

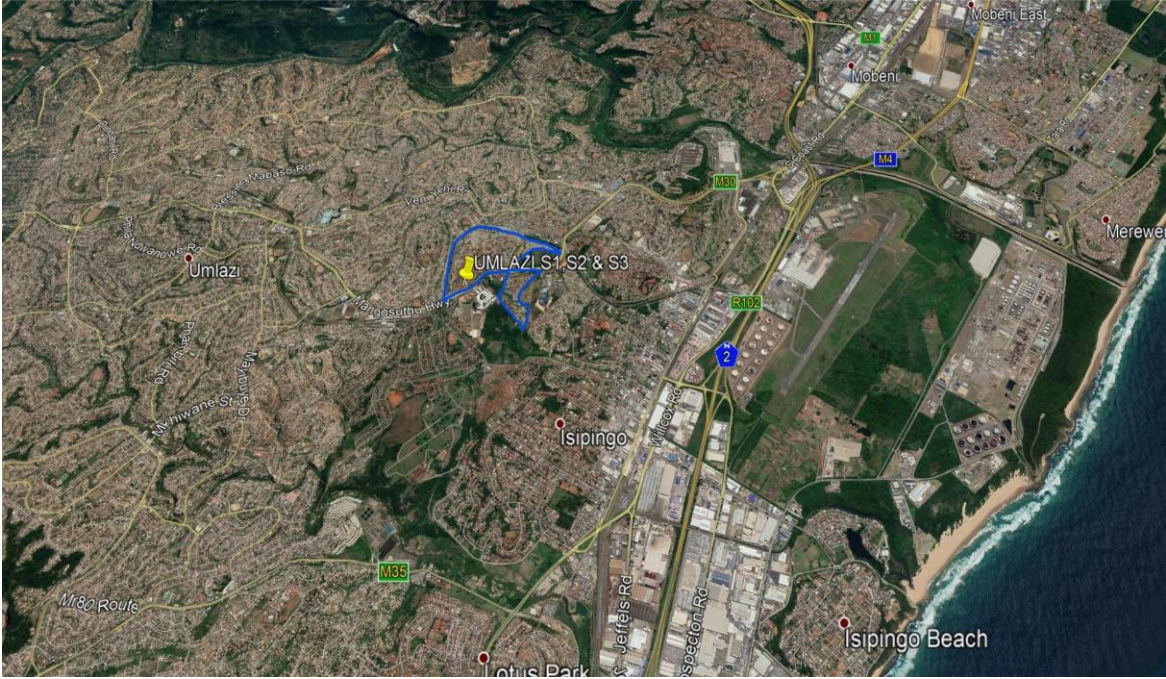
**ETHEKWINI MUNICIPALITY**  
**Occupational Health & Safety Unit**



**Site Specific Health and Safety Specification in terms of 2014  
Construction Regulations 5.1(b)**

Document Title	Site Specific Health and Safety Specification
Client	EThekwini Municipality - Human Settlements Unit
Project Name	Construction of services S1, S2 and S3 Housing Project (Phase 1)
Contract Number	1H-28822
Internal reference no.	SSHSS19/03/2024
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**PROJECT LOCALITY**



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### 1. DEFINITIONS

For the purpose of this Construction Health and Safety Specification, all definitions in the Occupational Health and Safety Act and Regulations, the abbreviations and the definitions given hereunder shall apply; where definitions may overlap, the most onerous requirement shall apply:

Acronym or Definition	Meaning
Agent	Refer to the Agent appointed by the Client to act on its behalf, and who is appointed in writing
CHSS	Refers to this document as the Construction Health and Safety Specification
Client	Refers to eThekweni Municipality
COIDA	Means Compensation for Occupational Injuries and Diseases Act 130 of 1993
Construction Site	Means the premises and grounds where construction work is being performed
Principal Contractor	Means an employer appointed by the Client to perform construction works
CR	Refers to the Construction Regulations of 2014
DSTI	Refer to Daily Safety Task Instruction
H&S	Refers to Health and Safety
Medical Certificate of Fitness	Means a valid medical certificate of fitness issued by an occupational medicine practitioner, such medical testing shall be relevant to the risks of the construction work on the construction site and shall conform to the Occupational Health and Safety Act and Regulations and to the requirement of this Health and Safety Specification
Method Statement	Refer to a document detailing the key activities to be performed in order to reduce as reasonably as practicable the hazards identified in the Risk Assessment
OHSA	Refer to the Occupational Health and Safety Act
Regulations	Refer to the Regulations stipulated in the OHSA
S	Refer to a section in the OHSA
SACPCMP	Means the South African Council for the Project and Construction Management Professions
Sub-Contractor	Means an employer appointed by the Principal Contractor

## **2. PROJECT DESCRIPTION AND SITE ACCESS**

The extent of works for the project includes but is not limited to:

- Clearing and grubbing of the site for all pipe services, roads and earthworks platforms.
- The construction of earthworks for roads and platforms for a total of 1139 new residential units.
- Construction of concrete dry stack retaining walls (where required).
- Construction of the sewer reticulation system consisting of excavation of trenches, laying of sewer pipes and construction of manholes and erf connections.
- Proving of existing bulk sewer main and connecting to it.
- The construction of stormwater drainage consisting of stormwater lines, manholes, stormwater catchpits and outfalls.
- Water reticulation, which includes the excavation of trenches, laying of water pipes, erf connections including the water meter, manifolds, installation of valves and fire hydrants and cutting into existing water pipes.
- The construction of asphalt roads and sidewalks.
- Construction of paved concrete pedestrian walkways.
- Construction of earth stormwater attenuation facilities and earth channel.
- The installation of cable ducts where required.
- The installation of subsurface drains where required.
- Road line marking and road signage.
- Construction of traffic calming facilities in the form of asphalt “speed humps” where required.

## **3. LIMITATIONS OF LIABILITY**

The Principal Contractor shall enter into a Mandatory Agreement with the Client, as defined in Section 37(2) of the Occupational Health and Safety ACT.

The Principal Contractor shall ensure that each contractor appointed by the Principal Contractor and each sub-contractor appointed by a contractor also into a Mandatory Agreement with the Principal Contractor, as defined in Section 37(2) of the Occupational Health and Safety ACT. These agreements shall be included in the Principal Contractor’s H&S File on site and be valid for the duration of the contractors’ work on the construction site.

#### 4. PURPOSE OF THE CONSTRUCTION H&S SPECIFICATION

This document defines the minimum management requirement that is to be implemented by the Principal Contractor/Contractor for the management of Health and Safety on any eThekweni Municipality project.

The aim of this document is to present the health and safety aspects that need to be controlled and managed on the project.

This Health and Safety specification identifies and encompasses the working behaviours and safe work practices that are expected of all employees, Vendors and Contractors, Sub-Contractors and Visitors, engaged on construction site.

Providing a guideline to comply with best Health & Safety practices and the Occupational Health and Safety Act 85/1993 as amended, including reference to applicable legislative requirement.

#### 5. PROJECT HEALTH AND SAFETY COST

The Client must ensure that potential Principal Contractor submitting tenders have made adequate provision for the cost of health and safety measures.

The Principal Contractor shall allow in their cost provision for complying with the requirements of this Construction Health and Safety Specification; resources for the following Health and Safety controls shall be in place.

	H&S cost item	Description
1.	Full time construction health and safety officer	A fulltime Construction health and safety officer is required to ensure that the health and safety plan is implemented on site. The required construction health and safety officer must be registered with SACPCMP as a CHSO
2.	Safety file	Full completed with all supporting documents
3.	Training and competencies	Risk assessor, Fall protection Planner, Incident Investigator and Fire fighter, First aider, Excavation safety
4	Medical certificate of fitness	Medical examination of all employees and certification of fitness by an Occupational Medicine Practitioner Pre- employment and annual
5	PPE	Personal Protective Equipment to be provided as per risk exposure, including but not limited to: respiratory protection, hearing protection, hand protection, eye and face protection and fall protection
6	Public safety	Barricading, shoring, signage and notices

7	Employee facilities	Refer to the Facilities Regulations (drinking water, change facility, and wash facilities, eating facilities, ablution toilets)
8	Signage	All construction safety signage required for the project
9	COVID19	All requirement for prevention of COVID19 (Training and awareness, PPE, testing and screening, sanitizers ect.)
10	Environmental management	Protection of ground/ soil, water, air etc. and dust mitigation
11	Traffic accommodation	Compliance with traffic management
12	Other	

## 6. SCOPE OF WORK

The works/ risk assessments must include but not limited to:

Traffic accommodation  
Existing services  
Site clearing  
Site establishment  
Concrete work  
Excavation/ Earthwork  
Construction vehicle and mobile plant  
Construction of roads  
Construction of appurtenant  
Compaction  
Construction of storm-water drainage system  
Construction of sewer-line system  
Soil poisoning  
Working in a fall risk positions  
Corona virus

## 7. COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT

The Principal Contractor, each contractor and each sub-contractor shall submit proof of Good Standing with COIDA Commissioner or a Mutual Association licensed in terms of Section 30 of COIDA, prior to starting any work on site.

A copy of the Letter of Good Standing with COIDA Commissioner must be included in the H&S Plan of each contractor working on the site and must remain updated for the duration of the construction work.

## **8. APPLICATION FOR CONSTRUCTION WORK PERMIT**

The Principal Contractor shall assist the Client in compiling the evidence required by the Department of Labour for the issuing of the Construction Work Permit.

The Principal Contractor shall ensure that the H&S Plan presented for approvals includes:

- Evidence that the Principal Contractor made adequate provision for the cost of H&S measures
- Evidence that the Principal Contractor has the necessary competencies and resources to carry out the construction work safely.
- A copy of the Letter of appointment of the Construction Manager in terms of CR 8(1) + proof of his qualification, competence and registration where applicable.
- Proof of the registration of the Principal Contractors safety officer with the SACPCMP.

The Principal Contractor shall display the work permit number at the main site entrance. This display must be conspicuous to the satisfaction of the Department of Labor. The permit must be noticeable. The construction works can only commence once the construction work permit is issued by the Department of Labor.

## **9. MANAGEMENT AND SUPERVISION OF CONSTRUCTION WORK**

During the submission of your health and safety file for approval, please ensure that at least the following appointments are submitted with the file

- OHS16(1) Resolution letter
- Construction manager CR8(1)
- Construction work supervisor CR8(7)
- Construction health and safety officer CR8(5)
- Risk assessor CR9(1)
- Incident investigator GAR9(2)
- Fall Protection Planner CR10(1)
- Excavation supervisor
- Traffic controller

### **9.1 Construction Manager**

The Principal Contractor shall appoint a full time competent person as the construction manager with the duty of managing all construction on the site including the duty of ensuring occupational health and safety compliance. The Construction Manager must demonstrate competency in relation to work being performed and the ability to manage construction work which may include making all statutory appointments in terms of health and safety.



## **9.2 Construction health and safety officer**

The Principal Contractor shall appoint a fulltime competent Construction Health and Safety Officer for the construction work, with at least 2 years in the construction industry as a construction health and safety officer. The appointed Construction health and safety officer must be registered with SACPCMP as a Construction health and safety officer.

## **9.3 Construction Supervisor**

A Construction Manager must in writing appoint construction supervisors responsible for construction activities and ensuring occupational health and safety compliance on the construction site. A contractor must, upon having considered the size of the project, in writing appoint one or more competent employees for different sections thereof to assist the construction supervisor contemplated in sub regulation (7), and every such employee has, to the extent clearly defined by the contractor in the letter of appointment, the same duties as the construction supervisor:

Provided that the designation of any such employee does not relieve the construction supervisor of any personal accountability for failing in his or her supervisory duties in terms of this regulation.

## **10. PRINCIPAL CONTRACTOR'S HEALTH AND SAFETY PLAN**

The Principal Contractor shall submit a suitable, sufficiently documented and coherent specific health and safety plan based on the Client documented Health and Safety Specification. The health and safety plan shall include but not limited to the following

- Objectives
- Scope of work
- Management of construction and supervision
- Monitoring and review plan
- Application for construction work permit
- Sub-contractor management
- COIDA
- Risk Assessment
- Written Safe Working Procedures
- Incident Management
- First Aid
- Fall Protection Plan
- Emergency procedures
- Fire Prevention & Protection
- PPE Provision

- Health & Safety Signage
- Excavations and bulk earthwork
- Construction Vehicles and Mobile Plants
- Hand and Electrical Tool Management
- Construction Employees Facilities
- Health & Safety Policies
- Health and Safety Training & Competencies
- Housekeeping
- Hazardous Chemicals
- Inductions
- Medicals
- Stacking and Storage
- Internal and external Audit
- Inspection Registers
- Toolbox Talks
- Concrete work
- Corona virus
- Traffic accommodation

## **11. HAZARD IDENTIFICATION AND RISK ASSESSMENT**

The Principal Contractor shall before commencement of any construction and during such construction works have risk assessments performed by appointed competent person in writing which forms part of the health and safety plan to be applied.

**The provisions of Regulation 9 of the Construction Regulations shall be followed in every detail.**

## **12. HEALTH AND SAFETY FILE**

The Client must discuss and negotiate with a Principal Contractor the content of the Health and Safety Plan and thereafter finally approve the Health and Safety plan for implementation. The recommended Health and Safety file shall include the following:

- *SHE policy*
- *PPE policy*
- *HIV/AIDS Policy*
- *Drugs abuse Policy*
- *Client health & safety specification and Baseline*
- *Principal contractor health & safety plan*

- *Letter of good standing*
- *Section 37.2 Mandatory Agreement*
- *Contractor appointment letter in terms of CR 5.1(k)*
- *Legal appointments and competencies*
- *Risk Assessments as per scope of work*
- *Safe working procedures as per risk assessment*
- *Incident/Accident management procedures*
- *LOA from SCM*
- *Organogram as per appointments*
- *Copy of OHS Act, Construction Regulations 2014, BCEA etc.*
- *Environmental management procedures*
- *Health and safety induction programme*
- *Emergency procedures*
- *Medical certificate of fitness*
- *Tool box talks programme/ Plan*
- *Fall protection plan*
- *Excavation method statement done by the Construction manager or Excavation supervisor **NOT** safety officer*
- *Traffic Management Plan with traffic control sketch*

### **13. HEALTH AND SAFETY REPRESENTATIVES AND COMMITTEE**

#### Health and Safety Representatives

- The Principal Contractor shall ensure that Health and Safety Representatives are appointed in writing and exercise their functions as defined in OHSA.
- The Principal Contractor shall elect and appoint a health and safety representative regardless of the number of employees on the site.
- The H&S representative shall at all times be on site and report to the Health and Safety Officer and Construction Manager.

#### Health and Safety Committee

- The Principal Contractor shall ensure that the H&S committee meets on a monthly basis
- The Principal Contractor's management and each contractor shall be represented at the H&S committee meeting; contractors with more than 20 employees shall have an H&S representative at each committee meeting and each contractor shall have a management member attending each H&S committee meeting.

#### **14. CLOSE- OUT CONSOLIDATED HEALTH AND SAFETY FILE**

The Principal Contractor shall compile a consolidated H&S file and hand over to EThekwini municipality, Human settlements Unit. OHS Unit will conduct a project close out using the appropriate checklist before the completion of the project. The closeout file forms part of the project completion requirements for the retention payment.

#### **15. HEALTH AND SAFETY TRAINING**

The Principal Contractor shall ensure that employees are trained on health and safety measures this shall include but not limited to:

- Written safe working procedures
- Risk assessments
- DSTIs
- Health and safety plan
- Fall protection plan
- Emergency management plan
- Environmental management plan
- COVID19 awareness
- Induction
- Toolbox Talks
- SDSs
- OHS Policies
- Excavation method statement
- Traffic Management Plan

#### **16. INCIDENTS MANAGEMENT & FIRST AID**

All incidents and accidents as per Section of the Act must be reported, recorded and investigated as per General Administration Regulation 8 & 9. Where a fatality or permanent disabling injury or incident occurs on the Construction site, the Client must ensure that the Principal Contractor provides the Provincial Director with a report contemplated in Section 24 of the Act and the report includes the measures that the Principal Contractor intends to implement to ensure a safe construction site.

## **17. HEALTH AND SAFETY AUDITS**

The Client must ensure that periodic health and safety audits are conducted at intervals mutually agreed upon between the Principal Contractor and the Client at least every 30 days, the copy of the health and safety audit report must be provided to the Principal Contractor within seven days after the audit.

## **18. FIRE PRECAUTIONS ON CONSTRUCTION SITE**

The Principal Contractor shall provide suitable fire extinguishers which shall be serviced regularly in accordance with the manufactures recommendations. Safety signage shall be prominently displayed in all areas where fire extinguishers are located. The Principal Contractor shall arrange for training of the relevant personnel, in the use of fire extinguishers.

**The provisions of Regulation 29 of the Construction Regulations as well as Regulation 9 of Environmental Regulation for Workplaces shall be followed in every detail.**

## **19. PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING.**

The Principal Contractor shall ensure that every employee is issued with, and wears SANS-approved P.P.E. as per the conducted risk assessment. Failure to use protective equipment as per the risk assessment shall require disciplinary intervention and this process shall be documented in the induction. No employer shall in respect of anything which he is in terms of this Act required to provide or to do in the interest of health or safety of an employee make any deductions from any employee's remuneration or require or permit any employee to make any payment to him or to any other person.

**The provisions of Regulation 2 of the General Safety Regulations shall be followed in every detail.**

## **20. OCCUPATIONAL HEALTH AND SAFETY SIGNAGE**

The Principal Contractor shall erect and maintain quality safety signage. The signage shall include but is not limited to:

- The construction work permit number displayed at the entrance
- Access restrictions
- A sign indicating that all visitors must report to the site office and must be accompanied by the Principal Contractor when accessing the site
- The name and telephone number of the responsible person(s)
- Emergency telephone number(s)
- PPE to be worn at the particular site

- When falling objects may occur, relevant barricading and warning signs must be erected
- Excavations, heights structures, temporary structures and all risk areas must be indicated as per the specific methods defined in the H&S Plan.

## **21. DUTIES OF PRINCIPAL CONTRACTORS AND CONTRACTORS**

Contractors and sub-contractors must be given a copy of the H&S specification and any additional specification issued by the Client and shall comply with these specifications integrally. All employers working on the site shall conform to the standard in the CHSS. All the duties of the Principal Contractor in this CHSS equally apply, in full, to contractors of such Principal Contractor and to sub-contractors of such contractors. The Principal Contractor shall ensure that the comprehensive and updated list of all the contractors and sub-contractors on site includes:

- A reference to the agreements between the parties, including all contractors Section 37(2) agreements with the Principal Contractor
- The type of work being done
- The date of the approval of the H&S Plan
- The date of expiry of the COIDA certificate of good standing
- The date of the last monthly audit

**The provisions of Regulation 7 of the Construction Regulations shall be followed in every detail.**

## **22. FALL PROTECTION AND WORKING ON ELEVATED POSITION**

The Principal Contractor shall ensure that the fall protection plan include a risk assessment for all work carried out from the fall risk position and the safe work procedures. All employees working from fall risk position are subject to medical examination. The Training Programme must be in place for employees working from a fall risk position. The procedures addressing the inspection, testing and maintenance of all fall risk protection equipment. The rescue plan detailing procedure, personnel and suitable equipment to be used to rescue a person. The Principal Contractor must that a competent person is designated to be responsible for the preparation of the fall protection plan.

**The provisions of Regulation 10 of the Construction Regulations shall be followed in every detail.**

### **23. EXCAVATION AND BULK EARTHWORK**

The Principal Contractor must ensure that all excavation work is carried out under the supervision of a competent person who has been appointed in writing for that purpose. The Principal Contractor shall take cognisance of the geotechnical study pertaining to the conditions of the construction site and must plan all excavation work in accordance with the recommendations of the professional engineer. The Principal Contractor must ensure that every excavation, including all bracing and shoring, is inspected daily, prior to the commencement of each shift and that no person enters the excavation or works in a risk zone until the excavation is assessed and declared safe. All excavations must be left open for the minimum of time required and those that are left open on the site must be protected by a barrier or a fence of at least one meter in height as close to the excavation as is practicable. The protective barrier or fence must adequately prevent persons from falling into the excavation and barrier taping is not sufficient for this purpose. Excavation shoring and bracing, if required shall be designed by a designer appointed in writing who shall inspect and approve the installed shoring and bracing. Where persons work, inspect or test excavations, warning signs must be in place next to an excavation

**The provisions of Regulation 13 of the Construction Regulations shall be followed in every detail.**

### **24. NIGHT; WEEK –END WORK**

No night or weekend work shall be performed unless authorized by the Principal Agent or Lead Engineers. Where week end work is planned the Principal Contractor shall ensure that its construction supervisor is on site, this applies even if only contractors or sub-contractors are working on the site. Where week end work is planned each contractor or sub-contractor shall ensure that its construction supervisor is on site, this applies even if the Principal Contractor's manager or supervisor is on the site.

## **25. CONSTRUCTION EMPLOYEES FACILITIES**

The Principal Contractor shall provide at or within reasonable access of every construction site, the following clean, hygienic and maintained facilities:

- (a)* Shower facilities after consultation with the employees or employees representatives, or at least one shower facility for every 15 persons;
- (b)* at least one sanitary facility for each sex and for every 30 workers;
- (c)* changing facilities for each sex; and
- (d)* sheltered eating areas.

**The provisions of Regulation 2, 3, 4, 6, 7, 9 of the Facilities Regulations shall be followed in every detail.**

## **26. STORAGE AND USE OF FLAMMABLE LIQUIDS**

No flammable substances must be stored on site unless these are stored in a flammable store or cabinet approved by the Municipal Chief Fire Officer, no other materials shall be stored in the flammable store or cabinet. Where required the H&S Plan shall include a method statement detailing the safe use, storage, decanting and spill controls for all flammable liquids used and stored on site.

**The provisions of Regulation 25 of the Construction Regulations shall be followed in every detail.**

## **27. HAZARDOUS CHEMICAL SUBSTANCE**

With respect to hazardous chemical substances used, the contractor shall ensure that:

- All MSDS are included in the H&S File
- A HCS risk assessment is included in the H&S Plan
- The safe use, storage, emergency procedures and safe disposal of hazardous substances are addressed in a method statement(s) included in the H&S Plan.
- Proof of competency and signed letters of appointment of the person responsible for chemical handling is included in the H&S File.

Any hazardous chemical substance intended to be applied on site during the project (i.e. after approval of the H&S Plan) shall be subject to an issue-based risk assessment and method statement which must be presented to the Client Agent prior to the substance being introduced on site.

**The provisions of Regulation 3, 5, 7, 8, 9, 9A, 10, 11, 14, 15 of the Hazardous Chemical Substances Regulations shall be followed in every detail.**



## **28. HOUSEKEEPING AND GENERAL SAFE GUARDING ON CONSTRUCTION SITE**

The Principal Contractor shall appoint a person responsible for general housekeeping and stacking and storage of materials and equipment on the entire site.

**The provisions of Regulation 27 of the Construction Regulations shall be followed in every detail.**

## **29. CONSTRUCTION MEDICALS**

A Principal 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.

## **30. STACKING AND STORAGE ON CONSTRUCTION SITE**

A Principal Contractor must, in addition to compliance with the provisions for the stacking of articles in the General Safety Regulations, 2003, ensure that—

A competent person is appointed in writing with the duty of supervising all stacking and storage on a construction site;

Adequate storage areas are provided;

There are demarcated storage areas; and storage areas are kept neat and under control.

## **31. INDUCTION AND TOOLBOX PROGRAMME**

No 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.

A 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.

A 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. The Principal Contractor must ensure that the toolbox talks are conducted on weekly basis and the training records kept on the safety file

## **32. CONSTRUCTION VEHICLES AND MOBILE PLANTS**

For any use of construction vehicle and mobile plant in the construction site, contractor must comply with all the provisions of Construction Regulation 23.

### **33. CONCRETE WORKS**

The contractor must ensure that necessary measures are taken to minimize or mitigate any risk associated with the use of concrete on site. Measures to be taken must be written in the contractor's health and safety plan or environmental management procedures.

### **34. ORGANOGRAM**

Contractor shall submit an organogram outlining the site safety, health and environmental management structure as per appointment. The organogram must reflect the project and the company name and must have legal references

### **35. ENVIRONMENTAL MANAGEMENT**

To ensure compliance with all the applicable environmental management regulations and applicable specifications of this project, please ensure that the minimum below topics are covered:

- Dumpsite,
- Water provision,
- Ablution,
- Waste management,
- Concrete works,
- Refuelling and spillage management,
- Hazardous chemicals storage and disposal,
- Environmental awareness training,
- No Go Areas,
- Site demarcation ect

### **36. SITE ESTABLISHMENT**

The contractor is required to do the site establishment as per agreement with the client. The contractor must indicate on his health and safety plan as to how he is going to deal with the all health and safety site establishment requirements

### **37. CORONA VIRUS**

The contractor's COVID19 Plan must include the following (not limited to):

1. Project title
2. Purpose
3. Scope of application
4. Risk assessments
5. Reporting of symptoms by employees
6. Employee isolation
7. Personal protective equipment
8. Social distancing
9. Notification of workers by employer
10. Compliance with BCEA
11. Ventilation
12. Employees vaccination and the right to refuse
13. Employees obligation
14. Refusal to work
15. Deduction of employee remuneration

### **38. TRAFFIC ACCOMMODATION**

A contractor shall provide a site specific traffic control procedures on how he or she will accommodate the traffic that may be caused by his or her construction work. The plan must comply with the National Road Traffic Act and must cover the following:

- Procedures,
- Personnel,
- Signage,
- Training and competencies etc.
- Construction vehicle and mobile plant compliance
- Traffic control sketch