

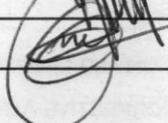
THENJIWE SUPPLIES & REPAIRS

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|-----------------------------|-------------|
| Reference Number | TSR/SOP/009 |
| Implementation Date | 03.12.2018 |
| Revision / Amendment Number | 0 |
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SAFE OPERATING PROCEDURE FOR MOTOR VEHICLES



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| | Position / Name | Signature | Date |
|-------------|-------------------|-------------------------------------------------------------------------------------|---------|
| Compiled By | MSHEQ |  | 4/12/18 |
| Approved By | Martin du Plessis |  | 4/12/18 |

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SAFE OPERATING PROCEDURE FOR MOTOR VEHICLES

SAFE WORK PROCEDURE

TITLE

Motor Vehicle Operation

GENERAL

To ensure all employees and contract staff whose work requires operation of a motor vehicle do so safely and are in compliance with all vehicle codes, traffic laws, company procedures, and manufacturer's recommended operating guidelines

APPLICATION

This practice applies to all operation of motor vehicles to conduct business matters.

PROTECTIVE MECHANISMS

Traffic Safety Act and Regulation
Company Rules

SELECTION AND USE

As per safe work procedure
Company Rules

SUPERVISOR RESPONSIBILITY

Supervisors are responsible to facilitate and/or provide proper instruction to employees on protection requirements

EMPLOYEE RESPONSIBILITY

1. Ensure you have a valid license.
2. Lock doors.
3. Drive defensively.
4. Ensure vehicle has an Emergency Road Kit.
5. The operation of any motor vehicle for company business is prohibited when the driver is fatigued, consumed alcoholic beverages or drugs causing impairment.
6. Drivers and passengers must wear seatbelts at all times.
7. Be familiar with the vehicle and its capabilities.
8. Do not offer rides to hitchhikers or strangers.
9. Do not operate a cell phone or other hand-held device while the vehicle is in motion