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08 September 2022

ENQUIRY NO: CTT25039

DESCRIPTION: OCCUPATIONAL HYGIENE SURVEY AND OCCUPATIONAL HEALTH RISK ASSESSMENT

1. Overview of the works

The Occupational Health and Safety Act (85 of 1993) charges the employer with ensuring a working environment that is safe without risk to the health and safety of its employees. To accomplish this, employers must, through the services of a competent person, assess the exposure of their employees to environmental conditions in the workplace.

Petroleum Oil and Gas Corporation of South Africa (SOC) requires a suitably qualified Service Provider to carry out Occupational Health Risk Assessments (qualitative identification of workplace hazards to assess their potential risks to health and determine appropriate control measures to protect the health and wellbeing of workers) and conduct Occupational Hygiene surveys (The quantitative monitoring and evaluation of environmental agents) for the following PetroSA sites.

- Bloemfontein Fuel Depot
- Cape Town Head Office
- Centre of Excellence (Mossel Bay)

- Harbour Depot (Mossel Bay)
- Heliport (Mossel Bay)
- Tzaneen Fuel Depot
- Voorbaai Depot (Mossel Bay)

2. Scope of Work

The appointed Approved Inspection Authority (AIA) must evaluate conditions that could cause harmful health effects to employees, the AIA must further devise practical recommendations to improve or alleviate potential occupational health risks presented to employees in the workplace, at all PetroSA facilities.

PetroSA will require the interpretation of technical data, conducting research, and assisting in the development of guidelines and procedures that support workplace health and wellness.

- Occupational Health Risk Assessments
- Lighting/ Illumination Survey
- Noise Survey (personal and area survey)
- Vibration Survey
- Ventilation Survey
- Ventilation/ Indoor Air Quality
- Thermal Stress Survey
- Hazardous Chemical Substances
- Ergonomics Survey
- Hazardous Biological Survey
- Asbestos Survey

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2.1. Exposure Assessment and Control

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2.1.1 Sampling Strategy

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- The information collected during the survey will be used to determine what action is required to quantitatively determine the exposure of employees. A quantitative evaluation of exposed employees will require monitoring. The exact type of monitoring conducted will be determined by evaluating the below-listed factors:

- Duration of worker exposure.
- The number of exposed workers.
- Sampling methods available and their limits of detection.
- Degree of accuracy required in the results; and
- Regulatory requirements.

The findings of the assessment must be used to draw up an Occupational Health Risk Exposure Profile that provides a framework to prioritise the management of occupational health risks and to formulate risk-based occupational hygiene monitoring and medical surveillance programmes for PetroSA.

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2.1.2 Sampling Methodology

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The methodology used to conduct the **Occupational Health Risk Assessment (OHRA)** on chemical, physical and ergonomic stressors and **Occupational Hygiene Survey** on illuminance, fumes and noise as required in terms of the OHSAct (85 of 1993) statutory requirement, applicable standards and industry best practice.

For employees that require personal sampling, employees must be made aware of the requirement to wear sampling equipment and be informed not to contaminate collected samples. Only accredited laboratories will be used for sample analysis.

2.1.3 Sampling Results and Assessment

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- The analysis compared to OHS Act, NIOSH and other applicable regulatory or industry best guidelines.
- The Occupational hygienist will make available to PetroSA Sampling results within 30 days of the assessment, including laboratory analysis results. Where required the Occupational Exposure Limit (OEL) must be indicated in the assessment report.

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2.1.4 Determination of Exposure Level

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- Determining whether results from monitoring indicate an acceptable exposure level will be based on the Occupational Exposure Limits (OELs), accepted occupational hygiene practices, and applicable regulations. Where occupational exposure limits do not exist, other recognized standards and professional judgement will be used to determine at which point hazard controls are required. Where the exposure results are below the action level, the exposure level will be deemed acceptable. However, recommendations for controls may still be made to address worker comfort or due diligence issues.

Where the exposure results are above the action level, the implementation of, or modification to, hazard controls must be made. Where an OEL has been exceeded, it must be indicated in the report together with the nature and extent of the excess exposure with recommended controls. Where the exposure results cannot be clearly interpreted, Occupational Hygiene must be available to interpret and/ or further exposure assessment will be required.

2.1.5 Recommendation of Controls

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When recommending controls for identified and assessed hazards, the hierarchy of controls will be used; preference will first be given to engineering controls, substitution, then administrative controls, and personal protective equipment will be considered last.

2.2 Review Medical Surveillance Program

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- A review of the medical surveillance programme recommended in the previous Assessment (2018 and 2019) must be conducted with a view to updating medical screening if required following the recommendations from HRA's and exposure monitoring.

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2.3 Covid-19 Occupational Health And Safety Measures In Workplace

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Review and make recommendations for occupational health and safety measures to reduce and eliminate exposure to COVID-19 infections and any other hazardous biological agents at PetroSA sites as set out in the Hazardous Biological Agents.

2.4 Personal Monitoring for Occupational Hygiene Stressors

Assess the work tasks and environment. Identify the following:

VOCs (Decanter and Depot manager). Consideration the following:

tank dipping for Bloemfontein and Tzaneen Depot Noise dose-monitoring results of the highest exposed workers at all sites

3. Qualifications of the Service Provider

The Service Provider is required to be an Approved Inspection Authority by the department of labour. All the personnel assigned to work at PetroSA should meet the competency requirements as per the Occupational Health and Safety Act (85 of 1993),

4. Tools & Equipment

The Service Provider to provide its own instruments/tools necessary for the execution of the work. The below must be considered;

- Air Velocity meter
- Gas Tester
- Indoor Air Quality Monitor
- Sound Level Meters
- Vibration Meter
- Thermal Stress
- Lux meter

The Service Provider must ensure that sufficient information regarding the services is supplied to enable PetroSA to evaluate the quotation in full.

5. Technical proposal to be provided as part of the quote

In this part of the proposal, the Service Provider shall demonstrate a thorough understanding of the requirements by indicating what is considered to be the aims and the desired end results of the Service.

5.1 Approach to work

For the purpose of clarity and complete understanding of the Services to be provided, the work items are to be broken down into a hierarchy of main and subordinate tasks, which will adequately describe the Service Provider's approach to the work.

The Service Provider shall supply detailed CTRs (cost/time/resource sheets) in line with the overall required scope of work. The CTRs shall describe concisely the Service Provider's approach to the activity, as well as the time and resources required. The detailed scope of work will be defined from these CTRs.

5.2 Schedule

The Service Provider is expected to complete the required Services, as outlined in this document, within **4 weeks** from the kick-off meeting.

The Service Provider shall define how the Services will be achieved in the quickest possible time. The Service Provider should provide a detailed schedule in line with the required deliverable and expected timelines.

6. Deliverables

- Occupational Hygiene Report(comply with OSH Act(85 of 1993)
- Health Risk Assessment Report (Risk Assessment methodology as per ISO 31000)

4. ENQUIRIES

Any enquiries regarding this tender should be addressed to **Banzi Dlamini** in the Tender Office at telephone no. 021 929 3211 or e-mail address banzi.dlamini@petrosa.co.za

Yours faithfully

COMFORT BUNTING

Group Supply Chain Manager