

1. PURPOSE

In accordance with Legislation (OHSA and MHSA) and in accordance with the Afrimat S.H.E. System, Afrimat is obliged to ensure that risk based medical surveillance is performed on all staff that are exposed to occupational health risks.

This guideline sets out the way Afrimat meets this obligation.

2. GUIDELINE

Afrimat does not employ its own Health Professionals on all sites (OMP's and/ or OHP's). Where there is no OMP's or OHP's on site the services of an accredited external Health Professionals will be utilized to conduct medical surveillance as per applicable legislative requirements. The Group SHEQ Manager and appointed Regional SHE Managers/ Officers shall assume responsibility for appointing and managing the service levels of accredited external Health Professionals.

In terms of examination frequency the following minimum standards shall apply:

- **Entry Medicals:**
 - a. To be performed on all staff prior to entering Afrimat's service in order to establish whether the individual is fit to perform the specific work and to establish a medical and or company baseline.
 - b. A compulsory drug screening test will be conducted as part of the entry medical.
 - c. The extent of the examinations done will be guided by the health risks identified during the HIRAS, Occupational Hygiene assessments and man job specification process.
 - d. No salary payment for new employees will be made, until the employee has undergone an Entry Medical.
- **Periodical Medicals:**
 - a. To be performed on all staff that are exposed to occupational health risks at all operational and services sites.
 - b. The extent of the examinations done will be guided by the health risks identified during the HIRAS, Occupational Hygiene assessments and man job specification process.
 - c. Admin staff will need to undergo biennially medical.
- **Exit Medicals:**
 - a. To be performed on all employees leaving Afrimat's service, within 30 days, in order to establish an exit reference.
 - b. The extent of the examinations done will be guided by the health risks identified during the HIRAS, Occupational Hygiene assessments and man job specification process.
 - c. No salary or final payment for employees leaving Afrimat's service will be processed, until the employee has undergone an Exit Medical.
 - d. If an employee leaves the service of Afrimat without resigning (A.W.O.L), an Exit Medical must be arranged and the date, time and venue must be conveyed to the employee by the following means: Telephonically, **by email and/or** a visit at the employee's home address. If this employee does not show up for the Exit Medical, the last Annual Medical will be used as an Exit Medical.
 - e. In the event that Afrimat ends the service of an employee, this employee must undergo an Exit Medical before leaving our service

- f. In the case where a dismissal is of immediate effect, this employee must still be sent for an Exit Medical. Arrangements (date, time and venue) for this Exit Medical must be conveyed to the employee by the following means: Telephonically, by **email** and/or a visit at the employee's home address. If this employee does not show up for the Exit Medical, the last Annual Medical will be used as an Exit Medical.
 - g. If the individual does not return for the exit medical for whatever reason, the Health Professional will record it as such with the reason in his/her medical file
 - h. If the previous medical is within 3 months of the date of exit that information may be used for the exit medical but the OMP/OHNP must still issue an exit certificate and examine the individual
- **Follow-up Medicals:**
 - a. A Follow-up Medical will be identified during Periodic and/ or Entry Medicals by the respective Health Professional. The Line Manager, with the assistance of the Health Professionals will arrange for the Follow-up Medical to take place.
 - b. These further Follow-up Medicals must be done to assess if the employee is fit to commence work and/ or to continue work- this will include resumption of duty following an IOD or prolonged absence from work.
 - **Contractors:**
 - a. A full medical report from a qualified OMP for a specific job must be provided and must be valid according to the risk profile. These medical reports will be validated and signed off by the appointed Medical Professional, to ensure that these medicals meet with the requirements of the Minimum Standard of Fitness COP. A drug screening test **is** compulsory.
 - **Travelling to high risk health areas:**
 - a. Every employee travelling into a high risk area for work must inform their Manager and they must receive the necessary injections or medication for the high risk area.

It is the responsibility of the appointed Responsible Person for each Region/ Department to ensure that medical examinations are done in accordance with the above requirements. The Group SHEQ Manager and Regional SHE Managers/ Officers shall assist where necessary.

3. DEFINITIONS

S.H.E.	=	Safety, Health and Environment.
SHEQ	=	Safety, Health, Environment and Quality
OHS	=	Occupational Health and Safety Act.
MHSA	=	Mine Health and Safety Act.
OMP	=	Occupational Medical Professional - Doctor.
OHP	=	Occupational Health Professional - Sister.
A.W.O.L	=	Absent without leave.
IOD	=	Injury on duty



**GUIDLINE:
MEDICAL SURVEILLANCE**

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