



INDEPENDENT DEVELOPMENT TRUST

SAFETY HEALTH AND ENVIRONMENTAL SPECIFICATION

PROJECT NAME:LEHLASEDI HIGH SCHOOL

**REFURBISHMENT OF ABLUTION FACILITIES AND
CLASSROOMS
IDTMPU-OHS-WP3.3B DOE PROGRAMME**

REFURBISHMENT OF ABLUTION FACILITIES AND CLASSROOMS

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INTRODUCTION

Independent Development Trust's responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health and Environmental along with legislative obligations.

This SHE specification is Independent Development Trust's minimum requirements which are required to be met for this specific project and for the duration of the project period by the Principal Contractor.

The Principal Contractor is expected to develop a Safety Health and Environmental plan which meets these requirements as well as all the relevant applicable legislation they conform to.

The Principal Contractor is and remains accountable for the quality and the execution of his/her health and safety programme and management on site.

This SHE specification reflects the minimum requirements and should not be construed as all encompassing.

Note 1: All the requirements listed hereunder are in relation to the contract and project and do not supersede or replace any organizational SHE requirements.

PURPOSE

The Health and Safety Specifications pertaining to this project covers the subjects contained in the index and is intended to outline the normal as well as any special requirements of the Independent Development Trust pertaining to the health and safety matters (including the environment) applicable to the project in question. This Specification should be read in conjunction with the Occupational Health and Safety Act 85 Of 1993, the Construction Regulations and all other Regulations and Safety Standards which were or will be promulgated under the Occupational Health and Safety Act 85 Of 1993 or incorporated into the Occupational Health and Safety Act 85 Of 1993 and be in force or come into force during the effective duration of the project. The stipulations in this specification, as well as those contained in all other documentation pertaining to the project, including contract documentation and technical specifications shall not be interpreted, in any way whatsoever, to counter or nullify any stipulation of the Act, Regulations and Safety Standards which are promulgated under, or incorporated into the Occupational Health and Safety Act 85 Of 1993.

N.B Construction Regulation 7(c) (ii) determines that potential Principal Contractor submitting tenders have made provision for the cost of health and safety measures during the construction process. The Principal Contractor shall on tendering make provision for the cost of health and safety measures in terms of his/her documented Health and Safety Plan and measures based on these Health and Safety Specification s during the period of the project. The cost shall be duly quantified and clearly identified for such identifiable purpose.

APPLICABILITY

This Safety Health & Environmental specification is applicable to the Principal Contractor and their appointed Contractors who intend in tendering for the project / contract. This Safety Health and Environmental Specification is applicable to this project.

IMPLEMENTATION OF THE HEALTH AND SAFETY SPECIFICATION

This Health and Safety Specification forms an integral part of this Contract, and the Principal Contractor, their Sub Contractors and Suppliers shall make it an integral part of their contract.

The Principal Contractor employed by the Client must ensure that the provisions of this Health and Safety Specification are applied both on the site and in respect of all off site activities relating to the project, in particular in transport activities and project dedicated off site works.

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The Principal Contractor shall enforce the provisions of this Health and Safety Specification amongst all Sub- Contractor and Suppliers for the project.

Omissions from SHE Specification

Where any omission from the SHE Specification is identified, applicable legal requirements will constitute the minimum standard for compliance to the relevant omission. The responsibility will be on the Principal Contractor to provide assurance to the Client on compliance to the applicable legal requirements related to the activity / task / process.

Change Management

Whenever the Client / OHS Agent identifies the need to change or review the SHE Specification, approved changes and revisions will be communicated to the Principal Contractor. A cost analysis on the implementation of the proposed changes / revisions will be calculated through a collaborative process between the Client and the Principal Contractor – where the approved changes and/or revisions has no cost implication for the Principal Contractor and the Contractor will be required to accept the approved changes / revisions and ensure implementation within the SHE Plan / File framework.

Overview of Contractor Management Process

The Contractor management process consists of the following phases:

- Tender briefing and tender documentation
- Competency evaluation of Sub-Contractor (integrated into Supply Chain Management processes)
- Appointed Contractor to attend SHE system induction.
- Preparation of SHE File by Principal Contractor
- Evaluation of SHE File
- Principal Contractor engagement phase
- Project close-out and submission of consolidated Health & Safety File.

The Contractor shall sign the acknowledgment on the first page of this SHE Specification that he/she has familiarized him/herself with the content of the SHE Specification and shall comply with all obligations in respect thereof.

The Contractor will be required to compile a Health and Safety Plan based on the requirements of the Occupational Health Act 85 of 1993 and these Specifications, which will need to be approved by the Client / OHS Agent prior to commencement with construction work.

SCOPE OF WORK

Description Of Work

Project name: Lehlasedi High School

Project Description: Refurbishment of ablution facilities and classrooms

Project Description District Municipality: Bohlabela

Project No.IDTMPU-OHS-WP3.3B DOE PROGRAMME

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APPLICATIONS AND INTERPRETATION

The intended construction work falls within the scope of “construction work” as defined in the Construction Regulations, 2014 made under the Occupational Health and Safety Act 1993, as amended (“OHS Act”)

This document is to be read and understood in conjunction with the following, inter- alia:

- Occupational Health and Safety Act 85 of 1993 (OHS Act).
- All regulations published in terms of the OHS Act.
- Construction Regulations, 2014
- SABS codes referred to by the OHS Act.
- Contract Documents
- Basic Conditions of Employment Act (Act 75 of 1997)
- National Environmental Management Act 107 of 1998 and all Regulations
- Compensation for Occupational Injuries and Diseases (COID) Act No. 130 of 1993
- Asbestos Regulations (2001) and Facility Regulations in terms of the Occupational
- Air Quality Act, 2004 (Act 39, 2004)
- Disaster Management Act, 2002: Regulations issued in terms of Section 27(2) of the Act;
- National state of disaster declared by Government Notice No. R. 313 of 15 March 2020
- Government Gazette Covid-19 Occupational Health and Safety Measures In Workplaces COVID-19 (C19 OHS)

Parties using this document shall apply the most recent edition of the documents listed above.

ABBREVIATIONS

- OHS: Occupational Health and Safety
- CEO: Chief Executive Officer
- CR: Construction Regulations
- HCS: Hazardous Chemical Substances
- MSDS: Material Safety Data Sheet
- AIA: Approved Inspection Authority
- HBA : Hazardous Biological Agents
- OEL : Occupational Exposure Limit
- CSIR : Council for Scientific and Industrial Research
- H&SS : Health and Safety Specification
- HS&EP : Health, Safety and Environmental Plan
- HS&EF : Health, Safety and Environmental File
- CHSO : Construction Health and Safety Officer

DEFINITIONS

The following definitions from the Occupational Health and Safety Act are listed as follows:

Chief Executive Officer

In relation to a body corporate or an enterprise conducted by the State, means the person who is responsible for the overall management and control of the business of such body corporate or enterprise.

Danger

Means anything that may cause injury or damage to persons or property.

Employee

Means, subject to the provisions of Subsection (2), any person who is employed by or works for any employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person.

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Employer

Means, subject to the provisions of Subsection (2), any person who employs or provides work for any person or remunerates that person or expressly or tacitly undertakes to remunerate him, but excludes a labour broker as defined in Section 1(1) of the Labour Relations Act, 1953 (Act No. 28 of 1956).

Healthy

Means free from illness or injury attributable to occupational causes.

Machinery

Means any article or combination of articles assembled, arranged or connected and which is used or intended to be used for converting any form of energy to performing work, or which is used or intended to be used, whether incidental thereto or not, for developing, receiving, storing, containing, confining, transforming, transmitting, transferring or controlling any form of energy.

Medical Surveillance

Means a planned programme of periodic examination (which may include clinical examinations, biological monitoring or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner.

Plant

Includes fixtures, fittings, implements, equipment, tools and appliances, and anything which is used for any purpose in connection with such plant.

Properly Used

Means used with reasonable care, and with due regard to any information, instruction or advice supplied by the designer, manufacturer, importer, seller or supplier.

User

In relation to plant or machinery, means the person who uses plant or machinery for his own benefit or who has the right of control over the use of plant or machinery, but does not include a lessor of, or any person employed in connection with, the plant or machinery.

Reasonably Practicable

Means practicable having regards to:

- a) the severity and scope of the hazard or risk concerned,
- b) The state of knowledge reasonably available concerning that hazard or risk and of any means to remove or mitigate that hazard or risk.
- c) the availability and suitability of means to remove or mitigate that hazard or risk; and
- d) The cost of removing or mitigating that hazard or risk in relation to the benefits deriving there from.

The following definitions from the Construction Regulations are listed as follows:

Agent

Means any competent person who acts as a representative for a client.

Competent Person

Means any person having the knowledge, training, experience, and qualifications specific to the work or task being performed:

Provided that where appropriate qualifications and training are registered in terms of the provisions of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995), these qualifications and training shall be deemed to be the required qualifications and training.

Construction work

Means any work in connection with:

- a) the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure
- b) the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or any similar civil engineering structure; or the

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moving of earth, clearing of land, the making of an excavation, piling or any similar civil engineering structure or type of work.

Construction work permit means a document issued in terms of regulation 3.

Contractor

Means an employer who performs construction work.

Hazard Identification

Means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed.

Health and Safety File

Means a file, or other record containing the information required in these regulations.

Health and Safety Plan

Means a site, activity or project specific documented plan in accordance with the client's Health and Safety Specification and all applicable relevant legislations

Health and Safety Specification

Means a site, activity or project specific document prepared by the Client or Client's representative pertaining to all health and safety requirements related to construction work

Method Statement

Means a document detailing the key activities to be performed in order to reduce as reasonably as practicable the hazards identified in any risk assessment.

Principal Contractor

Means an employer appointed by the client to perform construction work

Risk Assessment

Means a program to determine any risk associated with any hazard or aspect at a construction site

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GENERAL OCCUPATIONAL HEALTH AND SAFETY PROVISIONS

LEGAL COMPLIANCE

Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Independent Development Trust and the Principal Contractor at the time of awarding the contract.

The Principal Contractor must ensure that a section 37(2) agreement is compiled between the Principal Contractor and all their appointed Contractor(s) for the contract.

The original copy of the section 37(2) agreements must be retained by the Contractor and a copy retained by the responsible manager.

A copy of all the agreements must form part of the respective Contractor's SHE files.

Notification of Construction Work

Unless otherwise contractually agreed upon, the Principal Contractor must notify the relevant provincial director of the Department of Labour of the intention of carrying out any construction work as defined in Construction Regulation 4 of the Act.

The notification form of construction work is listed as an annexure to the construction regulations (CR 4) of the Occupational Health & Safety Act 85 of 1993.

A copy of the Notification letter sent to the Department of Labour shall be forwarded to the Project Manager on the same day as sent to the Department of Labour. A copy of the notification letter and their approval (stamped copy) must be kept in the Safety Health and Environmental file.

SHE Policy

A SHE policy is a statement of intent and a commitment by the organisation's Chief Executive Officer and senior management in relation to the relevant SHE roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation (OHS Act Section 7). Principal Contractor, will be required to compile an organisational SHE policy in line with their SHE responsibilities. The policy must be signed by the organisation's Chief Executive Officer or the appointed assistant to the CEO Section 16(2). Where possible, the policy must be displayed in a prominent place within the workplace.

COIDA

The Principal Contractor and all his/her appointed Principal Contractor must be registered with the Employment Compensation Commissioner and have available a valid Letter of Good Standing from the Department of Labour. The obligation lies with the Principal Contractor to ensure that the Letter of Good Standing (COIDA) remains valid throughout the contract period. A copy of the Letter of Good Standing (COIDA) must be filed in the Contractor's SHE files and as an annexure to the SHE plan.

Costing for SHE within the project

Note: the costing for SHE must be itemised based on the overall scope of the project (i.e.) Training, provision of PPE, safety equipment purchases etc.

ROLES AND RESPONSIBILITIES

Client

Independent Development Trust's commitment to Occupational Health, Safety & Environmental (SHE) Management

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Independent Development Trust is committed to responsible Occupational Health, Safety and Environmental management. This commitment is essential to protect the environment, employees, Mandatories, visitors and provide a work environment conducive to health and safety.

The Client or his appointed Agent on his behalf will appoint each Principal Contractor for this project or phase/section of the project in writing for assuming the role of Principal Contractor as intended by the Construction Regulations and determined by the Bills of Quantities.

The Client or his appointed Agent on his behalf shall discuss and negotiate with the Principal Contractor the contents of the health and safety plan of the both Principal Contractor and Contractor for approval. The Client or his appointed Agent on his behalf, will take reasonable steps to ensure that the health and safety plan of both the Principal Contractor and Contractor is implemented and maintained. The steps taken will include periodic audits at intervals of at least once every month.

The Client or his appointed Agent on his behalf, will prevent the Principal Contractor and/or the Contractor from commencing or continuing with construction work should the Principal Contractor and/or the Contractor at any stage in the execution of the works be found to:

- have failed to have complied with any of the administrative measures required by the Construction Regulations in preparation for the construction project or any physical preparations necessary in terms of the Act;
- have failed to implement or maintain their health and safety plan;
- have executed construction work which is not in accordance with their health and safety plan; or
- Act in any way which may pose a threat to the health and safety of any person(s) present on the site of the works or in its vicinity, irrespective of him/them being employed or legitimately on the site of the works or in its vicinity.

Principal Contractor

A section 37(2) agreement must be signed between Independent Development Trust and the Principal Contractor at the time of awarding the contract.

A Principal Contractor according to Construction Regulations 7 must:

- provide and demonstrate to the Client a suitable, sufficiently documented and coherent site-specific health and safety plan, based on the Client's documented Health and Safety Specifications, which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the Principal Contractor as work progresses.
- open and keep on site a Health and Safety file, which must include all documentation required in terms of the Act and these Regulations, which must be made available on request to an inspector, the Client, the Client's agent; and
- on appointing any other Contractor, in order to ensure compliance with the provisions of the Act
 - provide Contractor who is tendering to perform construction work for the Principal Contractor, with the relevant sections of the Health and Safety Specification pertaining to the construction work which has to be performed
 - ensure that potential Contractor submitting tenders have made sufficient provision for health and safety measures during the construction process
 - ensure that no Contractor is appointed to perform construction work unless the Principal Contractor is reasonably satisfied that the Contractor that he or she intends to appoint, has the necessary competencies and resources to perform the construction work safely;
 - ensure prior to work commencing on the site that every Contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993;
 - appoint each Contractor in writing for the part of the project on the construction site

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- take reasonable steps to ensure that each Contractor's health and safety plan is implemented and maintained on the construction site;
- ensure that the periodic site audits and document verification are conducted at intervals mutually agreed upon between the Principal Contractor and any Contractor, but at least once every 30 days;
- stop any Contractor from executing construction work which is not in accordance with the Client's Health and Safety Specification and the Principal Contractor's health and safety plan for the site or which poses a threat to the health and safety of persons, machinery, equipment, plant and the works;
- where changes are brought about to the design and construction, make available sufficient health and safety information and appropriate resources to the Contractor to execute the work safely;
- discuss and negotiate with the Contractor the contents of their health and safety plan and finally approve that plan for implementation;
- ensure that a copy of both the Principal Contractor and Contractor's health and safety plan is available on request to an employee, an inspector, a Contractor, the Client or the Client's agent;
- hand over a consolidated health and safety file to the Client upon completion of the construction work, to include a record of all drawings, designs, materials used and other similar information concerning the completed works;
- in addition to the documentation required in the health and safety file include and make available a comprehensive and updated list of all the Principal Contractor on site accountable to the Principal Contractor, the agreements between the parties and the type of work being done;
- 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.

The Sub-Contractor

The Principal Contractor may if required appoint a Sub-Contractor to assist in the contract. All appointments shall be done in writing and will form part of the SHE Plan that is required to be submitted to the Client's agent. Adequate training and instruction must be given to the appointees and the Principal Contractor must ensure that all appointed Sub-Contractors understand their roles and responsibilities. CR7 (1) (v).

The Principal Contractor shall when selecting Sub-Contractors to assist on this project carry out a selection process, and vet potential Sub-Contractors. Once the selection process is completed, the Sub-Contractor shall be appointed in writing for the relevant period as required.

It is a requirement that the Principal Contractor, when he/she appoints a (Sub-Contractor) in terms of Construction Regulations 7 includes in his agreement with such Contractor the following:

- OH&S Act (85 of 1993), Section 37(2) agreement: "Agreement with Mandatary".
- OH&S Act (85 of 1993), Section 16(2) appointee/s as detailed in his/her/their respective appointment forms.

The Sub-Contractor must prior to performing any construction work:

- provide and demonstrate to the Principal Contractor a suitable and sufficiently documented health and safety plan, based on the relevant sections of the Client's Health and Safety Specification and provided by the Principal Contractor, which plan must be applied from the date of commencement of and for the duration of the construction work and which must be viewed and updated by the Contractor as work progresses;
- open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, and which must be made available on request to an inspector, the Client, the Client's agent or the Principal Contractor;

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- before appointing another Contractor to perform construction work be reasonably satisfied that the Contractor that he or she intends to appoint has the necessary competencies and resources to perform the construction work safely;
- co-operate with the Principal Contractor as far as is necessary to enable each of them to comply with the provisions of the Act;
- as far as is reasonably practicable, promptly provide the Principal Contractor with any information which might affect the health and safety of any person at work carrying out construction work on the site, any person who might be affected by the work of such a person at work, or which might justify a review of the health and safety plan.

Where a Sub-Contractor appoints another Contractor to perform construction work, the duties that apply to the Principal Contractor will apply to the Sub-Contractor as if he or she were the Principal Contractor. The Principal Contractor must take reasonable steps to ensure co-operation between all Contractor appointed by the Sub-Contractor to enable each of those Contractors to comply with these Regulations. The Contractor shall not 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.

The Contractor must ensure that all visitors to the 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.

The Contractor must at all times keep records of the health and safety induction training and such records must be made available on request to an inspector, the Client, the Client's agent or the Principal Contractor.

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 (a template of which can be found in the Construction Regulations, 2014).

Overall Responsibility of The Principal Contractor and Contractor Commitment

Visible commitment is essential to providing a Safe Working environment. Managers, Supervisors and Employees at all levels must demonstrate their commitment by being proactively involved in the day-to-day operations, in particular SHE of any project / contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, being it management down to the lowest level employee.

Construction Managers

The appointed Construction Managers must not manage works on any construction site other than the site they have been appointed to supervise;

Note 1: No work may commence and or continue without the presence of appointed Construction Manager during performance of the contracted work.

Note 2: It must be noted that the required appointed Construction Manager (OHS Act CR 8.1) may not leave the site unless there is a sufficient number of appointed competent Assistant Construction Managers (OHS Act – CR 8.2) on site to assist with supervision.

Contractor Safety and Health Officer

- A Contractor must after consultation with the Client and having considered the size of the project appoint a full-time or part-time Construction Health and Safety Officer in writing CR 8(5)
- The Contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.

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Contractor site supervisor (OHS Act - CR 8.7)

Must:

- Be competent to perform the required supervisory tasks;
- Ensure their employees and all appointed Contractors comply with the required statutory and Client requirements;
- Inspect all work done by the Principal Contractor to ensure adherence to Independent Development Trust's standards and specifications
- Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.

Employees

Must:

- Be responsible for their own safety and health and that of their co-workers;
- Co-operate with their employer to meet all of the employer's as well as legislative and Client requirements;
- Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:
 - familiarising themselves with their workplaces and safety and health procedures;
 - working in a manner that does not endanger them or cause harm to others;
 - ensuring that the work area is kept tidy;
 - reporting all incidents and near misses;
 - protecting fellow workers against injury by performing job observations;
 - reporting unsafe acts and unsafe conditions;
 - reporting any situation that may become dangerous; and
 - carrying out lawful orders and obeying safety and health rules;

Designation of OH&S Representatives (Section 17 of the OH&S Act)

Where the Principal Contractor employs more than 20 (twenty) persons (including the employees of other Contractor(s) (Sub-Contractor) he/she has to appoint an OH&S representative. General Administrative Regulation 6 requires that the appointment or election and subsequent designation of the OH&S representatives be conducted in consultation with employee representatives or employees. (Section 17 of the Act and General Administrative Regulation 6 & 7). OH&S representatives shall be designated in writing and the designation shall include the area of responsibility of the person and term of the designation.

Duties and Functions of the OH&S Representatives (Section 18 of the OH&S Act)

The Principal Contractor shall ensure that the designated OH&S representatives conduct continuous monitoring and regular inspections of their respective areas of responsibility using a checklist and report thereon to the Principal Contractor. OH&S representatives shall be included in accident or incident investigations. OH&S representatives shall attend all OH&S committee meetings.

Appointment of OH&S Committee (Sections 19 and 20 of the OH&S Act)

The Principal Contractor shall establish an OH&S committee, which shall meet as specified in the Regulations.

The H&S Committee must meet minimum monthly and consider, at least, the following Agenda for the first meeting. Thereafter the H&S Committee shall determine its own procedures as per the previous paragraph.

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Operational responsibilities for occupational health and safety

The principal contractor shall appoint designated competent employees and/or other competent persons as outlined in the following list to assist with the operational responsibilities for occupational health and safety. This list is only the minimum requirement and is therefore in no way exhaustive.

Appointment description	Appointment required in terms of
Assistant construction manager	Construction Regulation 8(2)
Assistant construction supervisor	Construction Regulation 8(8)
Construction manager	Construction Regulation 8(1)
Construction supervisor	Construction Regulation 8(7)
Construction vehicle, mobile plant, and machinery supervisor	Construction Regulation 23
Drivers of construction vehicles and operators of plant	Construction Regulation 23
Emergency, security, and fire coordinator	Construction Regulation 29
Excavations supervisor	Construction Regulation 13
Fall protection planner / supervisor	Construction Regulation 10
First-aiders	General Safety Regulation 3
Fire-fighting equipment inspector	Construction Regulation 29
Hazardous chemical substances supervisor	Hazardous Chemicals Substances Regulations 10
Housekeeping supervisor	Construction Regulation 27
Incident investigator	General Administrative Regulation 9
Lifting machines and equipment inspector	Construction Regulation 22
Occupational health and safety committee	OHS ACT Section 19
Occupational health and safety officer	Construction Regulation 8(5)
Occupational health and safety representatives	OHS ACT Section 17
Person responsible for machinery	Driven Machinery Regulation 18
Risk assessor	Construction Regulation 9(1)
Scaffold Supervisor / Inspector	Construction Regulation 16 (1)

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Stacking and storage supervisor	Construction Regulation 28 (a)
Structures Inspector	Construction Regulation 11(2)
Temporary Works Designer	Construction Regulation 12 (1)
Traffic management supervisor	OHS ACT Section 9(1)
Traffic safety officer	OHS ACT Section 9(1)

These appointments must be in writing and the responsibilities clearly stated together with the period for which each appointment is made. This information must be communicated to and agreed with the appointees.

Copies of appointments must be submitted to the Client together with concise CVs of the appointees as part of the principal contractor's health and safety plan and if appointed copies of the appointments included in the occupational health and safety file. Proof of competency must be submitted and included in the safety file. All appointments must be approved by the Client and any changes of appointees or appointments must be communicated to the Client and agreed upon before being implemented.

The principal contractor must, furthermore, provide the Client with an organogram of all contractors that he/she has appointed or intends to appoint and keep this list updated on a weekly basis.

ADMINISTRATIVE CONTROLS AND THE OCCUPATIONAL HEALTH & SAFETY FILE

IMPORTANT:

The Health and Safety File will remain the property of the Client and/or its Agent on its behalf throughout the period of the Project and shall be consolidated and handed over to the Client and/or its Agent on its behalf at the time of completion of the Project.

The OH&S File (Construction Regulation 5 (7))

As required by Construction Regulation 7(1(b)), the principal contractor and other contractors will each keep an occupational health and safety file on site containing the following documents as a minimum:

1. Copy of the construction work permit (for applicable projects) (Construction Regulation 3)
2. Emergency contact numbers (that have been verified).
3. Contractor appointment letter from the Client.
4. Health and Safety policies and other policies (including HIV policy, Substance abuse policy and transport policy)
5. Organogram
6. Notification of construction work (Construction Regulation 4).
7. Updated copies of the OHS Act and its Regulations as well as the COID Act (General Administrative Regulation 4.) as well as the COVID-19 OHS Measures in Workplaces (C19 OHS) 2020.
8. Proof of registration and good standing with the Compensation Commissioner or a COID Insurer [Construction Regulation 5(1)(j)].

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9. Occupational health and safety plan agreed with the Client including the underpinning risk assessment(s) and method statements [Construction regulation 7(1)] and COVID-19 measures to be implemented in the workplace. **The Occupational Health and Safety Plan must address the issues stated in the Health and Safety Specification and must be project specific.**
10. Fall Protection Plan.
11. Waste Management Plan.
12. A list of contractors (sub-contractors) including copies of the agreements between the parties, proof of good standing with the Compensation Commissioner or COID Insurer, and the type of work to be undertaken by each contractor (Construction Regulation 7).
13. Appointment and designation forms as per paragraphs 4.3.1 and 4.3.2 above.
14. Medical Fitness Certificates.
15. Proof of Competency and Copies of valid identity documents.
16. Occupational Health and Safety Workplace Environment, including provision for monitoring employee exposures to noise, dust, etc.
17. Rules and regulations including safety procedures the Principal Contractor has in place for recurring work activities.
18. Personal protective equipment rules and arrangements.
19. Control of dangerous and hazardous substances (Material Safety Data Sheets).
20. System of hazard identification and risk control, such as Risk assessments, Daily Safe Task Instructions and communication.
21. Audits to ensure compliance with safety plans.
22. Accident and incident reporting, recording, investigation, and analysis, which ensure that corrective action, are taken and this action is communicated to report initiators.
23. Medical and first aid arrangements.
24. Evacuation and emergency planning.
25. Record keeping, including details of what is kept and for how long.
26. Detailed financial allocation for Health and Safety.
27. Safety committee meeting arrangements and minutes.
28. Audit arrangements.
29. Maintenance arrangements of machinery and equipment.

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30. Inspection of plant, tools, and equipment prior to introduction to site and regularly thereafter.
31. Daily site safety inspections and audits. The auditing role may be shared with other duties or provided within the resources of individual groups. The role may be rotated.
32. The following registers:
 - Accident and/or incident register (Annexure 1 of the General Administrative Regulations);
 - Occupational health and safety representatives' inspection register;
 - Construction vehicles and mobile plant inspections by controller;
 - COVID-19 Checklist
 - Daily inspections of vehicles, plant and other equipment by the operator, driver and/or user;
 - Inspection of electrical installations (including inspection of portable electrical tools, electrical equipment and other electrical appliances);
 - First-aid box content;
 - Record of first-aid treatment;
 - Fire equipment inspections and maintenance;
 - Record of hazardous chemical substances kept and used on site;
 - Ladder inspections;
 - Machine safety inspections (including machine guards, lock-outs etcetera);
 - Inspection registers and logbooks for lifting machines and –tackle (including daily inspections by drivers/operators);
 - Inspections of stacking and storage;
 - Pressure equipment inspections; and
 - Workers welfare facilities.
 - Housekeeping, stacking and storage registers,
 - All other applicable records.

The Client will conduct an evaluation of the principal contractor's occupational health and safety file from time to time.

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HAZARD IDENTIFICATION AND RISK ASSESSMENT (Construction Regulation 9)

Potential risks and hazards

- Heat Exposure
- Bites and Raptor exposure
- Dust and debris
- Manual offloading
- Manual handling
- Infection and rusted pipes
- Falling of equipment
- Unhygienic conditions and unhealthy food
- Movement of people and plant
- Poor stacking and storage
- Infections (COVID19),
- Slips, Trips and Falls
- Noise, vibrations, and spoils
- Excessive storage of material
- Rubble accumulation
- Unstable ladder surfaces - Fall from the ladder
- Handling bricks
- Cement Dust
- Infection and sewer
- Slippery ground and floor
- Noise and Vibration
- Cement burns and inhalation
- Lacerations and injuries
- Difficulty in Access and egress
- Electrical Shocks
- Crushing injuries
- Accumulation of scrap material

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- Fire / Open flames
- Car Hijackings
- Rape
- Robbery
- Horse play
- Heat Exhaustion
- Dehydration
- Concrete Splatter – Allergic Skin Contact Dermatitis
- Skin Irritations
- Fumes – Possible Inhalation of accumulated fumes
- Heavy plant and machinery
- Traffic management
- Fall from heights
- Access / Egress
- Alcohol and drugs
- Paint
- Chemicals
- Waterproofing
- Flammable gas

NB: It is however pointed out to the Principal Contractor that the list may not be totally comprehensive, and it is the duty of each Principal Contractor to continually ensure that all the hazards are identified, before and during the project, and the necessary issue-based and continuous risk assessments are carried out. These risk assessments shall form part of the Safety Plan which will be passed on for scrutiny and approval by The Client/Agent.

Hazard Identification Risk Assessment

Baseline Risk Assessment emanating from projects and activities conducted for or on behalf of Independent Development Trust includes an assessment of site-specific health and safety hazards and risks and environmental aspects and impacts that have been identified by the Client / OHS Agent as possibly applicable to the Contract work for this project. It is by no means exhaustive and is offered as assistance to the tenderers and Principal Contractor.

Development of Risk Assessments

Every Contractor performing construction work shall, before the commencement of any construction work or work associated with the construction work, and during construction work, ensure that a risk assessment is undertaken by a competent person, appointed in writing, and the risk assessment shall

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form part of the SHE plan to be applied on the site. Risk assessments shall identify occupational health and safety hazards and risks and environmental aspects and impacts emanating from the activity to be performed by the Principal Contractor / Contractor.

The risk assessment (inclusive of impact assessment) shall include (at a minimum):

- Date on which risk assessments were conducted / reviewed;
- The identification of the risks / hazards and aspects / impacts to which persons may be exposed to per activity;
- The analysis and evaluation of the risks / hazards and aspects / impacts identified;
- Existing control measures and proposed corrective measures;
- A plan to review the risk assessments as the work progresses and changes are introduced;
- Identification of significant risks (e.g. high; exceeding 75%);
- A documented plan of Safe Working Procedures (SWP)', and its relevance to the risk assessment, inclusive of method statements, to mitigate, reduce or control the risks and hazards that have been identified;
- A plan to monitor the application of the Safe Working Procedures (SWP);
- Signature of appointed competent person conducting risk assessment; and
- Signature of approval by Principal Contractor management and employees involved in risk assessment.

Based on the risk assessments, the Principal Contractor must develop a set of site-specific occupational SHE rules that will be applied to regulate the health, safety and environmental hazards/aspects of the construction work.

The risk assessments, together with the site-specific occupational health and safety rules, must be submitted to Client / OHS Agent before mobilisation on site commences. These will be included in the SHE plan. The Contractor shall ensure through his risk management process the hierarchy of controls stipulated as follows, are implemented:

- Eliminate - The complete elimination of the hazard.
- Substitute - Replacing the material or process with a less hazardous one.
- Redesign - Redesign the equipment or work process.
- Separate - Isolating the hazard by guarding or enclosing it.
- Administrate - Providing control such as training, procedures etc.
- Personal Protective Equipment (PPE) - Use of appropriate and properly fitted PPE where other controls are not practical. (PPE as the last resort).

The Principal Contractor will be required to carry out the following three forms of risk assessment:

- Risk assessment;
- Issue based risk assessment; and
- Continuous risk assessments.

Risk Assessments

The Principal Contractor is required to develop a risk assessment taking the resources, competency levels, nature and scale of their organization into consideration for submission during SHE File evaluation phase. The hazards and risks to which persons, plant, vehicles and facilities may be exposed during the construction should be identified and evaluated.

The aspects and impacts resulting in environmental pollution or degradation should also be identified and evaluated. Measures to reduce or control these risks or hazards should be defined during this assessment. The effectiveness of the measures defined and the risk assessment prepared shall be monitored and reviewed from time to time to ensure that it remains relevant and accurate.

Issue Based Risk Assessments

The Contractor will be required to carry out separate risk assessments during construction of the project when methods and procedures are varied, for example when:

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- Designs are amended;
- New machines are introduced;
- Plant is periodically cleaned and maintained;
- Plant is started-up or shut-down;
- Systems of work change or operations alter;
- Incidents or near-misses occur; or
- Technological developments invalidate prior risk assessments.

Continuous Risk Assessments

The Occupational Health and Safety Act (Act no. 85 of 1993) specifically requires that employers shall provide and maintain working environments that are safe and without risk to health. The general awareness of hazards needs to be raised as work ethic to maintain a safe and risk-free environment on an on-going basis. This is achieved by continuous risk assessments, a form of risk assessment that takes place as an integral part of day-to-day management. Examples of continuous risk assessments include:

- Maintaining general hazard awareness, and
- Pre-work risk assessments / Daily Safety Task Instructions.

Occupational health and safety risks or environmental impacts that are identified during the risk assessment process shall be communicated before the commencement of the said activity to every employee whose work is associated with the risk. Each employee shall sign to confirm understanding of the safety, health or environmental risks in the tasks.

Review of Risk Assessments

The Principal Contractor is required to review the hazards identified, the risk assessments and the Safe Work procedures as the contract work develops and progresses and each time changes are made to the designs, plans and construction methods and/or processes. Revisions to the approved risk assessments and Safe Work Procedures will be presented at each production planning and progress meeting.

Risk assessments are to be reviewed whenever there is change on the scope of work, process, and accidents or when required by the Client.

The Principal Contractor must provide the Client, other Contractors and all other concerned or affected parties with copies of any changes, alterations or amendments to risk assessments and Safe Work Procedures within 14 days of such changes.

Safe Work Procedures / Method Statements

Method statements or written safe work procedures shall be documented for all high-risk activities:

- Design change or scope change/addition;
- Change in job or task; and
- Introduction of new machinery, equipment or substance.

Method statements or written safe work procedures shall identify following:

- Tasks that are to be undertaken;
- The hazards and associated risks of the task(s);
- The control measures for the task(s);
- The equipment and substances that are associated with task(s);
- Any training or qualification needed to do the task; and
- Personal protective equipment to be worn.

SHE Training

All employees in jobs requiring training in terms of the Occupational Health and Safety Act (Act no 85 of 1993) and any other applicable legislative requirements are to be in possession of valid proof of

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training. Other occupational health, safety and environmental training requirements of the Occupational Health and Safety Act (Act no 85 of 1993) and Construction Regulations can include:

- General induction;
- Site and job specific induction, including visitors;
- Occupational health and safety representatives;
- Training of the legal and nominated appointees;
- Operators and drivers of construction vehicles and mobile plant;
- Basic fire prevention and protection;
- Basic first-aid;
- Storekeeping methods and safe stacking;
- Emergency planning and coordination;
- Incident investigation;
- Risk Assessment;
- Planned job observations (supervisors);
- Safety, Health and Environment representative training;
- First Aid Levels 1, 2 and 3;
- Scaffolding supervisor;
- Working at heights;
- Risk assessment analysis;
- Environmental awareness campaign;
- HIV/AIDS awareness and accommodation needs, posters and distribution of condoms - 90 employees; and
- Other relevant trainings as identified by the Principal Contractor.

All operators, drivers and users of construction vehicles, mobile plant and other equipment are to be in possession of valid proof of training and, where applicable, valid licenses.

General Job Training

The Principal Contractor is required to ensure that before an employee commences work their direct supervisor or manager who is responsible for the employee has informed the employees of his scope of authority, hazards and risks associated with the work to be performed as well as the safety control measure(s). This will involve discussion in connection with any work standard, job description or company policy or procedure.

Awareness and Promotion

The Principal Contractor is required to have a promotion and awareness programme in place to create an occupational health and safety culture within employees. The following are some of the methods that may be used:

- Toolbox talks;
- Posters;
- Videos;
- Competitions;
- Suggestion schemes; and
- Participative employee activities such as “occupational health and safety circles”.

The Principal Contractor is, at a minimum, required to provide awareness programmes to employees on the following:

- General Health and Safety Awareness
- Environmental Awareness;
- HIV / AIDS awareness.

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General Competence Requirement

The Principal Contractor shall ensure that his personnel and other Sub-Contractor's personnel are trained and competent to carry out work safely and without risk to health has been completed before work commences. The Principal Contractor shall ensure that follow-up and refresher training is conducted as the work progresses and whenever the scope or nature of the work changes.

A **“competent person”** in relation to construction work, means any person having the knowledge, training and experience specific to the work or task being performed: Provided that where appropriate qualifications and training are registered in terms of the provisions of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995), these qualifications and training shall be deemed to be the required qualifications and training. It is the responsibility of the Principal Contractor to determine whether any appropriate qualifications and training are registered in terms of the provisions of the South African Qualifications Authority Act.

Records of all training must be kept in the SHE File. The contents of the file will be audited from time to time.

At a minimum, the Principal Contractor will provide training on Safe Work Procedures / Safe Operating Standards to personnel responsible for performing the related task. Records of training on Safe Work Procedures / Safe Operating Standards will be retained. Competence and skill levels by the employees responsible for performing the task on the implementation of the Safe Work Procedures / Safe Operating Standards will be measured through Planned Job Observations.

Site-Specific Induction Training

The Principal Contractor will be required to develop a project specific induction-training course based on the baseline risk assessment for the contract work. He will ensure that all his employees and other Sub-Contractor and their employees have received training on the submitted induction-training programme.

All employees of the Principal Contractor and the Sub-Contractor are to be in possession of proof (on person) that they have attended a site-specific occupational health and safety induction-training course. The Principal Contractor shall not allow or permit any employee, visitor or any other person to enter the site, unless such employee or person has undergone health, safety and environmental induction training pertaining to the hazards prevalent on the site at the time of entry.

Visitors to site induction

1. Visitors to the site shall be required to undergo and comply with the Contractor' site-specific safety induction prior to being allowed access to site.
2. All visitors must remain in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any construction work, of any nature.
3. Visitors who have completed site induction must be provided with a record of proof of attendance.

Notification of construction work (Construction Regulation 4)

The principal contractor must, where the contract meets the requirements laid down in Construction Regulation 4, at least 7 days before construction work is to be carried out, notify the Department of Labour of the intention to carry out construction work and use the form (Annexure 2 in the Construction Regulations) for this purpose. A copy of the notification must be held on the occupational health and safety file and a copy must also be forwarded to the Client for record purposes.

Medical certificates of fitness (Construction Regulation 7)

As required by Construction Regulation 7(1)(g), the principal contractor must ensure that all employees have a valid medical certificate of fitness specific to the construction work to be performed. These

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certificates must be issued by an occupational health practitioner in the form of Annexure 3 (i.e. Annexure 3 in the Construction Regulations).

Training, awareness, and competence

The contents and syllabi of all training required by the OHS Act and Regulations must be included in the principal contractor's occupational health and safety plan.

General induction training

- All members of the contractor's site management as well as all the persons appointed as responsible for occupational health and safety
- in terms of the Construction and other Regulations will be required to attend a general induction session.
- All employees of the principal and other contractors must be in possession of proof of general induction training.
- All subsequent and newly appointed employees must also be subjected to the induction training as soon as possible after the appointment but prior to starting to work on site.

Site-specific induction training

- The principal contractor will be required to develop a contract work project specific induction training course based on the risk assessments for the contract work and train all employees and other contractors and their employees in this.
- All employees of the principal and other contractors must be in possession of proof that they have attended a site-specific occupational health and safety induction training at all times.

Other training

- All operators, drivers and users of construction vehicles, mobile plant and other equipment must be in possession of valid proof of training and where applicable licenses or proof of competency.
- All employees in jobs requiring training in terms of the OHS Act and Regulations must be in possession of valid proof of training.
- Occupational health and safety training requirements [as required by the Construction Regulations and as indicated by the occupational health and safety specification and the risk assessment(s)] i.e. -
 - General induction (Section 8 of the OHS Act);
 - Site and job specific induction, including visitors (Sections 8 and 9 of the OHS Act);
 - Site and project manager;
 - Construction supervisor;
 - Occupational health and safety representatives [Section 18 (3) of the OHS Act];
 - Training of the appointees indicated the Operational responsibilities for occupational health and safety;
 - Operators and drivers of construction vehicles and mobile plant (Construction Regulation 23);
 - Basic fire prevention and protection (Environmental Regulations 9 and Construction Regulation 29);
 - Basic first-aid (General Safety Regulations 3);
 - Storekeeping methods and safe stacking (Construction Regulation 28); and
 - Emergency, security and fire coordinator.

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Awareness and promotion

The principal contractor is required to have a promotion and awareness program in place to create an occupational health and safety culture within employees as well as sub-contractors. The following are some of the methods that may be used:

- Toolbox talks
- Posters
- Videos
- Competitions
- Suggestion schemes
- Participative activities such as employee “occupational health and safety circles”.

Notices and signs

The following notices and signs are, where applicable, compulsory on the construction site as well as the contractors’ yards:

Area and/or activity where notice or sign is required	Notice or sign required in terms of
Display of notices and signs	General Safety Regulation 2B and SABS Code 1186
Workplace controls for COVID19	Disaster Management Act 2002 Sec 657
COVID 19 Guidelines	
Entry	General Safety Regulation 2C(2)
First-aid	General Safety Regulation 3(6)
Toilets and change rooms	Facilities Regulation 2 (5) 4(2)(f)
Storage of flammable materials	General Safety Regulation 4(8)(a)(i) and (ii)
	[10(e) only applicable to contractor’s yards]
Grinding wheels	Driven Machinery Regulation 8(1)(7)
Machinery	General Machinery Regulation 9 (Schedule D)
Prohibition on smoking and eating or drinking at the workplaces where high risk substances [FR5 (1)] are stored or handled	Facilities Regulation 6(b)
Non-portable water	Facilities Regulation 7(B)

Competence

The principal contractor shall ensure that his and other contractors’ employees appointed are competent and that all training required to undertake the work safely and without risk to health of their or other persons, has been successfully completed before work commences.

The principal contractor shall ensure that follow-up and refresher training is conducted on a regular basis as well as the contract work progresses, and the work situation or requirements changes.

Records of all training must be kept on the occupational health and safety file for auditing purposes.

Consultation, communication, and liaison

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The following arrangements will apply-

- Occupational health and safety liaison between the Client, the principal contractor, the other contractors, the designer and other concerned parties will be through the occupational health and safety committee. In the absence of a health and safety committee, the Client and principal contractor will agree on an alternative communication forum to be implemented.
- In addition to the above, communication may be directly to the Client or his appointed Agent, verbally (followed up in writing within 14 calendar days) or in writing, as and when the need arises.
- Consultation with the workforce on occupational health and safety matters will be through their supervisors, occupational health and safety representatives, the occupational health and safety committee and their elected trade union representatives, if any.
- The principal contractor will be responsible for the dissemination of all relevant occupational health and safety information to the other contractors, for example design changes agreed with the Client and the designer, instructions by the Client and/or his Agent, exchange of information between contractors, the reporting of hazardous and/or dangerous conditions and/or situations etcetera.
- The principal contractor will be required to do site safety walks with the Client and/or his Agent on a basis to be determined and agreed between the parties.
- The principle and other contractors will be required to conduct toolbox talks with their employees on at least a weekly basis and records of these including the topics discussed must be kept on the occupational health and safety file. Employees must acknowledge the receipt of toolbox talks which record must, likewise be kept on the occupational health and safety file.
- The principal contractor's most senior manager on site will be required to attend all the Client's occupational health and safety meetings.
- The Client or his Agent and the principal contractor will agree on the dates, times and venues of the occupational health and safety meetings.

Checking, reporting and corrective actions

Monthly compliance assessment by Client [Construction Regulation 5(1)(0)]

The Client will be conducting a periodic assessment to comply with Construction Regulation 5(1)(o) and to confirm that the principal contractor has implemented and is maintaining the agreed and approved occupational health and safety plan.

Other assessments and inspections by the Client

The Client reserves the right to conduct other ad-hoc assessments and inspections as deemed necessary. This could include among others site safety walks.

Conducting an assessment

A representative of the principal contractor must accompany the Client on all assessments and inspections and may conduct his/her own inspection at the same time. Each party will, however, take responsibility for the results of his/her own assessment and/or inspection.

Contractor's assessments and inspections

The principal contractor is to conduct his own internal assessments and inspections to verify compliance with his own occupational health and safety plan and management system as well as the requirements of this specification and the compliance of other contractors under his/her control.

Inspections by occupational health and safety representatives and other appointees

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Occupational health and safety representatives must conduct weekly inspections of their areas of responsibility and report thereon to their foreman or supervisor whilst other appointees must conduct inspections and report thereon as specified in their appointments for example vehicle, plant and machinery drivers, operators and users must conduct daily inspections before start-up.

Recording and review of inspection results

All the results of the abovementioned inspections must be in writing, reviewed at occupational health and safety committee meetings, endorsed by the chairperson of the meeting and placed on the occupational health and safety file.

Reporting of inspection results

The principal contractor is required to provide the Client with a monthly report in the format as per the attached Annexure 3: "Safety, Health and Environment Risk Management Report".

Incident Reporting and Investigation

Reporting of accidents and incidents (Section 24 and General Administrative Regulation 8 of the OHS Act)

The principal contractor must report all incidents where an employee is injured on duty to the extent that he/she:

- dies
- becomes unconscious
- loses a limb or part of a limb
 - is injured or becomes ill to such a degree that he/she is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he/she was usually employed

or where -

- a major incident occurred
- the health or safety of any person was endangered
- where a dangerous substance was spilled
- the uncontrolled release of any substance under pressure took place
- machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects
- machinery ran out of control to the Client within two calendar days and to the Provincial Director of the Department of Labour within seven calendar days from date of incident (Section 24 of the OHS ACT and General Administrative Regulation 8), **except** that, where a person has died, has become unconscious for any reason or has lost a limb or part of a limb or may die or suffer a permanent physical defect, the incident must be reported to both the Client and the Provincial Director of the Department of Labour forthwith by telephone, telefax or e-mail. All other reports should still be completed and provided as required. The principal contractor is required to provide the Client with copies of all statutory reports required in terms of the OHS Act within seven calendar days of the incident occurring. The principal contractor is required to provide the Client with copies of all internal and external accident/incident investigation reports, including the reports contemplated in 4.11.2 (3) and (4) above, within seven calendar days of the incident occurring.

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Accident and incident investigation (General Administrative Regulation 9)

1. The principal contractor is responsible for the investigation of all accidents and/or incidents where employees and non-employees were injured to the extent that he, she and/or they had to be referred for medical treatment by a doctor, hospital or clinic.
2. The results of the investigation to be entered into the accident and/or incident register.
3. The principal contractor is responsible for the investigation of all minor and non-injury incidents as described in Section 24 (1) (b) and (c) of the OHS Act and keeping a record of the results of such investigations including the steps taken to prevent similar accidents/incidents in future.
4. The principal contractor is responsible for the investigation of all road traffic accidents, related to the construction activities, and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.
5. The Client reserves the right to hold its own investigation into an incident or call for an independent external investigation.

OPERATIONAL REQUIREMENTS

Operational Procedures

Each construction activity shall be assessed by the Principal Contractor so as to identify operational procedures that will mitigate against the occurrence of an incident during the execution of each activity. This specification requires the Principal Contractor:

- to be conversant with Construction Regulations 8 to 29 (inclusive)
- to comply with their provisions
- to include them in his OH&S Plan where relevant.

Contractor Site Establishment

- Principal Contractor's site facilities must be managed at all times.
- Prior to establishing a project site, a site plan is required to be drawn listing position of all buildings, amenities, storage and stacking areas. The appropriate colour coding and demarcation of storage and stacking areas must be carried out.
- Where, working in the field and material is stored at the work sites, then proper stacking and storage shall be carried out.
- When compiling the site plan, cognisance must be taken in the placing of ablutions and dining buildings in relation to one another and away from stacking and storage areas.

Site layout

- When establishing a work site, sufficient areas must be designated for stacking and storage.
- Storage of any hazardous liquids and substances must be at a sufficient distance from buildings
- Dining/ eating area and ablution facilities to be separate.

Site roads

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- When planning, sufficient areas must be allocated for parking for construction vehicles and mobile equipment as well as roadways for ease of manoeuvrability of these vehicles.
- Sufficient width roads to be provided and adequate space is to be allowed for large vehicles traversing the sites.

Emergency preparedness, contingency planning and response

The Contractor must appoint a competent person to act as emergency controller and/or coordinator.

The principal contractor must conduct an emergency identification exercise and establish what emergencies could possibly develop. He/she must then develop detailed contingency plans and emergency procedures, taking into account any emergency plan that the Client may have in place.

The principal contractor and the other contractors must hold regular practice drills of contingency plans and emergency procedures to test them and familiarise employees with them.

First aid (General Safety Regulation 3)

The principal contractor must provide first-aid equipment and have qualified first-aider(s) on site as required by General Safety Regulation 3 of the OHS Act.

The contingency plan of the principal contractor must include arrangements for the speedily and timeously transportation of injured and/or ill person(s) to a medical facility or getting emergency medical support to person(s) who may require it.

The principal contractor must have firm arrangements with his contractors in place regarding the responsibility of these contractor's first-aid arrangements as well as treatment of injured and/or ill employees.

Security

The principal contractor must establish site access rules and implement and maintain these throughout the construction period. Access control must, amongst other, include the rule that non-employees will not be allowed on site unaccompanied.

The principal contractor must develop a set of project applicable security rules and procedures and maintain these throughout the construction period.

Accommodation of traffic

Where construction work is undertaken in, next to or close to a public road, the use of appropriate as well as a sufficient number of road signs is of paramount importance to protect employees against traffic and to warn all road users of the presence of construction work as well as construction employees/risks/vehicles.

The principal contractor shall ensure that appropriate as well as a sufficient number of road signs are posted to protect employees against traffic and to warn all road users of the presence of construction work as well as construction employees/vehicles. These signs shall be repeated and utilised, where appropriate, as actual construction work is approached

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The following signage is required as a minimum where construction work is undertaken in, next to or close to a public road:

- “Construction work ahead” sign at least 45 meters before the start of the construction work;
- “Lane narrows” sign 30 meters before the start of the construction work;
- “Keep right/left” sign 15 meters before the start of the construction work and again where the tapering begins; and
- Delineators and cones every 5 meters for the entire stretch of construction work.

Where construction work includes excavations in or next to a public road, warning lights or visible boundary indicators should be provided after dark or when visibility is poor.

The maintenance of all signage and especially those that is suitable after dark should be duly managed.

Where appropriate duly trained flag persons should be deployed a good distance ahead of areas where traffic is deviated, or lanes closed off. These flag persons should be managed assertively to ensure that they add optimal value, and should they not do so they should be retrained and if necessary replaced.

The community liaison officer (CLO) should also be sensitised on the optimal management of traffic and the risks involved and then be instructed to increase community awareness through talking to all stakeholders including the distribution of suitable information brochures.

Lifting equipment (Construction Regulation 22)

Lifting equipment must be designed and constructed in accordance with the manufactures/designers’ specifications as well as generally accepted technical standards and operated, used, inspected and maintained in accordance with the manufactures requirements as well as that of the Driven Machinery Regulation 18 of the OHS Act.

The Driven Machinery Regulation requires that:

- Lifting equipment to be clearly and conspicuously marked with the maximum mass load (MML) that it is designed to carry safely. When the MML varies with the conditions of use, the table of maximum loads should be used by the driver/operator;
- Each winch on a lifting machine must at all-time have, at least, three full turns of rope on the drum when the winch has been run to its lowest limit;
- Lifting equipment be fitted with a brake or other applicable device capable of holding the MML. This brake or device must automatically prevent the downward movement of the load when the lifting power is interrupted;
- Lifting equipment fitted with a load limiting device that automatically arrest the lift when the load reaches its highest safe position or when the mass of the load is greater than the MML;
- Every chain or rope on a lifting machine that forms an integral part of the machine must have a factor of safety as prescribed by the manufacturer of the machine and where no standard is available the factor of safety must be:

- chains – 4 (four)

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- steel wire ropes - 5 (five)
- fibre ropes- 10 (ten)
- Every hook or load attaching device must be designed as such or fitted with a device that will prevent the load from slipping off or disconnecting;
- Every lifting machine must be inspected and load tested by a competent person every time it has been dismantled and re-erected and every 12 months after that. The load test must be in accordance with the manufacturers prescription or to 110% of the MML in addition all ropes, chains, hooks or other attaching devices, sheaves, brakes and safety devices forming an integral part of a lifting machine must be inspected every 6 months by a competent person;
- All maintenance, repairs, alterations and inspection results must be recorded in a log book and each lifting machine must have its own log book; and
- No person may be lifted by a lifting machine not designed for lifting persons unless in a cradle approved by an inspector of the Department of Labour.

Lifting tackle

The following requirements will apply to lifting tackle:

- Manufactured of sound material, well-constructed and free from latent defects;
- Clearly and conspicuously marked with an identity number;
- Maximum mass load factor of safety:
 - Natural fibre ropes - 10(ten)
 - Man-made fibre ropes and woven webbing - 06(six)
 - Steel wire ropes – single rope - 06(six)
 - Steel wire ropes – combination slings - 08(eight)
 - Mild Steel chains - 05(five)
 - High tensile/alloy steel chains - 04(four)
- Steel wire ropes must be discarded (not used any further for lifting purposes) when wear and corrosion is evident and must be examined by a competent person every three months for this purpose and the results recorded in a designated log book.

Mobile Cranes

- The crane operator shall be trained for the class of crane they are operating and be in possession of an operators permit.
- All mobile cranes shall be examined and subjected to a performance test by an accredited person/company at intervals not exceeding 12 months, as per SANS 19 The Inspection, Testing and examination of Mobile Cranes”.
- All mobile cranes shall be subjected to an inspection prior to daily use and a record kept of the inspection.
- Any hydraulic crane leaking fluid must be taken out of service and be repaired prior to further use. This is for safe stable operations and protection of the environment.
- Outriggers shall be used every time the crane is to be utilised to lift any sort / size load irrespective of time constraints and light loads.

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- Crane operators shall ensure that loads are not carried over the heads of any workmen; the rigger will give warning signals.
- Riggers shall be utilised when lifting loads and shall direct the crane operators with the appropriate signals.

Construction vehicle and mobile plant operators

The following requirements will apply to construction vehicle and mobile plant operators:

- Only certified and/or competent employees may be allowed to operate any construction vehicle and mobile plant.
- Every lifting machine operator must be trained specifically for the type of lifting machine that he or she is operating.
- Only employees duly authorised to do so may operate any construction vehicle and mobile plant.
- Only employees physically and psychologically fit, i.e. in possession of a medical certificate of fitness, may be allowed to operate any construction vehicle and mobile plant.

Construction vehicles and mobile plant (Construction Regulation 23)

Construction vehicles and mobile plant will initially during the competency evaluation process be inspected by the Client prior to being allowed on a project site and suppliers of hired vehicles, plant and equipment will be required to comply with this specification as well as the OHS Act and Regulations.

Construction vehicles and mobile plant must be:

- Of acceptable design and construction;
- Maintained in good working order;
- Used in accordance with their design and intention for which they were designed;
- Operated and/or driven by trained, competent and authorised operators/drivers. No unauthorised persons to be allowed to drive construction vehicles and mobile plant;
- Provided with safe and suitable means of access;
- Fitted with adequate signaling devices to make movement safe including reversing;
- Excavations and other openings must be provided with sufficient barriers to prevent construction vehicles and mobile plant from falling into same;
- Provided with roll-over protection;
- Inspected daily before start-up by the driver, operator and/or user and the findings recorded in a register/log book and any defects addressed as matter of urgency;
- Fitted with two head and two tail lights that is in good working condition whilst operating under poor visibility conditions; and
- Used for transporting persons must have seats firmly secured and sufficient for the number of persons being transported.

Hand Tools

- All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the construction supervisor on a monthly basis as well as by users prior to use.
- Tools with sharp points in tool boxes must be protected with a cover.

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- All files and similar tools must be fitted with handles.
- No make shift tools are permissible on the project.

Pneumatic Tools

- It is illegal for a pneumatic tool to be operated by using a compressed gas cylinder. Pneumatic equipment shall only draw supply from mobile air compressors or from compressed air lines installed within the Contractor's premises.
- All pneumatic tools should be numbered, recorded and inspected at least monthly as well as by users prior to use.
- Where tools have a spindle drive, then the revolutions per minute speed shall be measured in accordance with the manufacturer specifications.
- When using compressed air hoses with the interlocking type of connection in the hose, connectors shall be secured together with wire clips or binding through holes provided to prevent accidental disconnection.
- Compressed air shall NOT be used for any purpose other than that for which it is provided. Compressed air shall not be used to remove dust or debris from clothing or for cleaning purposes.
- Hoses to be orderly routed and elevated if required in order to prevent tripping hazards or vehicles and or mobile equipment driving over them.
- All pneumatic tools operators shall be certified competent to operate such tool. Copies of their certificate of competencies shall be kept.

Portable Electric Tools

- All portable electric tools shall be operated through an earth leakage system unless they are of the double insulated type. It is good practice to operate them through an earth leakage.
- The electrical cords of all portable electrical tools shall be in a good working condition at all times.
- Any electrical tool that has any defects (including cords) shall be removed from service and locked in a suitable lockable cabinet to prevent unauthorised use.
- All portable electric tool operators shall be certified competent to operate such tool. Copies of their certificate of competencies shall be kept.

Working at Heights

- A pre-emptive risk assessment will be required for any work to be carried out above two metres from the ground or any floor level. This work will be classified as "work in elevated positions".
- As far as is practicable, any person working in an elevated position will work from a platform, ladder or other device that is at least as safe as if he is working at ground level.
- Whilst working in this position he shall be wearing a single belt with lanyard to prevent the person falling from the platform, ladder or other device.
- This safety belt will be, as far as is possible, secured to a point away from the edge over which the person might fall and the lanyard must be of such a length and strength that the person will not be able to move over the edge.
- Alternatively, any platform, slab, deck or surface forming an edge over which a person may fall may be fitted with suitable guard rails at two different heights as prescribed in the relevant South African National Standard for the design, erection, use and inspection of access scaffolding.

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- Where the requirement in the paragraph above is not practicable, the person will be provided with a full body harness that will be worn at all times and shall be attached above the wearer's head at all times.
- The lanyard must be fitted with a shock-absorbing device or the person must be attached to a fall arrest system (anchorage connector; body wear; and connecting device) approved by the Client.
- Where the requirements in the paragraph above are not practicable, a suitable catch net must be erected.
- Employees working in elevated positions must be trained to work without risk to their health and safety or to the health and safety of others and be declared medically and psychologically fit to perform work at elevated positions.
- Where work on roofs is carried out, the risk assessment must take into account the possibility of persons falling through fragile material, i.e. skylights and openings in the roof.
- Access scaffolding must be erected, used and maintained safely in accordance with Construction Regulations and relevant SA Bureau of Standards Code of Practice.
- Detailed consideration must be given to all scaffolding to ensure that it is properly planned to meet the working requirements, designed to carry the necessary loadings and maintained in a sound condition.
- Sufficient material must be available to erect the scaffolding properly.
- Scaffolding must only be erected, altered or dismantled by persons who have adequate training and experience and are competent in this type of work and under the continuous supervision of such a person.

Working At Elevated Positions Including Roof Work

The Contractor should ensure that a detailed fall protection plan (which includes fall prevention) and HIRA has been undertaken and submitted for approval to the client before commencement on site. The fall protection plan should be compiled, implemented, and reviewed and every possible and practicable means shall be adopted to provide such persons with effective training and safeguards. The Contractor should appoint and train scaffold inspectors and erectors to ensure all scaffolding is erected according to SANS 10085. The Contractor to also ensure that different people are appointed on site for the inspection and erecting of scaffolding. Inspection cannot be done by the same person that erected the scaffolding.

Mitigation measures to be put in place.

- All tools in elevated positions should be attached to lanyards, attached to person or structure or effectively prevented from falling.
- Equipment in elevated positions shall be tied back to the structure.
- Loose items in elevated positions, e.g. bolts and nuts to be kept in tins or similar robust containers and not in paper boxes.
- When working at elevated heights, nets and/or other suitable material should be used catch falling debris and sparks directly below where the task is being performed.
- Roof work discontinued when bad/hazardous weather.
- Fall protection measures (including warning notices) when working close to edges or on fragile roofing material.
- All persons required to work in elevated positions shall be declared medically fit.
- Working on elevated positions should only be carried out under the supervision of a competent person.
- An appropriate full body safety harness to be worn when working at an elevation of 2 (two) meters or more.

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- Fall protection includes: Safety harnesses and double lanyards; approved lifelines; and other approved means.
- Fall protection equipment to be implemented where fall prevention is not possible and shall comply with SANS Standards and other recognised international standards.

Scaffolding (CR 16)

- All scaffolding used shall comply with the OHS Act and Regulations as well as SANS 10085.
- The contractor must appoint a competent person in writing who must ensure that all scaffolding work operations are carried out under his or her supervision and that all scaffold erectors, team leaders and inspectors are competent to carry out their work.
- Scaffolding erectors: Training is specified in SANS 10085.
- Scaffolding access ladders shall form part of the scaffold structure and not the ladder register.

Ladders

- The following requirements for ladders will apply:
- All ladders used on the site shall be constructed and used in compliance with the OH&S Act and Regulations.
- Ladders, which provide access to a working platform, shall extend one metre above the platform where it provides access, and shall be secured to prevent slipping.
- Timber ladders shall not be painted other than with clear preserving oils, clear varnishes or clear plastics.
- Ladders, which are in a damaged condition, shall not be used and shall be labelled accordingly and removed from the site.
- All Ladders shall be numbered, logged in a register, and inspected monthly.
- A ladder in use shall be held by an assistant and/or properly tied down in position.
- Ladders shall be removed after use and stored in an appropriate facility as to not expose them unnecessarily to the elements or potential damage by surrounding activities.

A detailed inspection of all ladders shall be conducted monthly by a competent person and every time prior to climbing by employees using such ladders. The inspection check lists must be filed in the site SHE files.

Guarding of floor openings

The contractor must ensure that all unprotected openings in floors, edges, slabs, hatchways and stairways are adequately guarded, fenced or barricaded or that similar means are used to safeguard any person from falling through such openings.\

Structures CR 11

The contractor must ensure that all reasonably practicable steps are taken to prevent the uncontrolled collapse of any new or existing structure or any part thereof, which may become unstable or is in a temporary state of weakness or instability due to the carrying out of construction work.

Information of the structure being erected received from the Designer including:

- geo-science technical report where relevant;

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- the design loading of the structure;
- the methods & sequence of construction;
- anticipated dangers/hazards/special measures to construct safely;
- Risk Assessment carried out;
- Method statement drawn up;
- All above available on Site;
- Structures inspected before each shift. Inspections register kept.

Temporary Works for Structures CR12.

The Contractor shall ensure that formwork and support work structures are examined and checked for suitability by a competent Person, Engineer, before use, during and after placement of concrete. Records of such examinations are to be kept on the SHE file. Formwork and Support work to be designed and signed off by a competent person. No work to be done on Support Work that has not yet been approved by the client.

- Competent person appointed in writing to supervise erection, maintenance, use and dismantling of Temporary work.
- Design drawings to be available on site.
- Risk Assessment to be carried out.
- Temporary work to be inspected:
 - before use/inspection.
 - before pouring of concrete.
 - weekly whilst in place.
 - before stripping/dismantling.
 - Inspection register kept.

Use and storage of flammables (Construction Regulation 25)

The principal contractor must ensure that:

- No person is required or permitted to work in a place where there is the danger of fire or an explosion due to flammable vapors being present unless adequate precautions is taken;
- Flammables stored on a construction site are stored in a well-ventilated, reasonably fire-resistant container, cage or room that is kept locked with consistent access control measures in place and sufficient fire-fighting equipment installed and fire prevention methods practiced for example proper housekeeping;
- Only one day's quantity of flammable is to be kept in the workplace;
- Containers (including empty containers) to be kept closed to prevent fumes/vapors from escaping and accumulating in low lying areas; and
- Welding and other flammable gases to be stored segregated as to the type of gas and empty and full cylinders.

Hazardous chemical substances

The principal contractor must ensure that:

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- Employees receive the necessary information and training to be able to use, handle and store hazardous chemical substances safely;
- The risk assessments required in terms of Construction Regulation 9 include employee exposure to hazardous chemical substances and that the necessary measures be taken to protect persons from being detrimentally affected by hazardous chemical substances present or used in the workplace;
- Suppliers provide the necessary information in the form of material safety data sheets regarding hazardous chemical substances required to ensure the safe use, handling and storage of these substances;
- An up-to-date list is kept on site of hazardous chemical substances stored and used together with the material safety data sheet of the said hazardous chemical substances;
- Hazardous chemical substances containers be clearly marked as to the contents and main hazardous category e.g. “Flammable” or “Corrosive” and the reference number of the hazardous chemical substances on the list indicated above;
- No person eats or drinks in a hazardous chemical substances workplace; and
- Hazardous chemical substances waste is disposed of safely in terms of hazardous waste disposal requirements.

Paint

- The contractor must have 16-point safety data sheets for all the paint that will be used which must be less than 3 years old.
- Employees to use the appropriate PPE including upper respiratory and hand protection.
- The area where painting is being done should be well ventilated.
- Avoid any fire ignition sources to avoid fire hazards.

Storage of flammable and hazardous chemicals (Hazardous Chemical Substances Regulations)

See paragraphs 5.9 and 5.10 above.

Fire prevention and protection

The principal contractor must ensure that:

- The risk of fire is avoided;
- Sufficient and suitable storage of flammables is provided;
- All employees are instructed in the use of the fire-fighting equipment and know how to attempt to extinguish a fire;
- A sufficient number of employees are appointed and trained to act as an emergency team to deal with fires and other emergencies;
- Employees are informed regarding emergency evacuation procedures and escape routes;
- Evacuation assembly points are demarcated and made known to employees;
- Evacuation is regularly practiced to ensure that all persons are evacuated timeously and;
- Roll call is held after evacuation to account for all employees and to ensure that no-one including visitors and disabled persons have been left behind; and
 - A clearly audible, to all persons on site, siren or alarm is fitted and regularly tested.

Housekeeping (Construction Regulation 27)

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The principal contractor must ensure that:

- Housekeeping is continuously implemented and maintained;
- Materials and equipment is properly stored;
- Scrap, waste and debris is removed off site regularly;
- Materials placed for use are placed safely and not allowed to accumulate or cause obstruction to the free-flow of pedestrians and vehicular traffic;
- Where practicable, construction sites are fenced off to prevent entry of unauthorised persons; and
- Every workplace is kept clean, orderly and free of tools and the likes that are not required for the work being done.
- The construction side is to be curtailed off as this is a residential complex.

Stacking and storage (Construction Regulation 28)

The principal contractor must ensure that:

- A competent person is appointed in writing to supervise all stacking and storage on a construction site;
- Adequate storage areas are provided and demarcated;
- The storage areas are kept neat and under control;
- The base of any stack is level and capable of sustaining the weight exerted on it by the stack;
- The items in the lower layers can support the weight exerted by the top layers;
- Cartons and other containers that may become unstable due to wet conditions are kept dry;
- Pallets and containers are in good condition and no material is allowed to spill out;
- The height of any stack does not exceed 3 times the base unless stepped back at least half the depth of a single container at least every fifth tier or the approval of an inspector of the Department of Labour has been obtained to build the stacks higher with the aid of a machine. (The operator of the machine must be protected against items falling from overhead or off the stack and no items may overhang);
- The articles that make up a single tier are consistently of the same size, shape and mass;
- Structures for supporting stacks are structurally sound and able to support the mass of the stack;
- No articles are removed from the bottom of the stack first but from the top tier first;
- Anybody climbing onto a stack can and does do it safely and that the stack is sufficiently stable to support him or her;
- Stacks that are in danger of collapsing are broken down and restacked;
- Stability of stacks are not threatened by vehicles or other moving plant and machinery;
- Stacks are built in a header and stretcher fashion and that corners are securely bonded; and
- Persons climbing onto stacks do not approach unguarded moving machinery or electrical installations.

Eating, changing, washing and toilet facilities (Construction Regulation 30)

Toilets

The provision of toilets for each Sex is required in terms of the National Building Regulations and Construction Regulation 30.

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Chemical toilets are allowed instead of the water borne sewerage type. Toilets have to be provided at a ratio of at least 1 toilet per 30 employees.

Showers

At least cold-water showers of some sort for each sex have to be provided at a ratio of at least 1 shower per 15 employees.

Change rooms

Some form of screened off changing facility must be provided separately for each sex/gender.

Eating facility

Some form of eating facility sheltered from the sun, wind and rain must be provided.

Living accommodation

Where the site is in a remote location and transport to home is not readily available, reasonable and suitable living accommodation must be provided after obtaining of the necessary permission from authorities and adhering to requirements such as Bylaws of the municipality.

Public health and safety (Section 9 of the OHS Act)

The principal contractor is responsible for ensuring that non-employees affected by the construction work are made aware of the dangers likely to arise from said construction work as well as the precautionary measures to be observed to avoid or minimise those dangers. This includes among others:

- Non- employees entering the site for whatever reason;
- The surrounding community; and
- Passers-by the site.

Appropriate signage must be posted to this effect and all employees on site must be instructed to ensure that non-employees are protected at all times.

All non-employees entering the site must receive site applicable induction into the hazards and risks and the control measures for these.

Excavations (Construction Regulation 13)

All excavation work has to comply with the following:

Excavation work must be carried out under the supervision of a competent person with at least two years' practical experience in excavation work who has been appointed in writing.

Before excavation work begins the stability of the ground must be evaluated.

Whilst excavation work is being performed, the principal contractor must take suitable and sufficient steps to prevent any person from being buried or trapped by a fall or dislodgement of material.

No load or material may be placed near the edge of an excavation if it is likely to cause a collapse of the excavation, unless suitable shoring has been installed to be able to carry the additional load. Best practice requires a one-meter clearance so as to reduce the pressure on the side walls as well as risk of material falling onto persons inside the excavation.

The location and nature of any existing services such as water, electricity, gas, telecommunication etcetera must be established before any excavation is commenced with and any service that may

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be affected by the excavation must be protected and made safe for employees working in or near in the excavation.

Every excavation, must be inspected by the appointed competent person as follows:

- Daily before work commences
- After an unexpected collapse of the excavation or part thereof
- After rain

The results of any inspections must be recorded in a register kept on site in the health and safety file.

Every excavation accessible to the public or that is adjacent to a public road or thoroughfare or that threatens the safety of persons, must be adequately barricaded or fenced off, on all sides, to at least one-meter-high and as close to the excavation perimeter as practicable. All such excavations must also be provided with warning lights or visible boundary indicators after dark or when visibility is poor.

Transportation of employees

Any vehicle used to transport employees must have seats firmly secured and adequate for the number of employees to be carried.

Regulation 247 of the National Road Traffic Act, Number 93 of 1996 (NRTA) stipulates that the principal contractor shall not allow employees to be transported in a vehicle unless the portion of the vehicle in which the employees are being conveyed is enclosed to a height of

- at least 350 mm above the surface on which employees are seated; or
- at least 900 mm above the surface on which employees are standing, in a manner and with a material of sufficient strength to prevent employees from falling from such vehicle when it is in motion.

Regulation 247 of the NRTA also stipulates that the principal contractor shall also not allow any employees to be conveyed in the goods compartment of a vehicle together with any tools or goods, except their personal effects, unless that portion in which the employees are being conveyed is separated by means of a partition, from the portion in which such goods are being conveyed.

General Personal And Other Protective Equipment (Sec 8, 15 and 23 of the OHS Act)

The principal contractor is required to proactively identify the hazards in the workplace and deal with them on an ongoing basis. He/she must either remove them or, where impracticable take steps to protect employees and make it possible for them to work safely and without risk to health under the hazardous conditions.

Personal protective equipment should, however, be the last resort and there should always first be an attempt to apply re-engineering and other solutions to mitigating hazardous situations before the issuing of personal protective equipment is considered.

Where it is not possible to create an absolutely safe and healthy workplace the principal contractor is required to inform employees regarding this and issue, free of charge, suitable equipment to protect them from any hazards being present and that allows them to work safely and without risk to health in the hazardous environment.

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It is a further requirement that the principal contractor maintain the said equipment that he/she instructs and trains the employees in the use of the equipment and ensures that the prescribed equipment is used by the employee/s in a consistent and correct manner.

Employees do not have the right to refuse to use and/or wear the equipment prescribed by the employer and, if it is impossible for an employee to use or wear prescribed protective equipment through health or any other valid reason, the employee cannot be allowed to continue working under the hazardous condition(s) for which the equipment was prescribed but an alternative solution has to be found that may include relocating the employee.

The principal contractor may **not charge any fee** for protective equipment prescribed by him or her **but may charge for equipment under the following conditions**, following a disciplinary hearing:

- Where the employee requests additional issue in excess of what is prescribed;
- Where the employee has blatantly abused or neglected the equipment leading to early failure.

Asbestos

Principal Contractor must comply with the latest Asbestos Regulations and Facility Regulations in terms of the Occupational.

Principal Contractor must hire a registered Asbestos Removal Contractor to handle, remove, temporarily store, transport and dispose the asbestos

Noise induced hearing loss

- Where mechanical and or electrical devices are used which emit a noise, then a risk assessment and noise survey shall be conducted to establish the noise levels and determine as to what type of hearing protection must be supplied.
- Principal Contractor shall provide the appropriate hearing protection, train the users in the use, care and maintenance of such equipment.

Principal contractors Administrative Controls for COVID 19 Virus

The principal contractor shall follow all the legal guidelines as per the OHS Act 1993 and CR 2014 and Disaster Management Act 2002 as amended

Administrative controls require action by the employee and employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. Examples of administrative controls for SARS-CoV-2.

Cost for health and safety measures during the construction process

To enable the Client to comply with Construction Regulation 5(1)(g), all potential principal contractors submitting tenders/bids have to demonstrate to the Client that sufficient provision has been made for the cost to implement and maintain the health and safety plan proposed by the principal contractor to meet the requirements of this health and safety specification as well as that of the OHS Act and its Regulations. A detailed schedule of costs has to be included in the health and safety plan submitted as part of the potential principal contractor's tender document. Failure by the principal contractor to adhere to this requirement will force the Client to reject the tender/bid in terms of Construction Regulation 5(1)(h).

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Compensation for Injuries and Diseases

- It is the responsibility of the employers (other than a Contractor) to arrange for all persons employed on an EPWP to be covered in terms of the Compensation for Occupational Injuries and Diseases Act, 130 of 1996.
- A worker must report any work-related injury or occupational disease to their employer or manager.
- The employer must report the accident or disease to the Compensation Commissioner.
- An employer must pay a worker who is unable to work because of an injury caused by an accident at work 75% of their earnings for up to three months. The employer will be refunded this amount by the Compensation Commissioner. This does NOT apply to injuries caused by accidents outside the workplace such as road accidents or accidents at home.

Hours of Work

The requirements of the Basic Conditions of Employment Act, Chapter Two “Regulation of Working Time” must be adhered to.

All Principal Contractor are required to maintain an accurate record of time worked by each employee.

Normal Work

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act.

Night Work

Where any night work is to be performed, then Principal Contractor shall provide sufficient lighting to enable the entire work site to be illuminated, to a degree that any employee must not have to work in any dark (un-illuminated) or dimly lit areas. Care must be exercised as not to use a few lights with high light intensives as this will cause night blindness.

If work is continuing from day light into night, at dusk, a tool box talk must be held where all employees must be advised of the hazards of night work and the extra precautions that require to be taken, i.e. poor housekeeping, stepping on uneven ground, stepping into holes etc.

Overtime

Where overtime is required to be performed, then the appointed Principal Contractor shall inform the Contractor of such action.

Principal Contractor shall be aware of the effects of human fatigue and regulate overtime accordingly.

COMPLIANCE MONITORING

Monthly Compliance Rating

A monthly compliance rating will be calculated for the Principal Contractor as per a formula determined by the Client / OHS Agent focussing on or incorporating outcomes of assurance (e.g. monthly audit), operational (e.g. behavioural based safety inspection) assessments and other requirements, as necessary. The OHS Agent reserves the right to adjust the monthly compliance calculation formula as and when required – each revision of the monthly compliance calculation formula will be communicated to the Principal Contractor before implementation.

The Principal Contractor is required to maintain a minimum compliance rating of 90% (Ninety Percent).

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Corrective actions will be identified by the OHS Agent and the Principal Contractor's OHS representative and implemented by the Principal Contractor (at no cost to Client) to ensure that a minimum compliance rating of 90% (Ninety Percent is maintained by each Contractor) is achieved.

Other Assessments and Inspections by the Client.

The OHS Agent reserves the right to conduct other ad-hoc assessments and inspections as deemed necessary. This may include, amongst other measures, site safety walks. Corrective actions will be identified by the OHS Agent and the Principal Contractor's representative and implemented by the Principal Contractor (at no cost to the Client) to ensure SHE Performance improvement.

Contractor's Monthly Internal Audits and Inspections

The Principal Contractor is to conduct his own monthly internal audits and inspections to verify compliance with his own occupational health and safety plan and management system as well as compliance with the requirements of the Client's SHE Specification. The Principal Contractor will also assess and inspect the compliance of other Sub-Contractor under its control. Management members of the Principal Contractor will be involved in the internal assessments and inspections.

Inspections by occupational health and safety representatives and other appointees

Occupational health and safety representatives must conduct inspections of their areas of responsibility and report thereon to their foreman or supervisor. Frequency for OH&S Representative inspections will be done on weekly and monthly.

Other appointees must conduct inspections and report thereon as specified in their appointments. For example, vehicle, plant and machinery drivers, operators and users must conduct daily inspections before start-up.

Site Safety Observations

The Principal Contractor will be required to do site safety walks with the Client and/or his agent at times and frequencies to be agreed between the parties. A record of the safety walks and the findings and recommendations derived from the walks will be kept in the health and safety file.

Recording and Review of Inspection Results

All the results of inspections shall be in writing, reviewed at occupational health and safety committee meetings, endorsed by the chairperson of the meeting and placed on the SHE File.

Corrective Actions, Work Stoppages and Non-Conformance Management Process

CAR from monthly compliance assessments / behavioural based safety inspections.

The Contractor is required to closeout all corrective actions identified from monthly compliance / assessments, behavioural based safety inspections within 7 (seven) days from date of the assessment / inspection.

Representatives of the Client will monitor the Principal Contractor on closeout of corrective actions.

The Principal Contractor is required to provide proof of the relevant action(s) taken to the Client representative before the corrective action will be closed-out.

Failure by the Principal Contractor to closeout corrective actions within the prescribed period will result in implementation of the Non-conformance Management Process.

Corrective Actions from Site Inspections

The Sub-Contractor is required to closeout all corrective actions identified from site inspections within 7 (Seven) days from date of the inspection. The Client's representatives will monitor the Principal

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Contractor on closeout of corrective actions. The Principal Contractor is required to provide proof of the relevant action(s) taken to the Client's representative before the corrective action will be closed-out. Failure by the Principal Contractor to closeout corrective actions within the prescribed period will result in implementation of the Non-conformance Management Process.

Work Stoppages

The Client / OHS Agent reserves the right to issue work stoppages for at least the following situations:

- Identification of any unsafe act or conditions where the risk of injury to an employee is significant during site inspections, compliance assessments and/or behavioural based safety inspections;
- Identification of any non-compliance against applicable legislative requirements and the Client's SHE Specification during site inspections, compliance assessments and/or behavioural based safety inspections.

The Principal Contractor will not commence with any work until the work stoppage order has been closed-out and proof of implementation of required actions has been submitted to the relevant Client / OHS Agent Representative.

Monthly Reporting

- The Principal Contractor is required to provide the Client/ OHS Agent with a monthly report in the format provided on the last working day of the month.
- The report will include the monthly man-hours, incidents, training, inductions and any other OHS issues pertinent to the works.

Project Close Out

- Upon completion of the project, the Principal Contractor is required to hand over a consolidated project file to the Client / OHS Agent with all the working documents for retention.

CONCLUSION

This specification has the objective to assist Principal Contractor entering into contracts with Client (Independent Development Trust) that they comply with the Occupational Health and Safety (OH&S) Act, No. 85 of 1993.

Compliance with this document does not absolve the Principal Contractor from complying with minimum legal requirements and the Principal Contractor remains responsible for the health and safety of his employees and those of his mandataries. Principal Contractor should therefore insist that this part of the Specification form part of any contract that he may have with other Contractors and/or Suppliers.

This section covers the development of a Health and Safety Specification that addresses all aspects of occupational health and safety as affected by this contract. It provides the requirements that Principal Contractor and other Contractor(s) must comply with in order to reduce the risks associated with this contract that may lead to incidents causing injury and/or ill health.

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ACKNOWLEDGEMENT OF SHE SPECIFICATION

Contractor:

I, the undersigned, hereby acknowledge that I have obtained copies of the following listed documentation and confirm that I fully understand the contents thereof and the consequences of non-compliance. Furthermore, I reiterate my commitment to compliance of the requirements contained within the following provided documentation:

Signed at on this Day of 20.....

Director (S16.1/ S16.2)			
Name	Designation	Date	Signature
Contract Manager (CR8.1)			
Name	Designation	Date	Signature
Witness (1)			
Name	Designation	Date	Signature
Witness (2)			
Name	Designation	Date	Signature

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AGREEMENT WITH MANDATORY OCCUPATIONAL HEALTH AND SAFETY ACT, (Act No 85 of 1993) In terms of Section 37(1) and (2)

WRITTEN AGREEMENT ENTERED INTO AND BETWEEN *Independent Development Trust*

COMPANY (Hereinafter referred to as the Company) AND

CONTRACTOR (Hereinafter referred to as The Contractor)

Compensation Fund Number:

Contact Person: _____

Contact Tel No: _____

Email: _____

AGREEMENT WITH MANDATORY TO BE COMPLETED IN BLACK INK AND EACH PAGE AND CHANGE TO BE INITIALED.

Definition of Mandatory includes an agent, a contractor or sub-contractor for work, but without derogating from his status in his own right as an employer or user.

Occupational Health and Safety Act (No. 85 of 1993)

1. You are requested to, as far as you reasonably can, comply with the requirements of the OHS ACT and Regulations and the clients Health and Safety Specifications.
2. Your attention is drawn to "General Duties of Employers to their Employees" as required by Sect 8 of the Act.
3. You are required to: Sign a written "Agreement with Mandatory" as required by Sect 37(1) (2) of the Act with us before you commence any work on my / our premises / site.
4. Provide the client / principal contractor with a documented health and safety plan.
5. Provide the client / principal contractor with written appointment of the person who is going to supervise the construction work as per Construction Regulation 8.

AGREEMENT WITH MANDATORY

In terms of Section 37 (1) and (2) Section 37 (1) Whenever an employee does or omits to do any act which it would be an offence in terms of this Act for the employer of such employee or a user to do or omit to do, then unless it is proved that –

- a. in doing or omitting to do that act the employee was acting without the connivance or permission of the employer or any such user;
- b. it was not under any condition or in any circumstance within the scope of the authority of the employee to do or omit to do an act, whether lawful or unlawful, of the character of the act or omission charged; and
- c. all reasonable steps were taken by the employer or any such user to prevent any act or omission of the kind in question, the employer or any such user himself shall be presumed to have done or omitted to do that act, and shall be liable to be convicted and sentenced in respect thereof; and the fact that he issued instructions forbidding any act or omission of the kind in question shall not, in itself, be accepted as sufficient proof that he took all reasonable steps to prevent the act or omission.

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Section 37 (2) The provisions of subsection (1) shall “mutatis mutandis” apply in the case of a mandatory of any employer or user, except if the parties have agreed in writing to the arrangements and procedures between them to ensure compliance by the mandatory with the provisions of the Act.

AUTHORISED SIGNATORY FOR THE CLIENT

ACCEPTANCE SIGNATORY FOR THE CONTRACTOR

I, _____ hereby acknowledge receipt of and accept and understand the requirements of this agreement and shall ensure compliance with the OHS Act 85, of 1993.

AUTHORISED SIGNATORY FOR CONTRACTOR

REFURBISHMENT OF ABLUTION FACILITIES AND CLASSROOMS

SHE File Evaluation Summary

Category Assessed	Remarks
ADMINISTRATIVE COMPLIANCE	Project Baseline Risk Assessment (Client) Health & Safety Specifications (Client) COID Letter of good standing Health and safety policy Health and safety plan Appointment letter from the Client Section 37,2 Mandatory Agreement (Client & Principal Contractor) Notification of Construction Work Insurance (Public liability) SHE Organogram Principal Contractor OHS File Scope Of Work Copy Of The OHSA 85 of 1993 Copy Of Construction Regulations Copy Of Disasters Management Act 2002 Regulations issued terms of sect 27(2) Copy Of Latest Direction By The Minister Of Employment & Labour Reg. 4(10) Copy Of Economics Regulations 2019 Medical Certificates of Fitness (Occupational Medical Practitioner) Medical Certificate of Fitness OHSA CR 2014 Annexure 3 Other applicable administrative requirements
LEGAL APPOINTMENTS	OHSA sec16.1 CEO OHSA sec16.2 Assistance CEO Construction Manager (full time competent person) Assistant Construction Manager (full time competent person) FULL TIME Construction OH&S Officer (SACPCMP) Construction Supervisor (full time competent person) Assistant Construction Supervisor (full time competent person) Risk Assessor Fall Protection Planner Incident Investigator Excavation Inspector/ supervisor Construction Vehicle and Mobile Plant Supervisor Construction Vehicle and Mobile Plant Operator Construction Vehicle and Mobile Plant Inspector Designation of Competent person Temporary Electrical Installations Controller (site Office) Flammable Store Supervisor Housekeeping Supervisor Stacking and Storage Supervisor Hazardous chemical controller Emergency Coordinator Fire Equipment Inspector Fire Fighter First Aider Hygiene & Facility inspector First Aider Flag Person Portable Electrical Equipment Inspector Hand Tool Inspector Flame Cutting/ Welding Supervisor Environmental Officer Health and Safety Representative HS Committee Chairperson HS Committee Members Other applicable appointments
SUB-CONTRACTORS / SUPPLIERS MANAGEMENT	Sub-Contractors Procedure / Suppliers Evaluation System List of Sub-Contractor on Site

REFURBISHMENT OF ABLUTION FACILITIES AND CLASSROOMS

	Signed mandatory agreement sec 37,2 between Principal Contractor and Sub Contractor where applicable. CR 7 Appointment of Contractor Letter of Good Standing with Compensation Fund with a licensed compensation insurer. COID act sect 80. Public Liability Insurance where applicable Certificate of medical fitness for all Sub Contractor employees			
RISK ASSESSMENTS	Compile the RA as per scope of work CR9 Ensure RA Activity Column has Detailed Step by Step Tasks Ensure RA has Rating Columns.			
SAFE WORKING METHOD STATEMENTS	Compile SWMS in line with the Scope of Work and Risk Assessment CR9 Ensure that all High Risk Activates has SWMS CR9			
SAFE WORKING PROCEDURES	Compile SWP in line with the Scope of Work and Risk Assessment CR9			
OHS POLICY	Provide Policies to address company commitment towards OHS OHAS8 Examples of OHS Policies: OHS Policy Personal Protective Equipment (PPE) Policy Policy Alcohol and Drug Abuse Policy HIV Policy Road Transport Policy Other OHS Policies			
OHS PLANS	Provide missing Plans OHAS8			
MONITORING- OHS INSPECTION CHECKLISTS & REGISTER	Provide Project Specific Inspection Checklists & Register OHSA&Rs			
INCIDENT /ACCIDENT MANAGEMENT CONTROL	Compile document and attach W.Cl. forms OHSA&GAR Accident and Incident Procedure / Plan / Policy Near Miss and Potential Incident Report Accident report forms (Annexure 1) W.Cl.1(E) Form - COID - W.Cl.1(E) - Employers Report of an Occupational Disease W.Cl.2 Forms -Employer Report of Accident W.Cl.4 W.Cl.5 Other applicable forms			
HAZARDOUS CHEMICAL SUBSTANCE CONTROL	Compile HCS Register and attach applicable MSDS preferable for local suppliers HCSR Example of MSDS Diesel Unleaded petrol Engine Oil Multigrade Cement (Portland Cement) (Stabilization-Chemical Stabilizing Agent) Select Gloss Enamel (Road Markings- Sign / Symbols / Lettering) Thinners (Mixing Paint) Other applicable			
OTHER TEMPLATES	Compile Project Specific Templates and Populate information where is required OHSA&Rs			
COVID-19 MONITORING	Compile COVID-19 contingent plan			
TOTALS MARKS COMPLIANCE			COMPLIANCE LEVEL	
Excellent	90	to	100	Acceptable Compliance Level Reached
Good	80	to	89,99	Compliance Level Reached 80% But Not 100%
Fair	60	to	79,99	Partial Compliance _ Improvements Required
Lacking	0	to	59,99	Compliance Lacking _ Improvements Required

REFURBISHMENT OF ABLUTION FACILITIES AND CLASSROOMS

Legal Appointments As Required In the Construction Regulations

Item	Construction Regulation	Appointment	Responsible Person
1.	5(1)(h)	Principal contractor for each phase or project	Client / Agent
2.	6	Designer	Client / Agent
3.	7(1)(c)(v)	Contractor	Principal Contractor
4.	7(2)(c)	Sub-Contractor	Contractor
5.	8(1)	Construction Manager	Principal Contractor
6.	8(2)	Assistant Construction Manager	Principal Contractor
7.	8(6)	Construction Safety Officer	Principal Contractor & Contractor
8.	8(7)	Construction Supervisor	Construction Manager
9.	8(8)	Assistant Construction Supervisor	Principal Contractor & Contractor
10.	9(1)	Person to carry out risk assessment	Principal Contractor & Contractor
11.	9(4)	Trainer/Instructor	Principal Contractor & Contractor
12.	10(1)(a)	Fall protection officer	Principal Contractor & Contractor
13.	11(2)	Competent structure inspector	Owner
14.	6(2) & 12(1)	Temporary Works Designer	Principal Contractor & Contractor
15.	12(2)	Temporary Works Supervisor	Principal Contractor & Contractor
16.	13(1)(a)	Excavation supervisor	Principal Contractor & Contractor
17.	13(2)(b)(ii)(bb)	Professional engineer or technologist	Principal Contractor & Contractor
18.	13(2)(k)	Explosives expert	Principal Contractor & Contractor
19.	14(1)	Supervisor demolition work	Principal Contractor & Contractor
20.	14(2) + (3)	Demolition expert	Principal Contractor & Contractor
21.	14(11)	Explosives expert	Principal Contractor & Contractor
22.	16(1)	Scaffold supervisor	Principal Contractor & Contractor
23.	17(1)	Suspended platform supervisor	Principal Contractor & Contractor
24.	17(2)(c)	Compliance plan developer	Principal Contractor & Contractor
25.	17(8)(c)	Suspended platform expert	Principal Contractor & Contractor
26.	17(13)	Outrigger expert	Principal Contractor & Contractor
27.	19(8)(a)	Material hoist inspector	Principal Contractor & Contractor
28.	18(1)(a)	Rope access supervisor	Principal Contractor & Contractor
29.	20(1)	Bulk mixing plant supervisor	Principal Contractor & Contractor
30.	20(2)	Bulk mixing plant operator	Principal Contractor & Contractor
31.	21(2)(b)	Explosive actuated fastening device expert	Principal Contractor & Contractor
32.	21(2) (g) (i)	Explosive actuated fastening device controller	Principal Contractor & Contractor
33.	22(a)	Tower crane supervisor	Principal Contractor & Contractor
34.	22(e)	Tower crane operator	Principal Contractor & Contractor
35.	23(1)(d)(i)	Construction vehicle and mobile plant operator	Principal Contractor & Contractor
36.	23(1)(k)	Construction vehicle and mobile plant inspector	Principal Contractor & Contractor
37.	24(d)	Temporary electrical installations inspector	Principal Contractor & Contractor
38.	24 (e)	Temporary electrical installations controller	Principal Contractor & Contractor
39.	28 (a)	Stacking and storage supervisor	Principal Contractor & Contractor
40.	29 (h)	Fire equipment inspector	Principal Contractor

This list may be used as a reference or tool to determine which components of the Act and Regulations would be applicable. This list shall not be assumed to be exclusive or comprehensive.

REFURBISHMENT OF ABLUTION FACILITIES AND CLASSROOMS

Records

The Contractor shall keep the following records which must be contained in the project Health and Safety File and make them available to the Client on request.

1	Mandatory Agreement	OHS Act Section 37
2	Letter of Good Standing	General Safety Regulations 5(3)(1)
3	Incident Recording and Investigation	General Administrative Regulations 9(1)
4	Incident Reports	General Administrative Regulations 8(1)
5	Clients Monthly Audits Conducted	Construction Regulation 5(1)(o)
6	Safety Meeting Minutes	OHS Act Section 19
7	Safety Induction for Employees	Construction Regulation 7(5)(7)
8	Personal Protective Equipment Issue	General Safety Regulations 2
9	Risk Assessment	Construction Regulation 9
10	Weekly Tool Box Talks Meetings	OHS Act Section 8(2)(e)
11	Lifting Equipment(Hoisting Machine	Driven Machinery Regulations 18(5) Slings, Shackles, etc.) Certificates
12	3 Month Checklist on Lifting Devices	Driven Machinery Regulations 18(10)(e)
13	A Record of Load Tests on Lifting Devices	Driven Machinery Regulations 18(7) erected on site (builders lifting hooks)
14	Basic OHS Act Training	OHS Act Section 13
15	Persons working in Elevated Positions	Construction Regulation 17
16	Fall Protection Training	Construction Regulation 8
17	A Material Safety Data Sheet for each	HCS Regulations 9(A)1 Hazardous Chemical Substance kept on site
18	Weekly inspection of first aid boxes	General Safety Regulations 3(3)(b)
19	Weekly Inspections of Portable	Construction Regulation 24(e)
Electrical Equipment		
20	Weekly Inspections of Temporary	Construction Regulation 12(1)
Electrical Installations		
21	Weekly Inspection of Hand Tools	Construction Regulation 22(d)
22	Weekly inspection of ladders	
23	Weekly inspection of fire-fighting equipment	
24	Monthly inspection of welding machines	
25	Monthly inspection of oxy-acetylene equipment	
26	Weekly inspection of scaffolding structures	
27	Monthly inspection of lifting gear	
28	First Aiders	
29	First Aid Box Contents	General Safety Regulations 3(3)(a)
30	List of Safety Representatives	
31	Certificates of Competency Appointed for Persons	
32	Electrical Certificate Of Compliances	
33	Lifting Hooks Test Certificate / Mechanical Engineers Certificate	
34	Emergency Response Plan	
35	Arrangements with Lift-Contractors	