



**ENVIRONMENTAL MANAGEMENT SYSTEM  
ISO 14001**

**PROCEDURE 4.2.1.1  
ESH GROUND RULES RECORD**



Registration No. 81/12378/07



**ENVIRONMENTAL, SAFETY AND HEALTH (ESH)  
"GROUND RULES"**

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These "Ground Rules" are based upon Tongaat Hulett Developments' commitment towards sustainable development and the preservation of natural resources and human life.

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**Ground Rule 1 – Working Environment**

***1.1 All employees and contractors will be provided with a safe and healthy working environment.***

- The target is to ensure that the working environment, for both employees and contractors, is incident and risk free from a health, safety and environmental perspective.
- Employees and contractors are required to communicate with Tongaat Hulett Developments' to advise and inform where working conditions are not considered safe or healthy.
- No employee or contractor will be expected to work in a situation where he/she is unsafe or where there may be a negative health or environmental impact.

**1.2 Motor Vehicles – Driving Fundamentals**

- All drivers of vehicles on company business must adhere to all traffic laws and regulations including ensuring that seatbelts are worn by all occupants, that the speed limit is adhered to and that cellphones are not utilised without a hands free kit. Furthermore, only receiving and/or making calls is permitted, smsing, searching calendars, internet etc, are not permitted whilst driving.
- All drivers who use a vehicle for business purposes are responsible for ensuring that the vehicle is safe for driving and that it is kept maintained (tyres, brakes etc.) and serviced at the required intervals
- No person shall be made to drive an unsafe vehicle (as deemed unsafe by the driver and/or driver's supervisor and/or Safety Officer)
- If a vehicle is not safe to drive (as deemed by the driver and/or driver's supervisor and/or Safety Officer) it must be reported to the person directly responsible for the maintenance of the vehicle and the faults attended to before the vehicle is driven again.

- Vehicles used to transport employees must have seat belts and seats firmly secured and adequate for the number of employees to be carried.

## **Ground Rule 2 – Legal Obligations**

### ***Tongaat Hulett Developments will exceed its legal ESH obligations***

- Tongaat Hulett Developments' legal obligations will be used as a minimum basis upon which to improve and implement systems, procedures and controls.
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## **Ground Rule 3 – Planning and Development**

### ***3.1 All Planning and Development must be environmentally considerate and sustainable.***

- Each and every new development must either be subjected to an EIA or, where an EIA is not required, an Environmental Management Plan (EMP) will be prepared and implemented.
- All contracts, designs and plans must adhere to the EIA and EMP requirements.
- All EMPs must be audited on a regular basis, the regularity of which shall be determined by the nature and extent of the project and contract.

### ***3.2 No construction tender or contract shall be awarded, nor shall any activity occur on a site unless a Record of Decision has been issued and an Environmental Management Plan (EMP) prepared, or, where no EIA is required, an EMP is in place and a suitably qualified consultant appointed to audit the implementation of the EMP.***

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## **Ground Rule 4 - Contractors**

### ***All contractors must be made aware and be required to comply with Tongaat Hulett Developments' ESH Policy and requirements and to all relevant and applicable ESH legislation.***

- Contractors, through the contract documentation, will be expected to be fully aware and compliant from a legal point of view and to ensure that they adhere to Tongaat Hulett Developments' ESH Policy and requirements.
- Contractors will be monitored for compliance and will be required to report all incidents and issues from an ESH perspective.

#### **4.1 General**

It is the responsibility of the contractor to check their sub-contractor's work area and methods to determine that the work is being performed in adherence to these Ground Rules, the Construction Regulations and Environmental Management Plans.

#### **4.2 Housekeeping**

A development site and contractor site office must be maintained in a neat and orderly manner. Good housekeeping, eg. litter, waste disposal, fencing, signage etc. provides a good example of the potential performance and responsibility of a contractor. It does furthermore provide the basis for a safe and environmentally friendly site.

#### **4.3 Personal Protective Equipment**

Contractors must ensure that their personnel are provided with appropriate safety equipment for the job. All safety equipment must meet the appropriate OSH Act and Construction Regulation standards and requirements.

#### **4.4 Inductions and Site Visits**

All development sites must be controlled in terms of access by visitors. There should be adequate signage directing all visitors to a development/construction site to the contractor site office where there should be a visitors registration form that should be completed before any visitor is allowed on site. All visitors should therefore report to the contractor before going onsite. There should also be a brief environmental and safety induction done by the relevant employee of the contractor alerting visitors to key environmental and safety issues and any and all risks. Such induction should take place prior to visitors going onsite.

#### **4.5 Motorised Equipment**

All motorised equipment which has a driver and which may or may not carry passengers, must be fitted with seat belts and, where required by law (but shall include forklifts and other heavy contractor equipment), roll bars unless an exemption is formally applied for and granted.

Furthermore, all construction vehicles and mobile plant are to:-

- i.) Be maintained and inspected regularly;
- ii.) Be Properly used; by trained, medically fit operators;
- iii.) Have safe and suitable means of access;

- iv.) be organized and controlled by adequate signaling and movement alarms.

#### **4.6 Passengers**

Only vehicles that are legally permitted to carry passengers may transport people and only if they are suitably safe to do so.

Drivers of vehicles shall be required to ensure that passengers adhere to all relevant safety requirements including ensuring the use of seatbelts.

If LDVs (bakkies) and/or small trucks are to be utilised for transporting passengers (in the bin) the following controls shall be required to be adhered to:-

- i.) There shall be a canopy covering on the bin
- ii.) Suitable and safe seating is to be provided in the bin with seatbelts and all passengers will be required to be seated at all times
- iii.) The maximum number of passengers that can safely be accommodated within the bin shall be clearly indicated on the outside of the vehicle
- iv.) The maximum travelling speed whilst conveying passengers must not exceed 80Km/hr on a tarred public roads (excluding national highways where the maximum speed shall be 100Km/hr) and not more than 30Km/hr on all private, non tarred roads
- v.) Tools must be stored separately from passengers in a tool bin that is secured to the vehicle.

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#### **Ground Rule 5 – Land Purchasers**

***All purchasers (of land) will be required to adhere to ESH policies, procedures, controls and plans that have been implemented by Tongaat Hulett Developments for any particular development***

- ESH, development specific policies, procedures, controls and plans (including specifically Environmental Management Plans (EMPS)) must be included in all Sale Agreements with purchasers, and in the individual Title Deeds where possible.
- Where Lot Owners Associations/Management Associations have been established, all purchasers will be required to be members and abide by the Articles and Rules of the Association
- The Articles and Rules of the Association should make specific reference to the need to ensure adherence to the requirements and provisions of the development's EMP.
- Where Lot Owners Associations/Management Associations have been established, these shall be provided with appropriate powers to enable policing and enforcement of all SHE related policies, procedures, controls and plans (specifically EMPs) to the extent that is practically possible by

- the Association, as a backup to the Local Authority and Provincial Authority responsibilities.
- The use of financial guarantees may be utilised, where appropriate, in order to ensure adherence to SHE requirements

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### **Ground Rule 6 - Communication**

***Tongaat Hulett Developments will ensure proactive, open, managed communication of its SHE issues both internally and externally on a regular, consistent basis.***

- It is acknowledged that Tongaat Hulett Developments is a change agent and will therefore have an impact on local communities and the environment in some way.
- ESH sensitive behaviour needs to be seen as a way of doing business
- In order to build relationships and increase knowledge and awareness, success stories as well as areas of failure that can be learnt from are to be communicated to employees, communities and authorities.
- Such communication begins with the planning process with rezonings and EIA's where areas of conflict are raised and resolved.

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### **Ground Rule 7 – Implementation and Consultation**

***Tongaat Hulett Developments will provide visible leadership and utilise the services of, and be guided by, leading experts in the ESH arena in the implementation of its ESH Policy and Strategies and will work with appropriate conservation bodies in pursuit of environmental sustainability and biodiversity conservation.***

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Final – 15 January 2004

Amended 19 November 2004 – Ground Rules 4.1 and 4.2 added.

Amended 09 September 2005 & 05 October 2005 – Ground Rules 3.2, 1.2, 4.2 and 5 amended

Amended 25 May 2006

Amended May 2007 – with 3 new Contractor Ground Rules 4.1-4.4

Amended August 2007 (Logo and Name change)

Amended – 9 September 2009 – update to Ground Rule 1.2 – relating to “Driving Fundamentals”

Amended – 9 September 2009 – update to Ground Rule 4.6 – relating to “Speed Km/ph”



