



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

SITE SPECIFIC HEALTH AND SAFETY SPECIFICATION

**ISSUED IN TERMS OF THE OCCUPATIONAL HEALTH AND SAFETY
ACT, 1993 CONSTRUCTION REGULATIONS 2014**

FOR

**SARAH BAARTMANN CENTRE OF REMEMBRANCE COMPLETION
CONTRACT 2.**

INDEX

No	Description	Legal Reference
1.	Definitions	
2.	Scope	
3.	Application for Construction Work Permit	CR 3 (1)
4.	Introduction to the Site Specific Health & Safety Specification	CR 5 (1) (b)
5.	Limitation of Liability	OHS Act – Section 37 (1 – 3)
6.	Purpose of the Construction Site Specific Health & Safety Specification (SSHSS)	
7.	Implementation of the Site Specific Health & Safety Specification	CR 5 (1) (b)
8.	Compensation for Occupational and Diseases	COIDA 61/1997 & CR 5 (1) (j)
9.	Notification of Construction Work	CR 4 (1)
10.	Competency	CR 5 (1) (h)
11.	Construction Safety Officer	CR 8 (5)
12.	Principal Contractor's Health and Safety File	CR 7 (1) (b)
13.	Principal Contractor's Health & Safety Plan	CR 5 (1) (a)
14.	Hazard Identification & Risk Assessment	CR 9
15.	Site Health and Safety Induction	CR 7 (5)
16.	Health & Safety Training and Ongoing Risk Competency	CR9 (3) (4)
17.	Inspection, Monitoring and Reporting	CR 5
18.	Incident Management	OHSA Sect 24, GAR 8 & GAR 8
19.	Audits and Inspections	CR 5 (1) (o) (p)
20.	Personnel Protective Equipment & Clothing	GSR 2
21.	Occupational Health and Safety Signage	GSR 2
22.	Pedestrian / Visitor Access and Traffic management	CR 23 (2) (b, c, d & j) SARTSM Vol.2 Chap 13
23.	Sub Contractors	CR 7 (1) (c – x)
24.	Night Work and After Hours Work	
25.	Facility Management	FR 2
26.	Health and Safety Representative and Committee	OHSA Sect 17 & 19
27.	Housekeeping & General Safeguarding & Stacking & Storage	CR 27 & CR 28
28.	Waste Management	CR 27
29.	Occupational Health	CR 7 (8) & ERFWP
30.	First Aid Management	GSR 3
31.	Non-compliances & legislative Contraventions	CR 5 (1) (o) (p)
32.	Fire Risk, Fire Extinguishers and Fire Fighting Equipment	CR 29
33.	Bulk Earthworks, layer works and excavations	CR23,CR13, Section 8

34.	Sewer, stormwater & potable water reticulation	CR13,CR23, DMR18
35.	Internal concrete roads and paving	CR23, HCSR, Ergonomic.
36.	Fence erection	Section8, GSR13A, GSR2, EMR9
37.	Construction of the additional admin building.	CR10,CR16,DMR18,GSR13A, CR12, CR11, CR24, CR23, CR20, CR29, CR28, EMR9(4), CR10(5), HCSR, GSR2
38.	Roof work	CR10(5), CR10, CR16, DMR18, Section 8, GSR2
39.	Plastering and Painting	GSR13A, CR16, HCSR, CR10, GSR2
40.	Ironmongery and Joinery	GSR13A, GSR9, HCSR, CR10, GSR2, Section 8
41.	Electrical Installations	EIR, GSR13A, CR16, CR13, EMR9, Section 8, GSR2
42.	Installation of Generator	DMR18, HCSR, Section 8, GSR2
43.	Installation of fire suppression & fire fighting equipment	Pressure Vessel Regulations, CR13, GSR9, GSR13A, CR16, EMR9, Section 8, GSR2
44.	HVAC Installation	CR13, CR10, GSR9, CR16, EMR9, Section 8, GSR2
45.	Site Space Management	Section 8, Ergonomics, GSR2

SITE SPECIFIC PROJECT ACTIVITY & NECESSARY H&S COMPLIANCE

Annexure A - Contents and Numbering System for the Health and Safety Plan

Annexure B - Penalty Schedule for Non Conformances

Annexure C- Covid-19 Specification

1 DEFINITIONS

For the purpose of the Construction Health and Safety Specification, the abbreviations or definitions given hereunder shall apply:

- 1.1 **“Act”** refers to the Occupational Health & Safety Act No.85 of 1993 (as amended)
- 1.2 **“Agent”** refers to a competent person who acts as a representative for a client, Sebenza Risk Management.
- 1.3 **“Client”** refers to the National Department of Public Works.
- 1.4 **“Competent person”** refers to a person who has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and is familiar with the Act and with the applicable regulations made under the Act; is familiar with the Act and with the applicable regulations in the Act.
- 1.5 **“Construction work”** refers to any work in connection with-
 - the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure;
 - the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system; or the moving of earth, clearing of land, the making of excavation, piling, or any similar civil engineering structure or type of work;
- 1.6 **“Construction Work Permit”** Refers to a document the provincial director will issue to a client who has applied and intends to have construction work carried out. The Provincial Director will within 30 days of receiving the construction work permit application;
 - assign a site specific number for each construction site
 - the site specific number contemplated in sub-regulation (3) must be conspicuously displayed at the main entrance to the site for which that number is assigned.
- 1.7 **“Contractor”** means an employer who performs construction work;
- 1.8 **“Construction manager”** refers to a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site.
- 1.9 **“Construction supervisor”** means a competent person responsible for supervising construction activities on a construction site;

- 1.10 **“Contravention Notice”** means a written notice issued to workplace responsible person/s that relates to non-Compliance matters warranting management attention within a prescribed time frame
- 1.11 **SSHSS - Site Specific Health & Safety Specification”** refers to a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work for the project;
- 1.12 **“H&S”** refers to Health and Safety.
- 1.13 **“HSF”** refers to a File, a record in permanent form, or other record containing the information in writing required by these Regulations; *[A Portfolio of Evidence consisting of 33 (thirty three) elements providing legislative required documentation and operational protocol documentation to mitigate, reduce or control the hazards and risks and to assist with the effective management of work activities on a construction site, presented to the Client for assessment and approval prior to mobilisation to the construction site for work under the Contract].*
- 1.14 **“HSP”** refers to a site, activity or project specific documented plan in accordance with the client's health and safety specification; [a document systematic in method and approach, developed by the contractor which is included in the contractor's H&S File and arranged according to the client's "health and safety specifications" that references legislative requirements as well as project requirements pertaining to associated work(s) on a construction site and to ensure that hazards, according to their risk priority, are managed effectively and shall include all mobilisation and set-up activities that will be implemented on the construction site / work place in order to ensure a safe and healthy work environment].
- 1.15 **“Medical certificate of fitness”** means a certificate contemplated in sub-regulation 7(8). A contractor must ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.
- 1.16 **“Notification of construction work”** means a documented notification by the contractor to the department of labour in writing when any construction work other than work contemplated in regulation 4(1).is to be performed.
- 1.17 **“OHS Act”** refers to the Occupational Health & Safety Act No 85, of 1993.
- 1.18 **“Principal Contractor”** means an employer appointed by the client (NDPW&I) to perform construction Work and to be in overall control and management of a part of, or the whole of a construction site.
- 1.19 **“Risk Assessment”** refers to the systematic & methodical assessment methodology utilised to identify hazards and risks to persons / plant and equipment and the corresponding listing of risk controls; the risk assessment must form part of the health and safety file to be applied on a site of works
- 1.20 **“Site”** refers to the Sarah Baartmann Centre of Remembrance.
- 1.21 **“SWP”** refers to a Safe Work Procedures which is a detailed and comprehensive procedure developed to ensure that adequate information and instruction regarding a task is adequately covered and is essential to ensure employee competence with the relevant task.
- 1.22 **“WI”** refers to a Work Instruction which is a work procedure developed specifically to minimise high risk work activity impacts on persons and or plant and equipment, and as referenced in the risk assessment process, that must be adequately mitigated and is essential to ensure employee competence with the relevant task.

2 SCOPE

- 2.1 This Site Specific Health & Safety Specification covers the requirements for addressing, mitigating and controlling Occupational Health and Safety related risks, problems, incidents and injuries during the construction activities at the Sarah Baartmann Centre of Remembrance Completion Contract Two.
- 2.2 The scope addresses legal compliance, hazard identification, risk assessment, risk control methodology and the promotion of a health and safety culture amongst those working on this project.
- 2.3 The Site Specific Health & Safety Specification contains clauses that are generally applicable to building, engineering and construction and imposes controls associated with activities that impact on human health and safety.
- 2.4 The Principal Contractor is required to comply with the provisions of the OHS Act, all applicable Regulations and this Site Specific Health & Safety Specification
- The revamp of the existing South African Blind Library and the extension of their building is a vital part to enabling the vision impaired. It is our responsibility to ensure that all construction activities are performed in the safest means available and that care is taken to ensure the employees still using the building are not disturbed unnecessarily.

Overview of the Scope of Work:

1. Civil and Structural

- Bulk Earthworks and Layer works.
- Pipe work
- Sewer Reticulation
- Storm water reticulation
- Rain water harvesting
- Paving
- Completion of reservoir

2. Current Building Activities:

- Plastering
- Brick work
- Ironmongery
- Steel work
- Plumbing installation
- Electrical installation

3. Mechanical Installations

- Automatic smoke detection.
- Fire fighting equipment
- Fire suppression equipment.
- Smoke ventilation equipment.
- Heating, ventilation and air conditioning (HVAC) installation.

4. Risks associated with this project: *(These are detailed further in the specification)*

- Working in close proximity to neighbouring buildings.
- Underground services.
- Overhead services.
- Limited space on site.
- Labour disputes.
- Delivery of material to site due to the narrow Hemming Street.
- Height work.
- Temporary work.
- Roof work.

3 **APPLICATION FOR CONSTRUCTION WORK PERMIT** *(Refer: Department of Labour compliance requirements and Implementation timeframes)*

- 3.1 The Client, together with the Health and Safety Agent shall apply for the above permit 30 days prior to the commencement of construction work that will be carried out.
- 3.2 Construction work can only commence after receipt of and confirmation of "Application for Construction Work Permit" and the assigning of a site specific number from the Provincial Director – DoL to the NDPW&I project manager.
- 3.3 No construction work contemplated in sub-regulation 3 (1) may be commenced or carried out before the construction work permit and number contemplated have been issued and assigned.
- 3.4 The "Application for Construction Work Permit" shall be similar in format to Annexure 1 in the Construction Regulations.
- 3.5 A copy of the "Application for Construction Work Permit" to the Provincial Director and a copy of the construction work permit must form part of the Principal Contractor's site H&S File.

4. INTRODUCTION TO THE SITE SPECIFIC HEALTH AND SAFETY SPECIFICATION

- 4.1 The NDPW&I aims to execute its health and safety duties as mandatory with the aim of 'zero harm to all'.
- 4.2 The NDPW&I is further committed to ensuring that the highest standards of health and safety prevail on construction sites.

- 4.3 The Site Specific Health & Safety Specification is published in terms of the Occupational Health & Safety Act of 1993 (as amended), Construction Regulations No 37305 / 2014, sub-regulation 5 (1) (b). It applies to the Principal Contractor and to all other contractors and all persons who take part in the construction activities during the construction at the Sarah Baartmann Centre of Remembrance.
- 4.4 The Construction H&S specification formulates the minimum requirements which must be met by Contractors and documented in the contractors' (1) health and safety plan and (2) subsequent H&S file. The specification is not a limited or exhaustive list of legal and corporate compliance requirements.
- 4.5 The Principal Contractor must appoint contractors, Refer: sub-regulation 7 (1) (c) (v) where applicable, for each part of the project and the contractor shall submit his H&S file in the prescribed format for approval to the Principal Contractor Refer: sub-regulation 7 (2) (b) before commencement of the construction work. Additionally to the requirements of sub-regulation 7 (1) (f).
- 4.6 Additional to the legal requirement of Construction Regulation Refer: sub-regulation 7 (2) (b) each sub contractor appointed by a contractor of the Principal Contractor, must submit his H&S File for approval to both the appointing contractor and the Principal Contractor; both the appointing contractor and the Principal Contractor shall approve the H&S File before commencement of the relevant construction work.
- 4.7 The Site Specific H&S specification does not replace the Construction Regulations, but is a specification as required in terms of the Regulations Refer: sub-regulation 5 (1) (b). Partial references to or quotes from the Regulations do not imply that the sections not referred to or quoted from are of lesser importance or are not applicable.
- 4.8 All Contractors are, at all times required to and will remain responsible to fully address all requirements and standards of the Occupational Health and Safety Act, Regulations and the full Construction Regulations in the Health and Safety Plan and the implementation thereof. The controls of the approved H&S plans must be strictly and comprehensively implemented and maintained by all contractors.
- 4.9 This Site Specific Health & Safety Specification must be included in all tender documents for construction work. It shall be known within the NDPW&I as the Site Specific Health & Safety Specification.
- 4.9.1 Confirming that the Principal Contractors' H&S Plan and H&S File (portfolio of evidence) meets legal , client specification and project Scope of Works requirements.

5. LIMITATION OF LIABILITY

- 5.1 The NDPW&I and its agent shall not be responsible for any acts or omissions of any Contractor which may directly or indirectly result from the application of the Construction Health & Safety Specification or any project specific version thereof.
- 5.2 Contractors must ensure that work, equipment, machinery, plant and work practices are, at all times, compliant to the legal requirements as these apply.
- 5.3 Contractors must ensure that where the scope of work is changed or where, for whatever reason, additional or new risks are identified the H&S plan is adapted accordingly. Any change to the H&S plan must be approved by the Public Health Directorate or its agent. No such work, not included in the approved H&S plan, may be commenced unless discussed and finally approved by the Public Health Directorate or its agent.

- 5.4 The NDPW&I appointed Health and Safety Agent shall ensure that the implementation of the Construction Regulations' and Client Requirements are fulfilled.
- 5.5 Any other potential responsibility on the part of the DPW&I shall be dealt with in a Mandatory Agreement, as defined in Section 37(2) of the OHS Act. The Mandatory Agreement must be signed by both parties and included in the H&S File.
- 5.6 Each contractor shall enter into a Section 37(2) mandatory agreement with the Principal Contractor prior to starting work on the site. It is the responsibility of the Principal Contractor to ensure that each contractor has a completed and signed Section 37(2) mandatory agreement.

6. PURPOSE OF THE SITE SPECIFIC HEALTH AND SAFETY SPECIFICATION (SSHSS)

- 6.1 The purpose of the Site Specific Health & Safety Specification is for the specification to be used as a specific standard on which all Contractors' H&S Planning is based on. It is imperative that the Contractor uses the Specification and Baseline Risk Assessment to ensure they price correctly and ensure they have all the required competencies.

7. IMPLEMENTATION OF THE CONSTRUCTION HEALTH AND SAFETY SPECIFICATION

- 7.1 This Site Specific Health & Safety Specification forms an integral part of the Project Contract, and Principal Contractors are required to make it an integral part of their contracts with subcontractors and suppliers.
- 7.2 The prospective Principal Contractors shall allow in their tenders for the cost of complying with the requirements of the Site Specific Health & Safety Specification. The H&S File shall outline a pro-forma budget and related costs example for occupational health and safety, applicable to each construction project.

8. COMPENSATION OF OCCUPATIONAL INJURIES AND DISEASES

- 8.1 The Principal Contractor shall submit proof of registration as an employer, and proof of Good Standing with the COIDA Commissioner in the H&S File and prior to starting the work;
- 8.2 A copy of the Letter of Good Standing with the COIDA Commissioner must be included in the H&S File.

9. NOTIFICATION OF CONSTRUCTION WORK REFER: SUB-REGULATION 4 (1)

The Principal Contractor will send the Notification of Construction Work to the local Department of Labour 7 days prior to starting the construction work. Acceptance by the Department of Labour must be kept in the health and safety file.

10. COMPETENCY

- 10.1 The H&S File shall include signed letters of appointment of competent persons. A detailed list of required appointment letters and relevant competencies are detailed at the end of this specification.
- 10.2 The competency of each person shall be documented in an attachment to the letter of appointment.
- 10.3 Such attachment shall contain verifiable evidence of the competent persons':
- 10.3.1 Knowledge; and
 - 10.3.2 Training; and

10.3.3 Experience; and

10.3.4 Qualifications specific to the work or task for which the appointee is competent.

10.3.5 The Principal Contractor shall include a competency matrix linking the competent employees, as per the organisational chart, to the competency required as a result of the risk assessment. The competency matrix forms part of the methodology for assessing the Principal Contractors' overall competence as required in Construction Regulation 5(1) (h).

11. CONSTRUCTION SAFETY OFFICER

11.1 The Principal Contractor shall, after consultation with the client, having considered the size of the project, degree of danger or accumulation of potential hazards or risks on site, appoint a **fulltime** competent person as Construction H&S Officer in writing for the construction works.

11.2 Proof of competence of the appointed construction safety officer must be included in the H&S File for approval by the appointed Health and Safety Agent, Sally van der Riet.

Required competencies:

- Recognised OHS Risk Management Qualification (SAMTRAC / MSRM / NADSAM etc)
- Minimum two years experience post qualification
- HIRA
- Incident Investigation / SCAT / RCAT
- Fall Protection Plan Developer
- Legal Compliance / Acts
- **SACPCMP Registration**

12. PRINCIPAL CONTRACTOR'S HEALTH & SAFETY FILE

12.1 The Principal Contractor shall provide and maintain an H&S File, containing all relevant documents as prescribed in the OHS Act and Regulations and all records referred to in the H&S Plan.

12.2 The H&S file, in its original start-up format, shall be approved by the appointed Health and Safety Agent prior to construction work beginning.

12.3 The H&S File shall include an index as per Annexure A.

12.4 The H&S File shall be kept on the construction site and available for inspection by the NDPW&I, it's Agent, or the Department of Labour's Inspectors.

12.5 The H&S File becomes the property of the NDPW&I after completion of the project.

12.6 The H&S File to be scanned on discs at the end of the project for the NDPW&I.

12.7 A close out report will be submitted to the H&S Agent at the completion of the project.

13. PRINCIPAL CONTRACTOR'S HEALTH & SAFETY PLAN

13.1 The Principal Contractor's H&S Plan must be a site, activity or project specific documented plan in accordance with the client's health and safety specification.

- 13.2 The Principal Contractor shall submit the H&S Plan to the Health and Safety Agent, in accordance with legal requirements sub-regulation 7 (1) (a) and the Construction Health & Safety Specification, prior to work starting.
- 13.3 The Principal Contractor's H&S Plan shall be evaluated and where found compliant according to the project scope of work.
- 13.4 The content of the H&S Plan shall follow a specific order and include the following as a minimum:
 - 13.4.1 An index of the H&S Plan.
 - 13.4.2 A detailed overview of the scope and activities of the project; such overview must identify all activities of the project in a chronological manner, following the planned progress of the project; the scope must include all work done by sub contractors.
 - 13.4.3 A page indicating:
 - 13.4.3.1 The contract reference;
 - 13.4.3.2 The name and address of the Principal Contractor and its CEO;
 - 13.4.3.3 The name and signature of the designated person in terms of the Construction Manager and of the Construction Supervisor;
 - 13.4.3.4 A space for the client and Agent to sign for approval;
 - 13.4.4 The Principal Contractors' Occupational Health and Safety Policy.
 - 13.4.5 An overview of the machinery and plant used in the project.
 - 13.4.6 An organisational table of the competent staff deployed in the project, which identifies legal appointments and responsibilities.
 - 13.4.7 A hazard identification and risk assessment process based on the scope of work.
 - 13.4.8 A hazard identification and risk assessment procedure, monitoring and review process.
 - 13.4.9 An overview of the management controls, with reference to the hazard identification and risk assessment, to ensure compliance with legislation and the relevant sections of the Site Specific Health & Safety Specification these controls shall be referenced to documented method statements, risk assessments, SWP and WI's addressing engineering- and administrative risk control.
 - 13.4.10 All relevant documents, appointment letters, programmes, instructions, inspection register templates, etc. must support each section of the H&S Plan. Where practical, such documents must be inserted in the H&S File; the H&S File, together with the H&S Plan must be submitted for assessment and approval by the Public Health Directorate.
 - 13.4.11 The assessment systematically verifies compliance to the H&S Plan and with the statutory requirements as well as with the requirements in the H&S specification. The assessment is done in accordance with the NDPW&I H&S procedure for the assessment of construction H&S Files & H&S Plans.

14 HAZARD IDENTIFICATION AND RISK ASSESSMENT (CR 9)

- 14.1 A pre-construction baseline risk assessment shall be conducted by the Health and Safety Agent at the pre-construction work / project planning stage, prior to releasing it to any tender documentation.

- 14.2 The Principal Contractor shall appoint a competent person to perform an issue-based hazard identification and risk assessments. The competent persons' proof of training as a risk assessor shall be attached to the letter of appointment.
- 14.3 The baseline assessment shall be included in the H&S File.
- 14.4 Risk assessments of all risk-bearing activities identified in the scope of work shall form an integral part of the H&S File.
- 14.5 Task specific risk assessment must be communicated to employees prior to any new task being performed.
- 14.6 All risk assessments shall be conducted in terms of an acceptable and documented methodology, prior to commencement of work and in accordance with the provisions of the Construction Regulations.
- 14.7 The methodology shall ensure that:
 - 14.7.1 For each hazardous event, hazards must be identified separately and the risk assessment and identification of controls must be documented separately.
 - 14.6.2 A risk register, must be included in the H&S File listing by number, the issue based risk assessments where applicable.

15 SITE HEALTH & SAFETY INDUCTION

- 15.1 The Principal Contractor shall develop a job- or project-specific induction training programme in health and safety, based on the risk assessment, to ensure that all employees on site are conversant with:
 - 15.1.1 The risks of the construction project
 - 15.1.2 The controls documented in the H&S Plan
 - 15.1.3 The role they are expected to play in ensuring health and safety on the construction site.
- 15.2 No Principal contractor may allow or permit any employee or person to enter any site, unless that employee or person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry.
- 15.3 The Principal contractor must ensure that all visitors to a construction site undergo health and safety induction pertaining to the hazards prevalent on the site and must ensure that such visitors have the necessary personal protective equipment.
- 15.4 The Principal contractor must at all times keep on his or her construction site records of the health and safety induction training contemplated in sub-regulation (6) and such records must be made available on request to an inspector, the client, the client's agent or the principal contractor;.

16. HEALTH AND SAFETY TRAINING AND ONGOING RISK COMPETENCY

- 16.1 The Principal Contractor shall ensure that daily pre-task health and safety instructions are given to all employees.
- 16.2 The methods for ensuring that daily pre-task instructions or start-up talks or toolbox talks occur, including the method of documenting the contents and attendance recording, shall be described in the H&S Plan.

17. INSPECTION, MONITORING AND REPORTING

- 17.1 The Principal Contractor shall carry out daily safety inspections on the site (or more frequent, where so required in the Regulations), and shall take steps to rectify any unsafe condition of which he is aware.
- 17.2 The H&S File shall contain an inspection schedule addressing all identified risks; the schedule and contents of the inspection shall be relative to the residual risks.
- 17.3 The Construction Supervisor and Safety Officer shall perform regular inspections and document these in the H&S File.
- 17.4 The relevant inspection templates and the frequency of inspections shall be included in the H&S File.
- 17.5 The H&S File shall contain a list and template of all statutory inspection registers which shall be kept on site.

18. INCIDENT MANAGEMENT [INCIDENTS, ACCIDENTS AND EMERGENCIES]

- 18.1 All near misses, incidents and accidents must be recorded, investigated and managed in accordance with the statutory provisions.
- 18.2 Each H&S incident and accident must be recorded in a register kept in the H&S file; a template of the register shall be included in the H&S File.
- 18.3 Every incident in which an employee sustains any form of injury shall be reported to the Public Health Directorate or its Agent within the working shift in which the incident occurs. Section 24 of the OHS Act and in accordance with regulations 8 and 9 of the General Administrative Regulations, 2013, incidents shall be reported in the prescribed manner to the Department of Labour, to the COIDA Compensation Commissioner in the prescribed manner [Annexure 1 & WCL2] and to the Health and Safety Agent.
- 18.4 A record of all incidents and investigations shall be kept.
- 18.5 A record / register [matrix] shall be kept to indicate the categories of injuries [first aid / IOD non-disabling, IOD Disabling and dangerous occurrences] sustained by employees, visitors and sub-contractors to date.
- 18.6 Each contractor shall ensure that a proper incident reporting and investigation management procedure is documented and a site emergency procedure is formulated, documented, implemented (drills) and is available on site, outlined in detail, and included in the H&S File. The emergency arrangements shall be displayed on site and shall include:
 - 18.6.1 A comprehensive emergency and evacuation plan;
 - 18.6.2 An site specific emergency evacuation top down plan/flow chart;
 - 18.6.3 An updated list of emergency telephone numbers including those of fire, police, ambulance, medical & hospitals.
- 18.7 Emergency procedure(s) shall include, but not be limited to, fire, spills, accidents to employees and injury resulting from the use of hazardous substances, etc.
- 18.8 In the event of an emergency arising, the Principal Contractor shall advise the Directorate or its Agent in writing of the incident, together with a record of any action taken, within 24 hours of the emergency occurring.

19. AUDITS AND INSPECTIONS

- 19.1 Monthly compliance audits will be conducted by the Health and Safety Agent, and regular site inspections will be conducted. A detailed audit and findings will be send the Principal Contractor and Project Team. Contractor to ensure that a corrective report is submitted within three days after receiving the audit/site inspection report to ensure all non conformances are closed out. Unsafe work will be stopped immediately and fines implemented.
- 19.2 Records of audits shall be kept together with a record of any non-conformance report/s, investigation and corrective & preventative actions required by the Principal Contractor.
- 19.3 The Principal Contractor's H&S Plan shall document the corrective and preventative action procedure applicable to the project.
- 19.4 The Principal Contractor shall conduct regular health & safety audits (at least once a month) to ensure compliance with the OHS Act, its Regulations and the Contractors' H&S Plan. Each contractor on site, whether appointed by the Principal Contractor or by any of his sub-contractors shall be audited by the Principal Contractor.
- 19.5 The H&S File of the Principal Contractor shall include a contractor's auditing procedure, template and schedule.
- 19.6 The Principal Contractor shall stop all or any work activity which does not conform to the H&S Plan, which is contradictory to statutory requirements or which poses a threat to the health and safety of persons.

20. PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTHING

- 20.1 The Principal Contractor shall ensure that every employee is issued with, and wears SABS-approved PPE, consisting of all PPE identified in the PPE needs analysis and indicated in the risk assessment.
- 20.2 The Principal Contractor shall document the procedure applicable for the issue, use and replacement criteria of PPE in the H&S File.
- 20.3 All the contractors' employees shall wear; full length overalls, and shall wear clearly visible identification with respect to their employer.
- 20.4 Contaminated PPE shall be disposed of in the prescribed manner as referenced in the OHS Act – HCS Regulations and to an approved waste disposal site.
- 20.5 Furthermore, the Principal Contractor shall ensure that at the minimum (*but not limited to*), all employees on site shall comply with the following PPE requirements;
- Full length overalls
 - Reflective vests
 - Gloves
 - Safety shoes – steel capped
 - Gum Boots – water environment
 - Rain Coats – inclement weather
 - Double lanyard safety harnesses
 - Hard hats
 - Name tags

21. OCCUPATIONAL HEALTH AND SAFETY SIGNAGE

- 21.1 The Principal Contractor shall erect and maintain quality mandatory, warning, general information, prohibiting and fire fighting safety signage and the Principal Contractor shall ensure that such signage is available or visible in workplaces where maintenance work is performed. Absence there-of are to be reported to the Health and Safety Agent for corrective auctioning.
- 21.2 The signage shall reflect through text & symbolical means, all the risks identified in the H&S plan that necessitate the use of PPE as a control factor.
- 21.3 Where falling objects may occur, relevant barricading and warning signs must be erected;

22. PEDESTRIAN / VISITOR ACCESS AND TRAFFIC MANAGEMENT

- 22.1 Arrangements must be made with the Military Base on the safest and most convenience access routes to the site.
- 22.2 Prescribed traffic and pedestrian control measures are to be implemented and maintained for the duration of the construction project works. (Ref. CR 23 (2) (b, c, d) & (j) & SATRSM Vol.2 Ch 13)
- 22.3 Appropriate health and safety signage shall be posted; the type of signage planned for must be documented in the H&S Plan.
- 22.4 The Principal Contractor shall ensure that each person visiting the site shall be inducted to the site and such abridged induction shall outline the hazards likely to arise from on-site activities and the precautions to be observed to avoid or minimise those risks. The template induction and record shall be included in the H&S File.
- 22.5 Where the need for traffic deviation is identified in the risk assessment or in a specific construction H&S Specification, the Contractor shall perform an issue based risk assessment and document a SWP compliant to the relevant traffic ordinances and traffic controls standards; the method statement shall include competence of traffic officers, flagmen and operators of traffic control equipment.

23. SUB-CONTRACTORS

- 23.1 Sub-contractors must be given a copy of this Construction H&S Specification and any additional specification issued by Principal Contractor.
- 23.2 The Principal Contractor shall ensure that all sub-contractors on site, including sub contractors of his sub contractors, plan the construction work in an H&S Plan, approved by the Principal Contractor.
- 23.3 Principal Contractors shall ensure that sub-contractors comply with their H&S Plans, based on all applicable Construction H&S Specifications, the requirements of the OHS Act and all other relevant legislation.
- 23.4 Monthly audits of all sub-contractors must be recorded and filed in the H&S File.
- 23.5 All sub-contractor H&S Files must strictly follow the Contents and Numbering system as per Annexure A.
- 23.6 The H&S Plan must include the Principal Contractor's actions to ensure that all sub-contractors fully comply with the Regulations.

24. NIGHT WORK AND AFTER-HOUR'S WORK

- 24.1 No night work shall be performed unless authorised by the NDPW&I, Principal Agent and Health and Safety Agent.

24.2 Where applicable the risk assessment and method statements in the H&S File shall include night risks including but not limited to work sites, excavations, road obstructions, traffic obstructions or deviation, night security, after hours delivery.

24.3 Where applicable the risk assessment and method statements in the H&S File shall include after hour work and the safe management thereof.

25. FACILITIES MANAGEMENT [FACILITIES FOR EMPLOYEES] (CR 30)

25.1 The Principal Contractor shall document the construction site's methods to ensure the statutory application of employee's rights in terms of employee facilities as defined in the OHS Act, Facilities Regulations, 2004, and the Construction Regulation 2014.

E.g.

- Toilet facilities
- Hand washing facilities
- Protected eating area
- Area for employees to keep their personal belongings

26. HEALTH AND SAFETY REPRESENTATIVES AND COMMITTEES

26.1 The Principal Contractor and all contractors must ensure that for any workplace where more than 20 employees work, the minimum legislative prescribed number of Health and Safety Representatives in a ratio of 1:50 employees be nominated, elected, designated in writing and trained to carry out their prescribed functions.

26.2 In areas where twenty (20) or less employees are engaged in an activity, at least one Health and Safety Representative shall be designated in writing and operate as above.

26.3 The Principal Contractor shall ensure that Health and Safety Committee meetings are held monthly and are chaired by the Construction Supervisor. Meeting agendas and minutes shall be filed in the H&S file.

27. HOUSEKEEPING, STACKING, STORAGE, DROP ZONES AND LAY-DOWN AREAS (CR 27 & CR 28)

DROP ZONE = *AN ELEVATED AREA WITHIN THE WORKING ENVIRONMENT WHERE THERE IS A POTENTIAL RISK OF FALLING MATERIALS AND OR OBJECTS THAT MAY CAUSE INJURIES*

LAY-DOWN AREA = *AN AREA WHERE MATERIALS, EQUIPMENT AND SUNDRY IS STAGED THAT IS REQUIRED FOR PROJECT RELATED PURPOSES*

27.1 The principal contractor shall appoint a person responsible for general housekeeping, and stacking and storage of materials and equipment on the entire site.

27.2 Where the baseline risk assessment identified the risk of falling tools, items, objects and materials, the area shall be barricaded or demarcated, appropriate warning signage installed and such hazards included in a method statement & issue based risk assessment prior to or when work activities are performed within such zones.

27.3 Furthermore, the same stipulation is required for site lay-down areas where equipment, plant, materials, substances and other items are stored / staged for the site project works.

27.4 Stacking and storage areas shall be clearly defined and demarcated on the site with the appropriate symbolic signs.

28. WASTE MANAGEMENT (CR 27)

- 28.1 The principal contractor shall appoint a person responsible for site-wide control & removal of scrap, waste and debris;
- 28.2 No waste, including scrap, debris, hazardous waste, combustible materials and containers shall accumulate on the construction site;
- 28.3 Hazardous waste (*liquid / Solids*) shall be disposed of in the prescribed manner and at HH disposal sites;
- 28.4 The principal contractor shall document a waste management SWP or WI in the H&S File.

29. OCCUPATIONAL HEALTH

- 29.1 The H&S File shall include medical certificates of fitness for all employees. (refer: CR 7 (8)).
- 29.2 Medical certificates must be issued by an occupational health practitioner (refer: CR 2016, Reg.7 (1) (g) after performing the medical tests.
- 29.3 Medical certificates must be on the prescribed Annexure.3 form and conform to the applicable statutory requirements. i.e
 - 29.3.1 Health quest – comprehensive questionnaire i.r.o past, present & family related health conditions
 - 29.3.2 Audiogram – SANS 10083/2013
 - 29.3.3 Lung-function test
 - 29.3.4 Vision test
 - 29.3.5 Blood Pressure measurement (hypertension)
 - 29.3.6 HGT – blood glucose measurement
 - 29.3.7 Hepatitis A vaccination
 - 29.3.8 Fitness to perform work activities within Confined spaces & Use of Self Contained Breathing Apparatus Equipment
 - 29.3.9 Fitness for Working @ Heights and elevated positions etc
- 29.4 Medical certificates are valid for a period of 12 months (1 year).
- 29.5 Necessary vaccinations for Hepatitis – A, or other where deemed necessary, must be performed prior to the contractor's employees commencing work activities.
- 29.6 The H&S File shall also include procedures that must be followed to minimise or prevent Noise Induced Hearing Loss.
- 29.7 Where noise is identified as a hazard the requirements of the NIHL regulations must be complied with.

30. FIRST AID MANAGEMENT

- 30.1 Principal Contractors & sub-contractors shall ensure that every site where they are engaged in work activities, has adequately trained first aiders at all times.

- 30.2 Were high risk substances, toxic, corrosive or similar hazardous substances are used, handled, or processed, the Principal Contractor shall ensure that the First Aider is trained in the first aid procedures to treat injuries that may result from such activities.
- 30.3 First aiders shall be identified and shall have immediate access to a comprehensively stocked first aid box. Such first aid box/s shall be stocked to include all first aid equipment as per the minimum requirements listed under General Safety Regulation 3 & 4, and any additional items identified in the risk assessment.
- 30.4 All the above first aid controls, including the letter of appointment, proof of competency, signage, injury-record and stock-control registers shall be documented in the H&S File.

31. NON-COMPLIANCES & LEGISLATIVE CONTRAVENTIONS

- 31.1 Monthly compliance audits will be conducted and regular site inspections done to monitor the Principal Contractors health and safety compliance. A Non Conformance Penalty schedule is detailed at the end of this Specification in Annexure B and will be implemented.

32. FIRE RISKS, FIRE EXTINGUISHERS AND FIRE FIGHTING EQUIPMENT (CR 29)

- 32.1 No open fires are allowed on site.
- 32.2 No smoking is allowed on site, except in designated smoke areas, identified in the H&S Plan.
- 32.3 All combustible and all flammable products must be stored in an adequate storage facility; this process shall be documented in a SWP or WI in the H&S File.
- 32.4 The Principal Contractor shall provide suitable fire extinguishers on site.
- 32.5 Safety signage shall be prominently displayed in all areas where fire extinguishers are located. The Principal Contractor shall arrange for the training of the relevant personnel, in the use of fire extinguishers.
- 32.6 The following are minimum requirements for competency in the use of a fire extinguishers:
- 32.6.1 At least one employee on each construction site;
 - 32.6.2 All employees engaged in hot work;
 - 32.6.3 All store men;
 - 32.6.4 All persons involved in re-fuelling;
 - 32.6.5 All persons handling flammable substances;
- 32.7 The fire extinguisher inspection register, the inspection methodology and the letter of appointment of the competent inspector shall be included in the H&S File.

33. BULK EARTHWORKS AND LAYER WORKS (CR23,CR13, Section 8)

- 33.1 All construction vehicle operators to have competency certificates and valid medical certificates of fitness.
- 33.2 All construction vehicles to be inspected prior to use.
- 33.3 Method statements to be approved by the Civil Engineer.
- 33.4 Open excavations to be barricaded.
- 33.5 Hearing protection to be used if decibels higher than 85dB.
- 33.6 The contractor must submit a detailed method statement to the civil and structural engineer as there are risks to neighbouring buildings when earthworks are done for the new building.

33.7 Required support and hoarding to be in place at all times.

34. SEWER, STORMWATER AND POTABLE WATER RETICULATION (CR13, CR23,DMR18)

34.1 Load test certificates to be available for all lifting machinery, equipment and tackle

34.2 All lifting machinery operators to have competency certificates.

34.3 Excavations to be inspected prior to employees working in excavations.

34.4 Employees to have safe means of access and egress into and out of excavations.

34.5 Employees to assist each other when carrying or lifting pipes. Mechanical means to be used if possible.

35. INTERNAL PAVING (CR23, HCSR, ERGONOMICS)

35.1 Compactor/Roller operator to be competent and all required PPE too be used.

35.2 Employees mixing cement to wear long sleeve overalls and dust masks.

35.3 Employees to be taught the correct lifting/ carrying techniques to avoid ergonomic injury.

36. FENCE ERECTION (Section 8, GSR13A,GSR2,EMR9)

36.1 Employees to the correct use of hand tools, spades and pics when digging the foundation for the fence.

36.2 Ladders to be numbered and inspected prior to use.

37. BUILDING WORK (CR10, CR16, DMR18, GSR13A, CR12, CR11, CR24, CR23, CR20, CR29, CR28, EMR9(4), CR10(5), HCSR, GSR2)

37.1 All construction work for the buildings to have detailed and approved method statements approved, prior to construction commencing.

37.2 A detailed fall protection plan to be developed by the appointed, competent Fall Protection Plan Developer.

37.3 All hand tools to be detailed on a monthly inspection register.

37.4 All portable electrical tools to be inspected prior to use.

37.5 Scaffolding to be erected by the appointed, competent scaffolding erector.

37.6 Scaffolding to be inspected, prior to employees working on the scaffolding, by the competent , appointed scaffolding inspector.

37.7 All employees to make use of double lanyard safety harnesses, when working above 1,8m and to be connected to a secure anchor point at all times.

37.8 A certified life line to be used when the roof work begins.

37.9 All tools and equipment to be kept in tool belts when working at heights and a drop zone cordoned off to ensure employees don't access the area below.

37.10 A conveyor belt to be used to transport bricks to the first floor.

37.11 All temporary works to be designed by the appointed, competent temporary works designer. Supervision of temporary works to be done by the appointed, competent temporary works supervisor and all temporary works (formwork and support work) to be inspected by the temporary works inspector prior to concrete being poured or temporary works being removed.

37.12 Height work permits to be filled in prior to height work commencing.

- 37.13 An alcohol tester to be available on site.
- 37.14 A wind speed meter to be available on site. If wind speeds exceed 40km/hour, height work must stop.
- 37.15 All employees working at heights to receive height work training prior to work commencing.

38. ROOF WORK and STEEL ERECTION(CR10, CR16, CR10(5), DMR18, SECTION 8, GSR2)

- 38.1 All roof work to be supervised by the appointed and competent roof work supervisor.
- 38.2 Height work permits to be received, prior to height work commencing.
- 38.3 Employees to have safe access to the required height area.
- 38.4 Daily safe task instructions to be detailed and communicated.
- 38.5 All employees working at heights to be medically fit to work at heights.
- 38.6 Employees to receive height work training.
- 38.7 A wind speed meter to be available on site, and the wind speed monitored throughout the day. If wind speeds exceed 40km/hour, height work must stop.
- 38.8 A certified life line to be used when roof work is being done.
- 38.9 Employees to be anchored securely to the life line at all times.

39. PLASTERING AND PAINTING (GSR13A, CR16, CR10,HCSR, GSR2)

- 39.1 Material Safety Data Sheets (MSDS) to be on site for all hazardous chemicals used on site.
- 39.2 First aider on site, to know the first aid procedures if employees are exposed harmfully to hazardous chemicals.
- 39.3 Employees to have safe access to the working area.
- 39.4 Scaffolding to be inspected prior to use, and have the required signage.
- 39.5 Ladders to be inspected prior to use.
- 39.6 All hand tools to be safe for use and inspected visually prior to use.

40. IRONMONGERY AND JOINERY (GSR13A, EMR9, GSR2, CR16, CR10, Section8, GSR9)

- 40.1 Employees to have safe access to the working area required.
- 40.2 Scaffolding to be inspected prior to use and applicable signage attached.
- 40.3 Portable electrical tools to be inspected prior to use.
- 40.4 MSDS's of hazardous chemicals to be on site and SWP to be followed.
- 40.5 Employees to follow the correct lifting and carrying techniques.
- 40.6 Hot work permit to be received if welding is planned and appropriate PPE e.g welding helmet, gloves, spats to be used. A welding curtain to be used to protect employees in close proximity.

41. ELECTRICAL INSTALLATIONS (EIR, GSR13A, CR16, CR13, EMR9, SECTION 8, GSR2)

- 41.1 All electrical installations to be done by a registered electrician, as defined in the Occupational Health and Safety Act (85 of 1993) and the Electrical Installation Regulations. The electrical contractor to be approved by the Electrical Engineer, prior to construction work commencing.

- 41.2 All portable electrical tools used when installing sleeves, conduits and wire-ways to be safe and inspected prior to use.
- 41.3 All hand tools safe for use.
- 41.4 Employees have safe access to the work area.
- 41.5 To access the area for outdoor lighting, the contractor must ensure the safest means possible, so if a cherry picker/manlift/scissor lift might have to be used. Only a competent operator to operate lifting machinery.

42. INSTALLATION OF STANDBY GENERATOR (DMR18, HCSR, SECTION8, GSR2)

- 42.1 The concrete stands to be approved by the civils/structural engineer prior to the generator being place.
- 42.2 All lifting machinery to be operated by a competent operator with a competency certificate.
- 42.3 All lifting tackle to have load test certificates.

43. INSTALLATION OF FIRE SUPPRESSION AND FIRE FIGHTING EQUIPMENT (CR13, GSR9, GSR13A, CR16, EMR9, SECTION 8, GSR2)

- 43.1 Correct lifting, stretching and placing techniques to be used.
- 43.2 If scaffolding is planned, it must be erected by a competent scaffolding erector and inspected prior to use by a competent scaffolding inspector.
- 43.3 All portable electrical tools to be inspected prior to use and operated by a competent user.
- 43.4 Hand tools to be visually inspected prior to use.
- 43.5 A tool belt for portable electrical tools to be used when working at heights.
- 43.6 A competent, appointed welder to do welding work on site, and all required PPE to be used.
- 43.7 Ladders to be inspected prior to use, and an employee to hold the ladder while another is working from the ladder.

44. HVAC INSTALLATION (CR13, CR10, GSR9, GSR13A, CR16, EMR9, SECTION 8, GSR2)

- 44.1 Correct lifting, stretching and placing techniques to be used.
- 44.2 If scaffolding is planned, it must be erected by a competent scaffolding erector and inspected prior to use by a competent scaffolding inspector.
- 44.3 All portable electrical tools to be inspected prior to use and operated by a competent user.
- 44.4 Hand tools to be visually inspected prior to use.
- 44.5 A tool belt for portable electrical tools to be used when working at heights.
- 44.6 A competent, appointed welder to do welding work on site, and all required PPE to be used.
- 44.7 Ladders to be inspected prior to use, and an employee to hold the ladder while another is working from the ladder.

45. SITE SPACE MANAGEMENT

The contractor must ensure that they are aware of the limited space on this project. The contractor must ensure that the site is secure and safe at all times. Hoarding to be erected. Traffic management plans to be in place when material is delivered onto site. Careful planning will be required.

EXAMPLE OF OVERVIEW HEALTH AND SAFETY COSTS

1. Medical certificates of fitness, applicable to scope of work for the duration of the contract.

- Certificates last 12 months.

2. Training and competency:

- First Aiders
- Fire Fighters
- Fall Protection Plan Developer
- Construction Vehicle Operators
- Lifting Machinery Operators
- Gas Detection Equipment Operators

3. Load test certificates

- All lifting machinery
- Lifting tackle(chain blocks and slings)

4. Competency for lifting machinery

- Man lifts / scissor lifts / cherry pickers

5. Height work compliance

- Certified Fall Protection Plan Developer
- Double lanyard safety harness of every employee working at heights.
- Compliant life line
- Double lanyard safety harness
- Height work training

6. Scaffolding

- Competent erect
- Competent inspector

7. Temporary Works

- Competent designer
- Competent supervisor
- Competent inspector

8. Equipment required

- Gas detection monitor
- Wind speed monitor
- Alcohol tester
- Breathing apparatus (if required for confined spaces)

9. HIV/Aids Awareness

- Awareness training
- Male and female condoms

10. PPE

- Full length overalls
- Safety shoes
- Reflective vests
- Hard hats
- Safety gloves
- Dust masks
- Safety glasses
- Hearing protection
- Kidney belt
- Double lanyard safety harnesses

11. Signage and barricading

- Site to be secure
- Orange netting for excavations
- “construction work”, “moving construction vehicle” signs
- “deep excavation” signs
- “men working above” signs
- Scaffolding safe for use and Not safe for use signs

12. Safety Officer

- Full time safety officer salary
- Computer and printer facilities available for the safety officer.

APPLICABLE APPOINTMENT LETTERS

No.	DESIGNATION	LEGAL REFERENCES	APPLICABLE
1	Assigned Responsibility Designation	OHS Act 16(2) & CR5.3(b)	16.2 to be appointed.
2	Construction Manager	CR8(1)	To be appointed with proof of competency
4	Assistant Construction Manager	CR8(2)	To be appointed with proof of competency
5	Contractor	CR5(1)(k)	To be appointed by the Client
6	Emergency Evacuation Controller	CR29(1)	To be appointed.
7	Fire extinguisher inspector	CR29(h) – VUPR11	To be appointed.
8	Fire team member	CR29	To be appointed.
8	First Aider	GSR3	To be appointed with proof of competency
9	Health and Safety Officer	CR8(5)	To be appointed with proof of competency
10	Health and Safety Reps	OHS Act Section 17	When more than 20 persons on site for more than 3 months
11	H&S Committee Members	OHS Act Section 19	When more than 20 persons on site for more than 3 months
12	Incident Investigator	GAR9	To be appointed with proof of competency
13	Excavation work supervisor	CR13	To be appointed with proof of competency
14	Risk Assessor	CR9	To be appointed with proof of competency
15	Demolition work supervisor	CR14	To be appointed.
16	Explosives Manager	Exp R 12(1)	Not applicable.
17	Explosives Supervisor	Exp R 12(3)	Not applicable.
18	Fall Protection Plan developer	CR8(1)(a)&(b)	To be appointed with proof of competency.
19	Fall Protection Plan supervisor	CR8(1)(a)&(b)	To be appointed with proof of competency.
20	Bulk Mixing Plant Supervisor	CR20(1)	To be appointed
21	Batch Plant operator	CR20(1)(2)	Not applicable.
22	Construction Vehicle & Mobile Plant Inspector	CR23(1)(k)	To be appointed with proof of competency
23	Construction Vehicle & Mobile Plant Operators	CR23(1)	To be appointed with proof of competency
24	Electrical Installation Inspector	CR24	To be appointed with proof of competency
25	Explosive Powered Tools Inspector	CR21	To be appointed with proof of competency
26	Explosive Powered Tools Controller / Issuer	CR21	To be appointed with proof of competency
27	Explosive Powered Tools Operator	CR21	To be appointed with proof of competency
28	Temporary Works Inspector	CR12(3)(f)	To be appointed with proof of competency.

29	Temporary Works Supervisor	CR12(2)	To be appointed.
29	Ladder Inspector	GSR13A	To be appointed
30	Lifting Machine & Equipment Inspector	DMR18(5)	When cranes, block and tackle, gantries or A frames are used for lifting; or when riggings is done : To be appointed with proof of competency
31	Lifting Machine Operator	DMR18	When cranes, block and tackle, gantries or A frames are used for lifting; or when riggings is done : To be appointed with proof of competency
32	Material Hoist Operator	CR19	To be appointed (if applicable)
33	Mixer Operator	CR120	To be appointed.
34	Portable Electrical Equipment Inspector	EMR9	To be appointed.
35	Pressure Vessel Inspector	VUPR 17	To be appointed.
36	Scaffold Erector	SANS 10085-1:2003 Item 16.1(a)	To be appointed.
37	Scaffold Inspector	SANS 10085-1:2003 Item 16.1(c) CR16(1)	To be appointed.
38	Scaffold Supervisor	CR16(1)	To be appointed.
39	Scaffold Team Leader	SANS 10085-1:2003 Item 16.1(b) and 10.11	To be appointed.
40	Suspended Platform Operational Compliance Plan Developer	CR15(2)(c)	Not applicable.
41	Suspended Platform Erector	Cr15(2)	Not applicable.
42	Suspended Platform Inspector	CR15(10)	Not applicable.
43	Stacking & Storage Supervisor, including chemicals	CR28	To be appointed.
44	Hazardous & flammable chemical substances controller	CR25(a)	To be appointed
44	Tower Crane Operator	CR22	To be appointed if applicable
45	Tower Crane Inspector	DMR18 and CR22	To be appointed if applicable

ANNEXURE A - GUIDELINE TO BE USED WHEN COMPILING THE HEALTH AND SAFETY PLAN AND OHS FILE

No	Element	Content & Guidelines
1	Index to H&S Plan / File	
2	Scope of Work	Describe site specific activities as per contract agreement
3	Application for Construction Work Permit Notification to Commence Construction Work	Client obtain from Department of Labour Both parties sign & dated
4	Contract Agreement CR 5 (1) (k) Contractor Appointment	Both parties sign & dated Both parties sign & dated
5	H&S Mandatary Agreement (S37 (2))	Both parties sign & dated
6	Client OHS Specification	Site Specific H&S Specification
7	Letter of Good Standing	Current or proof of submission
8	H&S Budget	Budget to reflect all expenses / cost i.r.o HS&E management <ul style="list-style-type: none"> - H&S Training - Symbolic signs - Personal Protective Equipment & Clothing - H&S Plan draft & submitted - External inspection & audits etc, etc
9	OHS Plans	<ul style="list-style-type: none"> - H&S Plan - Fall Protection Plan (as per project definition) - Environmental Management Plan (<i>"Process" Waste management / Spillage Control / Disposal certificates</i>) (as per project definition)
10	Method Statements	<ul style="list-style-type: none"> - All work activities & aligning to the relevant Risk Assessments (<i>Method Statements to be linked to each Risk Assessment and numbered accordingly</i>)
11	Hazard Identification Risk Assessments	<ul style="list-style-type: none"> - Risk Register - Risk Assessment Monitoring & Review Procedure - Baseline Risk Assessment - Issue Based Risk Assessment
12	Emergency Plan & Response	<ul style="list-style-type: none"> - Emergency Planning & Response Procedure - Emergency Contact Numbers & Detail - Emergency Procedure Flow Chart
13	OHS Policies	<ul style="list-style-type: none"> - OHS Policy - Environmental Policy - HIV / Aids Policy
14	Organisational Chart	<ul style="list-style-type: none"> - Site Specific organisation - Positions indicated legal reference - Person/s names - Inclusive of all employees on site
15	Appointments	<ul style="list-style-type: none"> - All appointments must be signed & dated - Appointments to be looped back to the organisational chart
16	Medical Certificates	<ul style="list-style-type: none"> - Mobile plant & equipment operators - Confined spaces - Elevated work

		<ul style="list-style-type: none"> - HCS use
17	CV's & Competency Certification	<ul style="list-style-type: none"> - CV's - Competency Certificates
18	Site Induction & H&S Awareness Training	<ul style="list-style-type: none"> - Training Matrix / Record / SWP / WI / MS / RA / SAMTRAC / Fire Fighting / First Aid / Mobile Plant & equipment / IRCON / Supervisor Safety / HCS / PPE - Environment Awareness / HSR / Legal liability / - Risk Assessor / Incident Investigation / Site & Company Induction / Safety / Tool Box Talks / Safety Awareness Posters / Etc, etc
19	Accident / Incident Management including First Aid Facilities	<ul style="list-style-type: none"> - Section 24 Procedure – Annexure.1 & WCL.2 - Injury recording - Incident investigation - Non compliance reporting - Preventative & corrective actions
20	Construction Plant, Machinery & Equipment Management	Mobile plant, machinery, equipment & tools inventory <ul style="list-style-type: none"> - Vehicles / Mobile Crane / Skyjacks & Material Hoist / Compactors / TLB's / Batch Plants / Hand tools / Portable electrical equipment etc
21	Access, Traffic Control & Public Safety Management	<ul style="list-style-type: none"> - Security - Employee / Visitors / Public - Vehicular
22	Hazardous & Flammable Substance Management	<ul style="list-style-type: none"> - MSDS - Handling, use, storage & disposal procedures / instructions
23	Safe Work Permits	<ul style="list-style-type: none"> - Confined space permit - Hot work permit - Working at heights permits - Hazardous Chemical Substance Permits - Energy lockout permit - Excavation Permit etc, etc
24	Daily Safe Task Instruction (DSTI)	<ul style="list-style-type: none"> - DSTI (<i>must loop back to the risk assessment</i>)
25	Inspection Registers & Certificates (C.O.C)	<ul style="list-style-type: none"> - Plant, machinery & equipment inspection registers - Excavation inspection register - PPE inspection register - Stacking & Storage inspection register - Housekeeping Inspection register etc, etc
26	Facilities Management Procedures (male / female)	<ul style="list-style-type: none"> - Washing - Sanitary - Change room - Sheltered Eating - Accommodation / Transportation
27	PPE Management	<ul style="list-style-type: none"> - PPE Needs Analysis - PPE Issue record
28	Contractor Management	<ul style="list-style-type: none"> - H&S Agreement (S37(2) (signed) - CR 5 (3) (b) - Appointments (signed)
29	Safe Work Procedures and or Work Instructions	<ul style="list-style-type: none"> - Hearing conservation / Decanting / Excavations / Working at Heights / Confined Spaces / Housekeeping & Hygiene / Stacking & Storage / Electrical Powered / Drilling / Electrical Powered Cutting & Grinding / Petrol Driven Concrete Cutter / Manual Screed Machine / Handling / Arc Welding / Concrete Pouring / Form Work / Electrical Lockout / Gas Cylinders / Portable Electrical Equipment / Traffic & Pedestrian Control / Fire Risks - Incident reporting & investigation / Fall Protection / Mobile Crane & Lifting Operations / Mobile Plant &

		Equipment / Flammable Liquid Storage / Aerial Lift Platform / Gas Welding / Load & off Load Plant & / Equipment / Drop Scaffolding / Scaffold Erect & / Dismantle / Skill Saw Use etc, etc
30	H&S Inspections & Audits	- Internal & External
31	Legal Requirements	<ul style="list-style-type: none"> - OHSA 1993 - COIDA - Construction Regulations - By-Laws - BCEA - Signs & Notices etc, etc
32	H&S Committee	<ul style="list-style-type: none"> - H&S Committee minutes - Committee member appointment
33	Record Keeping Management	<ul style="list-style-type: none"> ▪ Completed Audits ▪ Inspection Registers ▪ Checklists ▪ Monthly report to be submitted to the OHS Agent. Document will be provided to the contractor by the Agent.

ANNEXURE B – PENALTIES FOR NON CONFORMANCES

Minor	Medium	Severe
Penalty: R50 p/count	Penalty: R500 p/count	Penalty: R5000 p/count
Non conformance	Non conformance	Non conformance
Activity stoppage	Activity stoppage	And/ or project/ activity stoppage
<ul style="list-style-type: none"> Toilets not serviced / clean. No clean drinking water on site. No weather protected eating area provided. 	<ul style="list-style-type: none"> Scaffold safety signage not in place safe/unsafe. No certificates of fitness for employees working at heights (incl. ceilings, ladders, scaffold & working platforms / mobile plant operators. 	<ul style="list-style-type: none"> Employees working at heights without harnesses / fall protection equipment. Anchor lines not in use when working at heights.
<ul style="list-style-type: none"> Non use of PPE supplied – hard hats, safety shoes, reflective vest, dust mask, goggles & hearing protection. 	<ul style="list-style-type: none"> No design load available for scaffold designs, scaffold not approved by competent designer. 	<ul style="list-style-type: none"> No project specific health and safety specifications or general health and safety specifications supplied to sub contractors timeously.
<ul style="list-style-type: none"> Non completion of registers. 	<ul style="list-style-type: none"> Sub contractors not audited on a monthly basis. 	<ul style="list-style-type: none"> Sub contractors working without a H&S plan approval.
<ul style="list-style-type: none"> Lack of H&S signage at work areas – warning of dangerous construction activities. 	<ul style="list-style-type: none"> Working without training or appropriate H&S method statements. 	<ul style="list-style-type: none"> No CoC's available for electrical work completed on site.
<ul style="list-style-type: none"> Tools and equipment identified in poor condition during inspections. 	<ul style="list-style-type: none"> Legal non conformance not addressed from previous audit within agreed time frame. 	<ul style="list-style-type: none"> Invalid Letters of Good Standing. No First Aider on site.
<ul style="list-style-type: none"> Poor housekeeping 	<ul style="list-style-type: none"> No monthly audit 	<ul style="list-style-type: none"> No H&S officer on site.
	<ul style="list-style-type: none"> Subcontractors not audited on a monthly basis 	<ul style="list-style-type: none"> Injuries not reported and investigated.
	<ul style="list-style-type: none"> Failure to attend H&S meetings 	<ul style="list-style-type: none"> Working without approved an asbestos plan.
		<ul style="list-style-type: none"> Working without an approved fall protection plan.
		<ul style="list-style-type: none"> Working with lifting equipment without relevant load test and performance test certificates.
		<ul style="list-style-type: none"> Scaffolding not compliant to SANS10085

ANNEXURE C

COVID-19 SPECIFICATION

Table of Contents

1. Key risks associated with Covid-19
2. Key controls associated with Covid-19
3. Cleaning of facilities and office equipment
4. Responsibility of the Client
5. Documentation and the Health and Safety Plan
6. Training
7. Covid-19 Questionnaire / Self declaration
8. Management on site
9. Site activities and access to site
10. Site hygiene
11. Tools and equipment
12. Management of deliveries and service providers on site
13. Site Meetings
14. Close proximity permit requirements
15. Bill of Quantity items
16. Non conformances
17. Employee work permits
18. Awareness and training

Introduction

The Covid -19 has had and will continue to have an impact on our lives. We must all be responsible and ensure the safe return to our construction sites. Our actions and implemented controls will affect the lives of thousands of people in our communities.

Due to the severe risks of Covid-19, the DPW&I will ensure that all foreseen and planned controls are implemented and no construction work will commence until all controls are in place, and maintained.

We need to all work together to ensure the safety of ourselves and those around us.

References

Disaster Management Act, 2002 including Government Gazette No. 43093
Covid-19 Occupational Health and Safety Measures in the Workplace Covid-19 (C19 OHS) 2020
Occupational Health and Safety Act (85 of 1993)
Construction Regulations (2014)
Current Site Specific Health and Safety Specifications

1. Key Risks Associated with Covid-19

- 1.1 Travelling to and from work.
- 1.2 Site access.
- 1.3 Social distancing.
- 1.4 Inadequate hygiene and sanitation.
- 1.5 Inadequate PPE.
- 1.6 Poor planning of work processes
- 1.7 Site meetings

2. Key Control Measures for Covid-19

2.1 Travel

This is a high-risk activity. Employees to wear masks (FFP1/2, surgical masks, or cloth masks). Number of employees in a vehicle must be limited and passengers must be spread apart. Seven passengers are allowed in "taxi" but employees must wear their masks and make use of hand sanitizer.

2.2 Symptoms

Ensuring no person with symptoms access the construction site. Persons displaying symptoms may not access the site for 10 days. Symptoms include, but not limited to: fever (temperature higher than 38°, cough, shortness of breath). An employee who is living with someone with Covid-19, or awaiting test results or self-isolating, must not enter the site for 10 days.

Social distancing of 1.5m to be adhered to while employees access site. Additional access points to be made available to ensure employees are dispersed. Open door access to be used on site (no turnstiles).

Each employee / visitor must have their temperature taken and their temperature must not exceed 38°. If it does, and they show positive symptoms, that employee must be placed in a sanitized room and the Department of Health Covid-19 hotline must be contacted: 0800 029 999.

A site register to be maintained. No thumb access devices to be used. Multiple entry points, depending on number of employees. Sanitizing stations in position at all entry points. All common areas i.e. offices,

boardrooms and eating areas to be cleaned and sanitized regularly (before and after use). Lessen the number of people at a time for training and induction training, always maintaining the 1.5 metre social distance.

2.3 Social Distancing

Employees/visitors to maintain 1.5 – metre distance between each other. Contractors will have to carefully plan work schedules and production planning, to ensure activities are not overlapped or employees land up working in proximity. If social distancing is not practical for an activity, a job safety analysis to be done to ensure all processes and controls, including PPE are in place prior to the activity commencing. Meetings to be limited to essential personnel and a minimum of 1.5m maintained. Meetings to be held in an open space if possible. Sanitizers and paper towels to be available at meetings.

2.4 Hygiene and Sanitation

Everyone must wash their hands regularly and thoroughly when using a hand sanitizer. Contractors to ensure hand washing facilities are readily available for employees on site.

Sanitizer and paper towels to be available at the following locations:

- ⇒ Entrance to site
- ⇒ Offices and boardroom
- ⇒ Eating area and changing facilities
- ⇒ Toilets
- ⇒ At strategic locations on site

2.5 PPE (Personal Protective Equipment)

All employees/visitors on site to wear FFP1, N95 or FFPT2, surgical masks or cloth masks. Management to ensure that employees wear all personal protection correctly and it is replaced when required, as per manufacturers recommendation.

The first aiders to wear the N95 or FFPT2 masks as they are the front line staff. The Covid Controller, temperature tester and trainer must wear the N95 or FFPT2 masks and surgical gloves. A face shield is advised at the entrance of the site with the afore mentioned PPE. All disposable masks to be treated as biological waste. They must be disposed after a days use, and discarded in a container or plastic bag (sealable) and removed off site as disposable waste. Employees need three sets of overalls to ensure that they don't wear the same set for more than a day.

2.6 Planning of Work Process

As health and safety is an integral part of production planning and processes, it is now even more important as we need to ensure social distancing. Daily management meetings (either on computers or outdoors in a ventilated area) to occur, to ensure careful planning and the required social distancing is implemented.

Planning meetings with foreman will have to occur daily to ensure we are proactive and do everything

“reasonably practicable” to ensure the safety of our employees and all those affected by our construction activities.

2.7 Site Meetings

If there is a site meeting on site, then the professional team and any visitor must have their temperature taken, wear the required PPE and fill in a Covid-19 questionnaire.

Meetings to be held out doors or in a well ventilated area. Everyone must be 1.5m apart and wear their masks. Sanitizers and paper towels to be available in the meeting area. Contractor to keep record of all attendees of meetings and visitors to sight.

3 Cleaning of facilities and office equipment

Surfaces that are touched regularly must be sanitized and disinfected every hour. Desks to be sanitized once an hour. Toilet facilities to be sprayed with disinfectant and the door handles wiped after use. Changing lockers to be sprayed after use in the morning and after the end of the shift.

Office equipment to be wiped down after use. Construction vehicles to be sprayed and wiped before and after use. Tools, machinery and equipment to be sprayed and wiped down after use. Training and awareness regarding sanitizing must be ongoing and employees need to be aware of the risks. One cannot see this virus, so it is important to sanitize, wipe, and wash hands continually.

4 Documentation and Health and Safety Plan

Health and Safety Plan, Risk Assessment and Method Statements:

The health and safety plan must be amended to include COVID-19 risks and relevant controls. The plan must include, but not limited to;

- ⇒ Safe site access / egress
- ⇒ This will include social distancing, entry points and managing an attendance register.
- ⇒ Temperature readings and recordings
- ⇒ Employees travelling to and from site
- ⇒ Sanitizer locations and management
- ⇒ Social distancing
- ⇒ This will include staggered work force and staggered eating times etc
- ⇒ First Aid management
- ⇒ Emergency Preparedness
- ⇒ Training
- ⇒ Medical Surveillance

- ⇒ Management of PPE
- ⇒ Sub Contractor Management
- ⇒ Visitor Management
- ⇒ Meeting Management
- ⇒ Material Delivery to site
- ⇒ Hygiene and Facility Management

A detailed risk assessment and method statement to be submitted for approval prior to work commencing. This is especially important to document and monitor the distance of employees from each other. Prior to work commencing on site, the following must be in place:

4.1 Approval of the revised health and safety plan and baseline risk assessment of the Principal Contractor.

4.2 Proof that PPE and control measures required are on site, namely:

Face masks, washing stations, sanitizer, thermometer and a designated room or container if someone does have a temperature over 38 degrees.

5 Training

All employees need COVID-19 training. This must initially be done when all employees are re-inducted. The Daily Safe Task Instructions / Toolbox talks must also include COVID-19 awareness, particularly social distancing, and hand hygiene.

6 Covid-19 Questionnaire / Self declaration

All employees and consultants returning to site must fill in a questionnaire or self-declaration form. This should be given to all contractors returning to site and filled in daily by employees.

7 Management

It is management's responsibility on site to ensure all the relevant risks have been assessed and the required controls have been implemented and adhered to. The contractor to appoint a C-19 Compliance Officer, this could be the full -time safety officer or possibly the Safety Representative. Someone to enforce the hygiene and social distancing rules on site. The Compliance Officer can also make sure that all hand sanitizer dispensers are full and being use.

8 Site Activities and Entrance to site.

Social Distancing – reduce the number of employees in any work area to comply with the 1.5m rule. Work schedules to be carefully planned to ensure activities are spread apart or have staggered starting and finishing times.

JSA – Job safety analysis. Foreman to conduct JSA's to ensure that they have documented and planned their tasks to ensure social distancing and avoidance of transmission points.

9 On Site Hygiene:

To be able to maintain a strict level of on-site hygiene, there must be hand sanitizer available at strategic locations where employees are positioned on site.

Employees to wash hands when:

- Before entering site.
- Before and after using public transport.
- After coughing or sneezing.
- Before and after eating.
- After the use of a toilet.
- Before having a cigarette or vaping.
- After using tools and equipment.

10 Tools and Equipment

- All tools and equipment should be sanitized to prevent cross contamination.
- Arrangement for one individual to use the same tool, equipment, and plant as much possible. Cleaning / sanitizing material to be available in proximity.
- Cabs and touch points on site vehicles and plant to be sanitized daily.

11 Management of deliveries

- ☐ Delivery protocol to be communicated with suppliers.
- ☐ If possible, make arrangements for paperless delivery acceptance and acknowledgements with suppliers.
- ☐ Ensure that hand washing facilities are available.

12 Site Meetings

- ☐ All meetings, where possible, are to be conducted virtually using on-line systems for remote meetings, unless it is necessary to meet face-to-face, then the following controls must be implemented:
- ☐ Attendees should be 1.5m apart,
- ☐ Rooms should be well ventilated or held in open area.

13 Close Proximity Permit Requirements

If employees need to be <1.5m transmission zone, a permit system must be put in place. A JSA (job safety analysis form) must be filled in to ensure that the task is carefully scrutinized, and the required controls are implemented, and the correct PPE is worn.

14 Additional items required in the Bill of Quantities

- 15.1 Thermal thermometer
- 15.2 Hand sanitizer and liquid soap
- 15.3 N95/FFPT2 masks, surgical masks and cloth masks
- 15.4 Surgical gloves for the first aider and person taking the temperatures
- 15.5 Face shields for front line staff
- 15.6 Disposal of masks and gloves at a hazardous dump site.
- 15.7 Awareness posters and ongoing training
- 15.8 A quarantine area where an employee can be situated if they have a temperature of 38° or higher.

15 On Site Non-Conformance

If at any time employees, visitors or contractors are not adhering to these documented controls, or controls which are gazetted and legally required, all construction activities will be stopped immediately until controls are implemented. Non compliance is putting employees and anyone visiting the site at risk, non conformances will be dealt with at the highest level.

16 Work Permits

Not applicable in level two.

17 Awareness Posters and Signage

Contractor should use pictorial diagrams and awareness posters to make employees aware i.e. "hand washing" signs, "covered sneezing/coughing" signs, "social distance" signs.