

SUGGESTED: STANDARD FOR THE COMPILATION OF THE SHUTDOWN PRESENTATION

Introduction

- The presentation must briefly address the planned Period of the shutdown and a brief Planning process embark on. *Note: Brief on the Planning Process to include a list of departments involved.

AREA AFFECTED	DATE AND TIME START	DATE AND TIME STOP
Shaft 1	25 September 2019 @ 06H00	30 September 2019 @18H00
Shaft 2	25 September 2019 @ 06H00	29 September 2019 @18H00
ROM and DMS	27 September 2019 @06H00	02 October 2019 @18H00
Mill and Spirals	28 September 2019 @06H00	03 October 2019 @18H00

Principal Inspector of Mine Instruction

- A copy of the issued instruction to form part of the presentation

Members participating in the presentation to DMR

- A list of officials who were involved in the conscripting and finalizing of the presentation

Critical Tasks

CRITICAL TASKS	DURATI ON	RISK ASSESSMEN T	MAIN IDENTIFIED RISKS	RESPONSIBL E PERSON	No. of CONTRACTORS
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		APPLICABLE REF NO.			
Crusher replacement	3 days	2, 6, 7, 8, 30, 31	Heavy equipment – rigging. – 15Tons Working at heights	Task Leader/Supervisor	2
Replace screens	4 days	2, 6, 7, 8, 28, 30, 31	Complicated rigging required. Working at heights	Task Leader/Supervisor	1
Maintenance on transformers	2 days	6, 8, 11, 30	Electrocution	Task Leader/Supervisor	1

The presentation must list all tasks to be carried out during the shutdown period.

Out of the list, the mine must highlight tasks which are deemed critical. *Note: Critical tasks can be confirmed by answering at least but not limited to the following questions;

- Does it involve contractor?
- Is it a task that is reliant to the contractor's procedure?
- Is it performed infrequently/rarely?
- Does it involve multiple trades?
- Working in confined space?
- Working at heights?
- Is it the first time the task is performed at the mine?etc

Overview – Labour Statistics

- The presentation must share an overview of labour statistics of employees from contractors vs mine employees who will conduct work during shutdown.

Overview – Training and Fitness to work

- The presentation must give a comprehensive overview of how the employees involved (including those from contractor) are trained and health assessed to undertake the shutdown and its demands.

Example: sudden demand to increase workforce subsequent from unforeseen workload/tasks.

Risk Assessments and Procedures

The presentation must list the relevant risk assessments and procedures/standards to be employed/applied for various tasks during shutdown. Note: These risk assessments and procedures/standards must be submitted as a file labelled, **“SHUTDOWN PORTFOLIO OF EVIDENCE”**.

Fatigue Management

- The presentation must give a comprehensive overview of the strategy to ensure that no employee is strained as a result of long hours of work during the shutdown period.
*Note: declare shift arrangements.

Enforcement of Compliance

- The presentation must give a comprehensive overview of the strategy to be implemented, to safeguard all measures implemented for the health and safety of employees during shutdown.

Emergency preparedness and response

- The presentation must give a comprehensive overview for the evacuation and emergency medical care in the event of an incident/accident.

Closure