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**DRAFT NOTE OF THE MSFS AND WC INTEREST GROUP MEETING ON 10 JUNE 2014 AT CROCODILIAN CONFERENCE CENTRE, FOCHVILLE**

**PRESENT:**

1. Neo Rapalo- **Phakisa Mine- Harmony**
2. Justina Lethola- **Masimong 5# Haromny**
3. Audrey Banyini**- Chamber of Mines MOSH Adoption Specialist-Dust**
4. Gerrie Pienaar- **Chamber of Mines MOSH Adoption Team Manager (Chairperson)**
5. Steven Smidt-**Bambanani Harmony**
6. Chris van der Watt-**Target Harmony**
7. Alletta Meyer-**Sibanye Gold Mine**
8. Eugine Botha-**Driefontein Sibanye Gold**
9. Mike van Deventer- **Harmony**
10. Tommie Webb- **Tautona- Anglogoldashanti**
11. Vic Conradie – **Kusasalethu- Harmony**
12. Charl Du Plessis-**Tshepong Harmony**
13. Jannie Heinemann –**Target 3- Harmony**
14. Ivan Smith – **Doornkop-Harmony**
15. Robin du Preez-**Harmony Gold**

**APOLOGIES:**

1. Aldo Oosthuizen- **Phakisa Mine- Harmony**
2. Marthinus Van Der Bank- **Beatrix Mine- Sibanye**
3. Neo Dikgale- **Tautona** **Mine-Anglogoldashanti**
4. Francis Matong – **Harmony- Unisel**
5. Titus Masikela –**Masimong- Harmony**
6. Cassius Malebanye-**Sibanye**
7. Sarah Wheeler-**Sibanye**
8. Barry Nel- **Beatrix Mine- Sibanye**
9. Vic De Takke- **Savuka- Anglogoldashanti**
10. Thys Le Grange-**Doornkop Mine- Harmony**
11. Johan v Rensburg**- Chamber of Mines MOSH Adoption Team**
12. Leon Smith-**Kopanang AngloGoldAshanti**
13. Pierre Hulme –**Bambanani- Harmony**
14. ***Welcome and introductions***

The chairperson welcomed everybody and explained the emergency procedures of the venue.

1. **Note of the previous meeting (circular 2-10 June 2014)**

The note of the meeting of the 10th of June 2014 was approved with changes.

1. **Agenda of the day**

The agenda for the day was approved without additional items.

1. **Presentations**

Mr. C du Plessis from Harmony shared his experience with regard to another method to secure winch covers to their winches due to the fact that their winches are equipped with a different type of guard. This design will be included into the final SLP brief.

1. **Documentation**
	1. Link to access new MOSH web-site
* Dr A Banyini informed members that an individualised password has been allocated to each one of them and that all documents to date have been uploaded and that access is limited to the Interest Group portfolio documents. The chairperson took members through the website and the Interest Group documents that were uploaded including the reporting template. Passwords were tested and members were informed that they have an option to change their passwords. Members were requested to give feedback on their web experiences via email any time.
	1. Up-dated versions of SLP briefs

As the web-site is still under construction it is planned to populate the relevant SLP briefs and other documentation onto the web-site before the next meeting.

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| ***Action: web-site information*** | ***Responsible*** | ***When*** |
| *Populate relevant documentation onto web-site for access by members* | A BanyiniL MasiloG Pienaar | 9 September 2014 |

* 1. Progress reporting

The template for reporting progress was again discussed with the members and Mr. Pienaar requested the members to update the template and submit it by the end of June 2014.

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| ***Action: web-site information*** | ***Responsible*** | ***When*** |
| *Populate template and submit to the Learning Hub Dust Team* | All Members | End of June 2014 |

1. **Progress reporting**
	1. Additional information required
* The reporting template was discussed in detail and Mr. Pienaar explained to the members to additional information required following a request from the Advisory Committee. This entails the total number of employees per operation and the total number of employees directly affected by the SLP (employees that will directly benefit from it). In addition Mr. Pienaar also mentioned that the progress in terms of the adoption process based on the PoE (portfolio of evidence) will also be included in due course.

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| ***Action: Draft reporting template*** | ***Responsible*** | ***When*** |
| *Revise the current reporting template to include the information requested by the Advisory Committee and also to include the adoption progress tracker.*  | G Pienaar | 1. June 2014
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* 1. Feedback on progress per operation (both SLP’s)
* It was agreed that the members will populate the information as per the revised template and submit it to the Learning Hub Dust Team by end of June 2014.
1. **General**
	1. Presentation on the MOSH process
* As requested from some members during the previous meeting Mr. Pienaar again presented the MOSH process to the members for better understanding.
	1. Frequency of future meetings
* The frequency of future meetings was discussed and members agreed that the frequency can move to quarterly henceforth.
	1. Portfolio of evidence (PoE)
		+ Mr. Pienaar introduced the portfolio of evidence for SLP’s to the members. Members agreed that this will assist them greatly. The required documentation were as follow:
* *Risk Review and Adoption Decision*
* *Registration document and details of the persons appointed to participate in the IGA*
* *Appointment letters of the persons forming the Mine’s adoption Team*
* *Copy of the Mine’s Adoption Plan*
* *Copy of the Brief to the Mine and its employees*
* *Summary of generic behavioural aspects*
	1. *Behaviour communication requirements*
	2. *Leadership behaviour requirements*
* *Copy of the preliminary / finalised Training Lesson Plans*
* *Copy of the Roll out plan / progress report*

For each item above an example has been drafted which members could use and modify to their need. It was agreed that these examples be posted on the web-site where members can access them for their use. Members reiterated their appreciation and confirmed the tabled documents would be helpful.

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| ***Action: PoE*** | ***Responsible*** | ***When*** |
| * *Post the PoE examples on the web-site for members to gain access*
 | A BanyiniG PienaarL Masilo | Before next meeting scheduled for September 2014 |

* 1. Attendance of Interest Group (IG) Meetings
		+ Mr. T Webb expressed his concern about people not attending the Interest Group Meeting with particular reference to AngloGold Ashanti. Members noted that is also the case with Sibanye Gold. Members noted that this matter should be taken up with the Task Force members representing these groups.

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| ***Action: Interest Group meeting Attendance*** | ***Responsible*** | ***When*** |
| * *Escalate persisting lack of attendance by some operations*
 | A BanyiniG Pienaar | Before next meeting scheduled for September 2014 |

1. **Date of next meeting**

The next meeting will be held: 9 September 2014 at Crocodilian Conference Centre, Fochville.