



**Site Specific Health and Safety Specification in terms of 2014
 Construction Regulations 5.1(b)**

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| Document Title | Site-Specific Health and Safety Specification |
| Client | eThekweni Transport Authority |
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1. DEFINITIONS

To this Construction Health and Safety Specification, all definitions in the Occupational Health and Safety Act and Regulations, the abbreviations and the definitions given hereunder shall apply; where definitions may overlap, the most onerous requirement shall apply:

| Acronym or Definition | Meaning |
|--------------------------------|--|
| Agent | Refer to the Agent appointed by the Client to act on its behalf, and who is appointed in writing |
| CHSS | Refers to this document as the Construction Health and Safety Specification |
| Client | Refers to eThekweni Municipality |
| COIDA | Means Compensation for Occupational Injuries and Diseases Act 130 of 1993 |
| Construction Site | This means the premises and grounds where construction work is being performed |
| Principal Contractor | Means an employer appointed by the Client to perform construction works |
| CR | Refers to the Construction Regulations of 2014 |
| DSTI | Refer to a documented daily safe task instruction compiled and issued by a contractor and trained to all relevant employees |
| H&S | Refers to Health and Safety |
| Medical Certificate of Fitness | Means a valid medical certificate of fitness issued by an occupational medicine practitioner, such medical testing shall be relevant to the risks of the construction work on the construction site and shall conform to the Occupational Health and Safety Act and Regulations and to the requirement of this Health and Safety Specification |
| Method Statement | Refer to a document detailing the key activities to be performed in order to reduce as reasonably as practicable the hazards identified in the Risk Assessment |
| OHSA | Refer to the Occupational Health and Safety Act |
| Regulations | Refer to the Regulations stipulated in the OHSA |
| S | Refer to a section in the OHSA |
| SACPCMP | Means the South African Council for the Project and Construction Management Professions |
| Sub-Contractor | Means an employer appointed by the Principal Contractor |
| RRM | Road reserve maintenance work |
| SADC | Southern Africa Development Community |

2. PROJECT DESCRIPTION

Description of Works

The works will take place in the eThekweni municipality (city wide) in various Wards and includes, inter alia, the following:-

- Supply of all material, labour and required equipment
- Site Clearance
- Layerworks forming the new asphalt Sidewalks
- Kerb & Channel for sidewalks
- Manholes and Appurtenant Drainage Works
- Placing, Laying & Compacting 100mm thick G2 crusher run, Compacted to 98% Mod AASHTO
- Laying of 25mm Asphalt (Mix A), Compacted to 96% Marshall
- Ancillary Works
- Protection works
- Landscaping
- Retaining walls
- Speed humps
- Guardrails
- Road Marking, Road Signs and road studs
- Any other work related to the works
- Access widening
- Intersections widening
- Installation of clear view fencing
- Gabion mattresses

3.LIMITATIONS OF LIABILITY

The Client or its Agent shall not be responsible for any acts or omissions of any contractor which may directly or indirectly result from the application of the CHSS or any project specific version thereof.

All contractors must ensure that articles, work, equipment, machinery, plant and work practices are, always compliant to the legal requirements as these apply.

The Client or its Agent shall limit its responsibility to the application of the Construction Regulations Clients Requirements only.

The Principal Contractor shall enter into a Mandatory Agreement with the Client, as defined in Section 37(2) of the Occupational Health and Safety Act.

The Principal Contractor shall ensure that each contractor appointed by the Principal Contractor and each sub-contractor appointed by a contractor also into a Mandatory Agreement with the Principal Contractor, as defined in Section 37(2) of the Occupational Health and Safety Act. These agreements shall be included in the Principal Contractor's H&S File on site and be valid for the duration of the contractors' work on the construction site.

4. PURPOSE OF THE CONSTRUCTION H&S SPECIFICATION

This document defines the minimum management requirement that is to be implemented by the Principal Contractor/Contractor for the management of Health and Safety on any eThekweni Municipality project.

The aim of this document is to present the health and safety aspects that need to be controlled and managed on the project.

This Health and Safety specification identifies and encompasses the working behaviours and safe work practices that are expected of all employees, Vendors and Contractors, Sub-Contractors, and Visitors, engaged on construction site.

Providing a guideline to comply with best Health & Safety practices and the Occupational Health and Safety Act85/1993 as amended, including reference to applicable legislative requirement.

5. PROJECT HEALTH AND SAFETY COST

The Client must ensure that potential Principal Contractor submitting tenders have made adequate provision for the cost of health and safety measures.

The Principal Contractor shall allow in their cost provision for complying with the requirements of this CHSS; resources for the following H&S controls shall be in place.

| | H&S cost item | Description |
|----|------------------------------------|---|
| 1. | Construction Safety Officer. | Construction safety officer is required to ensure that the health and safety plan is implemented on site. |
| 2. | Medical certificate of fitness. | Medical examination of all employees and certification of fitness by an Occupational Medicine Practitioner |
| 3. | Personal Protective Equipment. | PPE to be provided as per risk exposure, including but not limited to: respiratory, adapted hearing protection, adapted hand protection, adapted eye and head protection. |
| 4. | Public protection and barricading. | To reduce risk exposure to the employees and members of the public. |
| 5. | Training and competency. | Occupational Health and Safety Training in accordance with the skills matrix included in the approved H&S Plan. |
| 6. | Dust mitigation. | To reduce dust exposure to the employees and the public |
| 7. | Employee facilities. | Refer to the Facilities Regulations (drinking water, change facility, personal lockers, and wash facilities, eating facilities. |
| 8. | First Aiders. | Standard first aid training. |
| 9. | Traffic Safety Officer | Traffic Safety Officer is required to ensure that the traffic management system is safely implemented on site. |
| 9. | Other. | Items not indicated in the Specification |

6. SCOPE AND DESCRIPTION OF WORK

Scope of Works

- Site Clearance
- Concrete Work
- Earthworks: Bulk
- Earthworks for Pipe Trenches
- Earthworks for Concrete Lined Canals
- Earthworks for Structures
- Lime Stabilisation
- Graded Crushed Stone
- Cement Treated Graded Crushed Stone
- Road Asphalt
- Pre-coated Stone Chippings
- Kerbs and Haunches
- Sidewalks, Footpaths and Median Areas
- Steel Guardrails & Conc. Median Barriers
- Concrete Interlocking Block Surfaces
- Water bound Macadam Base
- Dump rock Subgrade Improvement
- Concrete Surface to Roads
- Slurry Sealing
- Single Seal Surface Treatment
- Protection Works
- Pre-stressing
- Reinforced Earth
- Piling
- Bearings
- Structural Work
- Pavement Layers of Gravel Material
- Stabilisation of Gravel Base
- Surface Treatment: Modified Binder
- Pressure Pipelines: Steel
- Pressure Pipelines: Other Than Steel
- Non-Pressure Pipelines and Pc Culverts
- Manholes and Appurtenant Drainage Works
- Pipe Jacking
- Lateral Support Systems
- Pump Stations: Sewage
- Reinstatement
- Road Signs
- Road Markings

7. COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT

The Principal Contractor, each contractor and each sub-contractor shall submit proof of Good Standing with the COIDA Commissioner or a Mutual Association licensed in terms of Section 30 of COIDA, prior to starting any work on site.

A copy of the Letter of Good Standing with the COIDA Commissioner must be included in the H&S Plan of each contractor working on the site and must remain updated for the duration of the construction work.

8. NOTIFICATION OF CONSTRUCTION WORK

The Principal Contractor must at least 7 days before that work is to be carried out notify the provincial director in writing in a form like Annexure 2 if the intended construction work will—

Include excavation work.

Include working at a height where there is a risk of falling.

Include the demolition of a structure; or

Include the use of explosives to perform construction work.

A contractor who intends to carry out construction work that involves construction of a single-storey dwelling for a client who is going to reside in such dwelling upon completion, must at least 7 days before that work is to be carried out notify the provincial director in writing in a form like Annexure 2

9. MANAGEMENT AND SUPERVISION OF CONSTRUCTION WORK

9.1 Construction Manager

The Principal Contractor shall appoint a full-time competent person as the Construction Manager with the duty of managing all construction on the site including the duty of ensuring occupational health and safety compliance.

The Construction Manager must demonstrate competency in relation to work being performed and the ability to manage construction work which may include making all statutory appointments in terms of health and safety.

9.2. Construction Safety Officer

The Principal Contractor shall appoint a competent Construction Safety Officer for the construction work. The Construction Safety Officer shall be full/part time on the construction site for this project.

The Safety Officer shall be registered with the South African Council for the Projects and Construction Management Professions. Proof of competence and registration of the appointed Construction Safety Officer must be included in the H&S Plan.

9.3. Construction Supervisor

A Construction Manager must in writing appoint construction supervisors responsible for construction activities and ensuring occupational health and safety compliance on the construction site.

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 subregulation (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.

10. PRINCIPAL CONTRACTOR'S HEALTH AND SAFETY PLAN

The Principal Contractor shall submit a suitable, sufficiently documented and coherent specific health and safety plan based on the Client documented Health and Safety Specification. The health and safety plan shall include but not limited to the following

- Introduction.
- Project Details.
- Full Description of the works.
- Objectives and Targets for the Project.
- Implementation of the Client Health and Safety Specification.
- Management of construction and supervision.
- Compensation of Occupational Injuries and Diseases Act 130 of 1993 (COIDA).
- Notification of construction work.
- Sub-Contractor and Supplier Management.
- Hazard Identification, Risk Assessment & Risk Control.
- Monitoring and review plan.
- Written Safe Working Procedures.
- Excavation method statements.
- Water Environments.
- Incident Management & First Aid.
- Emergency Evacuation Plan/Procedures.
- Fire Prevention & Protection on Construction Site.
- Public/Pedestrian Safety.
- PPE Provision and Maintenance on Construction Site.
- Health & Safety Signage on Construction Site.
- Construction Vehicles and Mobile Plants.
- Hand & Electrical Tool Management.
- Construction Employees Facilities.
- Health & Safety Policies.

- Health and safety training & competencies.
- Housekeeping and general safeguarding on construction Site.
- Hazardous chemicals.
- Site barricading.
- Traffic accommodation on site.
- Induction.
- Medical certificates of fitness.
- Site Security.
- Stacking and storage on construction sites.
- Heat stress.
- Transportation of employees to different sites.
- Provision of drinking water.
- Manual handling of heavy objects.
- Refuelling and maintenance of brush cutters on-site.
- Removal of waste on construction site.
- Internal and external Audit.
- Site inspection and keeping of records/registers.
- Toolbox talks.

11. HAZARD IDENTIFICATION AND RISK ASSESSMENT

The Principal Contractor shall before the commencement of any construction and during such construction works have risk assessments performed by the appointed competent person in writing which forms part of the health and safety plan to be applied.

The provisions of Regulation 9 of the Construction Regulations shall be followed in every detail.

12. HEALTH AND SAFETY FILE

The Client must discuss and negotiate with a Principal Contractor the content of the Health and Safety Plan and thereafter finally approve the Health and Safety plan for implementation. The recommended Health and Safety file shall include the following:

- Copy of Construction Work Permit (Where applicable)
- Notification of Construction Work
- Client Health & Safety Specification
- SHE Policy
- Principal Contractor Health & Safety Plan
- Updated letter of good standing with Commissioner
- Section 37.2 Mandatory Agreement
- Contractor appointment letter in terms of CR 5.1(k)
- Organogram as per appointments
- Legal appointment letters and competencies (Construction Manager, Construction Supervisor, Traffic/Construction Safety Officer, Risk assessor, Incident Investigator, First

aider, Fire equipment Inspector, Construction Vehicle and Mobile Plant, Excavation Supervisor and Health and safety representative) etc.

- Risk Assessments as per scope of work
- Written Safe Working Procedures as per scope of work
- Applicable Inspection Registers
- Incident/Accident Management Procedure/Policy, Register and relevant forms (Annexure 1, Wcl2) etc.
- Award letter from SCM
- Latest copy of OHS Act and other relevant regulations
- Environmental Management Plan Procedures (Dumpsite, Water provision, Ablution, Waste management, Concrete works, Refuelling and spillage management, hazardous chemicals storage and disposal, Environmental awareness training, Protection of heritage, site demarcation etc)
- Health and Safety Induction programme
- Site Emergency Evacuation Plan
- Key Personnel contact numbers
- Site Safety Rules
- Medical Records – Medical Fitness Certificate
- Toolbox Talks Programme
- Material Safety Data Sheets and Hazardous Chemical Register.
- First Aid box and competent first aider
- Traffic management plan
- Subcontractor appointments and the subcontractors list.
- Site SHE internal and external audit records.
- Personal protective equipment issuing and maintenance records.

13. CLOSE-OUT CONSOLIDATED HEALTH AND SAFETY FILE

The Principal Contractor shall compile a consolidated H&S file and hand over to the Business Unit, OHS Unit will conduct a project close out using the appropriate checklist before the completion of the project.

14. INDUCTION AND HEALTH AND SAFETY AWARENESS

The Principal Contractor shall ensure that all employees have gone through the induction training before commencing duties on site.

The Principal Contractor must ensure that all visitors to the construction undergo health and safety induction pertaining hazards prevalent on the site and ensure that visitors have appropriate PPE. The Principal Contractor must at all times on his or her construction site keep records of health and safety induction training.

14.1 Health and Safety Training

The Principal Contractor shall ensure that employees are trained on health and safety measures this shall include but not limited to:

- Written Safe Working Procedures
- Risk Assessments

- Health and Safety Plan and other policies
- Emergency Management Plan
- Incident management procedures
- Environmental management procedures
- Induction
- Toolbox Talks
- MSDS
- Traffic management plan

15. INCIDENTS MANAGEMENT & FIRST AID

All incidents and accidents as per Section of the Act must be reported, recorded and investigated as per General Administration Regulation 8 & 9

Where a fatality or permanently disabling injury or incident occurs on the Construction site, the Client must ensure that the Principal Contractor provides the Provincial Director with a report contemplated in Section 24 of the Act and the report includes the measures that the Principal Contractor intends to implement to ensure a safe construction site.

16. HEALTH AND SAFETY AUDITS

The Client must ensure that periodic health and safety audits are conducted at intervals mutually agreed upon between the Principal Contractor and the Client at least every 30 days, the copy of the health and safety audit report must be provided to the Principal Contractor within seven days after the audit.

17. FIRE PRECAUTIONS ON THE CONSTRUCTION SITE

The Principal Contractor shall provide suitable fire extinguishers which shall be serviced regularly by the manufacturer recommendations.

Safety signage shall be prominently displayed in all areas where fire extinguishers are located. The Principal Contractor shall arrange for training of the relevant personnel, in the use of fire extinguishers.

The provisions of Regulation 29 of the Construction Regulations as well as Regulation 9 of Environmental Regulation for Workplaces shall be followed in every detail.

18. ELECTRICAL INSTALLATIONS AND MACHINERY ON THE CONSTRUCTION SITE.

The Principal Contractor shall designate a competent electrician in writing who shall control all electrical installations.

All temporary electrical installations used by the contractor are inspected at least once a week by a competent person and the inspection findings are recorded in a register kept on the construction site.

All Electrical machinery is inspected by the authorized operator or user daily using a relevant checklist before use and the inspection findings are recorded in a register kept on the construction site.

The provisions of Regulations 5, 6 & 9 of the Electrical Installation Regulations shall be followed in every detail.

19. PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING.

The Principal Contractor shall ensure that every employee is issued with, and wears SANS-approved P.P.E. as per the conducted risk assessment.

Failure to use protective equipment as per the risk assessment shall require disciplinary intervention and this process shall be documented in the induction.

No employer shall in respect of anything which he is in terms of this Act required to provide or to do in the interest of the health or safety of an employee make any deductions from any employee's remuneration or require or permit any employee to make any payment to him or to any other person.

The provisions of Regulation 2 of the General Safety Regulations shall be followed in every detail.

20. OCCUPATIONAL HEALTH AND SAFETY SIGNAGE

The Principal Contractor shall erect and maintain quality safety signage

The signage shall include but is not limited to:

- Traffic control signs.
- Emergency telephone number(s)
- PPE to be worn at the site
- When falling objects may occur, relevant barricading and warning signs must be erected

21. DUTIES OF PRINCIPAL CONTRACTORS AND CONTRACTORS

Contractors and sub-contractors must be given a copy of the H&S specification and any additional specification issued by the Client and shall comply with these specifications integrally. All employers working on the site shall conform to the standard in the CHSS. All the duties of the Principal Contractor in this CHSS equally apply, in full, to contractors of such Principal Contractor and to sub-contractors of such contractors.

The Principal Contractor shall ensure that the comprehensive and updated list of all the contractors and sub-contractors on site includes:

- A reference to the agreements between the parties, including all contractors Section 37(2) agreements with the Principal Contractor
- The type of work being done
- The date of the approval of the H&S Plan
- The date of expiry of the COIDA certificate of good standing
- Appointments and competencies.
- Medical certification of employees.
- The date of the last monthly audit.

The provisions of Regulation 7 of the Construction Regulations shall be followed in every detail.

22. EXCAVATION WORK

- The Principal Contractor must ensure that all excavation work is carried out under the supervision of a competent person who has been appointed in writing for that purpose.
- The Principal Contractor shall take cognisance of the geotechnical study pertaining to the conditions of the construction site and must plan all excavation work in accordance with the recommendations of the professional engineer.
- The Principal Contractor must ensure that every excavation, including all bracing and shoring, is inspected daily, prior to the commencement of each shift and that no person enters the excavation or works in a risk zone until the excavation is assessed and declared safe.
- All excavations must be left open for the minimum of time required and those that are left open on the site must be protected by a barrier or a fence of at least one meter in height as close to the excavation as is practicable. The protective barrier or fence must adequately prevent persons from falling into the excavation and barrier taping is not sufficient for this purpose
- Excavation shoring and bracing, if required shall be designed by a designer appointed in writing who shall inspect and approve the installed shoring and bracing
- Where persons work, inspect or test excavations, warning signs must be in place next to an excavation

The provisions of Regulation 13 of the Construction Regulations shall be followed in every detail.

23. PUBLIC HEALTH AND SAFETY

The site shall at all times be secured to prevent the unauthorized access of persons to construction risk areas.

Appropriate health and safety signage shall be posted and access control to site must be exercised via a single access point.

All members entering the site must indicate in what capacity they are visiting the site.

The access point must be designed and constructed to allow for temporary parking, entry of construction vehicles, entry of personnel transport vehicles and entry of individual workers and other persons.

The principal Contractor shall ensure that each person visiting the site shall be inducted to the site and such abridged induction shall outline the hazards from on-site activities and the precautions to be observed to avoid or minimize those risks

Visitors must only enter when accompanied by a responsible person designated by the Principal Contractor.

24. CONSTRUCTION EMPLOYEES FACILITIES

The Principal Contractor shall provide at or within reasonable access of every construction site, the following clean, hygienic and maintained facilities:

- (a) Shower facilities after consultation with the employees or employees representatives, or at least one shower facility for every 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.

The provisions of Regulation 2, 3, 4, 6, 7, 9 of the Facilities Regulations shall be followed in every detail.

25. STORAGE AND USE OF FLAMMABLE LIQUIDS

No flammable substances must be stored on site unless these are stored in a flammable store or cabinet approved by the Municipal Chief Fire Officer, no other materials shall be stored in the flammable store or cabinet

Where required the H&S Plan shall include a method statement detailing the safe use, storage, decanting and spill controls for all flammable liquids used and stored on site.

The provisions of Regulation 25 of the Construction Regulations shall be followed in every detail.

26. HAZARDOUS CHEMICAL SUBSTANCE

With respect to hazardous chemical substances used, the contractor shall ensure that:

- All MSDS are included in the H&S File
- A HCS risk assessment is included in the H&S Plan
- The safe use, storage, emergency procedures and safe disposal of hazardous substances are addressed in a method statement(s) included in the H&S Plan.
- Proof of competency and signed letters of appointment of the person responsible for chemical handling is included in the H&S File.

Any hazardous chemical substance intended to be applied on site during the project (i.e. after approval of the H&S Plan) shall be subject to an issue-based risk assessment and method statement which must be presented to the Client Agent prior to the substance being introduced on site.

The provisions of Regulation 3, 5, 7, 8, 9, 9A, 10, 11, 14, 15 of the Hazardous Chemical Substances Regulations shall be followed in every detail.

27. HOUSEKEEPING AND GENERAL SAFE GUARDING ON CONSTRUCTION SITE

The Principal Contractor shall appoint a person responsible for general housekeeping and stacking and storage of materials and equipment on the entire site.

The provisions of Regulation 27 of the Construction Regulations shall be followed in every detail.

28. CONSTRUCTION MEDICALS

A Principal Contractor must ensure that all his or her employees 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 Annexure 3.

29. STACKING AND STORAGE ON CONSTRUCTION SITE

A Principal Contractor must, in addition to compliance with the provisions for the stacking of articles in the General Safety Regulations, 2003, ensure that—

A competent person is appointed in writing with the duty of supervising all stacking and storage on a construction site.

Adequate storage areas are provided.

There are demarcated storage areas; and storage areas are kept neat and under control.

30. INDUCTION AND TOOLBOX PROGRAMME

No contractor may allow or permit any employee or person to enter any site, unless that employee or person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry.

A contractor must ensure that all visitors to a construction site undergo health and safety induction pertaining to the hazards prevalent on the site and must ensure that such visitors have the necessary personal protective equipment.

A contractor must always keep on his or her construction site records of the health and safety induction training contemplated in subregulation (6) and such records must be made available on request to an inspector, the client, the client's agent or the principal contractor;

The Principal Contractor must ensure that the toolbox talks are conducted on weekly basis and the training records kept on the safety file

31. CONTINGENCY/EMERGENCY PLAN, PROCEDURE AND CONTACT NUMBERS

Principal Contractor shall prepare an emergency procedure which will address any emergency that is likely to occur on a project site.

The Emergency Preparedness Plan deals with the emergency as fast and efficiently as possible, to minimise loss of life, the protection of property and the maintenance of services necessary for the wellbeing of employees. The plan shall include valid local emergency contact numbers and must be easily accessible.

32. TRAFFIC MANAGEMENT PLAN.

PRIMARY RESPONSIBILITIES

PRINCIPAL CONTRACTOR

The following are the Principal Contractor's primary responsibilities for traffic accommodation

- Develop a traffic accommodation strategy and submit it for evaluation prior to commencement of work.
- This will be sent to the client for approval
- Included to the traffic management strategy must be drawings of how traffic will be managed
- Implement traffic accommodation measures in accordance with the traffic accommodation strategy.
- Ensure that all sub-contractors comply with the traffic accommodation strategy.
- Monitor the work zone to ensure that the traffic accommodation strategy is effective for both day and night time conditions during period of construction.
- Maintain all traffic control devices.
- Modify the traffic accommodation strategy if necessary. Take appropriate and timely action to correct any deficiencies by the contractor, in case of imminent danger, corrective action must immediate.
- All Traffic accommodation contractors shall have at least one First aider (Level 1) for each section of work.
- If the traffic Safety Officer have got the necessary first aid competency it will be accepted.
- It is also a recommendation and good practice that a Fire fighter be appointed for the site.
- Report all third-party vehicle accidents immediately to the Client. Provide a copy of the completed accident report within 48 hours of the occurrence.
- On construction projects, submit completed daily reports of the traffic accommodation details (location, date, time, signs, barricades) on weekly basis.
- On construction projects attend meetings to address any concerns regarding the performance of the traffic accommodation strategy.
- Provide a knowledgeable individual at the work zone to maintain the traffic control devices and address any traffic accommodation issues which arises, the contractor must identify the individual at the pre-construction meeting.
- All traffic controllers must have the necessary competency to be able to control traffic.

The provisions of the Southern Africa Development Community (SADC) Road Traffic Signs Manual Volume 2: Chapter 13 and eThekweni Transport Authority Road works signing shall be followed in every detail.

