

1. Introduction

- 1.1 This Safety, Health and Environmental (SHE) specification is Transnet Rail Infrastructure Manager (TRIM) minimum requirements to be met by the Contractor when performing work for or on behalf of TRIM. They set out the requirements to be followed by the Contractor and subcontractors so that the health and safety of all people's potentially at risk may receive the same priority as other facets of the project.
- 1.2 The Contractor shall **develop a SHE plan and prepare a SHE file** based on these requirements, risk assessment as well as all the relevant applicable legislation. The Contractor shall remain accountable for the quality and execution of his health and safety programme for his employees. This specification in no way releases the Contractor from compliance with the relevant legislation.

2 Purpose

- 2.1 The purpose of this specification is to ensure that the Contractor provides and maintains, as far as reasonably practicable a safe working environment for all employees and the public whilst performing work for or on behalf of TRIM.
- 2.2 This specification form an integral part of the contract, and the Contractor shall forward this specification to all its subcontractors at the bidding stage so that they can in turn prepare health and safety plans relating to their operations.

3 Scope and Application

- 3.1 This specification is applicable to Provision of Rail Network Protection Services (RNPS) to Transnet SOC under the Operating Division of the Transnet Rail Infrastructure Manager (TRIM) within the North Corridor for Transnet or on behalf of Transnet Rail Infrastructure Manager. The Specification defines the strategies to manage Health and Safety and is a compliance document drawn up in terms of the Occupational Health and Safety Act 85 of 1993, Railway Safety Act 30 of 2024 and other applicable legislation.
- 3.2 This specification shall also apply to any subcontractors as employers in their own right. The Contractor shall furnish the TRIM Contract Representative with full particulars of such subcontractors and shall ensure that they comply with the OHS Act and Regulations and TRIM's safety requirements and procedures.
- 3.3 Every effort has been made to ensure that this specification document is accurate and adequate in all respects. Should it however, contain any errors or omissions they may not be considered as grounds for claims under the contract for additional reimbursement or extension of time, or relieve the Contractor from his responsibilities and accountability in respect of the project to which this specification document pertains. Any such inaccuracies, inconsistencies and/or inadequacies shall immediately be brought to the attention of the TRIM Contract Representative or Client Agent.

4 General

- 4.1 The Contractor and Transnet Rail Infrastructure Manager are individual employers, each in its own right, with their respective duties and obligations set out in the Occupational Health and Safety Act, Act 85 of 1993 (herein referred as the OHS Act), Railway Safety Act 30 of 2024 ,the Private Security Industry Regulation Act,21 (PSIRA) and applicable legislation.
- 4.2 The Contractor accepts, in terms of the General Conditions of Contract and in terms of the OHS Act, his obligations as an employer in respect of all persons in his employ, other persons on the premises or the Site or place of work or on the work to be executed by him, and under his control. The Contractor shall, before commencement with the execution of the contract work, comply with the provisions set out in the OHS Act, and shall implement and maintain a SHE Plan approved by Transnet Rail Infrastructure Manager, on the Site and place of work for the duration of the contract.
- 4.3 The Contractor accepts his obligation with complying to the OHS Act and applicable Regulations notwithstanding the omission of some of the provisions of the OHS Act and the Regulations from this document.
- 4.4 Transnet Rail Infrastructure Manager accepts, in terms of the OHS Act, its obligations as an employer of its own employees working on or associated with the site or place of work, and the Contractor and TRIM Contract Representative or his deputy shall at all times, co-operate in respect of the health and safety management of the site, and shall agree on the practical arrangements and procedures to be implemented and maintained during execution of the works
- 4.5 In the event of any discrepancies between any legislation and this specification, the applicable legislation will take precedence.

5. Section 37(2) Agreements

- 5.1 Transnet Rail Infrastructure Manager and the Contractor shall enter into an agreement in terms of section 37(2) of the Occupational Health and Safety Act to the arrangements and procedures between them to ensure compliance by the Contractor with the provisions of the OHS Act.
- 5.2 The agreement shall be completed and signed by the Contractor mandated representative as soon as possible and returned to the relevant TRIM Project Manager / TRIM Contract Representative for his/her signature on behalf of TRIM.
- 5.3 The Contractor shall enter into a Section 37(2) Agreement with their respective sub-contractors. Signed copy of such agreement shall be kept on the Contractor's SHE file.

6. Definitions

Contractor Signature.....
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- 6.1 In this Specification the definitions as listed in the Occupational Health and Safety Act 85 of 1993 shall apply, unless the context otherwise indicates: -
- 6.2 **"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 shall be regarded as the required qualifications and training; and
 - b) is familiar with the Act and with the applicable regulations made under the Act;
- 6.3 **"Contractor"** means an employer (organisation) or a person who performs any work and has entered into a legal binding business agreement contract to supply a product or provide services to Transnet. This applies to the Suppliers, Vendors, Consultants, Service Providers or Contractors. NB: A contractor is an employer in his/her own right (includes Contractor and subcontractor).
- 6.4 **"Deployment area"** means, any area within a Site which is identified and controlled by the Client where security officers will be deployed to render the Security Service;
- 6.5 **"Safety, Health and Environmental (SHE) File"** means a file or other record in permanent form, containing the information required to be kept on site in accordance with the OHS Act and applicable Regulations;
- 6.6 **"Safety, Health and Environmental (SHE) plan"** means a site, activity or project specific documented plan in accordance with the client's health and safety specification;
- 6.7 **"Risk Assessment"** means a programme to determine any risk associated with any hazard at a work site, in order to identify the steps needed to be taken to remove, reduce or control such hazard;
- 6.8 **"TRIM"** means Transnet Rail Infrastructure Manager, a division of Transnet SOC Ltd (Registration No. 1990/000900/30), a public company incorporated in accordance with the company laws of the Republic of South Africa
- 6.9 **"TRIM Contract Representative"** TRIM employee appointed to liaise with the contractor to ensure that the specifications of the contract are met (with special emphasis on safety, technical specifications, inspection of quality and quantity of work). It includes a Technical Officer, Security Depot Manager, Senior Protection Officer, Leading Protection Officer, Maintenance Supervisor's etc.

7. SHE Policy

- 7.1 The Contractor shall submit a Safety, Health and Environmental Policy signed by their Chief Executive Officer. The Policy shall outline objectives and how they will be achieved and implemented by the Contractor.

8. Letter of Good standing

- 8.1 The Contractor shall submit proof of registration and Letter of Good Standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Diseases Act, 1993 (Act No. 130 of 1993) for his company and each of his sub-contractors'.
- 8.2 No Contractor may do any work for TRIM without a valid letter of good standing. The Contractor shall ensure that the Letter of Good Standing remains valid for the duration of the contract period.
- 8.3 The letter of good standing shall reflect the name of the Contractor, registration number and expiry date.

9. Management and Supervision

- 9.1 The Contractor shall submit a SHE organogram outlining the site SHE management structure including a Supervisor and other relevant appointments/competent persons or the intended appointments where such appointments have not been made.
- 9.2 The Contractor shall, in accordance with the OHS Act and applicable Regulations, make all the necessary appointments of competent persons in writing. Copies should also be retained on the SHE file.

10. SHE Committee Meetings and SHE Representatives

- 10.1 The Contractor shall appoint SHE Representative/s in writing after consultation with employees and ensure that they are trained in performing their duties.
- 10.2 SHE Representatives duties shall include inspections of the workplace, taking part in incident investigations, risk assessments, attending SHE Committee meetings etc. Records of monthly inspections of SHE Representatives shall be kept on the SHE file.
- 10.3 The number of SHE Representatives appointed shall be on ratio of 1 SHE Representative per 50 employees.
- 10.4 The Contractor shall ensure that a SHE Committee meeting is held monthly and minutes of such meeting shall be recorded and records kept on the SHE file.

The Contractor representative and appointed SHE representatives shall attend the monthly SHE Committee meeting.

- 10.5 The TRIM Contract Representative or his deputy may attend meetings of the Contractor's health and safety committee as an observer.

11. SHE Audits, Inspections and Contractor Monthly Reports

- 11.1 The TRIM Contract Representative or his deputy shall ensure that the Contractor SHE Plan is audited at intervals mutually agreed to between them, but at least once every month to ensure that the SHE Plan is implemented and maintained.
- 11.2 TRIM Safety Officers / Specialists shall at all reasonable times be allowed access to the work sites, the Contractor site offices and tool-sheds to inspect the Contractor and its subcontractor's equipment required to provide the service, registers and workplace.
- 11.3 Should any non-compliances or contraventions to the TRIM safety requirements, legal requirements, this specification or the contractor's SHE Plan be identified, such non-compliances or contraventions shall be rectified by the contractor at its cost immediately or within a period specified by the TRIM Contract Representative, his deputy, or TRIM Safety Officers / Specialists.
- 11.4 Should the Contractor refuse or fail to rectify such non-compliances or contraventions, TRIM may take remedial action at the Contractor cost as it may deem necessary to ensure the health and safety at the TRIM sites at all times.
- 11.5 TRIM reserves the right to conduct safety audits without prior warning.
- 11.6 The Contractor shall provide a monthly safety performance report as required by TRIM.
- 11.7 The Monthly safety performance report shall be compiled in terms of Annexure 1 or in any format that the Contractor has as long as it includes all items listed in Annexure 1.

12. Training, Competence and Awareness

12.1 Induction Training

- 12.1.1 The Contractor shall ensure that all his employees undergo a TRIM SHE Induction with regard to the general hazards prevalent on the site, rules and regulations, and other related aspects before commencing work. It is the responsibility of the Contractor to inform TRIM whenever new employees are appointed after the initial induction was conducted.
- 12.1.2 In addition to the TRIM SHE induction, it is the responsibility of the Contractor to develop and implement a site specific SHE Induction programme, a job

specific induction programme and a general employee SHE awareness programme, to develop awareness amongst employees on the generic SHE issues associated with the scope of work and the specific environmental issues in question.

- 12.1.3 The Contractor shall ensure that all visitors and suppliers to the site undergo and comply with Contractor site-specific safety induction requirement prior to being allowed access to site. All visitors and suppliers shall sign the attendance register.
- 12.1.4 All visitors and suppliers shall wear the necessary personal protective equipment whilst on site and shall remain in the care of the host who understand the scope of work and associated risks.
- 12.1.5 The Contractor shall maintain comprehensive attendance records of SHE induction training on the SHE file.

12.2 Competency / Training

- 12.2.1 The Contractor shall ensure that all his employees are adequately trained to perform the tasks allocated to them and that there is the requisite amount of supervision at all times to maintain safe work practices and standards.
- 12.2.2 The Contractor shall identify training requirements of employees whose work may have a significant impact on their health and safety or that might create a significant impact upon the environment and ensure that these employees will receive appropriate training. A Training matrix shall be used as a mechanism to manage and control the training of employees.
- 12.2.3 The Contractor shall identify all training needs and incorporate the site-specific training into the SHE plan.
- 12.2.4 The Contractor shall be required to ensure that before an employee commences work on the contract that the supervisor in control with responsibility for the employee has informed the employee of his scope of authority and any hazards associated with the work performed. This will include man-job specifications, the discussion of any standard task procedures or hazardous operational procedures to be performed by the employee.
- 12.2.5 The Contractor is to ensure that the supervisor has satisfied himself that the employee is conversant with all hazards associated with any work to be performed by conducting task observations.
- 12.2.6 The Contractor shall ensure that certificate/s of competence where applicable is/are provided in the SHE File.

12.3 Awareness Training

- 12.3.1 Awareness training required shall be identified for all employees on the project using the SHE Policy, the SHE Plan, risk assessment, the SHE programmes and procedures.
- 12.3.2 The Contractor shall have a daily safety talk. This talk shall include subcontractor employees.
- 12.3.3 The talk shall be brief and concise. Subject topics should be applicable to the job at hand, incidents, accidents and up-and-coming work will be discussed along with suggestions and comments. These meetings can be used as a training meeting with the central idea of educating employee.

13. Health and Safety Plan (SHE Plan)

- 13.1 Potential Contractor submitting tenders shall submit with their tender, a Health and Safety Plan setting out the practical arrangements and procedures to be implemented by him to ensure compliance by him with the OHS Act and Regulations, this SHE specification and particularly in respect of: -
 - a) the provision, as far as is reasonably practical, of a working environment that is safe and without risk to the health of his employees in terms of section 8 of the OHS Act;
 - b) the execution of the contract work in such a manner as to ensure in terms of section 9 of the OHS Act that persons other than those in the Contractor's employment, who may be directly affected by the contract work are not thereby exposed to hazards to their health and safety;
 - c) ensuring, as far as is reasonably practical, in terms of section 37 of the OHS Act that no employee or subcontractor of the Contractor does or omits to do any act which would be an offence for the Contractor to do or omit to do.
- 13.2 The Contractor Health and Safety Plan shall be based on a risk assessment in respect of the hazards to health and safety of his employees and other persons under his control that are associated with or directly affected by the Contractor's activities in performing the contract work and shall establish precautionary measures as are reasonable and practical in protecting the safety and health of such employees and persons.
- 13.3 The SHE Plan shall include full particulars in respect of: -
 - (a) Safety Management Structure arrangements i.e. Appointments to be done and how;
 - (b) SHE Organisation arrangements i.e. SHE Committees, SHE Audits, findings and corrective actions
 - (c) Risk Management I.e. Risk Assessment frequencies, methodology

- (d) Education and Training i.e. safety induction, site / job specific training arrangements
 - (e) Emergency Planning
 - (f) Health and Safety Communication i.e. Toolbox talks, incident recall
 - (g) Safe working methods and procedures to be implemented i.e. safe work procedures, task observation
 - (h) Personal Protective Equipment and Clothing
 - (i) Project Security i.e. site access control and security
 - (j) SHE Costs (declaration that adequate provision for cost of health and safety have been made in tender price.)
 - (k) Occupational Health i.e. Medical Surveillance, First Aid, Welfare Facilities, Substance Abuse testing, Noise, Vibration, Manual Handling, Ergonomics etc.
 - (l) Incident Management i.e. reporting and investigation
 - (m) Operational Control and
 - (n) Review plan of the SHE Plan
- 13.5 The Contractor shall submit a final SHE Plan after awarding of the contract which shall be subject to the TRIM Contract Representative's approval and he may, in consultation with the Contractor, order that additional and/or supplementary practical arrangements and procedures be implemented and maintained by the Contractor or that different working methods or safety equipment be used or safety clothing be issued which, in the TRIM Contract Representative's opinion, are necessary to ensure full compliance by the Contractor with his obligations as an employer in terms of the OHS Act and Regulations.
- 13.6 The Contractor shall approve the SHE Plan of the subcontractor and further take reasonable steps to ensure that each subcontractor's SHE Plan is implemented and maintained on the site: Provided that the steps taken, shall include periodic audits at intervals mutually agreed to between them, but at least once every month.
- 13.7 The Contractor shall stop any subcontractor from executing any work, which is not in accordance with the Contractor's, and/or sub-contractor's SHE Plan for the site or which poses a threat to the health and safety of persons.
- 13.8 The Contractor shall ensure that a copy of the SHE Plan is available on site for inspection by an inspector, TRIM Contract Representative, agent,

subcontractor, employee, registered employee organisation, health and safety representative or any member of the health and safety committee.

14. Hazards Identification and Potential Hazardous Situations

- 14.1 The Contractor shall ensure a risk assessment is carried out by a competent person, appointed in writing, before commencement of any work and reviewed during the duration of the contract period. The Risk Assessments shall form part of the Health and Safety Plan to be applied on the site and shall include at least the following:
 - (a) The identification of the risks and hazards (including ergonomic risks) that persons may be exposed to;
 - (b) The analysis and evaluation of the hazards identified;
 - (c) A documented plan, including safe work procedures to mitigate, reduce or control the; risks identified;
 - (d) A monitoring and
 - (e) Review plan
- 14.2 Person conducting such risk assessment use a documented method to analyse and evaluate identified risk and hazards.
- 14.3 The Contractor shall consult with the health and safety committee or, if no health and safety committee exists, with a representative group of employees, on the development, monitoring and review of the risk assessment.
- 14.4 The risk assessment shall be reviewed when there are changes to the operations that may affect the health and safety of persons and may be detrimental to the environment, legislation or after an incident.
- 14.5 The Contractor shall ensure that all employees are to be informed, instructed and trained regarding any risks, hazard and related safe work procedures by a competent person as outlined in the risk assessment prior to commencement of work and thereafter at predetermined intervals as outlined in the monitoring plan. Proof of such training shall be kept on the SHE file.
- 14.6 The risk assessment shall be available on site for review. Where a risk assessment is not readily available or not communicated to Contractor employees, the activities shall be stopped until such time the Contractor complies.
- 14.7 The Contractor and the TRIM Contract Representative shall immediately notify one another of any hazardous or potentially hazardous situations which may arise during performance of the contract.

- 14.8 The Contractor shall be required to analyse his scope of work and define critical activities. For each activity, a risk assessment shall be required which defines systems and safe work procedures that will be used in order to complete the activity safely.

15. Safety, Health and Environmental (SHE) File

- 15.1 The Contractor shall prepare a SHE file and submit to TRIM Contract Representative for approval prior to commencement of work on site. The approval time of the file is at least 5 working days.
- 15.2 The file shall include SHE Plan, risk assessment and all documentation required as per this specification, the OHS Act and applicable regulations.
- 15.3 The Contractor shall ensure that a copy of the SHE File is kept on site and made available to an inspector of the Department of Labour, the TRIM Contract Representative
- 15.4 The Contractor shall hand over a consolidated SHE file to the TRIM Contract Representative upon completion of the contract.

16. Occupational Health

16.1 Medical Surveillance Programme

- 16.1.1 The Contractor shall ensure that all his employees have a valid medical certificate of fitness issued by an Occupational Health Practitioner and record of annexure 3 of construction regulations.
- 16.1.2 Medical certificate of fitness shall be available and be kept in the SHE file.
- 16.1.3 The Contractor shall ensure that any employees deployed during the course of the contract is declared fit for duty.

16.2 Substance Abuse

- 16.2.1 The Contractor shall comply with the Transnet Substance Abuse Policy and Regulation 2A of the General Safety Regulations of the OHS Act.
- 16.2.2 No Contractor employee may possess, sell, offer to other person, use, store, manufacture, transport, distribute, or transfer drugs or alcohol during work hours, on or off TRIM premises.
- 16.2.3 TRIM will not tolerate substance abuse or use which put at risk the health and safety of its employees or threatens its services to our stakeholders. It is on this basis that a contractor employee will be considered unfit for work if:

- (a) He/she is subjected to alcohol screening and/or alcohol testing and is found to have alcohol in his/her breathe and/or blood;

- (b) Refuses to undergo substance screening and/or testing;
 - (c) He /she produces a positive confirmatory test for any other substances, measured by sample analysis at a registered pathological laboratory and authorised by a medical practitioner; and/or
 - (d) Through observation by security personnel or TRIM Contract Representative, it is evident that the contractor's physical, emotional, mental, or behavioural state reflects that they are intoxicated or under the influence.
 - (e) The Security officers shall be subjected to substance abuse testing before commencement of the shift, monitored during the shift and tested after an occurrence.
- 16.2.4 Any transgression of this policy will constitute a breach of the relevant contract and may result in the termination of services/contract.
- 16.2.5 Any Contractor employee using medication that has a narcotic effect shall declare before work to his / her supervisor.

16.3 First Aid requirements

- 16.3.1 The Contractor shall ensure that their employees receive prompt first aid treatment in case of injury or emergency. The Contractor shall have the necessary equipment and/or facility on site for treatment of injured persons.
- 16.3.2 The Contractor shall ensure that the first aid box / boxes are available and accessible. More first aid boxes shall be provided if the risks, distance between work teams, or the working environment requires it.
- 16.3.3 Taking into account the type of injuries that are likely to occur on site, the nature of activities performed and the number of employees on site, the Contractor shall ensure that the first aid box contain suitable first aid equipment which includes at least the minimum contents as listed on Annexure 1 of General Safety Regulation (GSR).
- 16.3.4 The Contractor shall ensure that trained / certificated first-aid personnel are appointed and be available on site at all times. The ratio of first aiders to employees shall be risk based.

16.4 Noise

- 16.4.1 The Contractor shall ensure that the requirements of the Noise Induced Hearing Loss Regulations are complied with.

- 16.4.2 The Contractor shall ensure that machinery and equipment are operated at noise levels not exceeding an equivalent level of 85-dB (A) during normal working conditions.
- 16.4.3 Where the noise levels at the Operator position or to employees working in the vicinity exceed an equivalent level of 85-dB (A) during normal working conditions, the Contractor shall take appropriate measures to reduce such levels to an equivalent level of 85-dB (A). The use of Personal Protective Equipment (PPE) should be the last resort.
- 16.4.4 All employees exposed to noise shall be trained on the effects of exposure, precautionary measures to be taken to prevent exposure and the correct use of PPE.
- 16.4.5 The Contractor shall ensure that its employees comply with PPE requirements in demarcated noise zones.

16.5 Manual Handling

- 16.5.1 Contractor shall reduce risk of injury due to manual handling by using mechanical assistance involving the use of mechanical aids to assist the manual handling operation. Mechanical aids such as hand-powered hydraulic hoists, specially adapted trolleys etc. can be used.
- 16.5.2 Contractor shall ensure all employees involved in manual handling are trained in good lifting techniques.

16.6 Weather precautions

- 16.6.1 In the event of adverse weather (high winds, flooding, storm surge, lightning etc.) or other conditions, the Contractor shall institute precautionary measures to protect employees on site.
- 16.6.2 The Contractor shall take steps to prevent heat stroke, dehydration, and exhaustion of employees as a result of exposure to excessive heat on site. Such steps may include employees taking regular breaks, consuming enough water, provision of sun brims for their hard hats and sunscreen to protect them against sun burn.
- 16.6.3 The Contractor shall take steps to prevent hypothermia or dangerous overcooling of the body as a result of exposure to cold temperatures.

16.7 Welfare Facilities

- 16.7.1 The Contractor shall ensure that all workplace facilities meet health, safety and welfare needs of all employees, including disabled persons where applicable.

16.7.2 The Contractor shall in addition to Facilities Regulations 2004, provide at or within reasonable access of every site, the following clean, hygienic, and maintained facilities:

- (a) shower facilities, at least one shower facility per 15 persons
- (b) at least one sanitary facility for each sex and for every 30 workers
- (c) changing facilities for each sex; and
- (d) sheltered eating areas

16.7.3 The Contractor shall provide reasonable and suitable living accommodation for the workers at sites who are far removed from their homes and where adequate transportation between the site and their homes or other suitable living accommodation, is not available.

17 Incidents/Occurrences

17.1 All incidents referred to in Regulation 9 of General Administration Regulations of the OHS Act involving the contractor on TRIM premises, shall be reported to the TRIM Contract Representative and Department of Labour as prescribed by the OHS Act.

17.2 TRIM shall be forwarded with a copy of a report of any investigation, formal inquiry conducted in terms of Section 31 and 32 of the Act into any incident involving the contractor, his sub-contractor, any person or machinery under his control on TRIM premises.

17.3 TRIM Contract Representative shall be informed of the above incidents/occurrences before the end of shift when the incident/occurrence occurred.

17.4 The Contractor shall make available its employees to attend as witnesses when required so by TRIM during an investigation into any incident where TRIM believes the said contractor employees were witnesses or may assist in the investigation.

17.5 The Contractor shall make available to TRIM any documents required to assist in their investigation.

17.6 The Contractor shall implement corrective actions and recommendations of the investigation and prevent the recurrence of similar occurrence.

17.7 Contractor shall share occurrence lessons learnt with affected employees.

18. SHE Cost

18.1 The Contractor shall ensure that it has made adequate provision for the cost of health and safety measures in the tender offer. The Contractor shall ensure that his tender price is inclusive of the cost of health and safety as they will not be invoiced separately.

- 18.1 The Contractor shall ensure that its sub-contractors have made adequate provision for the cost of health and safety measures in the tender offer.

19. Personal Protective Equipment (PPE)

- 19.1 The Contractor shall ensure that all employees are provided with appropriate Personal Protective Equipment (PPE), free of charge, suitable for the type of activities that the employees will perform.
- 19.2 Such PPE shall be approved by credible institution such as SABS, EN, or AN.
- 19.3 The Contractor shall manage the issuing of PPE and ensure that PPE is used at all times. Employees shall be trained in the proper use of PPE.
- 19.4 The contractor shall monitor conformance to PPE requirements at the parade and during the course of the shift.

20. Emergency Evacuation Plan and Procedure

- 20.1 The Contractor shall establish and implement an emergency evacuation plan to ensure that in the event of fire, explosion structural collapse etc. all staff is able to evacuate the area to a demarcated area for the purpose.
- 20.2 The area so selected shall be demarcated and the relevant "Assembly Point" sign displayed where applicable or use TRIM nearest assembly point.
- 20.3 An Emergency Evacuation Procedure shall be drawn up; all staff members and contractors shall be given awareness training and participate in regular evacuation drills.
- 20.4 The Contractor and its employees shall collaborate and adhere to TRIM evacuation drills and requirements.

21. Access Control and Security

- 21.1 The Contractor shall, before commencing any work, obtain from the TRIM Contract Representative, a Site Access Certificate executed and signed by him or the relevant TRIM personnel, permitting and limiting access to the designated site or place of work by the Contractor.
- 21.2 The Contractor shall assess the security risks and implement appropriate measures. All contractors are to strictly adhere to all security requirements on the premises.
- 21.3 The Contractor in collaboration with the TRIM Contract Representative will ensure that proper access control is in place and functional at all times onto and out of the site. A form of access control will be issued to Contractor

- employees who have been inducted and submitted copies of ID documents or work permits (where required).
- 21.4 Contractor shall ascertain from TRIM Contract Representative the correct route along which their employees may proceed when coming on or going off shift and direct their employees according.

22. Environmental Management

- 22.1 The Contractor shall adhere to all instructions issued by TRIM contract representative in promotion of environmental management and legal compliance.
- 22.2 The Contractor shall ensure that his or her employees are aware of the procedures to be followed when dealing with spills and leaks, which shall include notifying the relevant authorities and TRIM as required in terms of National Environmental Management Act (NEMA), 1998 and National Water Act (NWA), 1998. The Contractor shall ensure that all necessary material and equipment required for use during clean – up/rehabilitation of spills and leaks are available on site at all times. Treatment, remediation and/or rehabilitation of contaminated areas shall be undertaken to the reasonable satisfaction of the TRIM Environmental Control Officer or relevant Environmental Specialist.
- 22.3 The Contractor shall notify the TRIM Contract representative immediately of any pollution incident. An incident record system shall be maintained on site for inspection by TRIM and relevant authorities.
- 22.4 All vehicles and equipment's shall be kept in good working condition. All leaking equipment's shall be repaired immediately or removed from site. All vehicles and equipment shall be maintained and not emit excessive noise.
- 22.5 Transportation, handling and storage of all substances classified as hazardous shall comply with the provisions of the Hazardous Substances Act, 15 of 1973, relevant Regulations and SANS Codes.
- 22.6 No on-site burying or dumping of waste material shall occur. Waste shall be collected by a licensed waste transporting contractor and disposed of at a licensed disposal site. Disposal certificate shall be made available to TRIM on request.

23. Operational Safety

23.1 Vehicle Safety

With respect to vehicles, the Contractor shall ensure that:

- 23.1.1 They are of an acceptable design and construction, are maintained in a good working order and are used in accordance with their design and the intention for which they were designed.

- 23.1.2 Are operated by a person who has received appropriate training, is certified competent and in possession of proof of competency and is authorised in writing to operate such vehicle.
- 23.1.3 Are operated by a person who has a medical certificate of fitness to operate those vehicles, issued by an Occupational Health Practitioner.
- 23.1.4 Vehicles used to transport employees have seats firmly secured and adequate for the number of employees to be carried. No employees will be allowed to be transported at the back of LDV's / bakkies unless it is provided with a seat and safety belt and further that the risk assessment has indicated it to be a low risk.
- 23.1.5 Vehicles are fitted with structures designed to protect the Operator from falling material or from being crushed should the vehicle overturn.
- 23.1.6 Vehicles shall be inspected by the authorised Operator or driver on a daily basis using a relevant checklist prior to use and that the findings of such inspection are recorded in a register kept in the vehicle.
- 23.1.7 Tools, material and equipment are secured and separated by means of a physical barrier in order to prevent movement when transported in the same compartment with employees.
- 23.1.8 Those working or operating on public roads comply with the requirements of the National Road Traffic Act, 1996.

23.2 Housekeeping and general safeguarding

- 23.2.1 Contractor shall ensure that good housekeeping practices are continuously implemented on each work site.
- 23.2.2 The Contractor shall ensure proper storage of materials and equipment and the removal of scrap, waste, and debris at appropriate intervals.
- 23.2.3 The Contractor shall ensure that materials required for use, are not placed on the site so as to obstruct means of access to and egress from workplaces and passageways.
- 23.2.4 The Contractor shall ensure that materials which are no longer required for use do not accumulate on and are removed from the site at appropriate intervals.

24.3 Stacking and Storage

- 24.3.1 The Contractor shall ensure that a competent person is appointed in writing with the duty of supervising all stacking and storage of material.
- 24.3.2 Storage areas provided for the safekeeping of equipment and material are demarcated as storage areas and are kept neat and under control.

24.4 Fire Precautions

- 24.4.1 The Contractor shall ensure that all appropriate measures are taken to avoid the risk of fire. Work areas are clear, at all times, of any material, which could fuel a fire, combustible materials do not accumulate, oily rags, waste and other substances liable to ignite are without delay removed to a safe place.
- 24.4.2 Sufficient and suitable storage is provided for flammable liquids, solids and gases.
- 24.4.3 In confined spaces and other places in which flammable gases, vapours or dust can cause danger only suitably protected electrical installations and equipment, including portable lights, are used, there are no flames or similar means of ignition and adequate ventilation is provided.
- 24.4.4 A thorough inspection is made of the area at the end of any working period to ensure that no material is left at the work site, or any situation left in such a manner that a fire or accident could result (all machines to be turned off at main switches, and cylinders to be closed and hoses deflated).
- 24.4.5 Sufficient number of employees are trained in the use of fire extinguishing equipment.
- 24.4.6 There is an effective evacuation plan providing for all persons to be evacuated speedily without panic.
- 24.4.7 The Contractor shall ensure that firefighting equipment is not used for any purpose other than their intended use.

24.5 SHE Signage (Symbolic Safety Signs) on plant and in buildings

- 24.5.1 The Contractor employees shall comply with all SHE signage posted at various locations of TRIM sites.
- 24.5.2 The Contractor shall provide "wet floor signage" warns others when cleaning floors where there is a risk that persons may slip as a result of the wet floor.

24.6 Conditions in respect of use of firearm possessed in terms of section 21 of the Act.

- 24.6.1 A firearm in respect of which an authorisation in terms of section 21 of the Act has been issued may only be used –
 - (a) where it is safe to be used and only for a lawful purpose; and
 - (b) in accordance with the stated purpose of use as reflected in the application that was submit

24.7 Provision of firearm training by Official Institutions

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- 24.7.1 An Official Institution that provide firearms to its employees, shall ensure that its employees receive the necessary practical and theoretical training to ensure that the employees are competent to possess and use the firearms.
- 24.7.2 All practical training or testing which will involve the actual firing of a firearm shall be conducted at a shooting range that complies with the applicable compulsory specification set in terms of the Standards Act, 1993 (Act No. 29 of 1993) and which has been accredited under this Act.
- 24.7.3 An Official Institution shall ensure that the prescribed training is only provided by a person registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995) read with the Skills Development Act, 1998 (Act No. 97 of 1998) and who is accredited with POSLEC SETA as a service provider to provide training in the safe use and handling of firearms.

24.8 Packaging of firearms and ammunition during transportation

- 24.8.1 During transportation of firearms and ammunition by a holder of a firearm transporter's permit
- a) firearms shall be packed separately from ammunition, and all ammunition shall be removed from firearms in a safe manner, before transportation.
 - b) firearms and ammunition shall be transported in an appropriately locked metal container, and shall be packed to ensure maximum safety and minimum exposure; and
 - c) direct continuous supervision and control of firearms and ammunition being transported is required.
- 24.8.2 These provisions do not derogate from any other provision in a law prescribing standards for the transportation of firearms and ammunition.

24.9 Management of Subcontractors

- 24.9.1 The Contractor is directly responsible for the actions of his contractors/sub-contractors.
- 24.9.2 The Contractor will also be responsible for initiating any remedial action (recovery plan) that may be necessary to ensure that the contractor complies with all requirements.
- 24.9.3 The Contractor shall provide any contractor who is making a bid or appointed to perform construction work, with the relevant sections of the documented SHE specification, who would in turn provide a SHE plan for approval.
- 24.9.4 The Contractor shall carry out inspection/audits on the contractor/subcontractor to ensure that the SHE plan is being implemented and maintained and submit audit report to TRIM Representative.

- 24.9.5 The Contractor shall stop any contractor/subcontractor from executing construction work which poses a threat to the safety and health of persons or the environment.
- 24.9.6 The Contractor shall ensure that the sub-contractors appointed have the necessary competencies and resources to perform the work safely.
- 24.9.7 The Contractor will be required to submit 37(2) mandatory agreement between the Contractor and subcontractor to the Contract Manager.

24.10 Work in Confined Space

- 24.10.1 The Contractor shall ensure that a confined space is only entered by an employee or any other person only after the air therein has been tested and evaluated by a person who is competent to pronounce on the safety thereof, and who has certified in writing that the confined space is safe and will remain safe while any person is in the confined space, taking into account the nature and duration of the work to be performed therein.
- 24.10.2 The Contractor shall take steps to ensure that any confined space in which there exist or is likely to exist a hazardous gas, vapour, dust or fumes, or which has or likely to have, an oxygen content of less than 20 percent by volume, is entered by an employee or other person only when:
 - (a) the confined space is purged and ventilated to provide a safe atmosphere therein and measures necessary to maintain a safe atmosphere therein have been taken; and
 - (b) the confined space is isolated from all pipes, ducts, and other communicating openings by means of effective blanking other than the shutting or locking of a valve or a cock, or, if this is not practicable, only when all valves and cocks which are a potential source of danger have been locked and securely fastened by means of chains and padlocks.
- 24.10.3 The Contractor shall ensure that the provisions of General Safety Regulation 5 are complied with regard to work on confined space.
- 24.10.4 The Contractor shall take into consideration that a tunnel is defined as a confined space in terms of the General Safety Regulations and shall ensure compliance to the above when working in tunnels.

25 Confidentiality

- 25.1 The Contractor shall, at all times, consider all data or information given to him or that is required in connection with the work of the Company, as confidential and not makes unauthorized use of it.

- 25.2 The Contractor shall ensure that such data or information is not given to any non-employee of the contractor without written consent of the TRIM Project Manager.
- 25.3 The Contractor shall be aware of the confidentiality of the mentioned information and is compelled to treat it accordingly.
- 25.4 The contractor shall provide adequate physical protection for any confidential documents, etc., which were obtained from TRIM in connection with the contract work as well as any copies made thereof.

ANNEXURE 1**CONTRACTORS MONTHLY SHE REPORT**

For Month/Year		Name of Contractor	
Name of Project			
Project Number	Date of Commencement	Date of Completion	
Number of employees	Man-hours worked this Month	Cumulative (Project duration man-hours)	Man-hours Since last Lost Time Incident (LTI)
			DIFR

1. Details of SHE Incidents

Incident	This Month	Cumulative (Project duration)	Short description of major/ significant incidents and preventative action taken
Number of fatalities			
Number of disabling incidents			
Number of Medical Treatment Cases			
Number of first aid Cases			
Number of near miss incidents			
Motor vehicle incidents			
Number of environmental incidents			
Positive substance abuse incidents			
Substandard Act/ Conditions observed			
Legal violations observed			

2. Details of SHE Meetings

Date	No of	Major, SHE Concerns	Action taken
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	participants		

3. Details of Audits/Inspections

Date	Area / Facility	Findings/Recommendations	Action taken

5. Details of any SHE Promotional activities for the month

Date	Activity	Remarks

6. Safety Communication

Month	Number of Safety talks held	Remarks

Attach separate sheets for further or other details.

.....
Name of Contractor Representative

.....
Signature

.....
Date

Contractor Signature.....

Date.....