

REPUBLIC OF SOUTH AFRICA
DEPARTMENT OF PUBLIC WORKS



**TENDER/BID
FOR
MAINTENANCE, REPAIRS AND LEVELLING OF TARRED ROADS,
POTHOLES, GRAVEL ROADS AND PAVED AREAS USED AS ROADS
AND
REPAIRS AND CLEANING OF EXPOSED CONCRETE AND BRICK STORM
WATER CHANNELS
FOR
24 MONTHS

IN
KURUMAN AND SURROUNDING AREAS
FOR THE
NATIONAL DEPARTMENT OF PUBLIC WORKS
WITHIN THE
KIMBERLEY REGIONAL OFFICE JURISDICTION**

DATE: _10/10/2023_



**EXPANDED PUBLIC WORKS PROGRAMME
CONTRIBUTING TO A NATION AT WORK**

REPUBLIC OF SOUTH AFRICA
DEPARTMENT OF PUBLIC WORKS

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N.B IT IS INCUMBENT FOR ALL PERSPECTIVE BIDDERS TO NUMBER EACH PAGE FROM THE FIRST TO THE LAST PAGE AND TO ADD THEIR SIGNATURES NEXT TO IT.

**DEPARTMENT OF PUBLIC WORKS
KIMBERLEY REGIONAL OFFICE**

TERM CONTRACT

- **THIS IS NOT A SERVICE CONTRACT**
- **ALL REPAIRS REQUIRED WILL BE ATTENDED TO AS PER REQUEST**

TENDER/BID FOR MAINTENANCE. REPAIRS AND LEVELLING OF TARRED ROADS, POTHOLES, GRAVEL ROADS AND PAVED AREAS USED AS ROADS AND REPAIRS AND CLEANING OF EXPOSED CONCRETE AND BRICK STORM WATER CHANNELS FOR A PERIOD OF 24MONTHS, AND WILL COVER ALL OR SOME OF THE FOLLOWING REQUIREMENTS;

- Day to day repairs(maintenance)
- Services required on monthly, quarterly, bi-annual or annually as is stipulated in the tender document.
- Replacing of items directly linked to this specific tender as is requested.

Rates

- The rates in the price segment include year 1 and Year 2 this is applicable to the term of 24months.
- The duration of this term contract is divided into 12 months which would not necessary be calculate from January to December.
- This means that a term contract awarded on the 21/05/2018 the rates applicable to year one will be from the 21/05/2018 to 20/05/2019 and year two rates applicable from 21/05/2019 to 20/05/2020.**(This is an example only)**

Special Conditions of Contract (SCC)

- The SCC must be carefully read and complied with in all aspects.
- All procedures must be adhered to.
- The segregation of responsibilities and duties between the NDPW and the successful Bidder is clearly indicated and must be adhered to.
- The accountability by the successful bidder in terms of his responsibilities must be understood and adhered to at all time.
- The understanding of the SCC is crucial to the success or failure of this BID
- The SCC will not be compromised during any stage of this Term Contract
- Should any clause or sentence not be understood please enquire with the Chief Works Manager or the responsible works manager dealing with this contract for clarity.

End of explanation of a term contract.

SPECIAL CONDITIONS OF CONTRACT

1. VALUE-ADDED TAX

All prices, rates, tariffs etc. in this tender document shall exclude Value-Added Tax (VAT).

2. PRICES

All prices for items in this document shall include for additional costs, if any, that may occur as a result of these of Contract as well as for the supply of all scaffolding and normal plant and everything necessary for the proper execution of the work.

3. THE BID

The pages of this QUOTATION are numbered consecutively. The BIDDER shall, before submitting his Quotation, check the numbers of the pages and should any be missing or duplicated, or the reproduction be indistinct, or if any doubt exists as to the full intent or meaning of any description, or this TENDER contains any obvious errors, the BIDDER shall obtain a directive in writing from the Department.

The text of this TENDER and other document as prepared by the Department shall be adhered to and no alteration, erasure, omission or addition thereto by the BIDDER shall be accepted.

4. DOCUMENTS

Should there be any contradiction between these Special Conditions of Contract and the General Conditions of Contract: PA-10, the contradiction must be brought to the attention of the relevant official who will make a ruling, and such ruling will be final if applicable.

The following documents shall be read in conjunction with this TENDER.

- a) The General Conditions of Contract: PA-10 (GCC)
- b) Occupational Health and Safety Act, Act no 85 of 1993.
- c) Municipal by-laws and any special requirements of the Local Authority pertaining to this particular contract.
- d) The Special Conditions of Contract (SCC)
- e) COLTO Standard Specification for Road and Bridge Works for State Authorities 1998(Green Book)

The BIDDER shall study these documents and acquaint himself with the contents thereof as no claims in this regard shall be accepted.

The above mentioned documents are available from the office of the Regional Manager, 21 - 23 Market Square, Old Magistrate Court Building, Kimberley 8300 for information.

5. PROVISIONAL QUANTITIES

All quantities in this TENDER document are provisional and inserted in order to obtain competitive tenders/bids. The Department reserves the right to increase or decrease quantities and include or exclude installations during the progress of the contract and such increases or decreases shall not alter the rates for any item.

6. RATES

Each item to be serviced as listed in this tender document must be priced. "No cost", "R0.00", "Free", "N/A" or unfair and unreasonable tariffs for servicing shall not be accepted and may lead to disqualification of the TENDER. The Department reserves the right to make such adjustments to individual tariffs in these schedules as necessary to eliminate errors, discrepancies or what they consider to be unreasonable or unbalanced rates.

6.1 THIS IS NOT A LUMP SUM TENDER.

Meaning that the value/ form of offer is not the true/real value of this tender it could increase or decrease depending on the faults reported, this is day to day maintenance and unpredictable.

7. CONTRACT PERIOD, RENEWAL AND TARIFF ADJUSTMENT

THIS TENDER SHALL BE VALID FOR A PERIOD OF TWENTY FOUR (24) MONTHS THIS CONTRACT IS SUBJECTED TO AN EXIT CLAUSE /TERMINATION CLAUSE

Note:-

The contract tariffs shall remain fixed for TWENTY FOUR MONTHS (24) calendar months, and no further adjustments will be allowed except that for an increase in VAT will apply.

ANY EXTENSION OF THIS CONTRACT WILL ONLY BE APPROVED IF REQUIRED BY THE REGIONAL BID ADJUDICATION COMMITTEE.

8. ACCESS TO PREMISES

The Contractor undertakes to:

- a) Arrange with the occupants of buildings regarding access to the premises in order to execute the required service.
- b) Take adequate precautions to prevent damage to buildings, to fittings and furnishing inside the premises and elsewhere on the site.
- c) Accept liability and to indemnify the Department against any claims whatsoever arising from his conduct and/or the conduct of his employees.
- d) Safeguard all his employees in accordance with the regulations of the Unemployment Insurance Act 1966, (Act no 30 of 1966) and any amendments thereof.
- e) Comply with all by-laws and requirements of the Local Authority.
- b) Carry out services during normal working hours unless required to work after hours or week ends.

9. ACCESS CARDS TO SECURITY AREAS

Should the work fall within a security area, the Contractor shall obtain from the S A National Defense Force, SAPS, Department of Justice, Department of Correctional Services or Client Department access cards for his personnel and employees who work within such an area.

The Contractor shall comply with any regulations or instructions issued from time to time, concerning the safety of persons and property, by all the Departments Client Departments.

10. **SECURITY CHECK ON PERSONNEL**

The Department or the Chief of the S A National Defense Force, Correctional Services may require the Contractor to have his personnel, or a certain number of them security classified.

In the event of either the Department, the Chief of S A National Defense Force or the Commissioner of the S A Police Service requesting the removal of a person or persons from the site for security reasons, the Contractor shall do so forthwith and the Contractor shall thereafter ensure that such person or persons are denied access to the site and/or to any documents or information relating to the work.

10.1 **DRESS CODE**

The following dress code must be adhered to at all times by all workers:

- Workers must have a COMPANY WORK SUIT with the company logo on it.
- Must have clear identification tags with name number and a photograph openly displayed with the company logo as background.
- The dress code must adhere to the OHSA in terms of protection for all workers for this particular service.
- Failure to adhere to the above criteria will result in the workers not gaining entry to any site for this particular service.

11. **TRAINED STAFF**

The Contractor shall use competent trained staff directly employed and supervised by him and shall take all the necessary steps to ensure that the institution is attended to. The Department reserves the right to inspect the Bidder's premises for plant, equipment and general good management before the bid is awarded.

Note:

A Statement of Experience gained and on what type of equipment shall be submitted with the tender.

12. **MATERIAL OF EQUAL QUALITY (N/A)**

13. **REDUNDANT MATERIAL, RUBBISH AND WASTE / WHERE APPLICABLE**

All redundant material and parts shall remain the property of the Government and shall be left on site and stored in a room designated therefore by the Caretaker or person in charge of the plant or building against the job card as a receipt. A copy of the job card shall be left with the Caretaker or person in charge for audit purposes. The original job card shall be attached to the invoice. Failure to comply with this requirement shall lead to payments not being effected within the prescribed period of 30 days.

All redundant / EXCESS must be removed from site should the successful tenderer not comply with this the Department of Public reserves the right to remove this material from site and charge the tenderer all cost involved with this removal.(No negotiations will be entered into on this matter)

After an inspection of all material and parts that are obsolete/unserviceable/of no value to the Regional Manager, the Contractor shall be notified in writing to remove and dispose of such material and parts during his next service call. The material and parts shall then become the property of the Contractor and the removal and disposing thereof shall be for the Contractor's account.

14. **ASSOCIATED ELECTRICAL WORK (N/A)**

Note:

All such work shall be carried out by, or under the supervision of a qualified person, and comply with the Occupational Health and Safety Act (Act No 85 of 1993)

15. **SCOPE OF CONTRACT**

The Bid for the Maintenance, repairs and levelling of tarred roads, potholes, gravel roads and paved areas used as roads and repairs and cleaning of exposed concrete and brick storm water channels in the KIMBERLEY AND SURROUNDING AREAS IN KIMBERLEY REGIONAL OFFICE JURISDICTION, in properties, namely all official buildings and structures falling under the control of the Department or other departments hereafter referred to as "Client" Departments, for a period of Twenty four (24) months, subjected to an exit clause/termination clause

Any deviations from this program shall be brought to the attention of the **Head of the Sub Directorate Technical Maintenance** by facsimile at least 7 days prior to the due servicing dates.

The Contractor shall supply, at his own cost, all consumable materials. **No claims for consumables shall be accepted.**

Where repairs are required for specialized items of equipment the Contractor shall arrange for such work to be carried out by specialists approved by the Department. Should the Contractor wish to make use of sub-contractors, he shall apply to the Department for written approval before making use of their services.

No mark-up or handling fees on sub-contractor's invoices shall be accepted.

16. **PREVENTATIVE MAINTENANCE SERVICE SCHEDULES (ANNEXURE A)**

Servicing shall be carried out strictly as stated on the service schedules and the Contractor shall after each service submit the service sheet, completed job card and invoice must be handed in to the Registry section at DPW Kimberley Regional Office (NOT APPLICABLE RATES CONTRACT)

The Contractor shall make his own arrangements for printing and duplicating of service schedules and job cards.

The service schedule shall be countersigned by the officer in charge (**Head of Facilities**) of the building in which the equipment is situated and he shall endorse the schedule to the effect that the service was completed satisfactorily.

17. **OFFICIAL ORDER FOR REPAIRS**

- a) An official order for repairs shall be issued to the Contractor.
- b) Instructions for repairs may only be issued to Contractors by officials of this Department (DPW/ Kimberley) who are the appointed persons responsible to issue the instruction. For each repair the complaint number issued for that repair as well as details regarding the defects shall be given to the Contractor in writing.

Any instruction given by the Client and attended to by the contractor will not be honored by DPW but by the Client Department.

- c) No payments shall be made for work executed without the necessary written authority, such as official order number and signed job cards.

- f) Payments can be delayed if order numbers and complaint numbers do not appear on invoices submitted for payment and incorrect calculations.

17.1 SERVICE PROCEDURE AND OTHER (Applicable to service contracts only)

Servicing shall be carried out strictly as stated on the service schedules and will follow this procedure;

1. All services are logged by the CWM at DPW with the call center.(If applicable)
2. The printout received from the call centre will be faxed to service provider or whatever suitable arrangement has agreed upon by the two parties to ensure prompt service delivery
3. On receiving the call centre printout a quotation must be submitted and priced as per tender document attached with the call centre printout.
4. Without this call centre printout no services can be executed.
5. The call centre printout must be produced to the Client Department so that suitable arrangements can be made to deliver this service.
6. After the service has been satisfactorily completed a job card must be completed and signed by the responsible person (CLIENT Department) on site and stamped if a stamp is available.
7. The contractor must ensure that all writing on this job card is legible and that contact details are current
8. On receiving the order number the Contractor shall submit a completed job card and invoice in line with the quotation with all the relevant details including the call centre call out number , this must be send to Registry section NDPWI Kimberley Regional Office

The Contractor shall make his own arrangements for printing and duplicating of service schedules and job cards.

18. EXECUTION OF REPAIRS

In the event of repairs having to be carried out urgently during the cause of a programmed service, details of such repairs shall be reported immediately to the Head of the Technical Maintenance for further instructions and/or authority to proceed.

No work may be carried out without prior instruction from the Head of the Technical Maintenance.

The Contractor shall respond to all normal breakdown calls within 8 (eight) hours of receipt of the call, AND 24 (TWENTY FOUR) NORMAL WORKING HOURS INCLUSIVE OF THE 8 HOUR RESPONSE TIME TO COMPLETE THE REPAIR. Should this not be possible it is the responsibility of the Contractor to obtain an extension of time. The written request shall clearly state all the reasons for the extension request. Permission for extension shall be in writing.

FOR EMERGENCY SERVICES THE RESPONSE TIME SHALL BE WITHIN 2 (TWO) HOURS FROM THE RECEIPT OF THE CALL NIGHT OR DAY. Only breakdowns which affect public health could cause an environmental disaster, or the operation and safety of sensitive equipment, shall be treated as emergency repairs.

In the event of the contractor not responding in the required time, the Department reserves the right to call on any other contractor to carry out the service. Any additional cost incurred shall be for the account of the successful bidder.

19 JOB CARDS FOR REPAIRS

Job cards shall be completed in all respects for each and every repair undertaken. Job cards shall be in accordance with the example included in this document and duplicating or printing thereof shall be for the Contractor's own cost.

Job cards shall be completed in triplicate (1 for the Client, 1 for DPW, and 1 for the Contractor) legibly in ink after completion of each repair and all unused lines shall be ruled through. The job card must be submitted with the invoice, the contractor shall submit a copy of the fully completed

job card to the User Department for audit purposes and for verification of the deletion of the unused lines. Incomplete and incorrect job cards shall be returned to the contractor with his invoice.

20 ACCOUNTS FOR SERVICING AND REPAIRS

Accounts for servicing shall be accompanied by a Service Schedule.

Accounts for repairs executed, shall be accompanied by a job card.

The contractor shall cross-reference all prices and tariffs on invoices with the applicable prices and tariffs in the tender document.

Note:

Any over-payments discovered at a later stage shall be rectified and the Department shall recover the overpayment.

The appointed bidder shall structure his quote and invoice to include the item numbers as per the tender Document Annexure A and B

21. CONTRACTORS QUOTATIONS, ORDER NUMBERS AND INVOICES

- Prices must be clear with no corrections, no tippex must be used on the quotation and invoice
- No physical corrections on either the quotation or invoice will be accepted
- The price on the invoice must correspond with the price on the quotation and order number.

21.1 PAYMENT TO CONTRACTORS

Accounts can be submitted weekly or monthly. Payments of accounts complying with all the requirements shall be **made within 30 days electronically into the contractors banking account after receipt thereof.**

21.2 PROFIT ON MATERIAL (NON SCHEDULE ITEMS)

Percentage mark-up is allowed on non-scheduled material, equipment and requirements only and not on labour, transport and sub-contractor's services. The percentage mark-up shall then be calculated on the price excluding VAT.

22 TRANSPORT COST

Transport cost will include the cost of wages and overheads for personnel during transport to the site and running cost of the vehicle.

- a.) Transport cost will be calculated from established site office in Kimberley area. Transport cost involved for any additional instructions executed on the same day or at the same institution or building will be calculated from point "A" (the first instruction) to point "B" (second instruction) to point "C" (third instruction) etc. Under no circumstances will separate transport costs for instructions executed on the same day or at the same institution or building in the same areas be allowed.
- b.) **The Contractor shall make the necessary arrangements to have the required material or equipment available to execute the scheduled services, therefore no claims for delivery cost or transport cost to collect material or equipment for scheduled repairs shall be accepted.**

23 REQUEST FOR SUPPLIERS INVOICE FOR NON SCHEDULE ITEMS (NSI)

Request for a **SUPPLIERS INVOICE** for NSI will be requested by the Works Managers and must be adhered to at all times, if and when this is requested.

The suppliers invoice must comply with the following criteria, which will be deemed acceptable to the DPW;

- Must be on a Company Letter Head
- Prices must be clear with no corrections , no tippex must be used on the quotation and invoice
- No physical corrections on either the quotation or invoice will be accepted
- The price on the invoice must correspond with the price on the quotation and order number.
- The supplier's address and contact details must be clear and current (contactable)
- The items listed on the supplier's invoice must be related to the service in question
- Failure to comply with the above will result in non-payment or a delay to this particular payment

24. CANCELLATION OF SERVICING TO INSTALLATIONS

The Department reserves the right to cancel this contract partly, meaning that certain installations might be withdrawn from this contract at any stage during the validity of this contract or any new installation may be added. The contractor undertakes not to lay any claim(s) against the Department in this event. A written 30 days' notice in this regard will be issued to the contractor.

25. INVENTORY REQUIREMENT (If applicable)

A complete inventory must be completed of all installations and equipment relating to this service on all the properties which is affected by this service contract.

The inventory will be discussed in greater detail at the **Service Level Agreement Meeting** which will be held with the successful service provider. (This may include a confidentiality clause which Bidders will have to abide by contractually)

This inventory is compulsory and must be submitted in a **hard copy and electronic format** after the first service has been completed

26. APPROXIMATE MEASUREMENTS (NOT APPLICABLE TO THIS BID)

27. THIS IS NOT A LUMP SUM CONTRACT (APPLICABLE)

28. Services will be considered and attended to as per notification on state owned, property only.

29. DRAWING UP OF A SERVICE LEVEL AGREEMENT (APPLICABLE)

The successful bidder will be subjected to the drawing up of a service level agreement between the client Department and DPW.

30. IMPORTANT NOTICE

EXIT CLAUSE / CANCELLATION

NOTE: Should the appointed contractor not perform or defaults on service delivery in terms of his contract conditions during any period within the contract, the Department reserves the right to cancel the contract with immediate effect.

31. ARITHMETICAL ERRORS

Check responsive tender offers for arithmetical errors, correcting them in the following manner:

- a) Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern.
- b) If bills of quantities (or schedule of quantities or schedule of rates) apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the rate shall govern and the line item total shall be corrected.
- c) Where there is an error in the total of the prices either as a result of corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall be adjusted to reflect the arithmetically correct summation of corrected line item totals.

Consider the rejection of a tender offer if the tenderer does not accept the correction of the arithmetical errors in the manner described above. All corrections must be initialled by Bidder.

END OF THE SPECIAL CONDITIONS OF CONTRACT

ANNEXURE A: REPAIR SCHEDULE

PRICES FOR REPAIRS SHALL INCLUDE ALL SABS APPROVED MATERIALS AND EQUIPMENT REQUIRED TO EFFECTIVELY COMPLETE THE REPAIRS

1. THE DESCRIPTION OF THE REPAIRS REQUIRED ENTAILS THE FOLLOWING:

2. ASPHALT PATCHING (Refer to typical drawing attached – *REPAIR TO PAVEMENT ASPHALT POTHOLE*)

- 3.** Backfilling of excavations for patching and pot holes
 - 4.** Removal of damaged paved areas excavate, re-level, compact area and relay paving
 - 5.** Gravel roads must be re-levelled , and compacted to original road level (refill /backfill as required)
 - 6.** Storm water channels must be cleaned of all growth and debris and high pressure cleaned if required all rubbish must be removed from site
 - 7.** Where storm water channels are damaged and require minor repairs this should be attended to, to allow free flow of water.
 - 8.** Storm water Channels to be cleaned will be cleaned whilst water is running in certain areas. (Water cannot be stopped).
 - 9.** Prices for REPAIRS include, labour, consumables, minor and incidental repairs and all other overheads.
- Prices are to be totaled and carried over to the summary page.

Description of property

1. MILITARY BASES, PRISONS ,LISTED COURTS, SAPS, AND OTHER OFFICIAL BUILDINGS UNDER DPW LISTED AS CLIENTS

- 2.** Note: As this contract will be carried out on an "as-and-when required" basis, no time related obligations will be included EXCEPT AS PER THE SPECIAL CONDITIONS OF CONTRAC (SCC) under service delivery times.

3. AS THIS IS NOT A LUMP SUM CONTRACT THE AMOUNTS TENDERED FOR IS NOT THE TRUE VALUE OF THE BID.

4. EXTENT OF WORKS

The Works to be carried out by the Contractor under this Contract comprise mainly the following:

a) POTHOLE REPAIRS:

- Cutting and shaping the edges of the pothole using jack hammers or picks (no saw cutting will be allowed),
- Removal to spoil of the cut material,
- Compacting the floor of the pothole,
- Applying tack to the floor and sides of the pothole,
- Back filling with cold mix asphalt or, in the case of emergency repairs (or where specified by the Facilities Manager), an approved cold mix asphalt, and compacting as specified.

Where hot mix asphalt is used, the joints between the pothole edge and the existing road surface shall be sealed using approved rubber modified bitumen emulsion product **if applicable**

b) ASPHALT PATCHING:

- Cutting and breaking up the surface of the demarcated patch area using jack hammers or picks (no saw cutting will be allowed)
- Excavating the patch area by hand to the specified depth and removing to spoil,
- Cleaning and compacting the floor of the patch,
- Applying tack to the floor and Viaseal Waterblok or similar approved to the edges of the patch
- Backfilling the patch with either COLTO Continuously graded medium surfacing mix or, if the patch is deeper than 80 mm, COLTO continuously graded 26.5 mm BTB, followed by COLTO Continuously graded medium surfacing mix and compacting.
- Painting the joints with Viaseal Waterblok or similar approved product
- Special deep failure repairs (deeper than 200 mm) as per asphalt patching, but backfilling with 2.5% cement stabilized G5 material prior to the asphalt back fill

c) INSTRUCTION FOR USE OF INSTANT PATCHMIX

- Remove failed pavement and trim the edges. Remove all the loose debris, dust and stagnant water
- Apply some bituminous tack coat for better bonding(recommended but not necessary)
- In case of excessive storage period make the instant PATCHMIX loose before use

- Lay the instant PATCHMIX/cold mix asphalt

- Compact the evenly laid instant PATCHMIX / cold mix Asphalt with hand tamping(spade or hoe) or with a plate compactor or roller compactor(recommended)

- The area is ready to open for traffic immediately after compaction

d) SEGMENTED BRICK PAVING (Refer to typical drawing attached – REPAIR TO PAVEMENT INTERLOCKING BLOCKS)

- 80mm interlocking bricks (25MPa), top edges chamfered laid in herring bone pattern

- Bricks laid on 25mm compacted thickness well graded bedding sand

- Sub base: where paving has been completely eroded and groundwork's exposed construct a 150mm thick subbase from material outsourced

- Compact the sub base to 95% MOD AASHTO density

- Alternatively cast sub base from cement (DPC) stabilised (2%) Std gravel from site excavations

- If applicable in other areas than DPC plastic must be used.

e) GRAVEL ROADS

- Where gravel roads have been washed away and corroded through traffic.

- The whole/uneven surface must be filled back with similar material if possible collected from the sides

- The area to be repaired must be scarified/removed to a depth not exceeding 150mm

- If not than a coarse layer of 19mm of crushed stone must be compacted to 95% of Mod AASHTO

- Resulting in an acceptable level surface

5. STANDARD SPECIFICATIONS

Where reference is made to the standard specifications in this contract, it shall mean the **COLTO Standard Specifications for Road and Bridge Works for State Road Authorities 1998**, prepared by the Committee of Land Transport Officials complete with any corrections and amendments applicable at the time of tendering. Amendments to the standard specifications are bound in the contract documents.

6. REFERENCE: item 4 a), b), c) and d)

It is important to note that when pricing this document that reference must be made to the type of applications above in Item 6
The following abbreviations appear in the Bill of Quantities

mm = millimetre	m ² = square metre
m = metre	m ³ = cubic metre
N = numbers	t= ton

SCHEDULE 1: REPAIRS TO TARRED ROADS- Miscellaneous Works

No	DESCRIPTION	UNIT	ESTIMATE D QUANTITY	RATE FIRST 12 MONTHS	RATE FIRST 12 MONTHS	TOTAL AMOUNT
7	GENERAL REQUIREMENTS AND PROVISIONS 1. Note: As this contract will be carried out on an "as-and-when required" basis, no time related obligations will be included, except as per the Special Conditions of Contract (SCC) on page 7, Item 18- Execution of Repairs. 2. The bidder is required to own/hire proper road signage during the process of repairs where this is required. All signage in use must comply and be clear in its understanding to road users and pedestrians within the boundaries of the client department's area of usage.					

	3. Occupational health and safety obligations including adherence to all Covid 19 protocols with PPE, transportation of workers, hygiene, protocols, access to site, compliance checking and monitoring etc.						
8	DESCRIPTION	UNIT	ESTIMATED QUANTITY	RATE FIRST 12 MONTHS	RATE FIRST 12 MONTHS	TOTAL AMOUNT	
8.1	SITE ESTABLISHMENT (Offices & storage) REPAIRS TO POTHoles ETC Note: Maximum of two site establishment allowed for the duration of the term contract.						
8.2	Site establishment for offices, storage of materials and equipment for year One and year Two OCCUPATIONAL HEALTH AND SAFETY COMPLIANCE	Prov Sum	1 (Yr 1 & 2)	R120 000	R120 000	R240 000	
8.3	Occupational health and safety obligations including adherence to all Covid 19 protocols with PPE, transportation of workers, hygiene protocols, access to site, proper road signage, compliance checking and monitoring etc. ALLOWANCE FOR DUMPING AT APPROVED DUMP SITES: Actual cost of dumping measured as per original invoice from dump site (contractor must submit copies of dumpsite weighbridge slips/invoices to Works manager to ensure payment). The	Prov Sum	1 (Yr 1 & 2)	R30 000	R30 000	R60 000	
		Prov.Sum	1 (Yr 1 & 2)	R35 000.00	R35 000.00	R75 000	

	Department is allowing R60 000.00 /YEAR							
						SUB TOTAL		
	DESCRIPTION	UNIT	ESTIMATE D QUANTITY	RATES FIRST 12 MONTHS	RATES SECOND 12 MONTHS	AMOUNT		
9	REPAIRS PAVEMENT LAYERS							
9.1	Removal and excavating material from existing pavements except milled material							
	(a) Areas up to 50 m ²	m ³	70					
	(b) Areas 50,1 m ² to 100 m ²	m ³	70					
	(c) Areas greater than 100 m ²	m ³	70					
9.2	Milling out material from existing pavement	m ³	70					
9.3	Backfilling of base layer for surface failures with 98 % Mod AASHTO density							
	(a) Chemically stabilised gravel excavated from the existing pavement	m ³	70					
	(b) Emulsion treated crushed stone pavement	m ³	70					
	(c) Asphalt base (hot mixed)	m ³	70					
	(d) Asphalt surfacing continuously graded medium	m ³	70					
	(e) Repair pavement asphalt by applying 200mm cold premix asphalt	m ³	70					
9.4	Repair to pavement layers to compaction as specified							
	(a) 150mm sub base layer to G5 material compacted to 95 % MOD AASHTO density	m ³	70					
	(b) 150 mm upper selected layer of G7 MATERIAL COMPACTED TO 93 % Mod AASHTO density	m ³	70					

	(c) 150 mm in situ material	m ³	70					
							SUB-TOTAL	
	DESCRIPTION	UNIT	ESTIMATE D QUANTITY	RATES FIRST 12 MONTHS	RATES SECOND 12 MONTHS	AMOUNT		
10	Establishment of milling machine on site	no	1					
11	Establishment of paver on site	no	1					
12.	ASPHALT PATCHING, EDGE BREAK REPAIRS AND EXCAVATION REPAIRS. ASPHALT BASE AND SURFACING							
12.1	Cutting back the edges of the existing surfacing for the Repairing of PATCH/ edge breaks. (Saw cut)	m	20 000					
12.2	<p>Repair to pavement and asphalt pot holes</p> <p>a) Install 200 mm cold premix asphalt</p> <p>b) Install 150mm Sub Base layer of G5 material compacted to 95% mod AASHTO</p> <p>c) Install 150mm upper selected layer of G7 material compacted to 93% mod AASHTO</p> <p>d) Install 150mm in-situ material</p> <p>Backfilling of excavations for patching and potholes</p> <p>Note: Potholes up to 1.0 m² in size will be paid per number and the rate is inclusive of all labour, plant and equipment,</p> <p>Patching and pothole repairs, complete, including all excavation, cutting by saw or jack hammer and transport of spoil to approved dumping sites and including the transport of the asphalt material to site,</p> <p>Potholes or patches of area up to and including 1.0m² in the following depth and ranges a see attached drawings allow for</p>	m ³	120					

No	DESCRIPTION	UNIT	ESTIMATED QUANTITY	RATES FIRST 12 MONTHS	RATES SECOND 12 MONTHS	AMOUNT
21.	<p>CONCRETE BRICK PAVING USED IN PARKING AREAS AND ROADS</p> <p>SEE THE ATTACHED DRAWINGS</p> <p>Carefully remove existing damaged concrete segmented paving bricks and excavate as per existing layers 2, 3 and 4, save all bricks which can be re-used during the repair phase</p> <p>Repair to pavement interlocking Block</p> <p>a) Install 80mm segmented paving block full interlocking</p> <p>b) Install 20mm Sand bedding</p> <p>c) Install 150mm Sub- base layer of G5 material compacted to 95% AASHTO</p> <p>d) Install 150mm upper selected layer of G7 material compacted to 93% mod AASHTO</p> <p>e) Install 150mm in situ material</p> <p>Allow for 80mm segmented interlocking brick paving</p>	<p>m²</p> <p>m³</p> <p>m²</p> <p>m²</p> <p>m²</p>	<p>525</p> <p>130</p> <p>520</p> <p>530</p> <p>510</p>			
22.	<p>REPAIRS TO GRAVEL ROADS WITHIN STATE PROPERTIES</p> <p>Existing Gravel roads damaged by water or heavy duty vehicles, must be excavated to a minimum of 500mm and backfilled with new gravel and compacted to 95% MOD AASHTO Density. Any or all surplus material must be stored on site for future use. The hourly rate must include all equipment, machinery and labour</p> <p>Allow for gravel used on site which is reusable ,labour cost / cubic meter</p>	Hours	155			
23.	Allow for gravel purchased from offsite sources	m ³	210			
					SUB-TOTAL	

No	DESCRIPTION	UNIT	ESTIMATED QUANTITY	RATES FIRST 12 MONTHS	RATES SECOND 12 MONTHS	AMOUNT
24.	SUPPLY AND ERECTION OF GUARDRAIL, AND CONCRETE BARRIERS (a) Supply and erection of guardrails (b) Supply and erection of concrete barriers	m m	77 76			
25.	STORM WATER CHANNELS(SEE ATTACHED GENERAL DETAILED DRAWINGS ATTACHED) Existing concrete storm water and irrigation channels on site the following cleaning and repairs are required Repairing of open Concrete storm water channels Existing damaged concrete to be carefully removed and prepared on hard earth. Cast in-situ 75mm thick concrete mixed 6:3:1 not exceeding lengths of 1,800mm. Concrete must be wood floated finish but all edges must be rounded and smoothed with a steel corner trowel to match existing. See attached sketch of a typical open storm water channel Allow for 75mm thick concrete	m	34			
25.1						
25.2	Allow for 125mm thick concrete	m ²	32			
25.3	Cast in -situ Welded mesh FS 245 in concrete channels where applicable	m ²	11			
26.	Cleaning of existing concrete storm water channels Carefully remove all grass, other growths including debris from storm water channels and remove from site	m ²	228			
					SUB TOTAL	

		SUB TOTAL carried to summary page					

27	SCHEDULE 2: EPWP – EMPLOYEES- POT HOLES Employment of Youth Workers	UNIT	Quantity	Rate	AMOUNT year one and two R C
27.1	<u>EMPLOYMENTS OF YOUTH WORKERS</u>				
27.2	Employment of Youth Workers The provision of remunerations is based on official Labour rates of R21, 69/hr as the amount agreed by NMW from the Minister of Labour. The Bidder shall include Salaries of 2 x employees per year x 2 years = 4 employees (R21, 69 X 8hs/day x 21days = R3643.92/month).				
27.3	Allow for R3643.92/month x 12mths (year One)	No	2	R43 727.04	R87 454.08
	Profit and Attendance to the above item	%	10	R4 372,70	R8 745.40
27.4	Allow for R3643.92/month x 12mths + 6%(Allow for 6% increase in year Two)	No	2	R46 350,72	R92 701,44
	Profit and Attendance to the above item	%	10	R4 635,07	R9 270,14
28	<u>PROVISION OF EPWP DESIGNED OVERALLS AND HARD HATS TO YOUTH WORKERS</u>				
28.1	Supply 2 x EPWP branded overalls per youth worker. (Once off)	Item	4	R350,00	R1 400.00
28.2	1 x EPWP branded hard hat to youth worker (Once off)	Item	4	R100,00	R400.00
28.3	1 x EPWP safety shoes to youth workers.	Item	4	R350,00	R1 400.00
28.4	Chemical Resistance gloves to be issued once a month 4 x 24	Item	96	R30	R2 880.00
28.5	Cut Resistance gloves to be issued once a month 4 x 24	Item	96	R60	R5 760.00
	SUB TOTAL carried to summary page				R 210 011.06

SCHEDULE - 3

NON – SCHEDULE RATES FOR LABOUR AND MATERIAL REPAIRS TO POTHOLES ETC

21	LABOUR- for all areas.	UNIT	QTY	RATE YEAR 1	QTY	RATE YEAR 2	AMOUNT R c
	<p>The rates for labour will be deemed to include for statutory minimum labour rates, contribution to bonus, holiday, pension, medical funds etc, for normal working hours, as well as for transport costs including traveling time, but excluding VAT</p> <p>Normal working hours</p>						
21.1	Skilled Artisan(Technician)	Hours	2016	R 220	2016	R 230	R907 200.00
21.2	General worker	Hours	2016	R 155	2016	R 165	R645 120.00
	Overtime, Sunday and Public Holidays.						
21.3	Skilled Artisan	Hours	300	R 300	300	R 300	R180 000.00
21.4	General worker	Hours	300	R180	300	R 180	R108 000.00
	Non- schedule materials						
22	<p>The cost of non-schedule materials shall be deemed to include, for the cost of material, after the deduction of any discount and delivery to site.</p>						

23	Allow for the amount of R800 000 for the provisional cost of non- scheduled material that may be used. The above labour rates will apply.	No	1	R400 000	1	R400 000	R 800 000.00
	Percentage mark- up on non-scheduled materials that may be used. (Percentage (25%))	%	25	R100 000	1	R100 000	R200 000.00
	Total labour cost carried to summary page						
SUB TOTAL carried to summary page							R2 840 320.00

SCHEDULE 4 – TRANSPORT ETC

24	TRANSPORT COST ALL AREA)	QTY/ UNIT	YEAR 1	YEAR 2	AMOUNT R c
(i)	NOTE: The costs of workers and drivers traveling time shall be deemed to be included with the unit rates for transport costs				
(ii)	All distances traveled will be measured from the established site office in Kimberley area as a central pint.				
25	Transport cost of a vehicle with a loading capacity of 1 ton	8000 km	R8.00	R10.00	R 144 000.00
26	Transport cost of a vehicle with a loading capacity of 2 ton	7000 km	R14.00	R16.00	R 112000.00
27	Transport cost of a vehicle with a loading capacity of 3 ton	1000 km	R19.00	R21.00	R 40 000.00
28	Transport cost of a vehicle with a loading capacity of 4 ton	700 km	R25.00	R27.00	R 36 400.00
		SUB TOTAL carried to summary page			R 332 400.00

NOTE: CURRENT AA RATES MUST BE CONSIDERED.

**TENDER/BID
FOR
MAINTENANCE. REPAIRS AND LEVELLING OF TARRED ROADS, POTHOLES, GRAVEL
ROADS AND PAVED AREAS USED AS ROADS
AND
REPAIRS AND CLEANING OF EXPOSED CONCRETE AND BRICK STORM WATER CHANNELS

FOR
24MONTHS

IN
KURUMAN AND SURROUNDING AREAS

FOR
THE NATIONAL DEPARTMENT OF PUBLIC WORKS

WITHIN
THE KIMBERLEY REGIONAL OFFICE JURISDICTION**

SUMMARY

The total tender price for this service must include all labour and material required for the proper execution of the work and shall be carried over to the Tender Form which must be returned together with this document.

1. Amount for Schedule 1
2. Amount for Schedule 2
3. Amount for Schedule 3
4. Amount for Schedule 4

Sub-total

Add: Value-added Tax (VAT 15%)

Total carried forward to BID For

TENDERER'S SIGNATURE: _____

ADDRESS: _____

DATE: _____

PRICED SPECIFICATION:

A priced specification must be submitted with the tender document

JOB CARD

COMPLAINT NO: _____ TIME ON SITE: _____ TIME OF SITE: _____

COMPLAINT:

CONTRACTOR: _____ AREA: _____

REPAIRS	SERVICES

NB: UNUSED LINES MUST BE CANCELED BEFORE CERTIFYING

	DESCRIPTION OF WORK	PAGE & SCHEDULE NO:		QUANTITY IN WORDS	RATE		TOTAL	
					R	c	R	c
NON-SCHEDULE ITEMS TOTAL								
.....% PROFIT ON NON-SCHEDULE ITEMS								
SCHEDULE ITEMS TOTAL								
SCHEDULE AND NON-SCHEDULE ITEMS TOTAL								

LABOUR NON-SCHEDULE ITEMS		FROM	TO	HOURS	RATE		TOTAL	
					R	c	R	
ARTISAN								
LABOURER								
TRANSPORT COST		FROM ----TO		PAGE & SCHEDULE NO:	KILOMETER RS			
LABOUR & TRANSPORT TOTAL								
SCHEDULE AND NON-SCHEDULE ITEMS TOTAL								
TOTAL								
VAT								
GRAND TOTAL								

ARTISAN'S NAME: _____

 COMPLETION DATE: _____

REMARKS

--

I CERTIFY THAT I PERSONALLY CHECKED AND AM SATISFIED THAT THE WORK HAS BEEN EXECUTED SATISFACTORILY. I HAVE RECEIVED THE SCRAP MATERIAL. (HOWEVER, I DO NOT CERTIFY THE TECHNICAL CORRECTNESS) _____

DESIGNATION: _____ SIGNATURE: _____ DATE: _____

OFFICE STAMP

RETAIN COPY FOR AUDIT PURPOSES

OFFICE STAMP

	State
	Hire
	Inspection
	Telephonic confirmation by: _____
	Number: _____

Signature: _____
Name: _____
Designation: _____
Date: _____

TYPICAL OPEN STORM WATER CHANNEL

NOTE: CHANNEL SIZES WILL VARY ON SITE.





051 27624



- D. A large group of men to be interviewed were asked about interviewing for the April 2015 elections with no vehicle traffic.

concurrent volume

Case is otherwise negative + fun long with
negative periods at 18h. She started bed at 10h.

**STORMWATER CANAL IN AREAS WITH
VEHICLE TRAFFIC.**

12



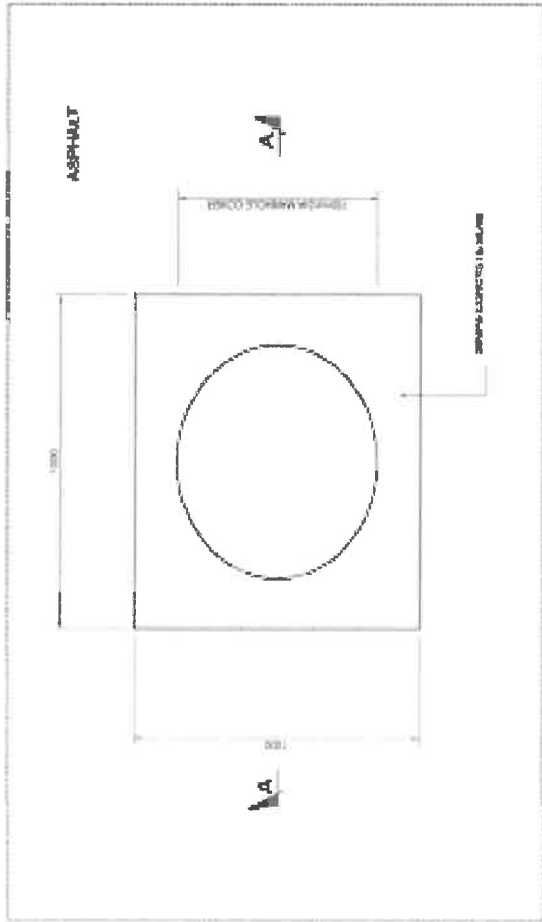
- D. a nation that strives to achieve more, through broad consensus, to lift her flag in peace with no one else's tears.

SOUTH ATLANTIC

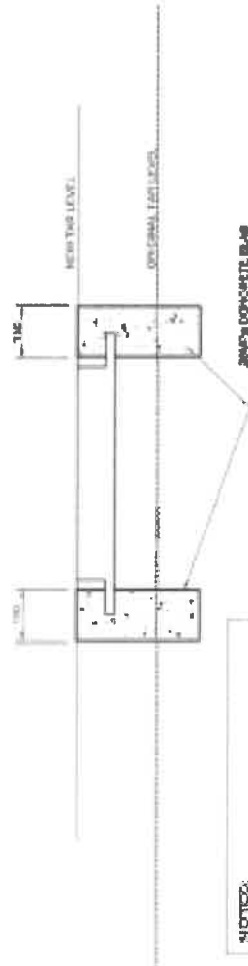
THE UNIVERSITY OF CHICAGO PRESS

**STORMWATER CANAL IN AREAS WITH
VEHICLE TRAFFIC**

DLI 170



MANHOLE PLAN

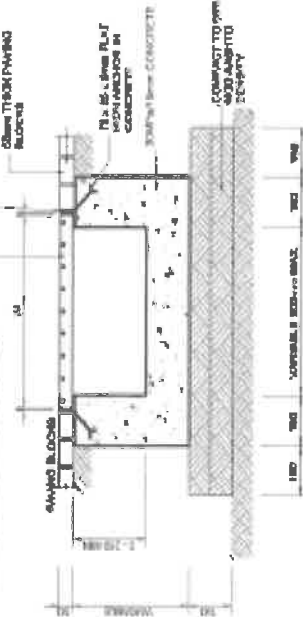


SECTION A-A

TYPICAL MANHOLE EXTENSION DETAIL

SCALE = 1/2"

1. SEE STANDARD DRAWING FOR MANHOLE DETAIL. ALL MANHOLES SHALL BE CONSTRUCTED TO THE STANDARD DRAWING. ALL MANHOLES SHALL BE CONSTRUCTED TO THE STANDARD DRAWING. ALL MANHOLES SHALL BE CONSTRUCTED TO THE STANDARD DRAWING.



NOTES

1. CONSTRUCTION SHALL BE TO THE STANDARD DRAWING. ALL MANHOLES SHALL BE CONSTRUCTED TO THE STANDARD DRAWING. ALL MANHOLES SHALL BE CONSTRUCTED TO THE STANDARD DRAWING.
2. ALL MANHOLES SHALL BE CONSTRUCTED TO THE STANDARD DRAWING. ALL MANHOLES SHALL BE CONSTRUCTED TO THE STANDARD DRAWING. ALL MANHOLES SHALL BE CONSTRUCTED TO THE STANDARD DRAWING.

STORMWATER DUCT FOR ROADWAYS AND WALKWAYS

SCALE 1/4"



DPW Technical Service

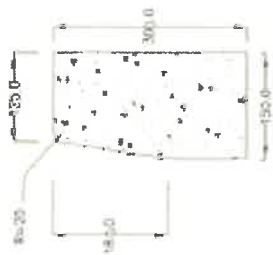
100-100-100-100

100-100-100-100

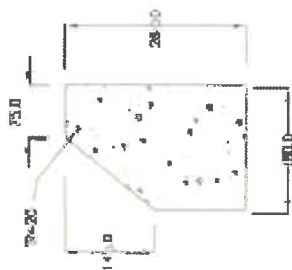
100-100-100-100

100-100-100-100

DATE	10/1/2010
BY	100-100-100-100
FOR	100-100-100-100
PROJECT	100-100-100-100
LOCATION	100-100-100-100
SCALE	100-100-100-100
REVISION	100-100-100-100



AS ALSO BE USED AS
UNMOUNTABLE VERBS



SEMI QUANTITABLE KEROSENE
(FUEL) FROM USE IN MEDICINE ONLY



MOUNTABLE KEYS SPECS IF2.841 FOR USE IN INDUSTRIAL ONLY

[illegible]

SCHEDULE 1 (8.2)
HEALTH AND SAFETY SPECIFICATION

Health and Safety Specification

OCCUPATIONAL HEALTH

AND

SAFETY ACT

AND

REGULATIONS

PRE-CONSTRUCTION HEALTH AND SAFETY SPECIFICATION

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6. ANNEXURE D

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Initial Hazard Identification and Risk Assessment

1. INTRODUCTION AND BACKGROUND

1.1 Background to the Pre-Construction Health and Safety Specification

- 1) The Construction Regulations of February 2014 in terms of Regulation 5(1) (b) places the onus on the Client to prepare a Pre-Construction Health and Safety Specification, highlighting all risks not successfully eliminated during design. Section 37.2 of the Act, Act 85 of 1993 requires the Department of Works as an Employer to enter into a written agreement with the Contractor (Mandatory) as far as arrangements and procedures are concerned to ensure that the Contractor complies with the requirements of the Act, Act 85 of 1993 and all its Regulations.
- 2) This document serves to address all the above mentioned requirements and by submission of his/her tender the Contractor undertakes to abide with the conditions as stipulated by the Department of Works hereinafter referred to as the Client throughout this document.
- 3) This documentation will give the Client or its duly appointed representative the required information to be able to evaluate the Contractors competency and resources as is required by Regulation 5(1)(h) of the Construction Regulations of February 2014 and to determine his/her suitability to perform such work in a safe and healthy manner.
- 4) When submitting his/her tender the Contractor must supply the Client with the following:
 - 4.1 A detailed Site Safety Plan indicating how the contractor will manage all Safety, Health and Environmental aspects whilst working on the Clients premises or on premises under his/her control, which must be based on the contents of this document as is required by Regulation 7(1)(a) of the Construction Regulations of February 2014.
 - 4.2 A Cost breakdown of funds being allocated to make adequate provisions for Safety, Health and Environmental requirements as is required by Regulation 5 (1)(g) of the Construction Regulations of February 2014.
- 5) No approval or acceptance of any document required by this specification shall be construed by the Contractor as an absolvent

of the Contractor from achieving the required level of performance and compliance with legal requirements whatsoever.

- 6) The Contractor is an employer in his/her own right and therefore must assume all the responsibilities as required from any legal obligation imposed on him or her.

1.2 Purpose of the Pre-Construction Health and Safety Specification

To assist in achieving compliance with the Occupational Health and Safety Act 85/1993 and the now promulgated Construction Regulations of February 2014 in order to reduce incidents and injuries.

The Pre-Construction Safety, Health and Environmental Specification sets out the requirements to be followed by the Principal Contractor and other Contractors so that the Health and Safety of all persons potentially at risk and the potential risk to the environment may receive the same priority as other facets of the project such as Scope, Time, Cost and Quality.

1.3 Implementation of the Pre-Construction Health and Safety Specification

This specification forms an integral part of the contract, and the Contractor is required to use it at pre-tender phase when drawing up his/her project-specific Construction Phase Health and Safety Plan as indicated above. The Principal Contractor shall forward a copy of this specification to all Sub-Contractors at their bidding stage so that they can in turn prepare Health and Safety Plans relating to their operations.

2. PRE-CONSTRUCTION HEALTH AND SAFETY SPECIFICATION

2.1 SCOPE

This Specification covers the requirements for eliminating and mitigating incidents and injuries on the particular project.

The scope also addresses legal compliance, hazard identification and risk assessment, risk control, and promoting a Health and Safety culture amongst those working on the project. The specification also makes provision for the protection of those persons other than employees.

2.2 Contractual Issues

- 2.2.1 Due to fact that this document is based on legislative requirements the Client requires that all Contractors comply with the requirements of this document and all other relevant legislative requirements not covered by this document.
- 2.2.2 The Client or its duly appointed representative reserves the right to stop any contractor from working whenever Safety, Health or Environmental

requirements are being violated. Any resultant costs of such work stoppages will be for the Contractors account.

2.2.3 The requirements as specified by the Client in this document must not be deemed to be exhaustive and the Client reserves the right to make changes as and if the Client deems fit.

2.2.4 The Client will not entertain any claim of any nature whatsoever which has come about as result of costs incurred or delays being experienced due to the Contractor not complying with the requirements of this document or any other applicable legislative requirements imposed on the Contractor.

2.3 Safety, Health and Environmental Standards and Procedures

2.3.1 The Contractor will ensure that all work performed by him/her is executed in accordance with work procedures which comply with accepted safety practices and applicable safety, health and Environmental legislation.

2.3.2 Procedures as indicated above may be the Contractors own procedures on condition that they comply with the conditions as stipulated above.

2.3.4 Where procedures have been specified by this Client in the contents of this document such procedures must be adhered to unless otherwise agreed to with the Client or it's duly appointed representative.

2.4 Interpretations

2.4.1 APPLICATION

This specification is a compliance document drawn up in terms of South African legislation and is therefore binding. It must be read in conjunction with relevant legislation as noted previously.

2.4.2 DEFINITIONS

- 1) The definitions as listed in the Occupational Health and Safety Act 85/1993 and Construction Regulations of February 2014 shall apply unless otherwise stipulated.
- 2) Any reference to "The Contractor" includes – the Principal and Sub - Contractor unless otherwise stipulated.

2.5 Minimum Administrative Requirements

2.5.1 Notification of Intention to Commence Construction Work

- 1) The Contractor shall notify the Provincial Director of the Department of Labour in writing before construction work commences if required in the format of Annexure 2. A copy of this

notification must be forwarded to the Client prior to the commencement of Construction work.

- 2) Copies of such notification can be obtained from any Department of Labour Office.

2.5.2 Assignment of Contractor's Responsible Persons to Supervise Health and Safety on Site.

- 1) The Contractor shall submit in the format of Annexure B, proof of all supervisory as well as any other relevant appointments as is required by the OHS Act and the Construction Regulations.
- 2) It is acknowledged that the Contractor may need to allocate more than one appointment to certain staff members. This practice may only take place if Safety, Health and Environmental Standards would not be negatively affected.
- 3) Should the Client or its representative deem such practice as having a negative effect on Safety, Health and Environmental Standards, then alternative arrangements will have to be made.

3 *It is a specific requirement for this project that a competent Health and Safety Officer be appointed for the project on a full time basis for the duration of the Project.*

2.5.3 Competency of Contractor's Appointed Competent Persons

- 1) Contractors' competent persons for the various risk management portfolios shall fulfill the criteria as stipulated under the definition of "Competent Person" in accordance with the Construction Regulations of February 2014 and the Occupational Health and Safety Act, Act 85 of 1993.
- 2) The Client reserves the right to require levels of Competency, which exceeds the requirements as stipulated by the Act and or Construction Regulations.
- 3) In the event of the Client requiring additional levels of Competency, alternative arrangements will have to be made.

2.5.4 Compensation of Occupational Injuries and Diseases Act, Act 130 of 1993 (COID ACT)

- 1) The Contractor warrants that his and all his workmen are fully covered in terms of the COID, Act 130 of 1993 and that such cover shall remain in force for the duration of his contractual relationship with the Client or whilst working on the Clients premises or premises under the Clients control.
- 2) The Contractor will supply proof of such insurance cover to the Client with his/her tender submission.
- 3) The Contractor undertakes to ensure that all Sub-Contractors appointed by him/her will be fully covered in terms of the COID Act, Act 130 of 1993 and that such cover shall remain in force for the duration of their contractual relationship with the Contractor

- 4) The Contractor must also ensure that he has additional insurance cover that will adequately make provisions for any losses and/or his employee's acts and/or omissions whilst working on the Clients premises or on premises under the client's control.

2.5.5 Occupational Health and Safety Policy

- 1) The Contractor shall submit a Health and Safety Policy signed by the Chief Executive Officer.
- 2) The Policy must outline objectives and how they will be achieved and implemented by the Company / Contractor.
- 3) A copy of such policy must be included in the Site Safety Plan and the Site Safety File.

2.5.6 Health and Safety Organogram

- 1) The Contractor shall submit an Organogram, outlining the Health and Safety Site Management Structure including the relevant appointments / competent persons.
- 2) In cases where appointments have not been made, the organogram shall reflect the intended persons to be appointed to such positions.
- 3) The organogram shall be updated when there are any changes in the Site Management Structure.

2.5.7 Preliminary Hazard Identification and Risk Analysis and Progress Hazard Identification and Risk Analysis

- 1) A Preliminary Hazard Identification and Risk Analysis was conducted and can be found in the format of Annexure D. This Hazard Identification and Risk Analysis was performed to make the Contractor aware of potential Hazards, which could be present on the site and may not be comprehensive.
- 2) The Contractor shall cause a Hazard Identification and Risk Analysis exercise to be performed by a Competent Person before commencement of construction work, and the assessed risks shall form part of the Construction phase Health and Safety Plan submitted for approval by the Client. The Risk Assessment must include:
 - a) A list of hazards identified as well as potentially hazardous tasks;
 - b) A documented risk assessment based on the list of hazards and tasks;
 - c) A set of safe working procedures to eliminate, reduce and/or control the risks assessed;
 - d) A monitoring and review procedure of the risks assessment as the risks change.
- 3) The Principal Contractor shall ensure that all Contractors are informed, instructed and trained by a Competent Person/s regarding hazards, risks and related safe work procedures before any work commences and thereafter at regular intervals as the risks change and as new risks develop.
- 4) The Contractor shall be responsible for ensuring that all persons who could be negatively affected by its operations are informed and trained according to the hazards and risks and are conversant with the Safe Work Procedures, control measures and other related rules (tool box talk strategy to be implemented and so on).

- 5) Should the Client or its duly appointed Representative identify alternative hazardous activities performed by the Contractor or its Sub-Contractors on site for which a Risk Assessment was not performed then the contractor will be required to perform such an exercise before continuing such work.

2.5.8 Health and Safety Representative(s)

- 1) The Contractors shall ensure that Health and Safety Representative(s) are appointed under consultation and trained to carry out their functions.
- 2) The appointments must be in writing and the Health and Safety Representative shall carry out regular inspections, keep records and report all findings to the Responsible Person forthwith and at Health and Safety meetings.

2.5.9 Health and Safety Committees

The Principal Contractor shall ensure that project Health, Safety and Environmental meetings are held monthly or as deemed necessary by the project requirements.

- 1) Minutes must be kept on record and filed in the Site Health and Safety File.
- 2) Meetings must be organized and chaired by the Principal Contractors' Responsible Person.

2.5.10 Health and Safety Training

2.5.10.1 Induction

- 1) The Principal Contractor shall ensure that all site personnel undergo a site-specific Health and Safety Induction Training Session before starting work. A record of attendance shall be kept in the Health and Safety file. **A suitable venue must be supplied to provide this training.**
- 2) All visitors to the site must also be subjected to site-specific induction training highlighting items such as steps to follow in the event of an emergency, restricted areas and so on.

2.5.10.2 Awareness

The Principal Contractor shall ensure that, on site, periodic toolbox talks take place daily. These talks should deal with risks relevant to the construction work at hand. A record of attendance shall be kept in the Health and Safety File. All Contractors have to comply with these minimum requirements.

2.5.10.3 Competency

- 1) All competent persons shall have the knowledge, experience, training, and qualifications specific to the work they have been appointed to supervise, control, and carry out.
- 2) The abovementioned competency requirements will be assessed on a regular basis by the Client, by means of Audits, Progress Meetings, and any other means deemed fit by the Client.

- 3) The Principal Contractor is responsible to ensure that competent Contractors are appointed to carry out construction work and records should be kept of criteria used to determine competency.
- 4) The Client reserves the right to require competencies which may exceed the Contractors standards in which case alternative arrangements will have to be made to meet the Clients requirements.

2.5.11 General Record Keeping

- 1) The Contractors shall keep and maintain Health and Safety records to demonstrate compliance with this Specification, with the OHS Act 85/1993; and with the Construction Regulations of February 2014.
- 2) The Contractor shall ensure that all records of incidents/accidents, training, inspections, audits, and so on are kept in a Health and Safety file held in the Site Office.
- 3) The Principal Contractor must ensure that every Contractor opens his/her own Health and Safety file, maintains the file and makes it available on request by any duly authorized person.

2.5.12 Health and Safety Audits, Monitoring and Reporting

- 1) The Client shall conduct monthly Health and Safety audits of the work operations including a full audit of physical site activities as well as an audit of the administration of Health and Safety.
- 2) The Principal contractor is obligated to conduct similar audits on all Contractors appointed by him/her.
- 3) Detailed reports of the audit findings and resultant corrective measures shall be reported on at all levels of project management meetings/forums.
- 4) Copies of the Clients audit reports will be forwarded to the Contractor and must be kept in the Site Health and Safety File.
- 5) The Principal Contractor must audit the activities and administration of all appointed Sub-Contractors, forward a copy to the Client or its representative within seven days of completion of the audit and file a copy on the Site Safety File.

2.5.13 Emergency Procedures/Plans

- 1) The Principal Contractor shall submit a detailed Emergency Procedure/Plan for approval by the Client prior to commencement of work on site. The procedure shall detail the response plan/s including the following key elements:
 - List of key competent personnel;
 - Details of emergency services;
 - Actions or steps to be taken in the event of the specific types of emergencies;
 - Information on hazardous material/situations.
- 2) Emergency Procedures/Plans shall include, but shall not be limited to, fire, spills, use of hazardous substances, bomb threats, major incidents/accidents major and minor and any other anticipated emergencies.

- 3) The Principal Contractor shall advise the Client in writing forthwith, of any emergencies, together with a record of action taken. A contact list of all service providers (Fire Department, Ambulance, Police, Medical and Hospital, etc.) must be maintained and be available to site personnel.
- 4) Emergency procedures/Plans must be developed by a competent person such as a Safety, Health and Environmental Officer or in the absence of a Safety, Health and Environmental Officer by the Construction Work Supervisor.
- 5) Emergency Procedures/Plans must form part of the Agenda of monthly safety meetings as the Procedures/Plans would have to be revisited on a continuous basis due to the changing environment on construction sites.

2.5.14 First Aid Boxes and First Aid Equipment

- 1) All Contractors shall appoint in writing First Aider(s) in terms of legislative requirements.
- 2) The appointed First Aider(s) must be sent for accredited first aid training should they not have received such training prior to commencement of work on site.
- 3) Valid certificates to be kept on site in the Site Safety File.
- 4) The Principal Contractor shall provide an on-site First Aid Station with first aid facilities, where required, including first aid boxes adequately stocked at all times.
- 5) All Contractors with more than 5 employees shall supply their own first aid box
- 6) In the event of hazards chemical substances being present on site, first aiders must be trained to address any incidents of accidental exposure and their first aid kits stocked accordingly

2.5.15 Accident / Incident Reporting and Investigation

- 1) Injuries are to be categorized into the following categories:
 - 1) first aid;
 - 2) medical;
 - 3) disabling; and
 - 4) Fatal injuries.
- 2) All Contractors have to report on the 4 categories of injuries to the Principal Contractor as soon as is reasonably practicable.
- 3) The Principal Contractor must stipulate in his/her construction phase Health and Safety plan how he/she will handle each of these categories.
- 4) When reporting injuries to the Client, these categories shall be used.
- 5) All injuries will be investigated by the Principal Contractors or his/her Competent Person, with a report being forwarded to the Client forthwith.
- 6) The Principal Contractor must report all injuries to the Client in the form of a detailed injury report at least monthly.
- 7) All incidents taking place in terms of Section 24 of the Act must be reported in the prescribed period and manner to the Department of Labour.

- 8) Copies of Section 24 reports, including WCL 1 & 2 forms must be forwarded to the Client immediately after completion.

2.5.16 Hazards and Potential Situations

- 1) The Principal Contractor shall immediately notify other Contractors as well as the Client of any hazardous or potentially hazardous situations that may arise during performance of construction activities.
- 2) Should a hazardous situation require work stoppages the work must be stopped and corrective steps taken such as written Safe Work Procedures and issuing of Personal Protective Equipment.

2.5.17 Personal Protective Equipment (PPE) and Clothing

- 1) The Contractor shall ensure that all workers are issued and wear Hard Hats, Safety Boots/Shoes and Overalls.
- 2) The Contractor and all Contractors shall make provision and keep adequate quantities of SABS approved PPE on site at all times.
- 3) The Contractor shall clearly outline procedures to be taken when PPE or Clothing is:
 - Lost or stolen;
 - Worn out or damaged.
- 4) The above procedure applies to Contractors and their Sub-Contractors.
- 5) The Contractor must ensure that no person enters the Site without the required Personal Protective Equipment.
- 6) Visitors to the Site must be provided with the required PPE such as Hard Hats, Earmuffs and Eye Protection.
- 7) Records of all PPE issued to staff must be kept on site in the Site Safety File.
- 8) Employees are to be made conversant with the purpose of PPE and where and when it is required to be used by the employee.
- 9) Safety belts are not to be allowed on site due to its associated potential of injury to the user; only double lanyard safety harnesses are permitted.
- 11) Suitable eye protection must at all times be worn by the worker when performing grinding, chipping, chasing and other associated activities.
- 12) In the event that onlookers may be struck by flying objects as a result of work being performed, suitable screens must be erected.
- 13) Any person performing welding or brazing work will wear suitable eye protection, gloves, aprons, and spats. Suitable screens are to be provided to protect onlookers from the harmful rays associated with such activities.
- 14) Where employees are required to work with corrosive liquids, suitable eye protection, gloves and acid resistant overalls must be provided.
- 15) Ear protection must be worn in designated noise zone (in excess of 85dB)

- 16) Suitable respirators must be provided to all employees and visitors required working in or entering areas where toxic vapors could be present.
- 17) All staff working in an elevated position (2m or higher) or where the potential exists that such person may fall must be provided with a suitably secured safety harness.
- 18) Any person refusing to wear personal Protective Equipment must be instructed to wear such equipment and in the event of such person refusing to wear such equipment he/she must be removed from the premises.

2.5.18 Occupational Health and Safety OHS Signage

- 1) The Contractor shall provide adequate on-site OHS signage including but not limited to: “no unauthorized entry”, “report to site office”, “site office”, “beware of overhead work”, “hard hat area”.
- 2) Signage shall be posted up at all entrances to the site as well as on site in strategic locations e.g. access routes, stairways, entrances to structures and buildings, scaffolding, and other potential risk areas/operations.
- 3) In the event where work is being performed on a premises displaying signage such as no-parking, speed limits and so on, the Contractor will abide by the requirements of such signage except if otherwise instructed.

2.5.19 Permits

- 1) The Contractor shall draft and implement where required permits which may include the following:
 - Use of Explosives and Blasting;
 - Work for which a fall prevention plan is required;
 - Use of cradles, and
 - Electrical work
 - Hot works
- 2) The Contractor will ensure that where permits are required that it is used and adhered to.

2.6 Physical Requirements

2.6.1 Demolition Work

- 1) Prior to any demolition work being carried out, the Principal Contractor shall submit a safe working procedure and a detailed engineering survey for approval by the Client.
- 2) Such Safe Work Procedures’ must where possible be submitted with the Site SHE Plan
- 3) Acceptance will then be issued to the Principal Contractor to proceed with the demolition work.
- 4) The Principal Contractor shall ensure that demolition work complies with the Construction Regulations of February 2014.
- 5) In the event where a structure identified for demolition includes substances such as lead or asbestos it must be performed within the requirements of the applicable legislative.

2.6.2 Excavations, Shoring, Dewatering or Drainage

- 1) All excavation work must be performed under the supervision of a Competent Person as specified in Annexure B of this document and the Construction Regulations of July 2003.
- 2) Adequate Shoring and Bracing must be provided where required to ensure that the health and safety of the employees working in such excavations are not put at risk.
- 3) Adequate provisions must be made to ensure that water is drained from excavations which may enter such excavations as a result of seepage or rain.
- 4) All excavation made by the Contractor must be clearly demarcated and protected to prevent accidental access.
- 5) Barricading tape may only be used to make solid barricading more visible and may not be used as a means of barricading.
- 6) In addition to the abovementioned the requirements of Regulation 11 of the Construction Regulations of July 2003 must be adhered to.

2.6.3 Edge Protection.

- 1) All open edges posing the risk of resulting in injuries or damage to equipment must be adequately guarded fenced or barricaded or other similar suitable means used to prevent injuries or damage to equipment.
- 2) Barricading tape is not deemed to be suitable and may only be used in addition to other suitable means as indicated above.

2.6.4 Explosives and Blasting

- 1) All explosives must be transported or stored according to the requirements of SANS 0228.
- 2) Written approval must be obtained from the Chief Inspector Occupational, Health and Safety prior to any blasting activities taking place.
- 3) A copy of such permission from the Chief Inspector Occupational, Health and Safety must be supplied to the client prior to Blasting.
- 4) Prior to blasting a siren must be sounded, warning flags posted and guards placed at strategic locations points to prevent accidental entry to the blasting area.

2.6.5 Stacking of Materials

- 1) Stacking and storage of materials must be performed under the Supervision of a Competent Person whom has been appointed in writing as required by Annexure B.
- 2) Storage areas must be designated, kept neat and under control. In addition to the abovementioned the requirements of General Safety Regulations as promulgated by Government Notice No R1031 dated 30 May 1986 as amended must be complied with.
- 3) In the event that unauthorized persons may enter an area where materials are stacked such area must be barricaded off to prevent access to such area.

2.6.6 Speed Restrictions and Protections

- 1) Unless otherwise stipulated the speed limit on site to be adhered to is 10 Km/h.
- 2) Vehicle movement routes on site must be clearly indicated where applicable.
- 3) Signage to ensure the safe movement of vehicles on site as well as to ensure the health and safety of all employees and visitors on site must be displayed in strategic locations.

2.6.7 Hazardous Chemical Substances (HCS)

- 1) All employees required to use Hazardous Chemical Substances or products containing Hazardous Chemical Substances must be adequately and comprehensively trained with regard to the requirements of the Hazardous Chemical Substances Regulations as amended in Government Gazette No 25130 of June 2003, the potential sources of exposure and the potential risks to their health caused by exposure.
- 2) In addition to the abovementioned, Material Safety Data Sheets must be kept on site for all materials, which may contain hazardous chemical substances.

2.6.8 Asbestos

- 1) Asbestos work may only be performed subject to prior notification of the Provincial Director, Occupational Health and Safety, Department of Labour, in writing.
- 2) Proof of such notification must be supplied to the Client prior to work proceeding.
- 3) All asbestos work shall be carried out as per the Asbestos Regulations by an approved Asbestos Contractor.
- 4) All employees must be informed and receive training on aspects such as the contents and scope of the Asbestos Regulations as published in Government Gazette 23108 of February 2002, the potential risks of exposure to asbestos, precautionary measures employees have to take and all other requirements deemed necessary to provide a safe and healthy environment for all employees as specified by the Asbestos Regulations as indicated above.
- 5) All asbestos will be removed from site by an approved asbestos contractor to an approved asbestos dump site.

2.7 Plant and Machinery

2.7.1 Construction Plant

- 3.2 All Construction Plant must comply with and be used in conjunction with the requirements of Section 23 of the Construction Regulations and in specific that all records of inspections rendering such plant safe must be kept on site.
- 3.3 Operators will be competent and trained and copies of training certificates shall be placed on the health and safety file on site.
- 3.4 Operators shall be in possession of medical certificate declaring that they are physically and psychologically fit to operate such construction vehicle and plant and copy of medical certificate shall be on the file.
- 3.5 Original operating and medical certificates shall be kept by the operators and shall be on site in-possession of the operators at all times.

2.7.2 Vessels under Pressure (VUP)

The Principal Contractor and all relevant Contractors shall comply with the Vessels under Pressure Regulations, including:

- Providing competency and awareness training to the operators;
- Providing PPE or clothing;
- Inspecting equipment regularly and keeping records of inspections;
- Providing appropriate firefighting equipment.

2.7.3 Fire Extinguishers and Fire Fighting Equipment

- 1) The Principal Contractor and Sub Contractors shall provide or ensure adequate provision of regularly serviced firefighting equipment located at strategic points on site, specific to the classes of fire likely to occur.
- 2) The appropriate notices and signs must be posted up as required.
- 3) Contractors may not utilize fire protection equipment belonging to the client without prior consent.

2.7.4 Hired Plant and Machinery

- 1) The Contractor shall ensure that any hired plant and machinery used on site is safe for use.
- 2) The requirements as stipulated by the OHS Act 85/1993 and Construction Regulations of February 2014 shall apply.
- 3) The Principal Contractor shall ensure that operators hired with machinery are competent and that certificates are kept on site in the Site Health and Safety File. All relevant Contractors must ensure the same.

2.7.5 Scaffolding / Working at Heights

- 1) Working at heights includes any work that takes place in an elevated position in excess of 2m.
- 2) The Contractor must submit a risk-specific fall prevention plan and include a rescue plan in accordance with the Construction Regulations of February 2014 before this work is undertaken.
- 3) The fall prevention plan must be approved by the Client before work may commence.

2.7.6 Formwork and Support Work for Structures

- 1) The Principal Contractor shall ensure that the provisions of Section 10 of the Construction Regulations of February 2014 are adhered to.
- 2) These provisions must include but not be limited to ensuring that all equipment used is examined for suitability before use; that all Formwork and Support Work is inspected by a competent person immediately before, during and after placement of concrete or any other imposed load and thereafter on a daily basis until the Formwork and Support Work has been removed.
- 3) Records of all inspections must be kept in a register on site.

2.7.7 Lifting Machines and Tackle

- 1) The Contractor shall ensure that lifting machinery and tackle is inspected before use and thereafter in accordance with the Driven Machinery Regulations and the Construction Regulations (Section 20).
- 2) There must be a competent appointed lifting Machinery and Tackle Inspector on site who must inspect the equipment daily or before use, taking into account that:
 - All lifting machinery and tackle has a safe working load clearly indicated;
 - Regular inspection and servicing is carried out;
 - Records are kept of inspections and of service certificates;
 - There is proper supervision in terms of guiding the loads that includes a trained banksman to direct lifting operations and check lifting tackle;
 - The tower crane bases have been approved by an engineer;
 - The operators are competent as well as physically and psychologically fit to work and be in possession of a medical certificate of fitness which must be available on site.

2.7.8 Ladders and Ladder Work

- 1) The Contractor shall ensure that all ladders are inspected at least monthly, are in a good safe working order, are the correct height for the task, extend at least 1m above the landing, fastened and secured, and at a safe angle.
- 2) Records of inspections must be kept in a register on site.

2.7.9 General Machinery

The Contractor shall ensure compliance with the Driven Machinery Regulations, which include inspecting machinery regularly, appointing a competent person to inspect and ensure maintenance, issuing PPE or clothing, and training those who use machinery.

2.7.10 Portable Electrical Tools and Explosive Powered Tools

- 1) The Contractor shall ensure that use and storage of all explosive powered tools and portable electrical tools are in compliance with relevant legislation.
- 2) The Contractor shall ensure that all electrical tools, electrical distribution boards, extension leads, and plugs are kept in a safe working order.
- 3) The Contractor shall apply the following:
 - A competent person undertakes routine inspections and records are kept.
 - Only authorized trained persons use the tools.
 - The safe working procedures apply.
 - Awareness training is carried out and compliance is enforced at all times.
 - PPE and clothing is provided and maintained.
 - A register indicating the issue and return of all explosive rounds is implemented and maintained, and
 - That signs are posted up in the areas where explosive powered tools are being used.

2.7.11 High Voltage Electrical Equipment

- 1) All contractors must be made aware of the presence and location of High Voltage Equipment such as underground cables and overhead lines, and that the necessary precautionary steps are taken where work has to be executed in the vicinity of such equipment.
- 2) Precautionary measures such as Isolation and Lock-Out of electrical systems or the use of electrically isolated tools must be used.

2.7.12 Public and Site Visitor Health and Safety

- 1) The Contractor shall ensure that every person working on or visiting the site, as well as the public in general, shall be made aware of the dangers likely to arise from site activities, including the precautions to be taken to avoid or minimize those dangers.
- 2) Appropriate Health and Safety Notices and signs shall be posted up, but shall not be the only measure taken.

2.7.13 Night Work

The Contractors must ensure that adequate lighting is provided to allow for work to be carried out safely.

2.7.14 Transportation of Workers

- 1) The Contractor and shall not:
 - Transport persons together with goods or tools unless there is an appropriate area or section to store such goods.
 - Transport persons on the back of trucks except if a proper canopy (properly covering the sides and top) has been provided with suitable seating areas.
 - Permit workers to stand or sit on the edge of the transporting vehicle.
 - Transport workers in LDV's unless they are closed/covered and have the correct number of seats for the passengers.
- 2) No driver will transport more than six people on the back of a 1 Ton LDV and more than four passengers on the back of a ½ Ton LDV.
- 3) The driver of any LDV will not permit more than 2 passengers to occupy the cab of any single cab LDV and 4 passengers of any double cab LDV.
- 4) All vehicles operated on the site will in all aspects comply with the requirements of the Road Traffic Ordinance Act
- 5) Drivers of such vehicles will have a valid license for the code of vehicle being driven by them.
- 6) No servicing of vehicles will be permitted on a Construction Site, which is occupied by staff working for the Client.
- 7) Servicing or repairs of vehicles on site may only take place if such activities are performed with the necessary procedures in place to prevent any harmful effects to the environment.

- 8) All waste generated from servicing vehicles must be disposed off in accordance with relevant Environmental legislation.
- 9) In the event where Earth Moving Equipment is present on site the following must be adhered to:
 - Drivers of vehicles must be instructed to avoid parking behind earth moving vehicles to ensure that their vehicles are visible to the operator of earth moving vehicles.
 - Right of way must be afforded to earth moving machinery at all times.
 - Vehicles must only be permitted to park where possible in designated areas

2.8 Occupational Health and Environmental Management.

2.8.1 Occupational Hygiene

- 1) Exposure of workers to occupational health hazards and risks is very common in any work environment, especially in construction.
- 2) Occupational exposure is a major problem and all Contractors must ensure that proper health and hygiene measures are put in place to prevent exposure to these hazards.
- 3) Contractors must prevent inhalation, ingestion, absorption, and noise induction.
- 4) Site-specific health risks are tabled in Annexure D such as cement -dust, wood-dust, noise and so on but is not limited to these items.
- 5) Water to be utilized for drinking purposes may only be drawn from taps designated for drinking water purposes. Fire hydrants and fire hose reels may not be utilized for drinking water purposes.
- 6) In the event where staff is required to be away from home due to the work they have to perform on behalf of the Contractor, the Contractor will provide suitable clean dry and hygienic accommodation, the cost thereof shall be borne by the Contractor.

2.8.2 Environmental Management

- 1) The Contractor shall take all precautionary steps to prevent any pollution of the Environment.
- 2) Any material, which may pose a harmful effect when disposed of by normal means, must be disposed of in an appropriate manner to eliminate its harmful effect on the environment after disposal.
- 3) The Contractor will ensure that adequate procedures are implemented and maintained to ensure that all waste generated including asbestos waste is placed in suitable receptacles and removed from the site promptly.
- 4) Plans to deal with spillages must be in place and maintained.
- 5) No waste materials liquid or solid may be disposed of in drains.
- 6) No burning of waste material may take place where such material being burned may result in pollution of the air or give off toxic vapors which could be harmful to the health of employees or any other person present on site.

2.8.3 Welfare Facilities

- 1) Contractors will supply sufficient toilets (1 toilet per 30 workers). Toilets will be so positioned that it is in close proximity of the workers. If more toilets are required contractors must make provision for this.
- 2) Showers (1 for every 15 workers).
- 3) Changing facilities.
- 4) Hand washing facilities, soap, toilet paper, and hand drying materials.
- 5) Waste bins must be strategically placed and emptied regularly.
- 6) Safe, clean storage areas must be provided for workers to store personal belongings and personal protective equipment.
- 7) Workers must not be exposed to hazardous materials/substances while eating and must be provided with sheltered eating areas.

2.8.4 Alcohol and other Drugs

- 1) No alcohol and other drugs will be allowed on site without the express permission of the Principal Contractor.
- 2) No person may be under the influence of alcohol or any other drugs while on the construction site.
- 3) Any person on prescription drugs must inform his/her Employer, who shall in turn report this to the Principal Contractor forthwith.
- 4) Any person suffering from any illness/condition that may have a negative effect on his/her safety performance must report this to his/her Employer, who in turn must report this to the Principal Contractor forthwith.
- 5) Any person suspected of being under the influence of alcohol or other drugs must be sent home immediately, to report back the next day for a preliminary inquiry. A full disciplinary procedure must be followed by the Contractor concerned and a copy of the disciplinary action must be forwarded to the Principal Contractor for his records.

ANNEUXRE A

The Contractor must submit proof of compliance with Annexure A with the construction phase H&S plan where applicable.

HSS Item No.	Requirement	OHS Act Requirement	Submission Date
2.3.1	Notification of Intention to Commence Construction/Building Work	Complete Annexure 2 (Construction Regulations)	Before commencement on site
2.3.2	Assignment of Responsible Persons	All relevant appointments as per OHS Act, Con Regs and Annexure B	Together with SHE Plan
2.3.3	Competence of Responsible Persons	Client Requirement & OHS Act	Together with SHE Plan
2.3.4	Compensation of Occupational Injuries and Diseases Act (COIDA) 130 of 1993	Construction Reg and Client Requirement	Together with SHE Plan
2.3.5	Occupational Health and Safety Policy	OHS Act	Together with SHE Plan
2.3.6	Health and Safety Organogram	Client Requirement	Together with SHE Plan
2.3.7	Initial Hazard Identification and Risk Assessment	Construction Regs.	Together with SHE Plan

ASSIGNMENT OF CONTRACTOR'S RESPONSIBLE PERSONS

ANNEXURE B

The Principal Contractor shall make the following appointments according to the initial risk assessment or as deemed necessary: (further appointments could become necessary as the project progresses)

Appointment	OHSA Reference	Requirement abbreviated
CEO Assignee	Section 16(2)	A competent person to assist with the on-site H&S, overall responsibility – Contractor's Responsible Person
Construction Manager	CR 8(1)	A competent person(s) to supervise and be responsible of Health & Safety related issues on site. The person is appointed to assist the CEO with his/her overall duties.
Construction Work Supervisor	CR 8(7)	A competent person(s) to supervise and be responsible of Health & Safety related issues on site. The person is appointed to assist the CEO with his/her overall duties.
Subordinate Construction Work Supervisors	CR 8(8)	A competent person to assist with daily supervision of construction work. The person assists the Construction Work Supervisor.
Health and Safety Officer	CR 8(5)	A competent Health and Safety officer in the control of all safety related aspects on site for the duration of the repair phase of this project.
Health & Safety	Section 17	A competent person(s) to inspect H&S in reference to plant, machinery and Health & Safety of persons in the workplace.
Health & Safety Committee Member(s)	Section 19	A competent person(s) representing the employer to assist with the onsite Health & Safety matters.
Incident /Accident Investigator	GAR 8	A competent person(s) to investigate incidents/accidents on site and could be: <ul style="list-style-type: none"> • The employer • H&S Representative • Designated person • Members of the H&S Committee
Risk Assessment Co-ordinator	CR 9	A competent person(s) to co-ordinate all risk assessments on behalf of the Principal Contractor. The same applies to Contractors.
Fall Protection Plan Co-ordinator	CR 10	A competent person(s) to prepare & amend the fall protection plan.
First Aiders	GSR 3	A qualified person(s) to address all on site first aid cases.
Lifting Machine & Equipment inspector	DMR 18	A competent person(s) to inspect lifting machines, equipment & tackle.
Scaffolding Erector	CR 16.1	A competent person(s) to erect scaffolding
Scaffolding Inspector	CR 16.2	A competent person(s) to inspect scaffolding before use and every time after bad weather etc.
Temporary Works	CR 12	A competent person(s) to inspect formwork & support work

Excavation Inspector	CR 13	A competent person(s) to inspect excavation work and ensure that approved safe working procedures, are followed at all times
Ladder Inspector	GSR 13A	A competent person(s) to inspect monthly and ensure they are safe for use, keeping monthly record
Stacking Supervisor	CR 28	A competent person(s) to supervise all stacking and storage operations
Demolition Supervisor	CR 14(1)	A competent person(s) to supervise all demolition work
Explosive Powered Tools Inspector/Supervisor	CR 21	A competent person(s) to inspect & clean the tool daily and controlling all operations thereof.
Temporary Electrical Installations Supervisor	CR 24	A competent person(s) to control all temporary electrical installations.
Construction vehicles and Mobile Plant Supervisor.	CR 23(1)(k)	A competent person to inspect vehicles and plant on a daily basis prior to use and record such finding in register.
Fire-Fighting Equipment Inspector	CR 29	A competent person(s) to inspect fire-fighting equipment with required training certificate.

OTHER REQUIREMENTS

ANNEXURE C

The Principal Contractor shall comply but not be limited to the following requirements: report on these to the Client at progress meetings or at least monthly whichever is sooner.

What	When	Output	Accepted by Client & date
Induction training	Every worker before he/she starts work.	Attendance registers	
Awareness Training (Tool Box Talks)	At least weekly	Attendance registers	
Health & Safety Reports	Monthly	Report covering: <ul style="list-style-type: none"> Incidents/accidents and investigations Non conformances by employees & External H&S audit reports 	
Emergency procedures	Ongoing evaluation of procedure	Table procedure in writing as well as tel. Numbers	
Risk assessment	Continuous	Documented risk assessment	
Safe work procedures	Drawn up before workers are exposed to new risks	Documented set of safe work procedures (method statements) updated and signed off.	
General Inspections	Weekly & daily	Report OHS Act compliance: <ul style="list-style-type: none"> Scaffolding Excavations Formwork & support work Explosive tools 	
General Inspections	Monthly	<ul style="list-style-type: none"> Firefighting equipment Portable electrical equipment Ladders Lifting equipment/slides 	

What	When	Output	Accepted by Client & date
List of contractors	List to be updated weekly	Table list, number of workers and Company tel. Numbers	
Workman's Compensation	Ongoing	Table a list of Contractors' Workman's Compensation proof of good standing	
Construction site rules & Section 37.2 Mandatory Agreement	Ongoing	Table a report of all signed up Mandatory's	

ANNEXURE D

Project/site Specific Requirements

The following is a list of activities and considerations that have been identified for the project and site and for which the Risk Assessment, Standard Working Procedures (SWP), management and control measures and Method Statements (Where necessary) have to be developed by the Principal Contractor.

- Demolition work
- Creating openings in walls
- Preparation of paint surfaces
- Painting of walls
- Working with cement products
- Dust
- Metal/Steel work
- Exposure to noise
- Establishment of site office
- Locating of existing services
- Loading and offloading of trucks
- Aggregate/sand and other material delivery
- Protection against dehydration and heat exhaustion
- Manual and mechanical handling
- Lifting and lowering operations.
- Use of Potable electrical Equipment
 - Angle grinder
 - Electric Drilling Machine
 - Skill Saw
- Use and storage of flammable liquids and other Hazardous substances
- Site works
- Excavations
- Electrical installation work
- Mechanical works
- Working in the vicinity of the public, inmates (prisoners) and staff of the client
- Working at heights
- Working with construction machinery and plant
- Persons working in close vicinity of construction machinery and plant.
- Working with asbestos products i.e. gutters, down pipes, insulation etc.
- Hot works i.e. welding, flame cutting etc.

NOTE:

The above list is by no means exhaustive and should not be limited to these activities but must cover all activities that forms part of the said construction work. Each activity must be split down to individual tasks and all associated hazards identified and listed in the risk assessment. This ensures that the critical tasks and subsequent critical hazards are not missed.

NB:-

Although some of the work related to health and safety work is mentioned /noted in certain measured items in the bill of quantities it is still the contractor's responsibility to allow in his Bid price for all work related to health and safety and the requirements as per this Health and Safety Spec