------------|------|-----------------------|
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Introduction and objective

The use of vehicles is the cause of many accidents in our activity and are particularly serious.

This document includes the minimum requirements that must be in place to ensure the safety of personnel when using light vehicles in our operations and remain applicable when making private trips with a SOMIDA vehicle.

Scope & Responsibilities

1. Scope

This document applies to SOMIDA personnel and to subcontractors working under the authority of SOMIDA personnel and requiring the use of light vehicles (whether owned by SOMIDA or its subcontractors). By light vehicles, it is understood, any vehicle:

- approved to drive on public roads with a driver's license
- with at least 4 wheels;
- with less than 9 seats (including the driver) all equipped with seat belts;
- with a maximum laden weight of less than 3.5 tons.

Vehicles with more than 9 seats (including the driver's seat) will be considered a transit vehicle. Any vehicle not meeting these criteria will be considered an industrial vehicle.

Local regulations that are more stringent than the SOMIDA instructions must be applied.


2. Responsibilities

The hierarchy is responsible for ensuring the application of these requirements. It must ensure that all persons concerned (SOMIDA or subcontractor), know, are able to apply and apply these requirements. Each subcontractor's manager is responsible for the safety of his personnel and for compliance with the requirements of this document.

Each manager, regardless of hierarchical level, must first ensure that his or her staff is:

1. Medically fit to drive under the conditions in which he/she will be required to drive.
2. Administratively authorized to work in the country where the mission is carried out.
3. In possession of a valid driver's license in the country (ies) concerned.
4. Current and valid driver's license.
5. Trained at :
 - Safe driving
 - Driving in mining areas (if applicable)
 - The use and wearing of Personal Protective Equipment (PPE) in the evolution zones.
 - Handling of first response equipment in case of fire in the vehicles

The use of the checklist to be carried out before taking over the vehicle. Each user (driver and passenger) must respect the requirements of this document and keep the vehicles entrusted to them in good working order.

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Training & authorization of driving

1. General risk training

a. Safety training at driving

Each new employee, subcontractor and/or visitor who has to use a vehicle must undergo a safety training when he/she arrives on a SOMIDA site.

This will have to explain the conditions of use of the company vehicles by taking particularly into consideration:

- Risks associated with the use of vehicles.
- The areas where the vehicle is allowed to operate
- How to carry out the checks when picking up the vehicle.
- The principles of defensive driving.
- Conditions to be fulfilled in order to obtain a driving license
- Priority rules.
- The parking conditions of the site.
- The number of people allowed in the vehicles,
- Maximum load and loading conditions
- The nature of the checks to be carried out before each vehicle pick-up
- How to properly use and adjust the different types of seat belts in the site's fleet
- The site's zero alcohol and drug policy.
- What to do in case of an accident.
- The use of fire fighting equipment in the vehicles.
- Contact information for people to notify in case of accident or fire.
- How to perform a wheel change.
- How to drive in difficult local conditions (extreme temperatures and poor traction)
- This training may include safety training for passengers.

b. Training for passengers


Specific training will be provided to all staff:

- Seatbelt control for passengers and driver
- Reminder to the driver if deviations are observed during the trip
- Report any anomalies observed and reported to the driver to the site's safety department. This information can be included in the site reception training and/or in the safe driving training.

c. Training for driving in the mining zone

Training specific to driving in mining areas (open pit and underground), leading to a specific "mine" driving permit, must be provided to all persons authorized to drive in these areas. It will specify at least :

- Rules of access to the "mine" area;
- Instructions to follow in the event of a loss of ventilation
- Procedure in case of fire at the bottom
- What to do in case of a fire on the vehicle.
- The conditions of driving in the descent ramp
- What to do in case of loss of steering or braking during the descent.

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- PPE to be worn in the mining zone
- Radio communication codes if they exist.

Signage must be present to distinguish the different areas and where it is necessary to have a specific permit.

2. Validation of training

These courses must be tested to validate the skills of the trainees. If the results of the tests are not good, the driving authorization cannot be given to the person concerned. A new training cycle will then have to be carried out.

An explanation of the subjects who had wrong answers to the test must be done (even if the authorization is issued).

Drivers must be retrained whenever the content of these courses changes or on an annual basis

Each participant with a satisfactory score on the evaluation will sign a "Driver's Charter "(and/or the passenger) committing him/her to respect the instructions given during the training.

A safety training register signed by the employees of external companies who have taken the training must be kept up to date. It will be made available to SOMIDA by the contractors.

3. Authorization for driving

Driving a vehicle on behalf of SOMIDA or on site requires prior authorization to drive.

This authorization is issued by the head of the school and is based on three essential points:


1. The driving competence which is formalized by a driving license (or a CACES if necessary)
2. The medical aptitude to drive, taking particular care to check the good vision of the person
3. The knowledge of the environment of evolution at the end of a training to the driving in the environment where the person will have to evolve and by taking into account the specific risks of the site and the measures of prevention and/or associated prevention.


The issuance of an authorization commits the driver to respect all the site's instructions.

Failure to comply with one or more of these instructions may result in the suspension or cancellation of the authorization.

Subcontractors must also have a driving license issued by SOMIDA in order to operate on our sites.

The driving authorization will be materialized by a bank card format to be placed behind the windshield of the vehicle when picking up the vehicle. The bottom of the "authorized area" box will be color coded so that it can be checked from outside the vehicle.

| Face visible from the inside | Face visible from the outside | |
|---|-------------------------------|-------------------------|
|  | Name: | <i>PHOTO Driver</i> |
| | First name: | |
| Personnel number: | | |
| | Company: | |
| | Expiry date : | <i>Text +</i> |
| | Authorized area: | <i>color code</i> |

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Vehicles

1. Equipment of vehicles

All vehicles must be equipped with at least the following:

- Seat belts for each passenger in the vehicle;
- Load restraint systems for vehicles that have to carry material and whose cockpit is not separated from the cargo area.
- An external identification of the company's membership and a specific identification number for each vehicle.
- A first aid and survival kit (to be adapted to the climatic conditions and evolution of the vehicles).
- A signalling kit (two warning triangles and high visibility vests).
- High visibility stripes on each side of the vehicle
- A procedure to follow in case of an accident or breakdown.
- Roll-over safety bars for vehicles used on tracks, rough terrain or in the mine.



Vehicles that are to enter the mining area and/or communicate with industrial vehicles or the site must also possess:

- A communication system (telephone or radio)
- A high visibility device such as a flashing light and/or a signal flag)
- Driving with low beams



It is forbidden to carry out any work that modifies the vehicle's characteristics. The vehicles used must be adapted to the necessary use.

2. Maintenance of vehicles


All vehicles must be maintained, at a minimum, according to the frequency defined by the manufacturer. A higher frequency must be carried out in case of use in difficult evolution or climatic conditions. These maintenance operations must be carried out by professional mechanics authorized to perform this work.

Each vehicle must have a maintenance follow-up booklet specifying the program and the nature of the interventions carried out. This will be available in each vehicle.

3. Inspection of vehicles

Each user of a vehicle is responsible for the vehicle he/she uses. If he/she notices any damage, it must be reported in the maintenance booklet.

An inspection of the vehicle must be carried out when the vehicle is picked up to ensure that the vehicles are in good condition and guarantee the safety of their users. This inspection is formalized and must, at a minimum, include the items on the checklist in the appendix.

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If any of these items are not in such condition as to ensure safety, the vehicle shall not be used and the duty manager shall be notified immediately. A sign stating that the vehicle is not to be used shall then be placed on the steering wheel of the vehicle so that :

- No one uses the vehicle;
- to easily identify it and take it in for repair.

All the inspection sheets are given to the head of the department that owns (or benefits) the vehicle to take into account the anomalies found.

Infrastructure

1. *Paths of traffic*


Traffic lanes must be :

- Wide enough to pass two vehicles abreast
- Maintained
- Be equipped with signs.
- Traffic lanes that can accommodate mining equipment must be equipped with a lane divider to avoid any risk of head-on collision.

2. *Signs*

Signage must be present to specify:

- The area you enter: factory, mine, other
- The current speed limit.
- The presence of mining equipment
- Priority rules

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3. Information panels

Information panels are present on site in order to :

- Show the approach taken on the site in terms of road safety
- Specify PPE to be worn outside of vehicles

A plan specifying the traffic conditions is systematically given when the driving permits are issued in order to specify the different zones (mine/plant/other) as well as the general traffic conditions on the site.

Driving & parking of vehicles

1. Access to vehicles

For the highest vehicles (4x4 type) it is necessary to

- Maintain three attachment points at all times to prevent the risk of falling when climbing up or down.
- To remain facing the ladder when the vehicle is equipped with one (including when descending)
- Do not jump out of the vehicle.

2. Driving vehicles


Anyone operating a vehicle must observe the following safety rules:

- Seat belts must be worn for all passengers and in accordance with their intended use. Three-point belts must be worn properly and lap belts must be tightened to allow no slack.
- Phone use while driving is limited to the use of a hands-free kit;
- Respect the speed limits;
- Adapt your speed to the conditions (dust, wind, slippery road, fog, etc.)
- Always give priority to industrial vehicles and site intervention vehicles (firefighters, ambulances)
- Always give way to pedestrians
- Not having consumed alcohol or drugs before driving;
- Take regular breaks (maximum of two hours of driving between breaks).
- All personnel in the vehicle must have a seat equipped with seat belts
- Any incident occurring during the use of the vehicle must be reported to the head of the department that owns (or benefits from) the vehicle as well as to the safety officer.
- Do not smoke while driving.

3. Parking of vehicles

The parking of vehicles must be carried out :

- In areas specifically designed for this purpose;
- In reverse or in such a way that the exit from the parking lot can be done in forward gear.
- By not obstructing the visibility of other users or pedestrians.
- Do not park less than 50 meters behind a mining machine where visibility is reduced (risk of crushing).

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- If the use of flashing beacons or signal lights is regulated in the parking area, they must remain on during the entire parking period.
- If the vehicle is left parked for another user, it is necessary to ensure that the vehicle has been refueled beforehand.

4. Communication and means

The following requirements are the minimum to be applied and may be supplemented by local requirements:

- A reliable communication system must be provided for emergencies.
- The communication is tested regularly to ensure that it is working properly.
- A procedure containing radio frequencies and/or telephone numbers is available in the vehicles and updated.
- All authorized personnel are trained in the use of emergency communications.
- The manual for the use of the emergency communication means is present in the vehicles.

5. Application controls and corrections of deviations

a. Controls on entry or exit of the site

When entering the site, the following checks will be performed when passing through the access controls (entry and exit):

- Effective wearing of seat belts for all passengers.
- Driver's license
- Blood alcohol control


b. On-site controls :

While on site, the following items can be checked:

- Compliance with traffic regulations
- Compliance with parking regulations
- Wearing a seat belt
- Respect of traffic speeds using GPS beacons and/or speed control binoculars
- Blood alcohol control

c. Off-site Travel:


- Reduce speed when passing villages to reduce the risk of hitting animals and people
- Visibility / Dust control – when travelling in convoy take precautions to maintain visibility – if dust limits visibility, apply dust suppression actions ie: wetting the road surface, increase the distance between vehicles to allow dust to settle.

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d. Gap correction:

If discrepancies are found during the controls, measures are immediately implemented.

| Case | Deviation noted | Action | Deadline |
|------|--------------------------------------|---|-----------|
| 1 | Positive blood alcohol level | Immediate: driving prohibition and suspension of driving privileges Medium term: medical follow-up and daily breathalyzer tests for one month before taking the test again. driver's license training | Immediate |
| 2 | Speeding < 10km/h | Reminder of the instructions and speed limits on the whole site. Advise senior management. If recurrence within three months see case 3 | Immediate |
| 3 | Speeding >10km/h and <20km/h | Suspension of authorization for one week, senior management notified If recurrence within three months see case 4 | Immediate |
| 4 | Speeding >20km/h | Suspension for one month of the driving license and obligation to retake the road safety training. | Immediate |
| | | Communication at the entrance of the site. If the offence is repeated within three months, the suspension is increased to three months. | |
| 5 | Lack of seatbelt use | Reminder of the safety instructions to the passenger concerned and the driver. Advise senior management | Immediate |
| 6 | Non respect of traffic rules on site | Reminder of traffic rules. Informed hierarchy. Suspension of one week of the driving license if repeated within three months. | Immediate |
| 7 | Maintenance deadline not met | Sending the vehicle for maintenance. Department / owner / recipient of the vehicle notified. | 48h |

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First Aid

- A first aid kit must be kept in each vehicle at all times. Its location must be accessible and known to all persons authorized to drive.
- The contents of the kit should be checked regularly to replace expired and/or used products.
- At least all supervisory staff must be trained in first aid.

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