



RE-ADVERT CD 01/2023

BUILDING, EXTENSIONS AND REPAIRS OF PRIMARY ELECTRICAL SUBSTATIONS

Table of Contents

1.	STATEMENT OF INVITATION	3
2.	MINIMUM REQUIREMENTS.....	3
3.	DEFINITIONS AND ABBREVIATIONS	4
4.	SCOPE OF WORK.....	4
5.	TECHNICAL SPECIFICATION	4
6.	HEALTH AND SAFETY REQUIREMENTS	5
7.	SPECIAL CONDITIONS	6
8.	EVALUATION CRITERIA	7
9.	PRICING SCHEDULES.....	10
10.	CONTACT DETAILS	11
11.	HEALTH AND SAFETY REQUIREMENTS	13
11	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION GUIDELINE.....	13

1. STATEMENT OF INVITATION

CENTLEC (SOC) Ltd, hereafter referred to as CENTLEC, a Mangaung Metro Municipal Entity distributing electricity in Mangaung, and other Municipalities invites suitable bidders to bid for the building, extensions and repairs of Primary Electrical Substations. This appointment will be valid for a period of thirty-six (36) months.

2. MINIMUM REQUIREMENTS

- 2.1 Supply unique security personal identification number (PIN) and/or original TAX Clearance Certificate for TAX compliant status.
- 2.2 Supply municipal services (water, sanitation, rates and electricity) clearance certificate or Lease Agreement with a current Bill and rates clearances, or Current Bill of Account not owing more than 90 days. In a case where the services are paid by the Landlord, the signed lease agreement and statement of account must be submitted by the bidder.
 - 2.2.1 In an event, that the Bidder utilizes prepaid services (e.g. Water or electricity) a valid municipal clearance certificate(s) must still be provided.
- 2.3 The bidder must be registered on the National Treasury Centralized Suppliers Database.
- 2.4 A valid letter of good standing from the Compensation Commissioner with the Department of Labour or from relevant bodies
- 2.5 CIDB Grading level 4CE and 4GB.
- 2.6 Bidder to submit proof of registration with NHBRC - National Home Builders Registration Council (membership).

3. DEFINITIONS AND ABBREVIATIONS

- 3.1 SANS - South African National Standard
- 3.2 SLA - Services Level Agreement
- 3.3 COC - Certificate of Compliance
- 3.4 SOP - Standard Operating Procedures
- 3.5 NHBRC - National Home Builders Registration Council
- 3.6 ECASA - Electrical Contractor Association South Africa
- 3.7 CENTLEC – CENLEC (SOC) Ltd

4. SCOPE OF WORK

The service providers will be expected to build, extend, and repair primary electrical substations as well as the access roads to substations. All projects that will be under this contract will be on an ad-hoc basis.

5. TECHNICAL SPECIFICATION

5.1 The following civil and electrical works will be involved in these projects:

- 5.1.1 Establishing (Building) of substation buildings, according to specifications and drawings.
- 5.1.2 Building cable trenches with cover plates.
- 5.1.3 Install fencing and/or electrical fencing on the servitude.
- 5.1.4 Establishing access roads to substations.
- 5.1.5 Supply and install gravel and/or paving for the substation yard (Ensuring that the level of the yard will accommodate water drainage).
- 5.1.6 Supplying and installation of lighting, power points and distribution boards including wiring.
- 5.1.7 Supply and installation of alarm systems and door entry alarms.
- 5.1.8 Supply and installation of extractor fans, sump pumps and air-conditioning units.
- 5.1.9 Supply and installation of earth mat/grid according to specifications, drawings and required earth value of less than 1Ω.
- 5.1.10 Supply and installation of access gates, security gates and burglar bars.
- 5.1.11 Installation of bund walls and storm water systems where needed, considering the location of the servitude.
- 5.1.12 Issuing COC certificates on all buildings, extensions and repairs.
- 5.1.13 Supply, Repair and Installation of water and sewerage systems

5.2 Capability

Table 1: Capability (all these requirements below should be covered in the letter of commitment)

ITEM	DESCRIPTION	Indicate ability with Yes/No
5.2.1	Establishing (Building) of substation buildings, according to CENTLEC (SOC) Ltd specifications and drawings TS-6-41 .	
5.2.2	Building of cable trenches with cover plates.	
5.2.3	Install fencing and/or electrical fencing on the servitude (2,5 Meter Clear View / Devils fork/ Brick wall / Concrete Palisade/ Steel Wire Fence with sliding gate / Hinged gate)	
5.2.4	Establishing of access gravel roads to substations	
5.2.5	Supply and install gravel and/or paving for the substation yard (Ensuring that the level of the yard will accommodate water drainage)	
5.2.6	Supplying and installation of lighting, power points and distribution boards	
5.2.7	Supply and installation of alarm systems and door entry alarms.	
5.2.8	Supply and installation of extractor fans, Sump pumps and air-conditioning units	
5.2.9	Supply and Installation of earth mat/grid according to specifications, drawings and required earth value of less than 1Ω.	
5.2.10	Supply and installation of access gates, security gates and burglar bars.	
5.2.11	Installation of bund walls and storm water systems.	
5.2.12	Issuing of COC certificates on all buildings, extensions and repairs	
5.2.13	Supply, Repair and installation of water and sewerage systems	

6. HEALTH AND SAFETY REQUIREMENTS

- 6.1 Submit a Health and Safety file a week (7 days) after receiving an appointment from CENTLEC.
- 6.2 Complete the SOP course. This will be for the successful bidders' **own costs**.
- 6.3 Must be authorized to commence work. (Official Order and after the safety file submission)
- 6.4 Must be authorized to receive access and keys for the substations. (Only for extensions and repairs after successfully completed SOP course)

7. SPECIAL CONDITIONS

- 7.1 The bidder must be able to compile reports of the damage that can be used in the insurance claims as supporting documentation. (Only for repairs). It will be required by the bidder to enter into a Service Level Agreement (SLA) with CENTLEC.
- 7.2 On this bid Services Providers will only work on an ad-hoc basis when needed.
- 7.3 Bidders must be able to comply with all applicable laws to dispose of waste and rubble.
- 7.4 The bidders will manage projects as "Turn Key".
- 7.5 Please note that the entity reserves the right to appoint more than one bidder where applicable.
- 7.6 If the successful bidder(s) appoints sub-contractors, the following will be expected:
 - a. The successful bidder will have to ensure that the contractors to be appointed will be supplied with Safety Health Environment and Quality (SHEQ) specification.
 - b. The successful bidder will have to ensure that the work will always be carried out under the supervision of the supervision of a competent supervisor who will always be in charge.
- 7.7 A list of all employees appointed for this contract, including supervisor(s) and site manager, must be submitted for vetting to be done by CENTLEC as the work will be carried out in the National Key Point. This must be done with each project allocated. The list must be submitted for the attention to the head of security through the supply chain.
- 7.8 The bidder must utilize local people as far as possible in the CENTLEC supply areas on projects for operational capability to ensure economic investment locally.
- 7.9 It will be required for the successful bidder to arrange project meetings with all the relevant sections at CENTLEC who may be involved with the project. All necessary arrangements will be dealt with in the project kick- off meeting (s).
- 7.10 The projects will only be signed off with a final takeover by the entity on completion of all the required activities.
- 7.11 All the buildings, extensions and repairs shall be in accordance with the required SANS regulations, all other applicable regulation and specifications required.
- 7.12 The bidder shall provide test certificates (COC's) before any take- over or payment for work completed will be considered.
- 7.13 Any other equipment, parts, spares, and materials to be used, shall conform to SANS specifications and carry the SANS mark of approval.
- 7.14 All repairs, extensions and quotations shall be approved by CENTLEC, and an order must be issued before commencement of any works. The service provider must ensure that the floor of the substation is level with the curb of the road.
- 7.15 All prospective bidders must pick up drawings from CENTLEC representative. TS-6-41 and TS-6-41A.

8. EVALUATION CRITERIA

All proposals submitted will be evaluated in accordance with the criteria set out in the policy of Supply Chain Management of the Entity.

The most suitable candidate will then be selected. Please take note that CENTLEC is not bound to select any of the bidders submitting proposals.

Furthermore, technical competence is the principal selection criteria, CENTLEC will evaluate the technical criteria first, and will only look at the price and specified goals if it is satisfied with the technical evaluation. As a result of this, CENTLEC does not bind itself in any way to select the bidder offering the lowest price.

8.1 TECHNICAL EVALUATION CRITERIA

Table 2 – Evaluation criteria

8.1.1	Track Record and Previous Experience	<p>Bidders are required to demonstrate and prove that their company and staff involved, have sufficient experience and expertise to ensure that they would be able to achieve the outcome of this bid objectives in the scope of work.</p> <p>Submit at least two (2) signed reference letters to confirm the successful completion of similar projects. 2 letters = 15 points 3 to 5 letters = 20 points 6 letters or more = 30 points</p>	30
8.1.2.	Capacity & Capability	<p>The evaluation of the bidder's current commitments and available resources.</p> <p>Submit a letter of commitment to acquire plant, procuring of other professional services and equipment for carrying out works and overall ability to deliver the scope of work, on time and in a safe manner as well as confirming capability to perform all items listed in table 1 = 45 points</p>	45
8.1.3.	Local economic investment	<p>Does the bidder have a local office with operational capability?</p> <p>(a) Existing and established local office = 10 points (b) If not, but within RSA= 5 points</p> <p>Submit a letter of commitment as proof to use local resources (Local labour. (a) Use of local resources = 15 points</p>	25
	TOTAL		100

A bidder who gets a minimum of 80 points and above will qualify to the next stage. Individual tenders would have to be evaluated according to the preferential point system. The bidder must score minimum points as follows:

- Item 8.1.1 – 15 points
- Item 8.1.2 – 45 points
- Item 8.1.3 – 20 points; in the Evaluation Criteria.

8.2 PRICE AND REFERENTIAL POINTS SCORING – STAGE 2 (Price and Specified Goals requirement)

All Bidders that have passed the technical evaluation threshold of 80 points would also be scored based the 80/20 principle where 80 Points is for the Price and 20 points for specified goals as per the detail given below:

8.3 Points awarded for price.

A maximum of 80 Points is allocated for price on the following basis:

$$\text{Where } P_s = 80 \left[1 - \frac{P_t - P_{\min}}{P_{\min}} \right]$$

P_s = Points Scored for comparative price of bid under consideration

P_t = Comparative Price of bid under consideration

P_{\min} = Comparative Price of lowest acceptable bid

8.4 Points awarded for Specified Goals Requirement

In terms of Regulation 3.(1) An organ of state must, in the tender documents, stipulate— (a) the applicable preference point system as envisaged in regulations 4, 5, 6 or 7; (b) the specific goal in the invitation to submit the tender for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goals in accordance with the table below;

Table 3: Specified Goals for Preferential Point System

Specified Goals	Points Allocation
50% Black owned	10
50% Women owned	5
50% Youth owned <35 years	5
Total Points	20

9. PRICING SCHEDULES

- 9.1 The contract price(s) shall be CPI based. CPA applicable to SEIFSA registered bidders. These adjustments will only be applicable after 12 months of the contract.

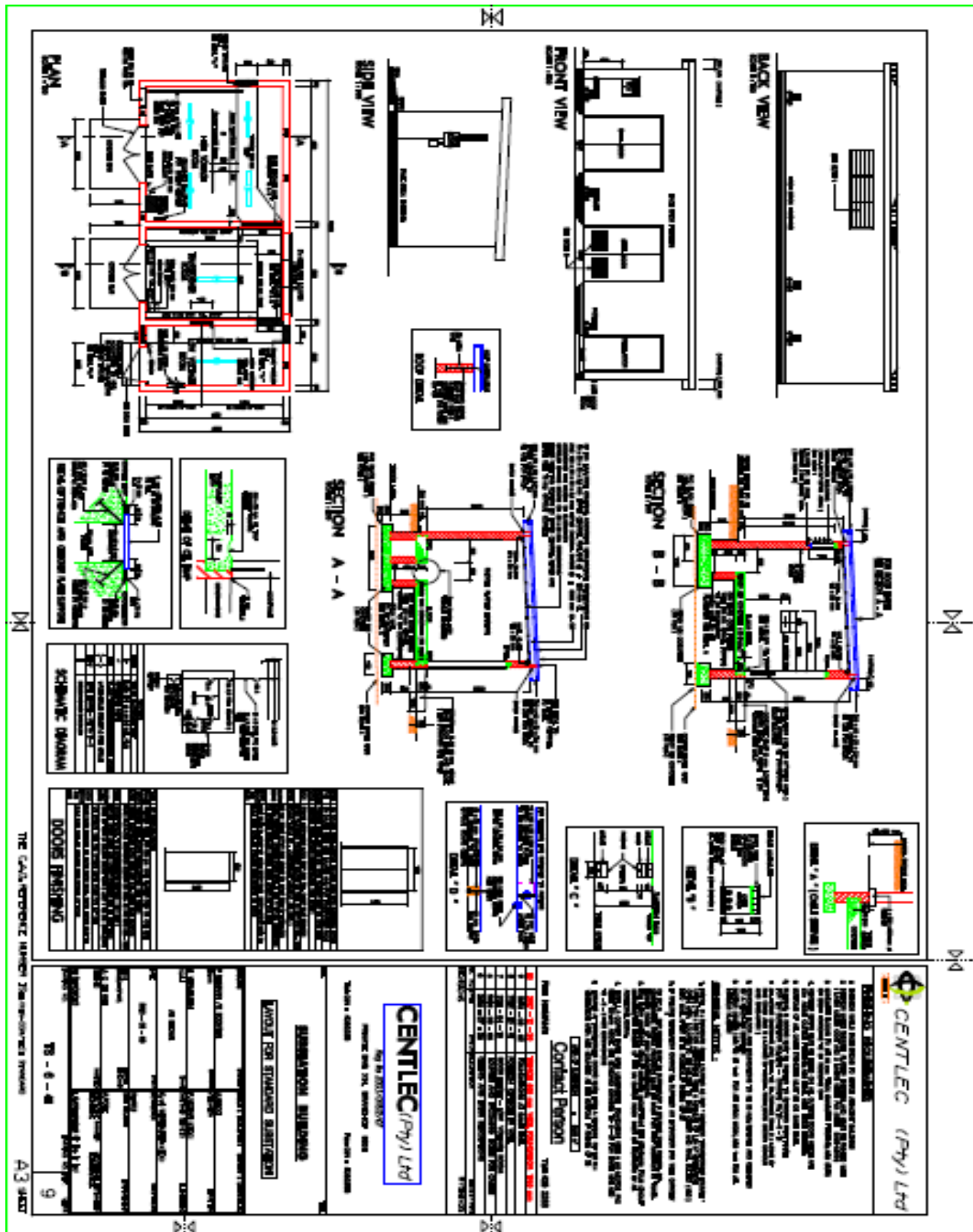
Table 4: PRICE SCHEDULE (REFER TO ITEM 5.1)

Item Number	Task Description	Unit of Measure	Price in Rand exclusive of VAT.
9.1.1	Substation Buildings, according to CENTLEC (SOC) Ltd. Specifications and drawing TS-6-41 and TS-6-41A.	Per m ²	
9.1.2	Trenches and cover plates.	Per m ²	
9.1.3	Fencing and/or electrical fencing of whole servitude. (2,5-meter-high devils fork with gate.)	Per m ²	
9.1.4	Fencing and/or electrical fencing of whole servitude. (2,5-meter-high Clear view with gate.)	Per m ²	
9.1.5	Fencing and/or electrical fencing of whole servitude. (2,5-meter-high Concrete Palisade with gate.)	Per m ²	
9.1.6	Fencing and/or electrical fencing of whole servitude. (2,5-meter-high 220mm Brick Wall with gate.)	Per m ²	
9.1.7	Fencing and/or electrical fencing of whole servitude. (2,5-meter-high Steel wire fence with gate.)	Per m ²	
9.1.8	Building of 200mm x 3000mm compacted gravel access roads to substations	Per m ²	
9.1.9	Yard and 100mm paving bricks (level of stand for water drainage)	Per m ²	
9.1.10	Installation of Lights	Each	
9.1.11	Installation of sockets plugs	Each	
9.1.12	Installation of distribution boards	Each	
9.1.13	Alarm systems	Each	
9.1.14	Extractor fans	Each	
9.1.15	Installation of earth mat/grid. (CENTLEC (SOC) Ltd. specification and drawings and earth value less than 1Ω).	Each	
9.1.16	Installation of safety gates as per drawing	Each	
9.1.17	Installation of bund walls and storm water systems where needed, considering the location of the servitude	Per m ²	
9.1.18	Issuing of COC certificates on all buildings, extensions, and repairs	Each	

10. CONTACT DETAILS

All technical queries can be corresponded with Mr. Wimpie de Jager e-mail Wimpie.dJager@centlec.co.za. or telephone (051) 409 2231.

For Supply Chain queries contact Palesa Makhele per e-mail Palesa.Makhele@centlec.co.za. or telephone (051) 412 2753.



This drawing TS-6-41 and TS-6-41A is available on request in A2 sheet size.

- 11.2 (This is to assist with the compiling of the Health and Safety file)
Note: The bidder will supply for each project a Safety file.

11. HEALTH AND SAFETY REQUIREMENTS

- 11.1 Submit a Health and Safety file a week (7 days) after receiving an appointment from CENTLEC.
- 11.2 Complete the SOP course. This will be for the successful bidders' **own costs.**
- 11.3 Must be authorized to commence work. (Official Order and after the safety file submission)
- 11.4 Must be authorized to receive access and keys for the substations. (Only for extensions and repairs after successfully completed SOP course)

11 OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION GUIDELINE

CONTENTS

- 1. Scope
- 2. Definitions
- 3. Interpretation
- 4. Requirements
 - 4.1 General requirements
 - 4.2 Administration
 - 4.2.1 Notification of intention to commence construction work
 - 4.2.2 Copy of the Act
 - 4.2.3 Good standing with the compensation fund or a licensed compensation insurer
 - 4.2.4 Emergency procedures
 - 4.2.5 Health and safety file
 - 4.2.6 Health and safety committee
 - 4.2.7 Inspections, formal inquiries and incidents
 - 4.2.8 Personal protective equipment and clothing
 - 4.3 Appointments
 - 4.3.1 Health and safety representatives

4.3.2 Appointment of building supervisor and safety officers

4.3.3 Competent person

4.4 Employer's health and safety agent

4.5 Creating and maintaining a safe and healthy working environment

4.5.1 General

4.5.2 Risk assessment

4.5.3 Health and safety plans

4.5.4 Fall protection plan

4.5.5 Health and safety inspections/audits

4.5.6 Responsibilities towards employees and visitors

4.5.7 Subcontractors

4.5.8 First aid, emergency equipment and procedures

4.5.9 Facilities for work

4.5.10 Report of incident and occupational diseases

4.5.11 Recording of investigation of incidents

Definitions

Act: The Occupational Health and Safety Act, 1993 (Act No.85 of 1993)

Competent person: Any person having the knowledge, training and experience specific to the work or task being performed

Employer's Health and Safety Agent: The person appointed as agent by the Employer in terms of Regulation 4(5) of the Construction regulations and named in the contract data as being the employer's agent responsible for health and safety matters

Ergonomics: The application of scientific information concerning humans to the design of objects, systems and the environment for human use in order to optimize human well-being and overall system performance

Hazard: A source of or exposure to danger

Hazard Identification: 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 Plan: A documented plan which addresses hazards identified and includes safe work procedures to mitigate, reduce or control the hazards identified

Fall Protection Plan: A documented plan of all risks relating to work from an elevated position,

considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk

Employer: Where used in contract documents and in this specification, means the employer as defined in the General Conditions of Contract and it shall be having the same meaning as “Client” as defined in the Construction Regulation 2003

Employer and Client is therefore interchangeable and shall be read in context of the relevant document

Contractor where used in the contract documents and in this specification shall have meaning as contractor as defined in the General Conditions of Contract. In this specification the terms Principal Contractor and Contractor are replaced with Contractor and Sub Contractor respectively for the purpose of this contract, the Contractor will in terms of the OHS Act 1993, in terms of the OHS Act 1993, be the mandatory of the Employer, without derogating from his/her status as an employer in his/her own right

Engineer where used in this specification, means the Engineer as defined in the General Conditions of the Contract. In terms of the Construction Regulations the Engineer may as agent on behalf of the Employer (the client as defined in the Construction Regulations)

OHS Section means Occupational Health and Safety Division within CENTLEC (SOC) LTD. CENTLEC will oversee all projects to ensure that the Principal Contractor complies with Occupational Health and Safety Act 85 of 1993, Construction Regulation and all related codes of practice

Contractor means an employer who performs construction work, includes principal contractor and sub-contractors.

Incident: An event or occurrence occurring at work or arising out of or in connection with the activities of persons at work, or in connection with the use of a plant or machinery, in which, or in consequence of which:

- a) Any 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 to 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 was employed or is usually employed;
- b) A major incident occurred; or
- c) The health or safety of any person was endangered and where;
 - i) A dangerous substance was spilled
 - ii) The uncontrolled release of any substance under pressure took place
 - iii) Machinery or any part thereof fractured or failed resulting in flying, falling or uncontrolled moving objects; or machinery ran out of control

Inspector: a person designated as such under section 28 of the Act

Major incident: an occurrence of catastrophic proportions, resulting from the use of plant or machinery, or from activities at a workplace

Reasonably practicable: practicable having regard to:

- a) The severity and scope of the hazard or risk concerned;
- b) The state of knowledge reasonably available concerning that hazard or risk; and of any means of removing or mitigating that hazard or risk;
- c) The availability and suitability of means to remove or mitigate that hazard or risk and
- d) The cost of removing or mitigating that hazard or risk in relation to the benefits deriving therefrom

Registered Person: a person registered in terms of the Electrical Installation Regulations

Risk: the probability that injury or damage will occur

Safe: Free from any hazard

Scaffold: any temporary elevated platform and supporting structure used for providing access to the supporting workmen or materials or both.

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATIONS

In terms of the OHS Act 1993, be the mandatory of the Employer, without derogating from his/her status as an employer in his/her own right.

“Engineer” where used in this specification, means the Engineer as defined in the General Conditions of Contract. In terms of the Construction Regulations the Engineer may act as agent of behalf of the Employer (the client as defined in the Construction Regulations)

“OHS Section” means Occupational Health and Safety Division within CENTLEC (SOC) LTD. (SOC) Ltd. will oversees all Projects to ensure that Principal Contractor comply with Occupational Health & Safety Act 85 of 1993, Construction Regulation and all related codes of practice.

“Fall Risk” means a risk that a person could fall from an elevated position, which is deemed 2 meters or higher, or a risk that something associated with the work can fall on a person.

“Construction vehicle” mean a vehicle used for means of conveyance for transporting persons or material or both such person and material, as the case may be both on and off the construction site for the purpose of performing construction work.

“Contractor” means an employer, who perform construction work, includes principal contractor and sub-contractors.

1. General Statement

It is a requirement of CENTLEC (SOC) Ltd that the Contractor shall provide a safe and healthy working environment and to direct all his activities in such a manner that his employees and any other persons, who may be directly affected by his activities, are not exposed to hazards to their health and safety. To this end the contractor shall take full responsibility to conform to all the provisions of the occupational health and safety Act (Act 85 of 1993), and all relevant regulations as stated in section 44 of Occupational Health and Safety Act 85 of 1993.

For the purpose of this contract the Contractor is required to confirm his status as mandatory to CENTLEC (SoC) Ltd and employer representatives in his own right for the execution of the contract, and he shall enter into Section 37.2 agreement in respect of the Act 85 of 1993.

2. Scope

This specification includes health and safety elements in terms of the Act and to satisfy the requirements of the Construction Regulation (CR), which will be applicable to the Principal Contractor and all sub-contractors for the safe execution of work during the project.

3. Purpose

The purpose of this specification is to ensure that the Principal Contractor and all sub-contractors provides and maintains, as far as reasonably a safe working environment for all employees and the public at large during the construction work.

4. Project Description

Building, extensions, and repairs of primary electrical substations in the CENTLEC (SoC) Ltd.'s area of supply.

The principle health, safety and environmental risks involved on this specific site will be that of:-

- a) Risk of employees falling from a height. /certificates of basic fall arrest. /appointment letters for those responsible for rescue.
- b) Use of suitable harnesses.
- c) Risk
- d) Ladder usage.
- e) Cranes/Simons certificate of servicing by A.I.A
- f) Safe storage of petrol.
- g) Safe storage of SF6 gas.
- h) Use of safety nets instead of safety tapes.
- i) Heavy loads to be carried by cranes and not manual labour
- j) Road closures when assembling, erecting' transport of equipment. (Application to traffic dept.).
- k) Use of safety precautions when working with oil and provide MSDS (Material Safety Data Sheet) for oil, safety solvents, SF6 Gas and soap.
- l) Wearing of all applicable personal protective clothing at all times when working.

5. Details of Specifications

5.1 Job specific details of specifications.

In general when working on transformers, workers must follow and adhere to the following methods and procedures, in order to prevent accidents and injuries:

- a) The distribution centres is in area where there is high density housing and population (contractor needs to be mindful of children, traffic, existing services and animals within the vicinity in which they will be working from.
- b) Proper analysis should be made by the contractor regarding the soap, solvents and transformer oils in the vicinity of households and gardens should the distribution centre is close to the boundary.
- c) Should it be necessary to enter a private property, the reason or such entry must be explained courteously to the occupier of the premises.
- d) Whenever possible, glass fibre ladders must be used to get to higher places and correct procedures for the use of ladders must be followed.(Open life busbars)
- e) Environmental factors must be taken into consideration.

Safety and Health

- f) Supervisor must always assure themselves about their worker's skills and knowledge of all safety procedures, and if necessary, arrange for workers to be trained or re-trained. There will be at all-times a supervisor on site.
- g) Excavated area needs to be visible and properly barricaded and must be backfilled within in order to reduce the risk of accidental falls. Chippings and soil must be kept apart when excavations take place. (Use of safety nets and not tapes).

- h) Chemicals used must not affect the health of the employees and of the public.
- i) Hearing protection to be used if noise levels exceeds 85 dB

5.2 Site Standards and Rules

- a) The contractor shall be responsible for enforcing and respecting all applicable health and safety rules in performance of all work covered by the contract, particularly those relative to the OHS Act and relevant regulations made under them;
- b) Any deviation found shall be reported at the site instruction book by CENTLEC (SoC) Ltd. representatives, or dept. of labour inspector.
- c) All times there shall be three sets of spare personal protective equipment for visitors and be marked visitors;
- d) If there is a site office(s) needed the built structure must have change room for both male and female and they can be used for shelter for eating facility;
- e) Proper drinking water at the strategic location shall be provided for employees;
- f) Health and Safety Committee meetings that involve CENTLEC (SoC) Ltd. Health and Safety division representative shall be held on the monthly basis;
- g) Contractor shall provide their workers with proper training so that they can perform their work safely. Train all staff to be aware of their own responsibilities for, and to provide information, instruction, and training on, the particular hazards and risks in relation to the scope of work; and
- h) The contractor shall ensure that every lifting machine is operated by an operator specifically trained for a particular type of lifting machine. (Crane trucks, vacuum plant and oil purification plants.)

6. Safety File

The contractor shall appoint a suitable qualified person to prepare the Health and Safety File and to keep it up to date for the duration of the contract. The health and Safety File shall include the following information:

- a) Notification of construction Work (Construction Regulation 3) (Schedule A)
- b) Copy of OHS Act (updated and not abridged version) (General Administrative Regulation 4) and relevant regulations as stated by section 44 of OHS Act 85 of 1993.
- c) Proof of Registration and good standing with a COID Insurer (Construction Regulation 4(g))
- d) Copy Health and Safety plan (Construction Regulation 5(1)) that include the followings:-

6.1 Applicable requirements

- a) List of equipment and specialised equipment.
- b) List of PPE issued
- c) Recent inspection lists of equipment in use.
- d) Training records
- e) Proof of training by an accredited for working at heights.
- f) Hazards identification and risk assessments.
- g) Test records for lifting equipment by an accredited body.
- h) Incident history
- i) Notices issued
- j) Protection against biological agents like ants-infested trees.
- k) OHS programme agreed with client including the underpinning Risk Assessment and Method Statements (Construction Regulation 5(1))
- l) Appointment/Designation forms required by the ACT and Regulations
- m) Registers as follows:

6.2 Register required

- a) OHS Representatives Inspection Register (monthly)

- b) Power tools inspection register.
- c) Lifting equipment (before use and monthly)
- d) Fire equipment inspection and maintenance (monthly)
- e) First aid (monthly)
- f) Hazardous Chemical Substances (MSDS and listing of chemicals)
- g) Inspection of cranes (daily before use and yearly inspection records)
- h) Inspection of ladders (daily before use and monthly)
- i) Inspection of vessels and pressure (monthly and 3 yearly)
- j) Machinery inspections (before use and monthly)

- k) Drivers/Operators of mobile plant/construction vehicles daily (pre-trip) inspections

The Health and Safety File shall be handed over to the client on completion of the contract. It must contain all the documentation handed to the contractor by any contractors together with a record of all drawings, designs, materials used and other similar information concerning the completed project.

6.3 Written Safe Work Procedures and Risk Assessments

- a) Written Safe Work Procedures are to be available in order to mitigate, reduce or control the hazards and risks identified in the Risk Assessment.
- b) **Initially a generic document can be produced, by the first three weeks of operation a task- based document must be produced and be updated as per changes in tasks.**

6.4 Personal Protective Equipment

The Principal Contractor shall ensure that the following minimum personal protective equipment and wear are issued to his employees:

- a) No person is allowed to be on site without the required PPE as prescribed by risk assessments. This must be discussed at the safety meeting and adhered to by all contractors on site.
- b) Contractor must ensure that PPE is being used as a last resort upon trying all reasonable means to remove the hazard.
- c) All contractors are required to keep an updated register of all PPE issued.
- d) Strict compliance measures must be administered to ensure employees use PPE.
- e) Hard hats, safety shoes with steel toe caps and protective clothing shall be provided by the contractor free of charge for all his employees and shall be worn at all times. Employees working on site must not wear metallic helmets. Other protective equipment such as gloves, safety glasses, face shield, dust mask, ear plugs etc. shall be issued and used when required as per tasks in the risk assessment and safe work procedure. The contractor shall ensure that his employees understand why the PPE is necessary and that they use them correctly and sign for receiving of it.
- f) When handling corrosive liquids e.g. acids or caustic suitable eye protection, gloves, and special overalls shall be worn.
- g) Any person refusing to wear protective clothing when instructed to do so by the responsible person shall be removed from the site.
- h) Clearly outline the procedure to be followed when PPE is 1. Lost or stolen; 2. Worn-out or Damaged.

6.5 Appointment of Health and Safety Personnel

- a) The Contractor and Sub Contractors shall ensure that all relevant appointments specified in the Occupational Health and Safety Act 85 of 1993 and Construction Regulations are made in writing prior to commencement of the Project.
- b) The Principal contractor shall provide adequate levels of suitable trained, experienced and competent management and supervision to ensure that the works proceed and without risks to health or environment and that all operations and personnel for whom the contractor is responsible are adequately monitored and supervised.

The Principal Contractor shall ensure that the appointments listed below are made where applicable:

Required appointments as per the Construction Regulations (CR):-

Item	Regulation	Appointment	Responsible Person
1.	4(1)(c)	Principal contractor for each phase or project	CENTLEC (SOC) Ltd. /Consultant
2.	5.(3)(b)	Contractor	Principal Contractor
3.	5(11)	Contractor	Contractor
4.	6(1)	Construction supervisor	Contractor
5.	6(2)	Construction supervisor sub-ordinates	Contractor
6.	6(6)	Construction Safety Officer	Contractor
7.	7(1)	Person to carry out risk assessment	Contractor
8.	7(4)	Trainer/Instructor	Contractor
9.	8(1)(a)	Fall protection planner	Contractor
10	11(3)(b)(ii)(b)	Professional engineer or technologist/land surveyor.	Contractor
11.	15(2)(c)	Compliance plan developer	Contractor
12.	17(8)(a)	Material hoist inspector	Contractor
14..	19(2)(b)	Power tool expert	Contractor
15.	19.2 (g) (i)	Power tool controller	Contractor
16.	27 (h)	Fire equipment inspector	Contractor
17.	16(2)	CEO assistant	Contractor

6.6. Establishment of Health and Safety Committee

The Principal Contractor shall establish a Health and Safety Committee in terms of Section 19 of the Occupational Health and Safety Act 85 of 1993.

The Principal Contractor shall hold meeting at least once a month with appointed supervisors, Health and Safety Reps and the chairperson of the Health and Safety Committee and copies of the safety meeting to be forwarded to CENTLEC ((SOC) Ltd. and the CENTLEC (SOC) Ltd. health and safety representative need to be informed and invited to such meetings.

Matters that are to be discussed should include at least the following as minimum:

- a) Make recommendations to resolve health and safety matters (i.e. internally by representatives or externally by DOL inspector)
- b) Accident/safety incident and they must be recorded for audit and for reporting to CENTLEC (SOC) Ltd. safety representative
- c) Hazardous conditions
- d) Hazardous material/substances
- e) Work procedures
- f) PPE
- g) Housekeeping
- h) Work permits
- i) Non conformances
- j) Emergency preparedness
- k) Traffic control
- l) Access control
- m) Medicals
- n) Training
- o) Forthcoming high hazard activities
- p) Liquor and drugs
- q) Occupational health and hygiene issues
- r) General health and safety issues
- s) Matters arising from principal contractor safety meetings

6.8 Health and Safety Hazards

The Principal Contractor shall take cognisance of the following hazards that are prevalent in the project:

6.8.1 Hazardous Environment

- a) Workers must be informed about transformer oils and the hazards relevant to it as well as the oil sampling procedures.
- b) Inclement weather – (Heat/Rain/Wind)
- c) Oil leaks and slippery conditions on transformers which might lead to falling.
- d) How to use ladders on chippings on site especially around transformers.
- e) Driving over trenches and trench covers.
- f) Using of cranes underneath and in the vicinity of live Busbars.

6.8.2 Hazardous Equipment

- a) Trucks
- b) Ladders
- c) Lifting equipment
- d) Pressure vessel
- e) Chains and slings
- f) Fall protection equipment.

6.8.3 Hazardous Operation

- a) Use of step ladder
- b) Usage of the cherry picker by unauthorised personnel

6.8.4 Hazardous Tool

- a) Electric hand tools

6.8.5 Hazardous Substances

- a) Chemicals (cad weld)
- b) Transformer oil
- c) Diesel
- d) Degreaser
- e) Safety solvents
- f) Soaps
- g) SF6 Gas

7 Arrangements for controlling significant site risks

The following are some examples requiring arrangements for controlling the most significant site risks.

7.1 Safety Risks

- a) The maintenance of plant and equipment
- b) Traffic.
- c) Failure to carry out daily inspections of machinery.
- d) Dealing with existing unstable structures/land
- e) Other significant safety risks as and when identified

7.2 Health Risk

- a) Manual handling
- b) Reducing noise and vibration
- c) Extreme heat and cold temperature considerations
- d) Dealing with HIV/Aids and other illnesses
- e) Provision of maintaining ablution and eating facilities
- f) Other significant health risks as and when identified
- g) Distribution of condoms
- h) Allow employees to test voluntarily when CENTLEC (SOC) Ltd. Wellness section arrange testing for HIV/AIDS and other chronic diseases.
- i) Allow employees to donate blood voluntarily when CENTLEC (SOC) Ltd. Wellness section arrange for blood donation

All safe operating procedures, method statements or rules implemented mitigate the risk whilst performing hazardous tasks are to be effectively communicated to the contractor's staff performing the tasks.

It is to be noted that these are some of the hazards that may be prevalent in this

Project. Others may be identified during the Risk Assessment.

8. Fire precautions on construction sites

The provisions of the environmental Regulations for Workplaces (Government Notice R2281 of 16 October 1987) shall apply with its amendments.

In addition the necessary precautions shall be taken to prevent the incidence of fires, to provide adequate and sufficient fire protection equipment, sirens, escape routes etc. all in accordance with Regulation 27 of the Construction Regulations.

No open fire will be allowed on site, unless a proper arrangement with site manager and authority has been made.

All fire extinguishers shall be:

- a) clearly labelled;
- b) conspicuously numbered;
- c) entered in a register;
- d) inspected monthly by a competent person; and
- e) tested and serviced at recommended intervals by an accredited supplier

9. Communication & Liaison

- a) Occupational Health and Safety Liaison between the Employer, the Principal Contractor, the other Contractors, the Designer and other concerned parties shall be through the H&S Committee as per the procedures determined by the H&S Committee. If possible emergency committee meeting will be held to address emergency issues.
- b) In addition to the above, communication may be directly to the CENTLEC (SOC) Ltd. representative or his appointed Agent, verbally or in writing, as and when the need arises.
- c) Consultation with the workforce on Occupational Health and Safety matters will be through their Supervisors and H&S Representatives ('SHE – Reps')
- d) The Principal Contractor will be responsible for the distribution of all relevant Occupational Health and Safety information to other sub-contractors.

10. Fall protection plan

A comprehensive fall protection plan is to be established in order to prevent employees from falling from elevated positions

- a) The contractor shall stop all persons working with the usage of a ladder during periods of inclement weather or if the possibility of lightning is present.
- b) Working at heights shall only be carried out under the supervision of a competent person;
- c) Provision must be made to prevent objects and material from falling from height.
- d)

11. Permit to work

The contractor is to ensure that the proper permit is in hand and properly locked out with his own private permit locks and duly locked out by authorised by CENTLEC (SOC) Ltd. personnel before commencing with the work in question, some of the activities that require a permit to work are:

- a) Permit are requested to work on pre-isolated equipment which is near live overhead network.
- b) The permit will be sign and dated properly before commencing with work and signed off after inspection of work by the relevant CENTLEC (SOC) Ltd. employee of primary plant maintenance section.
- c) Use of hazardous chemical substances (all MSDS shall be available and kept in the safety file), CENTLEC (SOC) Ltd. Health and safety Division shall be informed of all chemicals used on site or to be used.
- d) Work to be carried near/adjacent to live electrical network. Work permit shall be requested by the project manager representing CENTLEC (SOC) Ltd. and it shall be issued by CENTLEC (SOC) LTD. control. Work will be carried out under the full time supervision and contractor shall sign acknowledgement letter to understand the risks associated with that specific work.

Contractor shall liaise with project manager from Utilization Section of CENTLEC (SOC) Ltd. for the issue of work permits.

12. Housekeeping on Site

The Principal Contractor shall ensure a high level of housekeeping on site. On completion, the contractor is responsible for clearing the site.

13. First Aid Facilities

- a) Conspicuous sign shall be placed where first aid equipment is kept and stored. The name of the responsible person shall be placed against the first aid box.
- b) Adequate first aid boxes must be available on site.
- c) Individuals that are trained and certified competent to administer first aid are to be on site at all times, serving as First Aid Officer.

14. Health and Safety Induction

- a) The Principal Contractor shall ensure that all employees undergo a health and safety induction.
- b) Proof of induction is to be included in the "Safety File".
- c) The contractor is expected to have a daily safety "tool box" meeting. Subject topics that are applicable to the job at hand e.g. near misses that have happened, accident and up and coming work will be discussed along suggestion and comments.
- d) These meetings can be used as a training meeting with the central idea of educating employees.

15. ACCIDENT/INCIDENT REPORTING AND INVESTIGATIONS

15.1 REPORTING OF INCIDENTS AND OCCUPATIONAL DISEASES

All accidents and incidents shall be reported the same day to Health and Safety Division of CENTLEC (SOC) Ltd. within 24 hours.

Section 24 of the Act refers to certain incidents occurring at the workplace, or in connection with the use of machinery whereby a person dies or is injured to be extent where he is likely to die or could have resulted in a major incident. Such incidents should be reported to the Provincial Director on a WCL 1 or WCL 2 form within seven days.

Certain other types of incidents must be reported to the Provincial Director telephonically, facsimile or similar means of communication and these types of incidents are as follows:

- (a) Where a person, as a result of the incident;
 - i) Dies;
 - ii) Becomes unconscious;
 - iii) Suffers the loss of a limb or part thereof;
 - iv) Is injured to the extent that he is likely to die;
 - v) Is injured to the extent that he is likely to be permanently disabled;
 - vi) Is injured to the extent that he is likely to be off for a period of 14 days or more;
 - vii) Cannot perform his normal duties (those duties for which he was employed).
- (b) An incident of major consequence arising out of the use of industrial equipment or machinery or industrial practices at a workplace.
- (c) The health and safety of any person is endangered and where –
 - i) A dangerous substance was spilled;
 - ii) The uncontrolled release of any substance under pressure (pressure greater than 1 atmosphere) took place;
 - iii) Machinery or any part thereof fractured or failed, resulting in flying, falling or uncontrolled moving objects; or
 - iv) Machines, which ran out of control.

These incidents should also be recorded and investigated in accordance to Regulation 8 of the General Administrative Regulations.

If an injured person is to die as a result of an incident, which has already been reported in terms of the above, the employer or user should report such death to the Provincial Director.

Any registered medical practitioner should, in terms of Section 25 of the Act, report all (to the employer and Chief Inspector) cases of occupational diseases or any other disease, which he believes arose out of a person's employment, which he/she has treated. This must be done within 14 days in the form of a WCL 22 form.

Any other person may in writing, give notice of any disease suspected to be an occupational disease, to the employer and chief inspector

15.2 RECORDING AND INVESTIGATION OF INCIDENTS

The employer or user of machinery should keep record and investigate all incidents referred to in terms of Section 24 of the Act together with any other incident, which resulted in the person concerned having had to receive medical treatment other than first aid.

These incidents must be recorded in the form of Annexure 1 of these regulations and be kept for a period of at least 3 years. This record shall be kept on the premises and available for perusal by an inspector.

The contractor, a designated person, a health and safety representative or a member of the health and safety committee must investigate the above-mentioned incidents. This investigation should take place within 7 days from the date of incident and completed as soon as is reasonable practicable or within the contracted period of contract workers. The employer should record the result of the investigation in the Annexure 1. The purpose of the investigation is to establish the cause of the incident together with the safety measures that can be implemented to prevent the re-occurrence of such incidents in the future.

The health and safety committee shall examine this record at their next meeting.

- a) All accidents/incidents shall be recorded and investigated and reported to Occupational Health & Safety Section.
- b) Accidents/incidents are to be reported to CENTLEC (SOC) Ltd. Project Manager.
- c) All reportable incidents in terms of Section 24 of the OHS ACT shall be investigated and recorded by the contractor as required by the Act and also reported to occupational Health & Safety Unit.
- d) The contractor shall compile an investigation report and ensure that all the preventative actions recommended are in place.

16 RESPONSIBILITIES

16.1 Client

16.1.1 The Client or his appointed Agent on his behalf will appoint each Principal Contractor for this project or phase/section of the project in writing for assuming the role of Principal Contractor as intended by the Construction Regulations and determined by the Bills of Quantities.

16.1.2 The Client or his appointed Agent on his behalf shall discuss and negotiate with the Principal Contractor the contents of the health and safety plan of the both Principal Contractor and Contractor for approval.

16.1.3 The Client or his appointed Agent on his behalf will take reasonable steps to ensure that the health and safety plan of both the Principal Contractor and Contractor is implemented and maintained. The steps taken will include periodic audits at intervals of at least once every month.

16.1.4 The Client or his appointed Agent on his behalf will prevent the Principal Contractor and/or the Contractor from commencing or continuing with construction work should the Principal Contractor and/or the Contractor at any stage in the execution of the works be found to:

- a) have failed to have complied with any of the administrative measures required by the Construction Regulations in preparation for the construction project or any physical preparations necessary in terms of the Act;
- b) have failed to implement or maintain their health and safety plan;
- c) have executed construction work which is not in accordance with their health and safety plan; or
- d) Act in any way which may pose a threat to the health and safety of any person(s) present on the site of the works or in its vicinity, irrespective of him/them being employed or legitimately on the site of the works or in its vicinity.

16.2 Principal Contractor

- 16.2.1 The Principal Contractor shall accept the appointment under the terms and Conditions of Contract. The Principal Contractor shall sign and agree to those terms and conditions and shall, before commencing work, notify the Department of Labour of the intended construction work in terms of Regulation 3 of the Construction Regulations. Annexure B of this Specification contains a "Notification of Construction Work" form. The Principal Contractor shall submit the notification in writing prior to commencement of work and inform the Client or his Agent accordingly.
- 16.2.2 The Principal Contractor shall ensure that he is fully conversant with the requirements of this Specification and all relevant health and safety legislation. This Specification is not intended to supersede the Act nor the Construction Regulations or any part of either. Those sections of the Act and the Construction Regulations which apply to the scope of work to be performed by the Principal Contractor in terms of this contract (entirely or in part) will continue to be legally required of the Principal Contractor to comply with. The Principal Contractor will in no manner or means be absolved from the responsibility to comply with all applicable sections of the Act, the Construction Regulations or any Regulations proclaimed under the Act or which may perceivable be applicable to this contract.
- 16.2.3 The Principal Contractor shall provide and demonstrate to the Client a suitable and sufficiently documented health and safety plan based on this Specification, the Act and the Construction Regulations, which shall be applied from the date of commencement of and for the duration of execution of the works. This plan shall, as appendices, include the health and safety plans of all Sub-contractors for which he has to take responsibility in terms of this contract.
- 16.2.4 The Principal Contractor shall provide proof of his registration and good standing with the Compensation Fund or with a licensed compensation insurer prior to commencement with the works.

- 16.2.5 The Potential Principal Contractor shall, in submitting his tender, demonstrate that he has made provision for the cost of compliance with the specified health and safety requirements, the Act and Construction Regulations. (Note: This shall have to be contained in the conditions of tender upon which a tenderer's offer is based.)
- 16.2.6 The Principal Contractor shall consistently demonstrate his competence and the adequacy of his resources to perform the duties imposed on the Principal Contractor in terms of this Specification, the Act and the Construction Regulations.
- 16.2.7 The Principal Contractor shall ensure that a copy of his health and safety plan is available on site and is presented upon request to the Client, an Inspector, Employee or Sub-contractor.
- 16.2.8 The Principal Contractor shall ensure that a health and safety file, which shall include all documentation required in terms of the provisions of this Specification, the Act and the Construction Regulations, is opened and kept on site and made available to the Client or Inspector upon request. Upon completion of the works, the Principal Contractor shall hand over a consolidated health and safety file to the Client.
- 16.2.9 The Principal Contractor shall, throughout execution of the contract, ensure that all conditions imposed on his Sub-contractors in terms of the Act and the Construction Regulations are complied with as if they were the Principal Contractor.
- 16.2.10 The Principal Contractor shall from time to time evaluate the relevance of the Health and Safety Plan and revise the same as required, following which revised plan shall be submitted to the Client and/or his/her Agent for approval.

17. Health and Safety Inspections/Audits

- a) The Principal Contractor shall ensure that the work area, equipment, machinery, safety equipment and wear, etc. are inspected on a regular basis.
- b) Proof of such inspections are to be maintained in the "Safety File"
- c) All non-conformances revealed during the inspections are to be noted and rectified as soon as possible. The client, health and safety unit will also conduct formal audits at least once a month and deviations that are revealed must be rectified within the required time frame.
- d) All portable tools shall be inspected daily by the user as well as weekly recorded inspections and testing to be done.

18. Emergency Preparedness

The Principal Contractor shall develop and implement an emergency plan for site in collaboration with sub-contractors and the client representative. The plan would have to be revised due to the changing environment on construction site. Specific requirements for first aid and medical as well as fire and rescue will be addressed. The contractor is to ensure that the necessary firefighting equipment is in place in respective areas and proper signage's placed at the conspicuous places. Emergency preparedness plan shall ensure that all emergency contact details are placed in a conspicuous place where they can be easily seen and accessed by employees.

19. Non Compliance to Health and Safety Standards

The CENTLEC (SOC) Ltd Representatives reserve the right to stop the operations of the Principal Contractor should it be found that the operations are being undertaken in non-compliance with the laid down health and safety plan based on this specification.

The client has the authority to issue a non-conformance report to any contractor not complying to the SHE requirements on site, with necessary required rectification action required within a specific time frame.

It is noted to the contractors that any expenses incurred due to non-conformances shall be for Contractor's account in question.

Safety officers and other personnel have the authority to stop work if there is a life threatening situation or danger of material loss/damage and direct immediate remedial action under the supervision of contractor's manager is required.

Any "stop work order" shall be followed up and the site manager shall present a written report including remedial actions to avoid the re-occurrence and disciplinary action for contravening safety regulation and if considered necessary to instruct the site manager to remove certain of his personnel from site.

Maximum power demand: in KW	
Health and Safety Representatives:	
Activities, products manufactured and/ services rendered:	
Raw materials, materials and chemical/ biological substances:	
Total Number of Employees:	Male: Female:

Contractor Particulars	
Contractors:	
Site Address:	
Contracts Manager:	
Managing Director:	
Competent Persons:	
CR14: SCAFFOLDING:	
CR15: SUSPENDED SCAFFOLDING:	
CR17(6): MATERIAL HOIST (S):	
CR18(1): BATCH PLANT:	
CR8(1)(a): FALL PROTECTION:	
CR11(1)(1): EXCAVATION WORK:	
CR19(2)(b): EXPLOSIVE POWER TOOLS	
CR26(a): STACKING	

INSPECTION				
SECTION/REGS	ITEM CHECKED	N/A	YES	NO
	APPOINTMENTS			
CR6(1)	Supervisor:			
CR6(2)	Assistant Supervisor:			
S17(1)	Health & Safety Representative: (ratio)			
S19(1)	Health & Safety Committees			
CR 12(1)	Demolition Director			

	DOCUMENTS			
GAR 9(1)	Records of Incidents			
GAR 4	Copy of the Act			
GAR 7	Safety Reps Report			
GAR 8	Safety Committee Minutes			
DMR 18(7)	Lifting Machinery Log (Crane)			
CR 3(3)	Notification of Construction Work			
CR 7(2)	Risk Assessment			
CR 7(9)(e)	Proof of the Health & Safety Induction Training			
CR 11(13)(h)	Inspection of Excavation (Records)			
CR 20(g)	Crane Operator Medical Certificate			
CR 21(11)	Mobile Plant Operator Medical Certificate			

CR 18(9)	Batch Plant Repairs & Maintenance Records			
CR22(d)	Temporary Electrical Installation Record			
CR 5(7)	Health & Safety File			
CR 15(11)	Suspended Platforms' Performance Records			
CR 17(b)& (c)	Material Hoists Record Book			
IMPROV NOTICE	Scaffolding Log Book			
CR 21(1)(d)(ii)	Medical Certificate of Fitness			
CR 21(1)(l)	Construction Vehicle & Mobile Plant Register			
CR 22(d)	Electrical Installation & Machinery Register			
	INCIDENTS			
GAR 8(1) S24	Reported			
GAR 9(1)	Recorded Investigated Action Taken			
	PUBLIC SITE			
FR 2(1)	Sanitary Facilities			
CR 28(1) (c)	Changing Facilities for each sex			
CR 25(d)	Perimeter fence & no admittance			
CR 25(e)	Overhead protection netting/falling objects			
NB Notice	Pedestrian warning			
	PERSONAL SAFETY EQUIPMENT	N/A	N/A	N/A
	Items Issued:			
GSR 2(3)	Items Required:			
S23	(What is the payment on each item?)			
	SAFETY PLANS			
	FIRST AID			
GSR 3(6)	Name(s) of First Aider(s):			
CR 4(1)(3)	Client's Health & Safety Specification			
CR5	Principal's contractor H&S Plan			
	FIRE HAZARD & PRECAUTIONS			
GSR 4	Flammables used, waste, hot work, diesel, fuel, gas			
ER 9(1)	Portable Extinguishers			
ER6(3)	Disposal of waste			
	GUARDING			
	SITE EQUIPMENT			
GSR 13A(a)	Ladders condition, secured			
	SITE MACHINES			
DMR 3(2)(3)	Circulars, guards, riving knives			
DMR 2(a)	Mixers guarded			
	ELECTRIC POWER			
EMR 6(1)	Supply Board, condition E.L Relay Test			
GMR 3(1)	Condition of Tools, Leads, Plugs, etc.			

	LIFTING MACHINE/TACKLE			
DMR 18(8)	Lifting of persons			
DMR 18(8)	Condition, Securing of Load			

MANDATORY AGREEMENT AS PER SECTION 37(2) OF THE ACT

Agreement between CENTLEC (SoC) Ltd. and **(contractor name)**
_____ as per the provisions of Section 37 (2) of the Act, to ensure that no provision is given to the contractor to deviate from the Occupational Health and Safety Act 85 of 1993 and the incorporated regulations as stated in Section 44 of the Act.

In terms of the provisions of the Construction Regulations CR 4(1) (c),

I, _____ do hereby appoint
CENTLEC (SOC) LTD. (SOC) Ltd. Representative OHS 16.1/16.2

Name of contractor

By _____ for this construction work
Contractor Representative OHS 16.1/16.2

Of construction at area/s: _____
Places where construction has to take place

For the project/construction site: _____.

Contract No. CD _____

It is your duty in terms of CR 5(4), to provide and demonstrate to all your sub-contractors a suitable and sufficiently documented health and safety plan and Health & Safety Specification from CENTLEC (SoC) Ltd, based on the relevant sections of the Health & Safety specification for this project, contemplated in CR 5(3) (a) which we shall provide to yourselves, which shall be applied from the date of commencement of and for the duration of your construction work.

Furthermore in terms of CR 5(7) you shall ensure that a Health & Safety file, which shall include all documentation required in terms of the Act and these Regulations, is opened and kept on site and made available to an inspector, CENTLEC (SoC) Ltd. Safety Division Representative.

As per CR 5(1) (d), you shall stop any contractor from executing construction work, which is not in accordance with, your health and safety plan for the site or which poses a threat to the health and safety of person.

In terms of CR 6(1) & CR 6(2), appoint a full-time competent person in writing as a Construction Supervisor, and if warranted, one or more Assistant Construction Supervisors, who shall have the same H&S duties as the Construction Supervisor. Provided that a sufficient number of competent employees have been appropriately designated under Construction Regulation CR 6(2) on this construction site, the appointed Construction Supervisor may supervise more than one site. On large projects, or those with high risks or accumulation of hazards or risks, must appoint a full-time or part-time Construction Safety Officer, as required by Construction Regulation CR 6(6). You are to lodge copies of these appointments with ourselves.

The responsible/competent person/s appointed in terms of the Act, shall work/consult with **(Contractor name)** _____ and other contractors employed on the project, on an H&S committee established specifically to ensure that the intentions of the OHASA are complied with, as per section 19 of the Act & Construction Regulation CR 7(3). Please furnish us with proof of appointment of H&S representatives, as required by section 18 of the OHASA. Every employee of yours must have undergone H&S induction, pertaining to the hazards prevalent on this construction site/project, prior to them entering the site. All employees must be in possession of proof of such H&S induction, and carry this proof with them for the period that they are on the site as per CR 7(8) and CR 7(9).

You must cause a risk assessment to be performed by a competent person appointed in writing, prior to work commencing & be updated during construction, in terms of Construction Regulation CR 7(1), which shall form part of your H&S plan.

By your signature on the acceptance of the appointment, you accept that both you & your company are fully responsible for any acts or omissions in terms of the Act by any of your employees or mandatories.

You must lodge a certificate with us confirming your registration in terms of the *Compensation for Occupational Injuries & Diseases Act No. 130 of 1993*, when start on site.

Your company shall comply with all applicable legislation & amendments thereto, including, but not limited to the following:

- A. The Aliens Act of 1952;
- B. The Unemployment Insurance Act of 1986;
- C. The Labour Relations Act of 1995;
- D. The Basic Conditions of Employment Act of 1997;
- E. The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended and the municipal by-laws and any special requirements of the local supply authority
- F. The Fire Brigade Services Act 1987, Act 99 of 1987 as amended
- G. The National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended and relevant proclaimed Regulations (SANS10 0400)
- H. The Post Office Act 1958 (Act 44 of 1958) as amended
- I. The Electricity Act 1984, Act 41 of 1984
- J. The Regulations of Local Gas Board(s), including Publications of the SANS Standards and Codes of Practice, with specific reference to GNR 17468 dated 4th October 1997
- K. Legislation pertaining to water usage and the environment

- L. Legislation governing the use of equipment which may emit radiation (e.g. X-Rays etc.)
- M. Common Law
- N. Etc.

Date: _____ Signature: _____

CENTLEC (SOC) Ltd. OHS Act Section 6(1) /16(2)

ACCEPTANCE OF APPOINTMENT

I, _____being CEO of _____do hereby accept this appointment, and understand the requirements of this appointment and the Act and Construction Regulations, applicable Municipal regulations & By-laws.

_____ Signature of Mandatory Or his Representative	_____ Name (please print)	_____ Designation	_____ Date
--	------------------------------	----------------------	---------------

_____ Signature (16 (2) appointee)	_____ Name (please print)	_____ Designation	_____ Date
---------------------------------------	------------------------------	----------------------	---------------

COPY OF THIS APPOINTMENT IS TO BE AVAILABLE ON THE CONSTRUCTION SITE, AS WELL AS SHEQ DIVISION OF CENTLEC (SoC) Ltd.