

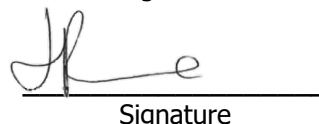


Project Specific OHS Specifications

XRB.E.0014-SPC-0001 Super Cone Fender Installation

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Contractor Health and Safety Specification Guidelines

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1. Project Description

The Port of Richards Bay is responsible for providing safe and efficient berthing services to all its clients in the Port system. The provision of a marine fender system forms part of the service to Port users and for the safe berthing of vessels. An efficient fender system protects hulls of vessels and the quay wall infrastructure during the berthing process.

Quay wall infrastructure is designed to accommodate a certain amount of energy and fenders are used to absorb some of the energy before it is transferred to the quay wall, thereby protecting the integrity of the quay wall structure.

The Port has taken a decision to purchase and replace fenders before it becomes a critical risk to the Port's infrastructure and operations which will inevitably lead to infrastructure and vessels damage, high liability and reputational risk to Transnet

The works that the Contractor is to perform includes but is not limited to the following:

Super cone fender and accessories

Supply two (2) Super cone (SCN 1400) fenders designed in accordance with the technical specification (Annexure B) and drawings (Annexure A) attached.

Deliver two (2) Super cone (SCN 1400) fenders designed in accordance with the technical specification (Annexure B) and drawings (Annexure A) attached to Port of Richardsbay.

Remove 3 existing fenders from Berth 208 and 209 and transport them to the storage yard, indicated by the Project Manager.

Install three (3) super cone (SCN 1400) fenders designed in accordance with the technical specification (Annexure B) and drawings (Annexure A) attached. The Employer will provide one (1) Super cone fender (SCN 1400) as the free issue material.

Supply and delivery of four (4) sets of Super cone (SCN 1400) fenders accessories. All components, as well as items required to fix the fenders to the quay wall, must be included.

Provide equipment/plant to offload super cone fenders in the Port of Richardsbay.

The Contractor must conduct fender performance and quality tests and produce all test records as detailed under item 6.5 of Employer's Works Information.

Tyre fender accessories

Supply and delivery of two hundred and eighty-four (284) chains (each chain to be 1600mm in length) designed in accordance with the technical specification (Annexure B) and fender drawings (Annexure A) attached.

Supply and delivery of two hundred and eighty-four (284) shackles designed in accordance with the technical specification (Annexure B) and drawings (Annexure A) attached.

For further details refer to the technical specification (Annexure B) and fender drawings (Annexure A) attached to the Works Information.

2. Scope and Purpose

This health and safety specification outlines the working behaviours and safe work practices that must be implemented and complied with by all Transnet SOC Ltd employees, Contractors, Consultant, Visitors and Suppliers, engaged on Transnet managed projects as required by Construction Regulation of 2014, regulation 5(1)(b).

All contractors and service providers must take careful note of these requirements and must ensure that adequate provision has been made to ensure compliance.

Appointed contractors must identify all requirements applicable to their scope of works and address these accordingly in their Contractor's Site Specific Health and Safety Management Plan. It is the contractor's responsibility to ensure that all sub-contractors comply fully with all legal requirements as well as the requirements of this Specification.

This Health and Safety Specification will be reviewed and updated periodically as and when necessary to address and / or include:

- Changes in legislation;
- Client requirements;
- Leading practices; and
- Lessons learnt from incidents.

3. Definitions

Acceptable Risk

A risk that has been reduced to a level that can be tolerated having regard for the applicable legal requirements and the Health and Safety Policy adopted for the project.

ALARP (As Low As Reasonably Practicable)

The concept of weighing a risk against the sacrifice needed to implement the measures necessary to avoid the risk. With respect to health and safety, it is assumed that the measures should be implemented unless it can be shown that the sacrifice is grossly disproportionate to the benefit.

Applicant (Permit to Work)

A person requesting permission to perform work for which a Permit to Work is required. Applicants must be authorised (in writing) to receive (or accept) Permits to Work and must be competent to do so by virtue of their training, experience and knowledge of the area or plant in which the work is to be performed.

Authorised Person (Permit to Work)

A person (typically a Project employee or an employee of the client) who has been authorised (in writing) by the nominated project management representative to issue Permits to Work within the scope of his designation. A person may only be appointed to issue Permits to Work if he has undergone training and has been assessed and found competent in systems, plant and equipment operation within the scope of his designation.

Barricade

A temporary structure that is erected as a physical barrier to prevent persons from inadvertently coming into contact with an identified hazard.

Battering

Sloping the sides of an excavation to a predetermined angle (usually less than the natural angle of repose) to ensure stability.

Benching

The creation of a series of steps in the sides of an excavation to prevent collapse.

Consequence

The outcome of an event expressed qualitatively or quantitatively.

Contractor

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, and Consultants, Service providers or Contractors performing construction work

NB: A Contractor is an employer in his/her own right

Competent Person

A person who has in respect of the work or task to be performed the required knowledge, training, experience and as per act cr2014.

Construction Supervisor

A competent person responsible for supervising construction activities on a construction site

Clearance Certificate

A signed declaration by an Isolation Officer that a specified hazardous energy source associated with a particular system, plant or item of equipment has been isolated in accordance with an approved Isolation and Lockout Procedure.

Discipline Lock (many locks with a restricted number of identical keys)

Attached at a Lockout Station or at a Local Isolation Point in order to lock out a system, plant or equipment. A Discipline Lock (e.g. A Low Voltage Electricity Discipline Lock) is owned by an Isolation Officer who has been authorised in writing to isolate and lockout a particular hazard (e.g. Low voltage electricity).

Equipment Lock (many locks with one unique key)

Attached directly to pieces of equipment in order to lock them out. Equipment Locks may only be used by Isolation Officers who have been authorised in writing to perform isolation and lockout procedures. The key must have a solid key ring that fits over an Isolation Bar.

Excavation

Any man-made cut, cavity, pit, trench, or depression in the earth's surface formed by removing rock, sand, soil or other material using tools, machinery, and / or explosives. Tunnels, caissons and cofferdams are specifically excluded and are not addressed in this standard.

First-Aid Injury (FA)

A first-aid injury is any one time treatment and any follow up visit for observation of minor scratches, cuts, burns, splinters and the like which do not normally require medical care. Such treatment is considered to be first aid even if administered or supervised by a medical practitioner. First aid includes any hands on treatment given by a first aider. (E.g. Band-Aid, washing, cleansing, pain, relief). The following procedures are generally considered first aid treatment:

- Application of Antiseptics.
- Application of Butterfly adhesive dressing or sterile strips for cuts and lacerations.
- Administration of tetanus shot(s) or booster(s). However, these shots are often given in conjunction with more serious injuries, consequently injuries requiring these shots may be recordable for other reasons.
- Application of bandages during any visit to medical personnel.
- Application of ointments to abrasions to prevent drying or cracking.
- Inhalation of toxic or corrosive gas, limited to the removal of the employee to fresh air or the one time administration of oxygen for several minutes.
- Negative X-Ray diagnosis.
- Removal of foreign bodies not embedded in the eye if only irrigation is required.
- Removal of foreign bodies from a wound if procedure is uncomplicated, for example by tweezers or other simple technique.
- Treatment for first degree burns.
- Use of non-prescription medications and administration of single dose of prescription medication on first visit for any minor injury or discomfort.

Hazard

A source of potential harm in terms of human injury or ill health, or a combination of these.

Hierarchy of Controls

A sequence of control measures, arranged in order of decreasing effectiveness, used to eliminate or minimise exposure to workplace health and safety hazards:

- Elimination – Completely removing a hazard or risk scenario from the workplace.
- Substitution – Replacing an activity, process or substance with a less hazardous alternative.
- Isolation (Engineering) Controls – Isolating a hazard from persons through the provision of mechanical aids, barriers, machine guarding, interlocks, extraction, ventilation or insulation.
- Administrative Controls – Establishing appropriate policies, procedures and work practices to reduce the exposure of persons to a hazard. This may include the provision of specific training and supervision.
- Personal Protective Equipment – Providing suitable and properly maintained PPE to cover and protect persons from a hazard (i.e. Prevent contact with the hazard).

Isolation and Lockout Procedure

A plant or equipment-specific procedure that describes the method, and sequence to be followed, for rendering equipment, plant and systems safe to work on.

Isolation Bar

A device used at a Lockout Station to which anyone is able to attach a Personal Lock making it impossible for an Isolation Officer to remove the key to the Equipment Locks, thus preventing the de-isolation of a system, plant or equipment while it is still being worked on. A Discipline Lock must always be the first lock attached to an Isolation Bar and last to be removed.

Isolation Officer

A person (typically a Project employee or an employee of the client) who has been authorised (in writing) by the nominated project management representative to perform isolation and lockout procedures. A person may only be appointed as an Isolation Officer if he has undergone training and has been assessed and found competent in the isolation and lockout of systems, plant and equipment within the scope of his designation.

Incident

An event (or a continuous or repetitive series of events) that results or has the potential to result in a negative impact on people (employees, contractors and visitors), the environment, operational integrity, assets, community, process, product, legal liability and / or reputation.

Likelihood

A description of probability or frequency, in relation to the chance that an event will occur.

Lost Time Injury (LTI)

Any occurrence that resulted in a permanent disability or time lost from work of one day/shift or more.

If an employee is injured and cannot return to work in the next shift (will ordinarily miss one whole shift), and the department brings the employee in to only receive treatment by the Supervisor/ Return to Work Coordinator in that shift, this is still considered an LTI.

Lost Time Injury Frequency Rate (LTIFR) - Number of LTI's multiplied by 1 million or 200,000 and divided by labour hours worked.

Light Vehicle

A vehicle that:

- Can be licensed and registered for use on a public road;
- Has four or more wheels, and seats a maximum of 12 adults (including the driver);
- Requires the driver to hold only a standard civil driving licence; and
- Does not exceed 4.5 tonnes gross vehicle mass (GVM), which is the maximum loaded mass of the motor vehicle as specified by:
 - ◆ The vehicle's manufacturer; or
 - ◆ An approved and accredited automotive engineer, if the vehicle has been modified to the extent that the manufacturer's specification is no longer appropriate.

Examples of light vehicles include passenger cars, four-wheel drive vehicles, sports utility vehicles (SUVs), pick-ups, minibuses, and light trucks.

Any vehicle falling outside of this definition must be considered mobile equipment.

Medical Treatment Injury (MTI)

A work injury requiring treatment by a Medical Practitioner and which is beyond the scope of normal first aid including initial treatment given for more serious injuries. The procedure is to be of an invasive nature (e.g. Stitches, removal of foreign body).

The following procedures are generally considered medical treatment:

- Application of sutures (stitches).
- Cutting away dead skin (surgical debridement).

- Loss of consciousness due to an injury or exposure in the work environment.
- Positive X-Ray diagnosis (fractures, broken bones etc.).
- Removal of foreign bodies embedded in the eye.
- Removal of foreign bodies from the wound by a physician due to the depth of embedment, size or shape of object or the location wound.
- Reaction to a preventative shot administered because of an occupational injury.
- Sprains and strains - series (more than one) of hot and cold soaks, use of whirlpools, diathermy treatment or other professional treatment.
- Treatment of infection.
- Treatment for second or third degree burns
- Use of prescription medications (except a single dose administered on first visit for minor injury or discomfort.)

Mobile Equipment

A vehicle (wheeled or tracked) that generally requires:

- The driver to hold a specific state or civil license; or
- The operator to hold a nationally recognized certificate of competency.

Examples of mobile equipment include, but are not limited to, dump trucks, water trucks, graders, dozers, loaders, excavators, forklifts, tractors, back-actors, bobcats, mobile cranes, tele-handlers, drill rigs, buses and road-going trucks.

Near Miss/Hit

An incident that has occurred that did not result in any injuries, illnesses, environmental or property damage but had the potential to cause an injury, illness, environmental or property damage.

Personal Lock

A single lock with one unique key controlled by the owner. Used for personal protection.

Regulation

In the context of this guideline, 'Regulation(s)' refers to the Construction Regulations, 2014 required by Section 43 of the Occupational Health and Safety Act 85 of 1993, published under Government Notice R 84 in Government Gazette 37305 of February 2014.

Risk

A combination of the likelihood of an occurrence of a hazardous event or exposure and the severity of injury or ill health that can be caused by the event or exposure.

Risk Assessment

A process of evaluating the risk arising from a hazard, taking into account the adequacy of any existing control measures, and deciding on whether or not the risk is acceptable.

Risk Management

The systematic application of management policies, processes and procedures to identifying hazards, analysing and evaluating the associated risks, determining whether the risks are acceptable, and controlling and monitoring the risks on an ongoing basis.

4. Abbreviations

DSTI - Daily Safety Task Instruction

CR – Construction Regulations

EPC - Engineering Procurement and Construction

EPCM - Engineering Procurement and Construction Management

HIRA - Hazard Identification and Risk Assessment

HEALTH AND SAFETY - Integrated Management System

MS - Management System

OHS Act - Occupational Health and Safety Act

SOC - Safety Observation and Conversation

VFL - Visible Felt Leadership

OHS - Occupational Health and Safety

SACPCMP - The South African Council for Project and Construction Management Professions, here in refer to as they register of Health and Safety Professionals

5. SHE Management Plan

The contractor must prepare, implement and maintain a project-specific SHE Management Plan. The plan must be based on the requirements set out in this specification as well as all applicable legislation. It must cover all activities that will be carried out on the project site(s), from mobilisation and set-up through to rehabilitation and decommissioning.

The plan must demonstrate the contractor's commitment to HEALTH AND SAFETY and must, as a minimum, include the following:

- A copy of the contractor's **Health and Safety Policy**; in terms of the OHS Act section 7
- Procedures concerning **Hazard Identification and Risk Assessment**, including both Baseline and Task-Based Risk Assessments;
- Arrangements concerning the identification of applicable **Legal and Other Requirements**, measures to ensure compliance with these requirements, and measures to ensure that this information is accessible to relevant personnel;
- Details concerning **Health and Safety Objectives** – a process must be in place for setting objectives (and developing associated action plans) to drive continual improvement;
- Details concerning **Resources, Accountabilities and Responsibilities** – this includes the assignment of specific health and safety responsibilities to individuals in accordance with legal or project requirements, including the appointment of a Project Manager, Health and Safety Officers, Supervisors, Health and Safety Representatives, and First Aiders;
- Details concerning **Competence, Training and Awareness** – a system must be in place to ensure that each employee is suitably trained and competent, and procedures must be in place for identifying training needs and providing the necessary training;
- **Communication, Participation and Consultation** arrangements concerning health and safety, including Safety Observations and Coaching, Toolbox Talks, Daily Safe Task Instructions, project health and safety meetings, and notice boards;

- **Documentation and Document Control** – project-specific documentation required for the effective management of health and safety on the project must be developed and maintained, and processes must be in place for the control of these documents;
- Processes and procedures for maintaining **Operational Control**, including rules and requirements (typically contained in Safe Work Procedures) for effectively managing health and safety risks, particularly critical risks associated with working at heights, confined spaces, mobile equipment and light vehicles, lifting operations, hazardous chemical substances, etc.;
- **Emergency Preparedness and Response** procedures;
- **Management of Change** – a process must be in place to ensure that health and safety risks are considered before changes are implemented;
- **Sub-contractor Alignment** procedures – a process must be in place for the assessment of sub-contractors and suppliers with regard to health and safety requirements and performance (before any contract or purchase order is awarded);
- **Measuring and Monitoring** plans, including a plan for the measuring and monitoring of employee exposure to hazardous substances or agents (e.g. Noise, dust, etc.) In order to determine the effectiveness of control measures;
- **Incident Reporting and Investigation** procedures describing the protocols to be followed with regard to incident reporting, recording, investigation and analysis;
- **Non-conformance and Action Management** procedures concerning the management of corrective actions;
- **Performance Assessment and Auditing** procedures concerning health and safety performance reporting, monthly internal audits to assess compliance with the project health and safety requirements, and daily site health and safety inspections; and
- Details concerning the **Management Review** process followed to assess the effectiveness of health and safety management efforts.

Prior to mobilisation, the HEALTH AND SAFETY Management Plan must be forwarded electronically, and as a hard copy, to the nominated project management representative for review. The plan will be audited for completeness and, if found to be adequate, will be accepted (typically “with comments”). Work may not commence until the plan has been accepted.

Once the plan has been accepted, the contractor must action and resolve any issues within 30 days from the start of work.

If the issues requiring corrective action are not resolved within this 30 day period, the contractor will be required to stop any work related to the outstanding actions until they have been resolved.

Any proposed amendments or revisions to the contractor’s Health and Safety Management Plan must be submitted to the nominated project management representative for acceptance.

Should it be identified that the contractor has overlooked a high risk activity, and as a result has omitted the activity and associated control measures from the Health and Safety Management Plan, the plan will not be approved.

6. Policy

The contractor must develop, display and communicate a Health and Safety Policy that clearly states the contractor’s values and objectives for the effective management of health and safety as required by OHS Act of 1993, 7(3). These values and objectives must be endorsed by the

contractor's management representatives and must be consistent with those adopted for the project.

The policy must be signed and dated, and must be reviewed annually.

The policy must commit to:

- Compliance with all applicable legal requirements in the TNPA regulatory universe;
- COVID – 19 preparedness (Disaster Management Act, 2002)
- The effective management of health and safety risks;
- The establishment of measurable objectives for improving performance, and the provision of the necessary resources to meet these objectives;
- The prevention of incidents; and
- Achieving continual improvement with regard to health and safety performance.

All employees of the contractor as well as the employees of any sub-contractors that may be appointed by the contractor must be made aware of the policy. This must be done through Health and Safety Induction Training and Toolbox Talks (refer to Sections 10 and 11).

A copy of the policy must be displayed in each meeting room and on each notice board.

7. Hazard Identification and Risk Assessment.

Detailed hazard identification and risk assessment processes must be followed for all work to be performed as well as for all associated equipment and facilities as required by the Construction regulation of 2014, regulation 9(1) – (7).

The client will provide a baseline risk assessment informing contractor on the hazards and risks on site. Contractor must ensure that effective procedures and risk assessment systems are in place to control hazards and to mitigate risks to levels that are as low as is reasonably practicable.

The risk assessment processes must be applied to:

- The full life cycle of the project;
- Routine and non-routine activities;
- Planned or unplanned changes (refer to Section 15);
- All employees, sub-contractors, suppliers and visitors; and
- All infrastructure, equipment and materials.

The risk assessment processes and methodologies must be appropriate for the nature and scale of the risks, and must be implemented by competent persons.

The process of analysing and managing risk must include the following:

- Establishing the context of the risk assessment;
- Identifying hazards and determining possible risk scenarios (unwanted events);
- Evaluating risks and assigning ratings (classification);
- Recording the risk analysis in a risk register;
- Managing risks according to their classification (prioritising for action);

- Identifying and implementing control measures (through the application of the Hierarchy of Controls) to ensure that risks are managed to levels that are as low as is reasonably practicable (ALARP);
- Developing action plans for reducing risk levels (where possible);
- Verifying the completion of actions;
- Re-evaluating the risks and classifications as appropriate; and
- Reviewing and updating the risk register.

7.1 Baseline Risk Assessments

Prior to site establishment, the client must conduct a detailed Baseline Risk Assessment identifying foreseeable hazards and risk scenarios associated with the contractor's scope of work on the project site(s) as required by Construction Regulations of 2014, regulation 5(1)(a). Details concerning proposed control measures must be included. The risk assessment process must be facilitated by a competent person who has been appointed in writing and must involve the participation of the contractor's site management representatives, supervisory personnel and technical experts (as required). An attendance register must be completed and retained for reference purpose. The Baseline Risk Assessment must be reviewed and approved by the Project Health and Safety Manager and Project Construction Manager.

When carrying out a Baseline Risk Assessment or a Task-Based Risk Assessment (refer to Section 7.), Hazard (Energy) Types must be specified in accordance with the categorisation detailed in Table 7-1. Risk scenarios must be described indicating the manner in which a person may come into contact with, or be exposed to, a specific hazard.

An initial risk rating must be assigned to each risk scenario without taking any control measures into consideration. Control measures for managing the risks to levels that are as low as is reasonably practicable must then be identified for implementation on the project, and a residual risk rating must be assigned to each risk scenario taking the identified control measures into consideration.

Ratings must be assigned qualitatively using TNPA consequence and likelihood scales and descriptors (i.e. TNPA 5x5 qualitative risk matrix).

Table 7-1: Hazard (Energy) Types

Gravitational									
Falling or Rolling Object		Person Falling from Height		Slip, Trip or Fall (Same Level)		Collapsing Structure		Collapsing, Flowing Substance	Slumping or Material or
Mechanical									
Moving Component of Fixed Machinery	Moving Component of Powered Tool	Projectile	Moving Tool	Hand	Sharp Object	Moving Mobile Equipment or Light Vehicle	Moving Person	Moving Object (Mechanically or Manually)	
Elastic									
Object under Tension or Compression					Compressed Fluid (Gas or Liquid)				
Acoustic									
Noise									
Vibrational									
Hand / Arm Vibration					Whole Body Vibration				

Electrical											
Electricity					Electro-Magnetic Field						
Radiation											
Ionising Radiation					Non-Ionising Radiation						
Illumination											
Lighting											
Thermal											
Heat					Cold						
Fire											
Fire											
Explosion											
Explosion											
Particulates and Aerosols											
Dust		Fibres		Fume		Spray		Mist		Smoke	
Chemical											
Corrosive Substance		Irritant	Asphyxiate		Narcotic Anaesthetic /	Poison	Allergen Sensitizer /	Carcinogen		Teratogen Mutagen /	Venom
Microbiological											
Virus			Bacterium			Parasite			Fungus		
Weather											
Lightning			High Wind			Flooding			Hail		
Physiological											
Stress						Fatigue					
Ergonomic											
Exertion			Repetitive Movement			Awkward Posture			Awkward Movement		

Table 7-2 Risk Martix

HAZARD EFFECT/ CONSEQUENCE						
Hazard and Aspect Category & Value	Insignificant 1	Low 2	Medium 3	High 4	Extreme 5	
Safety	Occupational Injuries attended to by a First Aider.	Minor and Medical treatment injuries. No lost time.	Lost time incident/reversible incident where the employee is booked off for less than 14 days	Lost time incident/reversible incident where the employee is booked off for more than 14 days	Fatality and permanent/irreversible disability	
Health	Occupational Illness Case attended to by a First Aider. Minor Occupational Illness that seeks a medical treatment. No Lost Time	Minor Occupational Illness that seeks a medical treatment. Potential Time loss.	Lost time occupational illness e.g. Work induced Asthma.	Reversible Occupational Diseases E.g. Temporal Threshold Shift, Skin irritation.	Fatal Occupational disease e.g. cancer, asbestosis, leukemia and Irreversible Occupational Diseases eg. Noise Induced Hearing Loss	
Environment	Insignificant impact, threat or disturbance to the environment. Minor spill that is easily contained on site and does not pose serious threat to the environment. Considerable usage of natural resources within operations.	Minor localised spill or release to the environment that may pose a risk to the environment . E.g. Level 3 and 4 environmental incident Unsustainable use of natural resources that may cause causes pressure at the local scale.	Medium spill or impact that poses a significant threat to the environment (such as level 2 environmental occurrences) Onsite short to medium term environmental impacts (6 to 12 months). Unsustainable use of natural resources that may cause pressure at a regional scale.	Prolonged environmental damage (>12 months) Large impact or disturbance on the environment and nearby sensitive environments but can be reversed in relative short time (<1year). Unsustainable use of natural resources that may cause pressure at a national scale	Irreversible long term environmental damage to a highly valued species or location. Pollution difficult to contain or impact difficult to eliminate and taking time to clean or restore. Impact might only cease after operational life of activity such as a level 1 environmental incident. Unsustainable use of natural resource that may cause pressure at a global scale.	
Compliance & Legal	Minor breach of legal and other requirements but there is no legal penalty i.e. Improvement Notices, Directives and NCR's, etc.	Minor breach of legal and other requirements with a penalty.	Major litigation or prosecution with damages up to R 10 million. Short term closure of operations by authorities.	requirements, permit or authorization conditions resulting in a potential withdrawal of an operating permit. Major litigation or prosecution with damages of R 50 million + plus significant costs or imprisonment. Medium term closure of operations by authorities	Major litigation or prosecution with damages of R 100 million + plus significant costs resulting in the withdrawal of an operating permit. Long term/ Total closure of operations by authorities.	
LIKEHOOD		RISK RATING				
5. Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle	5	10	15	20	25
4. Likely	Likely to occur within the foreseeable future, or within the project lifecycle	4	8	12	16	20
3. Possible	May occur within the foreseeable future, or within the project lifecycle	3	6	9	12	15
2. Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle	2	4	6	8	10
1. Rare	Will only occur in exceptional circumstances	1	2	3	4	5

A Risk Register comprised of all significant risks (i.e. Risks rated as major or catastrophic) identified for the project will be compiled using the information contained in the project Baseline Risk Assessment as well as the contractor's Baseline Risk Assessment. Key control measures for managing each of these risks will be specified in the register.

For the significant risks in particular, action plans will be developed for reducing the risk levels (where possible).

The project Risk Register will be reviewed and, if necessary, updated:

- On a quarterly basis during construction;
- When changes are made to a design and / or the construction scope, schedule, methods, etc. That result in a change to the risk profile; and
- Following an incident.

The contractor must ensure that the hazards, risk scenarios and control measures identified in the contractor's Baseline and Task-Based Risk Assessments are taken into consideration when developing, implementing and maintaining the various elements of the contractor's health and safety management system for the project (e.g. Competence, training and awareness requirements).

All persons potentially affected must be made aware of the hazards, risk scenarios and control measures identified in the contractor's risk assessments. This must be done through training, Toolbox Talks, and Daily Safe Task Instructions (refer to Sections 10 and 11).

7.2 Task-Based Risk Assessments

The contractor must carry out detailed project-specific Task-Based Risk Assessments which must be reviewed and approved by the Client's Project Health and Safety Manager and Contract Manager prior to the commencement of any work.

The risk assessment process must be facilitated by a competent person who has been appointed in writing in terms CR 9 sub regulation (1). The contractor's site management representatives, supervisory personnel, technical experts (as required) and workforce personnel directly involved with the task being examined must participate in the risk assessment process. An attendance register must be completed and retained.

Please Note: Under no circumstances may a Contractor Health and Safety Officer perform a risk assessment in isolation. The active participation of all persons referred to above is mandatory.

A Task-Based Risk Assessment must at least:

- Be accompanied by a Work Method Statement (describing in sufficient detail how the specific job or task is to be performed in a logical and sequential manner);
- Provide a breakdown of the job or task into specific steps;
- Identify the hazards and potential risk scenarios associated with each step;
- Include consideration of possible exposure to noise, heat, dust, fumes, vapours, gases, chemicals, radiation, vibration, ergonomic stressors, or any other occupational health hazard or stressor;
- Describe the control measures that will be implemented to ensure that the risks are managed to levels that are as low as is reasonably practicable; and
- Assign an initial risk rating (without taking any control measures into consideration) and a residual risk rating (taking the identified control measures into consideration) to each risk scenario.

A Task-Based Risk Assessment must be reviewed and, if necessary, updated:

- On an annual basis (as a minimum);
- When changes are made to the associated Work Method Statement; and
- Following an incident.

7.3 Pre-Task Hazard Assessments

A pre-task hazard assessment must be completed whenever a change is identified while carrying out an activity. Any deviation from what was discussed during the Daily Safe Task Instruction (prior to the activity commencing), or anything that was not discussed, constitutes a change.

Before carrying out the particular task that involves the identified change, a few minutes must be spent identifying the hazards and risks associated with that task as well as suitable control measures.

8. Legal and Other Requirements

The Contractor must comply with the requirements of all applicable legislation as well as Transnet National Ports Authority and project-specific standards and procedures as amended from time to time.

The Contractor must compile and maintain a register of all legal and other requirements applicable to the work that will be carried out and / or services that will be provided. This register must be updated regularly to ensure that it remains relevant.

Applicable laws and standards must be appropriately communicated to all employees of the contractor (as well as the employees of any sub-contractors that may be appointed by the contractor) through training, Toolbox Talks, and Daily Safe Task Instructions (refer to Sections 10 and 11).

9. Health and Safety Objectives

In order to drive continual improvement, the contractor must set project-specific health and safety objectives, and must develop improvement action plans to achieve these objectives. The contractor's objectives must be aligned with the objectives set for the project as a whole as required by the Construction regulations of 2014, regulation 7.

Eliminating hazards, minimising risks, preventing incidents, injuries and illnesses, and ensuring legal compliance must be the primary considerations for setting objectives.

When setting objectives, consideration must be given to the following:

- Leading indicators such as inspection findings, audit findings, hazard reporting, and observations;
- Lagging indicators (i.e. Incidents including Near Hits);
- Leading practices and lessons learnt; and
- Injury frequency rates with due understanding that the goal is "no harm".

The health and safety objectives must be specific and measurable. The improvement action plans must specify the resources (both human and financial) required to achieve the objectives, the person's responsible, and realistic timeframes for completion. The contractor must ensure that adequate resources are allocated and that progress towards meeting the objectives is monitored regularly.

The objectives and associated improvement action plans must be documented and must be communicated to all contractor employees. Furthermore, to ensure that the objectives remain relevant, they must be reviewed on a quarterly basis and whenever significant change has taken place on the project (i.e. Changes to activities, scope of work, operating conditions, etc.).

Performance reviews must be carried out at quarterly intervals to assess and document performance against these personal or team objectives.

If a reward or incentive scheme is introduced, it must be designed in such a manner that health and safety performance is not compromised in order to maximise financial reward.

10. Resources, Accountabilities and Responsibilities

The Contractor must adequately allocate resources, responsibility and accountability to ensure the effective implementation, maintenance and continual improvement of the contractor's HEALTH AND SAFETY management system on the projects required by Construction regulation Of 2014, regulation 7(2)(c)

For each role that carries health and safety accountability and / or responsibilities (including legislative requirements), a role description detailing the accountability and / or responsibilities must be documented.

All appointments (i.e. the assignment of specific SHE responsibilities to individuals in accordance with legal or project requirements) must be done in writing. Documented proof of each appointment (i.e. a signed appointment letter) must be retained. COVID-19 compliance officer to be appointed.

Contractor should not discharge any legal responsibilities to employees who are not legally appointed.

The contractor must comply with the requirements of all applicable legislation concerning health and safety related appointments and delegations for the project.

A Organogram specific to the project must be documented and maintained. All roles that carry SHE accountability and / or responsibilities must be included, and all individuals that carry health and safety appointments must be clearly identified.

The provision of dedicated professionals on the project must be appropriate for the nature and scale of the work to be carried out.

The contractor is solely responsible for carrying out the work under the contract whilst having the highest regard for the health and safety of all persons on the project site(s).

Health and safety is the responsibility of each and every individual on the project site(s), but in particular, it is the responsibility of the contractor's management team who must set the tone.

Visible commitment is essential to providing and maintaining a safe workplace. The contractor's managers and supervisors at all levels must demonstrate their commitment and support by adopting a risk management approach to all health and safety issues. These individuals must consistently take immediate and firm action to address violations of health and safety rules, and must actively participate in day to day activities with the objective of preventing harm.

The contractor's management representatives are responsible and accountable for health and safety performance on the project. Key responsibilities include the following:

- Preparing, implementing and maintaining a risk-based Health and Safety Management Plan specific to the work that will be carried out (refer to Section 4);
- Establishing, implementing and maintaining health and safety programmes and procedures to ensure that all work is carried out in compliance with the requirements of this specification, the contract, and all applicable legislation;
- Establish, implementing and maintaining COVID-19 risks and management plans.
- Establishing, implementing and maintaining effective hazard identification and risk management processes and procedures to ensure that all reasonably foreseeable hazards are controlled in order to minimise risk (refer to Section 6);
- Providing the resources necessary to meet the requirements of this specification (refer to Section 9);
- Ensuring that all contractor employees have clearly defined responsibilities with regard to health and safety, and that these responsibilities are clearly communicated and understood (refer to Section 9);
- Establishing, implementing and maintaining a system for ongoing training and assessment of skills and competence (refer to Section 10);
- Establishing, implementing and maintaining procedures to ensure that only qualified and competent personnel are permitted to work on the project site(s) (refer to Section 10);

- Establishing, implementing and maintaining effective communication and consultative processes concerning health and safety for the duration of the contract (refer to Section 11);
- Maintaining operational control for the protection of all persons on the project site(s) as well as the public (refer to Section 13);
- Establishing, implementing and maintaining effective emergency preparedness and response procedures (refer to Section 14);
- Establishing, implementing and maintaining effective management of change processes and procedures (refer to Section 15);
- Establishing, implementing and maintaining effective incident reporting and investigation processes and procedures (refer to Section 18);
- Establishing, implementing and maintaining effective auditing and inspection processes and procedures (refer to Section 20); and
- Formally reviewing the contractor's Health and Safety Management System annually to ensure that the system continues to be effective in managing health and safety performance and meeting project requirements (refer to Section 21).

All costs associated with meeting these responsibilities shall be borne by the contractor.

Any cost associated with any work stoppage due to non-compliance with a health and safety requirement shall be for the contractor's account.

10.1 Contractor Construction Manager

The Contractor must appoint a competent Construction Manager who shall be responsible for the successful and safe completion of all work to be carried out by the contractor as required by the Construction regulations of 2014, regulation 8(1).

The contractor's Project Manager shall be responsible for:

- Ensuring that a Health and Safety Policy that clearly states the contractor's values and objectives for the effective management of health and safety on the project is in place and is communicated to all contractor and sub-contractor employees;
- Ensuring that all applicable legal and project health and safety requirements are identified and complied with at all times;
- Ensuring that effective hazard identification and risk management processes are established and implemented for all work to be carried out by the contractor;
- Participating in the Baseline Risk Assessment for the contractor's scope of work (prior to site establishment);
- Participating in (and approving) all Task-Based Risk Assessments conducted for the work to be carried out by the contractor;
- Driving the achievement of agreed health and safety objectives;
- Ensuring that the necessary resources are made available for the effective implementation of the contractor's Health and Safety Management Plan;
- Ensuring that all work is adequately and competently supervised;

- Ensuring that all contractor employees have clearly defined responsibilities with regard to health and safety (assigned in writing), and that these responsibilities are clearly communicated and understood;
- Ensuring as far as is reasonably practicable that each contractor and sub-contractor employee is competent to perform his role, and has received appropriate workplace health and safety training and instruction;
- Managing all appointed sub-contractors with regard to health and safety performance;
- Establishing and maintaining effective communication and consultative processes to ensure that all contractor and sub-contractor employees are kept up to date with regard to health and safety information (e.g. Incidents and lessons learnt, leading practices, hazards, risks and control measures, etc.) And that feedback is provided promptly regarding issues and / or concerns raised;
- Participating in the project's Visible Felt Leadership (VFL) programme;
- Chairing monthly Contractor Health and Safety Meetings and attending monthly Site Health and Safety Meetings;
- Implementing programmes that encourage continual improvement and providing recognition for suggestions made by contractor and sub-contractor employees;
- Implementing the contractor's Health and Safety Management Plan and associated Safe Work Procedures;
- Acting consistently and strictly against any contractor or sub-contractor employee who transgresses a health and safety rule or requirement;
- Ensuring that an effective management of change process is in place;
- Implementing, testing and maintaining an effective Emergency Response Plan for all contractor and sub-contractor activities, and ensuring that the plan is adequately resourced;
- Ensuring that workplace exposure of contractor and sub-contractor employees to hazardous substances or agents is measured and monitored to determine the effectiveness of controls and compliance with legal (and project) requirements;
- Ensuring that all incidents are reported without delay and are investigated thoroughly;
- Participating in investigations into significant incidents;
- Ensuring that accurate health and safety statistics are maintained, and that health and safety performance reports are compiled as required;
- Providing the necessary resources for regular health and safety audits and inspections to be conducted, and supporting the auditing process;
- Participating in health and safety audits, and carrying out workplace inspections;
- Ensuring that corrective actions (arising from incident investigations, audits, inspections, etc.) Are implemented, and that adequate resources are provided for this purpose; and
- Participating in an annual review of the contractor's Health and Safety Management System.

10.2 Contractor Health and Safety Officers

The contractor must appoint a full-time Health and Safety Officer for the duration of the contract who is registered with the SACPCMP (The South African Council for Project Construction Management Professions). The project site(s) (directly or through sub-contractors), must at least appoint two full-time Health and Safety Officers depending on the scope, complexity, budget and high risk activities involved, as required by the Construction regulations of 2014, regulation 7(2)(c).

The Health and Safety Officer must be on site when work commences at the start of the day and must remain on site until all activities for that day (including the activities of sub-contractors) have been completed. A Health and Safety Officer must be present during all shifts, so if work is carried out over more than one shift per day, the contractor must make provision for an additional Health and Safety Officer.

Each Contractor Health and Safety Officer shall be responsible for:

- Reviewing all applicable legal and project health and safety requirements and providing guidance to contractor and sub-contractor personnel (particularly the contractor's Project Manager) to help ensure compliance at all times;
- Assisting with the implementation of effective hazard identification and risk management processes for all work to be carried out by the contractor;
- Participating in the Baseline Risk Assessment for the contractor's scope of work (prior to site establishment) and ensuring that identified control measures are implemented;
- Participating in all Task-Based Risk Assessments conducted for the work to be carried out by the contractor and ensuring that identified control measures are implemented;
- Conducting contractor health and safety induction training for all contractor and sub-contractor personnel;
- Compiling and maintaining all health and safety related documents and records required of the contractor;
- Enforce and monitor COVID-19 requirements;
- Communicating relevant health and safety information to contractor and sub-contractor personnel (e.g. Incidents and lessons learnt, leading practices, hazards, risks and control measures, etc.);
- Carrying out Safety Observations and Coaching (one per day);
- Evaluating (on a daily basis) the content of the Daily Safe Task Instructions (DSTI's) conducted by the contractor's appointed supervisors, and attending at least one DSTI each day;
- Attending monthly Contractor and Site Health and Safety Meetings;
- Assisting with the implementation of the contractor's Health and Safety Management Plan and associated Safe Work Procedures;
- Carrying out Planned Task Observations on an ad hoc basis;
- Assisting with the implementation, testing and maintenance of an effective Emergency Response Plan for all contractor and sub-contractor activities;
- Responding to workplace incidents (as appropriate);
- Participating in incident investigations;

- Maintaining accurate health and safety statistics (for the contractor and all sub-contractors), and compiling health and safety performance reports as required;
- Auditing the health and safety management system and workplace activities of the contractor and each sub-contractor on a monthly basis to assess compliance with the project health and safety requirements; and
- Tracking and reporting on the implementation of corrective actions (arising from incident investigations, audits, inspections, etc.).

The contractor must ensure that each Health and Safety Officer is adequately equipped to enable him to perform his duties effectively. Each Health and Safety Officer must be provided with the following:

- A computer with access to all necessary systems, including access to e-mail and the internet;
- A mobile telephone on contract or with adequate pre-paid airtime; and
- A vehicle where required or instructed by a nominated project management representative (depending on the size and location of the project site(s)).

A Health and Safety Officer must over and above the SACPCMP registration as an Officer; be computer literate, fluent in English, and must have the following minimum qualifications, training and experience:

- At least 5 years' experience as a Health and Safety Officer on construction projects;
- SAMTRAC, NEBOSH or an equivalent training course with accredited health and safety service provider as a minimum qualification ;
- Experience and appropriate training with regard to implementing and maintaining a health and safety management system compliant with national legislation or an international standard;
- Experience and appropriate training with regard to construction related hazard identification and risk management processes;
- Competence, experience and relevant training with regard to incident investigation procedures and causation analysis;
- Health and safety auditing experience and training;
- A valid First Aid certificate of competency;
- Fire prevention and protection training; and
- A valid Driving Licence (light motor vehicle).
- Registered as a Health and Safety Officer or Health and Safety Manager with SACPCMP depending on the size of the project and on the risk.

Before placing a Health and Safety Officer on the project site(s), the contractor must forward a copy of the person's CV to the nominated project management representative or to the Programme Health and Safety manager for review and acceptance. A proposed candidate may be rejected should he not meet the experience and / or qualification requirements, or due to poor work performance on previous projects.

10.3 Contractor Supervisors

The contractor must ensure that all project and / or construction works are supervised at all times by an adequate number of qualified, competent and appointed supervisors who have experience in the type of work being carried out as required by Construction regulations of 2014, regulation 8(7).

No work may be carried out without an appointed supervisor being physically present in the work area and daily safety task instruction.

Each Contractor Supervisor shall be responsible for:

- Ensuring that all work carried out under his supervision is done so in accordance with the requirements of all applicable legislation, rules, standards, specifications, plans and procedures;
- Participating in Baseline and Task-Based Risk Assessments;
- Ensuring that all employees under his supervision are made aware of the hazards, risk scenarios and control measures identified in relevant risk assessments;
- Ensuring that the control measures stipulated in all relevant risk assessments are in place and are implemented fully for all work carried out under his supervision;
- Ensuring that all employees under his supervision conduct pre-task hazard assessments when necessary;
- Driving the achievement of health and safety objectives set for his team;
- Ensuring that the necessary written appointments are in place for each employee under his supervision (e.g. First aider, mobile crane operator, etc.);
- Ensuring that all employees under his supervision attend all required training;
- Ensuring that no employee carries out any work that he is not competent to perform or has not been appointed to perform;
- Identifying training needs within his team;
- Carrying out Safety Observations and Coaching (one per day);
- Conducting a weekly Toolbox Talk with his team;
- Leading a Daily Safe Task Instruction discussion with his team;
- Attending Health and Safety Meetings as required;
- Maintaining a Health and Safety Management Information Notice Board in the work area for which he is responsible;
- Recording, on a daily basis, a description of the day's activities as well as a breakdown (by occupation) of the personnel on site under his supervision (e.g. 5 bricklayers, 2 carpenters, 3 welders, 22 general workers, and 1 supervisor);
- Ensuring that all Safe Work Procedures applicable to the work carried out under his supervision are adhered to and are fully implemented;
- Maintaining discipline and taking the necessary action whenever an employee under his supervision does not adhere to a rule or requirement;
- Carrying out Planned Task Observations (one per day);

- Ensuring that emergency response procedures are understood by all employees under his supervision and that these procedures are followed in the event of an emergency;
- Reporting all incidents immediately, participating in incident investigations, communicating the lessons learnt to all employees under his supervision, and implementing corrective actions where required; and
- Carrying out workplace health and safety inspections.

Each supervisor must accept these responsibilities in writing as part of his appointment.

Each supervisor must be equipped with a mobile telephone to ensure that effective communication can be maintained for the duration of the contract.

10.4 Health and Safety Representatives

The team of employees on site must have a health and safety representative deployed on the project site(s), a Health and Safety Representative must be elected and appointed. Taking into consideration the number of employees deployed, the geographical area in which the work is taking place, the different work disciplines, and the shift pattern (if applicable), the contractor must ensure that an adequate number of Health and Safety Representatives (at a minimum ratio of one Health and Safety Representative per 50 employees) are elected and appointed to effectively represent all site personnel as required by the OHS Act 85 of 1993, section 17 - 18.

Each Health and Safety Representative must attend an accredited training course for health and safety representatives. The cost of this training shall be for the contractor's account.

The contractor must make the necessary allowances for the Health and Safety Representatives to carry out their duties as specified in the applicable legislation.

The contractor must ensure that an appropriate sticker is affixed to the safety helmet of each Health and Safety Representative for identification purposes.

10.5 First Aiders

If 10 or more employees are deployed on the project site(s), at least one trained and competent First Aider must be in place and must be appointed. Taking into consideration the number of employees deployed, the geographical area in which the work is taking place, the different work disciplines, and the shift pattern (if applicable), the contractor must ensure that an adequate number of First Aiders (at a minimum ratio of one First Aider per 50 employees) are in place and have been appointed to administer first aid treatment should this be required.

First Aid training must be done through an accredited training institution. The cost of this training shall be for the contractor's account.

The contractor must ensure that an appropriate sticker is affixed to the safety helmet of each First Aider for identification purposes.

10.6 Duties of Client

As per the Construction regulations of 2014, regulation 5(1) – (8) a client will -

- Prepare a baseline risk assessment for an intended construction work project;
- Prepare a suitable, sufficiently documented and coherent site specific health and safety specification for the intended construction work based on the baseline risk assessment contemplated in paragraph
- Provide the designer with the health and safety specification contemplated in paragraph (b);
- Ensure that the designer takes the prepared health and safety specification into consideration during the design stage;
- Ensure that the designer carries out all responsibilities contemplated in CR regulation 6;

- Include the health and safety specification in the tender documents;
- Ensure that potential principal contractors submitting tenders have made adequate provision for the cost of health and safety measures;
- Ensure that the principal contractor to be appointed has the necessary competencies and resources to carry out the construction work safely;
- Take reasonable steps to ensure co-operation between all contractors appointed by the client to enable each of those contractors to comply with these Regulations;
- Ensure before any work commences on a site that every principal contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993);
- Appoint every principal contractor in writing for the project or part thereof on the construction site;
- Discuss and negotiate with the principal contractor the contents of the principal contractor's health and safety plan contemplated in CR regulation 7(1), and must thereafter finally approve that plan for implementation;
- Ensure that a copy of the principal contractor's health and safety plan is available on request to an employee, inspector or contractor;
- Take reasonable steps to ensure that each contractor's health and safety plan contemplated in
- CR Regulation 7(1)(a) is implemented and maintained;
- Ensure that periodic health and safety audits and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least once every 30 days;
- Ensure that a copy of the health and safety audit report contemplated in paragraph (o) is provided to the principal contractor within seven days after the audit;
- Stop any contractor from executing a construction activity which poses a threat to the ensure that a copy of the health and safety audit report contemplated in paragraph (o) is provided to the principal contractor within seven days after the audit;
- Stop any contractor from executing a construction activity which poses a threat to the health and safety of persons which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site;
- Where changes are brought about to the design or construction work, make sufficient health and safety information and appropriate resources available to the principal contractor to execute the work safely; and
- Ensure that the health and safety file contemplated in CR regulation 7(1) (b) is kept and maintained by the Principal contractor.

Where a client requires additional work to be performed as a result of a design change or an error in Construction due to the actions of the client, the client must ensure that sufficient safety information and appropriate additional resources are available to execute the required work safely.

Where a fatality or permanent disabling injury occurs on a construction site, the client must ensure that the contractor provides the provincial director with a report contemplated in section 24 of the Act, in accordance with regulations 8 and 9 of the General Administrative Regulations, 2013, and that the report includes the measures that the contractor intends to implement to ensure a safe construction site as far as is reasonably practicable.

Where more than one principal contractor is appointed as contemplated in sub-regulation CR 5(1) (k), the client must take reasonable steps to ensure co-operation between all principal contractors and Contractors in order to ensure compliance with these Regulations.

Where a construction work permit is required as contemplated in CR 3(1), the client must, without derogating from his or her health and safety responsibilities or liabilities, appoint a competent person in writing as an agent to act as his or her representative, and where such an appointment is made the duties that are imposed by these Regulations upon a client, apply as far as reasonably practicable to the agent so appointed.

Were notification of construction work is required as contemplated in CR regulation 4(1), the client may, without derogating from his or her health and safety responsibilities or liabilities, appoint a competent person in writing as an agent to act as his or her representative, and where such an appointment is made the duties that are imposed by these Regulations upon a client, apply as far as reasonably practicable to the agent so appointed: Provided that, where the question arises as to whether an Agent is necessary, the decision of an inspector is decisive.

An agent contemplated in CR sub-regulations (5) and (6) must—
Manage the health and safety on a construction project for the client; and
Be registered with a statutory body approved by the Chief Inspector as qualified to perform the required functions;

When the chief inspector has approved a statutory body as contemplated in CR sub-regulation (7) (b), he or she must give notice of that approval in the Gazette.

10.7 Duties of the Designer

As per the Construction regulations of 2014, regulation 6(1) – (2) a designer must –

- Ensure that the applicable safety standards incorporated into these Regulations under section 44 of the Act are compiled within the design;
- Take into consideration the health and safety specification submitted by the client;
- Before the contract is put out to tender, make available in a report to the client—
- All relevant health and safety information about the design of the relevant structure that may affect the pricing of the construction work;
- The geotechnical-science aspects, where appropriate; and
- The loading that the structure is designed to withstand;
- Inform the client in writing of any known or anticipated dangers or hazards relating to the construction work, and make available all relevant information required for the safe execution of the work upon being designed or when the design is subsequently altered;
- When modifying the design or substituting materials; take into account the hazards relating to any subsequent maintenance of the relevant structure and must make provision in the design for that work to be performed to minimize the risk;
- When mandated by the client to do so, carry out the necessary inspections at appropriate stages to verify that the construction of the relevant structure is carried out in accordance with his design: Provided that if the designer is not so mandated, the client's appointed agent in this regard is responsible to carry out such inspections;
- When mandated stop any contractor from executing any construction work which is not in accordance with the relevant design's health and safety aspects: Provided that if the designer is not so mandated, the client's appointed agent in that regard must stop that contractor from executing that construction work;
- When mandated in his or her final inspection of the completed structure in accordance with the National Building Regulations, include the health and safety aspects of the structure as far as reasonably practicable, declare the structure safe for use, and issue a completion certificate to the client and a copy thereof to the contractor; and
- During the design stage, take cognisance of ergonomic design principles in order to minimize ergonomic related hazards in all phases of the life cycle of a structure.

The designer of temporary works must ensure that –

- All temporary works are adequately designed so that it will be capable of supporting all anticipated vertical and lateral loads that may be applied;
- The designs of temporary works are done with close reference to the structural;
- The designs of temporary works are done with close reference to the structural design drawings issued by the contractor, and in the event of any uncertainty consult the contractor;
- All drawings and calculations pertaining to the design of temporary works are kept at the office of the temporary works designer and are made available on request by an inspector; and

- The loads caused by the temporary works and any imposed loads are clearly indicated in the design.

10.8 Duties of Principal Contractor

As per the Construction regulations of 2014, regulation 7(1) – (8) a Principal Contractor and Contractor must -

- Provide and demonstrate to the client a suitable, sufficiently documented and coherent site specific health and safety plan, based on the client's documented health and safety specifications contemplated in CR 5(1)(b), which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the principal contractor as work progresses;
- Open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, which must be made available on request to an inspector, the client, the client's agent or a contractor; and
- On appointing any other contractor, in order to ensure compliance with the provisions of the Act-
- Provide contractors who are tendering to perform construction work for the principal contractor, with the relevant sections of the health and safety specifications contemplated in CR regulation 5(1)(b) pertaining to the construction work which has to be performed;
- Ensure that potential contractors submitting tenders have made sufficient provision for health and safety measures during the construction process;
- Ensure that no contractor is appointed to perform construction work unless the principal contractor is reasonably satisfied that the contractor that he or she intends to appoint, has the necessary competencies and resources to perform the construction work safely;
- Ensure prior to work commencing on the site that every contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993;
- Appoint each contractor in writing for the part of the project on the construction site
- Ensure that a copy of his or her health and safety plan contemplated in paragraph (a),
- As well as the contractor's health and safety plan contemplated in CR 7 sub-regulation (2)(a), is available on request to an employee, an inspector, a contractor, the client or the client's agent;
- Hand over a consolidated health and safety file to the client upon completion of the construction work and must, in addition to the documentation referred to in CR 7 sub-regulation (2)(b), include a record of all drawings, designs, materials used and other similar information concerning the completed structure;
- In addition to the documentation required in the health and safety file in terms of paragraph (c)(v) and CR 7 sub-regulation (2)(b), include and make available a comprehensive and updated list of all the contractors on site accountable to the principal contractor, the agreements between the parties and the type of work being principal contractor, the agreements between the parties and the type of work being done; and
- 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.

10.9 Duties of Contractor

A contractor must –

- Prior to performing any construction work provide and demonstrate to the principal contractor a suitable and sufficiently documented health and safety plan, based on the relevant sections of the client's health and safety specification) and provided by the principal contractor), which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the contractor as work progresses;

- Open and keep on site a health and safety file, which must include all documentation required and must be made available on request to an inspector, the client, the client's agent or the principal contractor;
- Before appointing another contractor to perform construction work be reasonably satisfied that the contractor that he or she intends to appoint has the necessary competencies and resources to perform the construction work safely;
- Co-operate with the principal contractor as far as is necessary to enable each of them to comply with the provisions of the Act; and
- As far as is reasonably practicable, promptly provide the principal contractor with any information which might affect the health and safety of any person at work carrying out construction work on the site, any person who might be affected by the work of such a person at work, or which might justify a review of the health and safety plan.

Where a contractor appoints another contractor to perform construction work, the duties that apply to the principal contractor apply to the contractor as if he or she were the principal contractor.

A contractor must take reasonable steps to ensure co-operation between all contractors appointed by the principal contractor to enable each of those contractors to comply with these Regulations.

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 at all times keep on his or her construction site records of the health and safety induction training and such records must be made available on request to an inspector, the client, the client's agent or the principal contractor;.

A 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.

10.10 Management and supervision of Construction work

A principal contractor must in writing appoint one full-time competent person as the construction manager with the duty of managing all the construction work on a single site, including the duty of ensuring occupational health and safety compliance, and in the absence of the construction manager an alternate must be appointed by the principal contractor.

A principal contractor must upon having considered the size of the project, in writing appoint one or more assistant construction managers for different sections thereof: Provided that the designation of any such person does not relieve the construction manager of any personal accountability for failing in his or her management duties in terms of this regulation.

Where the construction manager has not appointed assistant construction managers as in the opinion of an inspector, a sufficient number of such assistant construction managers have not been appointed, that inspector must direct the construction manager in writing to appoint the number of assistant construction managers indicated by the inspector,

No construction manager appointed may manage any construction work on or in any construction site other than the site in respect of which he or she has been appointed.

A contractor must, after consultation with the client and having considered the size of the project, the degree of danger likely to be encountered or the accumulation of hazards or risks on the site, appoint a full-time or part-time construction health and safety officer in writing to assist in the

control of all health and safety related aspects on the site: Provided that, where the question arises as to whether a construction health and safety officer is necessary, the decision of an inspector is decisive.

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

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 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.

No construction supervisor appointed under may supervise any construction work on or in any construction site other than the site in respect of which he or she has been appointed: Provided that if a sufficient number of competent employees have been appropriately designated on all the relevant construction sites, the appointed construction supervisor may supervise more than one site.

11. Operational legal appointment letters

The contractor must ensure other legal appointment letter are compiled and be submitted with the Contractor HSE compliance plan, below is some appointment required as per the legislation, the appointment letters varies based on the project and is not exhaustive;

- OHS Act Sec 16(2)
- COVID-19 Compliance officer
- Sec 17,18,19 SHE Representative
- GSR 3(4) First Aider
- GAR 9(2) Incident investigator
- GMR 2(1) Supervisor of machinery
- GMR 2(7) Assistant Supervisor of machinery
- CR 4(1)(c) Principal Contractor
- CR 8(1) Construction Manager
- CR 8(2) Assistant Construction Manager
- CR 8(7) Construction Supervisor
- CR 8(8) Assistant Supervisor of construction work
- CR 8(5) Construction Health and Safety Officer
- CR 9(1) Construction Risk Assessor
- CR 10(1)(a),(b) Fall protection plan Developer
- CR 10(2)(d) Inspector of fall arrest system
- CR 14(2) Scaffolding Supervisor
- DMR 17(2),18 Inspector of lifting machinery
- CR17(8) Material hoist Inspector
- CR 19(2)(g)(i) Explosive powered tool issuer

- CR 23(1)(k) Construction vehicle and mobile plant Inspector
- CR 24(d) Temporary Electrical Installation Controller
- CR 24(e) Temporary Electrical Installation Inspector
- CR 28(a) Stacking and storage Supervisor
- CR 29(h) Fire extinguisher inspector
- EMR 8(8) Appointment for electrical installation in hazardous location- Master Electrician (Inspector)
- EIR 9 Installation Electrician appointment

12. Competence, Training and Awareness

Each employee (including sub-contractor employees) must be suitably trained and competent, and must understand the health and safety hazards, risks and control measures associated with his work as required by the OHS Act 85 of 1993,(14)

The contractor must implement systems and procedures to ensure that:

- The necessary competencies required by employees are identified (by occupation), along with selection, placement and any training requirements;

Please Note: Specific competency profiles and selection criteria (fitness for work) must be developed for all roles where significant health or safety risk exists.

Please Note: A formal training needs analysis must be carried out based on the competency profiles and a training matrix must be developed for the project.

Roles requiring technical certification, registration or licensing are identified and documented, and these roles are filled only by suitably qualified personnel;

- Minimum core health and safety skills required by employees in leadership and supervisory roles are identified and suitable training is provided including hazard identification and risk assessment, incident investigation, and health and safety interactions (i.e. Observation and coaching techniques);
- Competency-based training is provided and it includes operational controls (procedures and work instructions), management of change, and emergency response;
- All employees hold and maintain the required competencies (including appropriate qualifications, certificates and licences) and are under competent supervision;
- A site-specific induction and orientation programme that highlights health and safety requirements, procedures, and significant hazards, risks and associated control measures is in place for all new employees and visitors (understanding must be assessed);
- Personnel are trained and / or briefed on new or amended standards, rules, safe work procedures, risk assessments, etc.;
- Refresher training is carried out as required (e.g. Re-induction following an absence from site);
- Records of education, qualifications, training, experience and competency assessments are maintained on site for all employees; and
- The effectiveness of training is reviewed and evaluated.

Prior to the commencement of any work, including mobilisation and site set-up activities, the contractor must provide, to the satisfaction of the nominated project management representative, current documentation verifying that the contractor's employees, as well as the employees of any appointed sub-contractors, are competent and have the necessary qualifications, certificates, licences, job skills, training and experience (as required by this specification and applicable legislation) to safely carry out the work that is to be performed.

The Contractor and sub-contractor must ensure that the following training takes place:

- health and safety induction training pertaining to the hazards prevalent on the site at the time of entry
- training for all persons required to erect, move or dismantle temporary works structures and instruction to perform those operations safely
- training of employees working from a fall risk position
- training to work or to be suspended on a platform which includes at least:
 - how to access and egress the suspended platform safely;
 - how to correctly operate the controls and safety devices of the equipment;
 - information on the dangers related to the misuse of safety devices; and
 - information on the procedures to be followed in the case of-
 - o an emergency;
 - o the malfunctioning of equipment; and
 - o the discovery of a suspected defect in the equipment;
 - o an instructions on the proper use of body harnesses.
- Training for all operators of construction vehicles and mobile plant.

A contractor must at all times keep on his or her construction site records of the health and safety induction training and such records must be made available on request to an inspector, the client, the client's agent or the principal contractor;.

Please Note: Only certified copies of certificates, licences, etc. Will be accepted.

An Employee Profile (dossier) must be completed for each employee who will be performing work on site. All documentation pertaining to an employee's competence (i.e. certified copies of qualifications, certificates and licences as well as proof of job skills, training and experience) must be maintained in this dossier.

If it is determined through observation that an employee is not yet competent to carry out a particular task in a safe and capable manner, the employee will be required to cease work immediately and must either be reassigned or be retrained at the contractor's expense.

The contractor must provide proof that the training institutions and trainers that are used are appropriately registered with a governing authority (a trainer's registration certificate or registration number alone will not be adequate). The following must be made available for verification purposes:

- Proof of registration of the training institution including the training programmes that the institution is accredited to provide; and
- For each trainer, proof of competency and registration for the specific training programmes presented.

Foreign qualifications held by employees in health and safety critical roles must be verified against the requirements of local legislation.

12.1 Induction Training

Each employee must attend mandatory Induction Training at Bidvest Tank Terminals applicable to the super cone fender installation project at Berth 208/209. No employee will be permitted to enter any project work site at Berth 208/209 until he/she has attended this training. Each employee must carry proof that he/she has completed the induction training and may be removed from a site if

such proof cannot be produced on request, this as required by the Construction regulations of 2014, regulation 7(5).

All visitors must receive a visitor induction briefing before entering any project work site. However, this induction does not permit a visitor to enter a site unescorted. Visitors must be accompanied at all times by an appropriately senior employee who has been fully inducted.

12.2 Specific Training and Competency Requirements

The following specific training and competency requirements must be complied with.

Please Note: An employee must be trained, assessed and found competent before he will be given authorisation to perform certain tasks or fill certain roles.

Table 12-1: Specific Training and Competency Requirements

Training	Applicable To
Health and Safety Induction at BTT	All employees
Safety Observations and Coaching (Safety Interactions)	All employees
Risk Assessment	All managers and supervisors
Incident Investigation	All managers and supervisors
Safety Leadership	All managers and supervisors
Legal Liability*	All managers and supervisors
Health and Safety Rep*	All elected Health and Safety Representatives
First Aid Levels 1, 2 and 3*	All nominated First Aiders
Fire Fighting (Fire Extinguisher Use)*	All employees
Working at Height*	All employees using a safety harness
Confined Spaces*	All Confined Space Entry Officers and Standby Persons
Permit to Work	All Authorised Persons (i.e. Permit issuers) and all Applicants (i.e. Employees who will be applying for permits)
Isolation and Lockout	All Authorised Persons (i.e. Persons who authorise work that requires Isolation and Lockout), all Isolation Officers, and all Applicants (i.e. Persons who request permission to work on systems or equipment requiring Isolation and Lockout)
Mobile Equipment Site Licence*	All mobile equipment operators
Lifting machine operators*	As prescribed by DMR18(11)

Training requirements marked with an * must be arranged through accredited external training institutions by the contractor.

13. Communication, Participation and Consultation

The contractor must establish and maintain effective communication and consultative processes (allowing for a two-way dialogue) for the duration of the project to ensure that:

- All personnel are kept up to date with regard to health and safety matters (e.g. Hazards and risks, incidents and lessons learnt, leading practices, performance against objectives, etc.);
- General health and safety awareness levels are kept high;
- Prompt feedback is given to personnel with regard to health and safety issues or concerns that they raise; and

- Relevant, and often critical, health and safety related information (e.g. Design changes, instructions, reporting of hazardous conditions or situations, etc.) Is effectively disseminated.

This must be achieved as follows:

13.1 Toolbox Talks

The contractor must prepare a Toolbox Talk on a weekly basis and must share it with all personnel for which the contractor is responsible (including all sub-contractors). Toolbox Talks must address health and safety issues that are relevant to the work performed on the project site(s) and must include information and / or knowledge sharing, lessons learnt from incidents that have occurred, information concerning specific hazards and / or risks and control measures to prevent injury, etc.

Attendance records must be kept and maintained in the contractor's health and safety file.

13.2 Daily Safe Task Instructions (DSTI's)

A Daily Safe Task Instruction (DSTI) is a pre-start discussion amongst the members of a work team, led by the appointed supervisor, aimed at anticipating hazards and potential risks associated with the activities planned for the day or shift, and ensuring that the necessary control measures are in place to prevent incidents.

At the start of each day or shift, prior to the start of any work, each appointed supervisor must inspect the work area for which he is responsible and ensure that it is safe. He must then conduct a DSTI with his work team specifically concerning the tasks that they will be performing during the course of the day or shift. The relevant Task-Based Risk Assessment for the activity must be used as the basis for the discussion. The correct work method must be reiterated and the identified hazards, risks and control measures must be discussed with the team (each team member must be given the opportunity to contribute and participate in the discussion).

Any team member arriving late must first be taken through the information that was discussed (work method, hazards, risks and control measures) before being permitted to start working. If the work method changes after activities have already begun, the DSTI must be revisited and updated with the team, and the changes must be signed off by the relevant Contractor Health and Safety Officer.

Every member of the work team must sign the DSTI attendance register. The attendance records must be kept and maintained in the contractor's health and safety file.

The contractor's Health and Safety Officer must evaluate the content of the DSTI's daily to ensure that they are task-specific. Furthermore, the Health and Safety Officer must attend at least one DSTI per day prior to the start of work. The Health and Safety Officer may not lead the DSTI discussions, as this is the responsibility of the appointed supervisor.

13.3 Health and Safety Suggestions

All employees must be encouraged to submit suggestions to enhance health and safety management on the project site(s). A process must be in place for documenting, evaluating, implementing (as appropriate), archiving and recognising the improvement ideas.

13.4 Visible Felt Leadership (VFL) and Safety Observations and Coaching (SOC's)

The contractor's supervisory personnel (i.e. Managers and supervisors) must participate in the project's Visible Felt Leadership (VFL) programme. Each manager and each supervisor must, as part of his normal duties, perform Safety Observations and Coaching (SOC's). The intention of this programme is to encourage interaction between supervisors and workers concerning health

and safety matters in order to:

- Reinforce behaviours consistent with standards, procedures and management system requirements;
- Correct behaviours inconsistent with standards, procedures and management system requirements; and
- Verify whether employees have the necessary training, certification, equipment, etc.
- To perform the work that they are carrying out.

14. Meetings

14.1.1 Contractor Health and Safety (OHS Act Section 19)

The contractor must schedule and consistently hold monthly health and safety meetings. These meetings must be chaired by the contractor's Project Manager and the following persons must be in attendance:

- Contractor and sub-contractor management representatives;
- Contractor and sub-contractor supervisors;
- Contractor and sub-contractor appointed Health and Safety (Employee) Representatives;
- Contractor and sub-contractor Health and Safety Officers; and
- The relevant Project Health and Safety Advisor.

The meeting must address the following as a minimum:

- New incidents for the period and corrective actions taken or to be taken;
- Implementation status of outstanding actions associated with previous incidents;
- SOC's, PTO's and DSTI's carried out for the period and action required to correct trends identified;
- Results of any audits, inspections (including H&S Rep inspections) or site visits carried out;
- A look ahead to ensure that appropriate health and safety planning and preparation is done for upcoming work;
- Risk Assessments, Safe Work Procedures, etc. That are outstanding or due for review (as well as the quality of these documents); and
- Any other health and safety related matter.

The contractor must compile minutes of each meeting and attendance records must be kept. These records must be maintained in the contractor's health and safety file.

14.1.2 Site Meetings

In addition to the Contractor Meetings, the Project will schedule monthly Site Meetings that the contractor must attend. These meetings will be chaired by the Contract Manager and the following persons must be in attendance:

- Contractor management representatives;
- Contractor Health and Safety Officers;
- Contractor Environmental Officer
- Contractor Quality Management
- The Project Health and Safety Manager;
- Project Health and Safety Advisors; and
- Client representatives (ad hoc).

The meeting will address the following as a minimum:

- Feedback from the contractor concerning health and safety performance for the period;
- New incidents for the period and corrective actions taken or to be taken;
- Implementation status of outstanding actions associated with previous incidents;
- SOC's, PTO's and DSTI's carried out for the period and action required to correct trends identified;

- Results of any audits, inspections or site visits carried out;
- A look ahead to ensure that appropriate health and safety planning and preparation is done for upcoming work;
- Risk Assessments, Safe Work Procedures, etc. That are outstanding or due for review (as well as the quality of these documents); and
- Any other health and safety related matter.

14.1.3 Performance Boards

The contractor must provide and maintain a Performance Board to be approved by the nominated project management representative and to be positioned at the entrance to the contractor's site office area. This board must display the following information as a minimum:

- The contractor's logo;
- Current manpower (heads) on site;
- Man-hours worked for the current month and project to date;
- Lost Time Injury Frequency Rate (LTIFR);
- Dates of last injuries (FAI, MTI and LTI);
- Number of hours worked since the last recorded LTI; and
- Names and contact telephone numbers for the appointed Project Manager and the Health and Safety Officers.

14.1.4 Management Information Notice Boards

The contractor must provide, for each appointed supervisor, a portable Health and Safety Management Information Notice Board to be placed in the work area. The following information and documentation, as a minimum, must be posted on these boards:

- The relevant Method Statements, Risk Assessments and Safe Work Procedures for the work that is being performed that day;
- The DSTI for the day;
- The most recent Toolbox Talk;
- Where applicable, all required permits and permissions for the work that is being performed;
- Material Safety Data Sheets (MSDS's) for any chemical substances being used;
- The health and safety objectives for the work team;
- Details of the last incident involving the work team;
- The most recent weekly health and safety report (refer to Section 20);
- Emergency procedures;
- A site plan indicating evacuation routes and emergency assembly point locations;
- First Aider names and contact telephone numbers; and
- The appointed supervisor's contact details.

14.1.5 Involvement (Other)

The participation of all contractor (and sub-contractor) employees in activities that promote improvements in health and safety performance must be encouraged. In particular, this must include their appropriate involvement in:

- Hazard identification, risk analysis and determining control measures;
- Incident investigation; and
- Reviewing policy and objectives.

All regulations, instructions, signage, etc. Must be communicated in a language understood by all employees.

Health and safety personnel must be actively involved in planning activities so that they have the opportunity to highlight hazards and risks associated with upcoming work well in advance to ensure sufficient time to arrange and / or implement the necessary control measures.

15. Documentation and Document Control

The contractor must develop and maintain project-specific documentation required for the effective management of health and safety on the project.

All documents related to the contractor's health and safety management system must be effectively controlled.

The document control process must:

- Provide for the review, revision and version control of documents;
- Uniquely identify documents (as appropriate) to control their use and function;
- Require approval of the documents for adequacy prior to issue;
- Clearly identify changes and record the status of any revisions to documents; and
- Provide for the effective distribution of documents to, and where necessary the timely removal of obsolete documents from, all points of issue and use.

The contractor must establish a process for the systematic control of health and safety records and related data. Controls must be in place for the creation, receipt, secure storage, maintenance, accessing, use and disposal of such records and data.

Each record must be legible, identifiable and traceable, and must contain adequate information and data for its purpose.

The confidentiality and security of records and data must be maintained in a manner that is appropriate for the nature of the records and data, and in accordance with any applicable data or privacy protection legislation.

Personal information originating

From medical surveillance and occupational hygiene monitoring must be reported in a form that respects the privacy of the individual, but enables management to fulfil their duty of care obligations to employees. The names of individuals must not be disclosed without their written authorisation.

Retention periods for all records (based on legal requirements and / or knowledge preservation considerations) must be established and documented in accordance with applicable legislation.

16. Contractor compliance File Requirements

The contractor must compile and maintain a file containing all necessary compliance related documentation. The client should provide construction work permit and to be kept on site at all times. The contents of the file will be audited by a Project SHE Advisor on a monthly basis.

Required documentation includes, but is not limited to, the following:

- Valid Letter of Good Standing from the Workman's Compensation Commissioner;
- Proof of Public Liability Insurance;
- Scope of Work under the contract;
- List of Contacts and their Telephone Numbers;
- Health and Safety Policy;
- Health and Safety Management Plan based on scope of work;

- Legal Register;
- Organisational Chart for the project;
- Appointment Letters (appointment of the contracting company, and appointments for all persons with health and safety related responsibilities);
- 37.2 Agreements
- Notifications to the relevant authorities that construction work is in progress;
- Baseline and Task-Based Risk Assessments;
- Safe Work Procedures, Work Instructions and Work Method Statements;
- Planned Task Observations;
- Fall Protection Plan (where applicable);
- A dossier (Equipment Profile) for each fuel-driven vehicle or machine;
- Load test certificates of lifting equipment and tackle
- Inspection Registers, Forms and Checklists (e.g. For portable electrical tools, ladders, safety harnesses, light vehicles, mobile equipment, lifting equipment and lifting tackle, first aid boxes, fire extinguishers, etc.);
- PPE Issue Registers;
- Material Safety Data Sheets;
- Emergency Response Procedures;
- Incident Procedures and Records;
- A dossier (Employee Profile) for each employee containing:
 - A copy of the employee's Identity Document or Passport;
 - Certificate of Fitness (Pre-Employment Medical Examination);
 - Proof of Induction Training;
 - Other Training Records;
 - Copies of Qualification Certificates and / or Certificates of Competency; and
 - Copies of Licences;
- Health and Safety Meeting Minutes;
- Health and Safety Performance Reports;
- Copies of Inspection and Audit Reports; and
- Daily Safe Task Instructions (DSTI's) and Toolbox Talks.

The contractor must ensure that an equivalent file is compiled and maintained by each appointed sub-contractor.

16.1 Notification of Construction Work

A contractor who intends to carry out any construction work other than work contemplated in CR regulation 3(1), must at least 7 days before that work is to be carried out notify the provincial director in writing in a form similar to Annexure 2 if the intended construction work will—

- include excavation work;
- include working at a height where there is 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 similar to Annexure 2 of the CR regulations.

17. Operational Control

For project operations and activities, the contractor shall implement and maintain:

- Operational controls, as applicable to the organization and its activities;
- The organization shall integrate those operational controls into its overall OH&S Management System;
- Controls related to purchased goods, equipment and services;
- Controls related to contractors and other visitors to the workplace;
- Documented procedures, to cover situations where their absence could lead to deviations from the OH&S policy and the objectives;
- Stipulated operating criteria where their absence could lead to deviations from the OH&S policy and objectives.

18. Safe Work Procedures

Procedures to be developed and maintained on site

The contractor must develop, document and implement Safe Work Procedures for all activities involving significant health or safety risk. These procedures must detail the control measures required to effectively manage the health and safety risks associated with the work activities.

Each Safe Work Procedure must be consistent with the Task-Based Risk Assessment completed for the activity.

Every person engaged in an activity for which a Safe Work Procedure has been developed must receive suitable training on the procedure.

Furthermore, the contractor must develop, document, communicate and implement formal procedures, work instructions and / or programmes for the operation, maintenance, inspection and testing of all plant and equipment (including protective systems and devices) brought onto the project site(s).

19. Planned Task Observations

All contractor, management supervisors must perform Planned Task Observations (PTO's) to verify that the control measures that have been identified in Safe Work Procedures (and associated Risk Assessments) are being adhered to and are being properly implemented, and to provide guidance where deviations are noted.

Each supervisor must complete at least one PTO per day involving one or more employees in his work team.

When an unsafe act or condition is identified, the supervisor must coach the work team to correct the act or condition in line with the Safe Work Procedure.

Where valid changes to the work method are identified, the supervisor must ensure that the Safe Work Procedure and Risk Assessment are updated to reflect the current practice.

Project representatives will carry out PTO's on contractor employees on an ad hoc basis. Should deviations from the contractor's Safe Work Procedures be observed, the work may be stopped until these deviations are rectified.

20. General Rules of Conduct

All persons are required to conform to the following rules of conduct while on the site.

The following acts are prohibited:

- Engaging in practical jokes, horseplay, scuffling, wrestling, fighting, or gambling;
- Assault, intimidation, or abuse of any person;
- Insubordination towards any supervisor or manager;
- Refusing to carry out a reasonable and lawful instruction concerning health and safety;
- Entry into any restricted area (including barricaded areas), unless authorised to do so by the responsible person;
- Unauthorised use / operation of any equipment or machinery;
- Negligently, carelessly or wilfully causing damage to any property;
- Destroying or tampering with safety devices, signs, or signals;
- The use of water from fire hydrants or hose reels for any purpose other than extinguishing a fire;
- The wilful and unnecessary discharging of fire extinguishers;
- Refusing to give evidence or deliberately making false statements during incident investigations;
- Bringing alcohol, drugs, or any other intoxicating substance onto site;
- Bringing a firearm, ammunition, or any other offensive weapon onto site;
- Bringing animals onto site;
- Running, except in an emergency;
- The use of an ipod (or similar) whilst working on site;
- Sleeping on the job;
- Building fires on site, unless in a suitably constructed barbequing facility; and
- Pouring / pumping / flushing any substance (chemical / hydrocarbon / waste water) into a storm water drain, onto bare soil, or into any area where the substance is not effectively contained.

Any of the above actions may result in the temporary or permanent removal of the offending person(s) from site, as well as possible prosecution. The decision of the nominated project management representative shall be final and binding in respect of any dispute that may arise from the interpretation of these requirements.

Transnet will not get involved in contractor disciplinary rules and procedures. The contractor will simply be informed (with reasons) that the offending employee(s) will be denied access to the project site. Once the contractor has been informed, the employee(s) must be removed from the site immediately.

21. Berth 208/209 Site Access

The contractor must comply with all access control, procedures and systems applicable to the project site.

Failure to comply with these requirements will be viewed as a serious safety breach and may result in the permanent removal of the individual(s) / contracting company from site or suspension without payment.

Access will be controlled as follows:

- The access will be strictly controlled and managed, the contractor shall comply to all site rules.
- No Smoking
- No naked flames
- No usage of cell phones
- Two way hand held radio communication must be anti-static and intrinsic safe.

21.1 Access Cards

No access card will be issued unless proof of identification is provided (i.e. an identity document or a valid passport). Access cards are issued by Security Department at the Truck staging area. Contractors to liaise with the assigned TNPA project/construction manager.

For foreign labour, an access card will only be issued if a valid work visa is produced.

Note: A driving licence will not be accepted as proof of identification.

21.2 Trespassing

The contractor must ensure that no employee (including sub-contractor employees) trespasses on any land lying beyond the boundaries of the project site.

If instructed by a nominated project management representative to do so, the contractor must remove any employee who fails to comply with this requirement from the project.

The contractor's activities must be confined to the specified construction areas, and access to these areas may only be by means of specified routes.

All required barricading (fencing) must be erected and maintained by the contractor.

21.3 Visitors

Visitors (including reps and suppliers) must be advised in advance of the mandatory Personal Protective Equipment (PPE) requirements for the site, and must arrive with all of this PPE.

Upon arrival, all visitors must report to the Security Office where they must sign in.

All visitors must undergo a visitor induction briefing before entering the site.

A visitor access card will be issued to each visitor on conclusion of the induction briefing.

Whilst on site, visitors must be accompanied at all times by an appropriately senior employee who has been inducted fully. The visitor(s) must be met at the Security Office, and when the visit is over, must be escorted back to the Security Office.

When leaving the site, each visitor must return his or her visitor access card to the security personnel posted at the entrance / exit. A visitor will not be permitted to leave the site until he or she produces the access card that was issued.

Note: Visitors are not permitted to perform any work on site.

Note: Any request (typically made by a government official) to carry out a site inspection must be referred to the nominated project management representative. The contractor must not arrange any such inspection without prior approval from the nominated project management representative.

21.4 Alcohol, Drugs and Other Intoxicating Substances

The contractor must ensure that all personnel under his authority do not at any time enter the site or perform any work whilst under the influence of alcohol, a drug, or any other intoxicating substance.

Selling or possessing drugs, alcoholic beverages or any other intoxicating substance on the site is strictly prohibited.

A drugs and alcohol testing program will be implemented. Persons entering the site will be randomly tested. Any person who tests positive for alcohol or drug consumption will be subject to disciplinary action and shall be permanently removed from the site.

Any person have the opportunity to rather report that he/she is under the influence before accessing the project site – in these case the employee may only be send home for the day by the responsible project manager representative but will then be tested for the following five days (each day) on his return to the project site. If it is found that the same person is frequently reporting that he/she is under the influence before even accessing the project site. It shall be the responsibility of the nominated project management representative to take disciplinary action and remove such a person's form the project site.

Should the actions and / or demeanour of an employee suggest possible narcosis or drunkenness, the employee must be removed from the site. This may be done without testing.

Note: All personnel involved in an incident / accident must immediately be subjected to an alcohol test and a drug test as part of the investigation.

21.5 Firearms, Ammunition and Offensive Weapons

Firearms, ammunition, and offensive weapons of any kind are strictly prohibited. No person may enter /shall not be permitted to enter the site carrying any such item.

22. Vehicles

All vehicles brought onto site must meet the safety requirements stipulated in Section 14.6.

Each vehicle to be used on site must be inspected and approved by the nominated project management representative before a site access permit will be issued for the vehicle / equipment.

No vehicle shall be permitted to enter the site unless it is duly authorised. Access permits are vehicle-specific and may not be transferred between vehicles.

The contractor must allow any vehicle that is brought onto site (including privately owned vehicles) to be searched at any time while on the premises, or when entering or leaving the premises.

The contractor is solely responsible for the safety and security of all vehicles (including private vehicles) that he brings onto the site.

All road-going vehicles used by the contractor on the site must be roadworthy and registered with the relevant traffic authority.

A vehicle will not be permitted to enter the site in an un-roadworthy condition. Access will be denied if, for example:

- The vehicle has a defective exhaust system;
- A serious oil or fuel leak is evident;
- The vehicle has unsafe bodywork or is carrying an unsafe load;
- The vehicle is fitted with extraneous or non-standard equipment;

- Passengers are not seated properly;
- The vehicle is not fitted with a seat belt for each occupant; or
- The vehicle has any obvious mechanical defect;
- Pre-inspection requirements are not met.

Overloaded vehicles will not be permitted to enter the site.

The driver / operator of any vehicle / mobile equipment must carry a copy of his appointment with him at all times. Each driver / operator must:

- Comply with all site / project rules and regulations pertaining to traffic and the safe operation of vehicles / mobile equipment;
- Obey all road signs;
- Obey all instructions given by security or emergency services personnel;
- Remain within the boundaries of the site; and
- Ensure that the vehicle that he is operating is never overloaded, and that loads are always properly secured.

In the interest of safety, only the minimum number of vehicles required by the contractor to complete the work under the contract will be permitted to enter the site.

When not in operation, the contractor's vehicles / mobile equipment must be parked within the boundaries of his lay-down area or yard.

Parking is only permitted in designated parking areas.

All cars are parked on site at the owner's risk.

In the event of a vehicle accident on site, the driver(s) must report the incident immediately and must remain at the scene until a nominated project management representative arrives, or until a nominated project management representative authorises him to leave (unless, of course, the driver requires medical attention).

22.1 Mobile Equipment and Light Vehicles

All Contractors must ensure all applicable legislation concerning mobile equipment and light vehicles are complied with at all times.

Each contractor must provide evidence to the nominated project management representative that all light vehicles and mobile equipment to be used on the project (including, but not limited to, lift and carry cranes (or mobi-lifts), mobile cranes, forklifts, mobile elevating work platforms (e.g. Cherry pickers), tractors, dozers, dump trucks, haul trucks, graders, excavators, loaders, back-actors, drill rigs, and road-going cars, light delivery vehicles, and trucks) comply with the requirements of all applicable legislation. This evidence must be provided prior to the equipment being brought onto the project site. The contractor remains responsible for meeting this requirement even if the equipment to be used is leased or provided by a sub-contractor (i.e. not owned directly by the contractor).

An Equipment Profile (dossier) must be compiled for each light vehicle and each item of mobile equipment to be used on the project site.

All mobile equipment and light vehicles (used for work purposes) must be subject to a risk assessment compiled. The assessment must:

- Involve operators and maintenance personnel who will use and work on the equipment; and
- Address all aspects of safe operation including handling, driver vision, brake failure, tyre blow out, and access and egress for operators and maintenance personnel.

Each light vehicle and each item of mobile equipment must be serviced and maintained as prescribed by the manufacturer of the vehicle or equipment.

No major repairs or services may be carried out on site.

No repairs may be carried out by a driver or operator. Only suitably qualified and competent persons may carry out repair work.

An appropriate pre-operation safety check based on a risk assessment must be carried out for each light vehicle or item of mobile equipment driven or operated for work purposes. For each vehicle or equipment type, an approved checklist must be in place (and must be used). The pre-operation check must include, but not be limited to, inspection and / or testing of the following safety critical features:

- Brakes (testing method must be provided);
- Wheels and tyres (including the spare);
- Lights and indicators;
- Steering;
- Seats and seat belts; and
- Windscreen and windows, including windscreen wipers and washers.

Should any critical feature be defective or damaged, the vehicle or equipment may not be operated until it has been fully repaired.

Supervisors must review the completed checklists on a daily basis to satisfy themselves that there are no major deficiencies that could place a driver or operator at risk.

No person may drive or operate any light vehicle or item of mobile equipment without authorisation.

All drivers and operators must be appointed in writing by the contractor's Project Manager.

No driver or operator may be appointed without proof that the individual has been trained, tested and found competent, or is currently licensed.

The appointment letter must specify the type of vehicle or equipment for which authorisation is being given and must clearly confirm that the driver or operator:

- Is 18 (eighteen) years of age or older;
- Has undergone a medical examination and has been declared fit for work by an occupational medical practitioner; and
- Has received suitable training and has been found competent, or is in possession of a valid driving licence issued by a state, provincial or civil authority that is applicable to the class of vehicle or equipment that is to be driven or operated.

The principal accountability for preventing accidents and incidents lies with the driver or operator of a light vehicle or item of mobile equipment, as he is in full control of any given situation at any given time. It must be stressed to each driver and each operator that safety is his prime responsibility – this must be clearly instructed and understood.

Drivers and operators must be empowered to stop driving or operating immediately should an unsafe condition arise, and refuse to drive or operate any light vehicle or item of mobile equipment that is defective and / or has any inoperative safety features. Similarly, a supervisor must never force a driver or operator to drive or operate a defective vehicle or item of equipment.

If a driver or operator does not adhere to the site rules and regulations, his appointment must be withdrawn and he must not be permitted to continue with his duties. If necessary, site access will be denied (either temporarily or permanently) to any driver or operator who is deemed to not be adhering to site requirements.

No person may drive or operate a light vehicle or item of mobile equipment if he suffers from a medical condition that places both him and those around him at risk of injury.

A fit-for-work policy must be in place, incorporating clearly defined maximum levels of drugs (including prescribed medication) and alcohol permitted in the system of a driver or operator.

Daily alcohol testing and random drug testing must be carried out.

Supervisors must regularly check on the physical condition of drivers and operators during the course of a shift.

A system must be in place to manage driver fatigue.

No eating or drinking is permitted while driving or operating a light vehicle or item of mobile equipment.

A mobile phone, whether hands-free or not, may only be used by the driver or operator of a light vehicle or item of mobile equipment when the vehicle or equipment is stationary and in a safe location.

Behaviour-based observations and coaching must include the operation of light vehicles and mobile equipment.

A site-specific traffic management plan must be compiled and submitted to the nominated project management representative for approval. The plan must include, but not be limited to, the following:

- Segregation of pedestrians, light vehicles, and mobile equipment where possible (using barriers where feasible);
- Systems to control the movement of mobile equipment in areas accessible to pedestrians, the movement of mobile equipment into and out of workshops, and pedestrian and light vehicle movement around mobile equipment;
- Setting of appropriate speed limits for vehicle types, road surfaces and environmental conditions;
- Installation and maintenance of road traffic control signs;
- Right-of-way rules (including overtaking restrictions);
- Overtaking protocols;
- Clear communication protocols for interactions between all vehicles and equipment;
- Procedures for light vehicles and / or mobile equipment entering hazardous or restricted areas;
- Standards for safe following distances based on operational circumstances, environmental conditions and near sight (blind spot) limitations of mobile equipment;
- The minimum safe distance to be maintained between light vehicles and mobile equipment (i.e. 50 metres unless positive contact is made);
- Designated parking areas for mobile equipment and light vehicles, including parking associated with maintenance areas;
- Parking procedures (e.g. Safe parking distances, safe parking locations, requirements for reverse parking, etc.);
- Systems to control approaching, refuelling, parking, boarding and disembarking mobile equipment (a driver or operator must exit the cabin and must disembark the vehicle or equipment entirely when his direct involvement with maintenance or servicing is not required);
- Guidelines for abnormal road conditions (e.g. Heavy rain, fog, or high winds) providing "go / no go" criteria and contact details for the person(s) responsible for making the "go / no go" decisions;
- Truck loading and unloading procedures to avoid material or objects falling from the vehicle;
- Guidelines for wide or abnormal loads including offsite transport; and

- Systems to control mobile equipment use in the vicinity of overhead power lines.

The design and layout of the road system (including entrance and exit points, intersections and other potential points of interaction between pedestrians, light vehicles and mobile equipment) must be reviewed periodically.

A risk assessment must be carried out prior to any changes being made to traffic movements or road systems.

Designated walkways (both indoors and outdoors) must be provided for pedestrians, and pedestrians must make use of these walkways. Good lighting must be provided along all walkways, particularly at road junctions. Wherever possible, rigid barricading must be used to separate pedestrians from moving light vehicles and / or mobile equipment.

No pedestrians are permitted on haul roads (or as far as this can reasonably be achieved in situations where a haul road runs through an area occupied by a local community). All personnel must be transported to site and must be dropped off at a designated area.

Controls must be in place to ensure the safety of people working on roads, including those working on broken-down vehicles.

High visibility clothing must be worn by all persons at all times whilst on the project site.

Speed limits and traffic rules must be reviewed regularly and must be rigorously enforced. Local traffic rules must be complied with at all times.

Pedestrians and cyclists must give way to light vehicles and / or mobile equipment except at pedestrian crossings.

All light vehicles and mobile equipment must give way to emergency vehicles.

Pedestrians and light vehicle drivers must be made aware of the blind spots associated with mobile equipment.

The driver or operator of a light vehicle or item of mobile equipment must stop the vehicle or equipment and sound the horn before proceeding at blind corners, where his view of the path or intended path is obstructed, and when entering or leaving a building.

Whenever a light vehicle or item of mobile equipment is stopped or parked, the handbrake (if applicable) must be applied.

Measures (such as chocking or the use of ditches or trenches) must be in place for the immobilisation of parked mobile equipment.

A parked light vehicle must be chocked in situations where the vehicle would roll forwards or backwards if placed in neutral with the handbrake disengaged.

No light vehicle or item of mobile equipment may be left unattended with the engine running or with a key in the ignition.

No light vehicle or item of mobile equipment may be parked so as to cause an obstruction to any roadway, passage or access way.

No light vehicle or item of mobile equipment may be parked within 50 metres of a loading or off-loading point.

Light vehicles and mobile equipment must be loaded safely. All loads must be secure and must be within the load limit of the vehicle or equipment. A load must be properly secured before the vehicle or equipment is set in motion. Adequate precautions must be taken for any overhanging load. No unauthorised light vehicle or item of mobile equipment may enter a restricted area or building.

22.1.1 Light Vehicles

All Contractors must ensure that Light vehicles have the following minimum safety features:

- Fixed seats and suitable seat (safety) belts for all occupants (i.e. Driver and all passengers);
- Roll-over protection for all vehicles intended to be driven on dirt or steep roads;
- Cargo barriers and load restraints for all vehicles designed for carrying loads (other than passengers), or that are unable to have cargo separated from the occupant-carrying space of the vehicle; and
- An air bag on the driver's side, and where available as a manufacturer fitted item, a passenger's air bag;
- A Reverse Alarm.

All Contractors must ensure that Light vehicles that interact with mobile equipment are equipped or fitted with:

- Systems that enable positive communication with the equipment operators (e.g. A two-way radio);
- A high visibility flag (e.g. A whip flag or buggy whip);
- An amber flashing light (revolving or strobe);
- Reflective taping; and
- High visibility signage (i.e. Vehicle call numbers) facilitating easy and positive identification from a reasonable distance.

Note: Call number signs and reflective tape (magnetic or adhesive) must be applied to the front, back and sides of each vehicle.

All Contractors must ensure that Light vehicles carry:

- Emergency roadside triangles or beacons (three of either);
- Chock blocks for preventing uncontrolled movement of the vehicle when parked;
- A flashlight;
- A fire extinguisher (2.5kg DCP);
- A first aid kit; and
- Survival or emergency equipment (e.g. a vehicle recovery kit) suitable for the operating environment.

A change management process must accompany all vehicle modifications, including the attachment of any equipment. Examples of changes or modifications include, but are not limited to, any change or modification:

- Made to the overall structure or design of the vehicle body;
- Made to the original manufacturer-fitted type of tyres or wheels;
- Made to the suspension system of the vehicle;
- Made to the mechanical system of the vehicle;
- That may adversely alter the centre of gravity of the vehicle;
- That alters the load carrying capacity of the vehicle; and
- That may affect the ability of the vehicle to withstand a crash (e.g. the fitment of a "bull bar").

Vehicle selection must be based on a risk assessment where consideration is given to the tasks, the application, the environment, roll-over protection and the rating of sturdiness in the event of a crash.

All Contractors must have a formal inspection and preventative maintenance system in place to ensure that vehicles are maintained in a safe and roadworthy condition at all times and, as a minimum, are serviced in line with the vehicle manufacturer's service schedule.

Should any safety critical feature be defective or damaged, the vehicle must be withdrawn from service until it has been fully repaired. Inspection and maintenance must be undertaken on critical features such as:

- Wheels and tyres (including the spare);
- Steering, suspension and braking systems;
- Seats and seat belts;
- Lights, indicators and reflectors;
- Windscreen and windows, including windscreen wipers and washers;
- The vehicle structure itself; and
- Other safety-related items on the vehicle body, chassis or engine, including instrumentation.

Persons may only be transported in vehicles equipped with manufacturer fitted or approved seats and seat belts.

Seat belts must be worn by all occupants of a light vehicle (i.e. the driver and all passengers) at all times.

Only the driver and one passenger are permitted in the cab (front) of a light delivery vehicle. No personnel may be transported in the load-bin of a light delivery vehicle, even if the vehicle is fitted with a canopy. Only tools and equipment may be transported in the load-bin. Furthermore, no persons may be transported in a trailer behind a vehicle.

A pre-operation vehicle safety check and familiarisation system must be in place and must be used by the driver. An approved checklist must be used. All vehicle faults that are recorded must be attended to immediately.

All Contractors must have systems in place to ensure that risks associated with vehicle journeys are managed and controlled. The systems must include, but not be limited to:

- Formulation of journey management plans prior to the commencement of new or changed travel activities;
- Identification and monitoring of the risks associated with the various routes, intersections, etc. In order to minimise the overall exposure;
- Assessment and communication of changed environmental and road conditions at the time of travel;
- Outlining of actions required in the event of an emergency (e.g. Collision or breakdown); and
- Provision to manage driver fatigue.

Light vehicle running lights (low-beam headlights) must be switched on at all times when the vehicle is in operation.

All Contractors must have a system in place to ensure that drivers receive adequate training to ensure that the vehicle intended to be operated or driven can be operated or driven safely. As a minimum, training must include:

- Behaviour-based defensive driving principles;

- Vehicle familiarisation, taking into account the handling dynamics of the vehicle, maximum number of passengers, load limits and various features;
- Loading and restraining principles where the vehicle to be operated is designed for carrying cargo loads;
- Education and awareness concerning driving and travel risks that may be encountered within the environment where the vehicle may be operated or driven, and the requirements pertaining to traffic rules and speed limits;
- Securing (locking) equipment to prevent unauthorised use;
- Emergency crash and breakdown procedures; and
- Basic mechanical principles, including how to change a tyre and perform an adequate pre-operation check.

A system must be in place to ensure that persons operating any equipment associated with a light vehicle (e.g. Vehicle-mounted cranes and winches) are suitably trained and competent.

22.1.2 Mobile Equipment

All Contractors must ensure that Mobile equipment have the following minimum safety specifications:

- Fixed seats and seat belts for all occupants;
- Adequate lighting, including headlights, tail, turn and brake lights, and an amber flashing light (revolving or strobe);
- An identified isolation and lockout point;
- Adequate walkways, railings, steps and grab handle combinations, and boarding facilities including an alternative path of disembarking in the event of an emergency;
- Collision-avoidance technology and / or procedures;
- A reversing alarm or warning device;
- Chock blocks for preventing uncontrolled movement of rubber-tyred equipment when parked;
- A horn;
- Effective windscreen wipers;
- Effective guarding on accessible moving parts;
- A speedometer (if the mobile equipment is capable of exceeding the lowest applicable speed limit);
- High visibility signage (i.e. Mobile equipment call numbers) facilitating easy and positive identification from a reasonable distance; and
- A security system to prevent unauthorised operation.

Mobile equipment must have the following minimum safety specifications, unless a risk assessment stipulates otherwise:

- Approved or certified roll-over protection;
- Fail-to-safe brakes;
- A fire detection and suppression system capable of being activated from both ground level and cabin level (for certain types of mobile equipment, a suitably sized fire extinguisher may be adequate);
- A non-handheld two-way radio or another form of communication;
- Falling object protection (a protective structure over the operator cabin);
- An enclosed and tight-sealing air-conditioned cabin with suitable protective glass; and
- A means of moving supplies and personal items into and out of the operator cabin that enables an operator to continuously maintain three points of contact while boarding and disembarking the equipment (e.g. A backpack or shoulder strap bag).

When purchasing or hiring equipment, the ergonomics of the cabin must be considered, specifically with regard to the seating, operator controls and retrofitted devices.

Fleet and control consistency must be considered in order to minimise the possibility of operator error when changing machines.

For all new (to site) and modified mobile equipment, a formal risk-based selection and acceptance process must be followed prior to the equipment being used on site.

Selection of equipment, and any modification, must be subject to a rigorous change management process.

An inspection and maintenance programme must be in place for all mobile equipment.

A procedure and checklist system, including a brake functionality test, must be in place for pre-operation inspection by the operator. Registers must be maintained and audited, and must be kept on the machine.

Procedures must be in place to ensure that mobile equipment is only operated on sufficiently stable surfaces and on gradients that are within the limits of safe operation.

Seat belts must be used in all cases, by all occupants. Apart from the driver or operator, only an appointed flagman may be transported in mobile equipment (with the exception of buses) and **only if** the equipment is fitted with a passenger seat. No passengers are permitted on a lift and carry crane (or mobi-lift), mobile crane, forklift, mobile elevating work platform (e.g. A cherry picker), tractor, dozer, dump truck, grader, excavator, loader, back-actor, drill rig, or similar.

Risk assessments must be carried out as part of the planning process for mobile equipment operations and associated activities, and must consider the following:

- Maintenance activities;
- Risks associated with loading, unloading, towing and recovering mobile equipment; and
- The risk of fire.

Procedures must be in place for the safe isolation and lockout of mobile equipment.

Where two or more items of mobile equipment must be operated in proximity to each other, or where an item of mobile equipment must be operated in proximity to persons on foot, a risk assessment involving all persons who will be working in the area must be conducted prior to the work commencing. The risk assessment must be approved by the nominated project management representative. In such a work area:

- No item of mobile equipment may be driven to within 5 metres of another item of mobile equipment without the operator first making eye contact with, and signalling his intentions to, the other operator who must acknowledge that he understands and that it is safe to proceed.
- No person on foot may work or be positioned within 5 metres of an item of mobile equipment that is in operation. Before approaching mobile equipment on foot, a person must make eye contact with, and clearly signal his intentions to, the operator of the equipment. The operator must cease to operate the equipment, and must indicate that he understands and that it is safe to approach.

In certain circumstances (determined through risk assessment), mobile equipment may only move and operate with dedicated flagmen in place:

- Where flagmen are used, it must be ensured that the flagmen, mobile equipment operators, and all other personnel working in the vicinity of the mobile equipment, receive suitable

training with regard to signals and signalling to ensure effective communication. The training must be formal and recorded, and competency must be tested.

- A flagman and the mobile equipment operator that he is directing must maintain eye contact. The flagman must never position himself where the equipment operator cannot see him.
- Should a mobile equipment operator lose sight of his flagman, he must stop his activities immediately until contact has been re-established.

Site-specific induction must be carried out prior to a mobile equipment operator starting work on site. Area-specific induction must be carried out prior to an operator starting work in a new area on site.

Operators must report conditions and practices that do not conform to procedure.

22.1.3 Training and Licensing

No person may drive a light vehicle or operate an item of mobile equipment unless he has been trained, tested and found competent, or is currently licensed to drive or operate that specific vehicle or item of equipment.

The training must address hazards and risks assessed for:

- That vehicle; and
- The tasks for which it is to be used.

No person may be appointed to drive a light vehicle or operate an item of mobile equipment unless he is in possession of a valid medical certificate of fitness (issued by an occupational medical practitioner).

Each person required to drive a light vehicle or operate an item of mobile equipment on the project site must have a project-specific site licence or appointment to drive or operate that vehicle or item of equipment.

A system must be in place to ensure that the renewal of licences is based on an assessment of competency to drive and / or operate the vehicle or equipment. The frequency of assessment must either be annual, or derived from a risk assessment for each vehicle or equipment type.

No training of drivers or operators may be carried out on site unless authorised by a nominated project management representative.

Each person working on or visiting the project site must receive appropriate project-specific induction training concerning road safety and site vehicle hazards.

Driver must be in position of valid certificate, licence and trained by an accredited service provider.

22.2 Signs and Notices

The contractor must ensure that all required safety signs and notices are prominently displayed in accordance with the applicable legislation and good safety practice.

Signs and notices must be in English as well as any other language(s) commonly spoken on the project site.

All symbolic signs must comply with the applicable national standards.

No person may deface or damage any safety sign or notice. No person may remove or alter any safety sign or notice unless authorised to do so.

22.3 Machinery

The contractor must ensure that all plant and equipment brought onto the site is:

- Appropriate for the type of work to be performed
- Approved, inspected, tested, numbered and tagged (if appropriate) before being brought onto site
- Properly maintained in accordance with the manufacturer's recommendations; and
- Placed on a register and checked at least once per month or as required by the applicable legislation.

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 working order.

Should any plant or equipment become inoperable for a period that is having or will have a significant impact on the work schedule, the contractor must, on instruction from the nominated project management representative, remove the out of service plant or equipment and replace it with similar fully operational plant or equipment at no additional cost.

No item of plant or equipment delivered to site for use on the contract may be removed from the site prior to the completion of the contract without approval in writing from the nominated project management representative.

Items of plant or equipment brought onto site by the contractor or his sub-contractors may be inspected by a nominated project management representative. Should the nominated project management representative determine that any item is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the contractor must, on instruction from the nominated project management representative, immediately remove the item from the site and replace it with a safe and adequate substitute. In such a case, the contractor or his sub-contractor shall not be entitled to additional payments or deadline extensions in respect of any delay caused.

22.4 Barricading

All applicable legislation concerning barricading must be complied with at all times.

Each contractor required to erect barricading on the project site(s) must develop, document and implement Safe Work Procedures that are aligned with the requirements of this standard.

Barricading must be erected to:

- Prevent persons from making contact with an identified hazard;
- Provide warning of the existence of a hazard;
- Prevent unauthorised access (by people, vehicles and mobile equipment) into an area where a hazard exists or where a hazardous activity is being carried out;
- Define the boundaries of a hazardous location and / or restricted area; and
- Allow a work team to perform hazardous tasks without persons unfamiliar with the hazard(s) accessing the area.

Although not limited to these situations, barricading must be erected or installed:

- Around excavations (trenches, pits, etc.) (refer to the Excavation Standard);
- To protect openings and edges (to prevent persons from falling, all openings and edges associated with floors, stairs, and the open sides of buildings and structures during the course of construction must be protected by sturdy, rigid barriers capable of withstanding a force of at least 110 kilograms applied in any direction at any point) (refer to the Working at Heights Standard);
- To prevent access into areas where overhead work is in progress;
- To route vehicles safely through (or around) construction areas; and

- To protect members of the public who may be in the vicinity of a work or construction site (by preventing access).

In all cases, the erection of barricading must be a temporary measure. It must only remain in place until the hazard is eliminated or the potentially dangerous situation is rectified.

A barricade must present a sturdy physical barrier to entering an area. Therefore, plastic cones, post and chain systems, "danger tape" and "snow netting" will not be accepted as barricading and may only be used for the purposes of low risk demarcation.

For example, snow netting may be used for the demarcation of lay down areas.

Acceptable forms of barricading include:

- Hoarding panels (no less than one metre in height) that can be securely fastened together to form a fence line may be used. Hoarding panels may be constructed from a variety of materials (e.g. wooden board, steel sheeting, wire mesh on a steel frame, etc.)
- Wire mesh fencing (no less than one metre in height with sturdy posts spaced at intervals of no more than 3 metres) may be used in certain circumstances, e.g. Around excavations.
- Sturdy, rigid, and securely fixed (i.e. bolted, welded, clamped, etc.) Metal guard rails may be used, particularly for protecting openings, holes and edges associated with floors, platforms, walkways, etc. The top rail must be positioned at a height of one metre above the working surface, and a mid-rail must be provided.
- Concrete Jersey barriers must be used for the routing of traffic and when work is being conducted in or alongside a roadway.

Regardless of the type of barricade used, the following requirements must be met:

- The installation, alteration and removal of barricades must be supervised by a competent person;
- The barricading must be uniformly and intelligently configured;
- The barricading must be stable, conspicuous and effective;
- The barricading must completely surround the work or hazardous area;
- General access requirements around the work or hazardous area (such as pedestrian walkways, operational access, or general thoroughfares) must be taken into consideration when erecting a barricade;
- The extent of the area that is barricaded must be kept to a minimum so as not to unnecessarily restrict access to other areas. If access routes to other areas are blocked by the barricade, alternative routes must be identified and signposted
- All barricaded areas must have properly designated points of entry and exit for persons and / or vehicles. Each pedestrian access point must be fitted with a self-closing gate. A sign indicating, "DESIGNATED ACCESS POINT – AUTHORISED PERSONNEL ONLY", must be fitted to each gate;
- Additional signage providing warning of specific hazards (e.g. falling objects, electricity, etc.) Including, "NO UNAUTHORISED ENTRY", must be attached to all gates and, where required, to the barricading itself. The signage must be visible from all angles and must be large enough to be read from a distance of 10 metres;
- Barricading must be clearly visible at all times (day and night). If necessary, flashing warning lights must be used;

- Tags must be attached to the barricading displaying the name and cell phone number of the person responsible for the barricade, and specifying the reason for the barricading and the date on which it is scheduled to be removed;
- Should a person require access to a barricaded area, authorisation must be obtained from the person responsible for the erection of the barricade. The hazards that are present and the Personal Protective Equipment that must be worn within the barricaded area must be communicated to the person seeking access;
- Each barricade must be listed in a register, and each must be inspected daily to ensure that it is still intact and that its positioning is still effective;
- All barricades must be properly maintained and repaired as required;
- When the work has been completed and the hazard has been eliminated, all barricading must be removed without delay. A barricade may not be left in place if no hazard exists;
- Before a barricade is removed (allowing general access), the area must be inspected by the person responsible for the work that was carried out, to ensure that the area is once again safe. If applicable, the person accepting the area back for general use shall do so on completion of his own safety inspection;
- Authorisation to remove (or modify) a barricade may only be granted by the person responsible for the erection of the barricade.

23. Cranes and Lifting Equipment

All applicable legislation concerning cranes and lifting equipment must be complied with at all times. Each contractor carrying out lifting operations on the project site(s) must develop, document and implement Safe Work Procedures that are aligned with the requirements of this standard.

23.1.1 Design, Manufacturing and Safety Features

Before any crane or hoist is operated on the project premises (i.e. New to site), it must be formally accepted (authorised) by the nominated project management representative. The acceptance process must be based on an inspection and risk assessment, and must take the crane's or hoist's safety features and cabin ergonomics (if applicable) into account. The same process must be followed before any crane or hoist is returned to service following any modification or repair.

Note: An Equipment Profile (dossier) must be compiled for each crane.

As a minimum, the design and manufacturing of each crane or hoist used on the project premises must comply with the requirements of the relevant ISO standard. In countries where the requirements of a national standard are more stringent than the requirements of the relevant ISO standard, the national standard must apply.

The Safe Working Load (SWL) must be clearly indicated on each crane, hoist, and item of lifting equipment.

If the safe working load (rated capacity) of a crane varies with the conditions of use (i.e. varies with the angle of the boom and the boom length) then the manufacturer's load chart(s) indicating the crane's rated capacity at various boom lengths and angles must be available in the crane cabin. If the crane has a single load chart, it must be displayed in a position visible to the crane operator. If the crane has numerous load charts, they must be easily accessible to the operator.

For each crane or hoist, the manufacturer's operating manual must be available to the operator. The load chart(s) and operating manual for a crane or hoist must be in a language understood by the operator.

All lifting hooks must be fitted with a safety latch to prevent the load from accidentally detaching. Each crane or hoist must be fitted with a load cell (with the mass of the load displayed in the visual range of the operator) and a load limiting device to prevent the crane or hoist from being operated outside of its safe working limits.

Where practicable, each crane must be equipped with an upper hoist limit switch (or anti two-block device) to prevent the hook block from colliding with the drum, and a lower hoist limit switch to prevent the rope on the drum from unwinding completely. These systems must provide both a visual and an audible alarm to the operator.

Under no circumstances may any limit switch or warning device be bypassed, disconnected, or adjusted in order to lift a load higher (or to lower a load lower) than the respective switches allow. Limit switches MAY NOT be adjusted to stop the hoist at a particular height under normal operating conditions – these are safety devices, and as such, should not be used as operating tools.

Under no circumstances may a load limiting device be bypassed or disconnected in order to lift a load that exceeds the rated capacity of the crane. Load limiting devices MAY NOT be used to “measure” or “test” the mass of a load – these are safety devices, and as such, should not be used as operating tools.

Each overhead travelling crane (including cranes operated using a manual chain drive) must be fitted with an audible travel alarm or an equivalent warning device.

Anti-collision devices must be fitted to prevent motorised overhead travelling cranes from colliding with each other (where two or more cranes run on the same track) and from colliding with the track end stops or other structures.

For a vehicle-mounted crane, the operator control station must be located in a position protected from swinging loads and from the crane jib.

A fall protection system must be provided for the assembly, dismantling, operation, maintenance and inspection of any crane where falling from height is identified as a hazard.

Each crane should be fitted with a stability monitoring device to prevent it from toppling over.

Only items of lifting equipment (tackle) that have been designed and manufactured with adequate factors of safety may be used on site. The following minimum factors of safety (with respect to the Safe Working Load) must be met:

- Ten (10) for natural-fibre ropes;
- Six (6) for synthetic-fibre ropes or woven webbing;
- Six (6) for steel-wire ropes;
- Five (5) for steel chains; and
- Four (4) for high-tensile or alloy steel chains.

Note: An excavator may not be used to lift a load unless all of the requirements of this standard (as would apply to a crane) have been met, and authorisation has been granted by the relevant Project Manager and Health and Safety Manager.

23.1.2 Planning, Lifting Risk Assessment & Method statement

For each critical lift that must be carried out on site, a documented and detailed lift plan, risk assessment and method statement must be prepared to address all associated hazards.

Only suitably qualified, competent and experienced persons (lift planners) may evaluate critical lifts and prepare lift plans.

The lifting supervisor, crane operators, riggers and spotters responsible for carrying out a critical lift must have input into the lift plan and risk assessment and must be consulted before these documents are finalised.

All lift planners, lifting supervisors, crane operators, riggers and spotters (safety observers) must be appointed in writing.

No critical lift may commence until the lift plan and risk assessment have been authorised by the nominated project management representative and a Permit to Work has been issued.

Critical lifts include:

- All multiple (including dual) crane lifts;
- Lifts where the operational arcs of two or more cranes can overlap;
- Lifts over operating facilities where this may endanger personnel;
- Lifts over or adjacent to power lines;
- Any lift carried out in close proximity to equipment or a vessel containing a flammable or toxic substance;
- Lifts where the centre of gravity of the load could change;
- Any lift where the total weight on the hook exceeds 20 tonnes;
- Lifts near the rated capacity of the crane (i.e. Exceeding 85% of the rated capacity at the working radius);
- Any lift when the wind speed (including gusting) exceeds 30 kilometres per hour;
- Lifts involving a man basket (safety cage);
- Lifts to and from water;
- Lifts requiring specialised equipment or involving complicated lifting or rigging configurations;
- Lifts requiring non-standard rigging or slinging techniques;
- Lifts involving the simultaneous use of more than one hoist on the same crane; and
- Any other lift deemed to be critical by the nominated project management representative, or assessed as critical during a risk assessment.

The lift plan for a critical lift must include:

- General Information – crane manufacturer, crane model, items to be lifted, and reason for lift;
- Lift Data – load weight, lifting block and hook weight, hoist rope weight, rigging weight, total weight, height of lift, radius of lift, surface area of load, and centre of gravity of load;
- Rigging Data – sling material (chain, wire rope, or synthetic), sling diameter, sling length, sling configuration, sling capacity, hook type, shackle size and capacity;
- Lift Computation – boom length, jib length, radius of lift, crane capacity as configured, size of outrigger footplates, and wind speed;
- Proximity to Power Lines and Process Areas – mobile cranes working in proximity to energised power lines must operate under a Permit to Work, which must define exclusion zones and spotter duties;
- Local Hazards and Controls – including the route for the crane, ground stability, proximity of people or equipment, and agreed communication method; and

- Diagrams (sketches) – a rigging diagram, and a crane set-up diagram illustrating the positioning of the crane(s) in relation to surrounding structures and the initial and final positions of the load (including crane boom movement).

Lifts that are not subject to detailed lift plans (i.e. Lifts that are not considered critical) must nevertheless be subject to a risk assessment, and be properly planned and executed.

The use of a crane-suspended man basket (safety cage) may only be considered when all other avenues to safely perform the work (e.g. Scaffolding, mobile elevating work platform, etc.) Have been exhausted (refer to the Working at Heights Standard).

Cranes used to lift or suspend personnel must be approved as suitable for this purpose.

If a crane must be operated in proximity to energised overhead power lines (or any other exposed electrical conductors) then minimum clearance distances (specified by the electrical power utility or the nominated project management representative) must be observed. Whenever possible, power lines must be de-energised and isolated while lifting operations are carried out (refer to the Electrical Safety Standard).

23.1.3 Operation

At the start of every day or shift, the operator of a crane or hoist must carry out a pre-operation safety check using a prescribed checklist.

The specific requirements of the pre-operation safety check (and associated checklist) must be based on:

- A risk assessment that addresses all aspects of safe operation of the crane or hoist; and
- The inspection recommendations of the manufacturer.

As a minimum, the pre-operation safety check must include:

- A thorough visual inspection of all wire ropes, chains, hooks and safety latches, hook blocks, sheaves, hydraulic hoses, electrical cables, and the general condition of the crane or hoist;
- Checks to confirm the serviceability of the operating controls;
- Tests to confirm the correct operation of all limit switches, emergency shutdowns, load indicators, alarms and other safety devices; and
- A thorough visual inspection of all lifting equipment (tackle) to be used.

The operator must:

- Check for any loose or missing parts;
- Make sure that the wire rope (or chain) of the hoist is properly seated in its drum and sheave grooves without any slack or overlapping;
- Operate each control to make sure it functions properly, releases immediately, and does not stick. Each control must be labelled to indicate its function;
- Listen for any unusual mechanical noises and look for any jerky movements while operating the crane and / or hoist several feet in each direction that it travels;
- Check the functionality of the upper and lower hoist limit switches (if applicable) by slowly raising and then lowering the block to trip the respective switches;
- Check all hooks. Hooks must not be cracked, stretched, bent or twisted. Each hook must have a safety latch that automatically closes the throat of the hook. If the latch is bent, has a broken spring, or is otherwise damaged, it must be repaired before use. Hooks must rotate freely in the block assembly without any "grinding" felt or heard;

- Check the wire rope by lowering the block to its lowest level and looking for the following signs of damage:
 - ♦ Reduced rope diameter. This may indicate that the rope has been stretched, has lost its inner core support, or has worn outside wires;
 - ♦ Broken wire strands (any number);
 - ♦ Kinked, crushed, cut, or "bird caged" wiring, or wiring with heat damage.
- Check all chains for damage including wear at contact points, cracks, or distorted links (bent, twisted or stretched). All mechanical coupling links must be inspected to ensure that the linking pins are secure and in good condition. The capacity rating of each chain must be adequate for the load and the attachment method;
- Check the condition and capacity of wire rope and synthetic web slings. Capacity ratings must be legible on the manufacturer's label. The capacity of the sling being used must be adequate for the load and the attachment method. A sling must be replaced immediately if it is excessively worn.

The operator must report any fault, defect or damage to his supervisor immediately.

A crane or hoist must not be operated if any safety device is out of order or defective, or if any rope, chain, hook or other component is worn or damaged.

Completed checklists must be made available (on request) for inspection by the nominated project management representative. Wherever possible, these checklists must be kept with the crane or hoist.

All lifting operations must be supervised by suitably qualified, competent and experienced supervisors.

An effective method of communication between the crane operator and those assisting with the lift must be in place. This must be documented and approved by the nominated project management representative.

Documented Safe Work Procedures must be in place to ensure the following:

- Access into an area where lifting operations are being carried out must be restricted. Such an area (i.e. where there is a risk of a load falling and striking a person) must be barricaded and only authorised persons may enter (i.e. those directly involved with the lifting operations).
- Warning signage must be conspicuously displayed;
- Where a load is being moved from one location to another (i.e. The lifting operations are not being carried out in a discrete area that can be barricaded), measures must be taken to ensure that all persons in the path of the suspended load are made aware of the approaching hazard and that they move, and remain, well clear of it. All persons potentially affected must be given warning before the load is lifted;
- A lift must be directed and controlled by a single person (a suitably qualified, competent and experienced rigger);
- Dedicated spotters must be in place during lifting operations to observe and provide warning (if necessary) to prevent incidents and ensure that safety protocols are adhered to;
- Before commencing with a lift, it must be verified that the load being lifted is both within the rated capacity of the crane (or hoist) and lifting equipment and within the limits set out in the lift plan and / or risk assessment. The rated load capacities of the crane, hoist, rope, chains, slings or other components may never be exceeded;
- Only certified lifting equipment (tackle) may be used to lift a load;

- No equipment (tackle) that has been used for towing may be used for lifting operations;
- Only an approved material box (skip box) may be used for lifting loose items or materials;
- Before commencing with a lift, it must be verified that no safety devices (including load limiting devices) have been bypassed, overridden or disconnected;
- To prevent the load from swinging as it is lifted, the hoist must be centred over the load (when using slings or chains) or positioned directly above the lifting point of the load;
- Hoisting ropes must be kept vertical. No side loading of a crane boom is permitted (i.e. A crane may not be used to make a side pull);
- Two full wraps of rope must remain on the hoisting drum at all times. If a lower hoist limit switch has been fitted, and it is working correctly, it should not be possible to lower the block below the point where less than two full wraps of rope are on the drum;
- Before commencing with a lift, it must be verified that all rigging connections are correct and secure. Slings, chains, or other lifting devices must be fully and securely seated in the saddle of the hook;
- Slack must be removed from the slings, chains and / or hoisting ropes before lifting the load. It must be ensured that multiple lines are not twisted around each other and that the hoist rope is not wrapped around the load;
- To ensure that the load is properly secured and balanced, it must initially only be lifted a few centimetres. Slings must be repositioned if required;
- Before moving a suspended load, it must be lifted high enough to clear all obstructions. The load must only be lifted to the height necessary to clear obstructions, and no higher;
- Directional movement must be made smoothly and deliberately (there must be no sudden acceleration or deceleration of the moving load). Abrupt, jerky movements of the load in any direction must be avoided;
- Tag lines must be used in situations where a load needs to be steadied or guided while suspended;
- When using tag lines to steady or guide a suspended load that is being moved using a mobile crane, personnel on foot must remain in sight of and in communication with the crane operator at all times, must never walk between the crane and the load, and must remain clear of the load and the crane at all times (at least 5 metres). The load must be moved at a slow walking speed;
- A suspended load must be monitored closely at all times;
- If a crane operator's view of a suspended load is unavoidably obscured (completely or partially), or if a suspended load is unavoidably obscuring (completely or partially) a crane operator's view, then suitably positioned spotters must be in place to provide guidance to the crane operator;
- A load MAY NOT be moved over, or be suspended above, any person or any occupied building. No person may walk beneath, or position himself below, a suspended load;
- No person may pass or work beneath the boom of a crane;
- No person may be positioned between a suspended load and a solid object where there is a risk of being crushed should the load swing;
- No person may be positioned within the radius of the boom of a crane unless directly involved with the lift;
- Under no circumstances may any person ride on a crane's hook or on a load;
- No load may be left suspended unless the operator is at the controls and is monitoring the load. In such a situation, the load must be kept as close as possible to the ground or floor to minimise the possibility of injury should the load drop;

- The controls of a crane or hoist may never be left unattended while a load is suspended. If it becomes necessary to leave the controls, the operator must lower the load to the ground or floor;
- With the exception of pick-up and carry operations, no lifting may be carried out using a mobile crane unless the outriggers have been deployed and are locked in position;
- Load spreaders or packing under the outriggers must be used irrespective of the underfoot conditions;
- Before a mobile crane is moved into position to carry out a lift, the area must be inspected by a suitably qualified person who must verify that the underfoot conditions are satisfactory;
- When using a mobile crane, slewing to test the effectiveness of the outriggers must be carried out prior to commencing with a lift;
- Slew pins must be securely in place while a mobile crane is travelling;
- Unauthorised use of a crane or hoist must be prevented by removing the keys, locking the cabin, isolating the controls, etc. When lifting operations have been completed;
- When not in use, lifting equipment must be stored off the ground and must be protected from the elements (rain, harsh sunlight, etc.) And contamination (dust, solvents and other chemicals) in order to prevent damage and / or deterioration.

A crane or hoist or an item of lifting equipment may only be used for the purposes for which it was designed.

23.1.4 Inspection, Testing and Maintenance

Any crane or hoist brought onto the project premises must have a current test certificate and record of inspection as well as a suitable checklist (derived from the crane or hoist manufacturer's inspection recommendations) for use by the operator(s) when carrying out pre-operation safety checks.

An Equipment Profile (dossier) must be compiled for each crane.

A register of all cranes, hoists and lifting equipment (tackle) brought onto the project premises must be compiled and maintained.

Each crane, hoist and item of lifting equipment must have a unique identification code or number, which must be referenced in the register.

For each crane, hoist and item of lifting equipment, the following documentation must be kept on site and must be made available (on request) to the nominated project management representative for inspection:

- Test records and certificates;
- Inspection records;
- Maintenance records; and
- Details of any modifications or repairs made.

All cranes, hoists and lifting equipment must be inspected, tested and confirmed fit for purpose (i.e. Safe for use):

- Before being operated or put into service;
- Before being returned to service following any repair or modification; and
- Periodically as follows (unless local regulations require examination more frequently):
 - Each crane or hoist (including all ropes, chains, hooks or other attaching devices, sheaves, brakes and safety devices that form an integral part of the crane or hoist) must be thoroughly examined by a competent, experienced and appointed person every 6 months;

- Each crane or hoist must be subjected to an annual performance test (i.e. A load test) by a competent, experienced and appointed person; and
- All lifting equipment (tackle) must be thoroughly inspected by a competent, experienced and appointed person every 3 months.
- The system of inspection and testing must provide verification that each crane or hoist is able to function to its design specifications, and must verify the integrity of:
 - Mechanical and electrical components;
 - Controls;
 - Cables and all lifting attachments;
 - Structural components including boom, hoist, brakes, wheels, hooks, baskets, out-riggers, hook-blocks and rails; and
 - Load limiting devices, hoist limit switches, alarms or warning devices, and other safety devices and control systems (including independent fail-safe braking systems, devices to stop the crane or hoist such as a dead man's switch, and emergency shut-off switches).

A preventative maintenance system must be in place to ensure that all cranes and hoists are maintained in a safe and serviceable condition.

For any crane or hoist, all inspections, testing, maintenance and repairs must, as a minimum, be carried out in compliance with the requirements and specifications of the manufacturer as well as all applicable regulatory requirements (in terms of both the frequency of inspection, testing and maintenance, and the physical condition of the crane or hoist).

Repairs to a crane or hoist may only be carried out by competent persons. After repairs have been made, the crane or hoist must be tested and recertified fit for purpose (unless the repairs did not affect the integrity of the lifting mechanism).

Any modification to a crane or hoist must be subject to the approval of the original equipment manufacturer and a rigorous change management process.

Each item of lifting equipment (tackle) must be tagged following each quarterly (3-monthly) inspection. Details of these inspections must be recorded in the lifting equipment register which must be made available to the nominated project management representative on request.

The following colour coding system must be used for the tagging of all lifting equipment:

Table 23-1 colour coding system for lifting equipment

Quarter	Tag colour
January – march	Blue
April – June	Red
July – September	Green
October – December	Yellow

The tag placed on an item of lifting equipment must be traceable to an entry in the lifting equipment register where the following information concerning the inspection of that item of equipment must be recorded:

- Item description;
- Unique item identification code or number;
- Item owner;
- Item location;
- Date of inspection;

- Name and signature of competent person who carried out the inspection; and
- Any comments concerning the inspection.

Any item of lifting equipment that is found to be damaged or defective must be removed from service (and tagged, "out of service") immediately and must then either be repaired and recertified (if possible) or destroyed to prevent further use.

Similarly, any lifting equipment that is known (or is suspected) to have been overloaded must be removed from service immediately and destroyed to prevent further use.

If an item of lifting equipment is removed from service or destroyed (scrapped), this must be indicated in the lifting equipment register.

Any item of lifting equipment without a tag or with an out-of-date inspection may not be used.

23.1.5 Training and competency

Only suitably trained, competent and experienced persons who have been authorised in writing by the contractor's project manager are permitted to:

- Evaluate and plan critical lifts;
- Supervise lifting operations;
- Operate cranes and hoists;
- Use lifting equipment, and rig (sling) loads;
- Provide signals for controlling lifts; and
- Inspect, maintain or test cranes, hoists and lifting equipment.

Each operator must meet the competency requirements for the particular class or type of crane or hoist to be operated. Depending on the project location and applicable legislation, operators may need to hold a certificate of competency issued by a recognised training institution.

24. Working at heights

All applicable legislation concerning work performed from an elevated position must be complied with at all times.

Fall prevention or fall protection measures must be in place whenever the potential exists for a person to fall 2 metres or more.

24.1.1 Fall prevention

Wherever practical, a safe working area must be provided in the form of a work platform with fixed edge protection. This may include:

- a permanent work platform or walkway (i.e. A fixed steel structure);
- a fixed or mobile scaffold; or
- an elevating work platform such as a scissor lift, man lift, boom lift or cherry picker.

24.1.2 Fall protection

Whenever there is a risk of falling 2 metres or more, whenever there is a risk of falling onto dangerous equipment or machinery even if the potential fall distance is less than 2 metres, or whenever work must be carried out within 2 metres of an opening through which (or an edge over which) a person could fall, no work may commence unless:

- a fall protection (and rescue) plan is in place (prepared by a competent person, approved by the nominated project management representative, and implemented by the contractor);
- A detailed task-specific risk assessment has been carried out;
- A safe work procedure is in place for the task to be performed;
- A permit to work has been obtained; and

- Each person has been provided with suitable fall protection equipment.

Fall protection equipment (either fall restraint or fall arrest equipment) must be used at all times whilst the work is being carried out.

To prevent persons from falling, fall restraint equipment must be used whenever work must be carried out within 2 metres of an opening through which (or an edge over which) a person could fall.

Fall arrest equipment must be used whenever the potential exists for a person to fall 2 metres or more.

A person has been provided with suitable fall protection equipment if he is secured by means of an approved full body harness (well fitted) with two shock absorbing lanyards or an inertia reel (when fall arrest equipment is required) or two short restraining lanyards (when fall restraint equipment is required), double or triple action snap hooks (or karabiner type rings), and secure anchorage points (a person's lanyard may be attached either directly to an anchorage point or indirectly through the use of a variety of systems that incorporate a lifeline).

A dual lanyard system must be used to ensure that at least one connection point is maintained at all times.

Note: When selecting fall arrest equipment, care must be taken to ensure that the potential fall distance is greater than the height of the person plus the length of the lanyard with its shock absorber deployed (taking the height of attachment into account).

Anchorage points must, where practical, be above the head of the person, and must ensure that in the event of a fall the person will neither swing nor touch the ground.

All permanent anchorage points must be designed and approved by a professional structural engineer.

All anchorage points must be periodically inspected and tested by a competent person to ensure that they are secure and can support the required load. A system must be in place to identify anchorage points as authorised for use.

Temporary anchorage points (and lifeline systems) may only be used if a competent person has certified them safe to use.

If an elevating work platform is used, such equipment must be fitted with a fixed anchorage point for the attachment of fall protection equipment.

The use of fall protection (fall restraint or fall arrest) systems must be avoided wherever and whenever possible through design, the installation of physical barriers that protect persons from falling, and employing alternative methods of working.

Only if physical barriers protecting against free falls cannot be installed must fall protection equipment be used.

Fall protection (fall restraint or fall arrest) systems are items of personal protective equipment and, if required, must be purchased, installed and provided to employees.

Prior to commencing with any work at height, an assessment must be conducted to determine if the work requires the use of fall protection equipment, and if so, which fall protection system is the most appropriate for the work.

There must be a system for ensuring that fall protection equipment is:

- Tested and certified for use;

- Inspected by the user before use; and
- Destroyed following a fall or where inspection has shown evidence of excessive wear or mechanical malfunction.

All persons that are required to work at height (in order to carry out routine or non-routine tasks) must first be trained and certified competent to do so. Furthermore, each person must be in possession of a valid medical certificate of fitness specifically indicating that the person is fit to work at height.

All persons required to use personal fall protection equipment must be trained and certified competent in the correct selection, use, maintenance and inspection of such equipment.

All fall protection equipment must be thoroughly inspected on a monthly basis by competent persons appointed in writing and each item of equipment must be tagged to show when it was last inspected. All inspections must be recorded in a register.

On finding defective or damaged equipment, appropriate action must be taken by the competent person (i.e. the destruction of the equipment to prevent further use).

Persons making use of personal fall protection equipment must do so in strict accordance with the instructions or requirements specified by the manufacturer or supplier of the equipment or system. Specific pre-use inspection, maintenance and fitting protocols must be established in accordance with the manufacturer's requirements or guidelines and these protocols must be followed by all users of the fall protection equipment.

Solvents may not be used to clean fall protection equipment. Only manufacturer-approved cleaning solutions may be used.

No person required to use personal fall protection equipment may work in isolation (a minimum of two persons working together is required).

Competent supervision must be in place at all times for all work carried out at height. Supervisors must be appointed in writing.

Emergency response (rescue) procedures for the rapid retrieval of suspended persons in the event of a fall from height must be prepared and tested.

Note: Even though there is no risk of free fall, fall protection equipment may be required in situations where there is a risk of falling, slipping or sliding down a slope of more than 45 degrees.

Note: The maximum service life of fall protection equipment manufactured of synthetic fibre shall be 5 years from the date of first use and / or manufacture unless otherwise specified by the manufacturer.

A person may climb or descend a ladder without fall protection provided that he is able to use both hands and legs to do so, faces the ladder, and uses one step at a time. The ladder must be tied off or supported at its base.

Prior to any roof work being performed, or prior to persons accessing a roof, a structural engineer must verify that the roof is of sound construction and that it is capable of supporting the weight of the persons as well as any equipment that may be required. Should the engineer's findings be to the contrary, alternative methods of performing the work must be found. Particular care must be taken when work is carried out on an asbestos cement roof or a fibreglass roof.

24.1.3 Risk Assessment and Permitting

The following documentation is required for any work where fall protection is required (i.e. where a risk of falling exists):

- A Fall Protection (and Rescue) Plan;
- A Risk Assessment for the task to be performed;
- A Safe Work Procedure for the task to be performed; and
- A Permit to Work.

As part of the Risk Assessment and planning processes, the following must be considered:

- Hazards relating to accessing the location at height;
- The nature of the work location;
- The nature of the work activities to be undertaken at height;
- Environmental and weather conditions;
- The presence of nearby persons who may be at risk due to falling objects (potentially) or who's activities may be affected by the work being performed at height;
- The selection of fall protection equipment (considering fall clearances) and / or access equipment;
- The selection of anchorage points;
- The load ratings of access platforms, work areas, anchorage points, etc.;
- The condition of supporting structures such as roofs;
- The need for the work to be carried out by multiple persons and the means of communication;
- A rescue plan that addresses retrieval or rescue contingencies;
- Working above open furnaces or molten metal;
- Exposure to heat sources;
- The use of a mobile elevating work platform, man basket, suspended scaffold or boatswain's chair; and
- Any other conditions that may affect the safe execution of the task.

24.1.4 Elevating Work Platforms

Before hiring or purchasing an elevating work platform (e.g. a scissor lift, man lift, boom lift, cherry picker or similar equipment), the certification of the equipment (with regard to suitability of design and construction) must be verified.

Before using an elevating work platform, it must be verified that the equipment is in good working order and has been serviced regularly. The service record and instruction manual must be kept on site. A system must be in place to ensure that the equipment is maintained and inspected as required by the manufacturer and / or local regulations.

Persons (operators) must be formally trained through an accredited training provider and certified competent in the operation of the equipment. Once a person has been issued with the necessary licence or qualification as required under local regulations, he must be appointed in writing to operate the equipment.

Before using an elevating work platform, the operator must inspect the equipment and a pre-use checklist must be completed.

The operator of an elevating work platform must be in the "basket" unless it can be demonstrated to the satisfaction of the nominated project management representative that this is not possible or practical.

Every person in the "basket" must keep his feet on the floor at all times.

Every person in the “basket” must be secured at all times by means of personal fall protection equipment attached to an approved anchorage point, and systems must be in place to prevent tools and equipment from falling.

A mobile elevating work platform must not be driven unless the “basket” has been lowered and secured in a stable position.

Every elevating work platform that is used must be equipped with a dead man’s switch or foot pedal at the operator controls.

An elevating work platform must only be operated on a firm surface with the outriggers extended (where fitted).

An elevating work platform must not be operated on a grade or slope beyond the capability of the machine (every mobile elevating work platform that is used must be fitted with an inclinometer which sounds an audible alarm before the maximum safe incline has been reached).

The area beneath the “basket” and the boom must be barricaded.

A second competent operator of the mobile elevated work platform to be in place on the ground level – to ensure that the elevated work platform could be lowered in case of an emergency.

A spotter must be used at all times when moving a mobile elevating work platform and when the “basket” is in an elevated position.

24.1.5 Man Cage Baskets

The use of a man cage basket, may only be considered when all other avenues to safely perform the work (e.g. ladder, scaffolding, mobile elevating work platform, etc.) have been exhausted. Authorisation to use a man cage basket, must be obtained from the nominated project management representative. If permission is granted, the use of such equipment must be in strict compliance with all applicable legislation.

A person working from a man cage basket must remain within the basket and must keep his feet on the floor at all times.

Each person working from a man cage basket, must be in possession of a valid medical certificate of fitness and must be trained (and assessed competent) in the Safe Work Procedures pertaining to the use of the equipment, as well as the Fall Protection Plan.

Each person working from within a man cage basket must wear personal fall protection equipment at all times (i.e. an approved full body harness connected by means of a shock absorbing lanyard to an anchorage point or lifeline that does not form part of the basket or chair).

If suspended using a crane, the man cage basket, must be visible to the crane operator at all times. A suitable means of communication must be in place to ensure that the suspended person(s) are able to communicate with the crane operator and personnel on the ground.

The crane operator must remain at the controls at all times while the man cage basket, is occupied. Where feasible (and if it is safe to do so), tag lines must be used to stabilise the man cage basket.

A man cage basket must be designed by a qualified engineer and approved by the Department of Labour for usage. The manufacturer’s procedures and conditions for use must be strictly complied with at all times.

Each man cage basket must be fitted with an information plate indicating the maximum weight and number of persons that may be lifted. Copies of the welding x-rays and engineering drawings must be kept on site.

Any work involving the use of a man basket, must be carried out under the supervision of a competent person who has been appointed in writing. A man cage basket, must be thoroughly inspected (examined for damage) by a competent person prior to use (every time the equipment is used) and the results of each inspection must be recorded in a register.

The crane or hoist as well as all lifting equipment (tackle) that is used to suspend the man cage basket, must be load tested and inspected as stipulated in the Cranes and Lifting Equipment Standard.

Persons carrying out welding or flame cutting work from within a man cage basket must take precautions to ensure that they do not accidentally cut or burn through the cables or wire ropes that are suspending them.

24.1.6 Falling Objects

In the process of planning work activities, the risks associated with falling objects (i.e. materials, tools or equipment) must be assessed and appropriate control measures must be identified, implemented, and monitored taking the following hierarchy of controls into consideration:

- Preventing objects from falling – by using containment sheeting, toe boards, lanyards to secure tools (to a person or to the structure), ropes or chains to secure equipment (to the structure), lift boxes, brick cages, etc. and by properly securing loads when lifted by crane or hoist;
- Protecting people from falling objects – by establishing barricaded exclusion zones, installing catch platforms or catch nets, displaying warning signage, and posting safety watchers and / or traffic controllers; and
- Personal Protective Equipment (particularly safety helmets and safety boots) – protective equipment is a last line of defence and must be worn.

No items are permitted to lie loose in elevated positions (e.g. nuts and bolts must be securely stored) and good housekeeping standards must be maintained at all times.

No tools, equipment, material, debris, waste, etc. may be dropped from height. Objects must be lowered or chuted to ground level in a safe and controlled manner.

25. Working along/near water Environment Berth 208/209

All applicable legislation concerning working along, near and/or adjacent water must be complied with at all times. Each contractor carrying out work along, near and/or adjacent the water must develop, document and implement Safe Work Procedures that are aligned with the requirements of this specification as well as any applicable legislation, standards and codes.

A task specific risk assessment for the relevant work to be carried out along, near adjacent to the water should be conducted before any such work commences and submitted to the TNPA Project Manager or Representative for approval before any work can commence. The Risk assessment should be reviewed periodically. All potential hazards involved in the work to be carried out along, near and/or adjacent to the water e.g. drowning, plant/equipment falling into water should be identified and mitigated.

Contractors Health and Safety Plan for such work should include, but not be limited to:

- Methodology for carrying out such work;
- Formulation of method statements/safe work procedures;
- Emergency preparedness e.g. contingency plans, rescue plans, evacuation plans
- PPE - wears a lifejacket

Lifting equipment/mobile plant should be kept a safe distance from dangerous locations e.g. openings, edges close to the water. Lifting equipment/mobile plant carrying out work along, near and/or adjacent to water should be fixed and securely anchored. The operating zone should be clearly demarcated. No lifting equipment/mobile plant should be allowed to operate beyond its safe working load. The suitability of the ground on which the lifting equipment/mobile plant will be stationed should be identified before work commences with these activities.

26. Berth Occupancy at 208/209 and weather conditions

The TNPA project/construction manager shall ensure that berth occupancy with the Harbour Master Department is secured prior to execution of work.

Work will only be allowed at low tide, weather forecast reports to be submitted by TNPA Harbour Master Department.

27. Craft & Skipper operations

The contractor is responsible to ensure legal compliance for the usage of a craft vessel. A buoyancy certification and a skipper with a valid license to be vetted by the TNPA Harbour Masters Coordinator. Written confirmation must be included in the H&S file. The contractor H&S plan should include but not limited to:

- Methodology for carrying out such work;
- Formulation of method statements/safe work procedures;

28. Permit to Work

All personnel must comply with the Permit to Work system applicable to the project. A Permit to Work must be obtained before carrying out any work that involves:

- Working at height;
- A critical lift;
- Hot work

Note: A Permit to Work may only be issued by an Authorised Person, and may only be received (or accepted) by an appointed Applicant (see Definitions).

Each Permit to Work that is issued must make reference to an approved Task-Based Risk Assessment for the work that is to be carried out.

If any of the original conditions or precautions pertaining to the work is not being complied with, is no longer adequate or is no longer applicable, the Authorised Person must cancel the Permit to Work and must ensure that all work stops until full compliance with either the original or amended (as required) conditions and precautions is achieved and a new permit has been issued.

The Applicant must ensure that the Permit to Work (including the personnel register) is kept where the work is being carried out (i.e. posted on a portable Health and Safety Management Information Notice Board) and that the work is monitored against the permit conditions.

All Permit to Work records must be retained and must be made available for inspection when required.

The implementation of the Permit to Work system applicable to the project must be audited on a regular basis by a nominated project management representative. Furthermore, planned task observations must be carried out periodically.

29. Portable Electrical Equipment

Prior to site establishment, each contractor must provide a complete inventory of all portable electrical equipment that he and his sub-contractors intend to use on the site (including plant, machines, appliances, generators, hand tools, lighting, extension cords, etc.). The nameplate data for each item of equipment must be included.

All portable electrical equipment to be used on the site must be supplied and maintained in a serviceable condition.

Any electrical equipment that is in poor condition or is not in proper operating order may not be used. Any electrical equipment that a nominated project management representative deems to be unsafe or unsuitable must be removed from site.

Electrical repair work or diagnostic work on electrical equipment may only be performed by personnel who are competent and authorised to perform this work (i.e. qualified electricians).

With the exception of double-insulated equipment, all electrical equipment must have an equipment grounding (earthing) conductor that connects the frame of the equipment being utilised to the grounding (earthing) conductor of the electricity supply system.

All electrical equipment and all electricity supply systems used (including generators) must be inspected and tested by a registered and competent electrician to ensure that all equipment is properly grounded (earthed).

All electrical equipment used on site must be supplied electricity through (i.e. must be protected by) an approved and tested residual current device (or earth leakage device or unit). If a socket outlet does not have a residual current device in the circuit, a portable residual current device must be used. Outlets without residual current device protection must be labelled as such.

Any electrical equipment that causes an earth leakage device to trip or deactivate the circuit may not be used again until an electrician has inspected and tested the equipment and has recorded in a register that the equipment is safe to use.

Interlocks may never be removed or modified, and fuse terminals may never be bypassed to keep current flowing in any circuit.

All generators must be fitted with suitable overcurrent protective devices (i.e. circuit breakers or fuses).

All generators must be used in compliance with the manufacturer's requirements. Any proposed modification to a generator must be authorised in writing by the manufacturer prior to the modification being made.

Each welding machine used on site must be fitted with a Voltage Reduction Device (VRD). If this is not practical (i.e. for arc welding processes other than stick welding), a dead man's (isolation) switch in the electrode circuit (operated by a trained observer) may be used as an alternative. All welding machines must be properly grounded (earthed).

All portable electrical hand tools used on the site must be double-insulated.

Electrical equipment must be disconnected or unplugged when not in use.

Portable lights must be stable and each light bulb must be protected by a substantial guard.

Temporary festoon lighting must be double-insulated and must be supported at least 2.5 metres above the floor, if possible.

Handheld lights must be of the all-insulated type and must be extra low voltage (i.e. not exceeding 32V). 120V or 240V handheld lights are not permitted.

Any lighting used in hazardous locations (i.e. potentially explosive atmospheres, confined spaces, and damp or wet areas) must be operated at a maximum of 32 volts, unless earthed and protected by earth leakage devices.

No person may wear a watch or any jewellery, or carry any metal objects such as a lighter or keys, while working on any electrical system or equipment.

No person may work on or use electrical equipment if his clothing is wet or any part of his body is in contact with water.

No person may handle electrical equipment, equipment cords or extension cords with wet hands or if the floor or ground surface is wet.

Fire extinguishers filled with carbon dioxide must be used to fight electrical equipment fires (water may never be used). If possible, the electrical equipment should be de-energised before fire-fighting activities commence (refer to the Fire Protection and Prevention Standard).

When cleaning or performing maintenance work on an item of electrical equipment, the equipment must be unplugged.

Equipment may not be unplugged while that equipment is switched on. Nor may equipment be plugged into a receptacle (socket) with the equipment's switch turned on.

Electrical equipment that has a defective plug or wiring may not be used. Repair work to defective or damaged electrical equipment may only be carried out by a qualified electrician.

Extension cords may be used for temporary applications only. Permanent cabling must be installed for long-term needs.

Extension cords may not be run through doors, windows, ceilings or holes in walls.

An extension cord must be uncoiled completely before it is used.

An extension cord must be of sufficient current-carrying capacity to power the equipment that it is supplying electricity to. Cords must not be overloaded.

Extension cords must be unbroken and continuous (i.e. no joins or splices in the cord are permitted).

Extension cords may not be daisy-chained (i.e. one extension cord plugged into another extension cord).

Extension cords and equipment cords may not be modified to fit a receptacle (socket).

Two-conductor extension cords may not be used. A three-conductor extension cord (i.e. a grounded or earthed cord) must be used even if the equipment that it is supplying electricity to uses a two-prong plug.

Extension cords that are frayed, have insulation tears, cracks or abrasions, have exposed conductors, or have bent, broken or “spread” plug prongs may not be used.

Extension cords that will be used outdoors must have heavy duty insulation and must be weather and UV resistant.

All electrical equipment cords and extension cords must be covered or elevated to protect them from damage and to eliminate tripping hazards.

Each contractor is responsible for protecting his electrical equipment from the weather and from possible mechanical damage.

All portable electrical equipment (including generators) must be inspected, tested and tagged by a competent and appropriately qualified electrician on a monthly basis. Details of these inspections and tests must be recorded in a register which must be made available to the nominated project management representative for inspection.

The inspection and testing must include a continuity test of the grounding (earthing) conductor (as applicable) and a complete examination of the equipment or system to assure safe use.

The following colour coding system must be used for the tagging of all electrical equipment:

Table 29-1 Colour Coding System for Electrical Equipment

Month	Tag Colour	Month	Tag Colour
January	Red	July	Red
February	Blue	August	Blue
March	Orange	September	Orange
April	Green	October	Green
May	White	November	White
June	Yellow	December	Yellow

The tag placed on a piece of equipment must be traceable to an entry in a register where the following information concerning the inspection and testing of that piece of equipment must be recorded:

- Date of inspection and testing;
- Equipment description;
- Equipment owner;
- Equipment location;
- Name, signature and licence number of the electrician who carried out the inspection and testing; and
- Comments concerning the inspection and testing, and details of any repair work carried out or required.

Any item of electrical equipment that does not pass an inspection or test must be removed from service (and tagged, “Out of Service”) immediately and must then either be repaired (if possible) or removed from site.

Any item of electrical equipment without a tag or with an out-of-date inspection or test may not be used.

Any item of electrical equipment found without a tag or with an out-of-date inspection or test must be removed from service until it has been inspected and tested. If it is found that more than one item of equipment being used by a contractor has not been inspected and tested as required, all work with electrical equipment must be stopped until it can be demonstrated to the satisfaction of the nominated project management representative that the contractor's systems and controls are adequate and fully implemented.

In addition to the formal monthly inspections and testing carried out by an electrician, electrical equipment (particularly extension cords, portable hand tools, welding machines, compressors and pumps) must be visually inspected by the user on a daily basis prior to use. Users must be trained to look for cracks in casings, loose casings, outer cord sheathing that is not being held firmly in position at the equipment, cuts or cracks in cord or cable insulation, exposed conductors, damaged plugs or sockets, and missing covers. Damage and / or defects must be reported immediately.

Personnel must immediately stop using and report any electrical equipment or machinery that is shocking, sparking, overheating or smoking. Corroded outlets, switches and junction boxes must also be reported.

30. Gas Welding and Burning

Welding or cutting torches and hoses shall not be connected to cylinders when stored.

When work is stopped and equipment is unattended, all valves at the gas and oxygen cylinders shall be closed. The hoses shall be bled and a check shall be made later for possible pressure build-up. Torches shall be removed from the hoses prior to putting them into the toolbox. Smoking SHALL NOT be permitted during this stopping procedure.

Special care shall be taken during cutting and welding operations to safeguard and prevent falling sparks from starting a fire. A hot work permit is required to work at berth 208/209 from TNPA Fire Department. Fire extinguishers shall be available and fire blankets shall be used for protection.

When welding or cutting, adequate ventilation must be ensured / provided.

Hoses shall be kept clear from passageways, ladders and stairs. When hoses are subject to damage, they shall be properly protected. Hoses shall be inspected daily.

Fire extinguishers shall be ready for instant use in locations where cutting is performed.

Flash-back arrestors must be fitted to all cutting torches at the torch and at the bottle (a total of four arrestors).

Lighting of the cutting and welding torches must only be done using a striker and not an open flame.

Soap Leak tests must be performed on all flash-back arrestors.

Hoses may only be secured using approved hose clips, and not by wire, cable ties or any other means.

31. Compressed Gas Cylinders

Compressed gas cylinders must always stand upright (i.e. when being used, stored or transported) and must be properly and individually secured to prevent them from falling over.

Cylinders must be protected from flame, heat and from being struck by moving equipment and falling objects.

When handling gas cylinders (whether full or empty), care must be taken to prevent sudden impacts.

Whenever a cylinder is not in use, the protective cap must be in place to prevent the valve from being damaged.

Gas cylinders may not be carried, dragged, rolled or slid across a floor or surface.

When gas cylinders are to be moved / used, they must be placed in a proper cylinder trolley fitted with a 1.5kg dry chemical powder fire extinguisher.

Gas cylinders may not, under any circumstances, be used as rollers or work supports.

If transported by crane, hoist or derrick, compressed gas cylinders must be placed in a suitable cradle, net or skip box. Cylinders may NEVER be lifted using wire rope, fibre rope, a web sling or a chain sling. Before moving / transporting a gas cylinder, the regulator must be removed and the protective valve cap must be replaced.

Gas cylinders may not be taken into a confined space. Gas hoses that are run into a confined space must be removed during breaks.

Gas cylinders may not be placed on scaffolding.

Cylinder valve keys must be in place. If no suitable valve key is available then the cylinder may not be used. Nothing but the manufacturer-supplied key may be used to open the valve.

A flashback arrestor and a check valve (non-return valve) must be installed between the regulator and the hose and between the hose and the torch on the oxygen line and on the fuel (acetylene) line.

Connection fittings may not be forced and safety devices associated with cylinder valves or regulators may not be altered / tampered with.

Gas hoses may not be joined. Only approved hose connectors of the crimp type are permitted. Wire and jubilee clamps are prohibited.

Only high quality ancillary equipment may be used. This includes flashback arrestors, hoses, clamps, spindle keys, nozzles and torches.

Only trained and competent personnel may operate gas welding / cutting equipment and appliances.

When an employee opens the valve to a cylinder, he must stand to one side and open it slowly. Valves may never be left partly open – they must either be closed or be opened fully.

Leaking cylinders must immediately be removed from service and the workplace (if it is safe to do so).

Suitable firefighting equipment must be at hand wherever gas cylinders containing oxygen and / or fuel gas are being used.

Gas cylinders must be prevented from coming into contact with electrical circuits, e.g. welding leads. Never strike an arc on a cylinder.

Oxygen may only be used for the purpose for which it is provided. Do not use oxygen in pneumatic tools or tyres, as an explosion may occur.

Empty cylinders must immediately be marked as such and must be removed to the cylinder storage area at the end of each day / shift.

32. Electrically Powered Tools and Equipment

All powered hand tools, such as circular saws, drills, chainsaws, percussion tools, jigsaws etc., must be equipped with a constant pressure switch that will shut off the power when the pressure is released. (Exception: this requirement does not apply to concrete vibrators, concrete breakers, powered tampers, jack hammers, rock drills, and similar hand operated power tools).

Electrical power tools must be of the approved double-insulated type. The electric cord, pneumatic or hydraulic supply line of powered tools must not be used for hoisting or lowering of the tool. Loose clothing, jewellery or gloves that could get caught in the tool must not be worn when operating powered tools. Operators of powered tools who have long hair must keep their hair tied up.

The power source must be disconnected from the tool before making any repairs, servicing, adjustments, or replacing attachments such as drill bits.

32.1 Angle Grinders

The following personal protective equipment must be worn when using angle grinders:

- Safety helmet;
- Gloves;
- Safety glasses (or safety goggles) and a full face shield (i.e. double eye protection);
- Overalls with long sleeves and long pants, avoid any form of loose clothing;
- Safety boots with steel toe protection;
- Hearing protection;
- Breathing apparatus where dust or fumes may be generated;
- Where grinding machines are used, a face shield is to be worn as extra protection to the safety glasses; and
- Certain tasks may require the use of a leather apron as determined by a risk assessment.

A 230mm angle grinder may not be used for free cutting purposes. Exceptions may be approved only if alternative methods evaluated proved more hazardous or no alternative exists. The risk assessment for the task must then specifically include mitigating measures to ensure the safest possible way of performing the task.

The use of 230mm angle grinders for grinding purposes is acceptable, however should this form of grinding be required, the 115mm or 125mm grinders would be preferable.

All angle grinders must have a dead man switch incorporated, with a pressure switch in the handle. A 230mm electrical angle grinder unit must incorporate a soft start to reduce the starting strain and a braking system to reduce run on after the unit has been switched off.

All angle grinders must have a spindle lock to assist with changing the disc or grinding wheel. Anti-vibration handles are recommended to further reduce the stress if used for extended periods. Angle grinders must be equipped and operated with disc guarding at all times. Angle grinder must not be stored with fitted discs, as this will lead to damaging of the discs.

Before use and mounting of discs it is essential to check the safety codes and specifications printed on the upper side of the disc. Such specifications include the following:

- Revolutions per minute (RPM). The allowable speed of the disc must be equal to or greater than the maximum achievable speed of the grinder;
- Physical dimensions of the disc must meet grinder specification; and

- The disc must be suitable for the material type to be cut / ground as indicated on the disk. Cutting discs must never be used for grinding and vice versa.

It is critical that the correct disc mounting procedure is followed:

- Check that the machine is plugged out;
- Check the machine spindle, backup washer and thread;
- Check the condition of spindle nut - ensure spanner drive holes are not elongated;
- Ensure spindle nut spanner is the tool recommended by machine manufacturers;
- Do not use a hammer, pipe or chisel to tighten the nut, or apply additional mechanical advantage to nut torque. A firm "nip" is sufficient to retain the disc;
- Ensure the spindle diameter is suited to disc bore. Excessive clearance will cause the machine to vibrate due to eccentricity;
- Check to see that the nut and backup washer do not "bottom out". This will result in the disc not being correctly clamped on the spindle;
- Ensure the spindle speed is marked on the grinder and that it is less than the allowable disc speed; and
- Fit the disc, with the metal ring or writing to the nut side.

32.2 Pneumatically Powered Tools and Equipment

Pneumatic powered tools must only be driven by filtered compressed air with an in-line lubrication system, or be lubricated prior to use if there is no in-line lubrication system. When using pneumatic powered tools the designated tool pressure must be attained by the use of a regulator.

Pneumatic powered tools must be disconnected when not in use. They must not be disconnected from the air supply until all the residual pressure has been released or contained by a shut-off device. Hoses must not be kinked as a means of containment.

Employees operating pneumatic powered tools, and any potentially affected employee in the vicinity of use, must wear suitable personal protective equipment.

All rotary compressed air tools (e.g. drills) must have the rated revolution per minute (RPM) permanently marked on the casing. Only attachments of compatible RPM must be used with these machines.

The actual RPM of the tool must be checked every three months to ensure that the speed is as rated to manufacture specifications.

Pneumatic powered tools must be secured to the air supply hose by an approved positive means to prevent the tool from becoming accidentally disconnected. Safety clips or retainers must be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.

All pneumatically driven nailers, staplers, and other similar equipment provided with automatic fastener feed, which operate at more than 100 kPa pressure at the tool, must have a safety device on the muzzle to prevent the tool from ejecting fasteners unless the muzzle is in contact with the work surface.

Compressed air must not be used for cleaning purposes except where reduced to less than 30 kPa, and then only with effective chip guarding and personal protective equipment in place. The 30 kPa requirement does not apply to concrete form, mill scale and similar cleaning purposes. The use of compressed air for cleaning purposes must be approved by the nominated project management

representative. Compressed air must not be pointed at any part of the body or used for cleaning clothing.

Airless spray guns of the type which atomize paints and fluids at high pressures must be equipped with automatic or visible manual safety devices which will prevent pulling of the trigger to prevent release of the paint or fluid until the safety device is manually released. A diffuser nut which will prevent high pressure, high velocity release while the nozzle tip is removed, plus a nozzle tip guard which will prevent the tip from coming into contact with the operator, or other equivalent protection must be provided in lieu of the above.

Abrasive cleaning nozzles must be equipped with an operating valve, which must be held open manually to enable operation. A support must be provided on which the nozzle may be mounted when it is not in use.

32.3 Fuel Powered Tools and Equipment

Fuel powered tools must be shut down and allowed to cool before being refuelled, serviced, or maintained. Fuel must be transported, handled, and stored in approved fuel containers. Where possible, diesel driven engines must be used in preference to petrol driven engines. All fuel powered tools must be included on the contractor's Equipment Register and the register must be submitted to the nominated project management representative prior to the relevant work commencing.

When fuel powered tools are used in enclosed spaces, the space must be ventilated and the atmosphere monitored to measure toxic gas concentrations. Persons in the space must wear the necessary personal protective equipment. Confined Space Entry clearance may apply. This type of activity must only be undertaken in exceptional circumstances and requires the approval of the nominated project management representative.

32.4 Hydraulically Powered Tools and Equipment

Hydraulic powered tools must use only approved fluid that retains its operating characteristics at the most extreme temperatures to which it will be exposed. The manufacturer's stated safe operating pressures for hoses, valves, pipes, filters and fittings must not be exceeded.

Only manufacturer approved hoses, valves, pipes, filters and fittings must be used.

32.5 Hand Tools

Employees required to use hand tools must receive training relevant to the tool and have their competency assessed in the operation, inspection and maintenance of the tool. Where necessary, additional applicable personal protective equipment must be worn when using hand tools.

Wrenches, including adjustable, pipe, end, and socket wrenches, must not be used when the jaws are sprung to a point where slippage occurs. Impact tools such as drift pins, wedges and chisels, must be kept free of mushroomed heads. The wooden handles of tools must be kept free of splinters or cracks.

Adjustable wrenches must not be used in lieu of ring or open-end type spanners, unless a risk assessment has been conducted and the use of the adjustable wrench is approved by the nominated project management representative. Wherever possible, ring spanners must be used in preference to open end spanners.

Correct hand tools for the job must be used, e.g. screwdrivers must not be used as chisels, and pliers must not be used as hammers.

All wedges and drifts that may spring, fly or fall to lower levels upon impact must be fitted with an attachment which attaches a safety "lanyard" to a solid structure to restrain the impact tool from becoming a projectile.

All hand tools used in elevated areas, that may be dropped or fall to lower levels must be fitted with safety lanyards and attached to solid structures or in the case of podges, scaffold keys etc., attached by wrist lanyard to the user.

Purpose built tools and equipment may not be used unless a risk assessment has been conducted and authorised by the nominated project management representative.

32.6 Inspection of Equipment and Tools

All tools must be inspected by the user before, during and after use. If any faults are identified, the tool must be taken out of service and not used until repaired. Faulty tools that are not able to be repaired must be tagged "out of service" and removed from site.

32.7 Manual Handling and Vibration

Any handling or lifting task that can only be done manually must be planned and rehearsed before the task is done.

If more than one person is involved in a task a communication procedure must be agreed in advance. Lowering the load must be done in a controlled manner. Dropping a load is dangerous and must be avoided.

As a guideline 25 kg is considered to be the limit of what a person can safely handle. Where there are loads exceeding 25 kg the risk of handling the load must be mitigated to assure minimal potential for any injury.

When mechanical lifting aids are provided, they should be used.

Extra care should be taken when lifting awkwardly shaped objects.

Position the feet correctly. The feet should be placed hip-width apart to provide a large base. One foot should be put forward and to the side of the object, which gives better balance.

Bend or 'unlock' the knees and crouch to the load. The weight will then be safely taken down the spine and the strong leg muscles will do the work.

Get a firm grip. The roots of the fingers and the palm of the hand should grip the load. This keeps the load under control and permits it to be distributed more evenly.

The following should be considered with conducting the Risk Assessment with regards Manual Handling and also take into consideration the task factors, physical demands and tools involved in the task:

- Load weight/frequency;
- Hand distance from lower back;
- Asymmetrical trunk/load;
- Postural constraints;
- Grip on the load;
- Floor surface;
- Environmental factors;
- Carry distance; and
- Obstacles en route.

Team Manual Handling:

- Load weight;
- Hand distance from lower back;
- Vertical lift region;
- Trunk twisting/sideways bending;
- Postural constraints;
- Grip on the load;
- Floor surface;
- Environmental factors; and
- Communication, co-ordination and control.

As far as possible, exposure to vibration must be eliminated.

However, if this is not possible, short-term solutions to decrease exposure include:

- Reducing the vibration levels;
- Removing the person from the vibrating equipment / tools;
- Reducing the period of time that the person works with the vibrating equipment / tools (at least 40 minutes break after 20 minutes working with a machine that vibrates excessively).

In order to reduce exposure to vibration:

- Consider buying equipment that operates effectively at lower speeds;
- Buy equipment with built-in damping materials;
- Buy lighter tools if they are available - they require less of a grip;
- Maintain the equipment;
- Make sure equipment is balanced and there are no worn parts;
- Use remote controls when they are available;
- Reduce your grip on the equipment when it is safe. The less time you actually have your hands on the equipment the better. Relax your hands during these brief breaks;
- Take scheduled breaks; and
- Do other tasks that allow you to move away from vibrating tools and equipment.

The workplace must be assessed by a competent person for compliance with good design, layout and practice, to avoid or minimise adverse health consequences due to manual handling and vibration issues.

Quantitative evaluations of vibration produced by specific equipment must include the following measurement parameters: direction of movement, frequency, intensity, and variation with time and duration, as per documented methods.

Employees and contractors must be informed of the results of assessments and instructed in appropriate manual handling techniques, where the risk assessment indicates a need.

Workplace vibration sources that could contribute to the exceedance of an Occupational Exposure Limit (hence potential for impact on worker musculo-skeletal fitness) must be identified and adequately characterised.

Manual handling tasks assessed as having the potential to cause a Lost Time Injury (i.e. with potential for impact on worker musculo-skeletal fitness) must be identified and adequately characterised.

Workplace manual / materials handling tasks risk rated as "significant" must be assessed and recorded to include biomechanical factors (e.g. posture, bending, twisting, repetitive motions, working overhead, and exerting force away from the body).

33. Personal Protective Equipment

All applicable legislation concerning Personal Protective Equipment (PPE) must be complied with at all times as indicated at the entrances to a project site and at the entrances to buildings and / or designated areas on the premises.

As a minimum, the following PPE must be worn by all persons (including visitors) at all times whilst on a project site:

- Safety footwear with steel toe protection;
- Safety glasses (individuals who wear prescription spectacles must be provided with either over-spec safety glasses or prescription safety glasses);
- Safety helmet (hard hat); and
- High visibility protective clothing with reflective taping (long trousers and long-sleeved shirts with collars and cuffs).
- Life jackets.
- Safety Harnesses
- PPE such as hand protection, hearing protection and respiratory protection must be worn as required (e.g. when in a certain area, when performing a certain task, or when working with a certain substance);
- As required by a Safe Work Procedure, a risk assessment, or a Material Safety Data Sheet (MSDS).

Each contractor must provide each of his employees with all required PPE (at no cost to the employee). The specific PPE that is provided to a particular employee must be based on the nature of that employee's work and the location in which the work is performed (i.e. must be based on the hazards to which the employee is exposed). PPE requirements for a particular job or for a particular area must be determined through a risk assessment for that job or area.

Any employee who does not have all of the PPE that is required for him to perform his duties safely will not be permitted to work.

Each employee must care for his PPE, maintain it in good condition, and inspect it on a daily basis. If an item of PPE has worn out, has become damaged, or is found to be defective in any way, it must be replaced by the contractor.

PPE must be stored in accordance with the manufacturer's requirements and / or recommendations.

Each employee must receive training in the use, maintenance and limitations of the PPE that is provided to him, and must be made aware of why the PPE is necessary as well as the consequences of not wearing it as instructed (i.e. the potential for injury and / or disciplinary action). Training records must be retained.

Any person who refuses to wear PPE as required must be removed from the site.

Symbolic signs indicating mandatory PPE requirements must be prominently displayed at the entrances to a project site and at the entrances to buildings and / or designated areas on the premises where additional PPE is required. These signs must comply with the applicable national standard (if one exists).

Each contractor must appoint an employee to:

- Control the issuing and replacement of PPE;

- Keep an up-to-date register as proof that items of PPE have been issued to individuals (an employee must sign for the items that he receives);
- Ensure that there is an adequate supply of all required PPE (i.e. maintain PPE stock levels on site); and
- Carry out regular inspections to ensure that PPE is being used correctly, is being maintained in a good, serviceable and hygienic state, and is not being shared between employees.

33.1.1 Head Protection

A safety helmet (or hard hat) worn correctly will help protect the head in the event of:

- An employee being struck on the head by a falling or flying object;
- An employee striking his head against a fixed or protruding object; or
- Accidental head contact being made with an electrical hazard.

A safety helmet must be worn at all times on a project site, with the following exceptions:

- Vehicle and equipment operators inside enclosed cabs;
- In offices and in office or administration buildings; and
- At designated lunch and break areas (provided that no work is in progress in the immediate break area).

A safety helmet must be worn in accordance with the manufacturer's requirements.

A safety helmet must be worn directly on the head. The wearing of a cap or other headgear beneath a safety helmet is prohibited unless the items have been specifically designed to be used in combination (i.e. the arrangement is approved by the safety helmet manufacturer).

The suspension system inside a safety helmet (that acts as a shock absorber) may not be removed. The painting of safety helmets is prohibited.

Safety helmets may only be cleaned using a mild detergent and water. No solvents may be used.

33.1.2 Eye Protection

If an employee is carrying out, assisting with, or working adjacent to any activity where sparks or projectile particles are being generated, where chemical mists or fumes are being generated, where liquids may splash or spray, where harmful electromagnetic radiation (heat or light) is being generated, or where there is a risk of wind-blown particles entering the eyes, then suitable protective eyewear must be worn at all times (i.e. safety glasses, safety goggles, a face shield, a welding helmet, or a combination of these).

Such activities include:

- Working with rotating equipment (e.g. grinders, drills, mills, lathes, and saws);
- Welding and cutting;
- Chipping, chiselling or caulking;
- Using explosive powered tools;
- Abrasive blasting;
- Sanding; and
- Working with chemical substances (e.g. drilling fluids, acids, solvents, paints, pesticides, etc.).

For certain activities, special eye protection is required (e.g. a heat-resistant face shield is required when working near molten metal).

Double eye protection is required for activities such as:

- Grinding, cutting, chipping, chasing and reaming (employees must wear both a full face shield and safety glasses or goggles); and
- Arc welding (welders must wear both safety glasses and a welding helmet).

Screens must be erected to protect passers-by, where practical.

Safety glasses must be worn at all times on a project site, with the following exceptions:

- Vehicle and equipment operators inside enclosed cabs with the windows fully closed;
- In offices and in office or administration buildings;
- At designated lunch and break areas (provided that no work is in progress in the immediate break area); and
- When another form of eye protection is required (e.g. safety goggles).

All safety glasses used on site must have suitable permanent side protection.

In strong sunlight, dark safety glasses should be worn to reduce eyestrain and fatigue. However, caution must be exercised when employees are required to frequently move between outdoor and indoor environments. Dark safety glasses may not be worn indoors or in poor daylight conditions. Prescription spectacles with tinted lenses are prohibited inside buildings or other structures with limited illumination unless the lenses are light-sensing and adjust to changing illumination levels.

Employees who wear prescription spectacles (i.e. require corrective lenses) must make use of either:

- Prescription safety glasses (with permanent fixed side shields) that conform to the requirements of a recognised national or international standard (e.g. CSA, ANSI, or equivalent); or
- Over-spec safety glasses or goggles.

The use of contact lenses in certain areas may not be suitable because of increased risk to the eye due to dust or heat.

33.1.3 Hearing Protection

Local regulations concerning occupational exposure to noise and the use of hearing protection must be complied with as a minimum.

"Low noise" tools and machinery must be used wherever possible to reduce noise levels.

Where noise cannot be reduced to an acceptable level through engineering and work practice controls, measures must be put in place to minimise the exposure of employees to the noise (i.e. administrative controls and personal hearing protection).

Areas where it is likely that the 95% upper confidence limit of an eight hour L_{eq} mean exceeds 85dB(A), or areas where impulse noise exceeds 140dB(C), must be designated as noise zones. These noise zones must be clearly demarcated and mapped, signs must be posted, and all employees must be made aware of the requirements for working in such an area.

Suitable hearing protection must be worn in all designated noise zones and when carrying out (or working in the vicinity of) any activity where the noise level exceeds 85dB(A).

Where hearing protection is required, a hearing conservation programme (applicable to all personnel and visitors) must be implemented. The programme must include training in the correct use and proper storage of hearing protection devices as well as replacement requirements. Training

must be provided when hearing protection is first issued to an employee and refresher training must be carried out at least annually thereafter. Training records must be retained.

At least two types of personal hearing protection must be made available to employees. The hearing protection devices provided must have adequate noise reduction ratings (i.e. must be able to attenuate the noise level to below 85dB(A)).

Personal hearing protection must be issued on an individual basis and must not be shared.

In addition to personally issued hearing protection, suitable disposable hearing protection must be made available at the entrances to all noise zones.

All Hearing Protection Devices (except for disposable hearing protection) must be properly inspected and cleaned on a regular basis.

33.1.4 Respiratory Protection

Designated areas (respirator zones) must be established where:

- It is likely that the 95% upper confidence limit of a Similar Exposure Group's mean exposure concentration exceeds the relevant Occupational Exposure Limit (OEL) for agents resulting in chronic effects, such as total inhalable dust, respirable dust, respirable crystalline silica, PAH, fluorides, lead, mercury, asbestos or non-asbestos fibrous materials; or
- The concentration of an agent (particulate, vapour or gas) with an acute effect exceeds 50% of the relevant OEL.

Note: For a particular hazardous agent, the OEL to be adopted must be either the client's OEL or the OEL specified in local legislation, whichever is the most stringent.

These areas must be clearly demarcated and mapped, signs must be posted, and all employees must be made aware of the requirements for working in such an area.

Suitable Respiratory Protection Devices (RPDs) must be worn in all designated respirator zones and when carrying out (or working in the vicinity of) any activity where the risk assessment has identified the need for respiratory protection.

RPD's must be selected based on:

- The type(s) of airborne contaminants that are present (gases, vapours, and particulates and aerosols including dusts, fumes, sprays, mists, and smoke);
- The potential particulate size distribution;
- Substance toxicity; and
- The likely concentrations.

Compatibility with the work tasks and other PPE, comfort (as it affects wear-time), and the ability to communicate adequately, must also be considered.

The risk assessment and method statement for the work to be performed, the information contained in the relevant Material Safety Data Sheets (MSDSs), and the results of any air monitoring associated with the substances to be worked with or activities to be carried out, must be used to ensure that the most suitable RPD is selected.

Only RPDs certified to a recognised standard and approved by the nominated project management representative may be used.

Where respiratory protection is required, a respiratory protection programme (applicable to all personnel and visitors) must be implemented.

The respiratory protection programme must include:

- Periodic inspection of RPDs, including before each use;
- Periodic evaluation (by competent persons) of cleaning, sanitising, maintenance and storage practices;
- Performance of positive pressure and negative pressure fit checks by RPD wearers before each use to ensure that the respirator is functioning properly; and
- Training at first issue of a RPD and regular refresher training thereafter in accordance with regulatory requirements or at least once every two years (the training must cover fit testing, use, cleaning, maintenance, filter cartridge replacement, and storage). Training records must be retained.

RPDs must be used, maintained, and stored in compliance with the manufacturer's requirements as well as the respiratory protection programme.

Suitable facilities must be provided for the cleaning and sanitary storage of RPD's.

As a minimum, qualitative and documented fit testing must be carried out (although quantitative fit testing is preferred) to ensure that the use of negative pressure RPDs (including disposable RPDs) is effective. Fit testing must be performed by a competent person when an RPD is first issued and must be repeated periodically in accordance with legal requirements or every two years as a minimum. A policy must be in place requiring a clean shaven face when using a negative or neutral pressure RPD for routine tasks (otherwise a positive pressure RPD must be used). A medical evaluation including a pulmonary function test may be required to determine whether or not an individual is medically fit to wear a respirator.

For air-supplied RPDs, breathing air must be effectively filtered and / or isolated from plant and instrument air, and isolated from sources of potential contaminants. The supplied air must be tested to determine if the air quality complies with the requirements of applicable standards for breathing air.

For nuisance dust, dust masks with a protection level of at least FFP2 must be worn.

33.1.5 Hand and Arm Protection

Gloves must be worn when handling or working with equipment, materials or substances with the potential to cause injury or illness.

Suitable gloves must be selected based on the task to be performed and the specific hazard against which the employee requires protection, such as:

- Sharp edges;
- Sharp points and splinters;
- Abrasive surfaces;
- Hazardous chemical substances (toxic, corrosive, sensitising, etc.);
- Extreme temperatures; and
- Viruses, bacteria and parasites.

33.1.6 Foot Protection

Safety boots must be worn at all times whilst on a project site, with the exception of offices and office or administration buildings in which closed athletic, business or similar shoes may be worn.

Sandals, slaps, slippers, open-toed and high-heeled shoes are not permitted on any project premises.

Safety boots must provide the following protection:

- Steel toe cap to protect against crushing (impact and compression forces);
- Leather uppers that provide resistance against water penetration and water absorption;
- Slip resistant soles;

And where a risk assessment identifies the need:

- Puncture resistant soles (i.e. steel midsoles) for protection against sharp objects;
- Chemical resistant soles for protection against spilt chemical substances (such as solvents, hydrocarbons, acids, and alkalis);
- Heat resistant soles for protection against hot surfaces or molten metal; or
- Electrical shock resistant soles for protection (insulation) against live electrical conductors.
- Gumboots with steel toe caps must be worn when working in water or very wet conditions.

33.1.7 Clothing

All employees working on a project site must wear high visibility protective clothing with reflective taping. Trousers must be long and shirts must be long-sleeved. Shirts must be buttoned at the neck and wrists.

Protective clothing must preferably be made of natural fibres.

Short pants, short-sleeved shirts, sleeveless shirts, and vests are prohibited as outer garments (with the exception of a high visibility vest worn over a long-sleeved shirt).

Loose clothing may not be worn where it may become caught in moving machinery or equipment. For hot work (e.g. welding, cutting, etc.), work in the vicinity of molten metal, and any work carried out in the vicinity of an open flame, the protective clothing worn (shirt and trousers) must be made of a suitable fire retardant fabric. Underwear and socks must be made of natural fibres (preferably wool) or fire retardant fabric.

No employee may tuck his trousers into his boots when working in the vicinity of molten metal.

33.1.8 Body Protection

Suitable body protection must be provided as required to protect employees against specific hazards. A range of work activities require body protection in one form or another, including but not limited to:

- Working in extremes of temperature, such as firefighting, attending to a heating furnace, working with molten metal, working in refrigerated environments, etc.;
- Hot work (e.g. welding, burning, cutting and grinding);
- Working with hazardous chemical substances (e.g. acids, solvents, pesticides, etc.); and
- Clean up and disposal of hazardous materials and wastes (e.g. asbestos, hydrocarbons, etc.).

A wide variety of protective garments are available, such as firefighting suits, furnace suits, freezer jackets, leather aprons, leather spats, laboratory coats, chemical resistant aprons, chemical resistant (or hazmat) suits, and disposable coveralls. Suitable items must be selected to provide protection against the specific hazard(s) to which an employee is exposed. Hazards must be carefully identified and characterised to ensure that the correct protection is used.

Body protection must be sized properly to prevent tearing, the parting of seams, tripping, or restriction of movement.

33.1.9 Jewellery

Necklaces, dangling earrings, and bracelets may not be worn on a project site.

No ring or watch may be worn where there is a risk that it may become caught in machinery or equipment.

No jewellery or other conductive apparel (such as a key chain or watch) may be worn when carrying out energised electrical work.

33.1.10 Hair

Scalp hair that is longer than the top of the shoulders must be tied up and restrained within the person's safety helmet or within the collar of his or her overalls, shirt or jacket.

For negative or neutral pressure Respiratory Protection Devices, facial hair must not cause the seal between the respirator and facial skin to be broken (or prevent a seal from being formed in the first place).

33.1.11 Task-Specific PPE

In addition to the standard PPE required for a project site (including a safety helmet, safety glasses, safety boots, and high visibility protective clothing), the following task-specific PPE must be used as a minimum by any person carrying out or assisting with such a task:

- Arc Welding – safety glasses and welding helmet (i.e. double eye protection), respiratory protection against the specific airborne contaminants being generated (fumes, gases, dusts, etc.), leather welding gloves, leather apron, leather spats, leather yoke (for work above shoulder height), and knee pads for welders in kneeling positions;
- Gas Welding, Cutting or Brazing – gas cutting or welding goggles with shade 4 filter lenses and full face shield (i.e. double eye protection), respiratory protection against the specific airborne contaminants being generated (fumes, gases, dusts, etc.), leather gloves (long cuff for welding and cutting, short cuff may be used for brazing), leather apron, leather spats, and leather yoke (for work above shoulder height);
- Grinding – safety glasses or goggles and full face shield (i.e. double eye protection), hearing protection, respiratory protection where dust or fumes may be generated, leather gloves, leather apron, and leather spats;
- Abrasive Blasting – respiratory protection (air-supplied hood), hearing protection, leather gloves, and leather apron;
- Spray Painting – respiratory protection (air-supplied hood for confined spaces), safety goggles (if the respirator design does not provide this protection), hearing protection (where air compressors are used), chemical resistant gloves, and chemical resistant disposable coveralls.

34. Sun Protection

The contractor must ensure that all personnel are protected in sunlight through the use of long sleeve shirts, long trousers, brims to safety helmets and UV factored sunscreen. Shade structures must also be made available to all employees.

The contractor must conduct training and awareness sessions with his employees, advising on the risks associated with working in the heat (including dehydration) and the precautions to be taken (e.g. ensuring adequate fluid intake).

34.1 Fire Protection and Prevention

The contractor must compile a Fire Protection and Prevention Plan for the work that will be carried out on site.

The contractor must assess / survey his area of responsibility and identify locations where the risk of fire is high. Cognisance must be taken of the fact that certain locations may need to be designated as high risk due to the presence of large quantities of flammable or combustible materials / substances. For all high risk areas, the contractor must ensure that additional precautions are taken to prevent fires and strict control is exercised over any hot work (i.e. welding, cutting, grinding, etc.) that is carried out.

The contractor must supply and maintain all required firefighting equipment. The type, capacity, positioning, and number of firefighting appliances must be to the satisfaction of the nominated project management representative and must meet the requirements of the applicable legislation. Fire mains, hydrants and hose reels will rarely be available on site, so use must primarily be made of portable fire extinguishers.

Firefighting equipment, fixed and portable, must be strategically located with a view to being able to rapidly deploy the equipment in order to bring potentially dangerous and destructive fires under control while still in their infancy.

All fire extinguishers (and any other firefighting equipment) placed on site must be:

- Conspicuously numbered;
- Recorded in a register;
- Visually inspected by a competent person on a monthly basis (the results of each inspection must be recorded in the register and the competent person must sign off on the entries made); and
- Inspected and serviced by an accredited service provider every six months (the nominated project management representative may require that this frequency be increased depending on the environmental conditions (e.g. high dust levels, water, heat, etc.) to which the fire extinguishers are exposed).

Any fire extinguisher that has a broken seal, has depressurised, or shows any sign of damage must be sent to an accredited service provider for repair and / or recharging. Details must be recorded in the register.

Firefighting equipment may not be used for any purpose other than fighting fires. Disciplinary action must be taken against any person who misuses or wilfully damages any firefighting equipment.

Access to firefighting equipment, fixed or portable, must be kept unobstructed at all times.

Approved signage must be in place to clearly indicate the location of each permanently mounted fire extinguisher, fire hose reel, etc.

The contractor must ensure that all persons working in / entering his area of responsibility are made aware of where all firefighting appliances and alarm points are located.

The contractor must ensure that his employees (and those of any appointed sub-contractors) are trained in firefighting procedures and the use of firefighting equipment.

The contractor must compile an emergency response procedure detailing the actions that must be taken in the event of a fire or a fire / evacuation alarm (see Section 14).

All personnel working within the contractor's area of responsibility must be trained, and all visitors must be instructed, on this procedure. Copies of the procedure must be prominently displayed in the workplace in all languages commonly used on the site.

A person discovering a fire must extinguish the fire if he can do so safely, and then immediately report the incident to his supervisor. If the person cannot extinguish the fire, he must raise the nearest alarm and then report the fire as quickly as possible to his supervisor, the person responsible for the area, and / or Security.

On hearing a fire / evacuation alarm, all persons must make any operational plant or equipment safe, and then proceed to the nearest emergency assembly point and await instructions.

All incidents of fire (including the use or misuse of any firefighting equipment) must be reported to the nominated project management representative immediately. Used fire extinguishers must be replaced by the contractor without delay.

No hot work (i.e. welding, cutting, grinding, etc.) or any other activity that could give rise to a fire may be performed outside of a designated workshop without a Permit to Work and Hot Work permit having been issued by TNPA Fire Department.

Wherever hot work is being carried out, a fire extinguisher must be at hand. Where the risk assessment determines that it is necessary, a fire watch must be stationed.

Supervisors must carry out workplace inspections regularly to ensure adherence to fire prevention measures and procedures.

At the end of every working period (i.e. before each tea / lunch break and at the end of every shift / day), the workplace must be thoroughly inspected to ensure that no material is left smouldering and no condition / situation exists that could give rise to a fire.

The contractor must ensure that all supervisors and all employees carrying out or assisting with any hot work or any other activity that could give rise to a fire have been trained in firefighting procedures and the use of firefighting equipment. The training must be conducted by an accredited training provider.

When using electrical equipment, all cables must be in good condition and the nearest convenient socket must be used.

No power socket may be loaded beyond its rated capacity through the use of adaptors, etc.

Makeshift electrical connections are not permitted under any circumstances.

Water-based firefighting equipment must not be used on electrical equipment or burning liquids.

Refer to Section 13.16 – Electrical Safety.

Each vehicle used on site for work purposes and each item of mobile equipment with a diesel or petrol engine must be fitted with a permanently mounted fire extinguisher.

Smoking is only permitted in designated smoking areas. Cigarette ends / butts must be properly stubbed out in the ashtrays provided and never thrown into waste bins.

The contractor must ensure that good housekeeping practices are enforced, as this is crucial to the prevention of fires.

All combustible waste materials must be removed from the workplace on a daily basis (at the end of each shift) and placed in waste receptacles located at least 5 metres away from any structure.

The accumulation of waste materials in out-of-the-way places is prohibited.

Offices, desks, cabinets, etc. must always be kept tidy and uncluttered. Waste paper bins must be emptied regularly.

The storage of combustible materials under stairways or in attics is prohibited.

The storage of any materials against the exterior of a building or any other structure is prohibited.

All walkways, passages and stairways must be kept clear (i.e. must be unobstructed) at all times, as they may need to be used as a means of escape.

The areas around and the routes to all exits, fire escape doors, fire hydrants, fire hose reels and fire extinguishers must be kept clear (i.e. must be unobstructed) at all times.

"No Smoking" signs must be conspicuously displayed in and around all storage areas / rooms.

Waste may not be burned under any circumstances.

No flammable liquid (such as petrol, acetone, alcohol, benzene, etc.) may be used for starting fires or as a solvent for cleaning clothes, tools, equipment, etc. Only solvents approved by the nominated project management representative may be used for cleaning purposes.

Whenever any work is carried out involving the use of a flammable substance / material, the area must be cordoned off and appropriate warning signage (i.e. "No Unauthorised Entry", "No Smoking" and "No Naked Flames") must be displayed.

Refer to Section 13.32 – Fuel / Flammable Liquid Storage and Refuelling.

34.2 Smoking, naked flames, cell phones

NO smoking, open or naked flames and cell phones will be permitted on site. All hand held radios must be intrinsic safe.

35. Housekeeping

The contractor must maintain all work areas in a tidy state, free of debris and rubbish. Unless directed otherwise, the contractor must dispose of all debris, rubbish, spoil and hazardous waste off site in a designated and authorised area or facility. The contractor must familiarise himself with the waste management plan for the site including collection and disposal arrangements, and must align his waste management activities accordingly.

In cases where an inadequate standard of housekeeping has developed and compromised safety and cleanliness, a nominated project management representative may instruct the contractor to cease work until the area has been tidied up and made safe.

Neither additional costs nor contract deadline extensions will be allowed as a result of such a stoppage. Failure to comply will result in a clean-up being arranged through another service provider at the cost of the non-complying contractor.

The contractor must carry out housekeeping inspections on a weekly basis to ensure maintenance of satisfactory standards. The contractor must document the results of each inspection. These records must be maintained and must be made available to the nominated project management representative on request.

The contractor must implement a housekeeping plan for the duration of the contract ensuring that the site housekeeping is maintained. Furthermore, at the end of every shift, the contractor must ensure that all work areas are cleaned, all tools and equipment are properly stored, and construction rubble is removed.

Where the contractor fails to maintain housekeeping standards, the nominated project management representative may instruct the contractor to appoint a dedicated housekeeping team for the duration of the project at the contractor's expense.

Littering is prohibited.

36. Stacking and Storage

All irregular shaped items will be stacked at floor / ground level in designated stacking areas on a level, firm base capable of withstanding the weight of the commodities being stacked and stacked in such a manner that the items do not topple over or change position due to subsidence or weight transfer when being moved.

Where these commodities are stacked on shelves or racks, the shelves or racks must be designed to carry the weight of the commodity being stacked.

All racks or shelves where heavy material or commodities are stacked will have a weight carrying limitation clearly marked on the structure and have a safety factor of at least +10% of maximum total carrying capacity.

All materials, commodities or articles, which could be damaged due to inclement weather, must be stored under cover.

Waste material that is combustible must not be allowed to accumulate in sufficient quantities to create a hazard.

No commodities or equipment may be stacked or stored within 500mm of rolling stock tracks or where mobile equipment travels.

The storage of material, small equipment, tools, files and general items in cupboards and on shelves must be neat and controlled at all times. Incompatible substances must not be stored in or on the same cupboard or shelf.

No equipment, tools, files or documents may be stored or stacked on top of cupboards which are higher than 1.5 metres in height.

37. Facilities

Sanitary facilities are available at berth 208/209 for usage by the contractor.

38. Occupational Hygiene

The contractor must ensure that the exposure or potential exposure of his employees to any of the following stressors is assessed and measured (a baseline survey must be carried out by an Approved Inspection Authority - this services to be provided by TNPA):

- Noise;
- Thermal stress (heat and cold);
- Particulates (dust);
- Silica (free crystalline silica);
- Asbestos;
- Gases or vapours;
- Lead;
- Chemicals;
- Ionising radiation;
- Non-ionising radiation;
- Vibration (hand / arm vibration and whole body vibration);
- Ergonomics; and
- Illumination.

If it is determined that exposure levels for a particular stressor are unacceptable, then a monitoring and control plan must be implemented to manage any risk of overexposure.

Note: Where chemical substances are to be used as part of the construction process, the contractor must ensure that the chemical composition of each substance is known.

Carcinogenic (cancer-causing) ingredients must be specifically identified with due understanding that no chemical known to cause cancer will be permitted for use on site (an alternative will need to be sourced).

38.1 Lighting

For all work areas and access ways, if the natural lighting available is inadequate it must be supplemented by artificial lighting to meet the minimum levels required.

A lighting survey to determine luminance must be conducted for all work areas, at least once every two years and prior to work commencing for the first time in any area.

Emergency lighting must be provided in all indoor workplaces that do have adequate natural lighting or in which persons work at night. The emergency sources of lighting that are provided must be such that, when activated, an illuminance of not less than 0.3 lux is obtained at floor level, to enable employees to evacuate safely.

Where it is necessary to stop machinery or shut down plant or processes before evacuating the workplace, or where dangerous materials are present or dangerous processes are carried out, the illuminance must be not less than 20 lux.

Windows and translucent sheeting must be kept adequately clean and clear of obstructions as far as reasonably practicable. Light fittings, i.e. lenses and reflectors must be kept clean. If a light intensity meter is used, a valid calibration certificate must be available.

Neon lights must not be installed in areas where moving parts of machinery or equipment cannot be fully guarded, i.e. lathes, bench grinders, etc. in order to eliminate the stroboscopic effect.

No person may use a portable electrical light where the operating voltage exceeds 50 volts, unless:

- It is fitted with a non-hydroscopic, non-conducting handle;
- All metal parts which may become live are protected against accidental contact;
- The lamp is protected by means of a guard firmly attached to the handle; and
- The cable can withstand rough use.
-

No person may use a portable electric light in damp or wet conditions or in closely confined spaces, inside metal vessels or when in contact with large masses of metal, unless:

- The lamp is connected to a source incorporating an earth leakage; and
- The operating voltage of the lamp does not exceed 50 volts. Hearing Conservation

A hearing conservation program must be implemented and protection against the effects of noise exposure must be provided when the noise exposures equal or exceed an 8-hour time-weighted average sound level of 85 decibels measured on the A-weighted scale of a standard sound level meter at slow response.

For the hearing conservation program to be effective it must include as a minimum:

- Monitoring of the workplace to determine the representative exposure of employees to excessive noise levels;
- An audiometric testing program for employees, which must include:

- ♦ A baseline audiogram for all employees exposed to noise levels equal to or in excess of the standard;
- ♦ Annual audiograms for each overexposed employee;
- ♦ Analysis of audiogram results with retesting and/or referral to an otolaryngologist or qualified physician when a significant threshold shift (STS) occurs; and
- ♦ Written employee notification of the STS.
- A training program for all employees exposed to noise;
- Provision of personal protective equipment to all affected employees when administrative or engineering controls fail to reduce sound levels to within the levels of the standards.

Monitoring of employee exposures to noise shall be conducted by an Approved inspection Authority.

The monitoring requirement may be met by either area monitoring or personal monitoring that is representative of employee exposures. Personal monitoring is preferred, and may be required based on the type(s) of noise sources.

For purposes of the hearing conservation program, employee noise exposures shall be computed in accordance with local legislation.

A person-task specification shall be available for every job category and shall be submitted with an employee for audiometric testing.

Audiometric testing and an annual audiogram shall be provided as part of the regular medical examinations.

Audiometric test results obtained from the pre-employment medical examination for a new employee shall be used as the baseline audiogram.

Testing to establish a baseline audiogram shall be preceded by at least 14 hours without exposure to workplace noise.

Hearing protectors shall not be used as a substitute for the requirement that baseline audiograms be preceded by 14 hours without exposure to workplace noise.

Employees shall be notified of the need to avoid high levels of non-occupational noise exposure during this 14-hour period.

Record-keeping for the audiogram shall include:

- Name and job classification of the employee;
- Date of the audiogram;
- The examiner's name;
- Date of the last acoustic or exhaustive calibration of the audiometer;
- Employee's most recent noise exposure assessment.

Audiometric test results shall be maintained in the employee's medical file.

To control noise exposure, its three basic elements shall be examined, i.e. source of the sound, travel path, and effect on receiver or listener. Solution of a given noise problem might require alteration or modification of any or all of these three basic elements.

2) Controlling noise at the noise source can be achieved by the following:

- Select quiet equipment initially. In selecting quiet equipment the following features shall be considered:
- Low-noise certification;
- Advertisement of "quiet" operation, evidence of noise control design;

- Evidence of "lower" and "slower" operating characteristics;
- Side-by-side noise testing of equipment; and
- "On-site" or "in operation" inspection of mechanical equipment before purchase.
- Reduce operating noise by considering the following control measures:
 - Reduce impact or impulse noise by reducing weight, size, or height of fall of impacting mass;
 - Reduce speed in machines and flow velocities and pressure in fluid systems;
 - Balance rotating parts – to control machinery noise and vibration of fans, fly wheels, pulleys, cams, etc.
 - Reduce frictional resistance between rotating, sliding or moving parts in mechanical systems: frequent lubrication, proper alignment of moving parts; static and dynamic balancing of rotating parts; correction of eccentricity or "out-of-roundness" of wheels, gears, rollers, pulley, etc.;
 - Reduce resistance in air or fluid systems: use of low flow velocities, smooth boundary surfaces of duct or pipe systems, and long-radius turns and flared sections in pipes, etc., to reduce turbulence noise;
 - Isolate vibration elements in machinery; install motors, pumps, etc. on most massive part of machine; use belt or roller drives in place of gear trains; use flexible hoses and wiring instead of rigid piping and stiff wiring, etc.
 - Apply vibration damping materials such as liquid mastic; pads of rubber, felt, foam or fibrous blankets; or sheet metal visco-elastic laminates or composites to vibrating machine surfaces; and;
 - Reduce noise leakage from the interior of machines such as compressors by sealing or covering all openings or applying acoustical materials to machine interiors.

3) Controlling noise in the transmission path can be achieved by the following:

- Separate the noise source and receiver as much as possible;
- Use sound-absorbing materials on ceiling, floor or wall surfaces as close to the machine as possible;
 - Use sound barriers and deflectors in the noise path;
 - Use acoustical lining on inside surfaces of such passageways as ducts, pipe chases, or electrical channels;
 - Use mufflers, silencers or snubbers on all gasoline or diesel engines, regardless of size; and particularly on equipment when large quantities of high-pressure, high-velocity gases, liquids, steam or air are discharged into the open air; and
 - Use vibration isolators and flexible couplers where the noise transmission path is structure borne in character.

4) Protection for the receiver – when engineering controls fail to reduce the levels to within the levels specified in local legislation, the following measures shall be implemented:

- Personal protective equipment shall be provided and replaced as necessary at no cost to employees;
- Supervisors shall ensure that hearing protective devices are worn by all employees who are exposed to a time-weighted average of 85 decibels or greater and who have experienced a significant threshold shift;
- Employees shall be given the opportunity to select their hearing protectors from a variety of suitable protectors; and

Noise zones shall be indicated by means of signs at every entrance to such zones.

When noise levels exceed 100 dB(A), a combination of earplug and earmuff may be required to achieve protection of the worker.

It is important to note that using double protection will add only 5 to 10 dB of extra attenuation above that of a single Hearing Protection Device.

Where an earmuff and earplugs are used together, OSHA recommends using this simple calculation: Take the higher rating of the two devices, and add five.

Hearing Protection Devices should be worn for the full noise exposure period.

Where an audiometry programme is required, it must meet the following standards:

- All testing must be by pure tone audiometry in an audiometry booth or quiet room, with measured noise levels less than 40 dB(A);
- The initial audiogram must be taken prior (minimum of 24 hours) to exposure to significant noise. Further audiograms must be taken periodically; annually where exposures are over 85 dB(A) Leq or where continued deterioration to hearing is occurring;
- Testing must be performed by trained and competent personnel;
- Audiometers must be calibrated according to the manufacturer's guidelines. As a minimum these will be a weekly biological calibration using an employee unexposed to noise, or a bio-acoustic simulator, and an annual quantitative check. All results must be documented; and
- Audiograms must be read by trained persons who will identify any increasing hearing loss and then determine if this is noise induced. Any employee with a significant downward shift in one or both ears (measured as an average non age-adjusted loss from baseline of 10 dB at 2, 3 or 4 kHz) must be retested following removal from noise for a minimum of 24 hours, usually after a days-off period. If the downward shift persists the employee must be reviewed by a physician and improved hearing protection considered.

38.2 Particulate and Gas / Vapour Exposures

Designated areas must be created where:

- It is likely that the 95 per cent upper confidence limit of a Specific Exposure Group's (SEG) mean exposure concentration for agents resulting in chronic effects (such as total inhalable dust, respirable dust, respirable crystalline silica, PAH, fluorides, lead, mercury, asbestos or non-asbestos fibrous materials) exceeds the relevant OEL; and
- Agents with an acute effect, such as particulate hazards, or gases (e.g. CO, SO₂, NH₃, HF, etc.), or vapours exceed 50 per cent of the relevant OEL.

Designated areas must:

- Be identified and mapped, signposted or otherwise clearly communicated to employees working in the area. Signposting, where necessary, must use appropriate wording or symbols on signs to identify the hazard;
- Have a documented respiratory protection programme based on suitable risk assessment and standards, which is applied to employees, contractors and visitors;
- Have regular monitoring of SEGs working in the area; and
- Have a formal review of the practicality of engineering controls at least every two years, or less where it is a critical control for a significant risk.

Particulate and gas / vapour monitoring must be appropriate to the exposure conditions and toxicants, and based on the use of equipment approved by local regulatory authorities, as per documented methods.

Where risk assessment indicates the possible presence of levels of gas or vapour sufficient to cause health effects in less than one shift (e.g. confined space entry), continuous monitoring is required as long as the potential for harm exists.

Employees and contractors must be covered by a medical surveillance programme when:

- Their Specific Exposure Group TWA mean exposure to respirable crystalline silica, total inhalable dust, respirable dust, lead or asbestos is greater than 50 per cent of the relevant OEL;
- The medical adviser considers that it is advisable; or
- There is a legal requirement for medical monitoring.

Where risk assessment indicates a risk of a respiratory condition, assessment programmes must include chest x-rays and / or lung function tests. The test or tests chosen must enable the earliest detection of adverse effects from the exposure of concern. Where indicated, they must meet the following standards:

- High quality chest x-rays will be taken every five years, unless local legislation requires these to be more frequent;
- All chest x-rays for pneumoconiosis surveillance will be read to International Labour Organisation (ILO) standards by an ILO B reader, wherever possible, and if not, by a competent radiologist using verifiable quality criteria;
- Any progression of more than one step on the ILO extended scheme to a reading above 1/0 will be reviewed by a physician;
- Any reading suggesting active lung disease will be reviewed by a physician; and
- All spirometry will be performed by trained staff following the American Thoracic Society guidelines or equivalent and be offered at a frequency determined by the likely rate of detectable change in lung function.

Controls must be of an adequate standard such that surfaces are adequately cleaned to avoid:

- Dust generation due to material dislodgment (e.g. windblown), where practicable; or
- Fume generation from accumulated dust during welding / heating or cutting operations.

Where risk assessment indicates the need to reduce exposures to toxic substances for employees or their families, good personal hygiene must be enforced. The programme must include:

- No smoking, eating or drinking in designated hazard areas;
- Washing of hands and face prior to drinking, eating or smoking;
- Showering at work post shift or after exposure to 'dirty' conditions; and
- Laundering of contaminated clothing by the contractor.

Abrasive blast cleaning must be conducted so as to protect worker health and minimise dust emissions. Substitutes must be used whenever practicable for abrasives containing crystalline silica. However, if such abrasives are used, workers must be aware of the hazards and exposure monitoring conducted. The hazardous properties of alternative materials must be considered before use.

Where required, training in the recognition of signs and symptoms of hazardous particulate and gas / vapour exposure, emergency procedures and preventative measures must be provided.

38.2.1 Respiratory Protection Devices

The selection of Respiratory Protection Devices (RPD's) must be based on:

- The potential particulate size distribution, gas / vapour types, substance toxicity and likely concentrations;
- Compatibility with the work tasks and other PPE; and
- Comfort (as it affects wear-time) and allowance for adequate communication.

Only RPD's approved by the nominated project management representative may be used. Suitable facilities must be available for cleaning and sanitary storage of RPD's.

Half-mask and full-face air-purifying respirators must NOT be used where:

- The atmosphere is oxygen deficient (< 19.5 per cent);
- The atmosphere is immediately dangerous to life or health (e.g. in areas where CO concentrations are > 1500 ppm, HF > 30 ppm or NH₄ > 300 ppm);
- Gases and vapours are more than ten times their OEL or greater than 1000 ppm for half-mask respirators, or more than 100 times their OEL for full-face respirators; or
- Particulates are more than five times their OEL for half-mask respirators, or more than 50 times their OEL for full-face respirators.

For atmospheres that are oxygen deficient, or contain unknown hazards, or have concentrations of gases and vapours that are unknown, or could potentially exceed levels that are immediately dangerous to life or health, an air-supplied type respirator must be worn.

For effective use of negative pressure RPD's (including disposable RPD's), fit testing must be qualitative and documented as a minimum, although quantitative fit testing is preferred. Fit testing must be performed by a competent person when RPD's are first issued and must be repeated periodically according to legal requirements or two-yearly as a minimum frequency. There must be a policy requiring a clean shaven face when using a negative or neutral pressure RPD for routine tasks, or the use of a positive pressure RPD will be required. A pulmonary function test and medical evaluation may be required to determine whether or not an individual is medically fit to wear a respirator.

For air-supplied RPD's, breathing air must be effectively filtered and / or isolated from plant and instrument air, and isolated from sources of potential contaminants. The quality of the breathing air must be checked for conformance with applicable standards.

The respiratory protection programme must include:

- Periodic inspection of RPD's, including before each use;
- Periodic evaluation of cleaning, sanitising, maintenance and storage practices by competent persons;
- Performance of positive and negative fit checks before each use by RPD wearers to ensure that the respirator is functioning properly; and
- Training at first issue of a RPD and regular refresher training thereafter in accordance with regulatory requirements or at least once every two years.

38.3 Hazardous Chemical Substances

No chemical substance may be brought onto site unless it has been approved for use by the nominated project management representative and it appears on the Approved Chemical Substances Register which will be made available to all contractors.

The register will contain the following information:

- Trade name / product name of substance;
- Manufacturer / supplier of substance;
- Maximum inventory;
- Storage requirements and precautions;
- Inventory of special emergency items held for handling spillages, fires, etc. (e.g. reagents to neutralise spillages, firefighting foam, etc.); and
- Approved disposal methods.

If the contractor wishes to make use of a chemical substance that does not appear on the register, then the contractor must provide the following information to the nominated project management representative for review PRIOR to bringing the substance onto site:

- A detailed 16-point Material Safety Data Sheet (MSDS) issued by the manufacturer / supplier of the substance;
- The reason for wanting to bring the substance onto site (i.e. the intended use of the substance);
- The proposed method of transportation;
- The proposed arrangements for the safe storage of the substance;
- The quantity to be stored on site;
- The proposed methods for handling / using the substance (including PPE);
- The proposed method of disposal of the waste;
- Proof that the contractor is able to readily provide the necessary first aid measures as specified in the MSDS; and
- A risk assessment covering the transportation, use, handling, storage and disposal of the substance with specific reference to the substance's compatibility with other chemicals.

This information must be provided at least five (5) working days prior to the date on which the contractor intends to bring the substance onto site for use.

Any chemical substance brought onto site without adherence to the requirements stipulated above shall be removed from site immediately.

If the nominated project management representative approves the substance for use, the contractor must ensure that all necessary precautions are taken concerning the transportation, use, handling, storage and disposal of the substance, and that all required PPE and first aid materials / equipment (as stipulated in the MSDS) are readily available on site.

The contractor must ensure that a Material Safety Data Sheet (MSDS) is obtained for each chemical substance brought onto site. A file, or files, containing all of the MSDS's must be maintained and must be readily available to all personnel on site (particularly first aiders) as well as other potentially affected parties (e.g. emergency services personnel, persons from the local community, etc.). The MSDS's must be in the language(s) commonly used on site.

The contractor must appoint a trained and competent Hazardous Chemical Substances Coordinator who understands and is able to evaluate the risks associated with a wide variety of substances. This person shall be responsible for:

- Assessing the hazardous properties and risks associated with all chemical substances brought onto site by the contractor and appointed sub-contractors (using the MSDS's);
- Determining precautions and safe practices for transportation, use, handling, storage and disposal (including PPE requirements) (using the MSDS's);
- Determining first aid and emergency response requirements / procedures (using the MSDS's);
- Maintaining the MSDS file;
- Managing and monitoring the consumption of inventory; and
- Providing an "as needed" service to site personnel and suppliers.

The risks associated with the transportation, use, handling, storage and disposal of all hazardous chemical substances brought onto site must be assessed and managed by the contractor through a process that incorporates risk reduction using the hierarchy of controls as described in Section 6. Whenever a task-based risk assessment is carried out, consideration must be given to the use of chemical substances (e.g. greases, solvents, etc.).

The contractor must provide Safe Work Procedures for the transportation, use, handling, storage and disposal of all hazardous chemical substances to be used on site.

The contractor must provide his employees with all of the Personal Protective Equipment that is necessary to prevent exposure / injury while handling / using the hazardous chemical substances that they will be required to work with. Appropriate PPE must be selected with consideration given to the potential hazards, permeability, penetration, resistance to damage and compatibility with the work tasks.

The contractor's employees must be trained in the safe transportation, use, handling, storage and disposal of the hazardous chemical substances that they will be required to work with or may come into contact with. The training must specifically address PPE requirements (including the correct selection, fitment and use thereof).

All personnel must be trained to understand the potential health effects associated with exposure to hazardous chemical substances and therefore the importance of Safe Work Procedures and PPE.

All personnel must be trained on emergency response procedures and first aid measures.

Behaviour-based observations and coaching must include the use / handling of hazardous chemical substances.

An appropriate occupational exposure monitoring and medical surveillance programme must be in place for all personnel potentially exposed to hazardous chemical substances which have the potential to cause immediate or long-term harm.

Emergency showers and eyewash stations must be provided where required by law, or where a risk assessment indicates a need. The emergency showers and eyewash stations must be appropriately located, signposted, and regularly tested and maintained. Employees must receive training on the location and use of the showers / eyewash stations.

An emergency response plan for incidents involving hazardous chemical substances must be in place. Regular and appropriately staged emergency drills (possibly involving external spill response and ambulance support services) must be held and lessons learnt must be incorporated into the emergency response plan.

The contractor must provide appropriate storage facilities for all hazardous chemical substances to be used on site. The storage facilities must be secure and protected from damage. They must also be designed for easy access for firefighting purposes. Where applicable, the storage facility must protect chemical containers from physical damage due to temperature extremes, moisture, corrosive mists or vapours, and vehicles.

The inventory of hazardous chemical substances stored on site must be kept to a minimum. The quantity of each chemical stored must be justifiable.

Storage and segregation requirements for all hazardous chemical substances to be used on site must be based on:

- The quantities of the substances stored;
- The physical state of the substances (solid, liquid or gas);
- The degree of incompatibility; and
- The known behaviour of the substances.

Access to areas where hazardous chemical substances are stored and handled must be limited and controlled.

Every chemical substance container must be adequately and clearly labelled to identify its contents, to indicate precautionary requirements for the substance, and to indicate the date of expiry (if applicable). Pipes used to transfer / convey / distribute chemical substances must be clearly identified (e.g. colour coding). Directional flow must be indicated where practical.

Before any item, equipment or empty container containing a chemical residue is disposed of as general waste, it must be properly decontaminated (where applicable). Before being disposed of, empty chemical containers must also be rendered unusable for carrying water (by puncturing, cutting or crushing them).

Hazardous chemical substance waste (i.e. redundant / expired hazardous chemical substances, containers containing residues, contaminated items / materials, etc.) must be disposed of in accordance with the applicable legislation.

Maintenance, inspection and testing schedules and procedures must be in place for critical equipment associated with hazardous chemical substances.

A system must be in place to ensure that the risks are assessed before any changes are made to equipment and / or processes for the transportation, storage, handling, use or disposal of a hazardous chemical substance.

A programme must be in place to continually investigate possibilities / opportunities for replacing hazardous substances with safer alternatives.

38.4 Radiation

The risks associated with ionising (from naturally occurring radioactive minerals (NORM), radon, and man-made sources), ultra violet (UV) and electromagnetic field (EMF) radiation exposure must be assessed by a competent person.

There must be an inventory of all radiation sources that have the potential to cause adverse health effects. For each radiation source, the type of radiation (e.g. radioisotope, radon, x-ray, EMF, laser, etc.), the strength of the radiation, and the location must be recorded.

Where risk assessment indicates the need, a documented radiation management programme must be developed such that:

- All types of radiation sources are adequately characterised and described;
- Exposures are eliminated or reduced to as low as reasonably practicable (ALARP);
- A clearly defined chain of responsibility (with duties) is provided; and
- Education is provided for employees regarding radiation safety, including the radiation management programme elements.

The ionising radiation management programme must meet all applicable regulatory requirements, and as a minimum must include the following elements (as applicable):

- Surveyed radiation areas and quantification of exposure sources / levels;
- Exposure and medical monitoring programmes based on established vestigation levels;
- Transport of radioactive materials in compliance with international radiation transport regulations, when no local regulations are in place;
- Waste monitoring and disposal programmes;
- Feedstock and equipment checks for naturally-occurring ionising radiation;

- Clearance and control procedures for all contaminated materials and equipment leaving or arriving at site (including scrap);
- Leak (wipe) tests on sealed radioactive containment equipment;
- Lock-out procedures for vessels and equipment containing radioactive sources and radon decay product measurement prior to entry;
- Emergency procedures;
- Environmental impact risk assessment (air, water, waste, foods, etc.);
- Product / waste life cycle control; and
- Dose assessment for employees and critical exposure groups, according to documented methods and by a competent person.

Areas with ionising radiation with annual doses greater than 5 milli Sieverts (mSv) must be designated as restricted access or controlled areas. These areas must be identified and mapped, signposted or otherwise clearly communicated to employees working in the area.

Each person whose potential exposure exceeds 5 mSv per annum or who is a designated radiation worker must undergo periodic personal radiation monitoring and medical surveillance designed to show continued fitness for radiation work.

All sources of ionising radiation must be managed in use and when they are either disposed of or securely stored in accordance with local regulations. Each operation where individual worker's exposures could exceed 5 mSv per annum must have a trained radiation protection adviser or ready access to a trained protection consultant.

There must be documented procedures for the inspection, assessment and maintenance of the controls, and emergency procedures to deal with incidents involving ionising radiation sources (including fire and explosions). All controls must be reassessed annually to ensure their continued effectiveness and that operating practices are in accordance with written procedures.

38.5 Thermal Stress

Hot areas or activities where employees have experienced or could experience excessive fatigue, muscle cramp, dehydration, dizziness and other symptoms of heat stress must be identified and described.

Where a risk of thermal stress is determined, a competent person must conduct monitoring surveys on site, in consultation with workers.

For defined extreme thermal conditions and job activities, medical examinations must include information about the operator's physiological and biomedical aspects, and an assessment of fitness for the working conditions.

Cold areas or activities where employees have experienced or could experience pain or loss of feeling in extremities, frostbite, severe shivering, excessive fatigue and other symptoms of cold stress must be identified and described.

Workplace thermal stress levels (temperature, air movement, humidity, etc.), activities (work level, etc.) and conditions (clothing, health, etc.) that have the potential to exacerbate thermal stress effects must be adequately characterised and described. Workplace exposure assessment must be repeated according to regulatory requirements or whenever there is a change in production, work organisation, process or equipment which may impact thermal stress levels.

Detailed heat stress assessment of identified tasks or jobs must be tiered to:

- Commence with the use of a simple heat stress index as a screening tool; then, if necessary;
- Use rational heat stress indices in an iterative manner to determine the 'best' control methods for alleviating potential heat stress; and
- Undertake physiological monitoring when exposure times are calculated to be less than 30 minutes, or where high level PPE that limits heat loss must be worn.

Detailed cold stress assessment of identified tasks or jobs must be conducted according to current appropriate guidelines that incorporate a cold stress index, to determine the 'best' control methods for alleviating potential cold stress.

When a risk of thermal stress is identified, the following exposure controls must be implemented:

- An acclimatisation period for new workers and those returning from extended leave or sickness;
- Training in the recognition of signs and symptoms of heat or cold stress, emergency procedures and preventative measures;
- Protective observation (buddy system or supervision); and
- A requirement for self-paced working.

The following exposure controls must be considered by a competent person:

- Work / rest regimes and job rotation based on measurements conducted;
- Suitable rest areas with a provision of cool drinking water and cool conditions for high temperatures, or provision of warm drinks and warm conditions for cold temperatures;
- Selection of appropriate clothing or other PPE for extreme temperature conditions;
- The use of engineering controls; and
- Undertake hot / cold tasks during a cooler / warmer time of the day.

Where thermal stress is assessed to be a risk, the operation must develop a suitable emergency response plan.

38.6 Fitness for Work

The contractor must develop and implement a programme to manage employee fitness for work. All employees working on site for whom the contractor is responsible (i.e. direct employees of the contractor as well as the employees of any appointed sub-contractors) must be subject to this programme.

All safety critical jobs (i.e. roles where fatigue or other causes of reduced fitness for work could lead to serious injury, illness or death to employees, significant equipment / plant damage, or significant environmental impact) must be identified and the risks associated with reduced fitness for work in these roles must be assessed.

A programme to manage these risks must be implemented, and it must include:

- Mechanisms for managing fatigue, stress and lack of fitness;
- An alcohol and other (including prescription, pharmaceutical or illicit) drugs policy that includes testing;
- An Employee Assistance Programme providing confidential access to resources and counsellors; and
- Training and awareness programmes.

Each employee has an obligation to present himself fit for work at the start of the day / shift, and to remain fit for work throughout the work period. Reporting for work under the influence of alcohol

or any other intoxicating substance will not be tolerated. Any transgression concerning the alcohol and other drugs policy applicable to the project may result in the offending employee's access to the project premises being temporarily or permanently withdrawn.

Alcohol and drug testing on the project premises will be carried out randomly (as employees report for duty and during the course of the day / shift), following significant incidents (all persons involved), and whenever there is reasonable suspicion. Alcohol and drug testing may also be carried out as part of a Pre-Employment Medical Examination.

Sleep deprivation during shift work or from excessive working hours is a known cause of fatigue. Fatigued employees are at increased risk of accidents. Shift system design must consider:

- The effect on worker fatigue;
- The effects of activities carried out during scheduled and overtime hours;
- The impact on sleep cycles of activities such as commuting to and from site; and
- The monitoring and control of working hours.

The contractor is responsible for the administration of the working hours of his employees as well as the employees of any appointed sub-contractors. The maximum working hours per day and the minimum rest times between shifts must be specified in the contractor's Health and Safety Management Plan and must comply with all applicable legislation.

All employees engaged in safety critical jobs must undergo fitness assessments (medical examinations) which must be carried out prior to the commencement of employment on the project, prior to a change in role, periodically based on an employee's individual risk profile, and on termination of employment on the project:

- Pre-Employment Medical Examination – to assess the physical suitability of the person for the role and environment in which he will work (carried out prior to the commencement of employment on the project and prior to induction);
- Periodic (Surveillance) Medical Examination – to assess the ongoing physical condition of an employee to determine if his role is impacting on his health and whether the employee's fitness level is still adequate for the role he holds (these medical examinations are "risk driven" – the specific protocol followed and the frequency of the examinations will depend on the applicable legal requirements and the employee's individual risk profile as determined by his personal fitness, the nature of his role / duties, and the environment in which he works / occupational health hazards to which he is exposed). The periodic medical assessment programme must include:
 - ♦ The identification of modifiable risk factors that may impact fitness for work;
 - ♦ Education and support to maintain health or address identified risk factors; and
 - ♦ Education and support to help employees regain their fitness for work.
- Role Change Medical Examination – to assess an employee's physical suitability for a different role and work environment (carried out prior to a change in role / duties);
- Exit (Post-Employment) Medical Examination – to determine the total physical impact of the work the employee performed (carried out on termination of employment on the project if the employee worked on the project site for more than six months).

Note: The results of an Exit Medical Examination from previous employment will not be accepted as a Pre-Employment Medical Examination.

Note: The medical examinations described above may only be carried out by an occupational medical practitioner (i.e. a medical doctor who holds a qualification in occupational medicine).

A detailed job (role) description and an exposure profile (noise, dust, heat, fumes, vapours, etc.) must be provided for each employee or group of employees. The medical examinations that an employee undergoes must be based on (i.e. the employee's fitness must be assessed against) the information contained in these documents as well as the baseline risk assessment for the work. This information must be made available to the occupational medical practitioner performing the medical examination.

For each role, the medical criteria for fitness must be documented and these must be based on an evaluation of the physical and medical requirements for the role.

Depending on the circumstances, certain vaccinations may need to be provided to employees.

The medical examinations carried out for all drivers and operators must include testing / assessment for medical conditions that could affect the safe operation of vehicles or equipment.

Specific testing / questioning must be carried out to determine if an individual:

- Suffers from epilepsy or any other medical condition deemed to be a risk by the occupational medical practitioner;
- Makes use of chronic medication that could affect performance;
- Is colour-blind; or
- Has poor day or night vision.

The medical examinations carried out for employees that are required to work at height must include testing / questioning to determine if an individual suffers from epilepsy, hypertension (high blood pressure) or any other medical condition deemed to be a risk (with regard to working at height) by the occupational medical practitioner.

Electricians must be tested for colour-blindness.

With regard to the placement of new employees:

- Prospective employees must be referred to a suitable occupational medical practitioner (doctor) for a "Pre-Employment Medical Examination";
- If an individual is found to be medically "unfit for placement", the doctor will indicate which work activities cannot be performed by the person;
- The individual may still be employed on the project if his medical restrictions can be accommodated and provided that no legislation is transgressed.

A process must be established to manage medical restrictions that may be placed on an employee. For every employee with a medical restriction, regular follow up visits with the occupational medical practitioner must be arranged to ensure that each case is proactively managed.

An employee in a safety critical job must report (to his supervisor) any condition that might impair his ability to safely perform the duties associated with his role. A mechanism must be in place for such reports to be referred to an occupational medical practitioner to determine if the employee is fit to continue with his work.

Proof of all medical examinations (i.e. certificates of fitness signed by an occupational medical practitioner) must be kept on site and these records must be readily available for inspection by the nominated project management representative.

An employee's certificates of fitness must be included in his Personal Profile (dossier). If an Employee Personal Profile (dossier) hasn't already been compiled for a particular employee, then this must be done without delay following the employee's Pre-Employment Medical Examination. No employee in a safety critical role may commence work on site without proof that he has undergone a Pre-Employment Medical Examination.

Occupational medical examinations and data interpretation may only be carried out by medical practitioners that are appropriately qualified and certified to do so.
Occupational medical data contained in reports to management must be grouped and summarised to ensure that the confidentiality rights of each individual employee are maintained.
All occupational medical data and records must be retained for at least 40 years.

38.7 Legionnaires Disease

All equipment with the potential for generating Legionella (such as cooling towers and associated equipment, air-handling systems, hot water services and showers) must be identified and the risks of contamination and aerosol generation assessed.

Where there is an assessed risk that Legionella could grow in the system and cause harm, a programme must be in place such that:

- All such equipment is identified on a register. The register must contain details of the regular maintenance, cleaning and checking programmes;
- Control measures are in place to minimise aerosol emissions;
- There must be a documented water treatment programme, including procedures for inspection, assessment and maintenance of the controls; and
- New or retrofitted equipment is designed and constructed to minimise the risk of Legionella growth.
-

Where available, the Legionella plate count test should be used if more effective methods are not available.

Good maintenance procedures must be followed to minimise the risk of significant contamination of equipment with other bacteria and microbial organisms.

Adequate procedures must be available for disinfecting systems if significant concentrations of Legionella bacteria are present. Once disinfected, systems must be retested to confirm effectiveness of treatment.

38.8 HIV / AIDS

The contractor must assess the risks posed by HIV. Appropriate mitigation strategies must be implemented as required.

Discrimination towards employees on the basis of actual or perceived HIV status is forbidden.

All information on the HIV status and condition of employees and community members, including that relating to counselling, care and treatment and receipt of benefits, must be maintained in medical confidence.

HIV / AIDS screening may not be a requirement for recruitment or a condition of employment.

39. COVID – 19

The Transnet Directive 1 for COVID -19 level 1 dated 1 March 2021 must be adhered to.
Attached as annexure to these specifications.

40. Occupational Hygiene

These services are to be provided by TNPA):

- Chemical agents =Gases, vapours, solids, fibres, liquids, dusts, mists, fumes, etc.
- Physical agents =Noise, Vibration, Heat, Cold, Electromagnetic fields, lighting etc.
- Biological agents =Bacteria, fungi, etc.
- Ergonomic factors =Lifting, stretching, and repetitive motion.
- Psychosocial factors =Stress, workload and work organisation

TNPA Occupational health must provide the contractor with the health risk assessment in respect of existing Occupational Health Risk on Sites

Additionally an Occupational Health Program for monitoring the existing Occupational health Risk will be given to the Contractor

The contractor must conduct an Occupational Health Risk Assessment in respect of their trade. The contractor must appoint an Approved Inspection Authority (AIA) for Occupational Hygiene to conduct the identified Occupational hygiene Surveys.

40.1 Lighting

- Should be measured once-off within 6 months of new installations prior to work commencing for the first time in any area
- The installations should be placed on a maintenance/ repair/ replacement schedule by management. Proof of this should be available
- Lighting and ventilation shall comply with the National Building Regulations (SANS 10400-O: Lighting and Ventilation) before occupancy is established
- Measurements do not need to be conducted by an Approved Inspection Authority for Occupational Hygiene

40.2 Particulate and Gas/ Vapour Exposures

The concentration of an HCS in the air is, or maybe, such that the exposure of employees working in that workplace exceeds the recommended limit without the wearing of respiratory protective equipment, is zoned as a respirator zone

40.3 Thermal Stress

Hot areas or activities where employees have experienced or could experience excessive fatigue, muscle cramp, dehydration, dizziness and other symptoms of heat stress must be identified and described.

Where a risk of thermal stress is determined, a competent person must conduct monitoring surveys on site, in consultation with workers.

For defined extreme thermal conditions and job activities, medical examinations must include information about the operator's physiological and biomedical aspects, and an assessment of fitness for the working conditions.

Cold areas or activities where employees have experienced or could experience pain or loss of feeling in extremities, frostbite, severe shivering, excessive fatigue and other symptoms of cold stress must be identified and described.

Workplace thermal stress levels (temperature, air movement, humidity, etc.), activities (work level, etc.) and conditions (clothing, health, etc.) that have the potential to exacerbate thermal stress effects must be adequately characterised and described. Workplace exposure assessment must be repeated according to regulatory requirements or whenever there is a change in production, work organisation, process or equipment which may impact thermal stress levels.

Detailed heat stress assessment of identified tasks or jobs must be tiered to:

- Commence with the use of a simple heat stress index as a screening tool; then, if necessary;
- Use rational heat stress indices in an iterative manner to determine the 'best' control methods for alleviating potential heat stress; and
- Undertake physiological monitoring when exposure times are calculated to be less than 30 minutes, or where high level PPE that limits heat loss must be worn.

Detailed cold stress assessment of identified tasks or jobs must be conducted according to current appropriate guidelines that incorporate a cold stress index, to determine the 'best' control methods for alleviating potential cold stress.

When a risk of thermal stress is identified, the following exposure controls must be implemented:

- An acclimatization period for new workers and those returning from extended leave or sickness;
- Training in the recognition of signs and symptoms of heat or cold stress, emergency procedures and preventative measures;
- Protective observation (buddy system or supervision); and
- A requirement for self-paced working.

The following exposure controls must be considered by a competent person:

- Work / rest regimes and job rotation based on measurements conducted;
- Suitable rest areas with a provision of cool drinking water and cool conditions for high temperatures, or provision of warm drinks and warm conditions for cold temperatures;
- Selection of appropriate clothing or other PPE for extreme temperature conditions;
- The use of engineering controls; and
- Undertake hot / cold tasks during a cooler / warmer time of the day.

Where thermal stress is assessed to be a risk, the operation must develop a suitable emergency response plan.

40.4 Measuring and Monitoring

The workplace exposure (or potential exposure) of persons to occupational health stressors must be measured and monitored to determine the effectiveness of control measures as well as compliance with legal and other requirements, particularly Occupational Exposure Limits.

All such measuring and monitoring must be carried out by an Approved Inspection Authority (i.e. a specialist service provider that is appropriately registered with a governing authority).

A plan for measuring and monitoring occupational exposure must be developed and it must include:

- Detail of what must be measured and monitored, based on a risk assessment and / or identified legal or other requirements;
- The frequency of measurement and monitoring;
- A description of the necessary equipment;
- Data quality requirements and controls (including details on the sample size for statistical validation and any rejection criteria);
- The sampling and analysis method(s) including any laboratory certification requirements; and
- The competency requirements for persons carrying out workplace monitoring.

Each instrument and item of equipment used for occupational exposure measurement and / or monitoring must be:

- Properly maintained to ensure compliance with legislative requirements;
- Controlled and safeguarded from unintentional adjustments;
- Suitably stored and protected from damage; and
- Calibrated or verified against a traceable standard at specific intervals (calibration records must be retained).

Each analytical laboratory service that is used must have implemented a credible quality assurance or quality control programme.

All monitoring results obtained must be analysed on a regular basis to:

- Identify trends and potential exceedances of legal or other requirements (such as Occupational Exposure Limits);
- Identify inconsistent or unusual results;
- Evaluate the effectiveness of existing control measures;
- Measure performance against stated objectives; and Identify continual improvement opportunities.

Each exceedance of a specified requirement or limit must be recorded, investigated and reported. Appropriate corrective actions must be identified and implemented.

41. Emergency Preparedness and Response

The contractor must develop, implement, test and maintain an Emergency Response Plan (incorporating emergency evacuation procedures) that focuses specifically on the contractor's team and work activities. The plan must be risk-based and must detail the procedures that must be followed when responding to all potential emergency scenarios such as a medical emergency (including first aid response), a fire, an explosion, a hazardous substance spill, flooding, rescue from height, rescue from a confined space, etc.

The contractor's Emergency Response Plan must be aligned with the Emergency Response Plan developed for the project.

Potential off-site emergency scenarios must be included (e.g. emergency scenarios related to the transport of personnel, the transport of hazardous materials, and personnel performing work in remote locations).

Consideration must be given to neighbours, and to the availability and capability of local emergency services. Details of any arrangements with external emergency response service providers must be included.

The Emergency Response Plan must satisfy and comply with all applicable legal requirements.

The plan must be adequately resourced to ensure effective implementation. These resources must include appropriate personnel, external emergency response service providers, emergency response equipment, and warning devices. All equipment and warning devices must be identified, maintained and tested to ensure availability at all times.

Accountability for the Emergency Response Plan must be clearly defined. An Emergency Response Team (ERT) responsible for the implementation, management and execution of the Emergency Response Plan must be established. The roles and responsibilities of each team member must be clearly defined in the plan. Each team member must receive appropriate training to ensure that each role is performed competently.

The process for managing incident communication, notification, and reporting must be incorporated into the Emergency Response Plan. The responsible person(s) must be clearly identified, and the protocols for communicating with internal and external stakeholders must be defined.

Emergency evacuation procedures must be developed and included in the Emergency Response Plan.

A copy of the plan must be provided to the nominated project management representative for approval prior to site establishment.

The Emergency Response Plan must be formally reviewed (and amended if necessary) on at least an annual basis, and following any emergency situation, to ensure that it remains appropriate and effective.

At each project work site:

- A suitable evacuation alarm (siren) must be provided. If work is to be carried out in proximity to an existing operational plant, the alarm provided by the contractor must be distinctly different (in terms of the sound that it generates) to any alarm installed in the operational plant. All persons working in an area where an evacuation alarm is sounded must respond to it immediately.
- Suitable fire-fighting equipment must be provided and maintained, and personnel must be trained in fire-fighting procedures and the use of fire-fighting equipment.
- Suitable first aid equipment and supplies must be provided and maintained, and an adequate number of appropriately trained First Aiders must be in place (refer to Section 14.2).
- Emergency assembly points positioned in safe locations away from buildings, plant and equipment must be designated (and conspicuously signposted). In the event of an evacuation, all persons (i.e. personnel and visitors) must assemble and be accounted for at these emergency assembly points.
- All personnel must receive awareness training on the applicable emergency response procedures, and all visitors entering the site must be properly instructed in these procedures.
- The emergency response procedures must be displayed on each notice board.
- A diagram (site plan) indicating evacuation routes, emergency assembly point locations, and the positioning of emergency equipment (fire extinguishers, first aid boxes, etc.) must be prominently displayed in all buildings and plants, in all offices, on all notice boards, and in other locations on the site as may be required.
- An up-to-date list of emergency telephone numbers must be compiled and maintained. A copy of this list must be posted at each site entrance, in each office, near each telephone, and on every notice board.
- Emergency response drills must be conducted to test the effectiveness of the emergency procedures and equipment, as well as the knowledge and proficiency of the response personnel. Where appropriate, drills must include liaison with and the involvement of external emergency response service providers. A variety of emergency scenarios must be tested including, but not limited to, medical emergencies, fires, rescues, and hazardous substance spills. A drill must be carried out one month after site establishment and six-monthly thereafter.

Each drill must be monitored and the outcomes (highlights and shortcomings) must be documented. Corrective actions must be identified and implemented to address the shortcomings, and the Emergency Response Plan and associated procedures must be amended as required.

41.1 Fire Fighting

The contractor must ensure that Fire Fighting requirements are met

41.2 First Aid

The contractor must ensure that First Aiders are trained and appointed as described in (Section 9.5)

41.2.1 First Aid Kits

A suitable first aid kit (i.e. appropriate to the level of training) must be readily available to each First Aider. All kits must be provided and maintained by the contractor.

Taking into account the type of injuries that are likely to occur in the workplace, each first aid kit must contain suitable equipment and supplies. First aid equipment and supplies required by applicable legislation must be provided as a minimum.

The contents of each first aid kit must be kept clean and dry. Each kit must be contained in either a portable weatherproof case / bag or a steel box mounted to a fixed structure. Access to first aid equipment / supplies must be limited to train First Aiders only. Access to portable kit bags must be controlled and steel first aid boxes mounted in the workplace must be kept locked.

Approved signage must be in place to indicate the locations of the first aid boxes / bags.

A record of each treatment administered must be kept in a suitable register.

The first aid kits must, as a minimum, contain the following equipment and supplies:

Table 41.2.1-1 Minimum Requirements to be included when equipping first aid boxes

Item 1:	Wound cleaner/ antiseptic – 100ml;
Item 2:	Swabs for cleaning wounds;
Item 3:	Cotton wool for padding – 100g;
Item 4:	Sterile gauze – minimum quantity 10;
Item 5:	1 x Pair of forceps – for splinters;
Item 6:	1 x Pair of scissors – minimum size 100mm
Item 7:	1 x Set of safety pins;
Item 8:	4 x Triangular bandages;
Item 9:	4 x Roller bandages – 75mm x 5m;
Item 10:	4 x Roller bandages – 100mm x 5m;
Item 11:	1 x Roll of elastic adhesive – 25mm x 3m;
Item 12:	1 x Non-allergenic adhesive strip – 25mm x 3m;
Item 13:	1 x Packet of adhesive dressing strips – minimum quantity 10 assorted sizes;
Item 14:	4 x First aid dressings – 75mm x 100mm;
Item 15:	4 x First aid dressings – 150mm x 200mm;
Item 16:	2 x Straight splints;
Item 17:	2 x Pairs large and 2 x pairs medium disposable latex gloves;
Item 18:	2 x CPR mouth pieces or similar devices.

Additional items / supplies may need to be provided depending on the nature of the workplace (specific hazards) and the level of training of the first aider in position of the kit.

42. Management Review

A review of the contractor's Health and Safety Management System must be completed annually to ensure that the system continues to be effective in managing health and safety performance and meeting project requirements.

The review must evaluate if there is any need for change and must identify actions to improve the system.

The review must be led by senior management and the following must be considered:

- The suitability of the policy adopted for the project;
- The impact of changing legislation;
- The management of risk;
- Health and safety objectives and performance indicators;
- Changing expectations and requirements of relevant stakeholders;
- Changes to the contractor's scope, schedule, designs, etc.;
- Changes to the contractor's organisational structure;
- Communication and feedback (particularly from employees, Project representatives, and client representatives);
- The effectiveness of the management of change process;
- Workplace exposure monitoring and medical surveillance;
- The status of corrective actions;
- Performance statistics, including an annual summary of safety statistics, and occupational hygiene monitoring and medical surveillance results;
- Non-conformances (findings) from completed audits;
- Follow up on actions from previous management reviews; and
- Recommendations and opportunities for improving the effectiveness of the management system.

A record of each completed management review must be retained and it must include all decisions and identified actions concerning alterations, modifications or improvements to the management system that demonstrate a commitment to continual improvement.

For occupational hygiene: **Approved Inspection Authority (AIA) for Occupational Hygiene**

43. Management of Change

To ensure that proposed changes do not give rise to unacceptable health or safety risk, the contractor must develop and implement a process for identifying and managing change in the workplace (e.g. changes to scope, schedule, procedures, work methods, site conditions, designs, plans, plant and equipment, materials, processes, etc.) that may impact on health or safety performance.

The management of change process must take into consideration that changes may be planned or unplanned, sudden or gradual, temporary or permanent.

The process must aim to ensure that:

- Changes are identified and assessed before they are implemented;
- Careful consideration is given to managing the risks associated with any change;
- Due diligence can be shown to have taken place;
- The number of unsatisfactory or unnecessary changes is minimised;
- The right people are involved in the change process; and
- All statutory requirements are met.

All risks associated with a proposed change must be evaluated and ranked. The risks that are ranked as moderate or higher must be managed to prevent serious injury or illness.

It must not simply be assumed that a change will not result in significant risks. All proposed changes must be formally evaluated. The evaluation or review must include:

- An appropriate level of technical expertise;
- The involvement of the workforce potentially affected by the proposed change; and
- Approval of the change by a person with at least the same level of authority as those who control the existing process or item being changed.

44. Sub-contractor Alignment / Stakeholder management

Processes must be in place to ensure that the health and safety risks associated with the procurement of materials, equipment, services and labour are identified, evaluated and effectively managed.

A process for evaluating a sub-contractor's (or supplier's) ability to provide materials, equipment, services and labour that meet defined specifications must be in place. A prospective sub-contractor's health and safety management expertise, experience and capability (including previous health and safety performance) must be formally assessed prior to any contract or purchase order being awarded.

Each appointed sub-contractor must develop and implement a detailed Health and Safety Management Plan based on the requirements of the contractor's Health and Safety Management Plan and the Health and Safety Specification for the project. This plan must be reviewed and approved by the contractor prior to the commencement of any work.

The properties of all materials provided to the project must be adequately understood, documented and integrated into operating procedures where exposure to these materials presents a significant health or safety risk.

Procedures, commensurate with the evaluated risk, must be in place for the receiving, storing, dispatching and transporting of all equipment and materials.

Before work commences on any contract, all sub-contractor personnel must receive comprehensive orientation and induction training (refer to Section 11).

All work carried out by a sub-contractor must be managed (activity supervised) throughout the contract period and performance must be reviewed (audited) on a regular basis (refer to Section 21).

45. Measuring and Monitoring

The workplace exposure (or potential exposure) of persons to hazardous substances or agents must be measured and monitored to determine the effectiveness of control measures as well as compliance with legal and other requirements, particularly Occupational Exposure Limits.

All such measuring and monitoring must be carried out by an Approved Inspection Authority (i.e. a specialist service provider that is appropriately registered with a governing authority).

A plan for measuring and monitoring occupational exposure must be developed and it must include:

- Detail of what must be measured and monitored, based on a risk assessment and / or identified legal or other requirements;
- The frequency of measurement and monitoring;
- A description of the necessary equipment;
- Data quality requirements and controls (including details on the sample size for statistical validation and any rejection criteria);
- The sampling and analysis method(s) including any laboratory certification requirements; and
- The competency requirements for persons carrying out workplace monitoring.

Each instrument and item of equipment used for occupational exposure measurement and / or monitoring must be:

- Properly maintained to ensure compliance with legislative requirements;
- Controlled and safeguarded from unintentional adjustments;
- Suitably stored and protected from damage; and
- Calibrated or verified against a traceable standard at specific intervals (calibration records must be retained).

Each analytical laboratory service that is used must have implemented a credible quality assurance or quality control programme.

All monitoring results obtained must be analysed on a regular basis to:

- Identify trends and potential exceedances of legal or other requirements (such as Occupational Exposure Limits);
- Identify inconsistent or unusual results;
- Evaluate the effectiveness of existing control measures;
- Measure performance against stated objectives; and
- Identify continual improvement opportunities.

Each exceedance of a specified requirement or limit must be recorded, investigated and reported. Appropriate corrective actions must be identified and implemented.

46. Incident Reporting and Investigation

The contractor must establish a procedure for the management of all health and safety incidents. This procedure must define the responsibilities, methodologies and processes that must be followed for:

- Reporting an incident;
- Investigating an incident;
- Analysing an incident to determine the root cause;
- Identifying and implementing corrective actions to prevent a recurrence; and
- Communicating information concerning an incident to relevant persons and / or groups.

Please Note: Arrangements must be in place to ensure that proper medical care is provided to any contractor (or sub-contractor) employee that suffers an occupational injury or illness (refer to Section 15). These arrangements must be described in the contractor's Health and Safety Management Plan.

An incident may have multiple impacts. For each impact, the Actual Consequence and the Maximum Reasonable Outcome must be evaluated. Each impact must be evaluated independently, with the most significant classification forming the primary rating of the incident.

A Near Hit is an incident. All Near Hits must be reported.

The Maximum Reasonable Outcome (MRO) is based on a risk evaluation of the maximum reasonable consequence of an impact and the likelihood of the event occurring again given a reasonable failure of existing controls. Using the matrix referred to above, each impact must be evaluated and classified as:

- Low;
- Moderate;

- High; or
- Extreme.

An incident must be reported on the same work day or shift on which it occurs and preliminary details must be recorded

Depending on the Actual Consequence and Maximum Reasonable Potential Outcome of the impact(s), the relevant internal and external parties must be notified in accordance with specified protocols and timeframes, and legislative requirements.

In the event of a significant incident (i.e. an incident with an Actual Consequence of Moderate, Major or Catastrophic, or a Maximum Reasonable Potential Outcome of High or Extreme, work must cease and must only resume once the necessary actions (including the re-evaluation of any relevant risk assessments) have been taken to eliminate or reduce the risk of recurrence. Work must only be permitted to recommence once formal authorisation has been granted by the Project Construction Manager. In the case of incidents with an Actual Consequence of Major or Catastrophic, work must not be permitted to recommence until authorisation has been granted by the relevant government authorities (i.e. the South African Police, the Department of Labour or the Department of Mineral Resources).

The Contract Manager must ensure that an investigation is completed for each incident that occurs, and that appropriately senior personnel participate in, and authorise the outcomes of, each investigation. Incident investigations must be facilitated by competent and experienced persons who have been trained in the appropriate methodology.

All significant incidents (i.e. incidents with an Actual Consequence of Moderate, Major or Catastrophic, or a Maximum Reasonable Outcome of High or Extreme must be investigated using the approved Transnet investigation methodology. Such an investigation must be facilitated by a trained project representative within 7 calendar days.

For all other incidents (i.e. incidents with an Actual Consequence of Insignificant or Minor, or a Maximum Reasonable Outcome of Low or Moderate other methodologies approved by the Project Health and Safety Manager must be used.

Each incident (including Near Hits) must be investigated to a level of detail that is appropriate for the Maximum Reasonable Potential Outcome of the incident.

Each incident must be analysed to determine the root cause, and corrective actions must be identified and prioritised for implementation to eliminate or reduce the risk(s) in order to prevent recurrence of the incident.

For each corrective action, a responsible person must be designated and an appropriate timeframe (target date) for completion of the corrective action must be specified. Progress on implementing corrective actions (i.e. closing incidents) must be monitored and reported on. The implementation of corrective actions must be verified during monthly audits by the Project Health and Safety Advisors but also no later than 30 calendar days after the conclusion of the incident investigation. The contractor must document the results of each investigation and a report must be submitted to the nominated project management representative within five working days of the incident occurring.

As a minimum, each incident report must include:

- The date, time and location of the incident;

- A detailed description of the incident, including photographs;
- The names of any injured persons;
- Injury details (if applicable);
- A summary of the first aid and / or medical treatment provided (if applicable);
- The current status of any injured persons;
- The root causes of the incident; and
- Detailed corrective actions, including responsible persons and target dates for implementation.

Each significant incident must be summarised for its lessons learnt following the investigation. This information must be reviewed by the contractor's Project Manager to assure completeness, accuracy and relevance before it is shared with (communicated to) all project personnel.

47. Non-conformance and Action Management

The contractor must establish a process for identifying and recording corrective actions arising from:

- Incident investigations;
- Hazard identification and risk assessment;
- Measurement and monitoring;
- Improvement plans and suggestions;
- Managing change;
- Audits and inspections; and
- Safety observations and coaching (safety interactions).

The contractor must establish a procedure for managing actions that addresses:

- Identification, categorisation and prioritisation of actions;
- Formal evaluation and approval of actions (management of change process);
- Assignment of responsibilities, resources and schedules for implementation;
- Implementation of actions;
- Tracking and reporting on implementation status; and
- Monitoring and verifying the effectiveness of the actions.

48. Performance Assessment and Auditing

The contractor must establish and maintain programmes for measuring and monitoring HEALTH AND SAFETY performance on a regular basis. Metrics must include leading and lagging indicators, and be based on qualitative and quantitative data.

48.1 Reporting on Performance

Reports summarising the contractor's health and safety performance on the project must be compiled on a weekly and a monthly basis.

The contractor must be prepared to discuss the content of these reports at scheduled health and safety meetings.

The reports must contain the following information:

- Number of contractor and sub-contractor employees on site;
- Total hours worked on site by contractor and sub-contractor employees (by company);
- Number of incidents by category (i.e. Near Hit, FAI, MTI and LTI);
- Lost Time Injury Frequency Rate (LTIFR) (project to date and 12-month rolling);

- Details of all new incidents for the reporting period and the corrective actions taken or to be taken;
- Feedback (progress updates) on all open incidents and outstanding corrective actions;
- Status and feedback on any employee that may have been injured and has not yet returned to work;
- Details of all health and safety training carried out during the reporting period;
- Number of SOC's (Safety Observations and Coaching) carried out during the reporting period;
- SOC trends identified and proposed action for the coming week or month to maintain positive trends and / or address negative trends;
- Details of all audits, inspections and site visits carried out during the reporting period, and the corrective actions taken (or to be taken) to address all non-conformances;
- Feedback (progress updates) on all open non-conformances and outstanding corrective actions;
- Number of Toolbox Talks conducted during the reporting period (monthly);
- Number of Planned Task Observations (PTO's) carried out during the reporting period (monthly);
- Details of all active risk assessments and Safe Work Procedures highlighting those that are due for review in the coming month (monthly);
- A look ahead (to the coming week, month or quarter) to ensure that appropriate health and safety planning and preparation is done for upcoming work;
- Challenges faced with regard to health and safety; and
- Any other health and safety related information specific to the project that may be required.

Leading indicators (e.g. audit findings, observations, etc.) must be analysed, and any negative trends identified with regard to unsafe behaviour or conditions must be appropriately addressed to prevent incidents.

Lagging indicators (e.g. injuries, illnesses, near hits, etc.) must be investigated in detail to determine the root causes. Corrective actions must be identified, implemented and integrated into Safe Work Procedures to prevent recurrences.

48.2 Audits and Inspections

On a monthly basis, the health and safety management system and workplace activities of the contractor will be audited by a Project Health and Safety Advisor to assess compliance with the project health and safety requirements. Any deviation from these requirements (i.e. non-conformance) that places the health or safety of any person in immediate danger will result in the specific activity being stopped until the non-conformance is corrected.

For each non-conformance determined during any audit, the contractor must identify and implement appropriate corrective actions.

For each corrective action, a responsible person must be designated and an appropriate timeframe (target date) for completion of the corrective action must be specified. Progress on implementing corrective actions (i.e. closing non-conformances) must be monitored and reported on. The implementation of corrective actions will be verified during the monthly audits.

Should it be determined that the contractor's level of compliance is unsatisfactory, all work being performed by the contractor on the project site may be stopped (at the contractor's expense) until an investigation into the reasons for the poor performance has been carried out, a corrective action plan has been developed, and corrective actions have been implemented.

In addition to the audit carried out by the Project Health and Safety Advisor, the contractor must carry out an internal audit on a monthly basis to assess compliance with the project health and safety requirements (including the requirements of this specification and the contractor's Health and Safety Management Plan). Furthermore, the contractor must ensure that each appointed sub-contractor is audited and measured to the same standard. Copies of these audit reports must be submitted to the Project Health and Safety Advisor on a monthly basis.

The contractor must carry out internal health and safety inspections as follows:

- General site health and safety inspections on a daily basis; and
- Inspections of plant, tools and equipment prior to establishment or use on site, and at least monthly thereafter.

All audits and inspections must be carried out by competent persons who have been appointed in writing.

A schedule of planned audits and inspections must be compiled and maintained ensuring that:

- All work areas and all activities are covered at regular intervals;
- All applicable legal requirements are complied with; and
- Areas or activities with significant associated hazards or risks receive greater attention.

Annexure A - Declaration of Acceptance

I, _____ the Contractor Construction Manager, do
hereby declare that my Company _____
acknowledges having read and understood the conditions contained in this document and,
furthermore the content will be communicated to the employees and that all employees agree to
abide by these conditions.

Representatives	Name and Surname	Signature	Date
Construction Manager (Contractor)			
SHE Officer (Contractor)			
Supervisor (Contractor)			

Annexure C - Baseline Risk Assessment

Annexure D – Legal Register