



## **RISK MANAGEMENT - TECHNICAL**

**PROJECT DESCRIPTION: OHSE AGENT SERVICES FOR PINETOWN LINE  
RECOVERY PROJECT IN KWA-ZULU NATAL REGION**

**END USER: PRASA TECHNICAL RISK**

### **1. OBJECTIVE OF THE PROPOSED PROJECT**

To ensure PRASA deliver a safe project by achieving the following:

- On time Construction Permit application as per Construction Regulations 2014.
- Formulation of SHE specifications and monitoring thereof.
- Daily compliance with the Health, Safety Specification and Environmental Plan by means of expert advice.
- Regular audits and advise on corrective actions to be taken.
- Reporting and incident investigation of all Health, Safety incidents and Environmental impacts to various Departments and Institutions.
- Monitoring of OHSE until completion stage.
- Update and submittal to the RSR



## 2. SCOPE OF WORK AND AREAS OF FOCUS

The OHSE Agent Services are required to oversee all SHE-related activities until rehabilitation for the **Pinetown Line Recovery Project in Kwa-Zulu Natal Region.**

The breakdown of the Scope per phase for this Project is as follows:

Scope Phase	Scope Description	
	Safety/Health	Environment
Pre-Construction	Draw Baseline Risk Assessment and Review Safety Health and Environmental Plans	
	Ensure risk control strategies and safe work procedures are developed.	
	Prepare Occupational Health Safety Specifications.	
	Application for Construction Permit to the Department of Labour.  Review Safety Files as per Safety File Guidelines and develop Safety Specifications for Construction Tenders.  Ensure Section 37.2 of Construction Regulations is adhered to.  Submittal to the RSR.	Generate Environmental Management Plan (EMP) for duration of the Project.
Construction	<ul style="list-style-type: none"> <li>• Induction and Training on SHE issues with regards to the construction site.</li> <li>• SHE Monthly Inspections &amp; Monitoring</li> <li>• Ensure occurrence management and Contingency Plans are integrated with Contractor's SHE Plan.</li> <li>• Maintain Risk Register for the Project.</li> <li>• Generate EMP for duration of the Project; and</li> <li>• Ensure compliance to EMP (Environmental Management Plan).</li> <li>• Conduct, Monitor and Review Risk Assessments.</li> <li>• Approve Method Statements.</li> <li>• Conduct incident investigations as and when incidents occur.</li> </ul>	



Scope Phase	Scope Description	
	Safety/Health	Environment
	<ul style="list-style-type: none"> <li>• Generate Safety Health and Environmental (SHE) statistics and submit Monthly SHE Report; and</li> <li>• Ensure construction is in accordance with the Health and Safety Specifications.</li> <li>• Submittal to the RSR – for Construction Phase.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Submittal to the RSR – for Construction Phase.</li> <li>• Conduct Audits as per Construction Regulations.</li> <li>• Ensure legal compliance to NEMA, Construction Regulations 2014 and Occupational Health and Safety Act, No. 85 of 1993 as amended.</li> </ul>	
Rehabilitation	<ul style="list-style-type: none"> <li>• Ensure rehabilitation of construction site is done.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Close-Out Report.</li> <li>• Consolidated Project Risk Register.</li> </ul>	

**a. Details On the Preferred Solution**

Occupational Health, Safety and Environmental (OHSE) Services.

**b. Scope of work for the Proposed Project**

- i. Three (3) full time Pr Construction Health Safety Officer;
- ii. **Provision of own Security Guard** – PSiRA certified with a licensed firearm.
- iii. One (1) Pr Construction Health and Safety Agent services.
- iv. Draft site-specific Safety Health and Environmental Specifications.
- v. Construction Permit application on behalf of PRASA.
- vi. Draft and Review Risk Registers as an when required.
- vii. Ensure that the agreement in terms of Section 37.2 of the OHS Act is done.
- viii. Assess the Contractors Health and Safety Plan, which would be prepared based on the Health and Safety Specifications. Ensure that the said Health and Safety Plan complies with the Specifications and addresses all the identified and likely hazards that could be encountered while performing the work and has included safe work procedures (Method Statements) to mitigate, reduce or control the hazards identified.



- ix. Should the Plan not comply fully, the Agent will be required to direct the Contractor to make the necessary changes so that the approved Health and Safety Plan is compliant to the Specifications and other legislative requirements.
- x. Ensure that the Health and Safety Plan and all the other required record documents (e.g. Appointments, Inspection, Compliance Certificates, “as built” documents, etc.) are kept in the Contractor’s SHE File on site.
- xi. Conduct inductions as an when required.
- xii. Ensure that the said EMP complies with the Specifications, has addressed all the identified and likely hazards that would be encountered while performing the work, and has included safe work procedures (method statements) to mitigate, reduce or control the hazards identified.
- xiii. Submittal to RSR for construction and post construction
- xiv. Occupations and Permit management, including adherence of High Voltage and Lock-out Procedures.
- xv. OHSE Agent together with the PRASA Team will scrutinize the construction process flow or program to ensure that interface is identified and that procedures are in place that will provide safe railway operations in accordance with SANS 3000.
- xvi. Ensure care is taken not to interfere or damage any services within the immediate environment.
- xvii. Audit the Contractors work on a monthly basis to ensure compliance to the agreed (Occupational Health, Safety and Environmental (SHE) Plan, and that any Sub-contractors also comply with the agreed Plan. Furthermore, stop the Principal Contractor and or its Sub-contractor(s) should they not comply with the agreed safe working procedure.
- xviii. Attend Project Meetings and produce report for each meeting.
- xix. Ensure all Sub-contractor’s SHE Files are approved as per PRASA SHE File Guidelines.
- xx. Ensure that the Principal Contractor has corrected the defects reported in the Client’s Monthly Inspection Audit.
- xxi. Ensure that, should any changes be brought about to the design or construction, sufficient SHE information is available to the Principal Contractor to execute work. (Method Statements) to be approved.
- xxii. Ensure that the Contractors comply with the Construction Regulations of 2014, Occupational Health and Safety Act 85 of 1993, NEMA 107 of 1998 and its Regulations and Heritage Act 25 of 1999.
- xxiii. Take reasonable steps to ensure co-operation between all contractors appointed by the Principal Contractor to enable each of the Contractors comply with SHE Specifications,



Environmental Management Plan (EMP), Construction Regulation, NEMA and all its Regulations.

- xxiv. Where a Client requires additional work to be performed as a result of a design change or an error in construction due to the actions of the client, the OHSE Agent must ensure that sufficient safety information is available to execute the required work safely (task risk assessment).
- xxv. Where a fatality or permanent disabling injury occurs on a construction site, the OHSE Agent must ensure compliance to Section 24 of the OHS Act, in accordance with Regulations 8 and 9 of the General Administrative Regulations, 2013. Furthermore, OHSE Agent must compile an incident report that includes the measures that the Contractor must implement to ensure a safe construction site as far as is reasonably practicable.
- xxvi. The Agent shall be familiar with the restrictions to access, and other matters as stated but not restricted to the SPK 7/1 (Specification for Works on, Over, Under or Adjacent to Railway Lines and near High Voltage Equipment) and E4E [Safety Arrangements and Procedural Compliance with the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and Applicable Regulations.
- xxvii. The Agent shall ensure that the Principal Contractor complies with all contract and legislation issues, especially the OHS Act 85 of 1993, Construction Regulation 2014 and NEMA 107 of 1998 and its Regulations.
- xxviii. The Agent shall coordinate all SHE interactions between the Contractors and the Technical and Operating Departments of Metrorail for the entire duration of the work, occupations and be responsible for ensuring safe execution of construction work, by co approving the Method Statements.
- xxix. Track expiry of Site Access Certificate and ensure application for Site Access Certificate renewal is done in advance.
- xxx. Evaluate the Principal Contractor's consolidated SHE File before handover to PRASA.
- xxxi. Ensure the entire construction site – i.e. campsite, laydown areas, adjacent areas, etc. are cleared and rehabilitated.
- xxxii. Submit Close-Out Report at the end of the Project.

### **c. Other related projects in the vicinity**

Flood repairs



### **3. TECHNICAL SPECIFICATIONS RELATED TO THIS PROJECT**

#### **3.1 TECHNICAL STAFF REQUIREMENTS**

The appointed OHSE Company/organization will be required to provide qualified and experienced professional staff with the following key professional expertise:

- a.** Three (3) Construction Health and Safety Officers (PrCHSO) ,
- b.** One (1) Construction Health and Safety Agents (PrCHSA) and
- c.** One (1) Armed Security Guard (PSiRA) licensed firearm.

Details of the minimum qualifications for the professional staff listed above are outlined below.

##### **3.1.1 1x CONSTRUCTION HEALTH AND SAFETY AGENT**

The desired minimum qualifications for the Agent are as outlined below:

- a) National Diploma/B Tech in Safety Management and or NEBOSH General Safety Certificate
- b) 4Years or more post-graduation related experience as a Safety Agent
- c) Valid registration with The South African Council for the Project and Construction Management Professions (SACPCMP).

##### **3.1.2 3x CONSTRUCTION HEALTH AND SAFETY OFFICER (PrCHSO)**

- a) Be in possession of National Diploma or Degree in Health & Safety Management or NEBOSH International General Construction Health & Safety Certificate
- b) 3Years or more post-graduation related experience,
- c) Must be professionally registered as a Construction H&S Officer with the SACPCMP (South African Council for the Project and Construction Management Professions).

##### **3.1.3 1x SECURITY GUARD (PSIRA)**

- a) PSIRA certified security guard with a licensed firearm.



#### 4. TIME FRAMES / PROGRAMS

- a) OHSE Agent will be appointed for 12months on an as an when required basis.
- b) The Purchase Agreement will be for a period of 12months and will not exceed the contract value.
- c) The agreement will terminate, either when the 12months or the contract value is reached, whichever comes first.
- d) Prices will be fixed for the duration of the contract period.

#### 5. Bill of Quantities

Item No.	Description	Unit	Qty	Rate/Unit (Excl. VAT)	Total Rate Price (incl. VAT)
1.	Full time Construction Health and Safety Officer (PrCHSO) on site per Project – <b>Monday to Saturday</b> . Registered with SACPCMP.	Per Hour	1		
2	Full time Construction Health and Safety Officer (PrCHSO) on site per Project – <b>Sunday</b> time and <b>Public Holiday</b> rates Registered with SACPCMP	Per Hour	1		
3	Construction Health and Safety Agent to be on site twice a month per Project for Audits and Monthly Project Progress Meetings – <b>Monday to Saturday</b> Registered with SACPCMP	Per Hour	1		
4	Firearm licensed Security Guard, – <b>Monday to Saturday</b> PSiRA certification	Per Hour	1		
5	Firearm licensed Security Guard – <b>Sunday</b> time, and <b>Public Holiday</b> rates PSiRA certification	Per Hour	1		
6	Construction Permit application with Department of Labour per Project	Once-off per Project	1		
7	SHE Close-Out Report per Project	Once-off per Project	1		
<b>SUB TOTAL</b>					
<b>VAT</b>					
<b>TOTAL</b>					

*These prices should be inclusive of all overheads no further disbursements/subsistence will be entertained.*



## 6. REQUIREMENTS

- Supply us with your company's CV (inclusive of all key personnel) as per item 3.1 above.
- Supply us with certified qualification and registration of all personnel
- Supply us with referral letters of your completed works as per below table accompanied by issued Purchase Order.
- Firearm license for the one Security Guard, with PSiRA certified.

**NB: Please ensure you supply separate Teams if you are tendering for more than one Project.**

Suppliers <u>must</u> state the particulars of the works successfully carried out				
CLIENT	TEL. NUMBER	NATURE OF WORKS	VALUE OF OHSE WORKS FOR WHICH SUPPLIER WAS DIRECTLY RESPONSIBLE	CONTRACT/ PROJECT PERIOD

Table 6.1





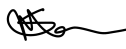
**7. EVALUATION MATRIX : Technical Requirements (to be filled by PRASA)**

	Yes	No	Comments by PRASA OFFICE
Company experience			
Employees CVs			
Employees qualifications (minimum National Diploma/ NEBOSH International General Construction Health & Safety Certificate) of 3x Pr CHSOs and 1x Pr CHSA			
Valid SACPCMP registration for the three CHSOs and one (1) CHSA			
1x Firearm licensed Security Guard PSiRA certification			
Referral letters (minimum 2) as per table 6.1 above. Accompanied by Purchase Order.			




**RECOMMENDATION AND APPROVAL REQUEST FOR QUOTATION FOR APPOINTMENT OF  
AN OHSE AGENT FOR: The Pinetown Recovery Project in Kwa-Zulu Natal Region.**

**RFQ COMPILED BY:**

Signature	:	 _____	<u>20 August 2023</u>
Name	:	<b>Hermina Monama</b>	Date
Designation	:	Acting Senior Manager Risk	

**RFQ SUPPORTED BY:**

Signature	:	 pp _____	<u>22/08/2023</u>
Name	:	<b>Thina Mangcu</b>	Date
Designation	:	Programme Manager (Pinetown)	

**RFQ APPROVED BY:**

Signature	:	_____	_____
Name	:	<b>Sibusiso Nhlabathi</b>	Date
Designation	:	Chief Engineer – Electrical	