

HEALTH AND SAFETY SPECIFICATION



REFURBISHMENT OF THE WESTERN CAPE GAMBLING & RACING BOARD BUILDING, PAROW PROJECT

FOREWORD

This Health and Safety specification has been compiled under the guidelines of the Occupational Health & Safety Act no.85 of 1993 and amended Construction Regulations. Huge emphasis is placed on the requirements of Construction Regulation 2014, the Occupational Health and Safety Act and the Baseline Risk Assessment that form the basis of this specification. Contractors are encouraged to not only read these two documents in isolation but must consider the By-Laws Relating to Community Fire Safety, the relevant National Building Regulations SANS Codes 10400 and the Disaster Management Act 57/2002. Should there be any contradiction between the document and the Act; the Act shall take preference except where explicitly stated. Similarly, where this document is silent on a specific Health & Safety requirement, the Act and all relevant legislation shall be used as the minimum requirement.

Should you be unclear about anything set out in this document, please contact this office.

Ensuring you of our best intentions and service always

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1. INTRODUCTION AND BACKGROUND

1.1 Background to The Health and Safety Specification

Construction Regulations (February 2014) place the onus on the Client to prepare a preconstruction Health and Safety specification, highlighting all risks not successfully eliminated during design setting standards for Health and Safety during construction phase. The Health and Safety Specification will be based on the findings of the Baseline Risk Assessment.

1.2 Purpose of The Health and Safety Specification

To assist in achieving compliance with the Occupational Health and Safety Act 85/1993 and the promulgated Construction Regulations (February 2014) to reduce incidents and injuries. This specification shall act as the basis for the drafting of the construction phase Health and Safety plan by the Principal Contractor.

The specification sets out the requirements to be followed by the Principal Contractor and their Contractors so that the Health and Safety of all persons potentially at risk may receive the same priority as other facets of the project e.g. Cost, programme, environment, quality etc.

2. DEFINITIONS

Agent	means a competent person who acts as a representative for a client.
Angle Of Repose	means the steepest angle of a surface at which a mass of loose or fragmented material will remain stationary in a pile on the surface, rather than sliding or crumbling away.
Bulk Mixing Plant	means machinery, appliances or other similar devices that are assembled in such a manner so as to be able to mix materials in bulk for the purposes of using the mixed product for construction work.
Client	means the WCGRD
Competent Person	means a person who- (a) has in respect of the work or task to be performed the required knowledge, training, and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training. and (b) is familiar with the Act and with the applicable regulations made under the Act.
Construction Manager	means a competent person responsible for the management of the physical construction processes and the coordination, administration, and management of resources on a construction site.
Construction Site	means a workplace where construction work is being performed.
Construction Supervisor	means a competent person responsible for the management of the physical construction processes and the coordination, administration, and management of resources on a construction site.
Construction Vehicle	means a vehicle used as a means of conveyance for transporting persons or material, or persons and material, on and off the construction site for the purposes of performing construction work.
Construction Work	means any work in connection with - a) the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure. or

	b) the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer, or water reticulation system, or the moving c) of earth, clearing of land, the making of excavation, piling, or any similar civil engineering structure or type of work.
Contractor	means an employer who performs construction work.
Demolition Work	means a method to dismantle, wreck, break, pull down or knock down of a structure or part thereof by way of manual labour, machinery, or the use of explosives.
Design	in relation to any structure, includes drawings, calculations, design details and specifications.
Designer	means- a) a competent person who- I. prepares a design. II. checks and approves a design. III. arranges for a person at work under his or her control to prepare a design, including an employee of that person where he or she is the employer, or IV. designs temporary work, including its components. b) an architect or engineer contributing to or having overall responsibility for a design. c) a building services engineer designing details for fixed plant. d) a surveyor specifying articles or drawing up specifications. e) a Contractor carrying out design work as part of a design and building project, or an interior designer, shopfitter, or landscape architect.
Excavation Work	means the making of any man-made cavity, trench, pit, or depression formed by cutting, digging, or scooping.
Explosive Actuated Fastening Device	means a tool that is activated by an explosive charge and that is used for driving bolts, nails, and similar objects for the purpose of providing fixing.
Fall Arrest Equipment	means equipment used to arrest a person in a fall, including personal equipment, a body harness, lanyards, deceleration devices, lifelines, or similar equipment.
Fall Prevention Equipment	means equipment used to prevent persons from falling from a fall risk position, including personal equipment, a body harness, lanyards, lifelines, or physical equipment such as guardrails, screens, barricades, anchorages, or similar equipment.
Fall Protection Plan	means a documented plan, which includes and provides for- a) all risks relating to working from a fall risk position, considering the nature of work undertaken. b) the procedures and methods to be applied in order to eliminate the risk of falling, and c) a rescue plan and procedures.
Fall Risk	means any potential exposure to falling either from, off or into.
Health And Safety File	means a file, or other record containing the information in writing required by these Regulations.
Health And Safety Plan	means a site, activity, or project specific documented plan in accordance with the client's H&S specification.
Health And Safety Specification	means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work.
Material Hoist	means a hoist used to lower or raise material and equipment, excluding passengers.
Medical Certificate of Fitness	means a certificate contemplated in CR 7(8).
Mobile Plant	means any machinery, appliance or other similar device that can move independently and is used for the purpose of performing construction work on a construction site.
Principal Contractor	means an employer appointed by the client to perform construction work, used interchangeably with the term "Principal Contractor".

"Professional Construction Health and Safety Agent	means a person holding registration as a Professional Construction Health and Safety Agent in terms of the Project and Construction Management Act (Act No. 48 of 2000).
"Professional Engineer or Professional Certificated Engineer	means a person holding registration as either a Professional Engineer or Professional Certificated Engineer in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000).
Professional Technologist	means a person holding registration as a Professional Engineering Technologist in terms of the Engineering Profession Act, 2000.
Scaffold	means a temporary elevated platform and supporting structure used for providing access to and supporting workmen or materials or both.
Shoring	means a system used to support the sides of an excavation and which is intended to prevent the cave-in or the collapse of the sides of an excavation.
Structure	means- <ul style="list-style-type: none"> a. any building, steel, or reinforced concrete structure (not being a building), railway line or siding, bridge, waterworks, reservoir, pipe or pipeline, cable, sewer, sewage works, fixed vessels, road, drainage works, earthworks, dam, wall, mast, tower, tower crane, bulk mixing plant, pylon, surface and underground tanks, earth retaining structure, or any structure designed to preserve or alter any natural feature, and any other similar structure. b. any falsework, scaffold or other structure designed or used to provide support or means of access during construction work. or (b) any fixed plant in respect of construction work which includes installation, commissioning, decommissioning, or dismantling and where any construction work involves a risk of a person falling.
Suspended Platform	a working platform suspended from supports by means of one or more separate ropes from each support.
Temporary Works	means any falsework, formwork, support work, scaffold, shoring or other temporary structure designed to provide support or means of access during construction work.
The Act" Or "OHS Act	means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993).
Tunnelling	means the construction of any tunnel beneath the natural surface of the earth for a purpose other than the searching for or winning of a mineral.

3. HEALTH AND SAFETY SPECIFICATION

3.1 Scope

This specification covers the requirements for mitigating incidents and injuries at **Refurbishment of the Western Cape Gambling & Racing Board Building, Parow**. The project scope entails the Repairs, maintenance, alterations and addition of new ramp and waiting room to existing building.

Additional Activities but not limited to,

- Contractor Site Establishment
- Demolition works
- Excavations
- Civils (water; sewer, stormwater, roads and parking)
- Working at Heights
 - Scaffolding works
- Public Safety- Relevant precautions to be taken (Hoarding/Physical Barriers, signage etc.)
- Storage/control of Hazardous Chemical Agents
- Use of Temporary Access
- Paving
- Traffic management
- **Unforeseen activities**

The Principal Contractor must provide adequate control measures.

The scope also addresses legal compliance, hazard identification and risk assessment, risk control and promoting a Health and Safety culture amongst those working on the project. The specification also makes provision for the protection of those persons other than employees.

3.2 Provision for Health & Safety Cost

The Principal Contractor and their contractors shall make adequate provision for the cost of Health & Safety Measures during the construction process as required by the Construction Regulation 5(1)(g) and must allow for (but not limited to) adequate funds for at least one **Part-time Safety Officer** until all activities have been completed. Equipment, Signage, Training for all relevant personnel, PPE, Edge Protection, Safe Access, Emergency/Rescue and Equipment, on site monitoring, adequate supervision, safe removal of rubble, adequate welfare facilities, Medicals etc.

4. INTERPRETATIONS

4.1 Application

This specification is a compliance document drawn up in terms of the South African legislation including all relevant South African Standards and where applicable, International Standards and is therefore binding. It must be read in conjunction with all relevant legislation, regulations and by-laws.

4.2 Definitions

The definitions as listed in the Occupational Health and Safety Act 85/1993 and Construction Regulations (February 2014) shall apply.

5. MINIMUM ADMINISTRATIVE REQUIREMENTS

5.1 Notification of Intention to Commence Construction Work

The Principal Contractor shall notify the Provincial Director of the Department of Employment & Labour in writing that construction work commences as per the Annexure 2 in terms of CR 4. A copy of the Notification must be placed in the Principal Contractor Health and Safety File on site and one copy shall be sent to the Client.

5.2 Assignment of Contractor's Responsible Persons to Manage and Supervise Health and Safety on Site.

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

Note: All appointments shall be done by the Chief Executive Officer/Managing Director or his/her assistant in terms of Section 16 of the OHS Act 85/1993 with exception to the Construction Manager in terms of Construction Regulation 8. The Construction Manager shall be full-time on site unless an Alternate Competent Construction Manager has been appointed in writing. The Principal Contractor shall inform the appointed Health and Safety Agent of any change in appointments.

The construction manager shall not carry any other legal appointment with the exception of the committee meeting chairperson.

The Principal Contractor shall ensure that competent Construction Supervisors and where applicable that assistant construction supervisors are appointed in writing.
Note: This shall apply to all contractors.

Section 8 (OHS Act 85/1993) General duties of employers to their employees

“ensuring that work is performed, and that plant or machinery is used under the general supervision of a person trained to understand the hazards associated with it and who have the authority to ensure that precautionary measures taken by the employer are implemented; and”

Management and supervision of construction work

8. (7) “A construction manager must in writing appoint construction supervisors responsible for construction activities and ensuring occupational health and safety compliance on the construction site”.

(8) “A contractor must, upon having considered the size of the project, in writing appoint one or more competent employees for different sections thereof to assist the construction supervisor contemplated in sub regulation (7), and every such employee has, to the extent clearly defined by the contractor in the letter of appointment, the same duties as the construction supervisor: Provided that the designation of any such employee does not relieve the construction supervisor of any personal accountability for failing in his or her supervisory duties in terms of this regulation”.

5.3 Competency of Principal Contractor Responsible Persons

The Principal Contractor' competent persons for the various risk management portfolios shall fulfil the criteria as stipulated under the Definition of Competent in accordance with the Construction Regulations (February 2014). Proof of competence for the various appointments must be included prior to start of work.

The Principal Contractor shall ensure that all his/her employees including their contractors have the relevant competency and training for them to perform their duties and or carry out construction activities.

5.4 Compensation for Occupational Injuries and Diseases Act (COIDA) 130 Of 1993

The Principal Contractor and their contractors shall submit a valid Letter of Good Standing from their Compensation Insurer-FEM or Compensation Commissioner to the Client's Representative as proof of registration before they commence work on site. Note: Contractors shall submit proof of registration to the Principal Contractor before they commence work on site. This requirement also applies for all Contractors.

Note:

A client must ensure before any work commences on a site that every Principal Contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993);

A Principal Contractor must ensure prior to work commencing on the site that every contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993;

5.5 Occupational Health and Safety Policy

The Contractor and their Contractors shall submit a Health and Safety Policy signed by their Chief Executive Officer. The Policy must outline objectives and how they will be achieved and implemented by the Company / Contractor.

5.6 Health and Safety Organogram

The Principal Contractor and their Contractors shall submit an organogram with contact numbers, outlining the Health and Safety Site Management Structure including the relevant appointments / competent persons. In cases where appointments have not been made, the organogram shall reflect the intended positions. The organogram shall be updated when there are any changes in the site Management Structure and must be site specific. **This requirement applies to all Contractors.**

5.7 Preliminary Hazard Identification and Risk Assessment

The Principal Contractor and their contractors shall develop Risk Assessments and Method Statements by a competent person for the risk that they foresee during construction.

Safe Work Procedures shall form of hazard identification during the construction phase with control measures. Proof of communication must be provided. A Baseline Risk Assessment has been compiled and forms part of the Health and Specification, the appointed Contractor shall consider these risk assessments when compiling their own risk assessments. The Principal Contractor must also consult the health and safety committee regarding the monitoring and reviewing of risk assessments on the relevant site

All Risk Assessments shall be conducted by the appointed Risk Assessor/Team PRIOR to start of any work. Note: This shall apply for all contractors.

The Principal Contractor shall ensure that a competent Risk Assessor is appointed in writing and shall be Full-Time on site for the duration of the project. The Risk Assessor shall have additional training and shall prove competence in line with the SAQA Unit Standard 120330. Furthermore, the Principal Contractor and their contractors shall ensure that Daily Safe Task Instructions are conducted prior to any activity with proof placed on file.

Note: The DSTI's shall consist of Hazard Identification with control measures and must be task specific. This applies to all contractors and must be readily available upon request.

Planned Tasked Observations shall be conducted as often as possible but at least weekly to ensure the effectiveness of their existing and current control measures. Contractors may use their own Formats/Templates

The following is a site-specific source of risks that have been identified but is not limited to and must as a minimum, be appropriately addressed by the Principal Contractor in their Health & Safety Plan with Control Measures but is not limited to:

Site Establishment

- Site needs to be adequately Secured as per Client requirements, Hoarding Specification or Drawings
- Offloading of containers/site office
- Secure / Safe Storage of Material, Plant & Equipment
- Ablution Facilities
- Adequate Eating & changing facilities
- Vehicle Access to Site
- Location of existing Services
- Hoarding Permits (If Applicable)
- Dealing with existing structures and Traffic
- Provision for drinking water for all staff
- CoC for temporary electrical supply
- Safe Access i.e. Entry and Exit Points for all Deliveries with adequate control measures is required,
- Public Safety

Hoarding & Access Control

- Public Liability / Access Control / Compliance to Section 9
- Site needs to be Adequately Secured
- Relevant Construction Warning Signage
- Daily inspections with proof placed on file
- Security to be placed on site as needed
- All employees shall have ID copies readily available

The Principal Contractor shall provide adequate site hoarding (Physical Barriers), ensure that the hoarding is Fixed and are at least 1.8m in height or as per the Architects/Clients requirements. The Principal Contractor shall liaise with the Client/Client Representative regarding safe vehicle and pedestrian access to the site.

Public Liability

- Contractor to ensure all safety measures and material storage are stacked safely during the installation period
- Effect of Construction Work on members of the public and existing property e.g. Neighboring Property and roads
- Noise Control
- Dust Control
- Temporary lighting
- Relevant signage
- Hazardous Chemical Agents

Protecting of Persons Affected by Construction (Section 9 of the OHS Act 85/1993)

- Demolition/Removal of material while working above/close to persons neighboring property/persons
- Risk Assessments and Method Statement to be provided and communicated to relevant parties.
- Construction Activities
- Crash Decks or any other suitable means of protection (If Applicable)

Principal Contractor and their Contractors to provide adequate control measures due to adjacent property, roads and walkways

Crane Management System (i.e. All Cranes)

- Competency and Medical Certificates of Operators
- Load Test Certificates
- Emergency Procedures Rescue Plan
- Crane Management Plan/System to be provided
- Emergency/Rescue Procedures
- CR 23 and Driven Machinery Regulations (2015) must be adhered to
- Relevant Inspections conducted by an LME/LMI as per DMR 18(2015)
- Cranes shall be fitted with wind meters/anemometers and must be in line with section 10 and 44 of the OHS Act 85/1993 and all relevant SANS codes
- Adequate means of communication

Should the crane be found not to be fitted with a gauge/anemometer due to its Design, then the Principal Contractor must provide alternative control measures e.g. the use of a handheld wind gauge/anemometers

Note, The Principal Contractor, their contractors and service providers shall ensure that all vehicles and plant are adequately earthed especially when in close proximity of electrical cables

Lifting and Installation Procedures

- Principal Contractor to submit Full Method Statements of their lifting and installation procedures e.g. manually or mechanically.
- All lifting equipment to comply with Driven Machinery Regulation (2015)
- Guide Ropes shall be used as far as reasonably practicable when busy with all lifting Operations to assist with possible uncontrolled loads especially during inclement weather and restricted areas.
- All work areas shall be adequately demarcated with spotters' present
- Competent Banksman/Riggers shall assist with lifting operations
- Public Safety to be taken into consideration at all times

Note, Excavators and Digger Loaders may not be used as lifting machinery, for lifting pipes or any slewing of material. All machinery shall be used for its intended purpose

Procedure for Over Under Head Work

- The appointed contractor shall provide adequate procedures and control measures to avoid any over/under head work activities

Working near existing services

- Principal Contractor to provide control measures to protect the existing services
- Contractor to liaise with Client Representative /Electrical Consultant prior to any electrical activities.
- Contractor to compile method statement and risk assessment when working on live electrical Cables.
- Must be communicated to all staff prior to the activity.
- Identification and protection of existing services i.e. Electrical Cables, Telkom, Data etc. Principal Contractor to provide adequate control measures including cable detection for unknown services
- The Principal Contractor shall apply for and obtain the following permits but is not limited to, Civils Work Permit, Wayleaves
- Principal Contractor to work according to all approved drawings
- Lock-out/Tag-out Procedures

Note, The Principal Contractor shall tie into the existing services with minimal disruption as far possible. Principal Contractor and their contractors to provide adequate control measures when working close to overhead lines including relevant permits/wayleaves. Adequate Earthing required for plant and material when close to High Voltage Cables

Procedure to identify HV/Electrical Cables (Cable Detection)

- The Principal Contractor shall apply for and obtain the following permits but is not limited to, Civils Work Permit, Wayleaves
- The appointed contractors shall provide procedures for the identification of all HV/Electrical Cables

Electrical Installations

- A competent contractor must be appointed to install all specialized cables such as low/high/mega voltage cables in and around the site.
- Must be carried out under supervision.
- Excavations
- Cable laying/Stringing
- Lock out/Tag out procedures
- Working with live cables/live installations
- Working in existing/new substations
- Tying in of new electrical lines onto existing lines
- Working on control and switch gears
- Switching process and Isolation operations
- Working with & in close proximity of live apparatus
- Compliance with SANS 10142
- Relevant Permits to be obtained
- Diverting of existing cables
- Protecting of existing cables

The Principal Contractor must communicate with the appropriate Consultant and Client when/if they need any amendments to the design relating to improve safety

Plant & Machinery

- Principal Contractor to provide designated area should any plant and machinery be parked at night. Plant to be fully secured to avoid possible unauthorized access. Adequate lighting required as and when needed
- Safe Access required for all operations including deliveries

All operators shall be in possession of a valid Drivers' License

Traffic Management Plan to include but is not limited to,

- Traffic Plan and Layout to be approved and signed by Engineer/Client Representative and relevant local authorities
- Delivering of Material and Equipment
- Advance construction Signage, Competent Flagmen and Compliance with all relevant regulation and legislation including the South African Road Traffic Signs Manual (SARTSM) Chapter 13.
- Plan to be Monitored and Reviewed at least monthly (Every 30 Days) or as the building programme/activities changes
- Adequate barriers and delineators to be provided and placed strategically as needed
- Procedure for maintaining road signage
- All employees working in or close to the road to wear Hi-Viz vests at all times
- Flagmen shall be provided and readily available to assist with all Deliveries
- Flagmen shall not be on duty for a period longer than 8 (eight) hours per day. Flagmen to be rotated as needed (If Applicable)
- **Heat and Inclement weather to be considered for all Flagmen. Adequate control measures required**

Principal Contractor and their contractors shall provide adequate control measures when working close to public roads. Note, the Principal Contractor, to consider safe drop off zones if and when needed. No road may be closed without the engineer's approval and traffic shall be accommodated as per the approved drawings/layout. Pedestrian and vehicle access are of paramount importance with relevant signage displayed

Note, the Principal Contractor shall provide adequate control measures for both internal and external roads

Working at Heights

- Principal Contractor and their contractors to compile a Site-Specific Fall Protection Plan in Line with CR 10.

Scaffolding and Working at Heights

- Principal Contractor and their contractors to compile a Site-Specific Fall Protection Plan in Line with CR 10.
- The Scaffolding must comply with CR 16 and SANS 10085:1-2024
- Process to Remove Equipment, Tools Scrap, Material etc. to and from Elevated Positions.
- System to Protect Persons / items or material falling from any elevated positions/areas.
- Design Drawings to be provided by a competent person
- Daily inspections to be conducted or prior to use and recorded at least weekly or as per SANS 10085

Note: No Trestle or Walkthrough Scaffolds may be used on site

Note, the Principal Contractor and their appointed contractor/temporary works team shall provide a procedure to ensure that edge protection is provided at all times especially when erecting or removing/stripping temporary works structures

Unplanned collapse of Material or Structures- Contractor to provide control measures

- Contractor to provide adequate protection to avoid falling objects e.g. Crash Decks or any other suitable protection as and where needed
- Principal Contractor to assess all work areas prior to start of work.
- Structures to be inspected by competent persons to render the structure safe.
- Principal Contractor to provide full method statement and risk assessment
- The structure to be maintained in such a manner so that it remains safe for continuous use.
- Records of inspections and maintenance are to be kept on file and must be made available on request to an inspector.

Note: Principal Contractor and all contractors must comply with Construction Regulations (CR) 11

Hot Works

- Principal Contractor and their contractors to ensure that Fire Equipment and adequate precaution measures are in place when grinding, welding / hot works etc. including PPE and demarcation
- Hot work permits to be issued once the area has been inspected by a competent person and declared safe with proof placed on file. **(Note- All permits should not exceed one (1) working day)**
- Compliance with CR 25 & 29

Temporary Flammable Liquid/Material Storage

- Principal Contractor to compile a risk assessment
- Flammable to Store be provided
- Ensure that adequate ventilation with Relevant Signage and Fire Precautions are provided.
- Adequate Fire Equipment to be readily available.
- Comply with all relevant legislation and regulations including the Community Fire Safety
- By-law Compliance and CR 25 & 29
- Control measures to avoid possible spillage or contamination
- Drip Trays shall be provided and be used as and when needed

Note, the Principal Contractor and their contractors shall consider the Environmental at all times

Working near Electrical Cables

- Contractor to provide full method statement and risk assessment when working on live electrical Cables. Must be communicated to all staff prior to the activity.
- All Staff must be provided with the relevant Personal Protective Equipment (PPE)
- Lock out procedures

Safe Use of Portable Electrical Equipment

- Electrical Drilling Machine
- Angle Grinder
- Any Other Equipment used by Principal Contractor
- All portable electrical tools shall comply with all relevant legislation, regulations, standards and best practices

Emergency Preparedness

- Emergency Evacuation Plan with Relevant Emergency Numbers
- Revision of Emergency Plan
- At least 1 full-time person to be trained as an emergency coordinator.
- Principal Contractor to monitor site conditions and conduct Evacuation Drills as and when needed with proof placed on file (Roll call, report to be placed on file etc.)
- Sufficient workers are Trained (Competent) in the use of Fire Extinguishing Equipment
- Emergency assembly point to be established with the relevant signage displayed.
- Air horn/alarm/siren to be provided on site
- The Principal Contractor shall make provision and have procedures in place for possible sewer spillage
- **The contractor must take cognizance of existing emergency procedures of the building.**

Dust Control

- Principal Contractor to provide a procedure to control dust and ensure that this is maintained daily
- **Contractors should use Dustless Grinders when working in restricted areas**

Noise Control

- Principal Contractor to provide a procedure to control noise and shall comply with CR 9, Section 8 of the OHS Act 85/1993 and the Noise Exposure Regulation
- Hearing protection to be used where noise levels cannot be reduced below 85dBA and comply with the OHS Act 85/1993
- Controls to be put in place to restrict excessive noise during peak periods

Manual and Mechanical Handling

- Principal Contractor to provide control measures
- **Ergonomics related hazards must be analysed, evaluated and addressed in a risk assessment.**

Mechanical Installations

- Principal Contractor to provide control measures

Protection of Storm Water System

- Method to Prevent Run Off into Storm Water System
- Principal Contractor to provide control measures

Demolition during construction phase

- Adequate measures to ensure the safety of public
- Identifying services of live services
- PPE
- Relevant signage to be displayed
- Noise- Procedure to control noise to be in place.
- Use of Portable Power Tools
- Combustibles
- Debris
- Housekeeping
- Demolition method statements & Risk Assessments
- Dust inhalation

Note, The Principal Contractor shall liaise with the Structural Engineer and consider all engineers reports

Working Close to other Contractors

The Principal Contractor and their contractors shall provide adequate control measures and ensure good communication between all interested parties.

Health Hazards

- Possible Existing hazardous materials
- Contaminated land
- Polluted drinking water
- Working with cementitious material
- Dust
- Noise
- Vibration
- Inhaling of Bituminous material (if applicable)
- Working with fuel, lubrications and other chemicals
- Vermin

Environmental Management

- Contaminated Land/Water
- Air and Dust Pollution;
- Noise Pollution;
- Water Pollution;
- Possible Soil Pollution;
- Normal and abnormal operations;
- Waste Management practices;

Principal Contractor shall consult the Client/ Professional Team of any discovery work of Change in Design

Principal Contractor and their contractors to ensure that the risk assessments, as well as other risks identified by them, are updated and reviewed at least every 30 days, as the risk changes and after any incident and must be recorded and communicated to all relevant parties with proof placed on file- CR 9. Note: All reviews must be signed off by the appointed Risk Assessor. All identified risks and hazards must be based on a documented method (method statements). Furthermore, the Principal Contractor and their contractors shall provide a Monitoring and a Review Plan including a Risk Register indicating all activities.

The Principal Contractor shall comply with the Occupational Health and Safety Act (OHS Act) 85/1993, Construction Regulations and all relevant Legislation.

Note: Principal Contractor must ensure as far as is reasonably practicable, ergonomic related hazards are analysed, evaluated and addressed in a risk assessment. The Principal Contractor shall comply with all relevant Environmental Requirements as and when needed

5.8 Fall Protection Plan:

Working at heights includes any work that takes place from an elevated position. The Principal Contractor and their contractors must submit a risk/task-specific Fall Protection Plan in accordance with Construction Regulations 10. The Fall Protection Plan must be task specific, be reviewed at least every 30 Days, as the risk changes and after any incident. Contractors to ensure that medicals are provided for all persons exposed to elevated positions.

All employees working on heights must have a Medical Certificate issued by an Occupational Health Practitioner (OHP) in the form of an Annexure 3

A fall protection plan must include

- (a) a risk assessment of all work carried out from a fall risk position and the procedures and methods used to address all the risks identified per location;
- (b) the processes for the evaluation of the employees' medical fitness necessary to work at a fall risk position and the records thereof;
- (c) a programme for the training of employees working from a fall risk position and records thereof;
- (d) the procedure addressing the inspection, testing and maintenance of all fall protection equipment; and
- (e) a rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following the incident.

5.9 Health and Safety Officer 8(5) (part-time)

The Principal Contractor shall appoint at least one **part-time Safety Officer** on site until practical completion of the project. Proof of competency to be attached to each appointment.

The Safety Officer shall be registered with the South African Council for the Project and Construction Management Professions (SACPCMP)

The appointed Principal Contractor and their contractors may determine and agree on the frequency of their contractors' safety officers' visits to site

The following health & safety officer related duties will be required and must be carried out but is not limited to,

- a) Health & safety audits and inspections including administrative and physical audits of all Contractors' health & safety plans, files and activities, and record findings in the form of audit reports to be kept in the health & safety file;
- b) Weekly inspection reports – site hazard survey findings recorded, and actions taken recorded;
- c) Assess, and finally approving Contractor H&S plans;
- d) Maintain and co-ordinate the Principal Contractor health & safety management plan and file;
- e) Investigate near misses, incidents and injuries;
- f) Co-ordinate the function of reviewing the hazard identifications and risk assessments;
- g) Assist with method statements and safe work procedures and checking whether the responsible persons follow these safe work procedures;
- h) Enforcing discipline on the site and checking on compliance with safety procedures, standards and rules;
- i) Implement and enforce the site hot work permit system;
- j) Ensure that public protection protocols are adequate and well maintained;
- k) Conduct planned job observations to check whether workers are carrying out activities in accordance with the safe work procedures;
- l) Fire risk assessments and enforcement;

Note: "No contractor may appoint a construction health and safety officer to assist in the control of health and safety related aspects on the site unless he or she is reasonably satisfied that the construction health and safety officer that he or she intends to appoint is registered with a statutory body approved by the Chief Inspector and has necessary competencies and resources to assist the contractor"

5.10 Medicals

The Principal Contractor to ensure that all his or her employees including all appointed contractors have a valid medical certificate of fitness specific to the construction work to be performed and issued by an Occupational Health Practitioner in the form of an Annexure 3.

Failing to comply may result in the relevant employees being stopped without compensation to protect the Client in terms of CR 5

Furthermore, the Principal Contractor and their contractors must provide a tracking register clearly indicating the full names, surnames and ID numbers of employees with the expiry dates of all medical certificates. Note: Expiry Dates of all medicals shall be clearly displayed on all induction cards

5.11 Health and Safety File (HSF)

The Principal Contractor and their contractors shall, in terms of CR 7(1), maintain the HSF on site always. The HSF is a file with permanent records containing information on aspects of the construction project - which will be necessary to ensure the health and safety of any persons who may be affected by the construction work. The HSF must include all documentation required in terms of the OHS 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.

The Principal Contractor shall appoint a suitably qualified person to prepare the HSF and to keep it up to date for the duration of the contract

5.12 The HSF Shall Include At Least The Following Information but is not limited to,

- a) Notification of Construction Work (CR 4)
- b) Copy of OHSA (updated) (GAR 4.)
- c) Proof of Registration and good standing with a COIDA Insurer (CR 5(1)(j)) (The Principal Contractor shall submit a letter of good standing with the compensation Insurer, at the tender stage).
- d) OHSP agreed with client including the underpinning Risk Assessment/s & Method Statements CR 9(1)
- e) Designs/drawings including scaffolding and Temporary works (form work)
- f) A list of Contractors including copies of the agreements between the parties and the type of work being done by each Contractor (CR 7)
- g) Appointment/Designation forms
- h) Registers
- h) Inductions

Method Statements must be provided for all High-Risk activities and must be approved and signed by the Construction Manager. All high-risk method statement must be made available to the relevant Engineers for comment. All documentation must be readily available to the Client/Client Representatives for perusal or comment

The HSF/CD shall be handed over to the Client on completion of the contract. It must contain all the documentation as set out above, or as instructed, as well as any handed to the Principal Contractor by any subcontractors together with a record of all drawings, designs, materials used and other similar information concerning the completed project.

5.13 Health and Safety Representative(s)

The Principal Contractor and their Contractors shall ensure that competent Health and Safety Representative(s) are appointed under consultation and trained to carry out their functions as soon as the total workforce has reached a number of 20 employees or more. **Should the Principal Contractor and their contractors have less than 20 employees, then the accumulative number of employees working on site shall apply.** The appointments must be in writing. The Health and Safety Representative shall carry out regular inspections at least monthly, keep records and report all findings to the Responsible Person forthwith and at Health and Safety meetings.

Note: The Principal Contractor and their contractors shall ensure that all certificates provided are issued by an accredited service provider as required by the National Qualification Framework Act 67/2000 and SAQA

The number of representatives for each contractor shall be as per Section 17 of the OHS Act 85/1993, but as a minimum, The Principal Contractor shall appoint at least one competent Health and Safety Representative on the project.

5.14 Health and Safety Committees

Principal Contractor shall organize **at least monthly** Health & Safety meetings. Minutes and records shall be kept. Principal Contractor Health & Safety representative and responsible person shall attend this meeting. Principal Contractor to ensure that all Contractor Representatives attend these meetings.

Note, The Principal Contractor and their contractors site management must form part of these meetings. It is recommended that the Construction Manager or his assistant act as chairperson. These meetings shall be conducted regardless how many contractors are appointed or as soon as there are 20 or more employees on site

The Principal Contractor must consult the health and safety committee regarding the monitoring and reviewing of risk assessments on the relevant site

5.15 Health and Safety Training

5.15.1 Induction

Principal Contractor shall ensure that all (including site visitors etc.) undergo site- specific induction presented by a competent person and proof placed in the Safety File prior to start of work. Employees to carry proof of inductions. **Note: Induction cards shall clearly indicate the full names, surnames (No Nick Names), ID numbers, picture of employees, including the expiry dates of all medical certificates of the relevant employee. Visitors shall also have induction cards.**

The Principal Contractor shall ensure that the following documentation is communicated to all employees working on site prior to induction and shall include but is not limited to, Task Specific Risk Assessments, Method Statements, Safe Work Procedures, Fall protection Plan.

It is recommended that all inductions take place in a safe space/zone thus ensuring employees and visitors are not exposed to any immediate construction activities/hazards. Social/Physical Distance must be taken into consideration

5.15.2 Awareness

The Principal Contractor shall ensure that, on site, toolbox talks take place at least weekly. These talks should deal with risks relevant to the construction work at hand. A record of attendance shall be kept in the Health and Safety file. All Principal Contractor have to comply with this minimum requirement. Contractors to ensure that the discussion is recorded on file (Topics with notes)

5.15.3 Health and Safety Site Rules

The Principal Contractor must develop a Set of Site-Specific Health and Safety Rules that will be applied to regulate the Health and Safety aspects on Site. Security and Access control must be included in the rules and those non-employees or visitors will not be allowed on site unaccompanied.

Note, the Principal Contractor shall consult the Client/Client Representative for any additional requirements.

5.15.4 Competence

In accordance with the Construction Regulation the Principal Contractor shall appoint, in writing, competent persons (in addition to the Construction Managers – CR 8 (1)(2) & Construction Supervisor/s-8(7)(8) responsible for supervising construction work for the following work situations that may be expected on the site of the works, as applicable to the project. **The Principal Contractor shall ensure that all his/her employees including their contractors have the relevant competency and training for them to perform their duties and or to carry out construction activities.**

A competent person may be appointed for more than one part of the construction work with the understanding that the person must be suitably qualified and able to manage and supervise at the same time the construction work on all the work situations for which he/she has been appointed. The appointment of competent persons to supervise parts of the construction work does not relieve the Principal Contractor from any of his responsibilities to comply with all requirements of the Construction Regulations.

Note: The Principal Contractor shall ensure that all Site Management and Site Supervision have at least training in Legal Liability

Note: The Principal Contractor and their contractors shall ensure that all certificates provided are issued by an accredited service provider as required by the National Qualification Framework Act 67/2000 and the South African Qualifications Authority (SAQA)

The Principal Contractor shall assess all work areas on a regular basis and ensure that sufficient and competent Supervision is present at all work areas

5.16 Environmental

The Contractor must ensure that all its Contractors, employees and all persons entering the site during construction are fully aware of the environmental issues and all relevant regulations. **It is the Contractor's responsibility to stay within the parameters of his/her activities and to execute said tasks within the applicable regulated Norms and Standards.**

It is the responsibility of the Contractor to:

- Report to the Client/Client Representative any environmental incidents, e.g. hazardous Chemical Agents spillage, damage to vegetation, public complaints, etc.

6. GENERAL RECORD KEEPING

The Principal Contractor and their Contractors shall keep and maintain Health and Safety records to demonstrate compliance with this Specification, with the OHS Act 85/1993, and with the Construction Regulations (February 2014).

The Principal Contractor and their contractors shall ensure that all records of incidents / accidents, emergency procedures training, inspections, audits, etc. are kept in a Health and Safety file held in the site office. The Principal Contractor must ensure that every contractor keeps and maintains its own Health and Safety file and must always be readily available. (The file must include the Contractor's health and safety plan). These records are crucial for inclusion in the Principal Contractor consolidated health and safety file for handover to the Client on completion of construction work.

7. HEALTH AND SAFETY AUDITS, MONITORING AND REPORTING

The Client's Health & Safety Agent shall conduct Health and Safety audits/inspections as and when needed. Operations including a full audit of physical site activities as well as an audit of the administration Health and Safety. The Health and Safety Agent may conduct unannounced visits/inspections and audits as and when needed.

The Principal Contractor shall provide a Corrective Action Plan within 3 days for all non-compliances noted in the Audits conducted by the Client's Health and Safety Agent. This Plan shall include proof that all non-compliances have been rectified and an electronic copy shall be sent to the Client Representative including the appointed Health and Safety Agent as proof of items closed out

The Principal Contractor and their contractors are obligated to conduct similar audits on their Contractors. Detailed reports of the audit findings and results shall be reported on at all levels of project management meetings. Copies of the reports shall be kept on file and must be readily available for inspection. The Principal Contractor must audit their Contractors and keep records of these audits in their Health and Safety files and must be available on request. The Principal Contractor shall ensure that all contractors documentation is assessed and approved prior to start of work with proof placed on file.

Note: The Principal Contractor shall provide at least one Consolidated/Comprehensive Contractor Audit every 30 days with proof placed on file

7.1 Internal Audits/Inspections

The Principal Contractor safety manager/safety officer must conduct weekly inspections/audits with a detailed report. A copy of these inspections/audits must be placed on file for perusal by the Health and Safety Agent. **These reports shall include photographic evidence and must be closed out ASAP.**

Urgent/High Risk items to be rectified immediately or where there is an immediate threat to the health and safety of persons.

8. EMERGENCY PROCEDURES

The Principal Contractor/s shall submit a detailed Emergency Procedure and Evacuation Plan with assembly point and contact details in the case of any emergency.

The procedure shall detail the response plan including the following key elements:

- List of key competent personnel;
- Details of emergency services;
- Actions or steps to be taken in the event of the specific types of emergencies;
- Information on hazardous material/situations.
- Emergency procedure(s) shall include, but shall not be limited to, fire, spills, accidents to employees, use of hazardous Chemical Agents, bomb threats, major incidents/accidents, etc.
- Possible Fires
- Adequate Signage to be displayed for easy evacuation
- Clear and obstruction free access routes
- Emergency Contact numbers to be clearly displayed at all times
- Community/Civil Unrest
- Detailed drawings/ layout plans of evacuation routes and must be updated and be in line with all construction activities

Principal Contractor to provide a procedure to ensure that no access routes are closed without employees being aware of the new access routes. All access and emergency access routes must be safe and obstruction free at all times. Relevant signage shall be provided and displayed clearly indicating the escape routes. It is recommended that all escape routes and signage be discussed with the Employer/ Fire Consultant

The Principal Contractor shall inform and notify the Client, Client Representative and all relevant authorities forthwith, of any emergencies, together with a record of action taken. This shall be confirmed in writing as soon as possible after the incident. A contact list of all service providers (Fire Department, Ambulance, Police, Medical and Hospital, etc.) must be maintained and available to site personnel. These procedures shall form part of the OHSF. The Principal Contractor to ensure that the relevant staff is trained to perform such duties as required by the OHS Act. All emergency procedures must be monitored on a regular basis and must be in line with the building program.

The Emergency/Evacuation plan and routes must be revised on a regular basis for all employees and contractor (including staff) should any unforeseen event take place during the implementation phase/s of the project.

Evacuation Drills must be conducted as and when needed. Contractor to assess all activities to ensure this is implemented with proof placed on file. Emergency Preparedness and Response plan shall include but is not limited to, First Aid, Fire and Explosions, Hazardous Chemical Substance and Flammable Chemical Agents spillage, Civil unrest and violence etc.

Principal Contractor to Liaise with the Client Representative/Client Representative for any additional procedures

9. FIRST AID BOXES AND FIRST AID EQUIPMENT

The Principal Contractor and their Contractors shall appoint in writing First Aider(s). The appointed First Aider(s) are to be sent for accredited first aid training. Valid certificates are to be kept on site. All Contractors with more than 5 employees shall supply their own first aid box. Principal Contractor with more than 10 employees shall have trained, certified first aider on site at all times & First aid Box stocked always.

10. ACCIDENT / INCIDENT REPORTING AND INVESTIGATION

Injuries are to be categorized into first aid, medical, disabling and fatal. The Principal Contractor and their contractors must stipulate in its construction phase Health and Safety plan how it will handle each of these categories. When reporting injuries to the Client, these categories shall be used. All contractors must investigate and report on the 4 categories of injuries to the Principal Contractor at least monthly. Contractors must investigate injuries and accidents involving their employees within seven days of the incident in the form on Annexure 1 (General Administrative Regulations) and forward a copy on the investigation report to the Principal Contractor forthwith.

The Principal Contractor shall conduct their own detailed investigation in the event their contractors/visitors are involved in any incident. These reports must be readily available for any duly authorised person and must include but not limited to, the Client, Client Representative, H&S Agent, Department of Employment & Labour.

All incidents reportable in terms of the provision of Section 24 of the OHS Act 1993 must be reported to the local Department of Employment & Labour in the prescribed manner. Should construction work be finished/completed within 3 days after any occurrence, the investigation shall be conducted before such construction work is completed.

The Principal Contractor and their contractors must report all injuries to the Client in the form of a spreadsheet, which includes all contractor injuries/incidents including near misses, property damage and man-hours worked for the month as well as the cumulative total. This report must be done on a monthly basis and must form part of the Principal Contractor's progress report. **Note: Principal Contractor must provide an Incident Register and must record all incidents when applicable**

The Principal Contractor shall immediately notify the Client and Client's Health & Safety Agent of any hazardous or potentially hazardous situations that may arise during the performance of construction activities immediately or before the end of shift by means of a flash report. Furthermore, the contractor shall liaise with the Client prior to any communication with any Media source

11. HAZARDS AND POTENTIAL SITUATIONS

The Principal Contractor shall immediately notify the Client and Client's Health & Safety Agent of any hazardous or potentially hazardous situations that may arise during the performance of construction activities.

12. PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTHING

The Principal Contractor shall ensure that all workers are issued and wear but is not limited to i.e. hard hats, protective footwear, Hi-Viz vests and overalls. The Principal Contractor and their Contractors shall make provision and keep adequate quantities of SANS approved PPE on site at all times. **Contractors to provide control measures should employees continuously fail to use the prescribed PPE. Worn or tattered personal protective clothing will not be permitted on site**

Note: The Principal Contractor and their contractors shall ensure that All Safety harnesses/Fall Protection Equipment are inspected by the user on a daily basis and kept on record. The fall protection plan developer / competent person is responsible to ensure that at least monthly inspections are undertaken with proof placed on file.

The Principal Contractor and their contractors shall ensure that Double Lanyard Safety Harnesses with Scaffold/Pylon Hooks are used as a minimum requirement

13. OCCUPATIONAL HEALTH AND SAFETY SIGNAGE

The Principal Contractor shall provide adequate on-site OHS signage. Including but not limited to: "no unauthorized entry", "report to site office", "site office", and "hard hat area". Signage shall be posted up at all entrances to site as well as on site in strategic locations e.g. Access routes, entrances to structures and buildings, scaffolding and other potential risk areas / operations. All Contractors to adhere.

Due to the fact that the building shall be partially occupied, the contractor shall ensure that signage is displayed at each work area.

Signage may not be erected in such a manner that it interferes with sight lines or pedestrian movement.

14. CONTRACTORS

The Principal Contractor shall ensure that all Contractors appointed by them comply with this Specification, the OHS Act 85/1993, and Construction Regulation (February 2014).

The Principal Contractor may only appoint a contractor after approving the contractor's health & safety plan with proof placed on file. The Principal Contractor must audit each of its Contractors at least monthly, with audit reports filed in the health & safety file on site.

The audit must include an administrative assessment as well as a physical inspection of the contractor's health & safety system.

The Principal Contractor must stop any Contractor from carrying out construction work that is not in accordance with the Principal Contractor or Contractor's Health & Safety Plan or if there is an immediate threat to the health and safety of persons.

Note- Failing to comply may result in the relevant employees and activities being stopped without compensation to protect the Client in terms of CR 5

- The Principal Contractor shall take all reasonable steps necessary to ensure co-operation between all Contractors to enable each of those Contractors to comply with the provisions of these regulations;
- The Principal Contractor must ensure that their Contractors are registered and in good standing with a recognized compensation fund or with a licensed compensation insurer prior to work commencing on site;
- The Principal Contractor must ensure that potential Contractors submitting tenders have made provision for the cost of health and safety measures during the construction process; The Principal Contractor shall discuss and negotiate with their Contractor the contents of the health and safety Plan and shall finally approve that plan for implementation;

15. NO-GO AREAS

Principal Contractor and their contractors to avoid all no-go areas and ensure that all relevant parties/employees and visitors are informed.

Additional areas may be identified by the Client if applicable

16. PHYSICAL REQUIREMENTS

16.1 Existing Structures/Roads/Walkways

Any adjacent structures/roads/walkways that may be affected by work must be considered in the planning process. Precautionary measures must be detailed and applied to prevent damage, uncontrolled collapse of existing structures and/or loss to property and persons during the entire construction phase.

Note: Adequate Hoarding and Control Measures are required due to adjacent buildings, roads, pedestrians and walkways

16.2 Edge Protection and Penetrations

The Principal Contractor and their contractors must ensure that all exposed edges and openings are guarded at all times until permanent protection has been erected.

The Principal Contractor has the following options when contemplating the protection of openings, slabs and edges:

- A physical barrier at the edge of the opening, which must be strong enough to carry the weight of **any** person in the process of falling.
- External façade scaffold with fully boarded platform with a handrail.
- Any other suitable means of protection may be used that will prevent a fall.
- Timber to be nailed on all penetrations, alternatively any other means of protection may be used that will prevent a fall.
- Any person working on an unprotected slab/deck to wear fall arrest and prevention equipment devices, like safety harness, lifelines etc.

The Principal Contractor risk assessment must include these items. E.g. all other openings and areas where a person may fall.

All Lifelines shall be certified as per the relevant standards and Anchorage points shall be load/pull tested by a competent person

Note: Danger Tape and shade cloth shall not serve as edge protection.

Furthermore, the Principal Contractor shall provide adequate control measures to avoid Falling Objects especially at all walkways

16.3 Cranes (All) including a Crane Management Plan, Rescue Plan & (Emergency Procedures)

The Principal Contractor and all other Contractors shall ensure that lifting machinery and tackle is inspected before use and thereafter in accordance with the Amended Driven Machinery Regulations (2015) and 23. Competent lifting machine and lifting tackle inspectors to be appointed and tasked with inspecting equipment daily or before use, taking into account that:

- Contractors to plan carefully when crane work is required.
- All lifting machinery and tackle must carry a load test certificate and must have an inspector register.
- All lifting machinery and tackle have a safe working load clearly indicated,
- Regular inspections and servicing are carried out
- There is proper supervision in terms of guiding the loads that includes a trained banksman/rigger to direct lifting operations and check lifting tackle,
- Rescue Plan to be provided
- All lifting machines shall be fitted with an anemometer (wind gauge) and a system shall be implemented to cease lifting activities when the measured wind speed exceeds the design capabilities of the machine as set out by the manufacturer.
- Adequate control measures and procedures are required to determine the relevant loads when busy with lifting operations

The Principal Contractor to provide an updated Lifting Inventory and must include all lifting equipment and machinery with proof placed on file clearly indicating the inspection dates

Note: Records are kept of inspections and of service certificates conducted by an approved LMI/LME. The operators are competent as well as physically and psychologically fit to work and in possession of a medical certificate of fitness to be available on site

Note:

Sugar/sand/grit bags may not be used as lifting equipment and may only be used for its intended purpose or as per the manufacturer's specifications

16.4 Construction Vehicles

Construction Vehicles and Mobile Plant shall be inspected by the Principal Contractor prior to being allowed on a project site and suppliers of hired vehicles, plant and equipment will be required to comply with this specification as well as the OHS Act and Regulations.

The Principal Contractor shall ensure that all such plants comply with the requirements of the OHS Act 85/1993 and Construction Regulations (February 2014).

Construction Vehicles and Mobile Plant (Construction Vehicles & MP) to be:

- of acceptable design and construction
- maintained in good working order
- used in accordance with their design and intention for which they were designed
- operated/driven by trained, licensed competent and authorised operators/drivers. no unauthorised persons to be allowed to drive or operate construction vehicles & mp
- operators and drivers of construction vehicles must be in possession of a valid medical certificate declaring the operator/driver physically and psychologically fit to operate or drive construction vehicles
- fitted with adequate signalling devices to make movement safe including reversing
- excavations and other openings must be provided with sufficient barriers to prevent construction vehicles from falling into same
- provided with roll-over protection, appropriate seat fitted which shall be used during construction vehicle operations.
- inspected daily before start-up by the driver/operator/user and the findings recorded in a register/log book
- construction vehicles to be fitted with two head and two taillights or as per the manufacturers design whilst operating under poor visibility conditions, in addition they shall be equipped with 'hazard warning' lights, which must be used whenever the construction vehicles is on site or as per the manufacturers specifications
- construction vehicles used for transporting persons must have seats firmly secured and sufficient for the number of persons being transported (**PDP required when transporting employees**)
- operators to be issued with personal protective equipment as required and identified by the risk assessments
- only licensed and road worthy vehicles will be allowed onto public roads
- Principal Contractor to provide designated area should any plant and machinery be parked at night. plant to be fully secured to avoid possible unauthorized access.
- adequate lighting required as and when needed

"CR 23. (2) A contractor must ensure that—

- (c) the traffic routes are suitable for the persons, construction vehicles or mobile plant using them, are sufficient in number, in suitable positions and of sufficient size;
- (d) every traffic route is, where necessary, indicated by suitable signs

Note, all plant operators shall have at least a code 10 Drivers licence. No person may ride on a CV unless as so intended by the manufacturer for this purpose

The construction site must be organized to facilitate the movement of Construction Vehicles so that pedestrians and other vehicles are not endangered. Traffic routes are to be suitable, sufficient in number and adequately demarcated. Construction Vehicles left unattended after hours adjacent to roads and areas where there is traffic movement must be fitted with lights reflectors or barricades to prevent moving traffic encountering the parked Construction Vehicles. In addition, Construction Vehicles left unattended after hours must be parked with all buckets, booms etc. fully lowered, the emergency brakes engaged and, where necessary, the wheels chocked, the transmission in neutral and the motor switched off and the ignition key removed and stored safely. Workers employed adjacent to, or on public roads must wear reflective safety vests. All Construction Vehicles inspection records must be kept in the OH&S File. **Note, The Principal Contractor and their contractors shall ensure that adequate control measures are provided should they Refuel Mobile plant on Site** Furthermore, the Principal Contractor and their contractors shall provide task specific risk assessment for each individual plant

Transporting of Employees

The Principal Contractor and their contractors shall ensure that all vehicles are roadworthy and that all Drivers have the relevant licenses and permits E.g. Professional Driving Permit (PrDP) previously known as Public Drivers Permit (PDP) as and when needed

16.5 Deliveries

Delivery of materials and the safe movement of construction vehicles must be controlled by the Contractor to alleviate any congestion or interference in the roads leading to the construction site.

Principal Contractor shall ensure vehicle management procedures are in place by way of flagmen control during contractor deliveries.

- No contractor vehicles are to be left unattended during deliveries.
- Adequate control measures are required for all Service Providers
- Avoid bottle necking of Delivery Vehicles
- All vehicles and plant shall comply with the speed limits

The Principal Contractor shall ensure that designated routes with adequate control measures are provided for all deliveries to allow for easy entry and exiting of the site Furthermore, the Principal Contractor shall provide adequate control measures for both internal and external roads

16.6 Hazardous Chemical Agents (HCA)

The Principal Contractor and their contractors working with Hazardous chemical agents shall copies of all the Safety Data Sheets (SDS) and this to be kept on site in the Health and Safety File. Risk Assessments to be compiled. First Aider to have copies of SDS.

All hazardous waste shall be disposed of at an authorised landfill site and proof of disposal shall be provided upon request. Employees shall be provided with suitable PPE including Respirators as and when needed. Adequate control measures shall be taken to avoid exposure to employees and members of the Public.

16.7 Housekeeping & Stacking of Materials

Housekeeping

Housekeeping shall be maintained on a daily basis and all walkways and access routes shall be kept clear and obstruction free. The Principal Contractor shall comply with CR 27.

External and internal roads shall be kept clean at all times and there shall be safe walkways at all times. Demarcated rubble areas, etc.

Stacking & Storage

The Principal Contractor shall ensure that there are sufficient appointed stacking supervisors and all materials and equipment are stacked and stored safely. Double handling of material should be avoided and for this purpose, pallets and other stacking options should be used.

No stacking outside site hoarding area, blocking of entrance/ exists to site, walkways on site, etc. Stacking of materials shall be clearly demarcated.

16.8 Civils Work

Principal Contractor to ensure that they comply with Construction regulation 13 and 23 and that the following is undertaken during civil work:

- A competent site supervisor to be on site always.
- Plant and equipment inspected daily, and registers kept.
- All operators of plant and vehicles trained, competent and physically and psychologically fit. Certificates to be put in Health & Safety File.
- Workers that are working close to the traffic to be visible and wear reflective vests.
- Adequate safety signage to be posted ahead of any work area in the road.
- All signage, including delineators to be maintained and kept clean at all times.
- The required PPE must be worn always (Hard hats, safety shoes, overalls, etc.)
- Risk assessments to be conducted on all activities.
- Road Cleaning to be maintained daily

16.9 Excavations, Shoring, Dewatering/ Drainage

The Principal Contractor and any relevant Contractor shall make provision in their **tender (for bracing, shoring, dewatering and or drainage if applicable)** of any excavations as per this specification. **Principal Contractor to obtain a Civil Works Permit from the local authorities should any works be required close to any electrical kiosks**

The Principal Contractor shall ensure the following but is not limited to,

- Wayleaves and all relevant permits to be obtained
- Excavations/trenches are inspected before every shift, after blasting, after unexpected fall of ground, after substantial damage of supports, and after rain.
- A record of these inspections must be kept;
- The location and nature of all existing services must be established before trenching operation is undertaken.
- Safe work procedures have been communicated to the workers;
- The safe work procedures are enforced and maintained by the Principal Contractor and Contractors' Responsible Persons always;
- Safe access/egress is provided to all levels;
- No load, material, plant or equipment is placed or moved near the edge of any excavation or trench which may undermine the stability of the same unless adequate steps are taken to prevent the sides from collapsing;
- All excavations and trenches that are adjacent to public access routes must be barricaded and illuminated.
- All excavations next to any building to be carefully monitored during such an operation.
- The contractor shall comply with all the requirements as set out by legislation and shall include but is not limited to CR 10, CR 13, Section 8 and 9 of the OHS Act 85/1993
- **Permit/Authorisation in writing to be provided by competent person prior to any person entering the Excavation**

The Principal Contractor shall provide Emergency/Rescue Procedures and must include but is not limited to,

- Possible collapse of Excavation
- Persons Falling into Excavations
- Mobile Plant falling into Excavations

Should an HV cable be discovered, the Principal Contractor and their contractors shall cease all current works and activities, make the area safe and then immediately contact the Electrical Consultant/Client Representative to provide a method statement prior to re-commencement. Proof of Communication shall be provided.

Furthermore, the Principal Contractor and their contractors shall ensure that the excavated sides are battered and include considering dewatering/creating site run offs during winter. All deep excavations and high cut slopes should be battered back to a safe and stable angle during construction and as per the Client/Engineers requirements

16.10 Erosion and Sedimentation Control

The Contractor shall take all reasonable measures to limit erosion and sedimentation due to the construction activities and shall, in addition, comply with such detailed measures as may be required by the Scope of Work. Where erosion and/or sedimentation, whether on or off the Site, occurs, rectification shall be carried out in accordance with details specified by the Engineer.

Where erosion and/or sedimentation occur due to the fault of the Contractor, rectification shall be carried out to the reasonable requirements of the Engineer, at the Contractor's cost.

The Contractor shall ensure that the Municipality storm water system is kept free from sediment arising from the Works.

Any runnels/channels or erosion channels developed during the construction period or during the vegetation establishment period shall be backfilled and compacted, and the areas restored to a proper condition. Stabilisation of cleared areas to prevent and control erosion shall be pro-actively managed by the Contractor.

16.11 High & Low Voltage Electrical Installations

Should high voltage electrical lines/fencing be present on the site perimeter or in close proximity to any works, the Contractor shall take extra caution and demarcate as far as reasonably practicable. These demarcations must be maintained for the duration of the construction work. The minimum safety clearances as per Electrical Machinery Regulations must be adhered to.

The Principal Contractor must ensure that a lock-out/tag-out procedure is provided and must be adhered to by his/her employees as required.

The Principal Contractor must ensure that safety measures stipulated in the Electrical Installation Regulations, Machinery Regulations, General Machinery Regulations and Construction Regulations are adhered to at all times. All installations must comply with SANS 10142 & the regulations of the OHS Act 85/1993 and Construction Regulation 24.

The Principal Contractor and their contractors must ensure that prior notice is given to Local Authority Electrical Department of any work involving electrical installation. A lock-out certificate must be issued to the relevant Contractor.

The Principal Contractor must ensure that safety measures stipulated in the Electrical Installation Regulations, Machinery Regulations, General Machinery Regulations and Construction Regulations are adhered to at all times. All installations must comply with SANS 10142 & the regulations of the OHS Act 85/1993 and Construction Regulation 24.

All temporary electrical installations including **Ready Boards** must be inspected at least weekly with proof placed on file. A diagram to be provided for all DBs'

The Principal Contractor shall ensure that they tie / connect into existing electrical systems without interruption as far as reasonably practicable

All temporary electrical installations must be inspected at least weekly with proof placed on file

16.12 Demolition During Construction Process- (Method Statement/Procedure)

The Principal Contractor and their contractors shall appoint a competent person in writing to supervise and control all Demolition work on site at all times.

Prior to any demolition work being carried out, the Principal Contractor shall submit a method statement and a detailed engineering survey for perusal/approval by the Client/Engineer. Acceptance will then be issued to the Principal Contractor to proceed with the demolition work.

The Principal Contractor shall ensure that demolition work complies with the Construction Regulations section 9 and 14 (February 2014). Principal Contractor to ensure that:

All Demolition work to comply with the Engineers methodology, procedures, requirements and drawings.

- Work should be carried out by competent operatives experienced in demolition work under the control of an experienced, competent supervisor.
- Restricted areas and safe distances should be established.
- Underground services to be considered, including electrical cables, water mains, etc.
- All services should be disconnected prior to demolition.
- Adequate precautions against accidental collapse of the structure or adjacent structures should be in place.
- Pre-stressed reinforced concrete should be demolished under supervision of a suitability qualified and experienced engineer. (If Applicable)
- Measures should be taken to protect the public, e.g. 2m high fence, debris fans, etc.
- Floors/work areas should not be overloaded. **Principal Contractor must liaise with the Engineer regarding loading requirements**
- All plant and equipment should be suitable for the task, well maintained, and inspected and tested in accordance with legislation.
- Work at heights should be minimized.
- Measures should be taken to protect persons working at height, e.g. working platforms, harness, nets, etc.
- Appropriate personal protective equipment (PPE) should be worn.
- Adequate Dust Control

16.13 Removal of Rubble & Debris

The Principal Contractor must ensure the safe removal of debris and rubble to comply with CR 27. A safe work procedure or method statement detailing the removal process and steps to be taken to contain the debris and rubble must be drafted and placed on File. Safe removal of rubble especially from elevated areas (e.g. Chutes, loading platforms etc.)

16.14 Permits

All relevant permits must be obtained from Local Authority (where required) before any construction work commences. (Way leaves, Civils Work Permit, etc.)

16.15 Access Routes

On the Site and, if so required, within such distance of the Site as may be stated by the Client/Client Representative, the Contractor shall control the movement of all vehicles and construction equipment, including that of his suppliers, so that they remain on designated routes, are distributed so as not to cause an undue concentration of traffic, and that all relevant laws are complied with.

In addition, the movement of such vehicles and construction equipment shall be planned and operated to minimise disruption to regular users of the routes.

As far as possible the Contractor shall use existing access routes. Damage to existing access roads because of construction activities shall be repaired to the satisfaction of the Engineer, using material like that originally used. The cost of the repairs shall be borne by the Contractor.

Any directional signage required by the Contractor for the purposes of directing the movement of his own vehicles and construction equipment (or that of his contractors or suppliers) must be of a design and in a location approved by the Client/Client Representative. Directional signage may not be erected in such a manner that it interferes with sight lines or pedestrian movement.

16.16 Plant and Machinery

16.16.1 Pressure Equipment Regulations

The Principal Contractor and their contractors shall comply with the Pressure Equipment Regulations and SANS 10087, 10238 etc. including but is not limited to,

- Providing competency and awareness training to the operators,
- Providing PPE or clothing,
- Inspect Equipment regularly and keep record of inspections,
- Providing appropriate firefighting equipment (Fire Extinguishers) on hand.
- Correct storage of cylinders

16.16.2 Fire Extinguishers and Firefighting Equipment

The Principal Contractor shall provide adequate, regularly serviced fire-fighting equipment located at strategic points on site, specific to the classes of fire likely to occur. The appropriate notices and signs must be posted up as required. All fire extinguishers to be handled and inspected by competent persons in compliance with CR 25 & 29.

The Principal Contractor to provide a Fire Risk Assessment.

Note: The Principal Contractor shall ensure that sufficient and suitable storage is provided for all flammable liquids

The Principal Contractor shall ensure that sufficient employees are trained in the use of Fire Equipment

16.16.3 Hired Plant and Machinery

The Principal Contractor shall ensure that any hired plant and machinery used on site is safe for use. The necessary requirements as stipulated by the OHS Act 85/1993 and Construction Regulations (February 2014) shall apply. The Contractor shall ensure that operators hired with machinery are competent and that certificates are kept on site in the Health and Safety file. All relevant Contractors must ensure the same.

16.16.4 General Machinery

The Principal Contractor shall ensure compliance with the OHS Act 85/1993, which include inspecting machinery regularly, appointing a competent person to inspect and ensure maintenance, issuing PPE or clothing, and training those who operate machinery.

16.17 Portable Electrical Tools

The Principal Contractor and their contractors shall ensure that the use of all portable electrical tools follows relevant legislation.

The Contractor shall ensure that all electrical tools, electrical distribution boards, extension leads, and plugs are kept in safe working order. Regular inspections and toolbox talks must be conducted to make workers aware of the dangers and control measures to be implemented e.g. Personal protection equipment, guards, etc.

A competent person to undertake routine/daily inspections and records are kept. Only authorized trained persons to use the tools, the safe work procedures to apply. Awareness training to be carried out and compliance enforced always, and PPE and clothing are provided and maintained. **All power tools shall be inspected by the Authorised Operator daily with proof placed on file**

16.18 Welding Equipment

- Only authorized / competent persons to use the equipment. (**Proof of training to be provided**)
- Welder using correct PPE - eye/ face/foot/body/respirator.
- Flashback arrestors fitted when using gas welding equipment.
- Fire prevention methods to be applied.
- Where electric arc welders are used, equipment only to be used in a dry area, protected from wetness.
- All welding to be carried out in designated area, where not applicable welding screens to be used.
- Demarcation and signage
- Task Specific Risk Assessments and Method Statements Required
- Hot Work Permits to be issued

17. PUBLIC AND SITE VISITOR'S HEALTH AND SAFETY

Both the Client and the Principal Contractor have a duty in terms of the OHS Act 85/1993 to do all that is reasonably practicable to prevent members of the public and site visitors from being affected by the construction activities. Site visitors must be briefed on the hazards and risks they may be exposed to and what measures are in place or should be taken to control these hazards and risks. A record of these inductions must be kept on site in accordance with the Construction Regulations.

Hoarding, Fencing or any other suitable measures must be provided to protect members of the public and their vehicles passing / entering the site, in accordance with Construction Regulation 27. Sufficient Safety, direction Signage and Flagmen to be placed to direct traffic near the site.

Fixed and adequate site hoarding (Physical Barriers) must be provided and must be at least 1.8m in height. The Principal Contractor shall consider all wind conditions.

Principal Contractor to ensure that no unauthorized persons enter the construction area by implementing access control measures / registers. Parking of vehicles shall be made available as Authorised by the Client/Client Representative

Note, the existing buildings will be operational. Principal Contractor and the contractors shall ensure that adequate control measures are provided

18. NIGHT WORK (If Applicable)

Where work is required to be done during the night, and approved by the Client/Client Representative, the Contractor shall make adequate provision for additional lighting to ensure that the equipment and the areas where work is to be done are lighted.

The Contractor shall also make sure that this additional lighting is provided such that it does not interfere with the general traffic. Adequate lighting/illumination to be provided where required with backup generators. **Security to be provided as and when needed.**

All emergency procedures to be in place. Adequate PPE to be provided for all employees e.g. Hi-Viz Vests.

Note: Principal Contractor to ensure that Adequate Supervision is provided including Health and Safety

No work shall be done outside working hours unless the Client/Client Representative has been informed with prior approval to works being executed by the Principal Contractor. Note, approval must be in writing

19. OCCUPATIONAL HEALTH

19.1 Occupational Hygiene

Exposure of workers to occupational health hazards and risks is very common in any work environment, especially in construction. Occupational exposure is a major problem and Principal Contractor must ensure that proper health and hygiene measures are put in place to prevent exposure to these hazards.

19.2 Ventilation

Adequate ventilation / extraction in hazardous areas e.g. chemicals/ adhesives / welding / petrol or diesel/ motors running and in confined spaces.

19.3 Noise

Tasks identified where noise exceeds 85 dBA. All reasonable steps to be taken to reduce noise levels at the source. Hearing protection to be used where noise levels cannot be reduced below 85dBA. The contractors shall comply with CR 9, Section 8 of the OHS Act 85/1993 and the Noise Exposure Regulation

19.4 Dust

Principal Contractor to ensure that employees working with grinders, drills, civil works, etc. are issued with dust masks and dust exposure to be minimized at all times. Suitable measures to be implemented by the Principal Contractor to ensure that members of the public are not detrimentally affected by such activities. Working Area to be fully cladded with a Hundred Percent Shade Cloth or any other suitable equivalent.

**Note, all contractors shall use Dustless Grinders when working in restricted areas
Furthermore, the Principal Contractor shall provide adequate dust control measures when busy with excavations, deliveries, and or possible crushing, civil works**

19.5 Welfare Facilities

The Principal Contractor shall provide at least one sanitary facility for every 30 employees on site, including changing and hand washing facilities. Safe and adequate eating areas must be provided for all employees including contractors. Waste bins must be strategically placed and emptied regularly. Safe and clean storage areas must be provided for workers to store personal belongings and personal protective equipment. **Note, adequate and sufficient seating with tables to eat must be provided.**

Contractors shall ensure that employees are segregated from Building Material, Tools etc. when using the same stores/containers etc.

Principal Contractor and their contractors shall familiarise themselves with the local municipalities requirements and provide control measures to avoid water wastage

19.6 Waste Management

Principal Contractor must implement their waste management in line with Environmental **within the applicable regulated Norms and Standards** and shall include but is not limited to,

- Rubble to be stored neatly in bags/bins and collected as needed.
- Principal Contractor to provide sufficient Bins / Bags at all times and must be removed on a regular basis or as and when needed.
- All hazardous material to be stored separately and must be disposed of at an authorized landfill site. Proof of Disposal to be provided
- Rubble shall not be allowed to accumulate on site and shall be removed at regular intervals
- Adequate storage is required for all Cement Bags and Hazardous Agents
- Spill Kits to be readily available
- The Principal Contractor shall implement a Recycling Program and shall recycle all material as far as reasonably practicable including separation of material and general waste.

Note, any material that can be Recycled, must be Recycled as far as reasonably practicable

19.7 Alcohol and Other Drugs

The Principal Contractor and their contractors to ensure that no alcohol and other drugs are allowed on site. No person may be under the influence of alcohol or any other drugs while on the construction site. Any person on prescription drugs must inform his/her superior, who shall in turn report this to the Contractor forthwith. Any person suffering from any illness / condition that may have a negative effect on his/her safety performance must report this to his/her superior, who shall in turn report this to the Principal Contractor forthwith.

Any person suspected of being under the influence of alcohol or other drugs must be sent home immediately, to report back the next day for a preliminary inquiry.

The Contractor concerned must follow a full disciplinary procedure and a copy of the disciplinary action must be forwarded to the Principal Contractor for his records. No Smoking is allowed on site.

20. ANNEXURE A- ACKNOWLEDGEMENT OF H&S SPECIFICATION

Acknowledgement of Receipt of the Health and Safety Specification:

I, _____ representing

Contractor

Have satisfied myself with the content of the construction Health and Safety Specification and shall ensure that the Contractor and its personnel comply with all obligations / requirements in respect thereof.

Signature of Principal Contractor

DATE

Signature of Client/Client Representative

DATE

COMMENTS:

Compiled by:

Frontline Safety Health & Environmental Consultants

21. ANNEXURE B APPOINTMENT OF PRINCIPAL CONTRACTOR

Appointment of Principal Contractor

IN TERMS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, ACT 85 OF 1993 & CONSTRUCTION REGULATIONS 2014

CONSTRUCTION REGULATION 5(1)(k)

I, Client Responsible Person, for..... do hereby appoint:as the Principal Contractor of.....Project

Responsibilities:

- Prepare a Health and Safety Plan to comply with the requirements of the Construction Regulation 5(1)(b), and in compliance with the Health and Safety Specification for the Project.
- Ensure co-operation between all contractors to enable each of those contractors to comply with the provisions of these regulations.
- Provide all contractors with the required safety specification for their area of responsibility.
- Appoint each contractor in writing in accordance with Construction Regulations.
- Ensure implementation of the contractor's health and safety plan
- Stop contractors from working if not in accordance with the client specification
- Provide health and safety information to contractors should their design change
- Ensure all contractors are registered and in good standing with the compensation commissioner
- Ensure contractors submitting tenders have made provision for health and safety during construction
- Ensure risk assessments are conducted & the identified controls are communicated to all employees and visitors.
- Ensure Compliance to Occupational Health and Safety Act 85/1993, Construction Regulations 2014, Community Fire Safety Bylaw and Relevant Sans Codes.

Signature:

Date:

Client / Client Representative

Acceptance

I, hereby accept and acknowledge that I understand the requirements of this appointment.

Signature:

Date:

22. ANNEXURE C BASELINE RISK ASSESSMENT

BASELINE RISK ASSESSMENT FOR HEALTH AND SAFETY SPECIFICATION: REFURBISHMENT OF THE WESTERN CAPE GAMBLING & RACING BOARD BUILDING, PAROW PROJECT				
Activity	Risk Rating	Hazard	Control Measure	Responsible Person
1. Off-loading of Material/ deliveries	H	<ul style="list-style-type: none"> Possible fatalities/ injuries Possible load falling Public Safety- potential injuries to workers and members of the public 	<ul style="list-style-type: none"> All work areas to be adequately demarcated-All Activities to done under supervision Ensure a spotter is available if and when needed. Once site has been secured it must be maintained to avoid unauthorised. Site security to be available. Relevant construction signage to be displayed Contractors to be aware of live services e.g. electrical cables. 	CR 8.1
	M	<ul style="list-style-type: none"> Possible Collision/contact with property or stationary vehicles, workers and members of the public 	<ul style="list-style-type: none"> Driver to be in possession of a valid driver's licence. All notices and signs to be obeyed. Driver to adhere to the speed limits. Employer and Driver to ensure that he is not intoxicated and must be of sober habits. 	CR 8.1
2. Site Establishment Carrying of material	M	<ul style="list-style-type: none"> Possible Contact with fellow employees and results into possible injuries. 	<ul style="list-style-type: none"> Employees to take caution when walking on site Employees to keep material as close to themselves or structure as possible to avoid possible contact with persons Ensure your vision is not obstructed. Watch your blind spots and get assistance when carrying heavy and large objects 	CR 8.1
	L	<ul style="list-style-type: none"> Possible Falling material and possible foot and body injuries 	<ul style="list-style-type: none"> Operatives to ensure that all material are adequately secured. Appropriate PPE to be worn at all times. Don't carry material in precarious (dangerous) positions so as to obstruct your vision etc. 	CR 8.1
	L	<ul style="list-style-type: none"> Possible Ergonomics /Possible back injuries 	<ul style="list-style-type: none"> Employees to ensure that they use correct bending techniques. Please get assistance when lifting heavy objects. 	CR 8.1
3. Off-loading of containers by means of Cranes	H	<ul style="list-style-type: none"> Possible fatalities/ injuries Possible Uncontrolled release of Container and material 	<ul style="list-style-type: none"> All work areas to be adequately demarcated with relevant signage displayed. Competent flagman and riggers to be present Only competent person to execute lifting operations All operators to have relevant documentation as per CR 23 and DMR 18(2015) Task Specific Risk Assessments and Method Statement must be readily available and communicated to all relevant persons with proof placed on file Load test certificates for all lifting equipment and lifting Machinery. All Contractors to be informed of live services e.g. electrical cables. Only certified and load tested Lifting Equipment and Machinery shall be used. Lifting equipment shall be of good standard with correct latches etc. 	CR 8.1

		<ul style="list-style-type: none"> Possible Collision with property or stationary vehicles, workers and members of the public 	<ul style="list-style-type: none"> All work areas to be adequately demarcated with relevant signage displayed. Competent flagman and riggers to be present Only competent person to execute lifting operations. All deliveries shall take place in the designated areas 	CR 8.1
		<ul style="list-style-type: none"> Possible Fall of persons while placing or removing chains from containers 	<ul style="list-style-type: none"> Safe Access to be provided. 	CR 8.1
4. Working Close to Public	H	<ul style="list-style-type: none"> Possible Fatalities/Injuries Falling of Persons into manholes Possible Injuries/ Fatalities 	<ul style="list-style-type: none"> Adequate Site Hoarding and relevant signage required. Adequate demarcation and signage required at all work areas. Principal Contractor to comply with CR 9 and Section 8 and 9 of the OHS Act 85/1993. Spotters to be present 	
5. Excavations/ trenches with Plant and Manually	H	<ul style="list-style-type: none"> Possible fatalities/ injuries Possible Electrocution due to unknown electrical cables 	<ul style="list-style-type: none"> Only Competent Persons to conduct Activities. Task Specific Risk Assessments and method statements to be provided. All contractors to comply with CR 9, CR 10, CR 12, 13 and CR 23. Way leaves or drawings to be obtained from the Client. Where wayleaves are not available adequate control measures must be implemented e.g. using a Cable Detector to determine the presence of possible services especially electrical cables. All work to be conducted under supervision 	CR 8.1
		<ul style="list-style-type: none"> Possible Damage to existing services 	<ul style="list-style-type: none"> Way leaves or drawings to be obtained from the Client. Where way-leaves are not available adequate control measures must be implemented Only competent persons to excavate. Compliance with CR 13. All work to be conducted under supervision 	CR 8.1
		<ul style="list-style-type: none"> Possible Excavation collapse 	<ul style="list-style-type: none"> Competent persons and contractor to be appointed in writing to supervise excavations. Daily inspections to be conducted Adequate bracing and shoring required as and when needed. Plant to stay at least 1m clear of Embankment 	CR 8.1
			<ul style="list-style-type: none"> Excavation inspected regularly (as per legal requirements) (register completed). 	CR 8.1
			<ul style="list-style-type: none"> Access provided at least every 6 meters. 	CR 8.1
			<ul style="list-style-type: none"> Backfilling done as soon as practicable. 	CR 8.1
			<ul style="list-style-type: none"> Appropriate personal protective equipment issued. 	CR 8.1
			<ul style="list-style-type: none"> Undertaking to wear signed and wearing enforced. 	CR 8.1
			<ul style="list-style-type: none"> Relevant Signage to be provided and displayed 	CR 8.1
		<ul style="list-style-type: none"> Possible falling of Persons and plant into excavation 	<ul style="list-style-type: none"> Task Specific FPP by competent person. Safe Access required for all mobile plant and persons Designated walkways 	CR 8.1
			<ul style="list-style-type: none"> Physical barrier of at least 1-meter-high must be provided with relevant signage displayed 	CR 8.1
			<ul style="list-style-type: none"> Backfilling to be done as soon as practicable. 	CR 8.1
6. Operating of Mobile plant	M	<ul style="list-style-type: none"> Possible fatalities/ injuries Possible Colliding with employees, 	<ul style="list-style-type: none"> Only Competent Persons to conduct Activities. Task Specific Risk Assessments to be provided. All operators to comply with CR 13 and CR 23. Valid Drivers' License required for All operators 	CR 8.1

		public, possibly fatal. Damage to property	<ul style="list-style-type: none"> Competent person who is medically fit must operate mobile plant. This is also required from hiring companies. Always be aware of other plant in your area and if the plant comes too close or in your working area rather stop operating and be safe. Never reverse without checking behind you to ensure that it is safe to do so. Operator must be on the lookout for fellow employees and members of the Public coming onto site unnoticed. All plant shall a fully functional reverse buzzer. 	
		<ul style="list-style-type: none"> Vibration of plant can lead to falling objects from bucket 	<ul style="list-style-type: none"> Do not operate loader if there is anyone in the working area. Don't overload loading bucket and ensure that material is adequately secured 	CR 8.1
		<ul style="list-style-type: none"> Possible Risks when plant is stationary - People driving into plant. 	<ul style="list-style-type: none"> Mobile plant must have appropriate lighting and reflectors to identify the location of the plant. Park in designated areas with boom lowered or raised 	CR 8.1
		<ul style="list-style-type: none"> Damage to structure or plant. Loss of Machine 	<ul style="list-style-type: none"> Machine must be locked, and keys taken with operator or given to supervisor to prevent unauthorized person operating machine. 	CR 8.1
7. Working with Hazardous Chemical Agents	L	<ul style="list-style-type: none"> Possible Respiratory problems. 	<ul style="list-style-type: none"> Respirators to be used when spending even short periods of time. Adequate ventilation required. Ensure that all containers are clearly identified when decanting 	CR 8.1
		<ul style="list-style-type: none"> Dermatitis, Skin burns, Skin sensitization 	<ul style="list-style-type: none"> Avoid contact with the skin as far as reasonably practicable. Use barrier cream if possible. 	CR 8.1
		<ul style="list-style-type: none"> Possible Eye injuries 	<ul style="list-style-type: none"> Remove clothing that has been contaminated by wet hazardous Chemical Agents. 	CR 8.1
			<ul style="list-style-type: none"> Wear suitable PPE as listed below. Wash hands thoroughly after contact and use a barrier cream. 	CR 8.1
			<ul style="list-style-type: none"> Follow Safety instructions (SDS) as indicated by the SDS. 	CR 8.1
8. Handling and Storage of Flammable material	H	<ul style="list-style-type: none"> Possible fatalities/ injuries Possible Explosion/fires Possible 	<ul style="list-style-type: none"> Principal Contractor shall comply with all relevant legislation and regulations and shall include but is not limited to i.e., CR 9, 25, 29 General Safety Regulation 2B and Section 8 & 9 of the OHS Act. Task Specific Method Statements and Risk Assessments. Hot work system to be implemented as per the Specification Store all Hazardous Chemical Agents in the correct categories. Store all flammable material separately. Ensure relevant signage is clearly displayed. Adequate fire extinguishers to be readily available. Fire Risk Assessment to be conducted by a competent person. Hazardous bins to be provided 	CR 8.1
		<ul style="list-style-type: none"> Possible burns to body 	<ul style="list-style-type: none"> Only competent persons to conduct all activities. PPE shall be used as the last resort Adequate Fire Control Required 	
9. Electrical Installations	H	<ul style="list-style-type: none"> Possible fatalities/ injuries Possible Electrocution, even fatal. Damage to equipment 	<ul style="list-style-type: none"> Task Specific Method statements and Risk Assessments required as per CR 9 Competent contractor to be appointed if necessary. Equipment to be used to detect live/high voltage cables. Restricted areas to be identified. All installations must comply with SANS 10142 & the regulations of the OHS Act 85/1993 CR 24 and Electrical Installation Regulations 	CR 8.1

			<ul style="list-style-type: none"> Toolbox Talks to be conducted on Risk Assessments with declarations / acknowledgement signed daily. Relevant PPE to be used. Lockout procedures to be provided. Only competent persons to be used with proof of competency to be provided. 	
			<ul style="list-style-type: none"> CoC must be issued for all electrical installations. All temporary electrical installations to be inspected at least weekly and prior to use. All cables to be treated as live Suitable PPE shall be used 	CR 8.1
10. Working with Portable Electrical Tools	H	<ul style="list-style-type: none"> Possible Contact with moving parts. 	<ul style="list-style-type: none"> Task Specific Risk Assessments required as per CR 9. Compliance to CR 24. Only competent personnel should operate these tools. 	CR 8.1
			<ul style="list-style-type: none"> Machines to be checked before use, guards are correctly fitted and work properly. 	CR 8.1
		<ul style="list-style-type: none"> Noise above 85Dba 	<ul style="list-style-type: none"> Employees to be issued with relevant PPE including hearing protection. 	CR 8.1
		<ul style="list-style-type: none"> Possible Malfunction of Blade 	<ul style="list-style-type: none"> Blades should be regularly inspected to ensure they are sharp/good condition 	CR 8.1
		<ul style="list-style-type: none"> Possible Back Injuries 	<ul style="list-style-type: none"> Employees to be trained on proper lifting and bending techniques. 	CR 8.1
11. Working with Hand Tools	M	<ul style="list-style-type: none"> Possible Eye injury 	<ul style="list-style-type: none"> Visual checks must be completed by operatives on tools prior to their use. Eye protection is to be provided and used whenever work is done using cold chisels or other tools where there is risk of flying particles or other pieces of the tool breaking off. 	CR 8.1
		<ul style="list-style-type: none"> Possible Injury to hands, feet and body 	<ul style="list-style-type: none"> Tools are required to be suitable for the purpose for which they to be used. Open bladed knives, screwdrivers, and other sharp tools are to be carried and used so as not to cause injury to the user or others. 	CR 8.1
		<ul style="list-style-type: none"> Possible Tripping over tools 	<ul style="list-style-type: none"> Tools should not be left lying around, they constitute a severe tripping hazard, and they are liable to get damaged. 	CR 8.1
12. Lifting Operations	M	<ul style="list-style-type: none"> Uncontrolled release of material 	<ul style="list-style-type: none"> Task Specific Method Statements and Risk Assessments required with proof of communication. Rescue Plan and task specific Fall Protection Plan required, to be compiled by competent person. Competent Banksman/Rigger to be readily available 	CR 8.1
		<ul style="list-style-type: none"> Malfunction of lifts and lifting equipment 	<ul style="list-style-type: none"> Banksman/Rigger to have signalling device No person to be under suspended load No Crane operations when banksman/Rigger is not available or present. Only appointed banksman/rigger to assist with lifting operations. 	CR 8.1
			<ul style="list-style-type: none"> Load test certificates to be obtained. Competent contractor to be appointed. 	

13. Working at Heights including but is not limited to Scaffolds and Ladders	M	<ul style="list-style-type: none"> Possible fatalities/ injuries Fall of persons, Possible Death 	<ul style="list-style-type: none"> Task Specific Fall Protection Plan, Risk Assessments required PC shall comply with CR 9 and CR 10. All employees shall be in possession of Working at Heights Training All work to be done under supervision. Compliance with Fall Protection Plan. Rescue kit to be available on site. PPE to be worn at all times. Buddy system to be implemented All employees exposed to heights must be declared medically fit by an Occupational Health Practitioner. (Annexure 3) Note: The Principal Contractor and their contractors shall ensure that all lifelines are load tested and all Safety Harnesses shall be inspected on a Daily basis by a competent person with proof of inspections placed on file. Compliance with Fall Protection Plan. Daily inspections prior to use and to be recorded at least monthly. Compliance with CR 10 and GSR 13A. 	CR 8.1
	M	<ul style="list-style-type: none"> Possible fall or persons/ injuries /material Falling/slipping 	<ul style="list-style-type: none"> As far as reasonably possible, all equipment to be tied to rope. No items to be thrown from roof, but to be safely lowered. No persons to work underneath overhead work area or ground. No work on open structures at heights in wet weather. No work on scaffolding during wet conditions. 	CR 8.1
14. Scaffold erecting & dismantling	H	<ul style="list-style-type: none"> Possible fall or persons/ injuries /material Possible Falling of persons, Collapse of Scaffold structures and damage property and employees. 	<ul style="list-style-type: none"> Design Drawings required. Work on scaffolds to be coordinated by appointed scaffold supervisor. Lanyard to be used when erecting & dismantling scaffolding. (Scaffold erectors) Compliance with SANS 10085-1:2024 and CR 16 All scaffolding to be inspected daily and after inclement weather and findings recorded in a register. Fully boarded platforms must be provided at all times Only those employees who are authorised may be on the scaffold. Where safe platforms cannot be erected, safety harnesses are compulsory. 	CR 8.1
			<ul style="list-style-type: none"> Guard rails and toe boards compulsory. PPE required for persons working on scaffolding: safe shoes; hardhats. Area below to be cordoned off. Platforms to be cleaned on a daily basis. Only competent erectors to change structure of scaffold. No overloading of scaffold. PPE used: Safety boots, helmets, overalls. 	CR 8.1
15. Demolition	H	<ul style="list-style-type: none"> Possible Body Injuries. Possible Falling Objects. Possible Collapse of Structures Public Safety 	<ul style="list-style-type: none"> Principal Contractor to comply with but not limited to, CR 9, CR 14, Section 8 & 9 of the OHS Act 85/1993. Task Specific Method Statements and Risk Assessments required. Method Statements to be discussed with Engineers for comment Only competent persons to conduct activities. Adequate Control measures required for both Employees and Public Safety 	CR 8.1

		<ul style="list-style-type: none"> • Limit Interference with Public • Good communication with Structural Engineers and all relevant parties • All demolition works to be in line with the relevant drawings • All Services to be identified and to be isolated as needed 	
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Note:

The above list is by no means exhaustive and should not be limited to these activities but must cover all activities that forms part of the said construction work. Each activity must be split down to individual tasks and all associated hazards identified and listed in the risk assessment. This ensures that the critical tasks and subsequent critical hazards are not missed.

All Activities are to be re-assessed by the Principal Contractor and their contractors prior to start of work and must be communicated with all relevant employees with proof placed on file

Additional Information/General Notes

1. The location of the proposed site is 24 Fairway Close, Parow.
2. **The building will be active whilst refurbishment is taking place, and all efforts must be made to ensure the safety of the building occupants.**
3. The outside parking area is envisaged as the site laydown. This should not disrupt the function of the building, and all delivered materials must be demarcated.
4. The contractor must ensure that their emergency procedures consider the emergency evacuation plan of the building (which will be active) as well as the larger business park. Emergency Drills shall be conducted considering these factors.
5. All work operations shall be limited within the site boundaries and relevant work areas
6. All site employees shall be readily identifiable at all times.
7. No loitering