



OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Specifically designed for
Department of Education

for the

Sidingulwazi Primary School

By

C & M Safety Consultants

Date Updated: 12 May 2022

Updated: 11 November 2022.



Table of contents:

1. Introduction

- 1.1 Duties of Client
- 1.2 Purpose of the Construction Health and Safety Specification
- 1.3 Implementation of the Construction Health and Safety Specification

2. Construction Health and Safety Specification

- 2.1 Scope of Work
- 2.2 Interpretations
 - 2.2.1 Application
 - 2.2.2 Definitions
- 2.3 Administrative and General legal Requirements
 - 2.3.1 Application for construction work permit
 - 2.3.2 Health and Safety File
 - 2.3.3 Assignment of Contractor's Responsible persons to Supervise Health and Safety onsite
 - 2.3.4 Competency of Contractor's responsible persons
 - 2.3.5 Copy of the OHS Act and Regulations
 - 2.3.6 Compensation for Occupational Injuries and Diseases (COIDA) Act 109 of 1993
 - 2.3.7 Occupational Health and Safety Policy
 - 2.3.8 Health and Safety Organogram
 - 2.3.9 Risk Assessments
 - 2.3.10 Health and Safety Officer
 - 2.3.11 Health and Safety Representative(s)
 - 2.3.12 Health and Safety Committee
 - 2.3.13 Health and Safety Training
 - 2.3.13.1 Training
 - 2.3.13.2 Induction
 - 2.3.13.3 Awareness
 - 2.3.13.4 Competency
 - 2.3.13.5 Rules of Conduct
 - 2.3.14 General Record Keeping
 - 2.3.14.1 Inspection of equipment and tools
 - 2.3.15 Health and Safety Audits, Monitoring and Reporting
 - 2.3.16 Emergency Procedures
 - 2.3.17 First Aid Boxes and First Aid Equipment
 - 2.3.18 Accident / Incident reporting and Investigation
 - 2.3.19 Hazards and Potential Hazardous Situations
 - 2.3.20 Personal Protective Equipment and Clothing
 - 2.3.21 Occupational Health and Safety Signage
 - 2.3.22 Permits (Authorisation Permits)

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

- 2.3.23 Scaffolding and Working at Heights
 - 2.3.24 Fall protection
 - 2.3.25 Contractors and their Sub-contractors
 - 2.3.26 Safety and Security
 - 2.3.27 Medicals
 - 2.3.28 Use of Nuclear Soil Density Gauges
- 2.4 Physical Requirements on site
- 2.4.1 Site Establishment
 - 2.4.2 Laydown Areas
 - 2.4.3 Hoarding / Fencing
 - 2.4.4 Structures
 - 2.4.5 Excavations, Shoring, Dewatering or Drainage
 - 2.4.6 Piling
 - 2.4.7 Stacking of Material
 - 2.4.8 Speed Restrictions and Protection
 - 2.4.9 Hazardous Chemical Substances (HCS)
 - 2.4.10 Water Environments
 - 2.4.11 Confined Space Entry
 - 2.4.12 Demolition Work
 - 2.4.13 Roof Work / Edge Protection
 - 2.4.14 Public and Site Visitor Health and Safety
 - 2.4.15 Night Work (when applicable)
 - 2.4.16 Transport of workers
 - 2.4.17 Severe Weather Plan
 - 2.4.18 Traffic Management
 - 2.4.19 Medium and High voltage (MV / HV) Power lines
- 2.5 Operational Plant, Machinery and Equipment
- 2.5.1 Construction Vehicles and Mobile Plant
 - 2.5.2 Vessels under Pressure, Gas bottles and Air Conditioning
 - 2.5.3 Fire Extinguishers and Firefighting equipment
 - 2.5.4 Hired Plant and Machinery
 - 2.5.5 Ladders and Ladder work
 - 2.5.6 Temporary Works
 - 2.5.7 Lifting Machines, Hand Powered Lifting Devices & Lifting Tackle
 - 2.5.8 General Machinery
 - 2.5.9 Electrical Installations and Machinery
 - 2.5.10 Portable Electrical Tools.
 - 2.5.11 Explosive Actuated Fastening Devices.
- 2.6 Occupational Health
- 2.6.1 Occupational Hygiene
 - 2.6.2 Welfare Facilities

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION
Dept of Education – Sidingulwazi Primary School

2.6.3 Alcohol and Drugs Policy

Annexure A:

Task Completion Form

Annexure B:

Principal Responsible Persons

Annexure C:

Other requirements

Annexure D:

Acceptance Letter

(Please acknowledge and return to - C & M Safety Consultants)

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

1. INTRODUCTION:

1.1. Duties of Client

The Construction Regulations require that the Client prepare a suitable, sufficiently documented and coherent site-specific Health and Safety Specification for the intended construction work.

1.2. Purpose of the Construction Health and Safety Specification

To assist in achieving compliance with the Occupational Health and safety Act. Act 85 of 1993 and Regulations. 23rd Edition. Code of practice: managing Exposure to SARS – Cov – 2 in the workplace 2022. in order to prevent incidents and injuries. The Construction specification shall act as basis for the drafting of the Construction Health and Safety Plan of the Principal contractor. This specification in no way release Contractors from compliance with the relevant legal requirements. Should there be any contradiction between this document and the Act, the Act must take preference. Similarly, where this document is silent on a specific health & safety requirement, the Act must be used as the minimum requirement. Should the Contractor be in doubt about the precise meaning of any item set out in this document, the Client must be contacted in order that the correct meaning may be decided.

The Construction Specification sets out the requirements to be followed by the Principal Contractor and Sub-contractors so that the health and safety of all persons potentially at risk may receive the same priority as other facets of the project i.e. cost, program, environment etc.

Principal Contractors must take cognizance of the fact that they must make adequate provision for the cost of health and safety measures on their tender documents. The Principal Contractor in turn must ensure that potential Sub-contractors submitting tenders to perform construction work for the Principal Contractor have made sufficient provision for the cost of health and safety measures.

1.3. Implementation of the Construction Health and Safety Specification

The Principal Contractor once having drawn up the required Health and Safety Plan based on the Client's Health and Safety Specification must submit the plan to the Client for approval prior to commencement of work. The Principal Contractor must apply the approved plan from the date of commencement of the construction work on site and for the duration of the construction project. The Health and Safety plan must be reviewed and updated by the Principal Contractor as work progresses. The Client or the Client's appointed Agent will conduct periodic health and safety audits at least once every 30 days on the Principal Contractor to ensure compliance with the Specification. 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. CONSTRUCTION HEALTH AND SAFETY SPECIFICATION

2.1. Scope of Work.

a. Description;

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

1.1. Overview of the works

The project entails the replacement of all temporary structures with new formal building structures which are to conform to the KZN DoE norms and standards.

The one existing formal brick building structures to be incorporated through re-purposing of the classrooms.

The objective thus ultimately to provide for a state of the art educational facility which conforms to the accepted DoE norms and standards.

1.2. Extent of the works

The project therefore needs to be implemented in a phased approach, phases will dovetail with some overlap and is foreseen to be as follows:

- Phase 1: Construction of Grade 1 to 3, Grade 4 to 7 classroom blocks together with and temporary fence to separate the current school activities from the construction activities.
- Phase 2A: Relocation of school into new building facilities. Demolishing of Grade R ablution and all prefabricated structures and removal of new prefab structures from site.
- Phase 2B: Construction of new Grade R classrooms, Administration building, SNP Kitchen, Teams teaching, guards house, perimeter fence, refuse area and parking
- Phase 2C: Convert existing Grade R classroom into 3 standard classrooms, including for construction of play field and landscaping

The phase approach will allow for all decanting and construction activities to be accommodated on site without the need for additional temporary structures for decanting purposes and all learners can be accommodated within the Phase 1 facilities.

The primary scope of works for the phases are summarised below and is as follows:

- Phase 1A: Existing school

Existing school comprising of the following to fully operational during construction (Phase 1):

- 12 x Park home Classrooms Units (20 Classrooms)
- 2 x Grade R Classrooms
- 10 x Portable Chemical Girls Toilets
- 5 x Portable Chemical Boys Toilets

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

- 1 x Park home Teacher's Ablution (8 x Toilets)
- 1 x Carport to Accommodate 16 Vehicles
- **Phase 1B: New school to be constructed part 1**
 - 28 x Standard Classrooms
 - 3 x Multipurpose Classrooms
 - 1 x Media Centre
 - 1 x Computer Classroom
 - 4 x HOD Offices
 - 1 x Garden Store & Change Room
 - 14 x Girls Toilets
 - 12 x Boys Toilets/Urinals
 - 1 x Disabled Toilet
 - 10m Elevated pressed steel water tank. (48 hrs storage)
 - Jo-Jo Water tanks
 - Civil engineering services
 - Electrical engineering services
 - Temporary Fencing
 - School to be relocated from existing school to new school (Phase 1 Buildings) on completion.
- **Phase 2A: Demolition of existing school**
 - Relocation of school into new building facilities. Demolishing of Grade R ablution and all prefabricated structures and removal of new prefab structures from site.
- **Phase 2B: New school to be constructed part 2**
 - 5 x Grade R Classrooms
 - 1 x Team Teaching Classroom
 - 1 x Administration Block
 - 1 x Counselling Suite
 - 1 x General Storeroom
 - 1 x Gate House
 - 1 x SNP Kitchen

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

- 6 x Teachers Toilets
 - 1 x Disabled Toilet
 - 6 x Grade R Toilets + 1 Staff Toilet
 - 39 Parking Bays
 - New Perimeter Fence
 - Grade R Playground Facilities
 - Jo-Jo Water tanks
 - Civil engineering services
 - Electrical engineering services
 - Temporary fencing
 - Grade R students to be relocated from existing Grade R block to new Grade R buildings.
- **Phase 2C: New school to be constructed part 3**
- Convert existing Grade R classroom into 3 standard classrooms, including for construction of play field and landscaping.
 - 9 Parking Bays
 - 862m² Concrete assembly Area (Shared facility - Combi Court & Assembly Area)
 - Play Field (65 x 35m)
 - Civil engineering services
 - Electrical engineering services
 - General landscaping and grassing

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

Construction of:

- Fence and gates
- Jungle gym
- Assembly area
- Multipurpose courts
- Standard classrooms, HOD offices and ablutions fixed to classroom blocks

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION
Dept of Education – Sidingulwazi Primary School

- Kitchen
- Gate house
- Computer room
- Multi-purpose classrooms
- Grade R classrooms
- New walkways (under cover and open)
- New ablutions
- Team teaching classrooms
- Parking area

Demolition of:

- Existing classroom blocks
- Ablution block.

Renovations and upgrades of:

- Covert Existing GrR into 3 classrooms

This specification will assist with the requirements for eliminating and mitigating incidents and injuries on this project.

The specification 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. Interpretations

2.2.1. 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.

2.2.2. Definitions:

The definitions as listed in the Occupational Health and Safety Act No. 85 of 1993 and Regulations shall apply.

2.3. Administrative and General Legal Requirements

2.3.1. Application for Construction Work Permit:

A client who intends to have construction work carried out, must at least 30 days before that work is to be carried out apply to the provincial director in writing for a construction work permit to perform construction work if the intended construction work will:

- a) Exceed 180 days;
- b) Will involve more than 1800 person days of construction work; or

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

- c) The work contract is of a value exceeding Sixty (60) million rand or Construction Industry Development Board (CIBD) grading level 7,8 & 9

Once the permit is obtained by the Client, the Principal Contractor to ensure that a notice board separate from the site information board is conspicuously displayed at the main entrance of the site with the following information:

- a) Client details
- b) Project details
- c) Permit number
- d) Principal Contractor's name
- e) Construction Manager's name with contact details
- f) Client Agent's name with contact details

The Site information board lettering to be a minimum of 80mm in size.

Failing to comply with the above requirements may lead to the Provincial Director to prohibit all construction work. The cost implications will be for the Principal Contractor's account.

2.3.2. Health and Safety File

The Principal Contractor must prior to performing any construction work, submit the Health and Safety File required as per Regulation 7(1)(b) of the Construction Regulations to the Client appointed Agent (C & M Safety Consultants) for evaluation and approval. No construction work may commence until the file is approved in writing in total or with conditions if any.

Note: the file must be in a hardcopy format; no electronic submission will be accepted.

2.3.3. Assignment of Contractor's Responsible Persons to Supervise Health and Safety on site

The Contractor shall submit supervisory appointments as well as any relevant appointments in writing (as stipulated by the OHS Act and Construction Regulations), prior to commencement of work. Proof of competency and Curriculum Vitae must be included.

The Contractor must appoint a Construction Manager as per Construction Regulation 8(1)

In the absence of the appointed Construction Manager CR 8(1) from the site, the appointed Assistant Construction Manager CR 8(2) must assume full responsibility and be fulltime on site. In the case where there is more than one appointed Assistant Construction Managers CR 8(2), a specific Assistant Construction Manager CR 8(2) must be nominated to assume full responsibility in the absence of the appointed Construction Manager CR 8(1) and be fulltime on site. Should both be absent from the site, the work may not continue and must be stopped.

The Construction Manager CR 8(1) must ensure that a detailed shutdown procedure is in place for the builders' holiday over the December/January period, Pay weekends or any extended period where no personnel will be on site and make it available to the Client and all relevant Sub-contractors.

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

It is the duty of the Chief Executive Officer 16(1) or the Assistant to the Chief Executive Officer 16(2) to Appoint all relevant responsible persons as per the Occupational Health and Safety Act and Regulations on the project unless the Construction Manager 8(1) has been mandated to appoint responsible persons as per the Occupational Health and Safety Act and Regulation.

On completion of the project, the Principal contractor must provide proof that all appointments made available on the Health and Safety file have been cancelled in the form of a written letter by the Responsible Person in this regard placed in the Health and Safety file.

See Annexure B

All appointments must be originals; no photo copies or altered appointments will be accepted.

A Curriculum Vitae and Competency certificates to be attached for all persons appointed.

2.3.4. Competency of Contractor's Appointed Competent persons

Contractor's competent persons for the various risk management portfolios shall fulfill the criteria as stipulated under the definition of Competent in accordance with the Construction Regulations (2014). Proof of competence for the various appointments must be included.

2.3.5. OHS Act and Regulations

The Principal Contractor and all Sub-contractors shall ensure that a copy of the OHS Act and relevant Regulations is kept on site and available on request to any person engaged on any activity on site.

2.3.6. Compensation for Occupational Injuries and Diseases Act 130 of 1993 (COIDA)

The Principal Contractor shall submit a Letter of Good Standing with its Compensation insurer to the Client as proof of registration. Sub-contractors shall submit proof of their own registration to the Principal Contractor before they commence work on site. No work may start if the relevant valid Letter of Good Standing is not in place.

2.3.7. Occupational Health and Safety Policy

The Principal Contractor and all Sub-contractors shall submit a Health and Safety Policy signed by their Chief Executive Officer. The Policy must outline objectives and how they will be achieved and implemented by the Principal Contractor / Sub-Contractor.

2.3.8. Health and Safety Organogram

The Principal Contractor and all Sub-contractors shall submit an organogram outlining the Health and Safety Site Management structure on site. In cases where appointments have not yet been made, the organogram shall reflect the intended positions. The organogram must be updated when there are any changes in the Site Management structure.

2.3.9. Risk Assessments

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

The Principal Contractor shall cause a hazard identification to be performed by a competent person before the 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 Assessments must be listed as per the activities as indicated on the Construction Program.

The risk assessments must include:

- a) An index must be prepared with the list of hazards identified, as well as potentially hazardous tasks.
- b) Documented risk assessments must be prepared based on the listed hazards and all risk assessments must be listed on a register available on file.
- c) A set of safe working procedures (method statements) to eliminate, reduce and / or control the risks assessed, must be available and linked to the risk assessment.
- d) A monitoring and review procedure of the risk assessment as the risks change.
- e) **NO GENERIC RISK ASSESSMENTS WILL BE ACCEPTED;** risk assessments must be specific to the work on site and must be so recorded on the risk assessment document.
- f) The Competency Certificates of the Risk Assessor must be available on file. The Risk Assessor must be fulltime on site to monitor the risks and update the documentation. A competent person with the relevant experience of the task to be performed must be part of the assessment team. The Construction Manager CR 8(1) who is ultimately responsible for safety on the project will approve the risk assessments. If the Risk Assessor is found not to be on site, work will be stopped and standing time will be for the Contractors' account.

NO RISK ASSESSMENTS = NO WORK.

The Principal Contractor shall ensure that all Sub-contractors are informed, instructed and trained by a competent person regarding any hazards, risks and related safe work procedures before any work commences and thereafter at regular intervals as the risk changes and as new risks develop. Proof of this must be kept for inspection by the Client or Client's appointed Agent.

The Principal 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. A toolbox talk strategy is then to be implemented.

All Sub-contractors need to provide competency certificates of their Risk Assessor, Accident Investigator and First Aider. Where work at heights take place, the Sub-Contractor must ensure Compliance with the requirements as set out in the Construction Regulations.

2.3.10. Health and Safety Officer / Health and Safety Consultant

A Contractor must after consultation with the Client and having considered the size of the project, the degree of danger likely to be encountered or the accumulation of hazards or risks on site, appoint a full time or part time Construction Health and Safety Officer / Health and Safety Consultant in writing to assist in the control of all health and safety related aspects on site.

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

No contractor may appoint a Construction Health and Safety Officer / Health and Safety Consultant to assist in the control of health and safety related aspects on the site unless he or she is reasonably satisfied that the Construction Health and Safety Officer / Health and Safety Consultant that he or she intends to appoint is registered with the SACPCMP (The South African Council for Project and Construction Management Professions), a statutory body approved by the Chief Inspector and has the necessary competencies and resources to assist the contractor.

If the Contractor appoints a Safety Consultant who is an employer in his own right, the Consultant appointed must submit proof of Company Registration, Professional Indemnity Insurance (PI) and valid Letter of Good Standing.

Failing to produce the above the Consultant will not be allowed on site.

2.3.11. Health and Safety Representative (s)

The Principal Contractor and all Contractors shall ensure that Health and Safety Representative(s) are appointed with consultation of the workforce on site and trained to carry out their functions. The appointment must be in writing. 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.

2.3.12. Health and Safety Committee

The Principal Contractor shall ensure that project health and safety meetings are held monthly and minutes are kept on record. Meetings must be arranged and chaired by the Principal Contractor's responsible person. All Contractors' responsible persons and Health and Safety Representatives shall attend the monthly health and safety meetings. Sub-contractors shall also have their own internal health and safety committee in accordance with the OHS Act No. 85 of 1993 and minutes of their meetings shall be forwarded to the Principal Contractor on a monthly basis. Where the Sub-contractor does not have a Safety Committee they will form part of the Principal Contractors' health and safety meetings.

2.3.13. Health and Safety Training

2.3.13.1. Training

The Principal Contractor shall ensure that all his employees are adequately trained and experienced to perform their work and are further trained on the Health and Safety aspects relating to the work and that they understand the hazards associated with such work being carried out on the premises. The Principal Contractor will ensure that the staff of appointed Sub-contractors is competent to do the work. This training will not form part of a toolbox talk or DSTI (Daily Safety Task Instruction).

2.3.13.2. Induction

The Principal Contractor shall ensure that all site personnel undergo a risk-specific health and safety induction session before starting work. A record of attendance shall be kept in the health and safety file. A suitable venue must be made available to house this training.

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

2.3.13.3. Awareness

The Principal Contractor shall ensure that on site periodic safety talks take place at least **once a week**. 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 this minimum requirement. At least one of the Toolbox Talks shall be on any environmental related issue.

2.3.13.4. Competency

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. This will have to be assessed on regular basis e.g. periodic audits by the Client, progress meetings etc. The Principal Contractor is responsible to ensure that competent Sub-contractors are appointed to carry out construction work. Proof of their competency must be on their site safety file.

2.3.13.5. Rules of Conduct

Principal Contractors, their Sub-contractors and all employees under their control including any visitor brought onto site must adhere to the following Rules of Conduct on site:

YOU MAY NOT:

- Partake, possess or sell drugs or alcoholic beverages on site. Any employee or visitor whose action and demeanor show symptoms of possible narcosis or drunkenness shall be removed from site
- Indulge in practical jokes, horseplay, fighting or gambling
- Destroy or tamper with safety devices, symbolic signs or wilfully and unnecessarily discharge fire extinguishers
- Bring onto site or have in your possession a firearm or lethal weapon
- Assault, intimidate or abuse any other person
- Operate construction equipment (vehicles or plant) without the necessary training or authorization
- Display insubordination toward any supervisor, foreman or Manager in respect to carrying out of properly issued instructions or order for health and safety reasons
- Enter any area where you have no business unless authorized to do so by the person in charge
- Negligently, carelessly or wilfully cause damage to property of others
- Refuse to give evidence or deliberately make false statements during investigations
- Wear any loose clothing or items that may be caught up in moving machinery.
- Wear any hoodies covering your head to such an extent that it obscures your view to the side and cause the hard hat not to fit properly.
- Wear phone or radio headsets or any other headset that will prevent you from hearing any instruction, alarms or moving plant or vehicles on site.
- Drive on site with a vehicle without the hazard lights on and where equipped, with yellow rotating lights on.

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

- Go on site unless you wear a safety reflective vest and all relevant PPE.

2.3.14. General Record Keeping

The Principal Contractor and all Sub-contractors shall keep and maintain Health and Safety records to demonstrate compliance with this Specification document, with the OHS Act No. 85 of 1993 and Regulations. The Principal Contractor shall ensure that all records of incidents / accidents, training, inspections, audits etc. are kept in the health and safety file in the site office. The Principal Contractor must ensure that Sub-contractors open their own health and safety file, maintain the file and make it available on request for auditing.

2.3.14.1. Inspection of equipment and tools

The following items of equipment must be regularly inspected, maintained and appropriate records kept:

- First Aid dressing registers
- Fire equipment
- Lifting equipment
- Safety harnesses
- Portable Electrical equipment
- Stacking and Storage inspections
- Pressure Vessels
- Ladders
- Excavations
- Construction Vehicles and Mobile Plant
- Hand tools
- Hazardous Chemical Substances

2.3.15. Health and Safety Audits, Monitoring and Reporting

The Client or the Client's appointed agent shall conduct health and safety audits including a full audit of physical site activities as well as the administration of health and safety management. The Principal Contractor is obligated to conduct similar audits on all Sub-contractors appointed by them details 9 of these audits must be kept on the safety file.

Detailed reports of the audit findings and results shall be reported on at all levels of project management meetings / forums. Copies of the Client audit reports shall be kept in the Project Health and Safety File while the Principal Contractor's audit reports shall be kept in their file and a copy forwarded to the Client. Sub-contractors have to audit their Sub-contractors and keep records of these audits in their health and safety files and it must be available on request.

Copies of the monthly audits to be sent to the Client's Health and Safety Agent.

2.3.16. Emergency Procedures

The Principal Contractor shall submit a detailed Emergency Procedure for approval by the Client prior to the commencement of work on site. The procedure shall detail the response plan including the following key elements:

1. List of key competent personnel
2. Details of emergency services
3. Actions or steps to be taken in the event of the specific type of emergencies
4. Information on hazardous materials / situations

Emergency procedure(s) shall include, but shall not be limited to fire, spills, accidents to employees, use of hazardous substances, bomb threats, major accidents / incidents etc. In the case of elevated work and water environments where construction work is done over or in close proximity to water, a rescue procedure is to be included. The Principal Contractor shall advise the Client in writing forthwith of any emergencies, together with a record of actions taken. A contact list of all service providers (Fire department, Ambulance, Police, Medical and Hospital etc.) must be maintained and available to site personnel.

The Principal Contractor must develop a **Site Emergency Plan** detailing tasks for the appointment of the firefighting team, first aid and the emergency coordinating team. In addition to which, mustering points must be identified and depicted by the use of the appropriate symbolic signage (SANS Approved). The Emergency Plan must be approved by in consultation with the Client, or the Client's appointed Agent. Should the early warning fire alarm system not be integrated, each zone / area must, by definition be accommodated in the site Evacuation Plan (ref. Regulation 9 – Environmental Regulations of the OHS Act No. 85 of 1993)

The Construction Manager must conduct an emergency identification exercise and establish what emergencies could possibly develop and to incorporate any changes in the working environment. He / she must then develop a detailed contingency plan and emergency procedure, taking into account any emergency plans that may already be in place. The Contractors must hold regular practice drills of the contingency plans and emergency procedures to test them and to familiarize employees with them.

The Principal Contractor must appoint a competent person to act as Emergency Controller / Coordinator.

An emergency situation which is likely to require outside emergency assistance, may attract mass circulation written media or electronic media attention and can be harmful to the Client's reputation. No person may comment on the incident on site without prior approval of the Client.

2.3.17. First Aid Boxes and First Aid Equipment

The Principal Contractor and all Sub-contractors shall appoint in writing First Aider(s). The appointed First Aider(s) are to be trained by an accredited training provider. Valid competency certificates are to be kept on site. The Principal Contractor shall provide on-site first aid facilities, including first aid boxes adequately stocked at all times. All Sub-contractors with more than 5 employees shall supply their own first aid box. Sub –

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

Contractors with more than 10 employees shall have a trained, certified first aider on site at all times.

2.3.18. Accident / Incident Reporting and Investigation

The Principal Contractor shall appoint in writing a competent accident/incident investigator on site.

Injuries are to be categorized into first aid, medical, disabling and fatal or near misses. The Principal Contractor must stipulate in its construction phase health and safety plan how it will handle each of these categories. When reporting injuries to the Client, these categories shall be used. All reportable Incidents must be in compliance with Section 24 and General Administration Regulations 8 & 9. The Principal Contractor shall investigate all injuries with a report being forwarded to the Client forthwith. The Principal Contractor must report all injuries to the Client during the same day.

In the case of incidents where a person dies, becomes unconscious, suffers the loss of a limb or part of a limb or is otherwise injured or becomes ill to such a degree that he is likely either to die or suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or to continue with the activity for which he or she was employed or is usually employed, report this immediately verbally or by phone to the Client or the Client's appointed Agent as soon as it comes to his or her notice. The same requirement as above applies to persons other than employees involved in incidents on site. In all cases the investigation report is to follow not later than seven (7) days after the incident.

Annexure 1 forms must also be completed.

2.3.19. Hazards and Potential Hazardous Situations

The Principal Contractor shall immediately notify all Sub-contractors as well as the Client of any hazards or potentially hazardous situations that may arise during performance of construction activities.

2.3.20. Personal Protective Equipment (PPE) and Clothing

The Principal Contractor shall ensure that all workers are issued free of charge as per General Safety Regulation 2(2) hard hats, safe footwear and overalls or any other Personal Protective Equipment that may be required due to the nature of the work. The Principal Contractor and all Sub-contractors shall make provisions and keep adequate quantities of SANS approved PPE on site at all times. The Principal Contractor shall clearly outline procedures to be taken when PPE or Clothing is:

1. Lost or Stolen
2. Worn out or damaged

The above procedure applies to Sub-contractors and their contractors, as they are all Employers in their own right.

The Principal Contractor and Sub-contractor are to train all employees on how to use PPE on site. Training records of these sessions should be kept on file.

Employees must sign for all PPE issued to them.

2.3.21. Occupation Health and Safety Signage

The Contractor shall provide adequate on-site Occupational Health and Safety signage, including but not limited to: *No unauthorized entry, report to site office, beware of deep excavations, speed limit restrictions, construction vehicles* etc. Signage shall be posted up at all entrances to the site as well as on site in strategic locations e.g. access routes, entrances and other potential risk areas / operations.

2.3.22. Permits (Authorisation Permits)

Permits may be included in the following:

1. Work for which a fall prevention plan is required
2. Confined Space entry

2.3.23. Scaffolding and Working at Heights

Working at height includes any work that takes place in an elevated position.

A pre-emptive Risk Assessment will be required for any work to be carried out above ground level or any floor level and it will be classified as “Working in elevated positions”

As far as practicable, any person working in an elevated position will work from a platform, ladder or other device that is safe as if he / she are working at ground level. Whilst working in this position the person will be wearing a full body harness to prevent the person from falling from the platform, ladder or other structure. The safety harness will be, as far as possible, be secured to a point away from the edge over which the person might fall. The double lanyard must be of such length that that the person will not be able to fall over the edge.

All scaffolding structures on site must comply with SANS 10085. All scaffolding erectors and scaffolding inspectors must have proof of their Competency Certificates with all their Appointment letters. Daily checklist / registers must be completed by the appointed inspector for every independent scaffold structure on site, these scaffold structures must be clearly tagged and signed off safe to use. Scaffold structures not in use or not safe to use must be tagged unsafe to use.

In addition, any platform, slab, deck or surface forming an edge over which a person may fall, must be fitted with a guard rail so fixed that its centre line is at a height of 900 mm to 1 000 mm above the platform, the gap between the rail and the toeboard being not more than 765 mm as prescribed in SANS 10085 – 1: Code of Practice for the design, erection, use and inspection of Access Scaffolding.

All employees working in elevated positions must be medically fit and trained to do this type of work safely. Proof of their Medical Fitness Certificates in the form of Annexure 3 must be available on the Contractors’ Health and Safety Files.

Fall Protection work must comply with the requirement as set out in the Construction Regulation 10. **No work may take place if all documentation is not in place.**

2.3.24. Fall Protection

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

The Principal Contractor must designate a competent person to be responsible for the preparation of a fall protection plan, the implementation of the plan and amended where and when necessary and maintained as required and ensure continued adherence to the fall protection plan. The Client or the Client's appointed Agent must approve the Fall Protection plan prior to construction work requiring a fall protection plan commence on a site.

A Risk Assessment will be required for all work carried out from a fall risk position and the procedures and methods used to address all the risks identified per location.

All employees working at heights must have a valid medical certificate of fitness issued by an occupational health practitioner in the form of Annexure 3.

All employees who will be required to work on heights must be in possession of a competency certificate as per Health and Welfare Seta Unit Standard: 120362 & 229994 or similar training for working at heights and such employees must be identified.

A rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following the incident.

The Principal Contractor must ensure that a Construction Manager appointed under Regulation 8(1) is in possession of the most recently updated version of the fall protection plan.

Where roof work is being performed the Principal Contractor must ensure it is indicated in the fall protection plan and that;

- a) The roof work has been properly planned
- b) The roof erectors are competent to carry out the work
- c) No employees are permitted to work on roofs during inclement weather conditions or if any condition are hazardous to the health and safety of the employee
- d) All covers to openings and fragile material are of sufficient strength to withstand any imposed loads
- e) Suitable and sufficient platforms, coverings or other similar means of support have been provided to be used in such a way that the weight of any person passing across or working on or from fragile material is supported
- f) Suitable and sufficient guard-rails, barriers and toe boards or other similar means of protection prevent, as far as reasonable practicable, the fall of any person, material or equipment.

2.3.25. Contractors and their Sub-contractors

The Principal Contractor shall ensure that all Sub-contractors under its control comply with this Occupational Health and Safety Specification, the OHS Act No. 85 of 1993 and Regulations and all other relevant legislation that may relate to the activities directly or indirectly. The Sub-contractor, when appointing other Contractors as "Sub-contractors" shall *mutatis mutandis* ensure compliance.

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

It is the responsibility of the Principal Contractor to ensure that the appointed Sub-contractor(s) must comply with the Occupational Health and Safety Act No.85 of 1993 and Regulations before they may commence with work on site.

The Principal Contractor need to evaluate the Sub-contractors documentation and after approval, place on the file a record of the approval.

2.3.26. Safety and Security

The Principal Contractor shall ensure that all persons under their control and the Sub-contractors shall comply with the security operations, security requirements, including stop and search procedures if required.

Special permission may need to be obtained for after hours and / or weekend / public holiday access.

The Principal Contractor and Sub – contractors' employees shall enter and leave the premises only through the main gate(s) and / or checkpoint(s) designated by the Principal Contractor. The Principal Contractor shall ensure that employees and Sub-contractors observe the security rules at all times and shall not permit any person who is not directly associated with the work from entering the premises.

All the Principal Contractor's and Sub - contractors' employees will be issued with a company identification card which must be displayed on his / her person at all times whilst on duty or on the premises.

Should any of the employees of the Principal Contractor or Sub-contractors:

- Tamper or otherwise interfere with the Principal Contractor's or Sub-contractors equipment, plant or other assets
- Steal, or otherwise engage in acts of dishonesty
- Appears to be under the influence of alcohol and drugs
- Ignore any security, safety or occupational health rule, or engage in unsafe conduct;

Then the Principal Contractor, Sub-contractors, Client or Client's appointed Agent shall have the right to immediately remove such a person or have him / her withdrawn from the premises, and if appropriate, charge at law such relevant offence(s).

The Principal Contractor and Sub-contractor and their employees shall not enter any area of the premises that is not directly associated with the work. The Principal Contractor and Sub-contractors shall ensure that all materials, machinery plant and equipment brought by them onto the premises are recorded at the main gate(s) and / or checkpoint(s). A failure to do this may result in refusal by the Principal Contractor to allow the materials, machinery or equipment to be removed from the premises.

The Principal Contractor acknowledges that its employees and the employees of the Sub-contractors and vehicles may be subject to search at any time and that the Principal Contractor shall ensure that employees co-operate fully with such arrangements.

2.3.27. Medicals

All employees employed by the Principal Contractor and the Sub-contractors that will work on the project must be declared fit to do the work. The Medical Certificate of fitness

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

as prescribed in the Construction Regulation 7(8) must be done through an Occupational Health Practitioner. Proof of the valid Medical certificate of fitness in the form of Annexure 3 must be available in the Health and Safety File. Failing to submit the medical certificate on the prescribed form will result in work not to commence / or be temporally suspended. No photo copies of medicals will be accepted unless certified by a commissioner of oath.

2.3.28. Use of Nuclear Soil Density Gauges

The use of Nuclear Soil Density Gauges must be in compliance with the requirements of the Hazardous Substances Act No. 15 of 1973 as amended by Section 4 of the Hazardous Substances Amended Act, 1992 relating to Group iv Hazardous Substances and the Regulations Relating to Group iv Hazardous Substances.

The user must be in possession of a valid written authority to possess radioactive nuclides issued by the Director-General: National Health.

A Radiation Protection Officer and Acting Radiation Protection Officer must be appointed in writing.

Gauges containing radioactive nuclides transported on site to be in approved transport containers marked "Radioactive" and the required symbolic warning of radiation signs displayed and must be lockable.

Internal rules compiled in compliance with Regulation 7 of the Regulations relating to Group iv Hazardous Substances must at least address the following items; Medicals carried out by an Occupational Medical Practitioner, risk assessments, safe working procedures, transportation of gauges, requirements pertaining to the area where the work will be carried out, emergency response in case of accidental damage to the unit, equipment checklist and a list of emergency contact numbers.

The holder of the Authority to possess radioactive nuclides must ensure compliance with all additional conditions as stipulated on the written authority to possess radioactive nuclides. This normally requires in addition to any other conditions that the area of work be demarcated and the warning of radiation signs displayed, a red flag mounted on a yellow and Black striped pole placed adjacent to each nuclear soil density gauge so as to be clearly visible to all operators of vehicles or earth moving equipment and access to the area must be controlled.

In addition to any other documentation required as per the specification, the following must be on file and made available to the Client or the Client's appointed Agent for approval. In the case where the user of the Nuclear Soil Density Gauges is a Sub-contractor to the Principal Contractor, the file to be made available to the Principal Contractor for approval before any nuclear soil density gauges are brought on site;

- Valid written authority to possess radioactive nuclides specific to the type of work to be performed on site issued by the Directorate: Radiation Control.
- Appointments of the Radiation Protection Officer and the Acting Radiation Protection Officer.

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

- Competency training records of the Radiation protection Officer and the Acting Radiation Protection Officer and all operators of the nuclear soil density gauges used on site.
- Valid Medical Certificates issued by an Occupational Medical Practitioner (OMP) for all the above.
- Record of the latest annual leak test carried out specific to each nuclear soil density gauge used on site.
- Internal Rules compiled.
- Risk assessment and Safe Working procedure pertaining to the specific task to be done on site.
- Applicable checklists.
- Copies of the Hazardous Substances Act No. 15 of 1973; Hazardous Substances Amendment Act, 1992 and the Regulations Relating To Group iv Hazardous Substances.

2.4. Physical Requirements on site

2.4.1. Site Establishment

The establishing of the site by the positioning of the offices, storage areas, parking area, hygiene facilities or any other facilities must be such that it ensures easy access of persons and vehicles. The electrical cabling must preferably be buried underground and the distribution boards if any, be placed on firm level ground out of the way of any traffic movement to prevent tripping hazards and electric shock should the equipment be damaged. A Certificate of Compliance for the electrical installations must be available and includes all hired prefabricated offices, container offices etc. with electricity installations for which Certificates of Compliance must be provided by the company supplying it.

The ablution and dining facilities must be in compliance with the requirements of the Facilities Regulations. Sufficient and the correct type of fire equipment must be available and placed where it is easily accessible for use should a fire occur. All the required signage must be identified and put up. The site camp area must be fenced off to control access to the site.

2.4.2. Laydown areas

Properly planned Laydown areas for the receipt, storage and partial assembly of the project equipment and materials to be installed or constructed to be identified.

The following need to be considered when establishing the Laydown areas:

- Access to the areas for the type of mobile plant or construction vehicles that will be loading or unloading materials and equipment.
- Stability and slope of the surface on which the items will be laid down.
- Sufficient space for the movement of vehicles and workers carrying out certain tasks.
- Sufficient space for safe stacking and storage.
- Proximity to overhead electric power lines.
- Location of adjacent property or services so as not to cause any damage

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

or disruptions.

- Not restricting the access to other buildings or public parking areas.
- Demarcation where required.
- Safety of the public and workers.
- Availability of firefighting equipment.
- Access to laydown areas to be fenced off and controlled where required.
- Lighting if any work is going to be carried out in the area at night.

2.4.3. Hoarding / fencing

All hoarding on site must be in accordance with the Client's Design specifications for hoarding and contractors must ensure that they are familiar with the requirements thereof. Contractors must make sufficient provision for the cost of the hoarding when submitting their tenders.

2.4.4. Structures

Every effort must be made to protect all adjacent, new or existing structures, services and roadways on or around the site that may be affected by construction work. Structures are not to be loaded in a manner which would render it unsafe.

All drawings pertaining to a structure must be kept on site and be available on request to an Inspector, other contractors, the client, the client's agent or employee.

The owner of a structure must ensure that a competent person inspect the structure periodically at least once every six months for the first two years and thereafter yearly in order to render the structure safe for continued use. The records of inspections and maintenance are kept and made available on request to an Inspector.

2.4.5. Excavations, Shoring, Dewatering or Drainage

The Principal Contractor and any relevant Sub-contractors shall make provisions in their tender for shoring, dewatering or drainage of any excavation as per this specification.

The Contractor shall make sure that:

- a) The excavations are inspected before every shift, each occurrence of rain, or change to the excavation / shoring and record thereof is kept on file
- b) Any accumulation of water inside an excavation must be removed
- c) Safe Work Procedures have been communicated to the workers
- d) The Safe Work Procedures are enforced and maintained by the Contractor's responsible persons at all times
- e) The requirements as per Regulation 13 of the Construction Regulations are adhered to as stipulated below;

Excavation work

- 1) A contractor shall ensure that all excavation work is carried out under the supervision of a competent person who has been appointed in writing
- 2) A contractor shall evaluate as far as is reasonably practicable, the stability of the ground before the excavation work begins

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

- 3) Every contractor who performs excavation work shall:
- a. Take suitable and sufficient steps in order to prevent, as far as reasonably practicable, any person from being buried or trapped by a fall or dislodgement of material in an excavation
 - b. Not require or permit any person to work in an excavation which has not been adequately shored or braced. Provided that shoring and bracing may not be necessary where:
 - i. The sides of the excavation are sloped to at least the maximum angle of repose measured relative to the horizontal plane or
 - ii. Such excavation is in stable material. Provided that:
 - a) Permission being given in writing by the appointed competent person contemplated in Sub Regulation (1) upon evaluation by him or her of the site conditions, and
 - b) Where any uncertainty pertaining to the stability of the soil still exists, the decision from a professional engineer or a professional technologist competent in excavations, shall be decisive and such a decision shall be noted in writing and signed by both the competent person contemplated in Sub Regulation (1) and the professional engineer or technologist as the case may be
 - c) Take steps to ensure that the shoring or bracing contemplated in paragraph (b) is designed and constructed in such a manner rendering it strong enough to support the slides of the excavation in question
 - d) Ensure that no load, material, plant or equipment is placed or moved near the edge of any excavation where it is likely to cause it to collapse and thereby endangering the safety of any person, unless precautions such as the provision of sufficient and suitable shoring or bracing are taken to prevent the sides from collapsing
 - e) Ensure that where the stability of an adjoining building, structure or road is likely to be affected by the making of an excavation, the steps are taken that may be necessary to ensure the stability of such building, structure or road and the safety of persons
 - f) Cause convenient and safe means of access to be provided to every excavation in which persons are required to work and such access shall not be further than 6 metres from the point where any worker within the excavation is working.
 - g) Ascertain as far as reasonably practicable the location and nature of electricity, water, gas or other similar services which may in any way be affected by the work to be performed, and shall before the commencement of the steps that may be necessary to render the circumstances safe for all persons involved:
 - h) Cause every excavation, including all bracing and shoring, to be inspected:
 - i. Daily, prior to each shift
 - ii. After an unexpected fall of ground
 - iii. After substantial damage to supports, and
 - iv. After rain
 - v. After every blasting operation

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

By the competent person contemplated in Sub Regulation 1, in order to pronounce the safety of the excavation to ensure the safety of persons, and those results are to be recorded in a register kept on site and made available to an inspector, client, client's agent, contractor or employee upon request

- i) Cause every excavation which is accessible to the public or which is adjacent to public roads or thoroughfares, or whereby the safety of persons may be endangered as is practicable, to be -
 - i. Adequately protected by a barrier or fence of at least one (1) metre in height and as close to the excavation as is practicable, and
 - ii. Provide with warning illuminants or any other clearly visible boundary indicators at night or when visibility is poor
- j) Ensure that all precautionary measures as stipulated for confined spaces as determined in the General Safety Regulations promulgated by Government Notice R 1031 of May 1986, as amended, are complied with when entering any excavation and
- k) Cause warning signs to be positioned next to an excavation within which persons are working or carrying out inspections or tests.

2.4.6. Piling

The Contractor shall ensure that piling is undertaken by a competent contractor. A Risk Assessment and SWP (Safe Working Procedure) shall be submitted to the Client for approval before commencement of this work. The Contractor must indicate on a site drawing where the area will be barricaded or hoarded off so no public can enter the site.

The Contractor will barricade the area where they will work to prevent the public from entering the work area.

All mobile plant involved in the piling work must be operated by a competent person. The operator must have a competency certificate and must be medically fit to operate the machine, and be appointed in writing.

Operators should complete a daily mobile checklist before commencement of work on site. Records of all checklists must be kept on file.

2.4.7. Stacking of Material

The Principal Contractor and other relevant Sub-contractors shall ensure that there is an appointed stacking supervisor and all materials and equipment is stacked and stored safely.

2.4.8. Speed Restrictions and Protection

The Principal Contractor shall ensure that all persons in its employment, all Sub-contractors, and all those that are visiting the site are aware and comply with the site speed restriction of **20kph**. Separate vehicle and pedestrian access routes shall be provided, maintained, controlled and enforced.

2.4.9. Hazardous Chemical Substances (HCS)

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

The Principal Contractor and other relevant Sub-contractors shall provide the necessary training and information regarding the use, transport, and storage of HCS. The Principal Contractor shall ensure that the use, transport, and storage of HCS are carried out as prescribed by the HCS Regulations. The Contractor shall ensure that all hazardous chemicals on site have a Material Safety Data Sheet (MSDS) on site and the users are made aware of the hazards and precautions that need to be taken when using the chemicals. The First Aiders must be made aware of the MSDS and how to treat HCS incidents appropriately.

Flammable substances must be stored separately away from other materials and in a well - ventilated area (appropriate cross ventilation). A competent person should be appointed to be in control of this portfolio. The necessary safety signage should be positioned near and around the cordoned off areas. Fire extinguishers should also be placed not closer than five (5) meters from the area but not further than 20 meters away from the storage area.

2.4.10. Water Environments

A contractor must ensure that where construction work is done over or in close proximity to water, provision is made for:-

- a) Preventing persons from falling into water and
- b) The rescuing of persons in danger of drowning.

A contractor must ensure that where a person is swimming or exposed to the risk of drowning by falling into the water, the person is provided with and wears a lifejacket.

A documented rescue procedure must be included in the emergency procedures.

2.4.11. Confined Space Entry

“Confined Space” means an enclosed, restricted or limited space in which, because of its construction, location or contents, or any work activity carried on therein, a hazardous substance may accumulate or an oxygen-deficient atmosphere may occur and includes any chamber, tunnel, pipe, pit, sewer, container, valve, pump, sump or similar construction, equipment, machinery or object in which a dangerous liquid or a dangerous concentration of gas, vapour, dust or fumes may be present.

A method statement and risk assessment addressing all aspects of confined space entry specific to every task to be carried out must be available e.g. permit to entry, evaluating, testing and ongoing monitoring of air quality, entry procedure, rescue procedure, personal protective equipment requirements etc. Proof of training on method statement, risk assessment and relevant procedures given to all persons involved with the confined space entry must be available on file on site.

All entry into confined spaces must be in accordance to the requirements of General Safety Regulation 5; Work in confined spaces.

The certificate of competency of the person evaluating and testing the air inside a confined space and pronouncing it safe for entry including the required certification in writing that it is safe to do so and the valid calibration certificate of the testing equipment must be available on file.

2.4.12. Demolition Work

The Principal Contractor must appoint a competent person in writing to supervise and control all demolition work on site.

The Principal Contractor must ensure that prior to any demolition work being carried out and in order also to ascertain the method of demolition to be used, a detailed structural engineering survey of the structure to be demolished is carried out by a competent person and that a method statement on the procedure to be followed in demolishing the structure is developed and provided to the client, client agent or inspector on request.

During the demolition, the competent person shall check the structural integrity of the structure at regular intervals determined in the method statement in order to avoid any premature collapses.

The Principal Contractor must carry out a detailed risk assessment for every structure which will be required to be demolished.

When working in a direct overhead position where there is a possibility that workers may drop hand tools on persons below, tool lanyards must be used to secure the tools e.g. hammers falling etc.

The area below the work area must be demarcated and signs placed indicating persons working above.

All demolition work must comply with the requirements as set out in the Construction Regulations, Regulation 14. No work may take place if all the documentation is not in place.

2.4.13. Roof Work / Edge Protection

Roof Work

Any roof work must be done from a safe platform / shutter boards placed for walkways. Weak areas and openings on the roof must be identified and made visible. The workers must attach themselves to a lifeline that is secured to a safe anchor point. All tools must be secured by means of tool lanyards to prevent the tools falling into the area below. The area below the work area must be demarcated and signs placed indicating persons working above. No employee is permitted to work on roofs during inclement weather conditions.

Edge Protection

The Principal Contractor must ensure that all exposed openings are guarded and demarcated at all times until permanent protection has been erected. The Principal Contractor's risk assessment must include these items e.g. protection of decking edges, finished floor slab edges, stairways, floor penetrations, lift shafts, and all other openings and areas where a person may fall.

Working over public walkways will be made safe by means of crash decks designed by a Structural Engineer in such a way that no material of any sort can fall on the public. The cover must be strong and solid to withstand material or equipment that may fall from a height.

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

On high scaffolding the sides must be protected to prevent dust and also to prevent material or equipment from falling off the platforms.

All work areas need to be hoarded off as per the Client's instructions. Where overhead work is done safety nets must be installed to prevent any objects from falling to lower levels.

2.4.14. Public and Site Visitor Health and Safety

The Principal 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. Appropriate health and safety notices and signs shall be posted up, but shall not be the only measure taken.

Both the Client and the Principal Contractor have a duty in terms of the OHS Act No.85 of 1993 to do all that is reasonably practicable to prevent members of the public and site visitors from being affected by the construction activities. The Principal Contractor must ensure that construction sites in build-up areas adjacent to a public way are suitable and sufficiently fenced off and provided with controlled access points to prevent the entry of unauthorized persons.

Site visitors must be briefed on the hazards and risks that they may be exposed to and what measures are in place or should be taken to control these hazards and risks. A record of these "inductions" must be kept on site in accordance with the Construction Regulations.

Any building material or sand that may wash into the road must be cleared by the Principal Contractor immediately.

2.4.15. Night Work

The Principal Contractor must ensure that adequate lighting is provided to allow for work to be carried out safely. Lighting must be in compliance with the requirements of the Environmental Regulations for Workplaces of the Occupational Health and Safety Act.

If any construction work will be taking place at night it will be the responsibility of the Principal Contractor to ensure a full time competent supervisor is on site to supervise all construction work and health and safety matters.

2.4.16. Transport of Workers

The Principal Contractor and Sub-contractors shall ensure:

1. Transportation of persons together with goods or tools is prohibited unless there is an appropriate area or section to store the tools and equipment provided separate from the employees.
2. No person rides or is permitted to ride on a construction vehicle or mobile plant otherwise than in a safe place provided thereon for that purpose.
3. Workers shall not be permitted to stand on the back of the vehicle or sit on top of the sides of the bins of the transporting vehicle.

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

4. Vehicles to be used for the purpose of transporting employees to have seats firmly secured and adequate for the number of employees to be carried.
5. All construction vehicles or mobile plant traveling, working or operating on public roads to comply with the requirements of the National Road Traffic Act, 1996.

2.4.17. Severe Weather Plan

When high wind creates a hazard to the workers or work being performed i.e. instability in elevated areas, limited visibility due to dust or particles in the air, unmanageable materials etc. Supervision must stop work activities; re-assign work area, properly store and secure material which might blow away or cause injury or damage.

Should lightning be present, workers must be removed from open areas, high structures or any open elevated areas and instructed to take cover inside vehicles or buildings where possible.

2.4.18. Traffic Management

The Construction of the earthworks will inevitably result in a temporary increase in traffic Flow, as personnel, materials and equipment has to be transported to and from the site. Careful planning of the routes, the location of the construction areas and storage areas together with the timing of the transportation are considered to be the key to the minimization to traffic disturbance, the impact on the local residents and for the efficient delivery of materials and equipment. Authority and responsibility will be delegated to the **Site Safety Officer and the Construction Manager** for determining the Traffic Control.

2.4.19. Medium and High Voltage (MV / HV) Power Lines

Working near or crossing under the MV / HV Power lines on the construction site:

Minimum safe vertical clearances below the conductors of the MV / HV lines and the minimum horizontal distances from the outside MV / HV line conductors must be in compliance with the requirements of the OHS Act Electrical Machinery Regulations 2011 as specified in SANS 10280-1 updated 2013 version incorporated under section 44 of the OSH Act and any other requirements specified by ESKOM. The actual height from the ground to the lowest conductor at the passageway crossing points must be determined before any goalpost clearances can be calculated. Safe Vertical clearance for the purpose of the risk assessment below the MV / HV line conductor at the lowest sag point is 4.0 metres. Minimum Horizontal distance from the outside MV / HV line conductor for the purpose of the risk assessment carrying out work activities such as stacking, erecting temporary structures, load tipping by trucks, excavations, crane lifting operations and workers carrying equipment such as ladders, pipes scaffolding etc., is 10 metres.

Risk assessment must be done when working near or crossing under the MV / HV Power lines on the construction site.

Daily inspections by site management to be carried out; All users of the passageway or persons working next to the HV power lines to be trained on the Risk Assessment and the hazards and risks associated with it; Daily toolbox talks to be conducted; List of emergency telephone numbers which must include the ESKOM emergency contact number to be readily available; Emergency rescue plan to be in place.

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

No spraying of water or chemicals to be done below or in close vicinity of any MV / HV power line; If any work is going to be carried out alongside the MV / HV power lines, the 10 metres horizontal safety zone must be demarcated by means of barricading e.g. earth banks marked with posts, concrete blocks etc. and if any work is taking place at night, reflective strips must be put up; Operator / driver to ensure that he / she only does spraying outside of the minimum horizontal distance of 10 metres from the outside MV / HV line conductor; No spraying of water or chemicals near the MV / HV lines must be carried out in windy conditions.

Mobile plant and construction vehicles passing below MV / HV Power Lines. Operators of excavators, loaders, mobile cranes, cranes mounted on trucks and tipper trucks to ensure all raised parts are lowered (crane telescopic booms to be retracted) and mechanically secured where possible in the lowest possible position below the vertical safe clearance of 4.0 metres, no persons to stand on the back of trucks or on top of any vehicle or plant passing below the MV / HV power lines; identify specific passageways to pass under the MV / HV power lines; define the route of the passageway using fences / barriers and erect goalposts at each entrance to the passageway; goalposts to be constructed of rigid non conducting material, e.g. wooden poles or plastic pipes; the top span of the goalpost must be the maximum total height for vehicles passing below the safe clearance between the MV / HV power line conductors and the total height of the vehicle; goalposts to be highlighted by painting it red and white stripes; goalposts to be outside the minimum horizontal distance of 10 metres from the outside MV / HV line conductor; warning signs to be put up on both sides of the passageway indicating the maximum total height of the vehicle allowed to pass through and the crossbar clearance of the goalpost; also put up signs "Danger - overhead power lines" both sides of the passageways; ensure the surface of the passageway is leveled, formed up and well maintained to prevent undue tilting or bouncing of the equipment; the notices and crossbars must be illuminated for visibility during the night or poor weather conditions; the goalposts and barriers must be maintained.

Operator / driver to remain inside the cab of the vehicle if a flashover occur to prevent electrical shock or electrocution and if any of the raised parts is in contact with a MV / HV line conductor and can be lowered from inside the cab, do so and attempt to drive clear of the MV / HV power lines if possible, otherwise wait for confirmation from ESKOM that the line is dead and it is safe to get out; should the vehicle be on fire and persons inside the vehicle must get out, they must jump well clear from the cab; Nobody must approach the vehicle until confirmation from ESKOM that the line is dead and it is safe to do so; Never assume that the line is dead, auto reclosing of the ESKOM breakers or ESKOM operators closing the breakers manually to try and restore the power supply can cause the line to be energized for short periods of time.

No stacking or erecting of temporary structures must occur within 10 metres from the nearest outside MV / HV conductor; If any stacking or erecting of temporary structures is going to be carried out alongside the MV / HV power lines, the 10 metres horizontal safety zone must be demarcated by means of barricading e.g. earth banks marked with posts, concrete blocks etc. and if any work is taking place at night, reflective strips must be put up; Where mobile cranes are going to be used to lift items to be stacked or required for the erection of the structure near the 10 metres horizontal safety zone of the

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

HV Power lines, additional high-level indication must be erected to warn the operators such as a line of coloured plastic flags or 'bunting' mounted 3 to 6 metres above the ground over the barriers; Operators must ensure that no part of the crane or equipment infringe the 10 metres horizontal safety zone including the load being lifted by the crane which might swing or turn.

Excavators, mobile or tower cranes operating in close proximity to MV / HV power lines.

If any work is going to be carried out alongside the MV / HV power lines, the 10 metres horizontal safety zone must be demarcated by means of barricading e.g. earth banks marked with posts, concrete blocks etc. and if any work is taking place at night, reflective strips must be put up; Where plant such as cranes and excavators are operating near the 10 metres horizontal safety zone of the MV / HV Power lines, additional high-level indication must be erected to warn the operators such as a line of coloured plastic flags or 'bunting' mounted 3 to 6 metres above the ground over the barriers; Operators must ensure that no part of the crane, excavator etc. infringe the 10 metres horizontal safety zone including the load being lifted by the crane which might swing or turn.

Workers carrying ladders, metal pipes, steel rods or any item of which the length is such that it may encroach within the vertical safe clearance of 4.0 metres, must ensure that all items are carried horizontally in the lowest possible position below the vertical safe clearance of 4.0 metres; passing below the MV / HV power lines must only be at the specific passageways to pass under the MV / HV power lines; Passing under the MV / HV power lines carrying items as stated to be done under supervision of a competent person.

Broken / snapped MV / HV power line conductors lying on the ground or hanging close to the ground to be treated as live; All activities within 10 metres of the broken / snapped HV power line conductors to be stopped immediately and no persons or vehicles to be allowed within the 10 metres zone; ESKOM to be notified as soon as possible; no persons are allowed within the 10 metres zone until such time that the line is repaired and only once ESKOM personnel says it is safe to do so.

Erecting a fence passing below the MV / HV power lines.

Contact ESKOM regarding the requirements and specifications to construct a fence passing below the MV / HV line. The erection of a fence is to be done in liaison with ESKOM.

Cutting trees growing in close proximity to MV / HV power lines.

Contact ESKOM regarding the requirements and specifications to cut trees growing in close proximity to MV / HV power lines. Cutting of trees is to be done in liaison with ESKOM.

2.5. Operational Plant, Machinery and Equipment

2.5.1. Construction Vehicles and Mobile Plant

"Construction Vehicle" means a vehicle used as a means of conveyance for transporting persons or material or persons and material, on and off the construction site for the purpose of performing construction work.

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

“Mobile Plant” means any machinery, appliance or other similar device that is able to move independently and is used for the purpose of performing construction work on a construction site.

The Principal Contractor shall ensure that all such plant complies with the requirements of the OHS Act No. 85 of 1993 and Construction Regulations. The Principal Contractor and all relevant Sub-contractors shall inspect and keep records of inspections of the construction vehicles and mobile plant used on site. Only authorized / competent persons appointed in writing are to use construction vehicles and mobile plant under proper supervision. Appropriate PPE and clothing must be provided and maintained in good condition at all times. Proof of medical fitness certificates as per the requirement of the Construction Regulations must be available for inspection by the Client.

Vehicles shall not enter the site with:

- Defective exhaust systems
- Serious oil or fuel leaks
- Unsafe bodywork or loads
- Non-standard equipment fitted
- Improperly seated passengers
- Any obvious mechanical defects

All construction vehicles and mobile plant shall be operated in accordance with good safety practices so as to protect the safety of the operator and other workers or persons in the area. All construction vehicles and mobile plant shall be equipped with an acoustic warning device which can be activated by the operator and also be equipped with an automatic acoustic reversing alarm. A procedure for the control of the ignition keys of the construction vehicles and mobile plant to prevent unauthorized operation thereof must be available on file.

2.5.2. Vessels under Pressure, Gas Bottles and Air Conditioning

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

1. Providing competency and awareness training to the operators;
2. Providing the required PPE;
3. Inspect equipment regularly and keep records of inspections;
4. Providing appropriate firefighting equipment (Fire Extinguishers) on hand;
5. Pressure vessels including hired in mobile compressors must have a valid inspection and test certificate issued by an Approved Inspection Authority holding an approval certificate from the Chief Inspector verifying that the pressure vessel has been pressure tested and that the inspection has taken place within 36 months;
6. A Manufacturer's plate must be securely fitted in a conspicuous place to the shell of every pressure vessel.
7. The following signs must be prominently displayed at the flammable gas bottle storage facility:
 - i. No Smoking Sign
 - ii. No Open Flam Sign
 - iii. No unauthorized Entry

iv. Firefighting Equipment Location Signs

Air Conditioning

1. All installations, repairs or maintenance carried out on air conditioning units must be carried out by an 'Authorised Person' who is registered through SARACCA (South African Refrigeration and Air Conditioning Contractors Association) with SAQCC (South African Qualification and Certification Committee) and is a holder of a SAQCC 'Authorised Practitioner Card' displaying the photo, I.D details, registration number, expiry date and the scope of work the person may perform.
2. A 'CoC' (Certificate of Conformance) in accordance with Pressure Equipment Regulation 17(3) in the form of Annexure 1 must be issued by the 'Authorised Person' on completion of the installations, repairs or maintenance carried out on air conditioning units, to confirm that the work has been carried out in a safe and competent manner. This applies to the pressure side of the equipment including the controls.
3. A semi-skilled installer registered as 'Category A' can only sign a 'CoC' for up to 18 kW capacity where as a 'Category B' skilled artisan is authorized to sign for any capacity unit or plant as indicated on the 'Authorised Practitioner Card'.
4. must be in compliance with SANS 10147 – Refrigeration systems including plant associated with air conditioning systems incorporated as a health and Safety standard in terms of Section 44(1) of the Act in the Pressure Equipment Regulations, Regulation 1(11). Proof of all these documents must be available on the safety file.

2.5.3. Fire Extinguishers and Firefighting Equipment

The Principal Contractor and relevant Sub-contractors shall provide adequate, regularly serviced firefighting equipment located at strategic points on site specific to the classes of fire likely to occur. The appropriate notices and signs must be posted up as required. A Fire risk survey must be conducted by a competent person; proof of survey must be kept in the Site Health and Safety File.

The Principal Contractor and Sub-contractors are to ensure that a fire equipment inspector is appointed to inspect their specific equipment on site.

2.5.4. Hired Plant and Machinery

The Principal Contractor shall ensure that any hired plant and machinery used on site is safe for use. The necessary requirements as stipulated by the OHS Act No.85 of 1993 and Construction Regulations shall apply. The Principal Contractor shall ensure that operators hired with machinery are competent and that certificates are kept on site in the health and safety file. All relevant Sub-contractors must ensure the same.

The Principal Contractor is to ensure that a Mandatary Agreement [Section 37(2)] and the Sub-contractors appointment as per Construction Regulation 7(1)(c)(v) with all hired plant is signed. Hired Plant Contractors must also submit their Letter of Good Standing to the Principal Contractor.

The following criteria should be adhered to when considering Hired plant and machinery:

- Hired plant must be checked for safety compliance prior to it being accepted and

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

brought on site;

- Should the hired plant be accompanied by an operator, then the Principal Contractor / Sub-contractor must ensure that the competency and medical fitness of the operator be verified. It is also their responsibility to ensure that the operator undergoes the required Site Safety Induction;
- The Principal Contractor / Sub-contractor shall ensure that the operators of the hired plant attend the planned Safety talks in conjunction with the Principal Contractor's / Sub-contractors' staff;
- The Principal Contractor / Sub-contractor shall ensure that all operators are equipped
- with the required PPE before commencing with work on site.

2.5.5. Ladders and Ladder Work

The Principal Contractor shall ensure that all ladders are inspected monthly, are in good safe working order, are the correct height for the task, extend at least one (1) metre above the landing, fastened and secured, and placed at a safe angle. Records of inspections must be kept in a register on site. Sub-contractors using their own ladders must ensure the same. Ladders shall not be used as horizontal walkways or as scaffolding. Tools or equipment must be carried in suitable slung containers or hoisted up to the working position.

The Principal Contractor and Sub-contractors shall ensure that a Ladder inspector is appointed in writing.

2.5.6. Temporary Works

Temporary works Section 12 of the Construction Regulations

A contractor must:

- Appoint a temporary works designer in writing to design, inspect and approve the erected temporary works on site before use. (Can be three individual persons each appointed for a different function)
- Ensure that all temporary works operations are carried out under the supervision of a competent person who has been appointed in writing for that purpose.
- All temporary works structures are adequately erected, supported, braced and maintained by a competent person so that they are capable of supporting all anticipated vertical and lateral loads that may be applied to them, and that no loads are imposed onto the structure that the structure is not designed to withstand.
- All temporary works structures are done with close reference to the structural design drawings, and where any uncertainty exists the structural designer should be consulted.
- Detailed activity specific drawings pertaining to the design of the temporary works structures are kept on the site and are available on request to an inspector, other contractors, the client, the client agent or any other employee.

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

- All persons required to erect, move or dismantle temporary works structures are provided with adequate training and instruction to perform those operations safely.
- All equipment used in temporary works structures are carefully examined and checked for suitability by a competent person before being use.
- All temporary works structures are inspected by a competent person immediately before, during and after the placement of concrete after inclement weather or any other imposed load and at least on a daily basis until the temporary works structure has been removed and the results have been recorded in a register and made available on site.
- No person may cast concrete until authorization in writing has been given by the competent person.
- If, after erection any temporary works structures are found to be damaged or weakened to such a degree that its integrity is affected, it is safely removed or reinforced immediately.
- Adequate precautionary measures are taken in order to secure any deck panels against displacement and prevent any person from slipping on temporary works due to the application of release agents.
- As far as is reasonably practicable the health of any person is not affected through the use of solvents or oils or any other similar substances.
- Upon casting concrete, the temporary works structure is left in place until the concrete has acquired sufficient strength to safely support its own weight and any imposed load, and is not removed until authorization in writing has been given.
- The foundation conditions are suitable to withstand the loads caused by the temporary works structure and any imposed load in accordance with the temporary works design.
- Provisions are made for safe access by means of secured ladders or staircase for all work to be carried out.
- A temporary works drawing or any other relevant document includes construction sequences and methods statements.
- The temporary works designer has been issued with the latest revision of any relevant structural design drawing.
- A temporary works design and drawing is used only for its intended purpose and for a specific portion of a construction site.
- The temporary works design drawing is approved by the temporary works designer before the erection of any of any temporary works.
- No contractor may use a temporary works design and drawing for any other than its intended purpose.

Deviations found may result in the activity being stopped by the Client, Client Agent / Inspector, until such time as compliance is achieved. Standing time will be against the Contractor for not Complying with section 12 of the Construction Regulations.

2.5.7. Lifting Machines, Hand Powered Lifting Devices & Lifting Tackle

The Principal Contractor and all contractors shall ensure lifting machines (includes Lift Trucks, Mobile Elevated Work Platforms and cranes), hand-powered lifting devices and

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

lifting tackle are inspected and tested in accordance with the Driven Machinery Regulations 2015. There must be competent lifting machines, hand-powered lifting devices and lifting tackle inspectors who must inspect the equipment daily or before use, taking into account that:

1. All lifting machines, hand-powered lifting devices and lifting tackle have a safe working load clearly indicated
2. Regular inspections and servicing is carried out
3. Records are kept of inspections and of service certificates
4. There is proper supervision in terms of guiding the loads that includes a trained banks man to direct lifting operations and check lifting tackle.
5. The operators are competent as well as physically and psychologically fit to work and is in possession of a medical certificate of fitness issued by an Occupational Health Practitioner which must be available on site
6. Rigging of loads to be done in accordance with acceptable safe work practices. Proof of competency training to carry out rigging to be available on file.
7. Annual load tests certificates for lifting machines by a LME / LMI in place
8. The Operators are certified to operate the specific machine (valid certificates to be on site)

The Contractor must ensure that safe lifting operations are adhered to. This must include the following:

- Pallets of bricks being lifted by a mobile crane may only be lifted when secured in a brick cage or brick net, securing the entire load of bricks to the crane hook.
- Mortar bins, waste bins and any other receptacle must be deemed to be lifting attachments and must be designed to carry the required load. Such attachments must be on register and inspected every 3 months by the competent lifting tackle inspector.
- Formwork may only be lifted by using purpose designed and manufactured lifting tackle – eight-gauge wire and the like is prohibited.
- A Competent banksman must be in control of all rigging, slinging and lifting operations and must wear a high visibility reflective vest, be in possession of a two-way radio and make use of a whistle warning persons of overhead loads. The crane operator may only take commands and signals from the designated banksman.
- Guide ropes (tag lines) must be used when lifting large shutters, long bundles or re-bar and other similar loads. This must be detailed in the contractor's prevention plans. Lifting operations must be re-evaluated once wind speed reaches 40 km/h unless otherwise specified by the lifting machine manufacturer.

2.5.8. General Machinery

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

2.5.9. Electrical Installations and Machinery

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

The Principal Contractor and relevant Sub-contractors shall ensure compliance with the Electrical Installation Regulations 2009, the Electrical Machinery Regulations 2011 and Construction Regulation 24 of the Occupational Health and Safety Act and Regulations (Act 85 of 1993). All electrical connections and installations must be performed under the supervision of an appropriately qualified Registered Person as defined in the Electrical Installation Regulations pertaining to the category of electrical installations carried out, who has been appointed in writing. All Temporary Supplies may only be connected once the necessary permissions have been obtained and must be performed under the supervision of an appropriately qualified electrician.

The Temporary Supply must be inspected periodically but at least once per week by a competent person and the inspection findings recorded in a register kept on the construction site. A copy of the certificate of compliance where applicable, must be kept in the health & safety file.

A certificate of compliance must be obtained from the supplier and be available on site for all hired containers or site offices equipped with electricity.

Every person authorized to use a particular electric machine must be trained in the safe use thereof and be fully aware of the dangers attached thereto and be conversant with the precautionary measures to be taken or observed to obviate such dangers. The authorized operator or user must carry out a daily inspection using a relevant checklist prior to use and the inspection findings recorded in a register kept on site.

The correct Personal Protective Equipment to operate such machinery must be identified and issued to the respective operators / users of the machinery and training in the correct use of such PPE must be given. PPE must be regularly inspected to ensure it is in a good condition.

2.5.10. Portable Electrical Tools

The Principal Contractor and relevant Sub-contractors shall ensure that the use and storage of all portable electrical tools are in compliance with the relevant legislation. The Principal Contractor and relevant Sub-subcontractors shall ensure that all electrical, tools, electrical distribution boards, extension leads and plugs are kept in safe working order. Regular inspections and Safety talks must be conducted to make workers aware of the dangers and control measures to be implemented e.g. personal protection equipment, guards etc.

The Principal Contractor and relevant Sub-contractors shall consider the following:

1. A competent person undertakes routine inspections using a checklist and records are kept on file
2. Only authorized trained persons use the tools
3. The Safe Working Procedures apply
4. Awareness training is carried out and compliance is enforced at all times
5. PPE and clothing is provided and maintained
6. Each power tool must be clearly marked for identification purposes.
7. Portable Power tool inspector must be appointed in writing.

2.5.11. Explosive Actuated Fastening Devices

The Principal Contractor and relevant Sub-contractors shall ensure that the use, maintenance and storage of explosive actuated fastening devices are in compliance with Construction Regulation 21; Explosive Actuated Fastening Devices.

The Principal Contractor and relevant Sub-contractors shall consider the following:

1. No person may use or permit any person to use an explosive actuated fastening device unless such person is trained in the operation, maintenance and use of such a device and is provided with suitable personal protective equipment.
2. The explosive actuated fastening device must be cleaned and examined daily before use by a competent person who has been appointed in writing for that purpose.
3. The explosive actuated fastening device and the cartridges must be locked up in a safe place where it is inaccessible to unauthorized persons.
4. Signs to be posted up in the areas where explosive actuated fastening devices are being used. **(Warning: Explosive Actuated Fastening Devices in use – Keep Clear)**
5. The issuing and collection of cartridges, nails and studs must be controlled and recorded in a register by a person appointed in writing for that purpose.
6. Records of all training, appointments, inspections and maintenance must be available on file.

2.6. Occupational Health

2.6.1. Occupational Hygiene

Exposure of workers to occupational health hazards and risk is very common in any work environment, especially in construction. Occupational exposure is a major problem and all Principal Contractors must ensure proper health and hygiene measures are put in place to prevent exposure to these hazards. Prevent inhalation, ingestion, and absorption of any hazardous substances and high noise level exposure. Site specific health risks can be cement dust, wet cement, wood-dust, noise etc.

2.6.2. Welfare Facilities

The Principal Contractor must supply sufficient toilets (1 toilet per 30 workers), showers (1 shower for every 15 workers), changing facilities, hand wash facilities, soap, toilet paper and hand drying material must be provided. Waste bins must be strategically placed and emptied regularly. Safe, clean storage areas must be provided for workers to store personal belongings and personal protective equipment. Workers should not be exposed to hazardous materials / substances while eating and must be provided with sheltered eating areas.

2.6.3. Alcohol and Drugs Policy

A written Alcohol and Drugs policy must be available on file and all employees must be trained on the contents thereof. No alcohol or drugs will be allowed on site. No person may be under the influence of alcohol or any other drugs while on the construction site.

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

Any person on prescription drugs must inform his / her superior, who shall in turn report this to the Principal Contractor forthwith. Any person suffering from any illness / condition that may have a negative effect on his / her safety performance must report this to his / her superior, who shall in turn report this to the Principal Contractor forthwith. 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 Principal Contractor or Sub-contractor concerned and a copy of the disciplinary action must be forwarded to the Principal Contractor for his records.

Document Prepared by:

C.N. Busch

Managing Member of C & M Safety Consultants

Revised Document 12 May 2022

Updated 11 November 2022.

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION
Dept of Education – Sidingulwazi Primary School

ANNEXURE A:

The Principal Contractor and Sub-contractors must submit proof of compliance with Annexure A of this Construction Health and Safety Specification (HSS), with the Construction Health and Safety Plan, where applicable.

HSS Item no:	Requirement	OHS Act Requirement	Submission Date
2.3.1	Application for construction work permit	Annexure 1 (Construction Regulation 3(2))	Before commencement of work on site
2.3.2	Assignment of Responsible Persons to supervise Construction work	All relevant appointments as per OHS Act 85/1993 and Construction Regulations	Before commencement of work on site
2.3.3	Competency Certificates of Responsible Persons	Client requirements and OHS Act 85/1993	Together with the Health & Safety Plan
2.3.4	Compensation for Occupational Injuries and Disease Act (COIDA) 130 of 1993	COIDA Requirement	Together with the Health & Safety Plan
2.3.5	Occupational Health and Safety Policy	OHS Act 85 of 1993	Together with the Health & Safety Plan
2.3.6	Health and Safety Organogram	Client Requirements	Together with the Health & Safety Plan
2.3.7	Initial Hazard Identification and Risk Assessment based on the Client's Assessment	Construction Regulation 9	Together with the Health & Safety Plan
2.3.8	Health and Safety Representative	OHS Act 85 of 1993	Submit as soon as there are more than 20 employees on site
2.3.9	Valid Medical Certificate of Fitness in the form of Annexure 3	Construction Regulation 7(8)	Before employee commence to work

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION
Dept of Education – Sidingulwazi Primary School

--	--	--	--

ANNEXURE B:

The Principal Contractor shall make the following appointments according to the initial assessment (further appointments could become necessary as Project progresses)

Appointment	OHS Act Reference	Requirement
CEO Assignee	Section 16(2)	A competent person to assist with the on-site H & S overall responsibility – Contractor's Responsible Persons
Construction Manager	CR 8.1	A competent person to supervise and be responsible for the Health & safety related issues on site. The person is appointed to assist the CEO with their overall duties
Assistant Construction Manager	CR 8.2	A competent person to assist with the daily supervision of construction or building work. The person assists the Construction Work Supervisor
Health and Safety Officer	CR 8 (5) (6)	A competent person to assist with the on-site H & S overall responsibility – Contractor's Responsible Persons
Construction Supervisor	CR 8.7	A competent person responsible for construction activities and ensuring Occupational Health and Safety Compliance.
Assisting Construction Supervisor	CR 8.8.	A competent person responsible for construction activities and ensuring Occupational Health and Safety Compliance.
Health & Safety Representative(s)	Section 17	A competent person(s) to inspect H&S in reference to plant, machinery and Health and 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 Investigator	GAR 9	A competent person to investigate incidents / accidents on site and could be: <ul style="list-style-type: none"> • The employer • H & S Representative • Designated person • Member of the H&S Committee
Risk Assessment Coordinator	CR 9	A competent person to coordinate all risk assessments on behalf of the Principal Contractor. The same applies to Sub-contractors
Fall Protection Coordinator	CR 10	A competent person to prepare and amend the Fall Protection Plan
First Aiders	GSR 3	A qualified person to address all on site first aid cases
Lifting machine & equipment inspector	DMR 18	A competent person to inspect lifting machines, equipment and tackle
Scaffolding Inspector	SANS 10085 CR 16	A competent person to inspect scaffolding before the use, and every time after bad weather etc.
Scaffolding Erector	SANS 10085	A competent person to erect scaffolding

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION
Dept of Education – Sidingulwazi Primary School

	CR 16	
--	-------	--

Appointment	OHS Act Reference	Requirement
Scaffolding Supervisor	SANS 10085 CR 16	A competent person to supervise scaffolding
Ladder Inspector	GSR 13(a)	A competent person to inspect ladders daily and ensure they are safe for use, keeping monthly records
Stacking Supervisor	CR 28	A competent person to supervise all stacking and storage operations
Firefighting Equipment Inspector	CR 29	A competent person to inspect firefighting equipment

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

ANNEXURE C:

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

What	When	Output
Induction Training	Every worker – before they commence with work onsite	Attendance Registers
Awareness Training (Toolbox Talks)	At least weekly	Attendance Registers
Health & Safety Reports	Monthly	Reports covering: <ul style="list-style-type: none"> Incidents, Accidents & Investigations Non conformances by employees & contractors Internal & External HS Audits reports
Emergency Procedures	Continuous Evaluation of Procedure	Table the procedure in writing as well as Contact numbers
Risk Assessments	Updated and signed off at least monthly	Documented Risk Assessments
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 Actuated Fastening Devices
General Inspections	Monthly	<ul style="list-style-type: none"> Firefighting equipment Portable Electrical Equipment Ladders Lifting Equipment / slings
List of contractors	List to be updated weekly	Table list, number of workers and Company contact numbers
Workman's Compensation	Continuous	Table a list of contractors' Workman's Compensation proof of good standing
Construction Site Rules & Section 37(2) – Mandatory Agreement	Continuous	Table a report of signed and up to date Mandataries.

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Dept of Education – Sidingulwazi Primary School

ANNEXURE 4

ACCEPTANCE OF DOCUMENT.

Health and Safety Specification.

Contractor Representative

I as the Contractor Representative for the Project.....hereby state that I have read the Health and Safety specification and understands it. I further state that I am responsible for the project and will ensure that all the requirements set out in the Occupational Health and Safety Act in particular the Construction Regulations will be adhered to by all on site and coming on to site.

Project Information:

Project Location:

Expected Commencement date:

Expected Completion date:

Responsible Person:

Responsible Person Contact Details:

Name: Date:

Signature:

Note: This page must be completed and a copy to be send to C & M Safety Consultants (cmsc@saol.com) before work start. If a Construction Manager CR 8(1) has not been assigned to the mentioned project as yet, the Chief Executive Officer Section 16(1) or the Assigned Assistant to the Chief Executive Officer Section 16(2) must sign this letter.