



- 1 x 18W BEKASTAR - Standard version traditional post top complete with a traditional wall bracket and CFL lamp.
- 3m galvanized steel poles
- Excavation and backfilling in soft soil
- Excavation and backfilling in hard rock
- 6mm<sup>2</sup> 4 core PVC SWA Cable and its terminations:
- 4mm<sup>2</sup> BCEW and its terminations:
- Electrical Danger tape
- Photocell: 16A Photovoltaic (Day/Night) switch for exterior Lighting.
- Supply, Test, and Issue the Certificate of Compliances (C.O.C) for this installation.

4.1. Supply, Replace, and Install Electrical Reticulation for The Scope of Work for Existing Mobile Park Homes.

4.2.1. Excavation and Trenching Scope of Work

Supply the general trenching, excavation, and backfilling work for the 3x110m HDPE sleeves for lower voltage power cables from the main distribution board to the gate motor, data cables, and the power cables from the main distribution board to the different mobile park homes' sub-distribution boards.

**Note: The detailed scope of work shall be confirmed on-site by the contractor.**

4.2.2. Supply, Replace, and Install the conduits Sleeves for power skirting and Data Conduits Scope of Work

- The 2-Tier Steel power skirting complete with covers and all accessories.
- Telephone and Data points

4.2.3. Distribution Boards Scope of Work

- Supply, replace, and install the two DBs equipped with their circuit Breakers like the main breaker of 63A, the Earth Leakage breaker, and the other breakers like 10A for Lights, 15A for sockets and 30A for Air-Conditioners and 40A for hydro-



boiler, and 60A for electric stoves.

- Supply the Labeling & Documentation for this installation

**Note: For detailed Scope of Work and Quantities Refer to the Attached Bill of Quantities**

#### 4.2.4. Conduits, Conduit Boxes, and Outlet boxes Scope of Work

- Supply, delivery, and installation of SABS-approved PVC Conduits completed with all required conduit accessories.
  - 20mm PVC Conduit diameter
  - Flush mounted type:
    - 100 x 50 x 50mm for switches
    - 100 x 100 x 50mm for sockets.
    - Round PVC Box complete with cover plate

#### 4.2.5. PVC Wiring in conduits in Scope of Work

- Supply, install, and test all the following electrical supplying Cu cable installations :
  - 10mm<sup>2</sup> 3 Core PVC SWA Supply Cable for main power supply from Main DB to Sub DB.
  - 2.5mm<sup>2</sup> 3 Core PVC SWA Supply Cable for the sockets.
  - 4mm<sup>2</sup> 3 Core PVC SWA Supply power Cu Cable for the air-conditioners.
  - 1.5mm<sup>2</sup> 3 Core PVC SWA Supply Cu Cable for the lights

#### 4.2.6. Light Switches, Socket Outlets, and Isolators Scope of Work

- Supply, install, and test all the electrical installations especially all the sockets, switches, and isolators.
- Supply, Service, and Test all the existing electrical sockets and switches.
  - 16A 3-pin double socket outlets
  - 16 A 3-pin Crabtree double switch socket outlet installed on 2 tier power skirting.



#### 4.2.7. Light Fittings and Luminaires Scope of Work

- Supply, install, and test the following lights:
  - **Passage:** 1200x600 Recessed Fluorescent 60W LED LBR with one-hour backup, Type L3B
  - **Kitchen and Ablution:** 2 x 36W BEKA fluorescent open channel with electronic ballast and complete with cool white lamps
  - **Outside:** 15W LED BEKA BULKHEAD SERIES 30 complete with LED lamps
  - **Strong Room:** Emergency Red Alarm light complete with buzzer siren for safe storage.

#### 4.2.8. Perimeter Lightings Scope of Work

- Supply, install, and test the following installations and issue the certificate of compliance (C.O.C):
  - 1 x 18W BEKASTAR - Standard version traditional post top complete with a traditional wall bracket and CFL lamp.
  - 3m galvanized steel poles
  - Excavation and backfilling in soft soil
  - Excavation and backfilling in hard rock
  - 6mm<sup>2</sup> 4 core PVC SWA Cable and its terminations:
  - 4mm<sup>2</sup> BCEW and its terminations:
  - Electrical Danger tape
  - **Photocell:** 16A Photovoltaic (Day/Night) switch for exterior Lighting.
  - Supply, Test, and Issue the Certificate of Compliances (C.O.C) for this installation.

**Note: For a detailed Scope of Work and Quantities Refer to the Attached Bill of Quantities.**



**SOUTH AFRICAN POLICE SERVICE**

**SUPPLY, INSTALLATION, MAINTENANCE,  
TESTING AND COMMISSIONING:  
MECHANICAL ENGINEERING SERVICES**

**MADEIRA SAPS: EASTERN CAPE PROVINCE**

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**SPECIFICATION: SUPPLY, INSTALLATION, TESTING, AND MAINTENANCE: MECHANICAL ENGINEERING SERVICES: MADEIRA SAPS**

**1. Intent**

This specification calls for the supply, installation, testing and maintenance, and replacement of the missing fire extinguishers and testing of the existing fire hose reels at Madeira Police Station at Eastern Cape.

Bidders shall be responsible for the supply, delivery, installation, testing, and maintenance of all equipment, accessories, and work specified within this document. All equipment within this document shall have a minimum guarantee period of one year (12 months) on all components and workmanship.

The successful bidder shall be responsible for (02) services with 6 months intervals on newly installed air conditioning units for a period of 1 year including inspections on all components specified in this document and or all components supplied and installed under this contract.

Servicing and maintenance of newly installed equipment and components and guarantee free of defect for the full maintenance of the warranty period will form part of this contract. Bidders must fully comply with all mandatory requirements.

**2. DETAILS REQUIREMENTS**

This particular specification must be read with and shall form part of the Technical Specification contained in this document. Bidders may submit quotes for standard equipment that comply as closely as possible with the specification. Any deviation from the specification must be fully defined. All connections, installations, and terminations of the required cabling and switch gear will form part of this contract. Full particulars, technical specifications, performance curves, and illustrations of the equipment offered must be handed in together.

**3. GENERAL REQUIREMENTS, AND SPECIFICATION**

<b>STATE UNDER PARTICULAR AGAINST EACH REQUIREMENT WHETHER THE BIDDER COMPLIES OR DOES NOT COMPLY WITH THE REQUIREMENT OF THE SPECIFICATION</b>	
3.1	This requirement is for the supply, installation, testing and maintenance, and replacement of the missing fire extinguishers and testing of the existing fire hose reels. Decommissioned outmoded equipment will remain the property of the SAPS. ( as specified in this document)
3.2	The Contractor shall fully acquaint them with the nature of the work to be carried out, the locality of the facility, and any possible hindrances in the execution of the installations, services, and maintenance, and to allow for all of these factors in their prices, as any later claim bases on unforeseen events or knowledge will not be entertained. (as specified in this document)
3.4	Operation and Maintenance Manuals – The contractor shall hand over, after the works one (1) original and two copies of the necessary operating and maintenance manuals, required for all equipment supplied and installed by him or her as part of the works. A complete description of all operating procedures and safety measures shall be included in the manual.

3.5	Electrical Connections – Electrical connections to the distribution panel form part of this contract. Wiring must be designed and installed as prescribed by SABS 1042 wiring of buildings. Specified in this document)
3.6	The Contractor shall comply with the requirements of the Health & Safety Specification and applicable regulations. The contractor shall refer to the site information, and the specifications describing the scope of the Engineering Works, for information about the type of environment in which the work is to be executed. Notwithstanding anything stated in this document, the contractor shall be responsible for determining the safety requirements of the site. (as specified in this document)
3.7	All electrical cables, unarmored and armoured, shall be locally manufactured and shall bear the SABS stamp of approval.
3.8	New equipment and material shall be supplied with a written guarantee confirming a defects liability period of 12 months from the date of practical completion. These guarantees shall be furnished in favour of the SAPS. The guarantee shall include any latent defects in the plant, equipment, fittings and installation thereof and any labour or other costs inherent in repairing any defects and ensuring that the plant, equipment and fittings remain free of defects and in good working order to the satisfaction of the SAPS.
3.9	Equipment and material installed shall be new and unused.
3.10	All installations shall comply with the National Building Regulation SANS 10400 on energy efficiency Part XA, read in conjunction with SANS 204.
3.11	When all conductors of an AC installation are carrying their design load, the difference in voltage between the point of supply and any point of outlet or terminals of fixed appliances should not exceed 5% of the standard or declared voltage. The voltage drop for single-phase circuits should not exceed 11, 5 V (5% of 230 V).

#### 4. STANDARD SPECIFICATIONS AND REGULATIONS

The entire installation shall be carried out to the satisfaction of the Chief Engineer, SAPS, Facility, Programme, and Project Management, and shall be carried out by the following Standard Specifications and Regulations.

- All electrical work is to be carried out by the SANS Code of Practice for Wiring Premises, SANS 10142, and the SANS Code of Practice for Identification Color Marking, SANS 10140.
- All low-voltage switchgear and control gear assemblies are to comply with SANS 60947.
- Electrical Installation Ducting and Trucking Systems on walls and ceiling to conform to SANS 61084 Part 1 to 2.
- Electrical Installation Conduit Fittings to conform to SANS 61035 Part 1 to 2.4.
- Electrical Earth Leakage Protection units to conform to SANS 767 Part 1 to 2.
- Occupational Health and Safety Act No. 85 of 1993 as amended.
- All building works shall be by the Standard Preambles to All Trades.

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## 5. DETAIL SCOPE OF SPECIFICATIONS

### 5.1 VICTIM-FRIENDLY FACILITY UNIT (figure 1 drawing)

#### 5.1.1. FIRE FIGHTING ELEMENTS

- Supply and install a 4.5 kg DCP fire extinguisher complete with charge, top and bottom hanging brackets, and back plates.
- Maintenance and testing of the existing fire hose reels, fire gas sprinkler & fire hydrant for compliance with SANS 10400 T fire protection in buildings (if any).

#### 5.1.2. HOT WATER SUPPLY

- Supply and install 1x heat pump (3.5 Kw heat pump) with a 100-litre storage tank/geyser including all accessories to ensure complete functioning system.

#### 5.1.3. HVAC: AIR CONDITIONING

- Supply, install, and commission 9000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC001 in Figure 1 drawing).
- Supply, install, and commission 9000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC002 in Figure 1 drawing).
- Supply, install, and commission 9000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC003 in Figure 1 drawing).

### 5.2 OFFICE BLOCK 4 OFFICES UNIT (figure 2 drawing)

#### 5.2.1. FIRE FIGHTING ELEMENTS

- Supply and install a 4.5 kg DCP fire extinguisher complete with charge, top and bottom hanging brackets, and back plates.

#### 5.2.2. HVAC: AIR CONDITIONING

- Supply, install, and commission 12000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC 004 in Figure 2 drawing).
- Supply, install, and commission 12000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC 005 in Figure 2 drawing).
- Supply, install, and commission 12000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC 006 in Figure 2 drawing).

- Supply, install, and commission 12000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC 007 in Figure 2 drawing).

### 5.3 WIDE OFFICE BLOCK OPEN PLAN UNIT (figure 3 drawing)

#### 5.3.1. FIRE FIGHTING ELEMENTS

- Supply and install a 4.5 kg DCP fire extinguisher complete with charge, top and bottom hanging brackets, and back plates.
- Maintenance and testing of the existing fire hose reels, fire gas sprinkler & fire hydrant for compliance with SANS 10400 T fire protection in buildings (if any).

#### 5.3.2. HVAC: AIR CONDITIONING

- Supply, install, and commission 12000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC 008 in Figure 3 drawing).
- Supply, install, and commission 12000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC 009 in Figure 3 drawing).
- Supply, install, and commission 9000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC 010 in Figure 3 drawing).
- Supply, install, and commission 9000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC 011 in Figure 3 drawing).
- Supply, install, and commission 12000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC 012 in Figure 3 drawing).

### 5.4 DOUBLE WIDE OFFICE UNIT WITH 1 OFFICE (figure 4 drawing)

#### 5.4.1. FIRE FIGHTING ELEMENTS

- Supply and install a 4.5 kg DCP fire extinguisher complete with charge, top and bottom hanging brackets, and back plates.
- Maintenance and testing of the existing fire hose reels, fire gas sprinkler & fire hydrant for compliance with SANS 10400 T fire protection in buildings (if any).

#### 5.4.2. HVAC: AIR CONDITIONING

- Supply, install, and commission 9000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC 013 in Figure 4 drawing).
- Supply, install, and commission 12000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC 014 in Figure 4 drawing).

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- Supply, install, and commission 9000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC 015 in Figure 4 drawing).

## 5.5 ABLUTION BLOCK UNIT (figure 5 drawing)

### 5.5.1. HOT WATER SUPPLY

- Supply, install, and commission 1x heat pump (3.5 KW heat pump) with a 150-litre storage tank/geyser, including all accessories to ensure the complete functional system.

## 5.6 CSC BLOCK UNIT (figure 7 drawing)

### 5.6.1. HOT WATER SUPPLY

- Supply, install, and commission 1x 15 litre hydro boil unit, including all accessories to ensure the complete functional system.

### 5.6.2. FIRE FIGHTING ELEMENTS

- Supply and install a 4.5 kg DCP fire extinguisher complete with charge, top and bottom hanging brackets, and back plates, including all accessories to ensure the complete functional system.
- Supply and install a 5 kg Co2 fire extinguisher complete with charge, top and bottom hanging brackets, and back plates.
- Maintenance and testing of the existing fire hose reels, fire gas sprinkler & fire hydrant for compliance with SANS 10400 T fire protection in buildings (if any).

### 5.6.3. HVAC: AIR CONDITIONING

- Supply, install, and commission 9000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC 016 in Figure 7 drawing).
- Supply, install, and commission 9000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC 017 in Figure 7 drawing).
- Supply, install, and commission 12000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC 018 in Figure 7 drawing).

## 5.7 OFFICE BLOCK-OPEN PLAN UNIT (figure 8 drawing)

### 5.7.1. FIRE FIGHTING ELEMENTS

- Supply and install a 4.5 kg DCP fire extinguisher complete with charge, top and bottom hanging brackets, and back plates.
- Supply and install a 5 kg Co2 fire extinguisher complete with charge, top and bottom hanging brackets, and back plates

- Maintenance and testing of the existing fire hose reels, fire gas sprinkler & fire hydrant for compliance with SANS 10400 T fire protection in buildings (if any).

#### 5.7.2. HVAC: AIR CONDITIONING

- Supply, install, and commission 12000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC 019 in figure 8 drawing)
- Supply, install, and commission 12000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC 020 in figure 8 drawing)
- Supply, install, and commission 12000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC 021 in figure 8 drawing)
- Supply, install, and commission 9000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC 022 in figure 8 drawing)
- Supply, install, and commission 9000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked ACC 023 in figure 8 drawing)

#### 5.8 SINGLE QUARTERS UNIT (figure 6 drawing)

##### 5.8.1. FIRE FIGHTING ELEMENTS

- Supply and install a 4.5 kg DCP fire extinguisher complete with charge, top and bottom hanging brackets, and back plates.
- Maintenance and testing of the existing fire hose reels, fire gas sprinkler & fire hydrant for compliance with SANS 10400 T fire protection in buildings (if any).

##### 5.8.2. HVAC: AIR CONDITIONING

- Supply, install, and commission 12000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked as room 1 on the drawing).
- Supply, install, and commission 12000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked as room 2 on the drawing).
- Supply, install, and commission 12000 BTU/HR inverter mid-wall split air conditioning unit complete with brackets, fittings, and piping. Decommissioning of the old HVAC system (if any). (Item marked as room 3 on the drawing).

## 6. GATE MOTORS

- Supply, installation, testing, commissioning, and training including electrical termination, installation, and connection of **Centurion D10** or equivalent gate motor with Rack Drive Motor Set Complete (including battery & brackets) functioning system. Gate motors to be able to pull 1100kg gate inclusive of accessories rails, electrical switchgear, antitheft devices, etc

### Inspection and Testing

Damage or defects of any kind shall be repaired by the supplier of such items to the satisfaction of the SAPS. Where damage is such that in the opinion of the SAPS satisfactory repairs are not practicable, the damaged item shall be repaired at no cost to the SAPS, who shall not accept any responsibility for any loss or damage that may be suffered as a result of delays in obtaining the necessary replacements.

### Testing and Commissioning after Installation

On completion of the installation of the equipment, the contractor will be required to make appropriate arrangements for testing in the presence of the SAPS to demonstrate compliance with the requirements of the specification. All equipment necessary for the test will be supplied by the contractor. The test report will form part of a data book.

### Testing Requirements

Check for rattles, vibration, suspect installation work, insulation, etc.

### Defect Liability Period

The contractor shall be responsible for the initial maintenance for the Defects Liability Period of 12 months from Practical Completion on all new equipment that is installed. The Defects Liability Period shall commence concurrently guarantee period.

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**APPOINTMENT OF A CONTRACTOR FOR REPAIRS AND UPGRADE OF  
MADEIRA POLICE STATION IN EASTERN CAPE PROVINCE**

**BID: 19/1/9/1/65TB(23)**

**PART C**

**CONTRACT**

**PART C 3**

**OCCUPATIONAL HEALTH AND SAFETY**



# **HEALTH AND SAFETY SPECIFICATION**

**FOR**

**NEW POLICE STATIONS AND MAINTENANCE OF BUILDINGS**

**MANAGED ON BEHALF OF**

**SOUTH AFRICAN POLICE SERVICE**

**Revision 1**

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## 1. PURPOSE

This document describes the procedure that Principal Contractor and Contractors or suppliers of professional services (consultants) have to comply with before they are allowed to work on any SAPS premises.

## 2. SCOPE

This Specification applies to all SAPS principal contractors and suppliers of professional services to take note of the requirements and ensure they budget for stipulated safety requirements.

## 3. REFERENCE DOCUMENTS

The Occupational Health and Safety Act 85 of 1993 and its regulations.

## 4. DEFINITIONS

## 5. ROLES AND RESPONSIBILITIES

### SHE MANAGEMENT

- Ensure the procedure for evaluation of contractors is established, implemented and maintained.
- Report to Section Head: Programme and Project Management on the safety performance of contractors.
- Investigate all section 24 incidents.
- Stop any activity which may cause injury to employees and visitors.

### PROJECT MANAGER

- Prepare contractor agreement {37(2)} and ensure it is signed.
- Prepare and issue letter of award
- Ensure compliance with Occupational Health and Safety Act, 85 of 1993
- Report on contractors SHE compliance.
- Obtain contractor SHE plan before commencement of work.
- Ensure all safety and legal appointments are issued.
- All contractor employees and Visitors must be inducted before they are allowed on site.
- The contractor employees shall have a valid medical certificate of fitness specific to the construction work being performed.

## 6. No contractor will be allowed on site until the following documents are in place:

- Valid proof of letter of good standing

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- Health and Safety plan
- Risk Assessments
- Medical Certificate of fitness
- Appointments
- Registers
- Training Certificates and CV

## 7. SHE REQUIREMENTS

The level of SHE requirements is dependent on:

- Scope of work
- Construction Regulation , 2014 {3(1) and (4)}

## 8. PROJECT SPECIFICATIONS

### 8.1 Health and Safety Plan

- The Principal Contractor must ensure that the Health and Safety Plan is drafted and submitted to SHE Management, before the contractor is allowed on site. The Plan must be based on the client's documented health and safety specification that is not generic but site specific.

### 8.2 Appointments

ITEM	REGULATION	APPOINTMENT
1	5(1)(k)	Principal Contractor appointment
2	7(1)(v)	Contractor appointment
3	8 (1)	Construction Manager (Full time competent person) one site only
4	8(2)	Assistant Construction Managers for different sections
5	8(5)	Registered Construction Health and safety officer
6	8(7)	Construction Supervisor
7	8(8)	Assistant Construction Supervisor
8	9(1)	Competent Risk assessor
9	10(1)	Competent Fall Protection planner
10	12(1)	Temporary works designer
11	12(2)	Supervisor of Temporary works

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12	12(3)(f)	Competent Temporary works inspector
13	13(1)(a)	Competent Excavation supervisor
14	14(1)	Competent Demolition supervisor
15	16(1)	Competent Scaffold supervisor
16	17(1)	Competent Suspended platform supervisor
17	18(1)(a)	Competent Rope Access Work supervisor
18	19(8)(a)	Competent Material hoists inspector
19	20(1)	Competent Bulk mixing plant supervisor
20	21(2)(b)	Competent examiner of Explosive actuated fastening device
21	21(2)(l)	Issuer and collector of Explosive actuated fastening device cartridges
22	23 (a)	Competent Tower crane supervisor
23	23(1)(d)	Competent Construction and mobile plant operator
24	24(c )	Competent Temporary Electrical installation controller
25	28(a)	Competent Stacking and Storage supervisor

## OTHER APPOINTMENTS

ITEM	SECTION	APPOINTMENT
1	16(1)	CEO
2	16(2)	Assistant CEO
3	17	Health and safety representatives
4	19	Health and Safety committee members
5	37(2)	Mandatory agreement
6	GAR 9(2)	Incident investigator
7	GSR 3	Competent First aider
8	GSR 5(1)	Competent Confined space inspector

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9	DMR 18(5)(a)	Lifting machine inspector
10	DMR 18(5)(a)	Lifting machine entity
11	GMR 2	Supervisor of machinery

### 8.3 Site Management

- The Principal Contractor shall appoint competent person as the construction manager.
- No work may commence without the construction manager being present on site
- The construction manager must appoint the construction supervisors responsible for construction activities and ensuring occupational health and safety compliance on the construction site.
- The Principal Contractor must comply with all the sub regulations stipulated in CR 8.

### 8.4 Safety Meetings

- Monthly Safety meeting must be held on site and minutes must be made available for inspection.
- The meeting must consist of the construction manager, Safety representatives and other technical members that are present on site.

### 8.5 Personal Protective Equipment

All employees working on SAPS sites must wear the following

- Overall
- Hard hat
- Steel toe cap boots
- Steel toe cap gumboots if working in water environment or concrete
- Suitable safety goggles for the activity performed
- Ear plugs
- Ear Muffs, depending on noise level
- Respirator or Dust mask
- PVC gloves
- Pig skin or leather gloves
- Apron ( welding and grinding)
- Welding Helmet
- Long welding gloves

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- Spats

#### 8.6 Induction

- Before any person is allowed on site, induction training must be conducted on both employees and visitors.
- Attendance list must be kept on file for all members who have attended induction

#### 8.7 Medical Examinations

- The contractor employees shall have a valid medical certificate of fitness specific to the construction work being performed.
- The contractor shall ensure systems are in place to assist employees with medical conditions that are not work related.
- The contractor must ensure that exit medicals are conducted when the project is completed, Employee is dismissed or retrenched.

#### 8.8 Risk Assessment

- Risk assessments must be conducted by a competent person for each activity and must be handed in to the SAPS SHE Management before the start of the work. The risk assessment must be approved by the 16(2) appointee, risk assessor, SHE Management and the Project Manager.
- SHE Management must provide contractors with at least a baseline risk assessment for all activities.

The risk assessment must at least address the following:

- Name of activity.
- What can go wrong?
- What will the impact be (e.g. hand injuries, hearing loss).
- How will you control the risk (e.g. machine guard will be in place supervisor will monitor). See CR 9 for reference.

The risk assessment must also have a schedule attached of:

- When you plan to monitor if the risk assessment is applicable to an activity.
- And when you plan to revise the plan (compulsory three monthly or after an incident or if the work conditions have changed).

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### 8.9 Safety Representatives and Safety Committees

- Principal Contractor must appoint at least 1 safety representative for every 20 employees.
- Safety representative must be trained by an accredited training provider and proof kept in the safety file.
- Safety committee meetings will be held on a monthly basis.
- Health and Safety representatives' monthly report must be discussed during this meeting.
- Inspection Report must be submitted to the Project Manager.

### 8.10 Vehicles/Transportation ( CR 23)

- All vehicles driven on SAPS premises must be in a roadworthy condition.
- Drivers must be in possession of a valid driver's licence.
- No passengers are allowed at the back of the utilities.
- Transport only the amount of people as mentioned on the licence disk.
- Vehicles must have seatbelts and must be worn at all times.
- All plant (tlb, excavators, etc.) must be equipped with a reverse hooter. All vehicles must have a fire extinguisher and a first aid box. All tools and equipment must be properly secured. No vehicle must be left with the engine running or the keys in the ignition.

### 8.11 Construction Facilities

The Contractor must provide clean, hygienic and well maintained facilities such as:

- One shower facility for every 15 persons
- One sanitary facility for each gender and for every 30 workers
- Changing facilities for each gender
- Sheltered eating areas
- Suitable living accommodation for workers who are far from their homes.

### 8.12 Drinking water

- Contractors must ensure fresh drinking water is available at the site.
- There must be at least 5 litres of drinking water available per person per day.
- Containers used for water must be clearly marked.
- Containers used for water must be kept cleaned at all times.

### 8.13 Smoking areas

- The contractor must designate smoking areas in accordance with the Tobacco Control Act.

- The applicable warning notices must also be displayed at the designated smoking area.

#### 8.14 Excavations

- A competent supervisor must be appointed as an excavation supervisor.
- All excavations must be properly barricaded with barrier netting (barrier tape is not accepted).
- Barrier netting must be maintained on a daily basis.
- Excavations must be inspected by the competent person before persons are allowed to work in the excavation.
- Excavation inspection register must be completed daily.
- Signs must be displayed warning people of danger.
- Soil must be stacked at least 1m from the edge of any excavation.
- Ensures compliance with construction regulation 13.

#### 8.15 Contingency planning

- Contractors must submit their contingency plan to SHE management within one month of the start of a project.

The plan must identify at least the following:

- Name the type of emergencies (e.g. scaffold or building collapse).
- What is the procedure's that must be followed in case of an emergency?
- Who is responsible to take action?
- What type of alarm system will be used?

The plan must also consist of a:

- Evacuation plan (Indicate assembly points, fire extinguishers, first aid box etc.)
- Emergency numbers must be displayed in every office (Ambulance provincial and private, hospitals provincial and private, Department of Labour, Municipality, Eskom etc.).
- Evacuation plan must be tested at least every 6 months and record must be kept on file.
- Evacuation plans must be displayed on notice boards and other places as may be required.

8.16 First Aid

- A qualified first aider must be appointed for each construction site. The ratio of 1 first aider for every 50 employees must be maintained.
- A first aid box must be available where five or more employees are working.
- The first aid box must be fully stocked in compliance with the OHS Act, relevant signs to indicate location of first aid boxes must be in place.
- First aid boxes must be kept locked.
- Dressing registers must be completed.

8.17 Incidents

- SHE Management and the SAPS Project Manager must immediately be notified of all incidents, near misses, first aid cases in his area of jurisdiction.
- An incident notification form (Annexure 1) must be completed and sent to SHE Management.
- All Section 24 incidents must be reported to the Department of Labour immediately.
- SHE management have to ensure that all incidents are investigated and preventative measures are implemented.
- The SHE Management commander will then decide whether it is necessary to appoint a board of inquiry from the National office or not.

8.18 Housekeeping and general safeguarding on construction sites

- Material and equipment must comply with the OHS Act-General Safety Regulation 8 and Construction Regulation 27 and 28.
- Stores and yard must always look neat and safe.
- Same items must be stored together.
- Oil and chemicals must be stored in a bunded wall able to handle 110% of the capacity of the specific product.

8.19 Waste management ( NEMA-Waste Act)

- Waste should be managed in compliance with NEMA (Waste Act 59 OF 2008) with regards to their types/classifications and licencing of service providers.
- Waste generated on site must be stored in waste bins fully covered with lids or netting.
- Waste must be separated according to general waste, hazardous waste, steel or building rubble.
- In conjunction with the Provincial SHE co-ordinator a specific area must be demarcated and barricaded where waste can be stored.

8.20 Scaffolding/Working at heights

- The Contractor must comply with construction regulations 10,11,12,16 and 17.
- All people working on heights must be in possession of a valid medical certificate.
- Contractors have to submit a fall protection plan before they start working on heights.
- When work is performed from a height of 1.8m double lanyard safety harness must be worn.
- All opening must be properly barricaded to prevent people from falling.

8.21 Flammable storage

- All flammable material must be stored in a well-ventilated area.
- All oxygen, acetylene and LPG cylinders must be stored in fenced and shaded area.
- Oxygen, acetylene and LPG gas cylinders must be stored separately in an upright position.
- The storage should be marked clearly full or empty.
- Cylinder not in storage facility must be in a trolley, properly secured and with a 9kg dry powder fire extinguisher.
- An alphabetical list of all chemicals must be kept on site.
- Material Safety Data sheets must be available and proof of training must be available.
- Symbolic safety signs must be displayed.
- The quantity of flammable material that can be stored must also be displayed.
- Sufficient serviceable fire extinguishers must be available.
- The local fire brigade must inspect the area to confirm that it comply with local municipality bylaws.
- No flammable material must be stored in closed proximity of flammable store.
- No welding or grinding to take place within 10m of flammable store.
- Permit must be obtained to store fuel in excess of the legal limit.

8.22 Safety Officer

- The contractor's health and safety officer is responsible to assist the 16(2) appointee with Legal compliance. Where a contractor is busy performing building work a safety officer will be appointed in the following ratio 49 or less people on site - Part time safety officer spending 2 full days per week on site. Scope of work included.
- 50 people on site and up to and including 300 people – Full time Safety Officer.

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- The safety officer must be registered as the construction health and safety officer (CHSO) with the South African Council for the Project and Construction Management Professions (SACPCMP).

#### 8.23 Audit

- SHE audits must be conducted by the contractor on a monthly basis and the results must be kept on file.
- Monthly inspections will be conducted by SHE Management on each project.
- During SAPS Legal compliance audits 100% must be achieved.

#### 8.24 Lockout

- Red tag must be placed on door indicating lockout in place.
- Safety representative must be notified before electrician performs electrical work.
- Electrician to ensure locks are in place before work is performed on any electrical equipment.

#### 8.25 Intoxication

- The contractor must ensure that personnel under his control and authority are not under the influence of any alcohol or drugs other than for prescribed medication.

#### 8.26 Electricity

- All electrical installations must be carried out by an appointed and qualified electrician registered with the Department of Labour.
- The contractor must ensure he is issued with a certificate of compliance.
- All electrical equipment must be numbered.
- Monthly inspection is conducted on all electrical installations.

Abbreviations

SHE:	Safety, Health, Environment
CR:	Construction Regulations
SAPS:	South African Police Service
NEMA:	National Environmental Management Act

APPROVED/NOT APPROVED

  
**R.S. PILLAY**  
**MAJOR GENERAL**  
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**ACTING DIVISIONAL COMMISSIONER: SUPPLY CHAIN MANGEMENT**  
**RS PILLAY**

DATE: 2016/11/26

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## HEALTH & SAFETY SPECIFICATION

### FOR CAPITAL WORKS AND PLANNED MAINTENANCE PROJECTS MANAGED ON BEHALF OF SOUTH AFRICAN POLICE SERVICE (THE "CLIENT")

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#### 1. PREAMBLE

In terms of Construction Regulation 5(1) (b) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), South African Police Service, as the Client must prepare a suitable, documented and coherent site specific health and safety specification for the intended construction work based on the baseline risk assessment.

The Client's further duties are as described in The Act and the Regulations made there-under. The Principal Contractor shall be responsible for the Health & Safety Policy for the site in terms of Section 7 of the Act and in line with Construction Regulation 7 as well as the Health and Safety Plan for the project.

This 'Health and Safety Specifications' document is governed by the 'Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), hereinafter referred to as 'The Act'. Notwithstanding this, cognizance should be taken of the fact that no single Act or its set of Regulations can be read in isolation. Furthermore, although the definition of Health and Safety Specifications stipulates "a documented specification of all health and safety requirements pertaining to associated works on a construction site, so as to ensure the health and safety of persons", it is required that the entire scope of the Labour legislation, including the Basic Conditions of Employment Act be considered as part of the legal compliance system. With reference to this specification document this requirement is limited to all health, safety and environmental issues pertaining to the site of the project as referred to here-in. Despite the foregoing it is reiterated that environmental management shall receive due attention.

Due to the wide scope and definition of construction work, every construction activity and site will be different, and circumstances and conditions may change even on a daily basis. Therefore, due caution is to be taken by the Principal Contractor when drafting the Health and Safety Plan based on these Health and Safety Specifications. Prior to drafting the Health and Safety Plan, and in consideration of the information contained here-in, the contractor shall set up a Risk Assessment Program to identify and determine the scope and details of any risk associated with any hazard at the construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard. This Risk

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Assessment and the steps identified will be the basis or point of departure for the Health and Safety Plan.

The South African Police Service is tasked to provide accommodation and operational facilities to a very large proportion of its members. A very large number of State employees and public users of the facilities and the services provided there-in directly interacts with the facilities provided by the well-being, health and safety of a great number of people. This Department thus has directly or indirectly, an impact on the Republic of South Africa as well as the National Parliament.

In this a high premium is to be placed on the health and safety of the most valuable assets of the South African Police Service. These are its personnel, the personnel of its Clients and the physical assets of which it is the custodian and may also include the public as well. The responsibilities the Department and relevant stakeholders have toward its employees and other people present in the facilities or on the sites are captured further in this specification document. These responsibilities stem from both moral, civil and a variety of legal obligations. The Principal Contractor is to take due cognizance of the above statement.

Every effort has been made to ensure that this specification document is accurate and adequate in all respects. Should it however, contain any errors or omissions they may not be considered as grounds for claims under the contract for additional reimbursement or extension of time, or relieve the Principal Contractor from his responsibilities and accountability in respect of the project to which this specification document pertains. Any such inaccuracies, inconsistencies and/or inadequacies must immediately be brought to the attention of the Agent and/or Client.

#### 2. SCOPE OF HEALTH AND SAFETY SPECIFICATION DOCUMENT

These Specifications should be read in conjunction with the Act, the Construction Regulations and all other Regulations and Safety Standards which were or will be promulgated under the Act or incorporated into the Act and be in force or come into force during the effective duration of the project. The stipulations in this specification, as well as those contained in all other documentation pertaining to the project, including contract

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documentation and technical specifications shall not be interpreted, in any way whatsoever, to countermand or nullify any stipulation of the Act, Regulations and Safety Standards which are promulgated under, or incorporated into the Act.

### 3. PURPOSE

The **South African Police Service** is obligated to implement measures to ensure the health and safety of all people and properties affected under its custodianship or contractual commitments, and is further obligated to monitor that these measures are structured and applied according to the requirements of these Health and Safety Specifications.

The purpose of this specification document is to provide the relevant Principal Contractor (and his /her contractor) with any information other than the standard conditions pertaining to construction sites which might affect the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery, and to protect persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work during the carrying out of construction work for the **South African Police Service**. The Principal Contractor (and his /her contractor) is to be briefed on the significant health and safety aspects of the project and to be provided with information and requirements on inter alia:

- Safety considerations affecting the site of the project and its environment;
- Health and safety aspects of the associated structures and equipment;
- submissions on health and safety matters required from the Principal Contractor (and his /her contractor); and
- the Principal Contractor's (and his /her contractor) health & safety plan.

To serve to ensure that the Principal Contractor (and his /her contractor) is fully aware of what is expected from him/her with regard to the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Regulations made there-under including the applicable safety standards, and in particular in terms of Section 6, 7 and 8 of the construction regulation (2014).

- the erection, **maintenance**, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure;
- the installation, erection, dismantling or maintenance of a fixed plant where such work includes the risk of a person falling;
- the construction, 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 type of work;

**Construction Work Permit** – means a document issued by the Provincial Director of **Department of Labour**

**"Contractor"** – means an employer, as defined in Section 1 of the Act, who performs construction work and includes Principal Contractors.

**"Contract Amount"** Financial value of the contract at the time of the award of the contract, exclusive of all allowance and any value added tax or sales tax which the law requires the employer to pay to the contractor.

**"Practical Completion Certificates"** A certificates issued in terms of a contract by the employer, signifying that the whole of the construction works have reached a state of readiness for occupation or use for the purposes intended, although some minor work may be outstanding.

**"Accident"** – means unplanned occurrence that happens due to the unsafe condition and may cause injury to a person, damage to the property, material, plant, equipment and the environment;

**"Hazard"** – means anything including work activities and practices with the potential to cause harm;

**"Risk"** – means the likelihood that harm will occur and the subsequent consequences.

To inform the Principal Contractor that the Occupational Health and Safety Act, 1993 (Act 85 of 1993) in its entirety shall apply to the contract to which this specification document applies. The Construction Regulations promulgated on 07 February 2014.

### 4. DEFINITIONS - The most important definitions in the Act and Regulations pertaining to this specification document are hereby extracted.

**"Purpose of the Act"** – To provide for the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work; to establish an advisory council for occupational health and safety; and to provide for matters connected therewith.

**"Health & Safety Specification"** – means a document that includes information required under the construction regulation and obtained from the clients & designers during the early planning & design stage for a specific project on a specific site for use by the contractors when preparing their tenders or bids to clients.

**"Health & Safety Plan"** – means a **site, activity or project (documented plan in accordance with the clients health and safety specification)**

**"Agent"** – means any person who acts as a representative for a client;

**"Client"** – means any person for whom construction work is performed;

**"Construction Health & Safety Agent (SACPCMP)"** – The person or entity appointed by the client through the Agent and who has a full authority and obligation to act on the clients behalf in terms of the construction regulations;

**"Construction Work"** is defined as any work in connection with –

**"Risk assessment"** – means a process to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to mitigate, reduce or control such hazards.

**Health and Safety File** – means a file, or other record containing the **information** in writing required by **Construction Regulations**

### 5. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT

#### 5.1 Structure and Organization of OH&S Responsibilities

##### 5.1.1 Overall Supervision and Responsibility for OH&S

- The Client and/or its Agent on its behalf to ensure that the Principal Contractor, appointed in terms of Construction Regulation 5(1)(k), implements and maintains the agreed and approved H&S Plan. Failure on the part of the Client or Agent to comply with this requirement will not relieve the Principal Contractor from any one or more of his/her duties under the Act and Regulations.
- The Chief Executive Officer of the Principal Contractor in terms of Section 16 (1) of the Act to ensure that the Employer (as defined in the Act) complies with the Act. The pro forma Legal Compliance Audit may be used for this purpose by the Principal Contractor or his/her appointed contractor.
- All OH&S Act (85 /1993), Section 16 (2) appointee/s as detailed in his/her/their respective appointment forms to regularly, in writing, report to their principals on matters of health and safety per routine and ad hoc inspections and on any deviations as soon as observed, regardless of whether the observation was made during any routine or ad hoc inspection and to ensure that the reports are made available to the principal Contractor to become part of site records (Health & Safety File).
- The Construction Supervisor and Assistant Construction Supervisor/s appointed in terms of Construction Regulation 8 to regularly, in writing, report to their principals on matters of health and safety per routine and ad hoc inspections and on any

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deviations as soon as observed, regardless of whether the observation was made during any routine or ad hoc inspection and to ensure that the reports are made available to the principal Contractor to become part of site records (Health & Safety File).

- e) All Health and Safety Representatives (SHE-Reps) shall act and report as per Section 18 of the Act.

#### 5.1.2 Required appointments as per the Construction Regulations:-

Item	Regulation	Appointment	Responsible Person
1	3	Application Construction work permit	Client
2	5(1)(k)	Principal contractor for each phase or project	Client
3	5(6)	Construction Health & Safety Agent	Client
4	7 (1)(c)	Contractor	Principal Contractor
5	7(3)	Contractor	Contractor
6	8(1)	Construction manager	Contractor
7	8(2)	Assistance Construction manager	Contractor
8	8(5)	Construction Safety Officer	Contractor
9	8(7)	Construction Supervisor	Contractor
10	8(8)	Responsible employee	Contractor
11	9(1)	Competent risk assessor	Contractor
12	10(1)	Fall protection planner	Contractor
13	12(1)	Temporal work designer	Contractor
14	12(2)	Supervisor of temporal work operation	Contractor
15	12(3)(F)	Competent temporary works inspector	Contractor
16	13(1)(a)	Excavation supervisor	Contractor
17	13(2)(k)	Competent person in the use of explosive for excavations	Contractor
18	14(1)	Competent demolition supervisor	Contractor
19	14(11)	Explosives expert	Contractor
20	16(1)	Scaffold supervisor	Contractor
21	17(1)	Suspended platform supervisor	Contractor
22	18(1)a	Rope access Supervisor	Contractor

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23	19(8)(a)	Material hoist inspector	Contractor
24	20(1)	Bulk mixing plant supervisor	Contractor
25	21(2)(b)	Explosive actuated fastening device inspector	Contractor
26	21(2)(g)	Explosive actuated fastening device cartridge, nails and studs: issuer & collector	Contractor
27	23 (1)	Operator construction vehicle and mobile plant	Contractor
28	28 (a)	Stacking and storage supervisor	Contractor
29	29 (h)	Fire equipment inspector	Contractor
OTHER APPOINTMENTS			
ACT /REGULATION		APPOINTMENT	
1	16(1)	CEO	
2	16(2)	Deputy CEO	
3	17	Health and safety representatives	
4	19	Health and Safety committee members	
5	37(2)	Mandatory agreement	
6	GAR 9(2)	Incident investigator	
7	GSR 3	Competent First aider	
8	GSR 5(1)	Competent Confined space inspector	
9	DMR 18(5)(a)	Lifting machine inspector	
10	DMR 18(5)(a)	Lifting machine entity	
11	GMR 2	Supervisor of machinery	

#### 5.2 Communication, Participation & Consultation

5.2.1 Occupational Health & Safety matters/issues shall be communicated between the Employer, the Principal Contractor, the other Contractors, the Designer and other concerned parties shall be through the H&S Committee or other means determined by the client.

5.2.2 In addition to the above, communication may be directly to the Client or his appointed Agent, verbally or in writing, as and when the need arises.

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5.2.3 Consultation with the workforce on OH&S matters will be through their Supervisors and H&S Representatives ('SHE - Reps')

5.2.4 The Principal Contractor will be responsible for the dissemination of all relevant OH&S information to the other Contractors e.g. design changes agreed with the Client and/or its Agent on its behalf and the Designer, instructions by the Client and/or his/her agent, exchange of information between Contractors, the reporting of hazardous/dangerous conditions/situations etc.

#### 6. INTERPRETATION

a) The Occupational Health and Safety Act and all its Regulations, with the exception of the Construction Regulations, distinguish between the roles, responsibilities and functions of employers and employees respectively. It views consultants and contractors as employees of the "owner" of a construction or operational project, the "owner" being regarded as the employer.

b) (The position taken by the Construction Regulations is that the "owner", in terms of its instructions, operates (has to operate) in the role of client as per relevant definition. The contractors working for the "client" are seen to be in two categories, i.e. the Principal Contractor and Contractors.

c) The Principal Contractor has to take full responsibility for the health and safety on the site of the relevant project / contract. This includes monitoring health and safety conditions and overseeing administrative measures required by the Construction Regulations from all contractors on the project site.

#### 7. RESPONSIBILITIES

##### 7.1 Client

a) 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.

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b) 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.

c) 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.

d) 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:

- 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;
- have failed to implement or maintain their health and safety plan;
- have executed construction work which is not in accordance with their health and safety plan; or
- 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.

#### 7.2 Principal Contractor

a) 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. Annexure 2 of this construction regulation 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.

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- b) The Principal Contractor shall ensure that he is fully conversant with the requirements of this Specification and all relevant health and safety legislation.
- c) 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.
- d) 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.
- e) 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.
- f) 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.)
- g) 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.
- h) 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.
- i) 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

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## 8. SCOPE OF WORK

These specifications are applicable to the specific scope of work pertaining to the above-mentioned project as detailed in the tender documents.

**Construction Regulation 5(1)(g)** determines that potential contractors submitting tenders have made adequate provision for the cost of health and safety measures during the construction process. The Principal Contractor shall on tendering make provision for the cost of health and safety measures in terms of his/her documented Health and Safety Plan and measures based on these Health and Safety Specifications during the period of the project. The cost shall be duly quantified and clearly identified for such identifiable purpose.

## 9. PREPARING A HEALTH & SAFETY PLAN

- (a) The level of detail required for a H&S plan will depend on how complex the workplace is (in particular, the number of contractors at the workplace at any one time) and the risks involved in the work. The plan must be easily accessible in a construction site and it must be clearly understood by management, supervisors & workers on construction site.

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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.

- j) 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.
- k) 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.

## 7.3 Contractor

The contractor must demonstrate to the Principal Contractor that he has the Necessary competencies and resources to perform the construction work safely.

## 7.4 Construction Health & Safety Agent (SACPCMP)

The construction Health & Safety Agent act as a link between the client, Principal Contractor and the project team members with respect to health & Safety. They are Required to ensure that the client carry out its H&S responsibilities in terms of Legislation as well as to co-ordinate and ensure good H&S practices are maintained Throughout the duration of the project. In many cases this role starts from project Initiation to project close-out.

- a) H&S competence: In the event that the client is unable to satisfy the requirements of the Construction Regulations for whatever reasons, the construction H&S agent may be appointed to perform these functions on behalf of the client. Given the need to appoint a registered construction H&S agent that is competent and adequately resourced with respect to H&S matters.
- b) H&S goals: It is important that the construction H&S agents demonstrate clearly to clients how they are going to contribute to the achievement of any client H&S goals and objectives. They should also set their own H&S goals.

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- (b) The plan must be implemented, maintained and kept up to date during the construction of the project.

- (c) The principal contractor should prepare a H&S plan that includes

- project information;
- client requirements for H&S management on the project; Environmental restrictions and existing on-site risks arrangements, imposed by others or developed by the principal contractor, to control significant site H&S risks; H&S file & project H&S review.

- (d) The H&S plan should include the following information:

- details of the client, that is the person commissioning the construction work, for example their name, representative and contact details;
- details of the principal contractor;
- details of the construction project, for example address of the workplace, anticipated start and end date and a brief description of the type of construction work that the H&S plan will cover;
- details on how subcontractors will be managed and monitored, including how the principal contractor intends to implement and ensure compliance with the H&S plan such as checking on the performance of subcontractors and how non-compliance will be handled; and
- details on how the risks associated with falls, falling objects, moving plant, electrical work and all high risk construction work that will take place on a construction project will be managed.

- (e) The H&S plan should also include information on:

- the provision and maintenance of a hazardous chemicals register, safety data sheets and hazardous chemicals storage;
- the safe use and storage of plant;
- the development of a construction project traffic management plan;
- obtaining and providing essential services information – electrical, gas, telecom, water and similar services;

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- workplace security and public safety; and
- ensuring workers have appropriate licences and training to undertake the construction work.

(f) The H&S plan must contain:

- a general description of the type of work activities involved in the project and not just a description of the facility to be constructed;
- the project program or schedule details, including start and finish dates, showing principal activities;
- details of client, design team, principal contractor, subcontractors, and major suppliers; and
- extent and location of relevant existing records, surveys, site investigation and geotechnical reports, 'as-built' plans, H&S files.

## 10. HEALTH AND SAFETY FILE

- The H&S file is a document prepared by the principal contractor containing important project H&S information for use by the owner of the completed structure after construction has been completed.
- The principal contractor is responsible for producing an H&S file. It contains important project H&S information for use by the owner of the completed structure after construction has been completed. It is essential that the process of compiling the file commences as early as possible to ensure sufficient time to gather the required information.
- The Principal Contractor must, in terms of Construction Regulation 7(2) (b), keep a Health & Safety File on site at all times that must include all documentation required in terms of the Act and Regulations and must also include a list of all Contractors on site that are accountable to the Principal Contractor and the agreements between the parties and details of work being done. A more detailed list of documents and other legal requirements that must be kept in the Health & Safety File.

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5(1)(n) to ensure that the principal Contractor has implemented, is adhering to and is maintaining the agreed and approved OH&S Plan.

- A representative of the Principal Contractor and the relevant Health and Safety Representative(s) (SHE-Reps) must accompany the Client and/or its Agent on its behalf on all Audits and Inspections and may conduct their own audit/inspection at the same time. Each party will, however, take responsibility for the results of his/her own audit/inspection results. The Client and/or its Agent on its behalf may require to be handed a copy of the minutes of the previous Health and Safety Committee meeting reflecting possible recommendations made by that committee to the Employer for reference purposes.

### 11.1.2 Health & Safety incident/accident reporting & investigations

- The Principal Contractor shall report all incidents where an employee is injured on duty to the extent that he/she:
  - dies
  - becomes unconscious
  - loses a limb or part of a limb
  - is injured or becomes ill to such a degree that he/she 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 continue with the activity for which he/she was usually employed

OR where:

- a major incident occurred
- the health or safety of any person was endangered
- where a dangerous substance was spilled
- the uncontrolled release of any substance under pressure took place
- machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects

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- The contractor must ensure that the client's format and layout of the H&S file is adhered to. The contractor must identify the responsible person that will prepare the H&S file and who will be responsible for the drafting of as-built drawings. The contractor must establish procedures

- The Health and Safety File will remain the property of the Client and/or its Agent on its behalf throughout the period of the project and shall be consolidated and handed over to the Client and/or its Agent on its behalf at the time of completion of the project.

## 11. OH&S GOALS AND OBJECTIVES AND ARRANGEMENTS FOR MONITORING AND REVIEWING OH&S PERFORMANCE

The Principal Contractor is required to maintain an acceptable disabling incident frequency rate (DIFR) and report on this to the Client and/or its Agent on its behalf on a monthly basis.

### 11.1 IDENTIFICATION OF HAZARDS AND DEVELOPMENT OF RISK ASSESSMENTS, STANDARD WORKING PROCEDURES (SWP) AND METHOD STATEMENTS

The Principal Contractor is required to develop Risk Assessments, Standard Working Procedures (SWP) and Method Statements for each activity executed in the contract or project.

The identification of hazards is over and above the hazards identification programme and those hazards identified during the drafting of the Health and Safety Plan.

#### 11.1.1 Monthly Audit by Client and/or its Agent.

The Client and/or its Agent on its behalf will be conducting Periodic Audits at times agreed with the Principal Contractor Audit to comply with Construction Regulation

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- Machinery ran out of control, to the Provincial Director of the Department of Labour within seven days and at the same time to the Client and/or its Agent on its behalf

- The Principal Contractor is required to provide the Client and/or its Agent on its behalf with copies of all statutory reports required in terms of the Act and the Regulations.

- The Principal Contractor is required to provide the Client and/or its Agent on its behalf with a monthly "SHE Risk Management Report".

- The Principal Contractor is required to provide a.s.a.p. the Client and/or its Agent on its behalf with copies of all internal and external accident/incident investigation reports. The Principal Contractor is responsible to oversee the investigation of all accidents/incidents where employees and non-employees were injured to the extent that he/she/they had to receive first aid or be referred for medical treatment by a doctor, hospital or clinic. (General Administrative Regulation 9)

- The results of the investigation to be entered into the Accident/Incident Register listed above. (General Administrative Regulation 9)

- The Principal Contractor is responsible for the investigation of all non-injury incidents as described in Section 24 (1) (b) & (c) of the Act and keeping a record of the results of such investigations including the steps taken to prevent similar incidents in future.

- The Principal Contractor is responsible for the investigation of all accidents relating to the construction site and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.

- Notwithstanding the requirements of Section 24 of the Act, ALL incidents shall be investigated and reported on in writing, irrespective of whether such incident gave rise to injury or damage.

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(i) **Reporting Of Near-Misses**

- **South African Police Service** views the reporting of near misses as a critical component in creating a positive health and safety awareness culture on site.
- **South African Police Service** retains the right to enforce the reporting of near misses within 24 hours of occurrence.

**12. Review**

The Principal Contractor is to review the Hazard Identification, Risk Assessments and Standard Work Processes at each Production Planning and Progress Report meeting as the construction work develops and progresses and each time changes are made to the designs, plans and construction methods and processes.

The Principal Contractor must provide the Client and/or its Agent on its behalf, other Contractors and all other concerned parties with copies of any changes, alterations or amendments as contemplated in the above paragraph.

**12.1 Site Rules and other Restrictions**

**a) Site OH&S Rules**

The Principal Contractor must develop a set of site-specific OH&S rules that will be applied to regulate the Health and Safety Plan and associated aspects of the construction. When required for a site by law, visitors and non-employees upon entering the site shall be issued with the proper Personal Protective Equipment (PPE) as and when necessary.

- H&S Representatives must form part of the incident/accident investigating team.

**12.1.3 Establishment of H&S Committee(s)**

- The Principal Contractor must establish H&S Committees consisting of designated H&S Representatives together with a number of Employers Representatives appointed as per Section 19(3) that are not allowed to exceed the number of H&S Representatives on the committee.
- The persons nominated by the employer on a H&S Committee must be designated in writing for such period as may be determined by him. The H&S Committee shall co-opt advisory (temporary) members and determine the procedures of the meetings including the chairmanship.
- The H&S Committee must meet minimum monthly and consider, at least, an agreed Agenda for the first meeting. Thereafter the H&S Committee shall determine its own procedures.

**12.1.4 Training & Awareness**

The contents and syllabi of all training required by the Act and Regulations including any other related or relevant training as required must be included in the Principal Contractor's Health and Safety Plan and Health and Safety File.

**a) Training & Induction**

All employees performing work or task on site that potentially impact on H&S must be competent & have the necessary appropriate education, training & experience.

All the training must be closely aligned with the risk profile of the project; procedures must be put in place to ensure that all workers are aware of the consequences of their work activities & benefits of improved H&S performance.

All employees of the Principal and other Contractors must be in possession of proof of General Induction training

**b) Security Arrangements**

The Principal Contractor must establish site access rules and implement and maintain these throughout the construction period. Access control must include the rule that non-employees shall at all times be provided with fulltime supervision while on site. The Principal Contractor must develop a set of Security rules and procedures and maintain these throughout the construction period.

If not already tasked to the H&S Officer appointed in terms of Construction Regulation, the Principal Contractor must appoint a competent person who must develop contingency plans for any emergency that may arise on site as indicated by the risk assessments.

**12.1.1 Appointment of Health & Safety Representatives**

**a) H&S Representatives('SHE – Reps')**

Where the Principal Contractor employs more than 20 persons (including the employees of other Contractors (sub-contractors) he has to appoint one H&S Representatives for every 50 employees or part thereof. (Section 17 of the Act and General Administrative Regulation 6 & 7.)

H&S Representatives must be appointed in writing and the designation shall be in accordance with the Collective Agreement as concluded between the parties as is required in terms of General Administration Regulation 6.

**12.1.2 Duties and Functions of the H&S Representatives**

- The Principal Contractor must ensure that the designated H&S Representatives conduct at least a weekly inspection of their respective areas of responsibility using a checklist developed by a Principal Contractor
- The report must be consolidated and submitted to the Health & Safety Committee.

**b) Site Specific Induction Training**

All employees of the Principal and other Contractors must be in possession of Site Specific Occupational Health and Safety Induction or other qualifying training.

**c) Other Training**

All operators, drivers and users of construction vehicles, mobile plant and other equipment must be in possession of valid proof of training.

**13. PROJECT/SITE SPECIFIC REQUIREMENTS**

The following is a list of specific activities and considerations that have been identified for the project and site and for which Risk Assessments, Standard Working Procedures (SWP), management and control measures and Method Statements (where necessary) have to be developed by the Principal Contractor:

- a) Clearing & grubbing the area/site
- b) Site establishment
- c) Dealing with existing structures
- d) Location of existing services
- e) Boundary & Access control/Public liability exposures
- f) Protection against heat exhaustion, dehydration, wet & cold conditions
- g) Dealing with HIV & aids other related diseases
- h) Use of portable electrical & explosive tools
- i) Any Excavation work and **Demolition work**
- j) Any welding work
- k) Loading & offloading of trucks
- l) Driving & operations of Construction vehicles & mobile plant
- m) Temporal works and
- n) Construction work as defined in the construction regulation 2014

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#### 14. OUTLINED DATA, REFERENCES AND INFORMATION ON CERTAIN AND/OR SPECIFIC OBLIGATORY REQUIREMENTS TO ENSURE COMPLIANCE

##### Administrative & Legal Requirements

OHS Act Section/ Regulation	Subject	Requirements
Construction Regulation 1	Notice of carrying out Construction work	<ul style="list-style-type: none"> <li>Department of Labour notified</li> <li>Copy of Notice available on Site</li> </ul>
General Admin Regulation 4	Copy of OH&S Act (Act 95 of 1993)	<ul style="list-style-type: none"> <li>Updated copy of Act &amp; Regulations on site</li> <li>Readily available for personal by employees</li> </ul>
COIDA Act Section 80	Registration with Compensation Insurer	<ul style="list-style-type: none"> <li>Written proof of registration/letter of good standing available on Site</li> </ul>
Construction Regulation 3 & 7(1)	H&S Specification & Programme	<ul style="list-style-type: none"> <li>H&amp;S Spec received from Client and/or its Agent on its behalf</li> <li>OH&amp;S programme developed &amp; Updated regularly</li> <li>Hazard Identification carried out/Recorded</li> <li>Risk Assessment and - Plan drawn up/Updated</li> <li>RA Plan available on Site</li> <li>Employees/Sub-Contractors informed/trained</li> </ul>
Section 16(2)	Assigned duties (Managers)	<ul style="list-style-type: none"> <li>Responsibility of complying with the OH&amp;S Act assigned to other persons by CEO</li> </ul>
Construction Regulation 6(1)	Designation of Person Responsible on Site	<ul style="list-style-type: none"> <li>Competent person appointed in writing as Construction Supervisor with job description</li> </ul>
Construction Regulation 6(2)	Designation of Assistant for above	<ul style="list-style-type: none"> <li>Competent person appointed in writing as Assistant Construction Supervisor with job description</li> </ul>
Section 17 & 18 General Administrative Regulations 6 & 7	Designation of Health & Safety Representatives	<ul style="list-style-type: none"> <li>More than 20 employees - one H&amp;S Representative, one additional H&amp;S Rep. for each 50 employees or part thereof</li> <li>Designation in writing, period and area of responsibility specified in terms of G&amp;R 6 &amp; 7</li> <li>Meaningful H&amp;S Rep. reports</li> <li>Reports actioned by Management</li> </ul>

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Section 19 & 20 General Administrative Regulations 5	Health & Safety Committee/s	<ul style="list-style-type: none"> <li>H&amp;S Committee/s established</li> <li>All H&amp;S Reps shall be members of H&amp;S Committee/s</li> <li>Additional members are appointed in writing</li> <li>Meetings held monthly, Minutes kept</li> <li>Actioned by Management</li> </ul>
Section 37(1) & (2)	Agreement with Mandatories/ (Sub-)Contractors	<ul style="list-style-type: none"> <li>Written agreement with (Sub-)Contractors</li> <li>List of SubContractors displayed</li> <li>Proof of Registration with Compensation Insurer/Letter of Good Standing</li> <li>Construction Supervisor designated</li> <li>Written arrangements re H&amp;S Reps &amp; H&amp;S Committee</li> <li>Written arrangements re First Aid</li> </ul>
Section 24 & General Admin. Regulation 6 COIDA Act Sect 38, 39 & 41	Reporting of incidents (Dept. of Labour)	<ul style="list-style-type: none"> <li>Incident Reporting Procedure displayed</li> <li>All incidents in terms of Sect. 24 reported to the Provincial Director, Department of Labour within 3 days. (Annexure 1) (NCL 1 or 2) and to the Client and/or its Agent on its behalf</li> <li>Cases of Occupational Disease Reported</li> <li>Copies of Reports available on Site</li> <li>Record of First Aid injuries kept</li> </ul>
General Admin. Regulation 9	Investigation and Recording of incidents	<ul style="list-style-type: none"> <li>All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by investigator designated in writing</li> <li>Copies of Reports (Annexure 1) available on Site</li> <li>Tabled at H&amp;S Committee meeting</li> <li>Action taken by Site Management</li> </ul>
Construction Regulation 10	Fall Prevention & Protection	<ul style="list-style-type: none"> <li>Competent person appointed in writing as the Fall Protection Plan</li> <li>Proof of competence/competencies available on Site</li> <li>Risk Assessment carried out for work at heights</li> <li>Fall Protection Plan drawn up/updated</li> <li>Available on Site</li> </ul>
Construction Regulation 20 Driven Machinery	Cranes & Lifting Machines/Equipment	<ul style="list-style-type: none"> <li>Competent person appointed in writing to inspect Cranes, Lifting Machines &amp; Equipment</li> <li>Written Proof of Competence of above appointees available on Site</li> </ul>

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Regulations 15		<ul style="list-style-type: none"> <li>Cranes &amp; Lifting tackle identified/numbered</li> <li>Register kept for Lifting Tackle</li> <li>Log Book kept for each individual Crane</li> <li>Inspection: All cranes - daily by operator</li> <li>Tower Cranes - after erection/monthly</li> <li>Other cranes - annually by comp. person</li> <li>Lifting tackle (slings/rope/chain slings etc.) - daily or before every new application</li> </ul>
General Safety Regulation 6(1)(b)	Designation of Stacking & Storage Supervisor	<ul style="list-style-type: none"> <li>Competent Person/s with specific knowledge and experience designated to supervise all Stacking &amp; Storage</li> <li>Written Proof of Competence of above appointees available on Site</li> </ul>
Construction Regulation Environmental Regulation 9	Designation of a Person to Co-ordinate Emergency Planning And Fire Protection	<ul style="list-style-type: none"> <li>Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution and fire prevention measures</li> <li>Emergency Evacuation Plan developed</li> <li>Drilled/Practiced</li> <li>Plan &amp; Records of Drills/Practices available on Site</li> <li>Fire Risk Assessment carried out</li> <li>All Fire Extinguishing Equipment identified and on register</li> <li>Inspected weekly. Inspection Register kept</li> <li>Serviced annually</li> </ul>
General Safety Regulation 3	First Aid	<ul style="list-style-type: none"> <li>Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed)</li> <li>First Aid freely available</li> <li>Equipment as per the list in the CH&amp;S Act</li> <li>One qualified First Aider appointed for every 50 employees. (Required where more than 10 persons are employed)</li> <li>List of First Aid Officials and Certificates</li> <li>Name of persons in charge of First Aid boxes displayed</li> <li>Location of First Aid boxes clearly indicated</li> <li>Signs instructing employees to report all injuries/illness including first aid injuries</li> </ul>

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General Safety Regulation 2	Personal Safety Equipment (PSE)	<ul style="list-style-type: none"> <li>PSE Risk Assessment carried out</li> <li>Items of PSE prescribed/use enforced</li> <li>Records of issue kept</li> <li>Undertaking by Employee to use/wear PSE</li> <li>PSE remain property of Employer, not to be removed from premises CSF 7(4)</li> </ul>
General Safety Regulation 9	Inspection & Use of Welding/Flame Cutting Equipment	<ul style="list-style-type: none"> <li>Competent Person/s with specific knowledge and experience designated to inspect Electric Arc, Gas Welding and Flame Cutting Equipment</li> <li>Written Proof of Competence of above appointees available on Site</li> <li>All new vessels checked for leaks, leaking vessels NOT taken into stock but returned to supplier immediately</li> <li>Equipment identified/numbered and entered into a register</li> <li>Equipment inspected weekly. Inspection Register kept</li> <li>Generate, purpose made vessels available for full and empty vessels</li> </ul>
General Safety Regulation 13A	Inspection of Ladders	<ul style="list-style-type: none"> <li>Competent person appointed in writing to inspect Ladders</li> <li>Ladders inspected at arrival on site and weekly thereafter. Inspections register kept</li> <li>Application of the types of ladders (wooden, aluminium etc.) regulated by training and inspections and noted in register</li> </ul>
General Safety regulation 13B	Ramps	<ul style="list-style-type: none"> <li>Competent person appointed in writing to supervise the erection &amp; inspection of Ramps. Inspection register kept</li> <li>Daily inspected and noted in register</li> </ul>

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## 15. THE PRINCIPAL CONTRACTOR'S GENERAL DUTIES

- The Principal Contractor shall at all times ensure his status of an "employer" as referred to in the Act, and will abide by his/her responsibilities, duties and functions as per the requirements of the Act and Regulations with specific reference to Section 8 of the Act.
- The Principal Contractor shall keep, and on demand make available, a copy of the Act on site at all times and in addition to that he/she will introduce and maintain a file titled "Health and Safety File", or other record in permanent form, which shall contain all relevant aspects and information as contemplated in the Construction Regulations. He/she will make this file available to the client or his representative whenever necessary or on request to an interested party.
- The project under control of the Principal Contractor shall be subject to periodic health and safety audits that will be conducted by the client at intervals agreed upon between the Principal Contractor and the client, provided such intervals will not exceed periods of one month.
- The Principal Contractor is to ensure that he/she and all persons under his control on the construction site shall adhere to the above specifications.
- The Principal Contractor should note that he/she shall be held liable for any anomalies including costs and resulting deficiencies due to delays caused by non-conformance and/or non-compliance to the above Health and Safety Specifications and the Health and Safety Plan based on these specifications.

## 16. THE PRINCIPAL CONTRACTOR'S SPECIFIC DUTIES

The Principal Contractor's specific duties in terms of these specifications are detailed in the Construction Regulations as published under government notice 07 February 2014, stipulated in Section 7.

## 17. THE PRINCIPAL CONTRACTOR'S SPECIFIC RESPONSIBILITIES WITH REGARD TO HAZARDOUS ACTIVITIES

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- d. The National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended and relevant proclaimed Regulations (SABS 0400)
- e. The Post Office Act 1958 (Act 44 of 1958) as amended
- f. The Electricity Act 1984, Act 41 of 1984
- g. The Regulations of Local Gas Board(s), including Publications of the SABS Standards and Codes of Practice, with specific reference to GNR 17468 dated 4<sup>th</sup> October 1997
- h. Legislation pertaining to water usage and the environment
- i. Legislation governing the use of equipment, which may emit radiation (e.g. X-Rays etc.)
- j. Common Law

## 19. HOUSEKEEPING

Good housekeeping will be maintained at all times as per Construction Regulation No. 27. Poor housekeeping contributes to three major problems, namely, costly or increased accidents, fire or fire hazards and reduction in production. Good housekeeping will enhance production time.

In promotion of environmental control all waste, rubble, scrap etc., will be disposed of at a registered dump site and records will be maintained. Where it is found to be impractical to use a registered dump site or it is not available, the Principal Contractor will ensure that the matter is brought to record with the client or his representative, after which suitable, acceptable alternatives will be sought and applied.

Dross and refuse from metals, and waste matters or by-products whose nature is such that they are poisonous or capable of fermentation, putrefaction or constituting a nuisance shall be treated or disposed of by methods approved of by an inspector.

NOTE: No employer (Principal Contractor) shall require or permit any person to work at night or after hours unless there is adequate, suitable artificial lighting including support services in respect of Health and Safety.

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The following examples of activities are identifiable as hazardous in terms of the Construction Regulations. The contractor shall execute the activities in accordance with the following Construction Regulations and other applicable regulations of the Act:

- Fall protection
- Structures
- Excavation work
- Demolition work
- Scaffolding
- Construction vehicles & mobile plant.
- Water environments
- Housekeeping on construction sites
- Fire precautions on construction sites.

This list must not be taken to be exclusive or exhaustive! All of the above requirements will be read in conjunction with the relevant regulations and health and safety standards as required by the Act. All documents and records required by the Construction Regulations will be kept in the Health and Safety File and will be made available at any time when required by the client or his representative, or on request to an interested party.

## 18. GENERAL NOTES TO THE PRINCIPAL CONTRACTOR

### Legal Framework

#### Part of legal obligations

The more important Acts and relevant subordinate/secondary legislation as well as other (inter alia Local Government) legislation that also apply to the State as well as to State owned buildings and premises: -

- a. The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises"
- b. 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
- c. The Fire Brigade Services Act 1967, Act 99 of 1967 as amended

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## 20. FACILITIES

The site establishment plan shall make provision for:

### 20.1 Dining room facilities

The contractor shall make provision for adequate dining room facilities for his employees on site.

### 20.2 Change rooms

The contractor shall make provision for adequate change rooms for his employees on site.

### 20.3 Ablution facilities

The contractor shall make provision for adequate ablution facilities for his employees on site.

### 20.4 Smoking Areas

Designated smoking areas shall be established by Principal Contractor

### 20.5 Drinking Water Facilities

The provision of drinking water facilities shall be negotiated between the Contractor and client.

### 20.6 Equipment Compliance Certificates

Before equipment is brought on site valid certificates of compliance issued by a competent person shall be presented. The equipment includes but shall not be limited to:

- i lifting equipment and lifting tackle
- ii power driven machinery
- iii electrical equipment
- iv testing and monitoring equipment

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## 20.7 Barricading

All barricading shall be of the rigid type unless the use of non-rigid barricading has been approved in writing by South African Police Service Project Manager. The contractors' barricading standard shall be included in the Health and Safety Plan.

Where more than one contractor is working on a site, the fixed barricading shall be clearly marked with the company's name, site contact person as well as the contact number/s.

## 20.8 Erection of Structures for Logistic Support

Prior to site establishment South African Police Service shall approve the contractor's site plan.

South African Police Service shall approve all structures erected for logistical support by the contractor. These structures include fences, workshops, tool sheds, offices, ablution facilities, etc.

## 20.9 Salvage Yard Management

Depending on the site specific arrangements and procedures, South African Police Service may provide the salvage yard and the resources to manage it.

The salvage yard management shall conform to safety, health and environmental requirements. The contractors are required to move the equipment from the place of work to the salvage yard.

## 20.10 Fall Arrest and Prevention Equipment

Approved fall prevention equipment shall be used at heights of less than 2.0 metres. Above heights of 2.0 metres fall prevention equipment shall include fall arrest Equipment. Users of fall arrest equipment shall, amongst other things be trained in what an appropriate load bearing point is for connecting fall prevention equipment. Any deviation from this requirement shall be negotiated and agreed with South African Police Service in writing.

## 20.11 Hazardous Chemical Substances Waste Removal

South African Police Service shall provide a facility to collect all hazardous chemical waste material. The contractor shall provide adequately marked and sealable containers to transport the hazardous chemical waste from the source to the approved South African Police Service disposal point.

## 20.12 Personal Protective Equipment (PPE)

Personal protective equipment issued shall be specific to the risks associated with the work to be performed and specific to conditions on site and shall comply with South African National Standards (SANS).

## 21. LOCKOUT SYSTEMS

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.

## 22. IMPORTANT LISTS AND RECORDS TO BE KEPT

The following are lists of several records that are to be kept in terms of the Construction Regulations. The lists are:

- List of appointments
- List of record keeping responsibilities
- Inspection checklist

### a) Contractor Risk Assessment Process

The risk assessment process shall include:

- an evaluation of the method of the work to be conducted
- the method statement on the procedure to be followed in performing the task shall be developed
- the risk assessment will also include activities like
  - Transportation of passengers and goods to and from site
  - Site establishment
  - Physical and mental capabilities of employees
  - Others as may be specified.
- the hazards as listed in the paragraph – Site Specific Health and Safety Hazards
- a review plan for risk assessments shall provide for:
  - the quarterly review of all applicable risk assessments
  - the review of an assessment if there is reason to believe that the previous assessment is no longer valid, or there has been a change in a process, work methods, equipment or procedures and working conditions
  - Risk assessment/s to be reviewed if the outcome of incident investigations and audits etc. requires such action.

A pre - task risk assessment shall be conducted in writing on every task and be facilitated by the team leader. All risk assessments and pre-task risk assessments shall be filed and be available on site.

### b) Risk Profile

All contractors shall submit a risk profile of the work to be conducted with their Health and Safety Plan.

### c) Risk Based Inspection Program

The inspection programme shall be risk based. The inspection plan shall form part of the Health and Safety Plan.

## IMPORTANT CONTACT DETIALS

### (FOR HEALTH & SAFETY ASPECTS ONLY)

The contractor is to add all the important contact information about essentials services, support and assistance.

	SERVICE	NUMBER	CONTACT PERSON
	Hospital		
	Ambulance		
	Water Electricity		
	Police		
	Fire Brigade		
	Engineer		

ADD OTHER IMPORTANT HEALTH & SAFETY CONTACT DETAILS AS MAY BE FOUND NECESSARY.

SECTION 37(2) AGREEMENTS  
CONCLUDED BETWEEN  
**SOUTH AFRICAN POLICE SERVICE**  
(Hereinafter referred to as **South African Police Service**)

AND

(Name of contractor/supplier/Agent)

I, \_\_\_\_\_ [\_\_\_\_\_  
(name) representing \_\_\_\_\_ (insert name of  
contractor/supplier), do hereby acknowledge that  
(insert name of contractor/supplier) is an employer in his/her own right, with duties as prescribed in  
the Occupational Health and Safety Act No. 85 of 1993 ("the Act"), as amended, and agree to ensure  
that all work will be performed and/or machinery or plant used in accordance with the provisions of  
the Act.

I undertake that \_\_\_\_\_ (insert name of contractor/supplier)  
shall strictly adhere to, and ensure that his/her employees adhere to, the provisions of the  
Occupational Health and Safety Act, 1993 (Act 85 of 1993).

I have been provided with SHE specifications for project/service \_\_\_\_\_ [insert  
brief details of project/service, for example, name, contract/project number]  
\_\_\_\_\_ and will comply with the requirements set out in these.

I accept and agree that the SHE specifications constitute arrangements and procedures between  
\_\_\_\_\_ [insert name of contractor/supplier/Agent  
Safety Manager/Safety Officer] and **South African Police Service** which will ensure compliance by  
\_\_\_\_\_ [insert name of contractor/supplier] with the  
provisions of the Act, as contemplated in section 37(2) of the Act.

This agreement constitutes the sole agreement between the parties, and no variation, modification,  
or waiver of any of the provisions of this agreement or consent to any departure from these shall,  
in any manner, be of any force or effect, unless confirmed in writing and signed by both parties, and

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such variation, modification, waiver, or consent shall be effective only in the specific instance and  
for the specific purpose and to the extent for which it was made or given.

This agreement is signed on behalf of the parties, each signatory to this warranting that he/she has  
the requisite authority to do so.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_

(Place)

(Full name) \_\_\_\_\_ (Signature) \_\_\_\_\_ on \_\_\_\_\_

behalf of \_\_\_\_\_ (Supplier/contractor/Agent)

**Contractor Responsible Manager** (responsible for signing the **South African Police Service**  
contract on behalf of the contractor)

Witnesses

1. \_\_\_\_\_
2. \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_

(Place)

(Full name) \_\_\_\_\_ (Signature) \_\_\_\_\_ on \_\_\_\_\_

Behalf of **South African Police Service**.

(Contracts and/or Project Manager or **South African Police Service** representative)

Witnesses

1. \_\_\_\_\_
2. \_\_\_\_\_

Rev 2: H&S Specification: 2018

39

Rev 2: H&S Specification: 2018

38

**PROJECT:** \_\_\_\_\_  
(full name AND site address of project)  
(and full or proper description of project)

WCS NO: \_\_\_\_\_ (works control system number)

**SUPERVISION BY THE SOUTH AFRICAN POLICE SERVICE:**

**Mr /Ms/Me** - **CONSTRUCTION PROJECT MANAGER**  
(add full details of the project manager)

**Mr /Ms/Me** - **CONSTRUCTION MANAGER**  
(add full details)

**Mr /Ms/Me** **AGENT:**  
(full particulars of agent)

**SUPERVISION BY THE PRINCIPAL CONTRACTOR:**

**PRINCIPAL CONTRACTOR:** (full particulars of principle contractor / contractor)

**Mr /Ms/Me** - **CONSTRUCTION HEALTH & SAFETY OFFICER**  
(add full details and contact of this officer)

**Mr /Ms/Me** - **CONSTRUCTION HEALTH & SAFETY MANAGER**  
(add full details of this officer)

Rev 2: H&S Specification: 2018

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Rev 2: H&S Specification: 2018

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**APPOINTMENT OF A CONTRACTOR FOR REPAIRS AND UPGRADE OF  
MADEIRA POLICE STATION IN EASTERN CAPE PROVINCE**

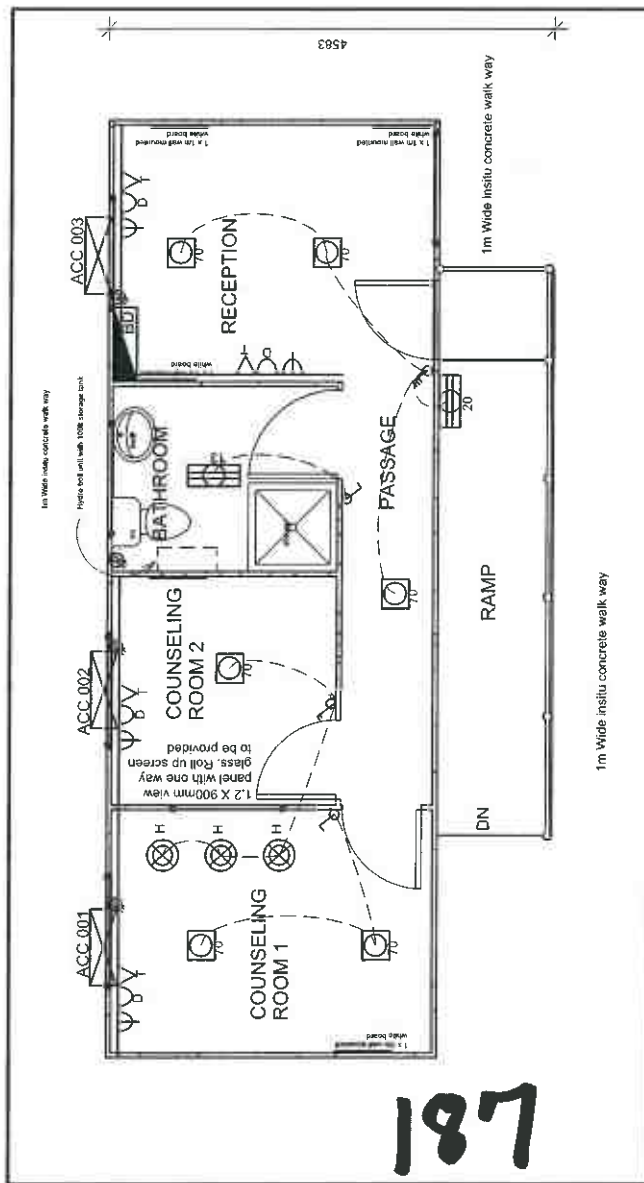
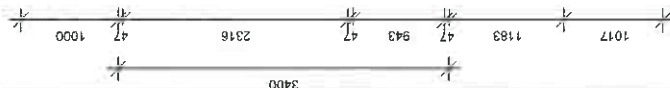
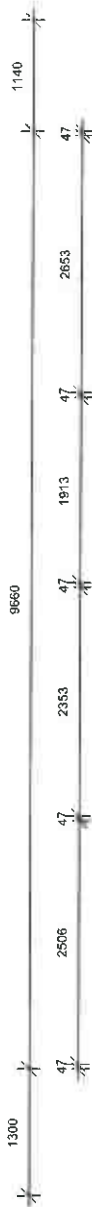
**BID: 19/1/9/1/65TB(23)**

**PART C**

**CONTRACT**

**PART C.3.1**

**DRAWINGS**



	BEKA DARI 4000k 70w with surface mounted frame light unit or similar approved.
	BEKA Series 51 4000k 13W with surface mounted frame light unit or similar approved.
	BEKA Series 51 4000k 20W surface mounted light unit or similar approved.
	BEKA Rondo LED 4000k 12w recessed dimmable light unit or similar approved.
	BEKA Rough guard LED 4000k 9w night light unit or similar approved.
	Distribution board
	2 Channel grey PVC power skirting
	30A 2 pole isolator
	Single lever light switch 16A
	Double level light switch 16 A
	Three lever light switch 16A
	Electronic Bell Bottom dimmable switch 16A
	Data point
	Telephone point
	Electrical power point 16 A switched socket outlet

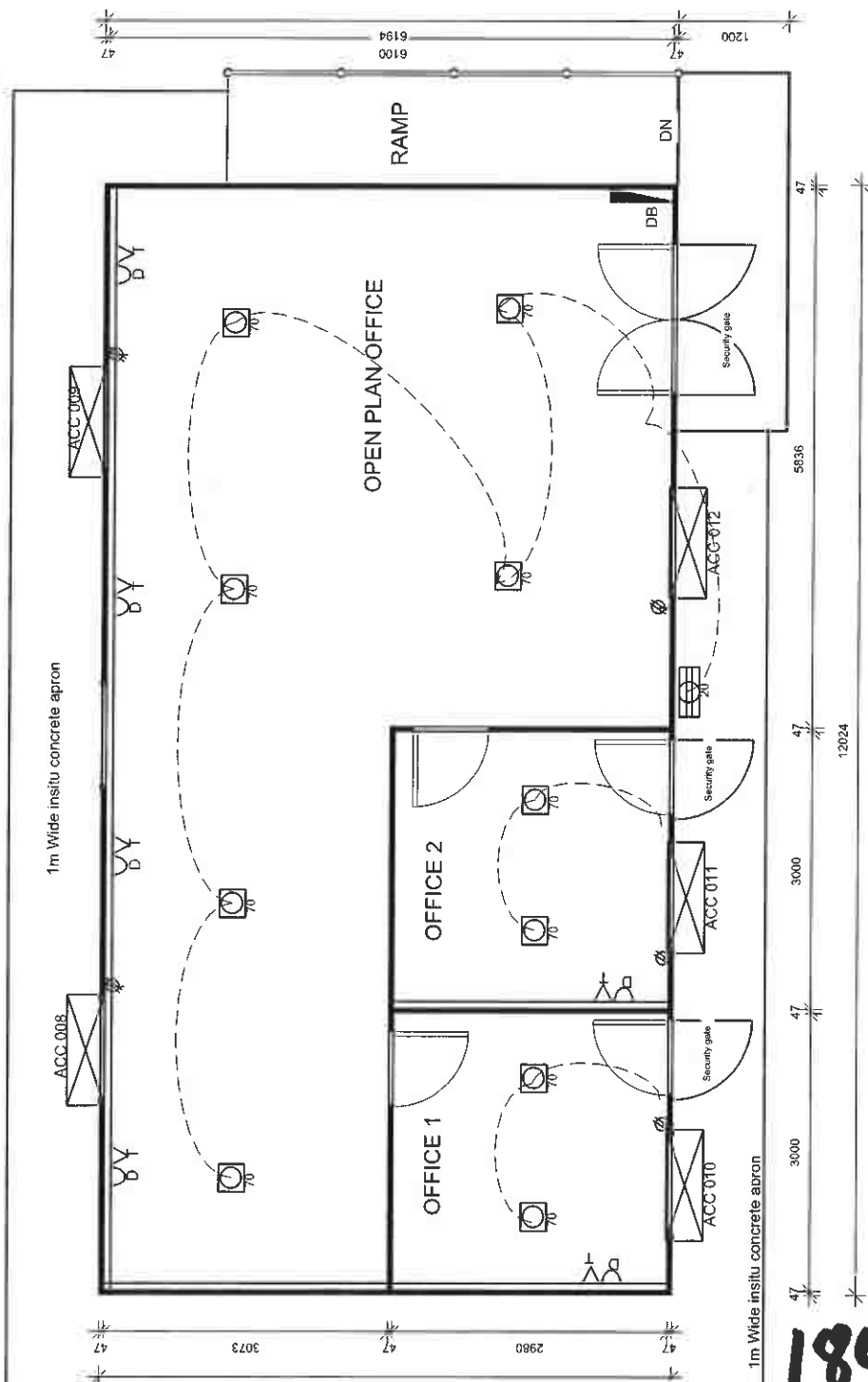
1 Floor plan  
1 : 50

<p><b>SOUTH AFRICAN POLICE SERVICE</b></p>		<p>1.50</p>	
<p>FIG. 1 VICTIM FRIENDLY FACILITY UNIT</p>		<p>for NOV 2015</p>	
<p>FLOORPLAN</p>		<p>Sheet: 1/1</p>	

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1  
Floor plan  
1 : 50
















	BEKA DARI 4000k 70w with surface mounted frame light unit or similar approved.
	BEKA Series 51 4000k 13W with surface mounted frame light unit or similar approved.
	BEKA Series 51 4000k 20W surface mounted light unit or similar approved.
	BEKA Rondo LED 4000k 12w recessed dimmable light unit or similar approved.
	BEKA Rough guard LED 4000k 9w night light light unit or similar approved.
	Distribution board
	2 Channel grey PVC power skirting
	30A 2 pole isolator
	Single lever light switch 16A
	Double level light switch 16 A
	Three lever light switch 16A
	Electronic Bell Bottom dimmable switch 16A
	Data point
	Telephone point
	Electrical power point 16 A switched socket outlet

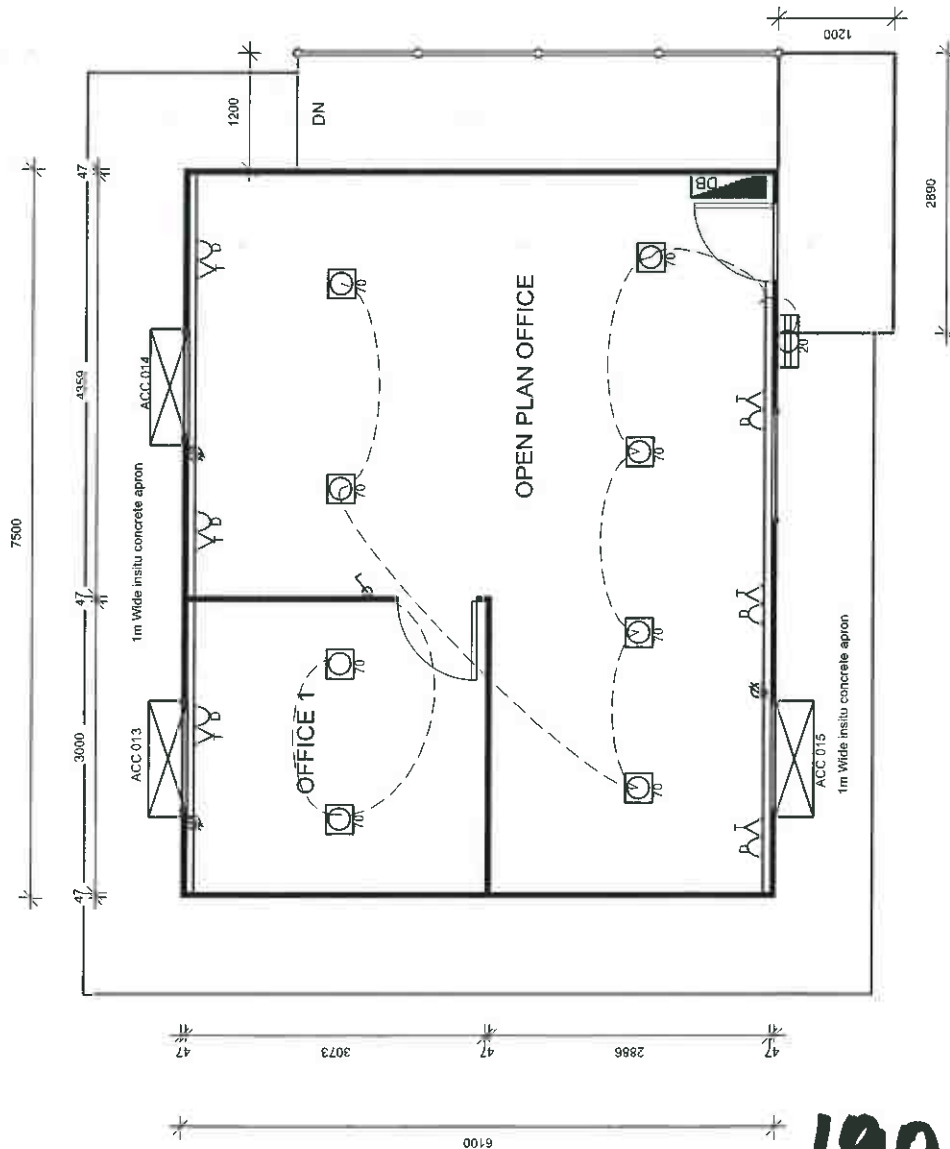
FIG. 3 WIDE OFFICE BLOCK  
OPEN PLAN WITH 2 OFFICES UNIT

## FLOORPLAN

[illegible]

**SOUTH AFRICAN  
POLICE SERVICE**

Sheet:	1/1
per	
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NOV. 2015	



Floor plan

1 : 50

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	BEKA DARI 4000K 70w with surface mounted frame light unit or similar approved.
	BEKA Series S1 4000K 13W with surface mounted frame light unit or similar approved.
	BEKA Series S1 4000K 20W surface mounted light unit or similar approved.
	BEKA Rondo LED 4000K 12w recessed dimmable light unit or similar approved.
	BEKA Rough guard LED 4000K 9w night light light unit or similar approved.
	Distribution board
	2 Channel grey PVC power skirting
	30A 2 pole isolator
	Single lever light switch 16A
	Double level light switch 16 A
	Three lever light switch 16A
	Electronic Bell Bottom dimmable switch 16A
	Data point
	Telephone point
	Electrical power point 16 A switched socket outlet

FIG. 4 DOUBLEWIDE OFFICE BLOCK  
OPEN PLAN WITH 1 OFFICE UNIT

FLOORPLAN

SOUTH AFRICAN  
POLICE SERVICE

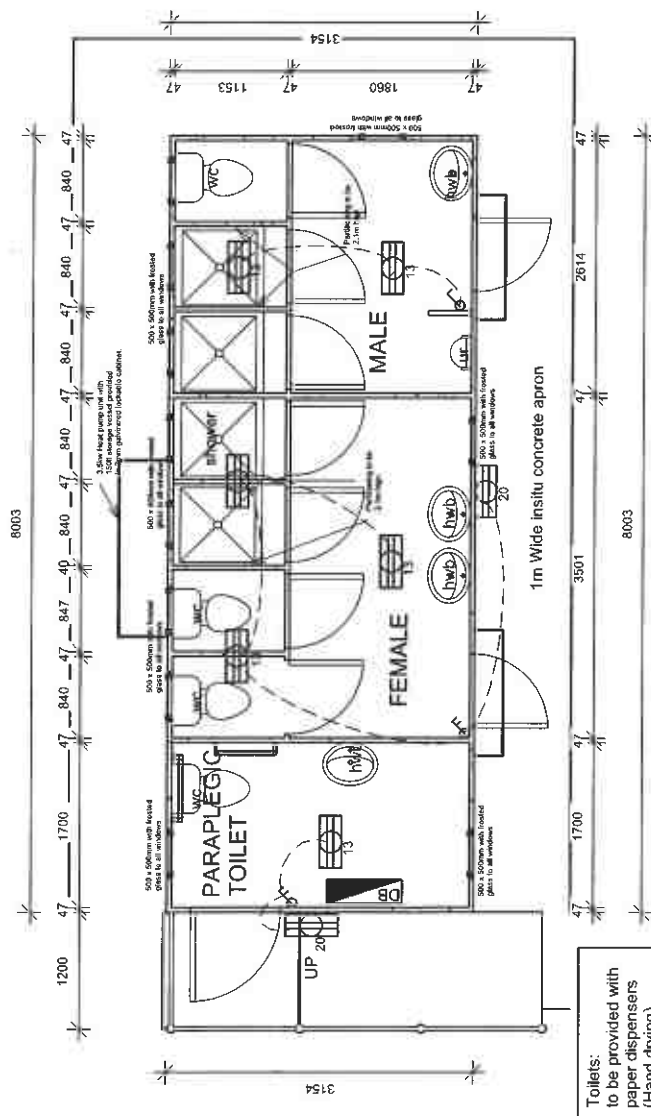
No.	Description	Date

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NOV 2015

Sheet

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Toilets:  
to be provided with  
paper dispensers  
(Hand drying)

1 Floor plan  
1 : 50

	BEKA DARI 4000K 70w with surface mounted frame light unit or similar approved.
	BEKA Series 51 4000K 13W with surface mounted frame light unit or similar approved.
	BEKA Series 51 4000K 20W surface mounted light unit or similar approved.
	BEKA Rondo LED 4000K 12w recessed dimmable light unit or similar approved.
	BEKA Rough guard LED 4000K 9w night light light unit or similar approved.
	Distribution board
	2 Channel grey PVC power skirting
	30A 2 pole isolator
	Single lever light switch 16A
	Double level light switch 16 A
	Three lever light switch 16A
	Electronic Bell Bottom dimmable switch 16A
	Data point
	Telephone point
	Electrical power point 16 A switched socket outlet

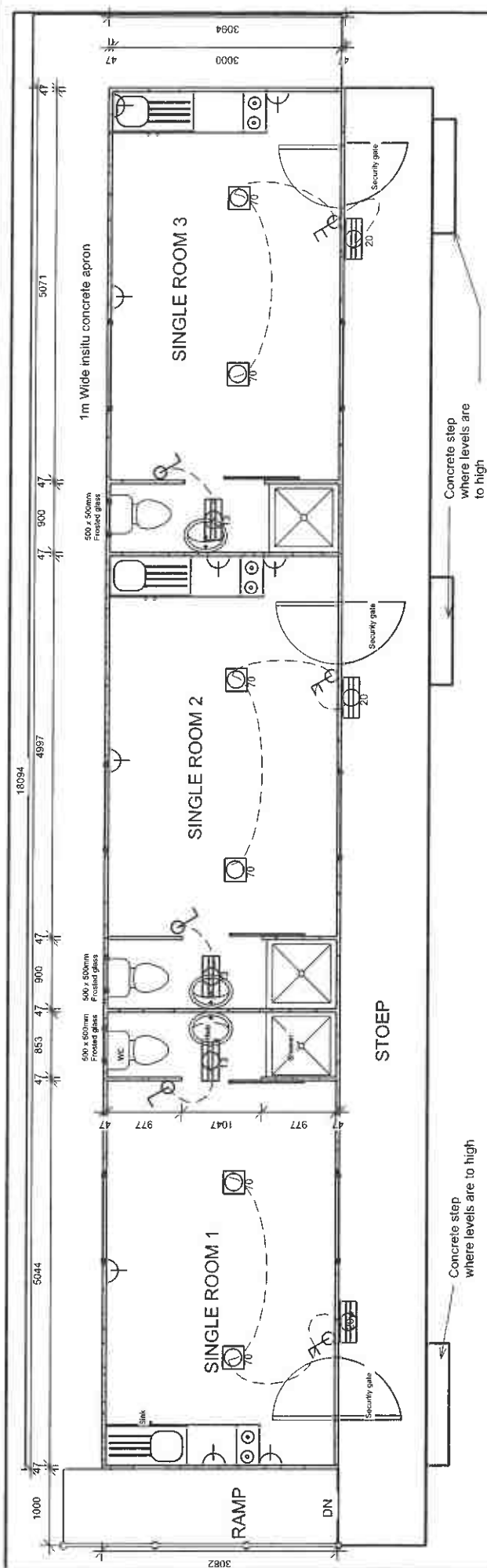
FIG. 5 ABLUTION BLOCK UNIT

FLOORPLAN

No.	Description	Date

SOUTH AFRICAN  
POLICE SERVICE

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NOV 2015
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Floor plan  
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












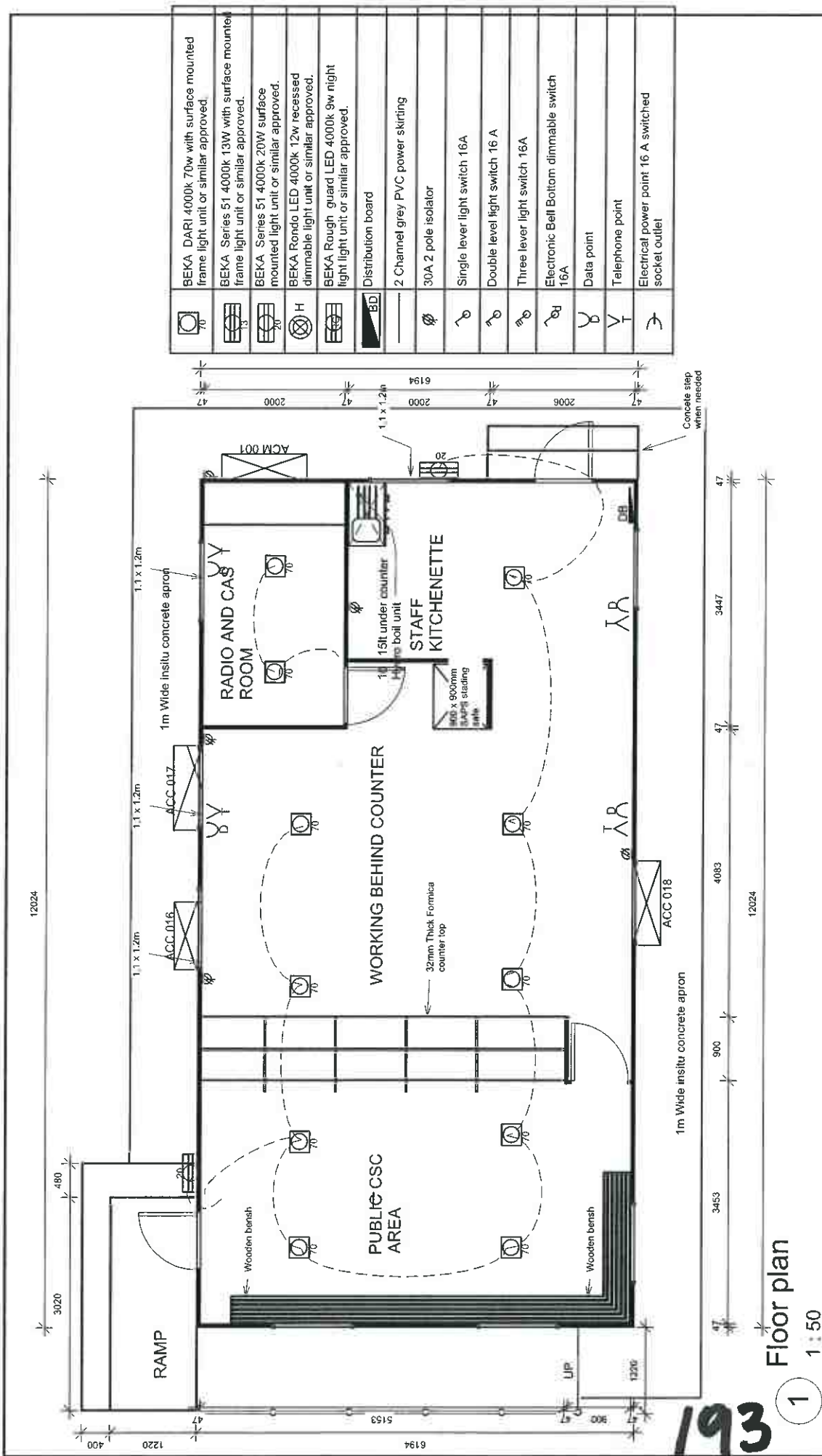
BEKA DARI 4000K 70W with surface mounted	
BEKA Series 51 4000K 13W with surface mounted	
BEKA Series 51 4000K 20W surface mounted	
BEKA Rondo LED 4000K 12W recessed dimmable light unit or similar approved.	
BEKA Rough guard LED 4000K 9w night light light unit or similar approved.	
Distribution board	
2 Channel grey PVC power skirting	
30A 2 pole isolator	
Single lever light switch 16A	
Double level light switch 16 A	
Three lever light switch 16A	
Electronic Bell Bottom dimmable switch 16A	
Data point	
Telephone point	
Electric socket power point 16 A switched	

FIG. 6 SINGLE QUARTERS

FLOORPLAN

**SOUTH AFRICAN  
POLICE SERVICE**



	BEKA DARI 4000k 70w with surface mounted frame light unit or similar approved.
	BEKA Series 51 4000k 13w with surface mounted frame light unit or similar approved.
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	BEKA Rondo LED 4000k 12w recessed dimmable light unit or similar approved.
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	Data point
	Telephone point
	Electrical power point 16 A switched socket outlet

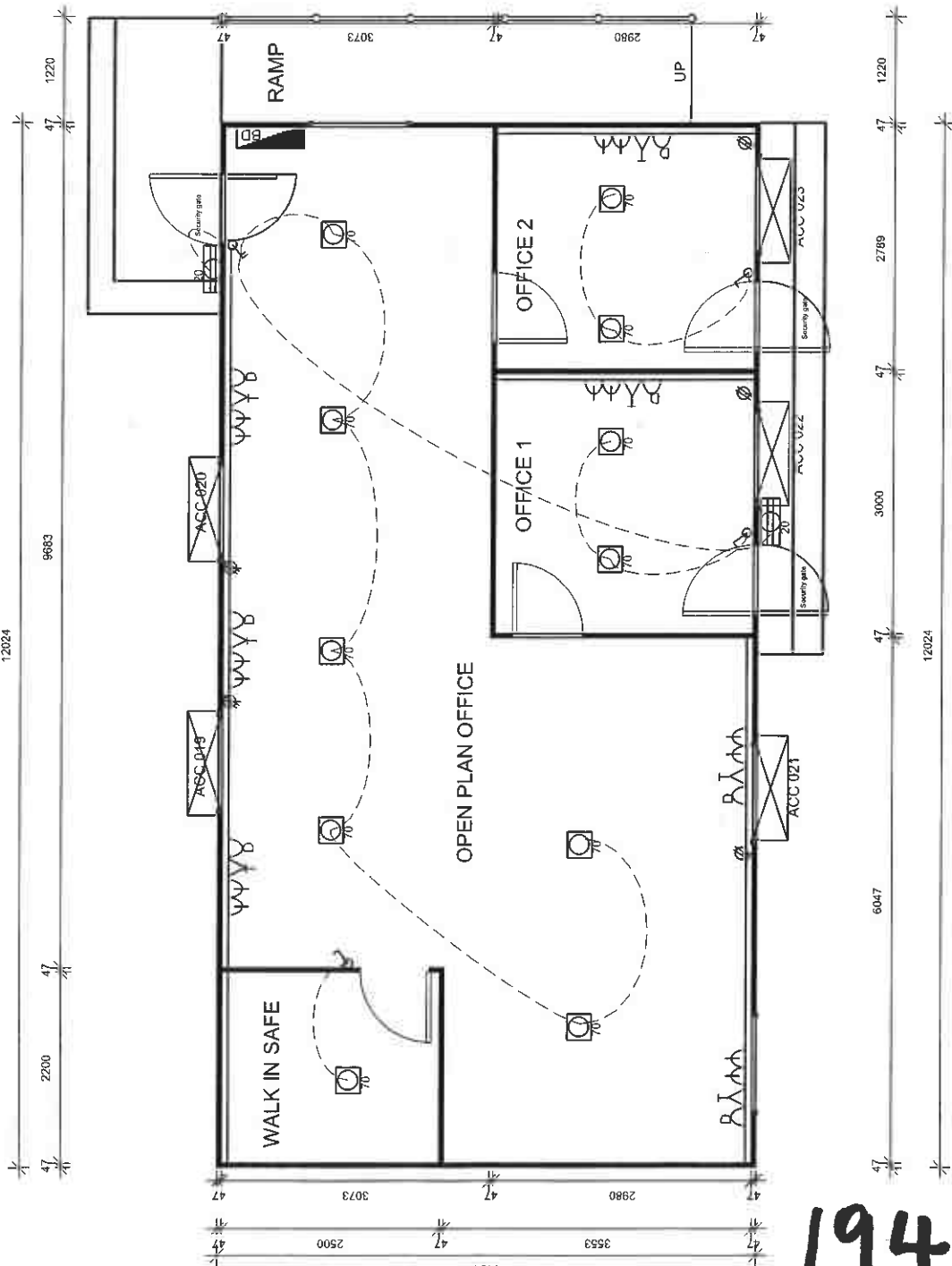
Floor plan  
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No.	Description	Date

FIG. 7 CSC BLOCK UNIT
FLOORPLAN

1:50
Nov 2015
Sheet: 1/1

SOUTH AFRICAN  
POLICE SERVICE



1 Floor plan  
1 : 50

# SOUTH AFRICAN POLICE SERVICE

No.	Description	Date

FIG. 8 OFFICE BLOCK-OPEN PLAN  
WITH 2 OFFICE AND WALK IN SAFE UNIT

FLOORPLAN

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