


POST COVID 19 LOCKDOWN CONSTRUCTION SITE HEALTH AND SAFETY GUIDELINES

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SUMMARY VERSION CONTROL

VERSION NO.	NATURE OF AMENDMENT	PAGE NO.	DATE REVISED
1.0	New Document		
2.0	Changed Document to Standard Operating Procedure	1	01/06/2020
2.0	Include provision for COVID-19 Isolation Room on Construction Sites	9	01/06/2020
2.0	Include Provision for Health Care Waste Management on Construction Sites	11	01/06/2020
2.0	Extend the Scope to Transnet from TGC	All	01/06/2020

Note: Only latest amendments and/or additions are reflected in italics in the body of the document

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1. PURPOSE

The purpose of these guidelines is to provide guidance on how Transnet should manage its construction sites and contractors during or after COVID 19 lockdown period. These guidelines seek to mitigate the general health risks posed by the COVID-19 in Construction Project sites. In addition, to ensure that Transnet manages their contractors in accordance with applicable regulations and the contractual obligations, using practices that are fair, transparent, cost effective and of critical importance safe and healthy.

Note: These guidelines should be read in conjunction with the Project Specific Health and Safety (H&S) Specification and Disaster Management Act and its Regulations.

2. APPLICABILITY

These guidelines are applicable to Transnet managed construction sites.

Note: Contractors should review their Project Specific Risk Assessments and H&S Plans in line with these guidelines and submit to Transnet Owners teams for approval.

3. REFERENCE DOCUMENTS

Name	Reference Number	Applicable Section
Disaster Management Act, 2002 and its Regulations	Act No 57 of 2002	
Occupational Health and Safety Act, 1993 and its Regulations	Act No 85 of 1993	
Contractor Management Procedure	TRN-IMS-GRP-PROC 014	
Business Continuity Management Procedure	TRN-IMS-GRP-PROC-016	
Business Continuity Management Systems	ISO 22301:2012	
COVID-19 Health Care Waste Management on Construction Sites	TRANSNET-IMS-ENV-SOP-009.001	
Occurrence and Non-conformance Management Procedure	TRN-IMS-GRP-PROC 013	

4. DEFINITIONS AND ABBREVIATIONS

4.1 Definitions

Cleaning means physically removing germs, dirt and organic matter from surfaces

Contractor An employer (organization) or a person who performs **ANY** work and has entered into a legal binding business agreement contract to supply a product or provide services to Transnet. This applies to the Suppliers, Vendors, and Consultants, Service providers or Contractors.

Note: A Contractor is an employer in his/her own right.

Disinfecting means using chemicals to kill germs on surfaces. It is important to clean before disinfecting because organic matter and dirt can reduce the ability of disinfectants to kill germs.

Social Distancing means the practice of maintaining a greater than usual physical distance from other people or of avoiding direct contact with people or objects in public places during the outbreak of a contagious disease in order to minimize exposure and reduce the transmission of infection.

4.2 Abbreviations

COVID 19	Novel Coronavirus (2019-nCov)
H&S	Health and Safety
PPE	Personal Protective Equipment
Transnet	Transnet SOC Limited (<i>Operating as any of its Operating Divisions and Specialist Units</i>)

5. ACCOUNTABILITY, RESPONSIBILITY AND AUTHORITY

Transnet's Health and Safety, Executive Manager (In Construction Projects Execution)	<ul style="list-style-type: none"> • Sets the H&S guidelines for management of COVID 19 Post-Lockdown on Transnet construction sites; • Determine Scope for the COVID 19 Post-Lockdown Construction Site H&S guidelines; • Ensures development, implementation and maintenance of these guidelines; • Sets values and performance standards; and • Demonstrates and drives H&S leadership.
Transnet Project Director / Project Manager	<ul style="list-style-type: none"> • Drive implementation of COVID 19 Post-Lockdown Construction Site H&S guidelines; • Ensure availability of resources; • Ensure communication of COVID 19 Post-Lockdown Construction Site H&S guidelines directives to teams; • Communicate performance on the guidelines to the respective members of the Top Management Team; • Ensure resolution on issues identified through the COVID 19 Post-Lockdown Construction Site H&S guidelines process and implementation.
Transnet Construction H&S Agents / Managers	<ul style="list-style-type: none"> • Monitor implementation of COVID 19 Post-Lockdown Construction Site H&S guidelines and plans on projects sites; • Approves contractor's project / site specific COVID 19 Post-Lockdown Construction Site H&S Plan.
Construction Manager (Contractor)	<ul style="list-style-type: none"> • Customize the guidelines and develop a project / site specific COVID 19 Post-Lockdown Construction Site H&S Plan; • Implement and maintain contractor site specific COVID 19 Post-Lockdown Construction Site H&S Plan.
Employees	<ul style="list-style-type: none"> • Adhere to COVID 19 Post-Lockdown Construction Site Health and Safety Plan • Take accountability for assigned activities; and • Report any deviations.

6. STANDARD OPERATING PROCEDURE

6.1 Site Mobilisation

- Employees must be advised to check themselves for COVID-19 symptoms before travelling to site and notify their supervisor and consult their Health practitioner if they feel sick;
- Flu-like symptoms ranging from mild fever, dry cough, runny nose, sneezing to moderate and severe symptoms like productive cough, high fever, and shortness of breath can be experienced.

6.1.1 Training and Awareness

- All employees must be trained on site specific COVID 19 Post-Lockdown construction site H&S plan, updated risk assessments and procedure taking into account new hazards and risks posed by exposure to COVID-19 in the workplace;
- Employees must be provided with up-to-date H&S education and training on COVID-19;
- Employees to be trained on the use and maintenance of PPE;
- Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

6.1.2 Transportation of Employees to Sites

The contractor must provide means of transportation for employees to site. The transport should comply with the following:

- A minibus licensed to carry 10 passengers is limited to carry a maximum of 7 passengers including the driver;
- A minibus licensed to carry 15 passengers is limited to carry a maximum of 10 passengers including the driver;
- A minibus permitted to carry a maximum of 22 passengers, is limited to carry a maximum of 15 passengers including the driver;
- A vehicle licensed to carry a maximum of 5 passengers is limited to carrying 50% of its permissible passenger carrying capacity;
- Transport vehicles shall be sanitised before and after transporting of workers;
- All passengers shall sanitise their hands before getting into the vehicle;
- All passengers shall wear facemask while in transit.

Use of public transport

Where the use of public transport cannot be avoided, the contractor must inform employees on precautions to take while using public transport as above.

6.1.3 Access Control

- Site access points must be monitored in order to enable social distancing of 1.5 metres – there might be a need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring;
- Entry systems (e.g. biometrics) that require skin contact e.g. fingerprint scanners, should be removed or disabled;
- All personnel must be provided with means to wash or clean their hands before entering or leaving the site;
- Body temperature to be monitored with thermometer upon arrival;
Alcohol testing on projects site should be managed in such a way that no employee is exposed to the epidemic and contractors must promote personal hygiene.
 - Breathalyzer used shall be equipped with disposable mouthpieces.
 - Breathalyzer shall be cleaned and or disinfected after every use.

Visitors and Suppliers

Note: All non-essential visitors to site are not allowed, only suppliers are allowed

- Suppliers must be advised in advance of the COVID 19 site screening tests and required COVID 19 Personal Protective Equipment (COVID PPE) requirements for the site;
- Suppliers must bring their own PPE and no PPE will be issued to them;
- The site supervisor must ensure that suppliers are accompanied on site.

6.2 Work Arrangements during Construction

- Non-essential physical work that requires close contact between workers should not be carried out;
- Tools and equipment in stores should be sanitised before issued and on return to the stores;
- Every employee to be issued with own tool for use for the duration of the shift;
- Sharing of tools and equipment should be avoided at all costs;
- Work requiring skin to skin contact should not be carried out;
- Plan all activities to minimise contact between workers;

- Employees to be provided with face masks and should wear them at all times on site;
- Washing hands facilities must be provided on site, and where it is not available, all employees should be provided with hand sanitisers;
- Employees to be always encouraged to wash their hands

6.2.1 Before the Start of the Shift

- Pre-start meeting / DSTI to be held incorporating Covid-19 risk factors and protective behaviours (e.g. cough etiquette, care and use of PPE)

6.2.2 End of the Shift

- At the end of shift, all site personnel must dispose-of all single use PPE;
- Safety gloves, hard hats, face shields / goggles (where applicable) and safety shoes should be cleaned with sanitizer and left at lockers provided on site;
- All employees shall clean hands with sanitiser before leaving site;
- Transport provided by the contractor shall be sanitised before boarding.

6.3 Construction Employees' Facilities

In addition to the Facilities Regulations, 2004 and Construction Regulations, 2014, Regulation 30, the contractor must ensure the following with regard to construction employee facilities:

6.3.1 Toilet Facilities

- Restrict the number of people using toilet facilities at any one time;
- Ensure workers wash hands before and after using the facilities. Note: Provide additional handwashing facilities if a large spread out of site or significant numbers of personnel on site;
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush;
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently;
- Provide suitable and sufficient rubbish bins for paper hand towels with regular removal and disposal.

6.3.2 Offices and Eating Facilities

- The workforce should also be required to stay on site once they have entered it and not use local shops;

- Dedicated eating areas should be identified on site to reduce food waste and contamination;
- Break times should be staggered to reduce congestion and contact at all times;
- Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area;
- The workforce should be encouraged to bring pre-prepared meals and refillable drinking bottles from home;
- Workers should sit 1.5 metres apart from each other whilst eating and avoid all contact;
- Where catering is provided on site, it should provide pre-prepared and wrapped food only:
 - Payments should be taken by contactless card wherever possible or
 - Where only cash can be used, the usual hands washing with soap and water or hand sanitizers will be observed
 - Crockery, eating utensils, cups etc. should not be used
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced;
- Tables should be cleaned between each use;
- All rubbish should be put straight in the bin and not left for someone else to clear up;
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.

6.3.3 Changing Facilities, Showers and Drying Rooms

- Introduce staggered start and finish times to reduce congestion and contact at all times;
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day;
- Consider increasing the number or size of facilities available on site if possible;
- Based on the size of each facility, determine how many people can use it at any one time to maintain 1.5 metres spacing for social distancing;
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

6.3.4. COVID-19 Isolation Room on Site

- An isolation room should be identified and be secured with a clear signage for Isolation room
- Access to the isolation room must be limited to health care workers, hygiene maintenance workers (Cleaners) and health and safety professionals only.

- Adequate PPE must be maintained in the Isolation room, these will include FFP1 masks, hand sanitizers, latex gloves, bio-bin for waste management, clean drinking water, "there must clean running water, base and soap for washing of hands at close proximity"
- There must be adequate chairs for patients and health workers.
- A cleaning scheduled must be kept up to date and attached to back of the door.
- Deep cleaning and disinfection must be conducted after every isolation of a confirmed positive case.
- The isolation room must have adequate ventilation and positive displacement of air must be maintained.

6.4 Avoiding Close Working (Social Distancing)

- Put up posters around the workplace on keeping at least 1.5 metres distance between everyone at the workplace;
- Erect signs at the entrances to lifts and meeting rooms to ensure the maximum safe capacity is not exceeded;
- Move work stations, desks and tables in staffrooms further apart to comply with social distancing;
- If possible, bring in shift arrangements so less staff are in the workplace at once;
- If possible, provide social distancing markers on the floor in areas where customers line up or where workers perform tasks;
- Nominate a person on the work floor to be responsible for keeping everyone the required 1.5 metres distance apart.

There will be situations where it is not possible or safe for workers to distance themselves from each other by 1.5 metres.

The **General Principles** are:

- Non-essential physical work that requires close contact between workers should not be carried out;
- Work requiring skin to skin contact should not be carried out;
- Plan all other work to minimise contact between workers;
- Where possible, stairs should be used in preference to lifts or hoists;

- Where lifts or hoists must be used:
 - Always Lower their capacity to reduce congestion and contact ;
 - Regularly clean touchpoints, doors, buttons etc.
- Increase ventilation in enclosed spaces
- Regularly clean and disinfect the inside of construction vehicle / plant cabs and between uses by different operators.

Site Meetings (Also refer Site Meetings Procedure Annexure 8.4)

- Only necessary meeting participants should attend;
- Attendees should be two metres apart from each other;
- Rooms should be well ventilated / windows opened to allow fresh air circulation;
- Consider holding meetings in open areas where possible;

6.5 Personal Protective Equipment (PPE)

- No employee should be allowed on site without adequate and appropriate PPE;
- All employees should be provided with re-usable face masks;
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers;
- Single use PPE should be disposed of properly so that it cannot be reused e.g. provide sufficient bins for this purpose;
- Any job specific respiratory protection should still be worn on site (e.g. FFP2) where required.
Note: Re-usable face masks should be worn by employees not required to wear specialised respiratory protection.

6.6 Health and Hygiene

6.6.1 Management of Chronic Illnesses

- Self-disclosure may be necessary for the effective management of illness regimes at work;
- **In certain situations:**
 - Management of chronic illness may involve illness specific (measuring blood glucose for diabetes).
 - Some illness may necessitate regular visits to specialists or hospitals for treatment.

- Self-disclosure may also enable employer to provide tangible support that directly or indirectly facilitates management.
- Please refer to ***Hand Washing Procedure (Annexure 8.3)***

6.7 Cleaning and Management of Communal Areas

Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:

- Toilet flush and seats
- Taps and washing facilities
- Door handles and push plates
- Hand rails on staircases and corridors
- Lift and hoist controls
- Machinery and equipment controls
- Food preparation and eating surfaces
- Telephone equipment
- Key boards, photocopiers and other office equipment

Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.

Note: A combination of cleaning and disinfection will be most effective in removing the COVID-19 virus. Cleaning reduces the soil load on the surface, allowing the disinfectant to work and kill the COVID-19 virus. Disinfectant may not kill the virus if the surface has not been cleaned with a detergent first (**Refer to Annexure 8.2: Cleaning and Disinfecting Procedure**).

6.8 Emergency Procedure and Reporting

In case where an employee has symptoms or tests positive for COVID-19, the following process must be followed:

For TRANSNET:

- Employee must immediately report to his / her Line manager and Project Manager on site and thereafter follow **(Refer Annexure 8.1: Transnet guidelines when an employee tests positive for COVID-19)**

For Contractors:

- Employee must immediately report to his / her Line manager and /or Construction Manager on site;
- Construction Manager to report immediately to the TRANSNET Project Manager;
- TRANSNET Project Manager follow **Transnet guidelines when an employee tests positive for COVID-19 (Annexure 8.1)**

6.9 COVID-19 Health Care Waste Management at Construction Site

The Contractor must:-

- Develop the Health Care Waste Management method statement for review and approval by the Transnet Environmental Officer and Construction Health and Safety Agent for the site.
- Manage the implementation of the waste management plan and/or method statement.
- Provide Training and Awareness to all Contractor site personnel on the management of general health care waste.
- Provide and Designate bio-bins or plastic bags for the disposal of health care waste (PPE) for the temporary storage prior to removal and disposal.
- Ensure that healthcare storage points are managed in accordance with the stated requirements.
- Maintain Waste Manifest (PPE) records relating to the safe disposal of health care waste.
- Immediately address and report any non-conformances and incidents noted on site regarding the management of health care waste.
- Monitor and coordinate the staff assigned to containerize, collect, store, and transport healthcare waste on site.
- Contractor to provide Daily evidence of waste receptacles to the TRANSNET Environmental Officer where health care waste is temporarily kept for remotely situated sites.

- Maintain records of all healthcare waste quantities for disposal by the appointed service provider
- Liaise with own and Employer's (Transnet) project team members to minimize any health care waste management anomalies and ensure compliance with the approved site healthcare waste management plan and/or method statement.

Note: This section must be read in conjunction with the Standard Operating Procedure COVID-19 Health Care Waste Management on Construction Sites TGC-IMS-ENV-SOP-009.001 attached hereto as **Annexure 8.5**

7. RECORDS

- 7.1 Site Specific H&S Plan
- 7.2 Training and Awareness Registers (Risk Assessment, Induction, Tool Box Talks)
- 7.3 Site Meeting Registers

8. ANNEXURES

- 8.1 Transnet Guidelines when an employee tests positive for COVID-19
- 8.2 Cleaning and Disinfection Procedure
- 8.3 Hand Washing Procedure
- 8.4 Site Meetings Procedure
- 8.5 Standard Operating Procedure COVID-19 Health Care Waste Management on Construction Sites TGC-IMS-ENV-SOP-009.001