



## Health and Safety Specification for Contractors

Technique / Method / SOP  
**SOP**

Document No. EMS-SOP-2095  
Effective From Date: 2020-07-27  
Last Review Date: 2020-12-02  
Document Owner: Precious Dolamo  
Approver: Boni Hewu

[Controlled Label]

**Potential hazards to environment and/or safety of persons**

## Contents

1	PURPOSE.....	3
2	DEFINITIONS .....	4
3	ROLES AND RESPONSIBILITIES .....	5
3.1	Contractor's Responsibilities: .....	5
3.2	Notification of construction work .....	5
4	INSURANCE .....	6
5	COSTING FOR SHE REQUIREMENTS.....	6
6	SECURITY REQUIREMENTS.....	6
7	SUBMISSION OF SAFETY FILE .....	6
8	CERTIFICATES OF FITNESS.....	7
9	APPOINTMENTS .....	7
10	OPERATIONAL REQUIREMENTS.....	8
11	RISK MANAGEMENT.....	8
12	SUBSTANCE ABUSE .....	9
13	INCIDENT MANAGEMENT.....	10
14	ENVIRONMENT .....	11
15	QUALITY .....	11
16	TOOLBOX TALKS.....	11
17	PERSONAL PROTECTIVE EQUIPMENT (PPE).....	11
18	CONSTRUCTION SITE SAFETY SIGNAGE.....	11
19	LOCK OUT Procedure .....	12

## Health and Safety Specification for Contractors

20	HAND TOOLS .....	12
21	ELECTRICAL WORK .....	12
22	ACCESS SCAFFOLDING .....	13
23	SITE VISITOR .....	13
24	HOUSEKEEPING .....	13
25	FALL PROTECTION .....	13
26	BARRICADING .....	14
27	WELFARE FACILITIES .....	14
28	HAZARDOUS CHEMICAL SUBSTANCES (HCS) .....	14
29	EMERGENCY PROCEDURE .....	14
30	COMPLIANCE MONITORING .....	15
31	GENERAL .....	16

# Health and Safety Specification for Contractors

---

## 1 PURPOSE

The purpose of this SHE specification is to ensure that any contractor which is appointed by Mintek to conduct any construction related work complies with the SHE requirements and any other legislative requirement by the Republic of South Africa. This specification has been written in accordance to the OHS ACT 85 of 1993, Construction Regulations 2014 which stipulate that the client shall provide the prospective contractor with OHS specifications to enable the contractor to cater for OHS costs when they tender and upon appointment shall compile an OHS Plan addressing the requirements of these specifications.

The requirement contained in this document are the **ABSOLUTE MINIMUM** and the onus is placed on the contractor to ensure compliance to all legal and statutory requirements.

## APPLICATIONS AND INTERPRETATION

The scope of these specifications shall apply to all contractors as per legal definition contained in the Construction Regulations 2014 as well as any other contractor who undertakes to do work with MINTEK whose operations and activities are governed by the following legislation:

- Occupational Health and Safety Act 85 of 1993 (OHS Act).
- All regulations published in terms of the OHS Act.
- Construction Regulations, latest edition
- SANS codes referred to by the OHS Act.
- National Building Regulations and Building Standards Act 103 of 1977
- All regulation published under the Act 103 of 1977
- Contract Documents as provided by Mintek
- Basic Conditions of Employment Act (Act 75 of 1997)
- National Environmental Management Act 107 of 1998 and all Regulations
- Compensation for Occupational Injuries and Diseases (COID) Act No. 130 of 1993
- Regulations for Hazardous Biological Agents (South Africa, 1993b) and all applicable COVID-19 Regulations as they become available.

# Health and Safety Specification for Contractors

---

## 2 DEFINITIONS

### **Agent**

Means any competent person who acts as a representative for a client in managing the overall construction work performed for that client.

### **Client**

Means any person for whom construction work is performed

### **Construction work**

Means any work in connection with:

(a) The construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure;

(b) The construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or any similar civil engineering structure; or the moving of earth, clearing of land, the making of an excavation, piling or any similar civil engineering structure or type of work.

### **Construction work permit**

Means a document issued in terms of regulation 3;

### **Contractor**

Means an employer who performs construction work.

### **COVID-19**

Means Corona Virus Infection Disease 2019

### **Disinfect**

Means the process of cleaning using chemicals to destroy microorganisms

### **Hazard Identification**

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

### **Health and Safety File**

Means a file, or other record in permanent form, containing the information required as contemplated in this specifications

### **Health and Safety Plan**

Means a site, activity or project specific documented plan in accordance with the client's health and safety specification. The plan addresses hazards identified and includes safe work procedures to mitigate, reduce or control the hazards identified.

### **Health and Safety Specification**

Means a documented specification of all health, safety and environmental requirements pertaining to the associated works on a construction site or contract work, to ensure the health and safety of persons as well as the protection of the Environment.

### **Induction and training**

Instruction provided to a Visitor, Contractor or employee prior to the commencement of work or any other activity.

### **Isolation**

Means separating a sick individual with a contagious disease from health individuals that are not infected with such disease in a manner that aims to prevent the spreading of infection or contamination;

# Health and Safety Specification for Contractors

---

## Method Statement

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

## Principal Contractor

Means an employer appointed by the client to perform construction work is appointed by the client to be in overall control and management of a part of or the whole of a construction site.

## Project

Refers to the contract and has reference to the premises or any part thereof where the work which has been contracted for is to be performed.

## Risk Assessment

Means a program to determine any risk associated with any hazard or aspect at a construction site, in order to identify the steps to be taken to remove, reduce or control such hazard.

## 3 ROLES AND RESPONSIBILITIES

### 3.1 Contractor's Responsibilities:

The Contractor shall:

- Conduct all relevant risk assessments as applicable to their service offering scope of work
- Identify, implement and maintain preventative and corrective controls.
- Develop and conduct assurance mechanisms to verify the ongoing effectiveness of controls.
- Ensure that any risk related information provided by Mintek has been incorporated into their risk management framework and communicated to their employees.
- Ensure that their employees are trained in the work practices necessary to safely perform his/her job.
- Document training by keeping records that identify the employee, type and date of training, and include a means to verify successful completion and declaration of competence where applicable.
- Ensure that each of their employees follow the safety rules of the facility, including the safe work instructions and site procedures.
- Advise Mintek of any unique hazards introduced by the Contractor's work, or of any hazards discovered in the course of their work.
- Establish expectations and means to empower employees to stop unsafe work.

### 3.2 Notification of construction work

- The principal Contractor shall notify the local relevant Provincial Director of the Department of Labour, before commencing with construction work, of the intended work in the form of Annexure 2 of the Construction Regulations.
- A copy of the completed Annexure 2 of the Construction Regulations, as well as proof of notification shall be included in the Health and Safety Plan.
- A copy of the completed Annexure 2 is to be kept on site by the Principal Contractor.

### 4 INSURANCE

The contractor and all its appointed sub-contractor(s) shall be registered with an appropriate compensation commissioner and have a valid letter of good standing from the commissioner. The contractor is responsible for ensuring the Letter of Good Standing is valid for the entire duration of the project/contract. A copy of the letter of Good Standing must be kept in the SHE file.

### 5 COSTING FOR SHE REQUIREMENTS

The contractor is responsible for ensuring that SHE costing is taken into consideration for the duration of the project as this will ensure they comply with the SHE legislative requirements

### 6 SECURITY REQUIREMENTS

- All service provider employees, vehicles and equipment will be subject to security clearance at Mintek facilities.
- Service provider employees will be issued with access to the Mintek facilities after meeting the relevant security requirements.
- Mintek reserves the right to search any person, vehicle or equipment entering or leaving premises.
- Where access cards or documentation are issued, service provider employees must be in possession of these at all times.
- Mintek reserves the right to deny or revoke access for any person or vehicle

### 7 SUBMISSION OF SAFETY FILE

- Once appointed the contractor must submit their safety file for approval.
- Approval will be granted when the critical items have been sufficiently addressed.
- It is the contractor's responsibility to ensure all the documents stated below are up to date throughout the project.

The safety file will consist of the following; please note that additional project specific documents may be required.

- Contractor appointment letter. 37(2) Agreement between client and contractor
- Notification of Construction Work (if required)
- Copy of the OHS Act
- Occupational Health and Safety Management Plan
- Company Occupational Health and Safety Policy
- Letter of Good Standing
- Public liability
- Legal appointments with proof of training
- Medical fitness certificates
- Risk Assessments
- PPE issue register
- Safe work procedures and Method statement (Site Specific)
- Material Safety Data Sheets for hazardous materials used (if required)
- Fall Protection plan (if required)
- Incident reporting procedures
- Incident reports – Annexure 1
- Employers report of the accident (WCL1 and WCL2)
- Emergency preparedness documents
- First aid documents
- Induction records
- Safety communication (Toolbox talks)
- Inspection registers ( Equipment and tools)

## Health and Safety Specification for Contractors

### 8 CERTIFICATES OF FITNESS

The Principal Contractor and the subcontractors shall include in their Health and Safety files all copies of the worker's medical certificates of fitness conducted by an Occupational Health Medical/Nursing Practitioner.

### 9 APPOINTMENTS

The contractor and its appointed sub-contractor must make the relevant legislative and non-statutory appointments, which must be maintained valid for the entire contract duration. All appointees shall be suitably trained and found to be competent for the responsibilities there are assigned for. Copies of all relevant appointments and the relevant competence certificates must be kept in the SHE file.

**The table below indicates the applicability of the appointments but contractors should by no means be limited to these indications.**

APPOINTMENT	OHS-ACT / REGULATION REFERENCE
Assistant to the Chief Executive Officer	Section 16.2
SHE rep (if necessary)	Section 17(1)
Incident Investigator	General Administrative Regulations 9(2)
First Aiders	General Safety Regulation 3(4)
Fire Fighters	Construction Regulations 29
Risk Assessor	Construction Regulations 9(1)
Construction Manager	Construction Regulations 8 (1)
Assistant Construction Manager	Construction Regulations 8 (2)
Construction H&S Officer	Construction Regulations 8 (5)
Construction Supervisor	Construction Regulations R 8 (7)
Construction Assistant Supervisor	Construction Regulations 8(8)
Fall Protection Competent Person (if work involves working at heights)	Construction Regulations 10 (1)
Formwork and Support Work Supervisor	Construction Regulations 12
Excavation Supervisor	Construction Regulations 13 (1)(a)
Demolition Work Supervisor	Construction Regulations 14 (1)
Scaffolding Supervisor	Construction Regulations 16 (1)
Suspended Platform Supervisor	Construction Regulations 17 (1)
Rope Access Supervisor	Construction Regulations 18 (1)
Material Hoist Inspector	Construction Regulations 19 (8)(a)
Electrical Installation Supervisor	Construction Regulations 24 (c)
Hazardous Chemical Substance Supervisor	Construction Regulations 25
Stacking and Storage Supervisor	Construction Regulations 28 (a)
Fire Equipment Inspector	Construction Regulations 29
Ladder Inspector	General Safety Regulation 13 (a)
Lifting Machines and Lifting Tackle Inspector	Driven Machinery Regulation 18
COVID-19 compliance officer	Assignment of Duties and Responsibilities as contemplated in Government Gazette: 43258 5(4)(e)

# Health and Safety Specification for Contractors

## 10 OPERATIONAL REQUIREMENTS

### Training

The Contractor shall ensure that all his employees are adequately trained and experienced to perform their work and are further trained on the OHS aspects relating to the work and that they understand the hazards associated with such work being carried out on the premises.

### Induction

- The Contractor must ensure that all site personnel (workers, professional team and visitors) undergo a site-specific OHS induction training session before any worker starts work prior to commencing on the Project or Contract, as applicable.
- The induction must include the general duties of the employer and the employees, possible hazards and their associated risks that employees may be exposed to while on site as well as the control measures in place to mitigate the risks.
- A record of attendance shall be kept in the OHS file, as well as a copy of the contents of the said induction. The Contractor will be required to induct all contractors' employees. Workers must carry some sort of proof of inductions on their person.

### Competence

- Without derogating from the foregoing, the Contractor shall, in particular, ensure that all his users or operators of any materials, machinery or plant equipment are properly trained in the use of such materials, machinery or plant equipment.
- The Contractor shall ensure that all its employees are in possession of valid licenses and/or certificates of the correct code where machinery, plant or equipment is utilized. Proof of these licenses and/or certificates will be kept in the Contractors Health, Safety and Environmental file. This must be assessed on a regular basis e.g. training, evaluation, and periodic audits by the Client, progress meetings, etc.
- The Principal Contractor is responsible to ensure that competent contractors are appointed to carry out construction work.

## 11 RISK MANAGEMENT

### Risk Assessments and Hazard Identification

The Contractor shall cause a hazard identification and risk assessment to be performed by a competent person, appointed in writing, on the functions, activities and tasks relating to the work to be done, before any of the contract work can commence on site and a copy of the document must be presented by the contractor to the Divisional SHEQ Co-ordinator or Project Head for signatures. Each Method statement should have at least two Signatures at minimum – Contractor Safety Officer and Mintek Project Head. The GMR2 may be consulted for extremely dangerous tasks. The documented risk assessments shall form part of the OHS plan and must include all plans as may be applicable.

Based on the Risk Assessments, the Contractor must develop a set of site-specific OHS rules that will be applied to regulate the OHS aspects of the construction or contractor work. All Contractor employees must be advised of the risks they will be exposed to and must be trained in the methods or procedures to be used to mitigate these hazards or risks.

### The safe work procedures must address the following elements:

- The work method to be followed to conduct work safely
- Control measures implemented to mitigation & reduce the risks
- Responsibilities of competent persons
- Required personal protective equipment
- Correct equipment/tools/machinery to be used
- Completed Risk Registers
- Completed Risk Assessments
- A monitoring plan
- A documented review plan

Construction supervisor/ construction manager must compile method statement before work commences. This document details the way a work task or process is to be completed. It should outline the hazards involved and include a step by step guide on how to do the job safely.



# Health and Safety Specification for Contractors

---

All method statements are to be signed by the contractor safety officer and approved by Mintek Project Head.

Any contractor shall cause the relevant risk assessment to be reviewed:

- Where changes are made to the scope,
- When an incident has occurred,
- At intervals not exceeding one month.
- As recommended by the GMR2 based on random site inspections.

## Hazard & Risk Control

The Contractor shall ensure that mitigation and control strategies for hazards and risks as per assessment are implemented. The implementation of any risk management strategies shall consider the **HIERARCHY OF CONTROLS** as well the concept of reasonably practicable when prioritising suitable controls. In terms of the hierarchy of control the following needs to be considered during selection;

### Elimination

Elimination of a hazard results in elimination of the associated risk. While elimination is the most desirable it is often the least practical, but it's not impossible.

### Substitution

Substituting a more hazardous substance with a lesser one reduces the risk.

### Engineering/Isolation

Modifying the engineering of the exposure source or interrupting the path between the employee and the exposure source will mitigate the risk.

### Administrative

Administrative controls include reduction of exposure times through shift rotation, training, scheduling work at certain low risk times and other measures.

### Personal Protective Equipment (PPE)

Important to note that **PPE is the least desirable option** and should only be considered after all the above have been investigated or in conjunction with them. The contractor shall ensure that his responsible persons and employees are provided with adequate personal protective equipment (PPE) for the work they may perform in accordance to the HIRA outcomes and in accordance with the requirements of General Safety Regulation 2(1) of the OHS Act and the PPE is worn accordingly.

Such personal protective equipment shall be maintained in a good working condition and users shall be trained in the reason for wearing and the correct use and care thereof. An employer or a user of machinery, as the case may be, shall take steps to ensure that no safety equipment or facility provided as required by this or any other regulation is removed from a workplace or from premises where machinery is used, except for purposes of cleaning, repair, maintenance, modification, mending or replacement, and no person shall remove any such safety equipment or facility from a workplace or premises where machinery is used, except for the aforesaid purposes.

## 12 SUBSTANCE ABUSE

- Alcohol and drugs are not permitted on site nor will anyone under the influence of either be permitted on Mintek site.
- Random testing may be performed by security personnel and any person found with these substances or under the influence of alcohol / drugs will be refused access to the site.
- Employees suspected of being under the influence of narcotics may be subjected to medical testing.
- Persons who are under medication that may cause drowsiness or impaired ability must report it to their management
- Service provider management needs to take the necessary mitigating actions to prevent causing additional risks to Mintek and own employees.

### 13 INCIDENT MANAGEMENT

#### 13.1 Reporting of incidents

- Incidents occurring on a Mintek site shall be reported immediately to Mintek.
- All incidents that are reportable according to section 24 of the OSH ACT are to be reported immediately to the site GMR2
- Only injuries classified as work related according to Mintek Injury on duty procedure shall be accepted and recorded for statistical purposes.
- The Contractor will be responsible to inform the relevant authorities (i.e. Department of Labour) of any Serious or Reportable Incidents as per section 24 of the OSH ACT which may occur in terms of the applicable legislation. All correspondence of the (Relevant Authorities) regarding these incidents must be copied and kept in the OHS File.

#### 13.2 Incident Investigation

- All incidents shall be investigated by a competent investigation team
- Mintek may conduct their own incident investigation into service provider incidents and request the presence or evidence from the service provider
- Incident investigations should indicate the relevant risk control failures and corrective actions aimed at improving such controls.
- The Final investigation reports should be made available upon request.
- Mintek may request the Service provider to provide additional risk control measures.
- The Service provider shall ensure that the recommended corrective and preventative actions are implemented and embedded in their risk control framework.

#### 13.3 Non-conformance management

Non-conformances:

- Can result in work stoppages and possible expulsion from site
- May have a negative impact on future contract awards.
- In respect of life saving behaviours or critical controls are regarded as serious.
- Will be managed on a case per case basis, as per the potential risk.
- Costs related to non-conformance will be for the Service provider's account.
- Mintek may require a service provider to provide an action plan for rectification of non-conformances within an agreed time frame.
- Mintek can also require a service provider to carry out a root cause analysis and provide preventative measures prior to closing non-conformances.

#### 13.4 Consequence management

- Service providers are required to address contravention of health and safety rules and specifications in line with relevant labour legislation and/or disciplinary codes and principles.
- Mintek reserves the right to revoke access to any service provider employee for transgressions which in its view is justified.

#### 13.5 Subcontractor management

- No subcontractor is allowed on Mintek Premises without written approval from Mintek. It is recommended that it be a service provider from the approved Mintek vendors list.
- The service provider shall provide a list of subcontractors beforehand, intended to be used for the duration of the contract. The list of subcontractors is to include the following:

- a) Name of Subcontractor Company,
- b) Name of subcontractor contact person,
- c) Contact number of subcontractor and
- d) Letter of good standing.

- Any changes to the list should be updated and resubmitted to Mintek.

## Health and Safety Specification for Contractors

---

- All requirements in terms of Mintek, legal and other applicable to the service provider shall be applicable to subcontractor utilised on Mintek premises.
- The service provider shall, where subcontractors are to be utilised, develop an auditable subcontractor management process.

### 14 ENVIRONMENT

- All contractors working on Mintek premises should not leave water running (unattended) from taps and showers and
- All contractors working on Mintek premises should not dispose of/pour paint and harmful chemicals down the drain/into our water stream
- No dumping of any hazardous chemical substance(s) is permitted into any drains and/or waste bins. Same shall be disposed of in terms of the Hazardous Chemical Substance Regulations of the Occupational Health and Safety Act 85 of 1993.
- Measures must be taken by the contractor to reduce any environmental impairment with regards to noise, ground, air quality impact and water pollution. In the event of significant environmental impacts, the contractor will be subjected to the Polluters pay Principle of principle (section 28 of NEMA)
- The contractor shall handle all their waste in accordance with Mintek requirements. Mintek has the right to verify this compliance at any time during the work. All radioactive waste shall be handled according to Radioactive Waste Management SHEQ-MAP-209. In the case of land pollution, the contractor shall have in place a contamination assessment plan.
- The contractor must in the case of any spillage(s) that may negatively affect the environment in any way, report immediately to the relevant office/personnel at Mintek and adhere to the spillage plan in place.

### 15 QUALITY

Please refer to attached document EMS-SOP-2096

### 16 TOOLBOX TALKS

- The contractor shall ensure they conduct toolbox talks with their employees on a weekly basis and records of these must be kept in the SHE file.
- The objective of toolbox talks should be to communicate relevant site information to assist in improvement of occupational health and safety performance.
- Employees must acknowledge the receipt of toolbox talks and this record must also be kept in the SHE file.

### 17 PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Contractor must issue their employees SABS approved PPE. A copy of the PPE issue register signed by the employee issued with the PPE must be kept in the SHE file.
- Contractor supervisor are required to conduct continuous inspections of the PPE issued to their employees to ensure that they are still in good condition to be used by the employee or they still comply with manufacture requirements.
- The contractor is responsible for ensuring that employees are trained on the safe use of the PPE issued to them, how to maintain it and the limitations of the PPE.

All employees shall, as a minimum, be required to wear the personal protective equipment as specified by Mintek

### 18 CONSTRUCTION SITE SAFETY SIGNAGE

- Appropriate symbolic signage must be displayed where it is required by legislation.
- Appropriate warning, mandatory and information signs must be placed where required.
- All signs must comply to SANS/SABS requirements.

# Health and Safety Specification for Contractors

---

## 19 LOCK OUT PROCEDURE

- A system of control shall be established in order that no unauthorized person can energize a circuit, open a valve, or activate a machine on which people are working or doing maintenance, even if equipment, plant or machinery is out of commission for any period, thus eliminating injuries and damage to people and equipment as far as is reasonably practicable.
- Physical/mechanical lock-out systems shall be part of the safety system and included in training. Lockouts shall be tagged and the system tested before commencing with any work or repairs.
- Contractors are to familiarise themselves with the MINTEK lock out procedure (EMS-SOP-2088).

## 20 HAND TOOLS

The Principal Contractor must inspect all hand tools before it is brought onto the site.

- As far as possible all hand tools must be numbered and placed on register to be inspected monthly by a person designated to do so.
- Any tools found to be in an unsafe condition must immediately be removed from service and either discarded or rectified.
- No chisels with “mushroomed” heads must be used.
- No hammer shall be used with a cracked or damaged handle.
- All files must be fitted with handles.
- All trolleys, pushcarts, etc. used on site must be identifiable, placed on register and inspected at least once every month.
- Non-sparking tools must be used in areas where the risk of fire or explosion is present.
- No homemade hand tools are allowed on the project.
- All tools shall be attached to a suitable lanyard when utilised in elevated positions

## 21 ELECTRICAL WORK

- The Contractor must comply with the Electrical Installation Regulations, the Electrical Machinery Regulations and the Construction Regulations (CR 24).
- The Contractor must keep a copy of the Certificate of Compliance (COC) for its electrical power supply. A revised COC is required whenever the installation is altered or changed in any way. All temporary electrical installations must be inspected at least weekly by a competent person appointed in writing.
- Portable electrical tools and equipment must be visually inspected daily. Records of inspections must be kept on site (monthly inspection records to be kept after a competent inspector has carried out the monthly check).

The installation of temporary electricity for Construction shall be in accordance with the Construction regulation 22 and the Electrical Installation Regulations.

The Contractor must ensure that:

- Existing services are located and the location checked and verified, thereafter marked, before construction commences and during the progress thereof.
- Where the abovementioned is not possible, workers with jackhammers etc. are protected against electric shock by the use of suitable protective equipment e.g. rubber mats, insulated handles etc.
- Electrical installations and -machinery are sufficiently robust to withstand working conditions on site.
- Temporary electrical installations must be inspected at least once per week by a competent person and a record of the inspections kept on the OH&S File. In addition a Certificate of Compliance must accompany all temporary installations specific to that installation, or where necessary for the complete facility, whichever is required.
- Electrical machinery used on a construction site must be inspected daily before start-up by the competent driver/operator or any other competent person and a record of the inspections kept on the OH&S File

## Health and Safety Specification for Contractors

---

- All temporary electrical installations must be controlled by a competent person appointed in writing and who should be registered with the Electrical Contracting Association or other statutory body.
- All temporary electrical installations will be painted orange
- All switches on distribution boards will be labelled and numbered
- All distribution boards be locked and main switch is to be accessible through cut out in the door.

### 22 ACCESS SCAFFOLDING

- Access Scaffolding must be erected, used and maintained safely in accordance with Construction Regulation 16 and SA Bureau of Standards Code of Practice, SANS 10085/1 entitled, "The Design, Erection, and Use & Inspection of Access Scaffolding.
- Detailed consideration must be given to all scaffolding to ensure that it is properly planned to meet the working requirements, designed to carry the necessary loadings and maintained in a sound condition. It must also be ensured that there is sufficient material available to erect the scaffolding properly.
- Scaffolding may only be erected, altered or dismantled by a person who has the appropriate training and experience in this type of work or under the supervision of such a person
- Specific attention must be given to the appointment of Scaffolding Inspectors and Scaffolding Erectors who shall not be the same person. The continuous inspection of scaffolding structures must be recorded on the applicable Scaffold register.
- Tagging/Signs reflecting the status of the scaffold must be used and fixed to the structure at all times. (Safe to use / Scaffold not Safe)
- On completion of the erection, the Supplier will inspect the structure and will ensure it is in sound working order and complies with all statutory regulations the Supplier will then issue a Handover Certificate, Drawings, design and specifications shall be signed by a registered professional engineer.
- An inspection of the completed scaffold shall also be inspected by the registered professional engineer for approval prior to use. Should any additional load i.e. a hoist or advertising banners be added to the scaffold at a later stage, the professional engineer must approve the modification.

### 23 SITE VISITOR

- A site visitor's register is to be kept on site and steps are to be taken to ensure that all visitors sign the visitors' register before entering the site.
- An induction must be given to all visitors entering the site and proof thereof must be kept in the health and safety file.
- Visitor's PPE must be made available and at the cost of the contractor.
- A sign should also be provided directing all visitors to report to the site office.

### 24 HOUSEKEEPING

- CR 27 and CR 28 shall be complied with regarding sustained provision of good housekeeping, stacking and storage practices.
- Chutes shall be used for waste and debris removal from high places.
- The site shall be suitably cordoned off and access controlled.
- Catch platforms or nets shall be used where necessary.

### 25 FALL PROTECTION

In addition to the requirements of this regulation the following shall apply:

- The fall protection plan **for all roof work** is to be prepared by a competent person. This competent person must sign the fall protection plan.
- Contents of the fall protection plan must cover all the requirements as stated in the sub-regulation.
- The level of supervision is to be stated in the fall protection plan.

## Health and Safety Specification for Contractors

---

- Medical certificates, work near edges, presence of dew, dangerous walking areas etc. should be addressed in the fall protection plan. Inclement weather conditions must be provided for in the fall protection plan.

### 26 BARRICADING

- All work activities or work area that pose danger to the people on the vicinity must be barricaded/fenced with a solid material (for example scaffold tubing, not just plastic barricading) with the minimum height of 1 meter. All edge barricading used on site must be of solid material, if scaffold tubing or similar method is being used, it must be installed that a knee and guard rail/hand rail is installed at the open edges. The scaffold tubing or similar material must also be securely fixed to the posts being used.

### 27 WELFARE FACILITIES

It is the contractor's responsibility to make provision of welfare facilities for employees under their control during the construction phase. However, Mintek may provide such facilities according to availability. The contractor must maintain the facilities and keep it hygienically clean at all times.

### 28 HAZARDOUS CHEMICAL SUBSTANCES (HCS)

In addition to the requirements in the HCS Regulations, the principal contractor must provide proof in the H&SP that:

- Material Safety Data Sheets (MSDS's) of the relevant materials/hazardous chemical substances are available prior to use by the contractor. Mention should be made how the principal contractor is going to act according to special/unique requirements made in the relevant MSDS's. All MSDS's shall be available for inspection by the client at all times.
- Risk assessments must be done for this construction project.
- Exposure monitoring where required shall be undertaken by an AIA and that the medical surveillance programme is based on the outcomes of the exposure monitoring.
- How records are going to be kept safe for the stipulated period of 30 years.
- How the relevant HCS's are being/going to be controlled by referring to:
  - Limiting the amount of HCS
  - Limiting the number of employees
  - Limiting the period of exposure
  - Substituting the HCS
  - Using engineering controls
  - Using appropriate written work procedures
- The correct PPE is being used.
- HCS are stored and transported according to SABS 072 and 0228.
- Training with regards to these regulations was given.

The H&SP should make reference to the disposal of hazardous waste on classified sites and the location thereof (where applicable).

### 29 EMERGENCY PROCEDURE

Mintek will explain to the Service Provider the applicable provisions of the plant and site emergency action plans required by Mintek Procedure for Emergency Response so that their employees know what to do in an emergency.

### 30 COMPLIANCE MONITORING

Mintek will conduct periodic evaluations of Service Providers' safety performance in fulfilling their obligations.

- Weekly safety review meetings
- Monthly audits
- Regular inspections

### 31 COVID-19

All contractors have responsibilities to ensure the adequate personal hygiene and self-protection from COVID-19 infection procedures and precautions are established and maintained as necessary.

Contractors to ensure SHE plan, Risk assessment and all control measures relating to COVID-19 are implemented and adhered to at all time.

Contractor must comply with the Mintek COVID-19 guidelines, Disaster Management act and directives from the department of employment and labour and all applicable COVID-19 regulations.

Mintek shall ensure that regular information pertaining to COVID-19 and or any Health and Safety matters is distributed to ensure that required measures / controls is timeously addressed.

There are various information platforms available to the Employer and or employee that can assist in keeping them informed: Local Authority / Legislation World Health Organizations Health Care Departments / Health Care Professional's / Centre's / Hospitals Public Service Announcements

#### 31.2 COVID-19 training and Induction

Contractors must ensure that all site personnel undergo COVID-19 induction before any worker starts work prior to commencing on the Project or Contract, as applicable.

The induction should include

- COVID-19 regulations
- Signs and Symptoms of COVID-19
- Mode of transmission
- Hygiene practice
- Social distancing
- Preventive measures and
- What is expected of employers and employees at the workplace

#### 31.3 Screening and Testing

All contractors will be subjected to daily screening at the gate. The screening will be conducted by Mintek.

#### 31.4 If an employee falls ill onsite/ Isolation

Contractors must follow the Mintek clinic protocols. This will be provided during the induction.

#### 31.5 PPE

While engineering and administrative controls are considered more effective in minimizing exposure to COVID-19, PPE may also be needed to prevent certain exposures.

While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for contractors, and information on PPE effectiveness in preventing the spread of COVID-19.

## Health and Safety Specification for Contractors

---

All types of PPE must be:

- Selected based upon the hazard to the worker.
- Properly fitted (e.g., respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Masks are compulsory for all employees.

### 32 GENERAL

- Nothing contained in or omitted from this Health and Safety Specification, shall relieve the Contractor of any of its obligations or liabilities.
- Mintek shall not be liable for any civil claim because of anything contained in or omitted from this Health and Safety Specification

The Contractor shall be deemed to be an employer in his own right while on MINTEK premises. In terms of Section 16(1) of the OHS Act, the Contractor shall accordingly ensure that the requirements of the OHS Act are complied with by himself and/or his nominated Chief Executive Officer.

As part of the conditions of contract the contractor is subject to the requirements as specified in terms of Section 37(2) of the OHS Act and its Regulations, whereby all responsibility for health and safety matters relating to the work that the Contractor and his employees are to perform on the premises shall be the obligation of the Contractor.

MINTEK shall be entitled, but not obligated, to rectify the standard of work and safety provisions, and shall be entitled, under these circumstances, to recover the amount expended by itself either from the fees payable to the Contractor in terms of the Agreement, or otherwise, at its sole discretion. MINTEK right to rectify the standard of work and safety provisions shall in no way relieve the Contractor of its obligations in terms of this provision.

The Contractor shall do all things necessary for the prompt and efficient performance and discharge of its obligations in terms hereof, and, in particular, but without limiting the generality of the foregoing.

The Contractor shall obtain and hold all licenses, certificates, permits or exemptions as may be necessary from time to time in order to carry out its obligations in terms hereof, maintain its machinery, plant equipment and vehicles in a proper and serviceable condition at all times and ensure that all machinery, equipment and vehicles which by law are so required to do, carry with them at all times the relevant roadworthy or other certificates which may be required by law.

**NB: Upon completion of the construction work, a principal contractor must hand over to the Mintek safety officer, a health and safety file including a record of all drawings, designs, materials used and other similar information concerning the completed structure, in accordance to Construction Regulations 7(1) (e).**

Location/People: None

Location/People: None