KDG AFRICA

STANDARD OPERATING PROCEDURES & SAFETY MEASURES

OCTOBER 2025

KDG Africa Ltd.

www.kdgafrica.com

Table Content

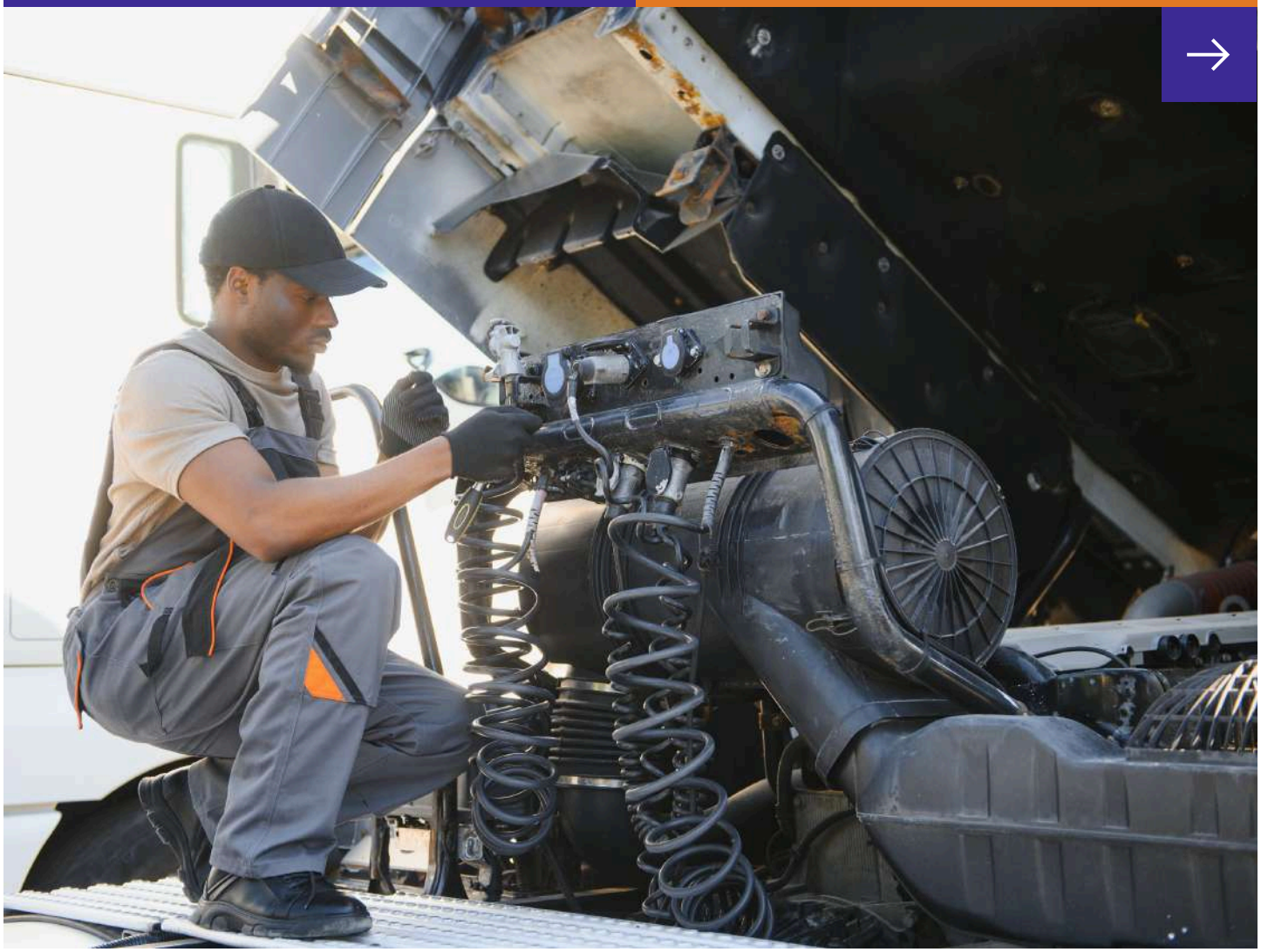
Safety Isn't a Rule — It's Who We Are.

At **KDG Africa**, safety is not just a rule — it's our way of working. Every truck, every journey, every shift begins with one goal: ensuring that everyone returns home safely at the end of the day. We believe that no delivery, no deadline, and no target is more important than human life.

Our operations span across Tanzania and the wider African region, and we recognize that our people and communities depend on us to move goods safely and responsibly. We commit to preventing accidents, injuries, and damage to property through awareness, training, and consistent supervision.

KDG Africa complies with all relevant national and regional regulations, including the Occupational Health and Safety Act (Tanzania, 2003) and related road safety laws. We also follow best international practices aligned with ISO 45001 standards.

Safety is everyone's responsibility. Every employee, from management to the newest driver, has a role in identifying risks, preventing unsafe acts, and supporting one another. Together, we build a culture where safety is not just a policy — it's who we are.



PURPOSE, SCOPE & APPLICABILITY

This manual serves as KDG Africa's official **Health, Safety, and Environmental Policy and Procedure Guide**. Its purpose is to help all employees understand the standards and expectations that protect life, property, and the environment in every area of our operation.

The policy applies to all KDG Africa locations — offices, depots, yards, workshops, and vehicles. It covers drivers, mechanics, warehouse staff, contractors, and any visitors entering our sites. Every team member is expected to know the key procedures that apply to their work area and to act immediately if unsafe conditions are observed.

Our safety rules extend beyond company property. Whether a driver is on a long-haul route, refueling, or delivering cargo, the same safety standards apply.

Compliance with Tanzanian OSHA regulations, EWURA transport guidelines, and the East African Dangerous Goods Code is mandatory. Managers must ensure that all operations meet or exceed these legal and company requirements.

This manual is not just a document — it is a working tool for protecting our people and ensuring every journey is completed safely.

This manual covers the following aspects of safety:

- Incident Reporting Procedure
- PPE Policy
- Hot Work and Workshop Safety
- Spill Prevention and Control

Compliance Driven — Responsibility Led, Safety First

Safety Isn't On the Road — It Starts in the Yard.

A safe journey begins with a safe vehicle. Before any truck leaves a yard or customer site, it must pass a thorough inspection. **Drivers** are responsible for carrying out **daily pre-trip checks**, while t**echnicians** and **fleet officers** conduct weekly and monthly inspections.

Daily checks include tires, brakes, lights, mirrors, horn, windshield wipers, steering, fluids, couplings, and documentation. Any fault, even minor, must be reported and corrected before departure. Drivers should never compromise safety for schedule.

Weekly inspections include undercarriage checks, brake pressure, suspension, and calibration of electronic systems such as GPS, speed limiters, and cameras.

Every month, Fleet Safety Officers perform a **compliance audit** covering mechanical integrity, insurance, licenses, and permits.

Vehicle inspection records are maintained for at least one year and must be available for review by regulators or clients.

Regular inspection is not paperwork — it's the first and most effective way to prevent breakdowns, accidents, and costly downtime.

KDG Africa
VEHICLE SAFETY CHECKLIST

STANDARD OPERATING PROCEDURES & SAFETY MEASURES

KDG AFRICA

(OK) if satisfactory, (X) if incorrect, missing, requiring attention, (N/A) if not applicable

REG NO: ..... VEHICLE TYPE: .....
DRIVER: ..... DATE: .....
ODOMETER: ..... TIME: .....

A. GENERAL SAFETY & VISIBILITY	
Headlights (high/low beam), brake lights, indicators & reflectors	
Wipers & washers operational, blades in good condition	
Reverse alarm functional	
Mirrors, windscreen, and windows clean and undamaged	
Cab interior tidy, seat belts working	

B. ELECTRICAL & BATTERY SYSTEM	
Battery secure, terminals clean, covers fitted	
Master switch operational	
Electrical wiring secured, no loose or exposed wires	

C. MECHANICAL SYSTEMS	
Brakes – service, parking, and trailer systems functioning	
Steering system free from play or stiffness	
Suspension – springs, shocks, U-bolts secure	
Tyres – tread depth, pressure, no cuts or bulges	
Wheels, studs, and nuts secure (no missing parts)	
Fuel system – no leaks, tank secure	
Exhaust system secure, no excessive smoke or noise	

D. TANKER & LOADING EQUIPMENT (if applicable)	
Bulk tank – external condition, no dents or corrosion	
Dome covers secure and seals intact	
Bottom valves and couplers in good condition	
Sealing points and locks intact	
Earth bonding cable and clips operational	
Delivery hoses – continuity tested, numbered, stowed correctly	
Manlids, vents, and safety relief valves inspected	

E. SAFETY EQUIPMENT	
Fire extinguishers charged, sealed, and accessible	
First aid kit fully stocked and valid	
Emergency spill kit complete and accessible	
Vehicle tool kit available and complete	
Wheel chocks present and in good condition	
Reflective triangles / hazard warning panels present	
Driver PPE complete (helmet, gloves, goggles, boots, reflective jacket)	

F. LEAKS, CLEANLINESS & HOUSEKEEPING	
Check for oil, fuel, or air leaks	
Vehicle exterior clean and presentable	
Cab and storage compartments clean and orderly	

G. DOCUMENTS AND COMPLIANCES					
Vehicle Registration Certificate		Motor Vehicle License		Carbon Emission / Road Permit	
Vehicle Insurance Sticker		COMESA Yellow Card		ZABS/Bureau of Standards Certificate	
LATRA Roadworthiness Certificate		Driver's License		Loading Terminal Pass	
Fire Safety Inspection Certificate		C.28 Transit Goods License		Job Card Clearance / Dispatch Note	

Inspected by:

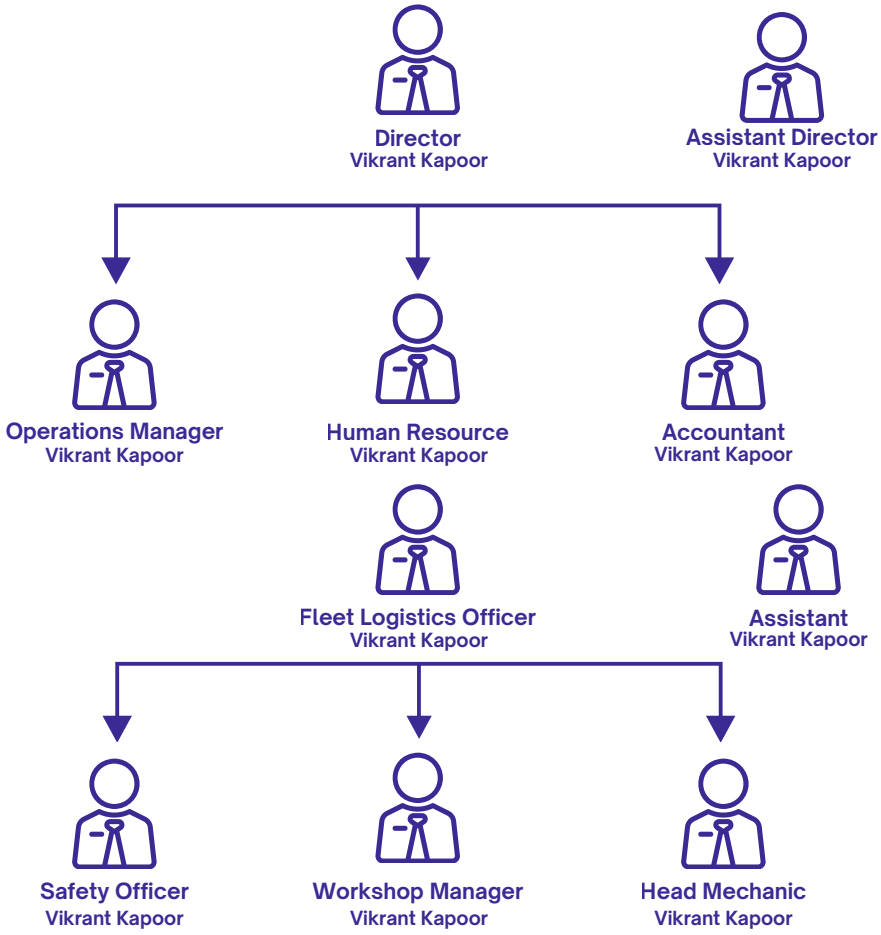
SAFETY LEADERSHIP & RESPONSIBILITY STRUCTURE

Safety at KDG Africa starts with leadership but succeeds through teamwork. Every level of the organization shares responsibility for maintaining a safe working environment.

- **Managing Director (MD):** Has overall accountability for health, safety, and environmental performance. The MD ensures resources, training, and support are available for safety implementation.
- **HSE Director:** Develops policies, audits compliance, and oversees training and incident reporting.
- **Fleet Safety Manager:** Manages daily transport safety — monitoring driver behavior, vehicle inspections, and journey risk assessments.
- **Supervisors and Yard Managers:** Ensure safe operations in depots, loading zones, and workshops. They are responsible for daily safety briefings and enforcing PPE compliance.
- **Employees and Drivers:** Follow procedures, use equipment responsibly, and report any unsafe act or near-miss immediately.

A joint **Safety Committee**, including representatives from each department, meets every month to review incidents, share lessons learned, and identify improvement opportunities.

At KDG Africa, safety leadership means setting the right example, taking ownership, and ensuring that safety is practiced, not just spoken about.



INCIDENT REPORTING PROCEDURE

Reporting incidents quickly and accurately is a vital part of our safety system. Every employee must understand that the purpose of reporting is **not to assign blame**, but to learn, prevent recurrence, and strengthen our safety culture.

All incidents — including accidents, near-misses, property damage, environmental spills, or unsafe conditions — must be reported immediately to the **Fleet Safety Officer** or site supervisor. Drivers must call their control office within **four hours** of an incident and submit a full written report within **24 hours.**

Each report should describe what happened, where, and why. Details must include vehicle number, time, weather, injuries, and immediate action taken. Supervisors must investigate within 72 hours to find root causes and recommend improvements.

Lessons learned are shared during weekly safety meetings and added to the company database for tracking trends. Corrective and preventive measures are reviewed monthly by the Safety Committee.

At KDG Africa, honest and timely reporting keeps everyone safer — because what gets reported, gets improved.

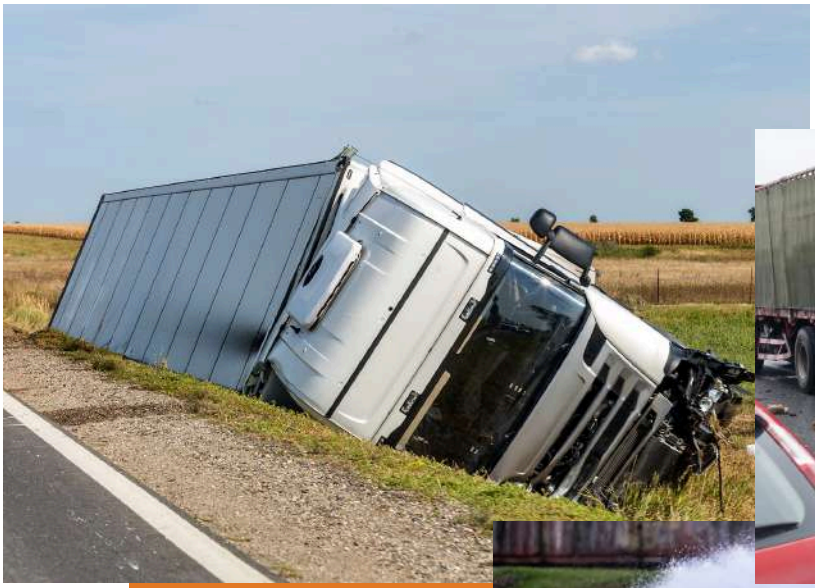
TRANSPORT INCIDENT REPORT

This report serves as the initial notification of a transport-related incident and must include all available factual information at the time of reporting.

The carrier is required to submit this report, along with supporting documents (including photographs, witness statements, or relevant evidence where possible) within four hours of the incident.

Should new details emerge—especially in cases involving serious injury, fatality, environmental impact, or potential legal action—the report must be promptly updated and re-submitted.

All reports and subsequent updates are to be forwarded directly to the Director, KDG Africa Ltd. for review and further instruction.



1. Vehicle registration number and contact details:

Vehicle Reg. No. .....
Address: .....
Email: .....
Phone: .....

2. Consignor and consignee details:

Consignor. .....
Product details
.....
.....
Consignment No.....

Consignee. .....
Destination.....
Product details
.....
Delivery Date.....

3. Incident time

Date MM DD YY .....
Time 00:00 AM/PM .....
Location .....

3. Details of incident, how it happened?

4. Damage control measures. What is being done to minimize or contain the incident?

5. Names of the drivers or crew or staff injured and details of injuries:

6. Names of the other persons injured and details of injuries:

7. Details of Damage to the Vehicle, staff, plant or facility

8. Registration numbers of other vehicles involved (if any)

9. Details of damage to 3rd party property

10. Authorities involved/ notified? Actual or anticipated activities? (i.e police, TRA, EWURA, OHS regulators)

11. Has impacted shipper been notified?

Yes ☐ **No** ☐

12. Has replenishment been notified?

Yes ☐ **No** ☐

13. Management plan

14. Nearest fuel terminal involved

15. Actual or anticipates media coverage? (i.e notice to other traffic as warning of danger)

Yes ☐ **No** ☐ **N/A** ☐

16. Form completed by (name and 24 hour contact details)

Name.....
Address: .....
Email: .....
Phone: .....

*Attach photographs, sketches or other relevant documentation where relevant.

Trained to Protect. Trusted to Deliver.

Drivers are the face of KDG Africa and the guardians of safety on the road. Every driver must complete our **Driver Training and Competency Program** before being assigned any route.

Training covers defensive driving, vehicle control, fatigue management, first aid, and spill response. Drivers handling hazardous materials receive additional instruction on **Hazchem codes, MSDS use**, and emergency procedures.

Refresher courses are conducted annually, and new drivers undergo mentorship under senior instructors for their first 30 days. Performance is reviewed continuously using telematics, route reports, and supervisor feedback.

All drivers must hold valid professional driving licenses, medical fitness certificates, and road safety cards. Those who fail assessments are retrained before resuming duty.

Competence means more than skill — it means awareness, discipline, and care. At KDG Africa, every trained driver represents our promise of safe, responsible, and reliable logistics across Africa's highways.

Personal Protective Equipment is every employee's last line of defense. KDG Africa provides PPE suited to each job, and it is mandatory for all team members to use it at all times.

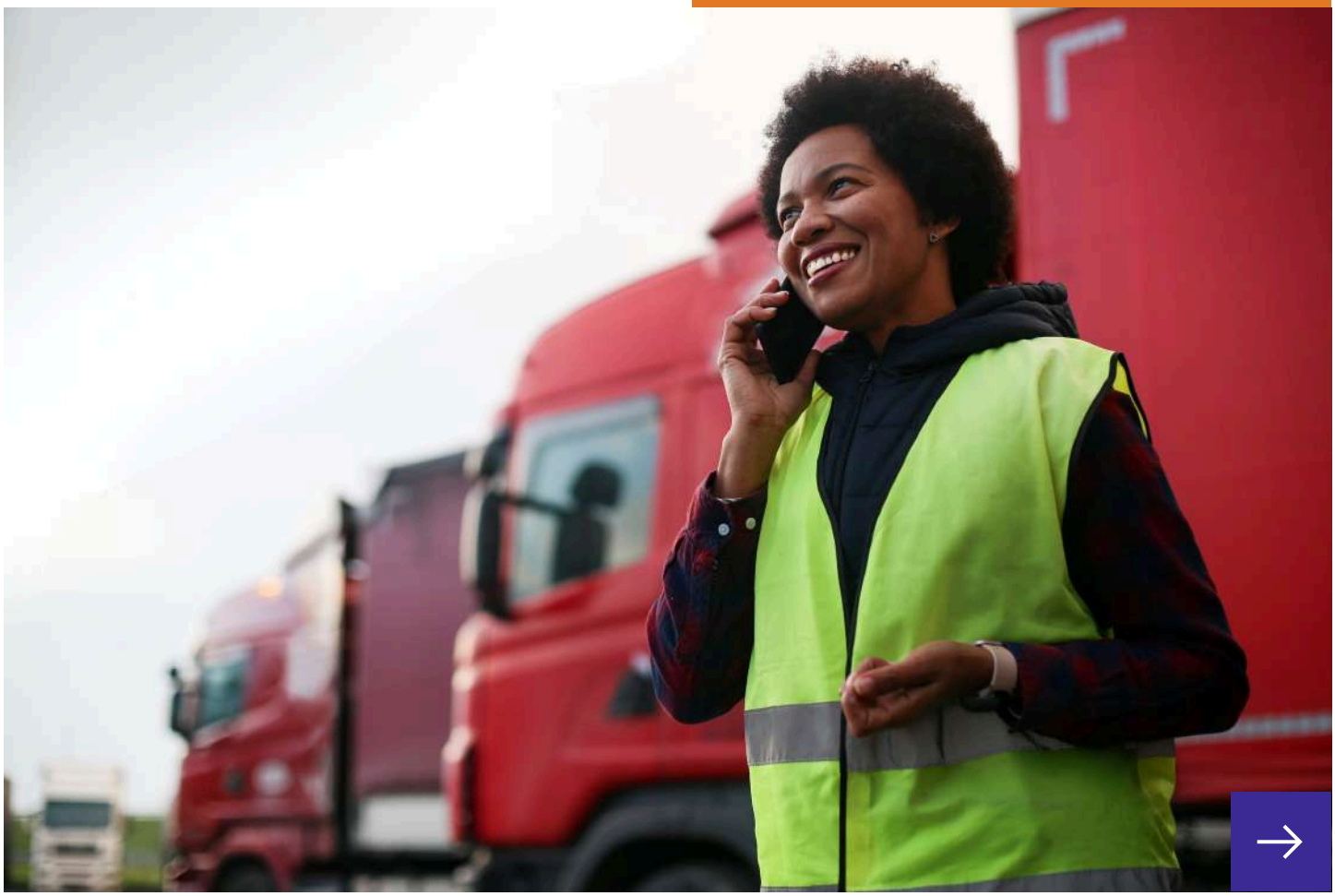
Minimum PPE includes **safety boots, reflective vests, gloves, and helmets** in operational areas. Drivers and loaders working at depots or fuel stations must also use goggles and anti-static overalls. Workshop employees require additional protection such as face shields, earplugs, and aprons when welding or cutting.

Supervisors are responsible for issuing, inspecting, and replacing damaged PPE. Each employee signs a PPE issuance form, acknowledging receipt and responsibility for care.

PPE must be clean, properly fitted, and inspected regularly. Never modify or remove PPE while on duty.

At KDG Africa, using PPE is a sign of professionalism — it shows respect for your life, your team, and the standards we live by.

Respect Your Life. Respect the Standard. Wear Your PPE.



Any activity that produces heat, sparks, or flames — such as welding, grinding, or cutting — is classified as **hot work**. Such work requires strict control to prevent fires, explosions, and injuries.

FUNCTION

To ensure safe vehicle repair and maintenance operations involving hot work activities.

PROCEDURE

Considering the nature of workshop operations, every hot work activity must strictly follow a procedure that ensures the protection of all employees, visitors, facilities, property, and vehicles from potential hot work-related hazards.

This procedure has been developed to ensure that hot work — including cutting, soldering, welding, or any activity involving an open flame — is properly managed and appropriate preventive actions are taken to avoid fire-related losses.

All employees and contractors involved will be trained and informed on the requirements of this procedure to ensure full compliance.

Before starting any hot work, a **Hot Work Permit** must be issued by the HSE Officer. The area should be cleared of flammable materials, and fire extinguishers placed within reach. Adequate ventilation and fire blankets are mandatory in enclosed spaces.

SCOPE

This procedure and the Hot Work Permit system apply to any hot work performed both inside and outside the workshop using a welder, torch, or similar equipment.

- Use of a Hot Work Permit is mandatory when work is done outside designated hot work areas.
- All employees and visitors must familiarize themselves with and strictly adhere to this procedure and all related policies.

RESPONSIBILITIES

Management

- Ensure all personnel involved in hot work (PAI, Hot Work Operator, Fire Watch) are properly trained.
- Conduct periodic audits to ensure compliance.
- The HSEQ Committee will communicate any updates or regulatory changes to this procedure.
- Review this procedure annually to ensure it remains current and compliant.

PERMIT AUTHORIZING INDIVIDUAL (PAI)

- Assess the work area and approve/sign the Hot Work Permit before work begins.
- Post one copy of the permit in the workshop file and display another at the worksite (e.g., HSEQ notice board).
- Ensure a trained Fire Watch is assigned during hot work.
- After completion, ensure continuous monitoring for at least 30 minutes, or longer if required. This may be carried out by the Fire Watch, Security Guard, Machine Operator, or Maintenance personnel.

PERSON PERFORMING HOT WORK

- Must confirm that a valid Hot Work Permit is in place before starting.
- Permits are valid for a maximum of 24 hours and may become invalid if conditions change (e.g., weather, environment).
- Must comply with all safety regulations and permit requirements at all times.

FIRE WATCH

- Assist in preparation and cleanup of the hot work area.
- Wet down surrounding areas, including lower floors or beams if necessary.
- Inspect a 35-meter radius for any fire hazards.
- Stay alert and immediately report any risks or changes to the Hot Work Operator.

SECURITY GUARD / MONITOR

- At the end of the monitoring period, collect completed permits and deliver them to the designated file.
- Ensure that any contractor assigned to hot work is trained and audited before work begins.

Welder/Mechanic				
Work location				
Start time		**Finish time**		
Type of work				
CHECK LIST FOR HOT WORK			**YES**	**No**
Person Doing Hot work has been trained in safe operation of equipment and how to work safely.				
Where Work permit, welding booth scenes will be used.				
Fire extinguisher placed for immediate use				
Floor swept clean of combustible material for a Radius of 35 feet				
Combustible materials moved at least 35 feet away from Hot work location.				
Wall and floor openings(windows) within 35 feet of work location have been covered.				
Equipment is not to be used near flammable vapors or liquid, or containers that have contained flammable vapors or liquids.				
Fire hazard that cannot be moved protected by appropriate guards				
Dust and conveyors systems such as duct work that may carry sparks cleaned, protected and shut down where necessary.				
Equipment to be used is in good condition				
If welding a container, container has been thoroughly cleaned and ventilated. Any pipe line to the container disconnected.				
Other workers on site advised of hot work				
Warning sign (s) posted to warn other workers				
If working in confined space, confined space permit has been issued				
Inspect work area after work is done to ensure it is safe				
Maintain a Fire watch during operation and for 30 minutes after work has been completed.				
Authorized Signature		Date		

TYPE OF HOT WORKS: WELDING,BURNING,BRAZING,SOLDERING, GRINDING,TORCH CUTTING.

Spills are serious incidents that can harm people, property, and the environment. Every employee must know how to prevent and manage them.

Prevention starts with awareness — always inspect hoses, valves, and tanks before loading or offloading fuel or chemicals. Ensure all couplings are tight and spill trays are in place.

If a spill occurs, the first step is to stop the source without putting yourself at risk. Warn others nearby, wear the correct PPE, and use absorbent materials from the spill kit to contain the leak. Never use water to wash a spill away.

Notify the HSE Officer and supervisor immediately. Record all details of the incident and cleanup actions taken. Waste materials must be disposed of safely according to environmental regulations.

Spill Confinement

In the event of a spill, there is no time to waste — speed is critical. The driver must immediately contain the spill by blocking, diverting, or confining it using absorbents like socks, mats, or booms from the spill kit. The top priority is to stop the flow before it can reach and contaminate any water source. A 75-liter spill kit is generally sufficient for controlling non-catastrophic spills from a standard bulk fuel road tanker.

Stop the Spill at the Source

Once the spill has been contained, the next step is to stop it at the source. The driver should identify the origin of the leak and act immediately — this may include plugging a damaged compartment or container using repair putty, patches, or cone plugs. If possible, the driver should transfer the leaking liquid into another secure container to prevent further loss.

Incident Evaluation & Clean-Up

After containing the spill and stopping the leak, the driver must reassess the situation and plan the clean-up. Based on the amount of spill, absorbent pillows and mats from the spill kit should be spread across the affected area to soak up any remaining liquid.

Used absorbents are considered hazardous waste — the driver must ensure they are collected and disposed of safely and responsibly.

Decontamination

Next, the driver should decontaminate the spill area, tools, and any assisting personnel by removing or neutralizing hazardous residues. If possible, contaminated surface media such as soil or surrounding material should be safely removed or isolated to prevent environmental damage.

Reporting

Every spill incident must be reported through the company's official incident reporting system without delay.

Preparedness is protection. Keeping spill kits ready and knowing how to use them ensures fast action when it matters most.

Material Safety Data Sheet (MSDS)

An MSDS provides critical safety information on a chemical — including its hazards, handling procedures, first aid measures, and disposal methods. It must be updated whenever the product changes. Every person handling hazardous materials, including drivers, must have immediate access to the relevant MSDS at all times.

SPILL CONTROL In most chemical spill incident cases, management procedure should include the following measures

Dilute- the spilled substance may be diluted with large quantities of water; however, to avoid environment effect the diluted solution must be contained and be recovered

Contain- in actual fact any spillage must be stopped from entering water spring and the substance has to be recovered to prevent environnmental damage.

LETTER	RISK OF VIOLENT REACTION OR EXPLOTION	PROTECTIVE CLOTHING AND BREATHING APPARATUS (BA)	APPROPIATE MEAURES (substance control)
P	Yes	Full protective clothing	Dilute
R	No	Full protective clothing	Dilute
S	Yes	Breathing apparatus	Dilute
[S]	Yes	Breathing apparatus	Dilute
T	No	Breathing apparatus	Dilute
[T]	No	Breathing apparatus for fire only	Dilute
W	Yes	Full protective clothing	Contain
K	No	Full protective clothing	Contain
Y	Yes	Breathing apparatus	Contain
[Y]	Yes	Breathing apparatus for fire only	Contain
Z	No	Breathing apparatus	Contain
[Z]	No	Breathing apparatus for fire only	Contain
E		Consider evacuation	

CLASSIFICATION AND IDENTIFICATION OF HAZARDOUS CHEMICALS

The European Agreement Concerning the International Carriage of Dangerous Goods by Road (ADR), in coordination with the United Nations, has standardized the classification of hazardous chemicals.

- Class 3 hazardous chemicals include approximately 100 dangerous goods, each assigned a UN Number and a Proper Shipping Name.
- UN Numbers for Class 3 range from 1201 to 1300, while other classes use numbers 1801 to 1898.
- The Proper Shipping Name is a standardized identifier for transport and safety purposes and may differ from the trade name.

Identification of Hazardous Chemicals

The HAZCHEM (Hazardous Chemical) code system is an international standard for identifying chemicals and dangerous goods. Chemicals are grouped according to the primary risks they pose, resulting in nine main classes:
Class 1: Explosives
Class 2: Gases
Class 3: Flammable liquids
Class 4: Flammable solids
Class 5: Oxidizing agents and organic peroxides
Class 6: Poisonous and infectious substances
Class 7: Radioactive substances
Class 8: Corrosive substances
Class 9: Miscellaneous dangerous goods

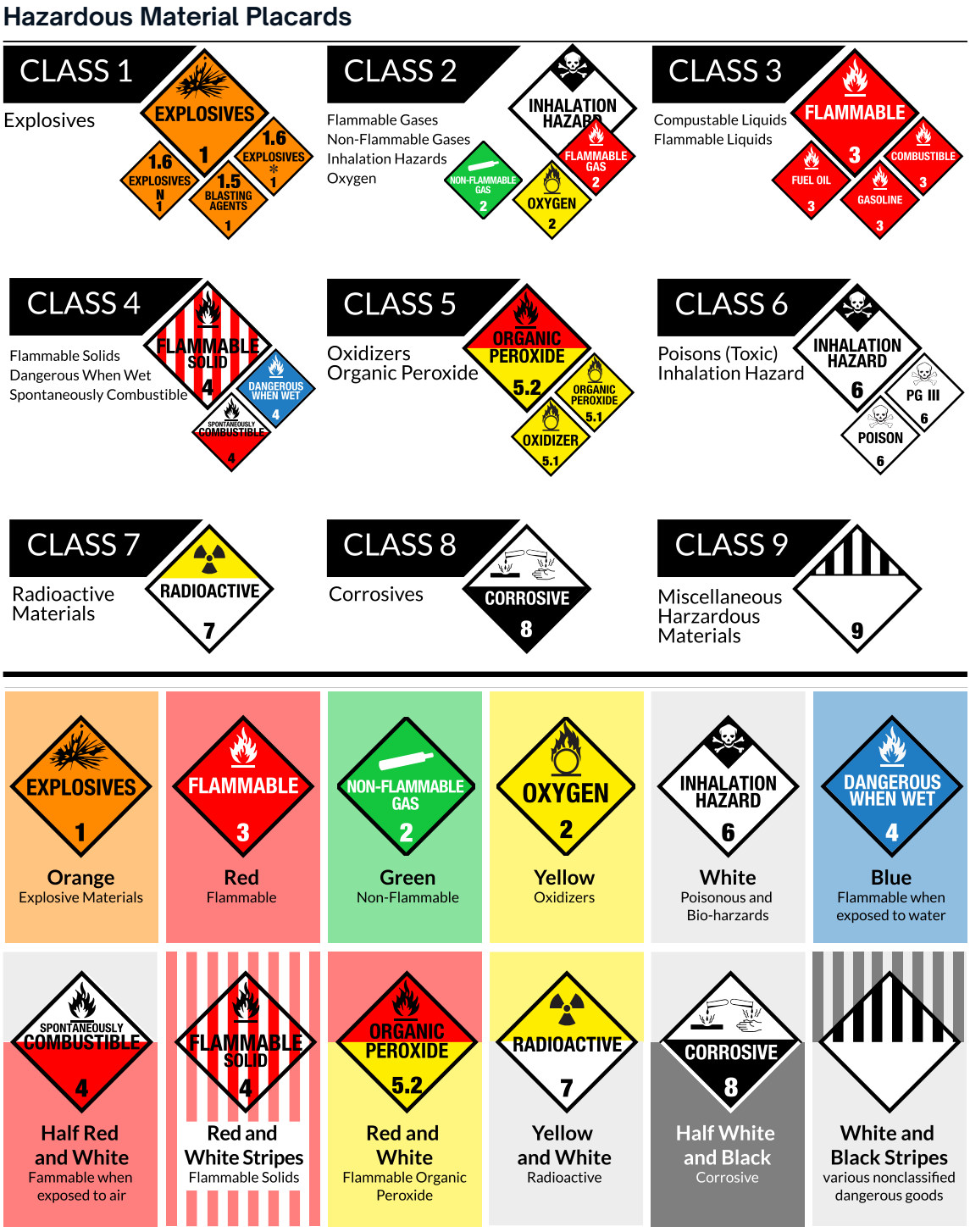
Those are the most common classes labels used when transporting hazardous chemicals and dangerous goods by rood. Bulk fuel carried in by road falls under class 3.

UN NUMBER	CLAS	PROPER SHIPPING NAME
UN 1201	3	Fuel oil
UN 1202	3	Gas oil or diesel fuel or heating oil
UN 1203	3	Gasoline or petrol or motor spirit
UN 1223	3	Kerosene
UN 1270	3	Petroleum fuel (used when petroleum products are carried in the same tanker: Petrol/diesel/kerosene etc.
UN 1863	3	Fuel, Aviation, Turbine Engines

UN NUMBERS

COMMON HAZCHEM PANELS SEEN IN BULK FUEL ROAD TANKERS IN EAST AND CENTRAL AFRICA.

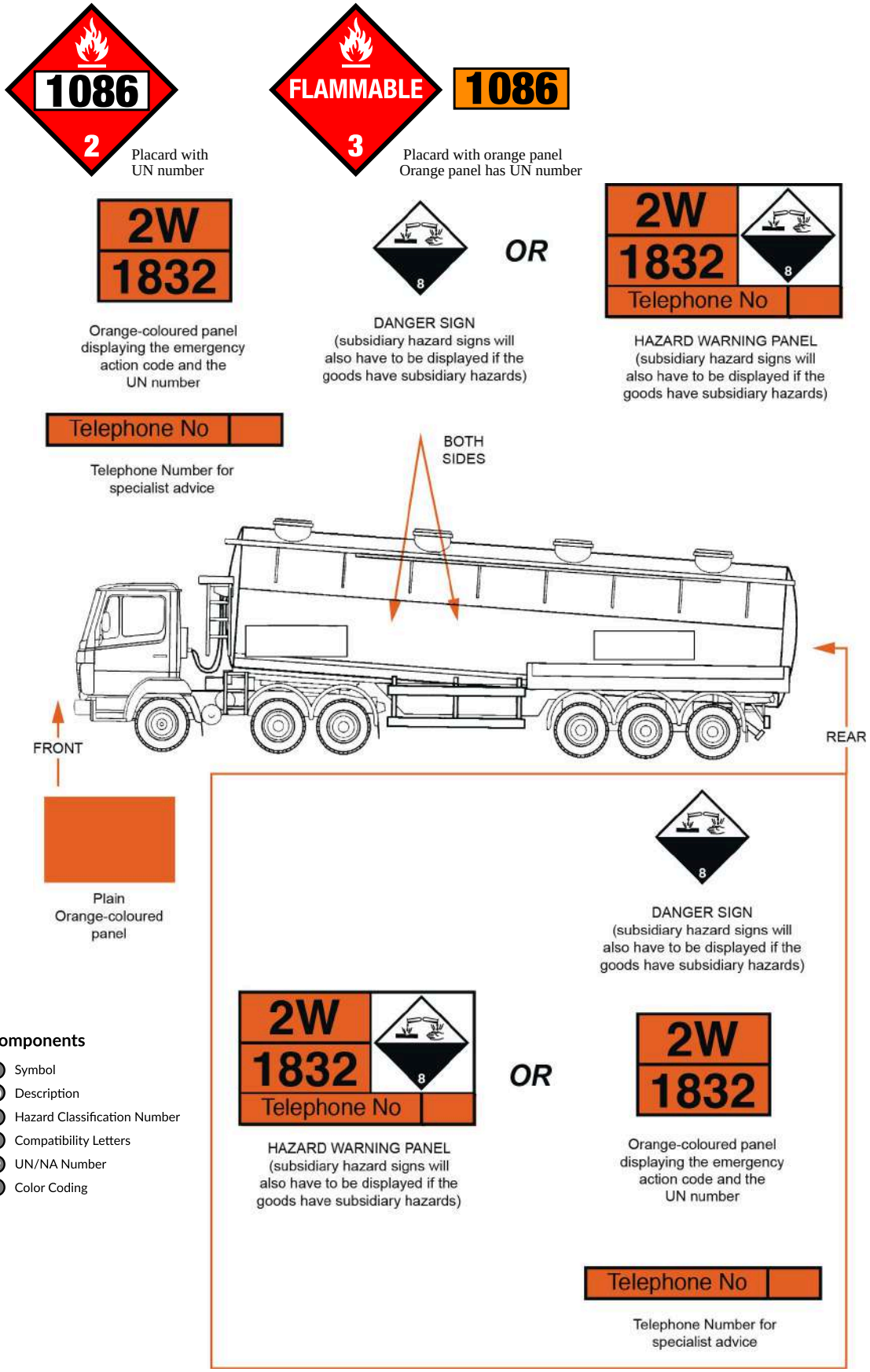
The standard HAZCHEM panels seen in most bulk fuel road tankers in East and Central Africa show the following most important information. **Hazard warning sign, UN Number (UN substance identification number)**, **Emergence Action code (EAC), Specialist advice (Telephone number)** and **Operator company name or logo.**



Chemical can be dangerous. It is important that protective clothing and equipment be used when handling them. The use of **PPE (gloves, goggle, safety boots, hard helmet, body harness and overalls)** is said to have reduce the risk to human health through exposure to chemical during transportation.

UN NUMBERS

Most HAZCHEM warning panels indicates the UN substance identification Numbers as assigned in the chemical numbering scheme for example; vehicles used in the bulk fuel milk run deliveries shall use the UN numbers 1270 as they may carry a variety of petroleum products from storage terminals to retail stations.



Emergencies can happen anytime, anywhere — but being prepared saves lives. Every employee must know what to do during a breakdown, accident, fire, or natural disaster.

If a **vehicle breaks down**, pull over safely, turn on hazard lights, place warning triangles 30 meters front and rear, and inform dispatch.

ORGANIZATION & COMMUNICATION

Communication

Initial communication in the event of an emergency shall be made via telephone (landline or mobile). An updated emergency contact card must be maintained at all times.

At KDG Africa head office, the receptionist receiving the first emergency call must immediately inform the base controller and then complete the **Incident Reporting Form**.

The base controller shall maintain communication with the Public Affairs Focal Point, providing verified information to be shared with the media as required.

Emergency Control Center (Base)

If a serious incident occurs — such as a rollover, vehicle fire, personal injury, fatality, or property loss — and it poses an immediate or ongoing threat, an emergency shall officially be declared.

The General Manager will determine the most appropriate location for the Emergency Control Center based on the incident's location.

The Emergency Control Center must be equipped with:

- Washroom facilities
- Reliable communication systems
- Emergency response equipment
- Adequate stock of protective clothing

EMERGENCY SCENARIOS & RESPONSE PROCEDURES

Truck Breakdown

In the event of a truck breakdown, the driver must take the following actions:

- If possible, move the truck to a safe position that does not obstruct traffic.
- Place reflective triangles at a safe distance in front of and behind the vehicle.
- Switch on hazard lights and, if minor issue (e.g., flat tyre), seek assistance from passing motorists, local authorities, or nearby pedestrians to divert traffic while attending to the breakdown.
- If the issue is major, immediately contact the transporter's emergency number for support.
- Never leave the vehicle unattended unless the safety and security of the truck and cargo are fully assured. If the area presents security risks, the driver should request guidance from the transporter before leaving the vehicle.

TRUCK ACCIDENT – NO SPILL

First priority: Protect life and prevent injury. The driver must wear protective clothing at all times.
If the driver is unharmed, he should immediately take control of the situation — securing the vehicle, managing traffic, and ensuring safety of the surroundings.

In the event of a truck accident with no product spillage, the driver shall proceed as follows:

Immediate Safety Actions

1. Move the vehicle to a safe position, if possible.
2. Turn off the engine.
3. Switch off the battery master (emergency) switch.
4. Place reflective triangles at a safe distance in front of and behind the truck.
5. Activate hazard lights, if operational.
6. Stop all unsafe electrical equipment.
7. Ensure no one is smoking.
8. Keep the public away from any potential danger.

Emergency Communication & Support

1. Seek assistance from motorists, passers-by, police, or contact the emergency response number.
2. Notify KDG Africa Tanzania office immediately.

Assessment & Care

1. Check carefully for any signs of spills or leaks.
2. Provide first aid or assistance to any injured individuals, if safe to do so.

TRUCK ACCIDENT – SPILL

In the event of a product spill, the driver must immediately refer to and follow the TREM Card instructions as the primary response protocol.

In addition to the standard accident actions (as listed in the “No Spill” section), the driver must take the following critical spill-specific actions:

Immediate Safety Actions

1. Keep the public and motorists at a safe distance — strictly prohibit smoking and keep everyone away from any potential sources of ignition.
2. Contain the spill immediately to prevent it from flowing into valleys, drains, or waterways. If the spill reaches any water source, notify the relevant authorities without delay.
3. Attempt to stop further leakage if it is safe to do so — close or tighten valves, end caps, and other connections.

Emergency Response & Risk Control

1. Once emergency assistance arrives, prioritize safe evacuation of the leaking tanker, ensuring there is absolutely no ignition source present — including smoking, open flames, or mobile phone usage.
2. Position yourself upwind of the spill with fire extinguishers ready, maintaining constant vigilance.

TRUCK ACCIDENT WITH FIRE

Fire on the Road

In addition to the standard accident procedures (Item B), the driver must:

- Attempt to extinguish the fire using onboard fire extinguishers — only if it is safe to do so.
- Immediately inform emergency services, clearly stating the type and quantity of product on board and any related hazards.

Fire at Delivery Site

If a fire breaks out during unloading or delivery operations, the driver must:

1. Stop the delivery process immediately.
2. Attempt to extinguish the fire using fire extinguishers — only if it is safe to do so.
3. If safe, disconnect and properly stow the delivery hose.
4. If safe, move the vehicle to a secure and safe location, away from exposure and ignition risks.

TRUCK DRIVER INJURY

If the driver is injured and unable to perform the actions under items B–E, he must prioritize personal safety and health:

- Immediately inform the transporter and relevant authorities, if physically able.
- Seek medical assistance without delay — personal safety and survival take precedence over all other actions.

OTHER THREATS

Armed Robbery / Hijacking

In the event of an armed hijack while transporting product, the driver's safety is the top priority. The driver must:

- Stay calm and remain polite.
- Do not resist — comply fully with the hijacker's demands to avoid escalation.
- Inform the police immediately after the incident.
- Inform the transporter without delay.
- Notify the Transport & Logistics Manager as soon as possible.
- Preventive Measures:
- If hijacking is considered a credible or imminent threat, the transporter should:
- Schedule non-stop hauls or reroute away from high-risk areas.
- Adjust travel schedules to avoid passing through dangerous zones.
- In extreme cases, deploy trucks in pairs or secure convoys.

Legal & Documentation Protocol

- Remain at the scene until police arrive — do not admit liability or issue any statement to the press.
- Identify witnesses immediately — record their names, addresses, and willingness to testify.
- Collect complete information about the other party involved, including:
- Vehicle make and model
- Registration number
- Time and date of the accident
- Driver's full name and address
- License type, number, and address
- Insurance provider, type of coverage, certificate, policy number, and expiry date
- Name and contact of the police officer handling the case
- Extent of damage — list all damaged parts
- Exact accident location
- Take photographs if possible
- Draw a site map showing the vehicle position before and after the incident

Bomb Threat

- Stop all work immediately.
- Do not move the vehicle unless instructed by the authorities.
- Assist authorities if requested to search your vehicle.
- Report any suspicious object or activity immediately.

Civil Disturbance / Natural Disaster

- Avoid entering areas with known or potential civil unrest.
- If already in such an area and unable to leave:
  - Secure the vehicle and its cargo.
  - Inform authorities about the nature and hazards of the cargo.
  - Notify management immediately.

PRODUCT CROSSOVER

If product crossover is detected during unloading:

1. Stop unloading immediately.
2. Inform the customer, Yard Scheduler, and the transporter without delay.
3. Wait for further instructions — do not resume any operation until authorized.

EMERGENCY AT KDG YARD

In the event of any emergency, the employee or contractor at the scene must:

- Sound the nearest emergency alarm.
- Inform the nearest supervisor immediately.

During an emergency:

- Only trained personnel involved in emergency response shall remain on site.
- All others must evacuate immediately when the signal is given and assemble at the designated assembly point.
- Vehicles should not be moved unless doing so will reduce the impact of the incident on the surrounding area.
- The overall coordinator shall appoint traffic controllers to direct vehicles.
- Vehicles may be evacuated only if it is safe to do so.

TRUCK ACCIDENT COMMUNICATION

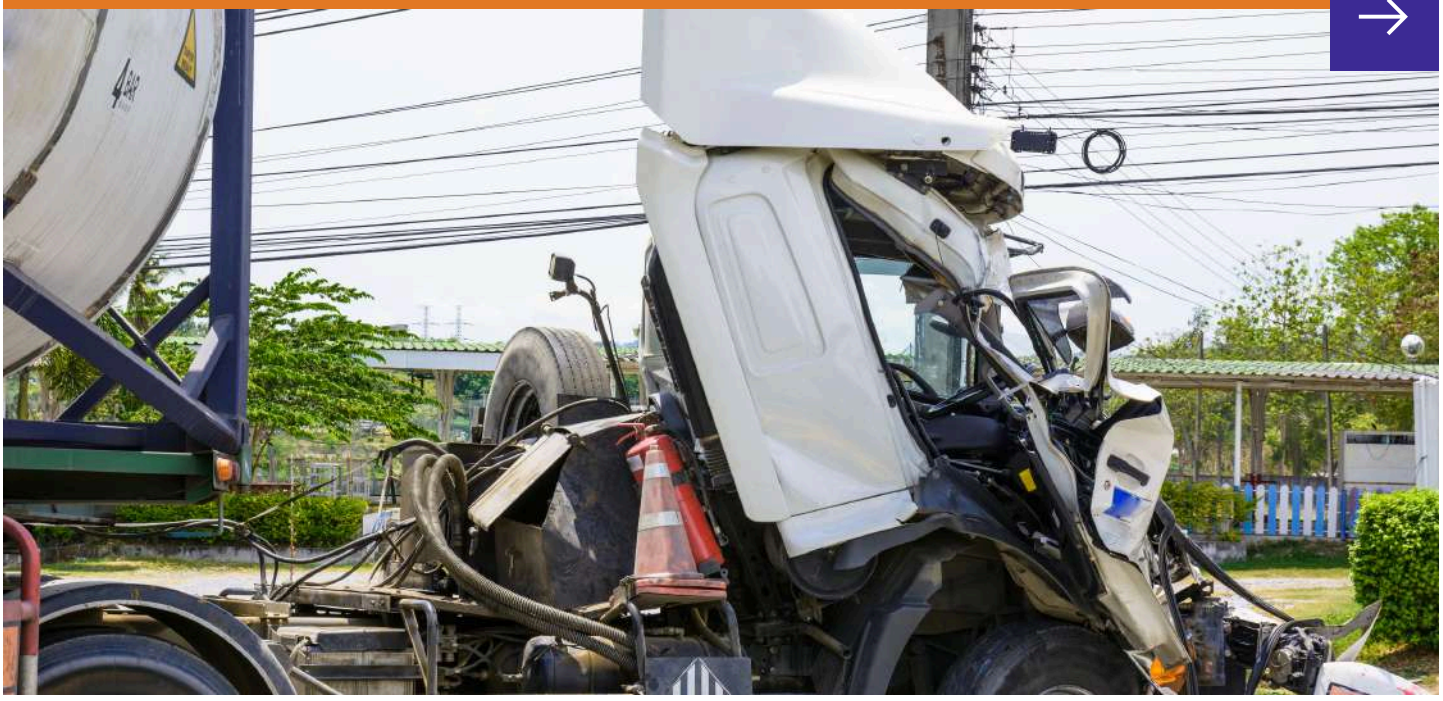
First Response / Immediate Action Plan

In the event of a serious vehicle accident, the person receiving the call must:

1. Collect all details listed on the Serious Vehicle Accident Form.
2. Provide the caller with your mobile number and note their name and contact details.
3. Inform the Distribution Manager, Yard Manager, Transport & Logistics Manager, and the Distribution HSSE Implementer.
4. Notify emergency services, as appropriate.

Follow-Up Actions (Incident Controllers)

1. Deploy the emergency team to attend the site (refer to the emergency flow chart for team assignments).
2. Confirm arrival of emergency services; if not on site, call them to proceed immediately.
3. Secure and cordon off the site to keep the public and non-essential personnel away.
4. Divert traffic in collaboration with authorities and set up temporary warning signals.
5. Provide medical attention to any victims at the site.
6. Organize spill recovery or product containment to minimize environmental impact.
7. Prevent further property or asset damage on site.
8. Notify immediate family if staff injury or loss of life occurs.
9. If the situation escalates into a crisis, the Base Controller will notify the Country Chairman, who will activate the appropriate Crisis Response Plan.
10. Keep Base Controllers and the Country Coordination Team updated on site conditions and ongoing events.
11. Organize site cleanup once the emergency is resolved.
12. Keep local authorities informed as required.
13. Inform customers regarding deliveries through Base Controllers.



FIRE IN THE YARD

The yard is designed to minimize the risk of fire. To achieve this:

- All hot work must follow established work permit procedures.
- Smoking is strictly prohibited, and no one is allowed to enter the yard with matches, lighters, or open flames.
- Good housekeeping must be maintained at all times, and spills must be avoided.

Fire Response Procedure

1. **Early Fire Detection**
   - Most fires start small. If detected early, the yard response team should extinguish the fire using available equipment before it grows.
2. **Large or Uncontrollable Fires**
   - If the fire cannot be contained with yard equipment, the yard response team's priority is to:
     - Prevent the fire from spreading.
     - Protect other vehicles, equipment, and assets from damage.
   - External emergency support must be called immediately.

YARD FIRE RESPONSE ACTIONS

Whenever a fire occurs in the yard, the following steps must be taken:

1. Raise the Alarm
   - Sound the nearest fire alarm or shout "FIRE!".
   - Immediately inform the Coordinator or Duty Supervisor, providing:
     - Location of the fire
     - Type of fire
     - Estimated magnitude
   -
2. Assess and Respond
   - If the fire is small and manageable, attempt to extinguish it immediately using available equipment.

Prepare for Larger Fires

- If the fire is large, prepare all firefighting equipment while awaiting additional support:
  - Line up hoses
  - Ready foam compounds
  - Bring additional fire extinguishers
- Begin firefighting efforts as safely as possible.

Team Effort

- Others may join to assist, but each person must prioritize their own safety at all times.

Fire safety begins with prevention. Every KDG Africa location must keep fire exits clear, extinguishers in working condition, and staff trained in their use.

If a fire alarm sounds — three long siren blasts — stop all activities immediately. Evacuate in an orderly manner and proceed to the nearest **assembly point,** as shown on safety maps.

RESPONSE TO FIRE ALARM

When a fire alarm is sounded, all personnel must immediately:

1. Stop all ongoing activities and attend to your assigned emergency response duties.
2. Switch off any nearby electrical equipment to prevent ignition or hazards.
3. Calmly instruct non-yard personnel in your vicinity to leave the yard and assemble at the designated assembly points.
4. Close doors nearest to you, but do not lock them.
5. Report to the nearest emergency assembly point for further instructions from the Overall Coordinator, Assembly Co-Coordinator, or Duty Supervisor.
6. Vehicles will be evacuated only if necessary and under the instructions of the person in charge of evacuation.
7. The Overall Coordinator will assess the emergency and issue instructions as required, including calling for external assistance if needed.

EVACUATION PROCEDURE

- During any emergency, only trained personnel assigned to respond to the incident should remain in the yard. All others must evacuate immediately when signaled.
- Evacuation is conducted with employee safety as the priority. All personnel should assemble at the designated points, which are clearly marked within the yard.
- Depending on the severity and scale of the emergency, evacuation may include all personnel, as determined by the Overall Coordinator.
- Vehicles will only be moved if necessary to reduce risk to the surrounding area. The Overall Coordinator will appoint traffic controllers to direct vehicle movements.
- Roll call will be conducted at the assembly points and checked against the gate register and yard personnel list to ensure all personnel are accounted for and safe.

Clear communication during and after incidents helps manage information responsibly. Only authorized personnel may speak to external parties or the media.

Employees should **never share photos or details of any accident or company operation on social media**. Doing so can harm investigations and the company's reputation.

All external communication must come from the **Managing Director, HSE Director, or Communications Officer**. Any media inquiries should be referred to them immediately.

Internal updates will be provided through official channels such as safety bulletins, emails, or meetings.

Transparency builds trust, but accuracy ensures protection. At KDG Africa, we speak as one voice — clear, factual, and responsible.

SAFETY AUDITS & CONTINUOUS IMPROVEMENT

Audits are how we check our progress and find ways to improve. KDG Africa conducts monthly internal safety audits and annual third-party reviews to ensure compliance and performance excellence.

Audits cover vehicle conditions, driver behavior, documentation, PPE use, and workshop safety. Findings are shared with department heads, and corrective actions must be implemented within agreed timelines.

Each incident, near-miss, or inspection result contributes to our learning process. The Safety Committee reviews trends and sets new goals every quarter.

Continuous improvement is a journey, not a destination. By listening, learning, and leading with discipline, we make our operations safer every day.

REVISION CONTROL

This manual is a living document, reviewed and updated as operations evolve or laws change. All revisions are recorded below:

Version	Date	Description	Approved By
1	Oct 2025	Initial Issue	Managing Director / HSE Director

EMPLOYEE ACKNOWLEDGMENT

Every KDG Africa employee plays a part in safety. To confirm understanding and commitment, each person must sign the Safety Policy Acknowledgment Form.

By signing, you agree to follow all procedures, use PPE properly, report incidents promptly, and attend required training sessions. Failure to comply may result in disciplinary action, as safety rules are mandatory.

Supervisors are responsible for collecting and filing signed forms in personnel records.

Safety begins with accountability — this signature is a promise that each of us takes responsibility for ourselves and our teammates every single day.

Signatures:

EMPLOYEE NAME : _____ EMPLOYEE DESIGNATION: _____

EMPLOYEE SIGNATURE (WITH DATE) : _____

FINAL APPROVAL & SIGNATURES

This policy and SOP manual is hereby approved and adopted by KDG Africa management. It reflects our ongoing commitment to health, safety, and environmental excellence across all our operations.

Signatures:

- Managing Director: _____
- HSE Director: _____
- Fleet Safety Manager: _____
- Date: _____

Future updates will be shared through internal memos, and all staff must replace older versions immediately. Keeping the manual current ensures compliance and consistency across all KDG Africa sites.

For inquiries, contact us.

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