



KWAZULU-NATAL PROVINCE

HEALTH
REPUBLIC OF SOUTH AFRICA

Occupational Health and Safety Specification

KZN College of Nursing- Iris Marwick: Installation of backup diesel generator.



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1. Introduction

The Department of Health Kwa Zulu Natal enters into contracts with Contractors for the KZN College of Nursing- Iris Marwick: Installation of backup diesel generator. This document describes the requirements of compliance to which the Principal Contractor is to adhere in relation to the scope of works. This document defines the minimum management requirement that is to be implemented by the Principal Contractor for the management of Health and Safety on the Health care facility.

The aim of this document is to present the health and safety aspects that need to be controlled and managed on this contract. The client reserves the right to make changes as and when the Client deems fit to address issues of Occupational Health & Safety (OHS) Compliance. The Client will not entertain any claim of any nature whatsoever which arises as a result of costs incurred or delays being experienced due to the Contractor not complying with the requirements of this document or any other applicable legislative requirements imposed on the contractor.

The Principal Contractor will be required to submit a Health and Safety File for approval prior to commencement of work. Arrangements for such approval shall be made with the OHS Department. The Principal Contractor shall submit proof that its appointed contractors Safety file has been approved.

2. Definitions & Abbreviations

2.1 “Client” means KZN Department of Health

2.2 “CR” refers to the Construction Regulations 2014

2.3 “OHS” means Occupational Health and Safety

2.4 “DoL” refers to the Department of Labour

2.5 “DOH” refers to the Department of Health

2.6 “HCA” refers to the Hazardous Chemical Agents Regulations

2.7 “GSR” refers to the General Safety Regulations

2.8 “FR” refers to Facilities Regulations

2.9 “PPE” means Personal Protective Equipment

2.10 “SDS” means Safety Data Sheets

2.11 “EMR” refers to Electrical Machinery Regulations

2.12 “ERW” refers to Environmental Regulations for Workplaces

2.13 Principal Contractor means an employer appointed by a Client to perform Construction Work

2.14 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 Qualifications Framework Act, 2000 (Act No. 67 of 2000), those qualifications and 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

2.15 OHS Plan means a site, activity or project specific documented plan in accordance with the Client’s Health & Safety Specification

2.16 Health & safety File means a file or other record containing information in writing required by Construction Regulations 2014.

2.17 Hazard Identification and Risk Assessment and Risk Control (HIRA) means a documented plan, which identifies hazards, assesses the risks and detailing the control measures and safe working procedures, which are to be used to mitigate and control the occurrence of hazards and risks during construction or operation phases.

2.18 The Act means, unless the context indicates otherwise, the Occupational Health and Safety Act, 85 of 1993 and Construction Regulations 2014 promulgated there under, (OHSA).

2.19 Hazard means a source of or exposure to danger

2.20 Risk means the probability or likelihood that a hazard can result in injury or damage.

2.21 Occupational Health Practitioner refers to either Doctors or Nurses with the following requirements:

Doctors

(a) Registered and in good standing with the Health Professions Council of South Africa (HPCSA)

(b) has a tertiary qualification in Occupational Health or Medicine which is registered as an additional qualification with HPCSA or

(c) be registered as a specialist in Occupational Medicine with HPCSA

Nurses

(a) registered and in good standing with the South African Nursing Council (SANC) and

(b) have a tertiary qualification in Occupational Health Nursing that is recognised and registered with SANC

2.22 dead means at or about zero potential and isolated from any live system;

2.23 earthed means connected to the general mass of earth in such a manner as will ensure at all times an immediate safe discharge of electrical energy;

2.24 "live" or "alive" means electrically charged

2.25 portable electric tool means any electrically operated implement, with the exception of ordinary household electrical appliances, which is designed for use with-

(a) a flexible cord at the supply end and which is intended for use by hand and which is to be carried by hand at the place of work; or

(b) a flexible cable at the supply end and which is intended for use by hand and which is to be moved by hand at the place of work;

2.26 electrical installations means any machinery, in or on any premises, used for the transmission of electricity from a point of control to a point of consumption anywhere on the premises, including any article forming part of such an electrical installation irrespective of whether or not it is part of the electrical circuit, but excluding

(a) any machinery of the supplier related to the supply of electricity on the premises;

(b) any machinery which transmits electrical energy in communication, control circuits, television or radio circuits

(c) an electrical installation on a vehicle, vessel, train or aircraft; and

(d) control circuits of 50 V or less between different parts of machinery or system components, forming a unit, that are separately installed and derived from an independent source or an isolating transformer.

2.27 installation work means:-

(a) the installation, extension, modification or repair of an electrical installation;

(b) the connection of machinery at the supply terminals of such machinery; or

(e) the inspection, testing and verification of electrical installations for the purpose of issuing a certificate of compliance;

2.28 point of supply means the point at which electricity is supplied to any premises by a supplier;

2.29 hand-powered lifting device means lifting device consisting of one or more sheave components reeved with chains; steel rope or fibre ropes; used solely for the raising and lowering of a load or for moving it horizontally and includes chain blocks; lever hoists; hand chain hoists; steel-wire rope pullers and winches; but does not include hand-powered hydraulic lifting devices

2.30 Lifting machine means a power driven machine that is designed and constructed for the purpose of raising or lowering a load or moving it in suspension; but does not include an elevator; escalator or hand-powered lifting device

2.31 lifting tackle means chain slings; wire ropes slings; woven webbing slings; master links; hooks; shackles and swivels; eye bolts; lifting or spreader beams; tongs; ladles; coil lifters; plate lifting clamps and drum lifting clamps used to attach a load to a lifting machine.

3.1 Leadership and Commitment

The Contractor acknowledges the KZN Department of Health's strong commitment to Health and Safety and the Contractor affirms that it has a written Health and Safety Policy, and is actively supported and endorsed by the Contractor's management. The Contractor represents that its written policy is widely disseminated and understood among its employees, and that its policy includes a description of the Contractor's organization, procedures and methods of communication to and from personnel. The Contractor must provide copies of its policy and policy statement to Department of Health (DOH).

3.2 Legal Requirements and Regulations for Health and Safety

The Contractor warrants that it is familiar with the contents and implications of the applicable Legislation; codes of practice, guidelines and standards applicable to the services to be provided. The Act and the Regulations, where applicable, require development and implementation of Work Method Statements for a range of high-risk activities, which, where applicable, the Contractor must develop and implement. The Contractor must ensure that its personnel and its subcontractor's personnel have been informed of all such laws, Acts, regulations, codes of practice, guidelines and standards.

3.3 Contractors' General Requirements for Health and Safety

The Contractor is solely responsible for carrying out the work under the Contract having the highest regard for the health and safety of its employees, the KZN Department of Health's employees and persons at or in the vicinity of the Site, the Works, temporary work, materials, the property of third parties and any purpose relating to the Contractor carrying out its obligations under this Contract.

The Contractor must initiate and maintain safety precautions and programs to conform to all applicable Health and Safety laws or other requirements, including requirements of any applicable government instrumentality and DOH institutions site requirements.

The Contractor must, at its own cost, erect and maintain safeguards for the protection of workers and the public. The Contractor must manage all reasonably foreseeable hazards created by performance of the work.

The Contractor must:

- Provide all things and take all measures necessary for maintaining proper personal hygiene, ensuring safety of persons and property and protecting the environment at or near the Site
- Avoid unnecessary interference with the passage of people and property at or near the Site
- Prevent nuisance and excessive noises and unreasonable disturbances in performing the Services
- Be responsible for the adequacy, stability and safety of all of its site operations.
- Costs for the above are borne by the Contractor
- The Contractor must comply and is responsible for ensuring that all of its Sub-contractors comply with the relevant legislation(s) and statutory regulations for health and safety, the KZN Department of Health's Health & Safety requirements included in the Contract and other document pertaining to health & safety contained in the Program Health & Safety Management System and include standards, policies, procedures, guidelines and safe work instructions
- The contractor must appoint a Competent Safety Officer who will ensure that OHS Act and its regulations are implemented.
- The contractor must appointment a full time Safety Officer to ensure compliance on site.

3.4 Contractor's Health and Safety Management Plan

- The Contractor must prepare, implement and administer the Contractor's Health and Safety Management Plan.
- The Plan must be in writing and must be forwarded to the OHS Department prior to mobilisation to the site.
- The Health and Safety Management Plan must comply with this specification including Site Rules & Requirements, and applicable law relating to workplace health, safety and environmental standards.
- Any proposed amendments or revisions to the Contractor's Safety Management Plan must be submitted to DOH for acceptance.

- The Health and Safety Management Plan must provide a systematic method of managing hazards according to the risk priority and must include all mobilisation and site set-up activities.
- The Plan must be presented and accepted by DOH BEFORE permission will be granted to the Contractor to mobilise to site
- The Plan will be audited for completeness by the KZN Department of Health.
- The contractor shall comply with the requirements of CR 7

The Plan must be presented and accepted by DOH BEFORE permission will be granted to the Contractor to mobilise to site

3.5 Minimum requirements for a safety plan:

- The plan shall demonstrate management's commitment to safety and include, but not be limited to, the following minimum auditable elements:
- The Contractors' Safety Policy.
- How safety responsibilities are assigned to different roles within the organisation. Identification of role of Safety Coordinator, and on-site managers
- Selection, placement and training procedures, including induction and ongoing training in 'Basic Safe Work' and Occupational Health & Safety training for newly hired or promoted supervisors.
- Occupational Health & Safety communications and meetings, including daily safe task instructions and project safety meetings.
- Assessment of sub-contractors and Service Providers, including requirements for Health & Safety Plans.
- Safety awareness.
- Nomination of personnel to carry out safety inspections.
- Contractor senior management involvement
- Rules and regulations including safety procedures the Contractor has in place for recurring work activities
- Personal protective equipment rules.
- Control of dangerous and hazardous substances

- System of hazard identification and risk control, such as Risk assessments, Daily Safe Task Instructions and communication.
- Verification procedures including
- Daily site safety inspections and audits
- Inspection of plant, tools and equipment prior to introduction to site and at least monthly thereafter
- Accident/incident reporting, recording, investigation and analysis, which ensure that corrective action, are taken and this action is communicated to report initiators
- Evacuation and emergency planning
- Rehabilitation procedures that encourage an early return to work
- Record keeping, including details of what is kept and for how long

4. Hazard Identification, Risk Assessment and Risk Control

- The development of a work scope and activity risk profile identifying and considering, safety, health and environmental hazards and exposures.
- Controls to manage risks identified within the risk profile will be formalised and implemented
- The hazard identification and risk assessment process for specific operations and activities and for new activities identified after the development of the project/work scope and activity risk profile.
- The process to be used to review the effectiveness of risk controls
- Workplace hazard inspections shall be effected
- The implementation of a safety observation and coaching process conducted as a minimum by persons in leadership roles
- Method by which daily activities will be assessed for hazards and controls defined before work commences

5. Risk Assessment

- The principal contractor must, before the commencement of any work and during such work, have risk assessments performed by a competent person appointed in written.

The risk assessment should include-

- (a) the identification of risks and hazards to which persons may be exposed to
 - (b) an analysis and evaluation of the risks and hazards identified based on a documented method
 - (c) a documented plan and applicable safe work procedures to mitigate reduce or control the risks that have been identified
 - (d) a monitoring plan and
 - (e) a review plan
- Furthermore, the contractor shall conduct job/task specific risk assessment. Communication of the risk assessments shall be kept in the OHS file.
 - Risk assessment must be performed by a trained risk assessor who has been appointed in writing.
 - The principal contractor shall comply with the requirements of CR 9

5.1 Task Specific Risk Assessment

- Prior to the commencement of each work activity, a Task Specific Risk Assessment (HIRA) is completed; documented and submitted to KZN Department of Health for approval prior to the task commencing.
- The purpose of this exercise is to identify all potential hazards associated with the Work and the work environment, assess the risk these hazards present and then to provide risk control action that deals with those hazards, as well as providing to the workforce involved in the particular work activity, details of any hazards and the proposed controls.

The Task Specific Risk Assessment must:

- Describe the operation to be performed in the sequence of the basic job steps.
- Identify the hazards or potential hazards at each step.
- Identify the possible consequences for each hazard at each step.
- Assess and rate each hazard
- Recommend measures that will be applied to minimise risk
- Identify the site rules and work instructions applicable to the task
- Describe how the hazard is controlled such that the residual risk is as low as reasonably practicable and is acceptable to the work crew.
- Be reviewed prior to each shift.
- Be acknowledged by way of signature of all personnel involved in the work activity

6. Safety Method Statements

- The Contractor must submit Safety Method Statements to the KZN Department of Health's OHS Department for approval prior to the task commencing.
- The Task Items listed in the Safety Method Statement must tie up with the task items being assessed in the Task Specific Risk Assessment document.
- The Safety Method Statement must detail in a step by step and methodical manner how the task is to be done from beginning to the end and must indicate what tools/equipment will be used at each stage and/or how the work area is to be accessed.

7. Hazardous Materials

- The Contractor must set out its policy for the use, transportation, handling and storage of fuel and hazardous materials considering the legislative requirements.
- The Contractor must ensure that all hazardous materials and waste products are disposed of in accordance with applicable laws and regulations.

8. Incident Management

- The principal contractor must appoint in writing a competent incident investigator.
- Incident management plan must be developed and implemented by the principal contractor
- All incidents must be investigated and recorded
- Reportable incidents must be reported to the Department of Labour
- Incidents must be reported to DOH within 24 hours of occurrence
- An incident register must be kept on site.
- Incident investigation report inclusive of corrective measures must be submitted to DOH

9. Emergency Preparedness and Procedures

- The principal contractor must develop an emergency procedure
- The emergency procedure must have; but not limited to:
A detailed response procedure; list of key personnel; details of emergency services;
Steps to be taken in the event of each and every specific type of emergency
- The emergency procedure must be communicated to all employees
- Emergency numbers must be known to all employees and key numbers posted on work areas.

10. First Aid Equipment

- The principal contractor must appoint in writing a competent first.
- The appointed first aider must be in possession of First Aid Level 2 certificate.
- The contractor must provide his own first aid box
- First aid incidents are to be recorded on a first aid register

11. Unsafe Acts and Conditions

- The Contractor must implement a system to recognise, correct, and report unsafe acts and conditions associated with all site activities.

12. Occupational Health & Infection control

- The contract may expose employees to biological agents; contractors must ensure that an adequate risk assessment is prepared and identifies the biological agents and controls thereof.
- Appropriate PPE must be used at all times

13. Ergonomic risks

- The contractor must identify all ergonomic risks
- The contractor must comply with Ergonomics Regulations; 2019

14. Extreme weather conditions

- If weather conditions pose a threat to Health & Safety of employees, be it extreme heat, cold, lightening or any weather condition, the Principal must apply appropriate safety measures.
- For hot environments; cool portable water shall be provided.

15. Medical Certificates of Fitness

- Prior to commencement of works; the principal contractor must submit valid medical certificates of fitness for all employees
- DOH will only accept Medical certificates of fitness obtained from an authorised Occupational health Practitioner
- A procedure to cater for employees with limitations must be developed and implemented by the contractor.
- Employees without valid medical certificates will not be allowed on site.

16. Vehicles; Plant and Equipment

- The contractor must implement and comply with OH&S Act - Electrical Machinery Reg. 9, Driven Machinery Reg. 1 – 20, Electrical Machinery Regulations and Electrical Installation Regulations.

- The Contractor must supply, at his cost, all items of plant and equipment necessary to perform the work and must maintain all items in good order and condition.
- Plant and equipment brought into site must be subjected to inspections
- A list of all plant and equipment must be kept on site
- The contractor must ensure that vehicles and mobile plants comply with the requirements of CR 23
- Vehicles and mobile plants must be inspected daily before use and records thereof must be kept
- Competent personnel must be appointed to use and manage mobile plants.

17. Personnel Protective Equipment/Clothing (PPE)

- The contractor must provide suitable and adequate PPE to all his/her employees
- PPE must be issued to all workers free of charge and a record of issuing must be kept
- Training must be provided to all employees to ensure they know how to use and maintain their PPE
- The contractor must comply with the requirements of General Safety Regulations

18. Working in Existing Operations

- Work must be carried out such that no interference is caused.
- Any work which requires section of the Plant to be taken out of operation with resultant interruption to production and/or other activities must be carried out in the absolute minimum of time and be on the basis of the Contractor working around the clock (within legal parameters) for the duration of such work.
- The times when work of this nature can be carried out must be arranged with DOH

19. Lock-out Procedures

- In operating areas lock out procedures must be done in conjunction with the hospital's representative and communicated to affected parties timeously.
- There must be a separate set of procedures that cover the requirements for lockout, commissioning, start-up and hand over of the completed works.

20. Housekeeping and general safeguarding on site

- The contractor must comply with the requirements of Environmental Regulations for Workplaces (ERW) and CR 27

- The site must be kept neat and clean at all times
- Accumulated waste must be removed regularly as per the contractors waste management plan.
- The contractor must appoint in writing a competent stacking storage supervisor
- The contractor must comply with the requirements of GSR and CR 28

21. Fire precautions on site

- The contractor must comply with the requirements of ERW and CR 29
- The contractor must provide compliant fire-fighting equipment
- The contractor must appoint a competent person to deal with fire outbreaks on site.

22. Employee Facilities on site

- The contractor must provide adequate facilities on site i.e. toilets; eating areas; changing areas and showers etc.
- Employee facilities must be kept clean at all times
- The contractor must comply with the requirements of CR 30

23. Portable electric tools

- The contractor must appoint a competent person who will be responsible for the inspection of portable electrical tools
- Electrical tool list must be kept in the file
- Tagging systems may be used to separate inspected and safe equipment and faulty equipment
- Electrical tools must be kept in a safe state and removed once noted as faulty
- The contractor must comply with the requirements of EMR 10

24. Management and Supervision of construction work

- The principal contractor must appoint in writing a full time competent person as construction Manager with the duty of managing all construction works on a single site; including the duty to ensure OHS compliance.
- The principal contractor may appoint in writing one or more assistant construction managers where deemed necessary

- The appointed construction manager may not manage any other construction sites other than the site in respect of which he/she has been appointed
- The principal contractor must employ a full time competent Health and Safety Officer for this project
- A construction manager must appoint construction supervisors responsible for construction activities and ensuring health and safety compliance on site.
- The contractor must comply with the requirements of CR 8

25. Minimum contents of a health & safety file

- The Principal contractor must open and keep a safety file on site
- The safety file must include all documentation required in terms of the OHS Act and the regulations
- The safety file must be made available to the DOL inspector and the client (KZN DOH representative)
- The principal contractor must comply with the requirements of CR 7

26. Management of Covid-19

- The contractor must appoint in writing a covid-19 compliance officer
- The contractor must develop a covid-19 management policy & procedure
- The contractor must provide handwashing facilities; where not possible; a sanitising agent to the employees; free of charge
- The contractor must comply with the requirements of Disaster Management Act and regulations

27. Smoking

- The Contractor must not permit smoking at the Site except within designated smoking areas.

28. Intoxicating Liquor or Drugs

- The contractor must implement and comply with OH&S Act – General Administrative Regulation 10
- Any person found on the site or attempting to enter site, in possession of or consuming intoxicating liquor or illegal drugs or considered unfit for work from the apparent influence of intoxicating liquor or illegal drugs or prescription drugs, must be removed from the site.

29. Training and Competency

- Prior to the commencement of the work, the Contractor must provide current documentation to the satisfaction of DOH verifying that the Contractor's personnel are competent and have the appropriate qualifications, job skills and training as required by this Contract and applicable laws.
- The Contractor must ensure that all his employees and his Sub-Contractors' employees working on the site are adequately trained in the type of work to be performed, are trained in relevant procedures and have the appropriate qualifications, certificates and are under competent supervision.
- Training records are to be maintained on site.

30. Induction in Health and Safety

- The Contractor must ensure that no employee of the Contractor or its subcontractors, including transport and delivery Contractors entering the site delivering materials and/or equipment, must proceed to enter the Site or any operations area until they have received all training required under applicable laws and regulations, including, but not limited to, work activity inductions and the KZN Department of Health's Site-specific induction.
- The Contractor must also prepare and present to all its employees its own Contractor Induction, explaining the Contractor's Safety Management Plan, the Contractor's Rules, the obligations imposed by the Occupational Health and Safety Act and Regulations.
- The contractor must comply with: OH&S Act - Section 8

31. Fundamental health and safety requirements

Before any work commences, proof of and the following non-negotiable deliverables are required:

- Incident investigation training by Construction Manager and or Safety Officer
- Letter of good standing with the Workman's Compensation Commissioner
- Legal liability training of all Supervisors and Construction Managers
- Public Liability Insurance

- Competency training certificates of people to execute the job
- Method statements for work to be conducted
- Risk Assessments for every Job/Task
- Signed legal appointments as required by legislation
- Contractors' Safety Officer CV and competency certificates
- Health and Safety Management Plan
- Health and Safety file
- All equipment to be on a current register, backed up by relevant test certificates
- A Medical fitness certificate for each employee with Annexure 3 completed per employee
- Proof of induction (Contractor induction training)

32. Close out report

- The Health & Safety file for the Principal contractor and all contractors requires closure and handover to the client at the completion of the project. Documentation required includes all records from the start of the project.
- Daily or monthly plant inspection records are not required unless they are related to an incident.
- All records to be in electronic format and submitted to DOH for approval before final submission.

The list of documents to be submitted includes but not limited to:

- Client specification
- Principal contractor's OHS plan
- Covid-19 management plan
- Organogram/s
- Legal appointments
- Letters of good standing for the project
- Incident records
- Non-conformance records
- Audits
- Method statements
- Risk assessments

- Safe work procedures
- Medical certificates of fitness
- And any other document that may be requested by DOH

33. OMISSIONS FROM HEALTH SAFETY AND REQUIREMENTS SPECIFICATION

By drawing up this OHS specification, DOH has endeavoured to address the most critical aspects relating to OHS issues in order to assist the contractor in adequately providing for the health and safety of employees on site. Should DOH not have addressed all SHE/Q aspects pertaining to the work that is tendered for, the contractor needs to include it in the SHE plan and inform DOH of such issues when submitting.

Contractor's Acceptance & Acknowledgement of the Health & Safety Specification:

I, _____ (print name in full), the undersigned responsible person (Contractors 16.1/16.2 Appointee) for:

_____ (Company Name)

declare that I have read, understood and accept the responsibilities and requirements of this Health & Safety Specification for the project: KZN College of Nursing- Iris Marwick: Installation of backup diesel generator will ensure that this Health & Safety Specification is communicated to the relevant parties so that the requirements hereto can be complied with.

Contractor's Responsible Person
(16.1/ 16.2 Appointee)

Date