MAINTENANCE

SAFETY
TODAY

PROTECTS
TOMORROW

SAFETY POLICY

MAINTENANCE SAFETY POLICY

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1. PURPOSE

The purpose of this policy is to establish a structured system for managing maintenance activities and safety to ensure the safe execution of work, prevention of incidents, and protection of employees, contractors, equipment, and facilities.

2. SCOPE

This policy applies to:

- All maintenance personnel
- All contractors performing maintenance work
- All departments where maintenance activities are conducted

It covers all maintenance, repair, servicing, and high-risk work activities.

3. POLICY STATEMENT

The company is committed to ensuring that all maintenance activities are performed safely, under controlled conditions, and in compliance with legal and operational requirements.

No high-risk work shall be conducted without proper authorization, risk assessment, and implementation of control measures.

4. LEGAL COMPLIANCE

This policy is aligned with the requirements of the Occupational Health and Safety Act and applicable regulations, including:

- General Machinery Regulations
- Electrical Installation Regulations
- Relevant SANS standards

5. MAINTENANCE & SAFETY PROGRAM

The following key systems form part of this policy:

5.1 Permit to Work (PTW) System

- All high-risk work must be controlled through a permit system
- Permits must be issued, monitored, and closed correctly
- Applies to hot work, confined spaces, electrical work, and work at heights

5.2 Lockout / Tagout (LOTO)

- All hazardous energy sources must be isolated before work begins
- Lockout procedures must be applied during maintenance and servicing
- Verification of zero energy state is mandatory

5.3 Contractor Management

- Contractors must be approved before work begins
- Section 37(2) agreements must be in place
- Contractors must comply with all site safety requirements
- Induction and competency verification are mandatory

5.4 Maintenance Operations

- All maintenance must be planned, prioritised, and controlled
- Preventative and corrective maintenance must be implemented
- Work must be performed by competent personnel

5.5 Equipment Operation and Safety

- All equipment must be operated according to safe procedures

- Pre-start checks and monitoring are mandatory
- Emergency shutdown procedures must be in place

6. ROLES AND RESPONSIBILITIES

6.1 Maintenance Manager / Safety Officer

- Oversee all maintenance and safety activities
- Ensure compliance with legal and procedural requirements
- Approve high-risk work and contractors
- Conduct risk assessments and investigations

6.2 Maintenance Supervisor

- Plan and prioritise maintenance work
- Ensure safe execution of tasks
- Monitor compliance with procedures

6.3 Maintenance Personnel

- Follow all safety procedures
- Apply LOTO and PTW requirements
- Report hazards and unsafe conditions

6.4 Contractors

- Comply with all site requirements
- Follow permit and LOTO systems
- Provide proof of competency

7. RISK MANAGEMENT

All maintenance activities must be preceded by:

- Hazard Identification and Risk Assessment (HIRA)
- Implementation of appropriate control measures

No work may proceed if risks are not controlled.

8. WORK CONTROL REQUIREMENTS

The following controls must be enforced:

- Permit to Work for high-risk activities
- Lockout/Tagout for energy isolation

- Use of correct PPE
- Continuous supervision and monitoring

9. EMERGENCY PREPAREDNESS

All maintenance personnel must be prepared to respond to emergencies by:

- Stopping unsafe work immediately
- Securing the area
- Reporting incidents
- Following emergency procedures

10. TRAINING AND COMPETENCY

All personnel must be trained and competent in:

- Maintenance procedures
- LOTO and PTW systems
- Equipment operation
- Hazard identification

11. MONITORING AND COMPLIANCE

Compliance shall be monitored through:

- Inspections and audits
- Supervisor oversight
- Incident investigations

Non-compliance must be addressed immediately.

12. RECORD KEEPING

The following records must be maintained:

- Permits to Work
- Maintenance logs and job cards
- Contractor documentation
- Training records
- Inspection reports

All records must be available for audit purposes.

13. NON-COMPLIANCE

Failure to comply with this policy is strictly prohibited and may result in:

- Immediate stoppage of work
- Disciplinary action
- Removal of contractors from site

14. REVIEW

This policy shall be reviewed:

- Annually
- After incidents
- After changes in operations or legislation

15. REFERENCE DOCUMENTS

This policy must be read in conjunction with:

- Permit to Work Procedure
- Lockout / Tagout Procedure
- Contractor Management Procedure
- Maintenance Procedure
- Generator Operation Procedure

Risk Manager Signature:	Date: 2/4/2026
Safety Officer / Instructor Signature:	Date: 2/4/2026