	Client	ENERGY MANAGEMENT DIRECTORATE – HV OPERATIONS
	Document Type	Specification
	Title	Site Specific Health and Safety Specification
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PROJECT NAME

36503 – 5E: SUPPLY, DELIVERY, OFF-LOADING, INSTALLATION AND TESTING OF PROTECTION AND CONTROL EQUIPMENT AND THE TESTING AND COMMISSIONING OF ASSOCIATED ELECTRICAL PLANT FOR A PERIOD OF THIRTY-SIX (36) MONTHS FOR VARIOUS SUBSTATIONS

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Site Specific Health and Safety Specification

1. INTRODUCTION

It is a requirement of this contract that the Contractor shall provide a safe and healthy working environment and to direct all his activities in such a manner that his employees and any other persons, who may be directly affected by his activities, are not exposed to hazards to their health and safety. To this end the Contractor shall assume full responsibility to conform to all the provisions of the Occupational Health and Safety (OHS) Act (85 of 1993) and the Construction Regulations 2014 issued on 7 February 2014. The Contractor is to complete form **'Annexure 2'** (Appointment of the contractor in accordance with CR 5(1)(k) and **'Annexure 3'**(OHS Act Section 37.2 agreement).

For the purpose of this contract the Contractor is required to confirm his status as mandatory to the Employer (Client) and employer in his own right for the execution of the contract, and he/she shall enter into an agreement in respect of the Occupational Health and Safety Act in the form as included in **'Annexure 3'**.

If the Client (Electricity Unit) is engaging the services of the Client Agent, such Agent will be subject to approval by the Employer (SHERQ and Training Division).

Health and Safety Specifications and Plans to be submitted at Tender Stage

(a) Employer's Health and Safety Specification

The Employer's Health and Safety Specification will be included in the tender documents as part of the Project Specifications.

(b) Tenderer's Health and Safety Plan

The Tenderer shall submit with his/her tender sufficient proof that he/she has a Health and Safety Plan in place. The Contractor will however, have to submit his/her Health and Safety Plan on request by the Client during the tender evaluation stage.

In terms of the Construction Regulations 5(1)(l), the Tender will be disqualified if the tenderer has no Health and Safety Plan.

The Contractor's Health and Safety Plan will be subject to approval by a Contracts Administration, in conjunction with a SHERQ and Training Division Representative prior to commencement of any construction work. The Contractor will not be allowed to commence work or his/her work will be suspended if he/she had already commenced work, before he/she has obtained the written approval of his/her Health and Safety Plan.

The Contractor shall not be entitled to claim for extension of time or standing time and the related costs for any delays due to delayed commencement or suspension of the work arising from the lack of approval of the Health and Safety Plan, or non-compliance with the eThekwini Municipality Health and Safety Specification.

1.1 Definitions

For the purpose of this contract the following shall apply:

(a) “Agent” means a competent person who acts a representative for a client.

(b) “Client” means any person for whom construction work is being performed.

(c) ‘‘Construction Manager’’ means the competent person responsible for the management of physical construction processes and co-ordination, administration and management of resources on any construction site.

(d) "Contractor", wherever used in the contract documents and in this specification, shall have the same meaning as "Contractor" as defined in the General Conditions of Contract.

In this specification the terms "Principal Contractor" and "Contractor" are replaced with "Contractor" and "Sub-contractor" respectively.

For the purpose of this contract the "Contractor" will, in terms of OHS Act (1993), be the mandatory of the Employer, without derogating from his status as an employer in his own right.

(e) "Employer" where used in the contract documents and in this specification, means the Employer as defined in the General Conditions of Contract and it shall have the exact same meaning as “Client” as defined in the Construction Regulations (2014). "Employer" and "Client" is therefore interchangeable and shall be read in the context of the relevant document.

(f) "Engineer/Designer" where used in this specification, means the Engineer as defined in the General Conditions of Contract. In terms of the Construction Regulations the Engineer may act as Agent on behalf of the Employer (the Client as defined in the Construction Regulations).

1.2 Scope

This specification covers the Health and Safety requirements to be fulfilled by the Contractor to ensure a continued safe and healthy environment for all employees under his control, and for all other persons entering the site of works, including the health and safety of members of the public.

This specification shall be read in conjunction with the Occupational Health and Safety Act (85 of 1993) and the corresponding Construction Regulations (2014), the eThekwini Electricity OHM, UGM and Substation Codes of Practice, the eThekwini Electricity Safety Rules, the eThekwini Electricity Operating Regulations and all other safety codes and specifications referred to in the said Construction Regulations (2014).

In terms of Section 37(2) of the OHS Act, the status of the Contractor as mandatory to the Employer (Client) is that of an employer in his own right, responsible to comply with all provisions of the OHS Act and the Construction Regulations.

A copy of this Health and Safety Specification, the Contractor's Health and Safety Plan, as well as the Construction Regulations shall be kept on site and made available for inspection by all employees, inspectors, eThekwini Electricity Unit Representatives and any other persons entering the site of works or the Contractors premises.

1.3 Project Description

The work to be carried out under this contract is as described in the eThekwini Municipality bill of quantity tender document in terms of Project Description, location and scope of work.

1.4 Tenders

The Contractor shall make available the following during the tender evaluation:

(a) A documented Health and Safety Plan as stipulated in Regulation 7(1)(a) of the Construction Regulations. The Health and Safety Plan must be based on the Construction Regulations (2014) and the eThekwini Electricity Unit's Health and Safety Specification. The Health and Safety Plan will be subject to approval as mentioned above.

(b) A declaration to the effect that he/she has the competence and necessary resources to carry out the work safely in compliance with the OHS Act, Construction Regulations, the eThekwini Electricity OHM, UGM and Substation Codes of Practice, the eThekwini Electricity Safety Rules and the eThekwini Electricity Operating Regulations.

(c) The Contractor shall make a provision on the tender documents to ensure that the cost for health and safety is adequately catered for.

Failure to submit the foregoing with his/her tender or during tender evaluation, will lead to the conclusion that the Contractor is not able to carry out the work under the contract safely in accordance with the OHS Act, Construction Regulations, the eThekwini Electricity OHM, UGM and Substation Codes of Practice, the eThekwini Electricity Safety Rules and the eThekwini Electricity Operating Regulations and will result in his/her tender being disqualified.

1.5 Cost of Health and Safety Measures

All Contractors when making a bid for contracts shall provide a breakdown list of all PPE requirements, safety equipment and facilities requirements, training and other health and safety measures required for the project and the costing of such requirements.

2. MINIMUM ADMINISTRATIVE REQUIREMENTS

2.1 Construction Work Permit

Where eThekwini Electricity intends to have construction work carried out, eThekwini Electricity will at least 30 days before that work is to be carried out apply to the Provincial Director of the Department of Labour in writing for a Construction Work Permit to perform construction work, if the intended construction work will :

(a) exceed 180 days
(b) will involve more than 1800 person days of construction work, or
(c) the works contract is of a value equal to or exceeding 13 million Rand (ZAR), or CIDB grading level 6

The following documents shall be submitted to the Provincial Director of the Department of Labour in order to obtain a Construction Work Permit:

- Client Baseline Risk Assessment - issued by SHERQ and Training Division
- Client Health and Safety Specification - issued by SHERQ and Training Division
- Contractor's Health and Safety Plan
- Contractor's Letter of Good Standing with Compensation Commissioner

The provisions of Regulation 3 of the Construction Regulations shall be followed in every detail.

An application for the Construction Work Permit must be done in the form similar to Annexure 1 of the Construction Regulation (2014).

A copy of the work permit must be kept on site, available for inspection by inspectors, employer, engineer, employees or any other authorised person.

2.2 Notification of Construction Work

After award of the contract, but before commencement of construction work, a contractor that is issued with construction work shall, in terms of Regulation 4, notify the Provincial Director of the Department of Labour in writing at least 7 days before the work is carried out, if the following work is involved:

(a) the demolition of structure;
(b) the use of explosives;
(c) excavation work;
(d) working at a height where there is risk of falling.

The notification must be done in the form of the pro-forma included in Annexure 2 of the Construction Regulation (2014).

One copy of the stamped notification form must be kept in the contractors health and safety file. Where it is impractical to notify the Provincial Director of the Department of Labour as a result of Maintenance and/or Emergency work, the contractor must apply for Exemption under Section 40 of the OHS Act.

2.3 Occupational Health and Safety Act (85 of 1993)

All Contractors shall have an up to date copy of the OHS Act (85 of 1993) and supporting regulations kept in a safety file which will be available to all relevant parties.

2.3.1 Section 37(2) Agreement

A section 37(2) agreement must be signed between the eThekwini Electricity Unit and all contracting parties. All Contractors must ensure that a section 37(2) agreement is complied with. A copy of the 37(2) agreement must be kept in the health and safety file.

2.4 Compensation for Occupational Injuries and Diseases Act (130 of 1993)

All Contractors shall be registered with an appropriate employment Compensation commissioner and have available valid letters of good standing from such commissioner. A copy of this letter shall be filed in the Contractors health and safety file.

2.5 Legislative Compliance

All contractors shall comply with the following legislation and eThekwini Electricity standards:

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights)
- Occupational Health and Safety Act (85 of 1993) and Regulations
- National Environmental Management Act (107 of 1998)
- National Road Traffic Act (93 of 1996)
- Compensation for Occupational Injuries and Diseases Act (130 of 1993)
- Applicable South African National Standards (SANS)
- eThekwini Electricity OHM, UGM, Substation Codes of Practice
- eThekwini Electricity Safety Rules
- eThekwini Electricity Operating Regulations

2.6 Construction Professional Registration

All Contractors shall be registered in their respective levels as professionals in terms of the requirements of the South African Council for the Project and Construction Management Professions (SACPCMP) and the Construction Regulations (2014). Failure to be in possession of the required SACPCMP professional registration will result in the tender being disqualified.

2.7 Safety, Health, Environment and Quality Policy

All Contractors are required to compile an organizational SHEQ policy in line with their SHEQ responsibilities. The policy must be signed by the organization's CEO or the appointed assistant to the CEO, i.e. OHS Act Section 16(2) appointee.

2.8 Contractor Organogram

All Contractors are required to compile a company organogram, listing the reporting structure from the CEO downwards. The diagram must list the names, positions held and any appointments made. This diagram must be kept up to date and filed in the health and safety file.

2.9 Health and Safety Plan

All Contractors shall demonstrate to the SHERQ and Training Division Representative that they have a suitable and sufficiently documented Health and Safety Plan which complies fully with all applicable requirements of the Health and Safety specification, as well as the necessary competencies, experience and resources to perform the construction work safely. The Health and Safety Plan shall be filed in the health and safety file.

The Contractor shall appoint a suitably qualified person who is registered with a Statutory Body (South African Council for the Project and Construction Management Professions (SACPCMP) to prepare the Health and Safety Plan and to keep it up to date for the duration of the contract. The Contractor could be required to submit the following documentation for perusal and verification by the SHERQ and Training Division Representative prior to all contractors commencing with any work.

- Contractor Organogram
- Environmental Management Plan
- Traffic Accommodation Management Plan
- Medical records for employees
- SHEQ Policy
- eThekwini Electricity Contractor Competencies e.g. OHM, UGM, Substation, Faults man cards
- Health and Safety Competencies of Safety Personnel
- "Letter of good standing" with the Compensation Commissioner or licensed compensation insurer
- Incident Management Procedure
- Medical Surveillance Plan

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2.10 Health and Safety File

The Contractor shall in terms of Construction Regulation 7(1)(b) maintain a Health and Safety File on site at all times. The Health and Safety File is a file or other permanent record containing information on aspects of the construction project - which will be necessary to ensure the health and safety of any person who may be affected by the construction work. The Contractor shall appoint a suitably qualified person who is registered with Statutory Body (South African Council for the Project and Construction Management Professions (SACPCMP) to prepare the Health and Safety File and to keep it up to date for the duration of the contract. The Health and Safety file shall include the following information:-

- Application for Construction Work Permit in terms of Construction Regulation 3 (Annexure 1, where applicable)
- Notification of Construction Work in terms of Construction Regulation 4 (Annexure 2, where applicable)
- Copy of OHS Act (updated)
- Proof of Registration and Good Standing with a COID Insurer or licensed compensation insurer
- Copy of health and safety plan
- OHS Programme agreed with Client including the underpinning Risk Assessment and Safe Work Procedures
- Designs/drawings
- A list of Contractors (Sub-contractors) including copies of the agreements between the parties and the type of work being done by each Contractor
- All Appointments/Designations forms required by the Act and Regulations
- Relevant Equipment and Tools registers and checklists
- Personal Protective Equipment issue register
- Health and Safety Induction Records
- Incidents Recording and Investigation forms and records
- Emergency Preparedness Plans
- Health and Safety Committee Meetings Minutes
- Medical Certificates of Fitness
- SHEQ Policy

The health and safety file shall be handed over to eThekwini Electricity Unit on completion of the contract.

2.11 Risk Assessment

Prior to the commencement of any construction work, the Contractor shall have a risk assessment performed and recorded in writing by a competent person.

Risk is a measure of the likelihood that the harm from a particular hazard will be realized, taking into account the possible severity of the harm. Harm to people includes death, injury (permanent or temporary), physical or mental health or any combination thereof. Risk management in health and safety includes the identification of hazards, assessing risks, taking action to eliminate or reduce the risk, monitoring the effectiveness and performing regular reviews of the entire process. The Contractor shall compile Written Safe Working Procedures to address or handle the following:

- Hazards particulars to contract
- Identify what could go wrong and how
- Identify the likelihood of this happening
- Identify the persons at risk
- Identify the extent of possible harm
- Measures to eliminate or reduce each risk
- A monitoring plan
- A review plan

Contractors must ensure that all sub-contractors conduct risk assessments for their scope of work as well.

The risk assessment shall identify and evaluate the risks and hazards that may be expected during the execution of the work under the contract, and it shall include a documented plan of safe work procedures to mitigate, reduce or control the risks and hazards identified.

The risk assessment shall be available on site for inspection by inspectors, employer, engineer, employees, trade unions and health and safety committee members, and must be monitored and reviewed by the contractor on regular intervals agreed to with the Client.

All Contractors must complete a Documented Pre -Task Risk Assessment prior to the commencement of any work or task. Hazards identified and precautionary measures must be discussed before work commences by the Person-In-Charge with all staff concerned. All copies of the Pre-Task Risk Assessment documents must be kept in the health and safety file for inspection by inspectors, eThekwini Electricity Unit Representatives or any other authorised / interested parties.

2.12 Safe Work Procedures

Written safe work procedures must be compiled for the risks and hazards that have been identified during the risk assessments indicating procedures to mitigate, reduce or control the risk sand hazards.
A safe working procedure should be written when:-

- Designing a new job or task;
- Changing a job or task;
- Introducing new equipment or substances; and

Reviewing a procedure when problems have been identified, e.g. from near miss incidents or an accident / incident investigation.
The safe working procedure should identify:

- The supervisor for the task or job and the employees who will undertake the task;
- The tasks that are to be undertaken that pose risks;
- The equipment and substances that are used in these tasks;
- The control measures that have been built into these tasks;
- Any training or qualification needed to undertake the task;
- The personal protective equipment to be worn;
- Actions to be undertaken to address safety issues that may arise while undertaking the task.

2.13 Legal Appointments

All contractors must make the relevant legislative and non-statutory appointments, which will be required to remain valid throughout the life of the project. All appointees shall be suitably trained and found to be competent for the responsibilities assigned. Copies of all the legal letters of appointments must be kept in the health and safety file.

2.13.1 Construction Manager Appointment - CR 8(1) and CR 8(2) Appointments

The Contractor, must in writing, appoint one full-time competent person as the Construction Manager as defined in the Construction Regulation (2014), with the duty of managing all the construction work, including the duty of ensuring the compliance of health and safety, and in the absence of a Construction Manager an alternate must be appointed by Contractor. The Contractor may also have to appoint one or more competent employees to assist the Construction Manager where justified by the scope and complexity of the works.

2.13.2 Construction Supervisor/Assistant Construction Supervisor - CR 8(7) and CR 8(8) Appointments

The Construction Manager shall appoint a full-time Construction Supervisor with the duty of supervising the performance of the construction work.

The Construction Manager may also have to appoint one or more competent employees to assist the Construction Supervisor where justified by the scope and complexity of the works. All Construction Supervisors shall be qualified and competent carded Electricians and/or Specifically Trained Persons who hold a valid eThekwini Electricity competency card. A contractor appointed as a Construction Supervisor in terms of Construction Regulation 8(7) may only supervise one site unless there are a sufficient number of Assistant Construction Supervisor appointed persons, i.e. CR 8(8) Appointees. An Assistant Construction Supervisor can only supervise one site at a time. Depending on the category of work e.g. Dead work, Live LV work, the persons eligible to be appointed as Assistant Construction Supervisors are qualified and competent carded electricians and /or Specifically Trained Persons who hold a valid eThekwini Electricity competency card.

2.13.3 Construction Safety Officer or Client Safety Agent Appointment

Subject to the decision by the Inspector of the Department of Labour and taking into consideration the size of the project and the hazards or dangers that can be expected, the Contractor shall appoint in writing a Construction Safety Officer. The appointed Safety Officer shall be registered with a Statutory Body, i.e. South African Council for the Project and Construction Management Professions (SACPCMP).

If the Client decides to engage an external Safety Consultant, the Client must first check with SHERQ and Training Division to determine the capacity to handle the proposed project, the Safety Consultant will be appointed by the Client and approved by SHERQ and Training Division in terms of his/her qualifications and experience in the field of construction safety. The appointed Client Agent shall be registered with a Statutory Body, i.e. South African Council for the Project and Construction Management Professions (SACPCMP).

2.13.4 Additional Legal Appointments

In accordance with the Construction Regulations (2014) and depending on the project type the Contractor shall appoint, in writing, competent persons responsible for supervising construction work for the following work situations that may be expected on the site of the works.

(a) Risk Assessment (Construction Regulation 9);
(b) Fall Protection (Construction Regulation 10);
(c) Structures (Construction Regulation 11);
(d) Temporal Works (Construction Regulation 12);
(e) Excavation Work (Construction Regulation 13);
(f) Demolition Work (Construction Regulation 14);
(g) Tunnelling (Construction Regulation 15);
(h) Scaffolding Work (Construction Regulation 16);
(I) Suspended Platform Operations (Construction Regulation 17);
(j) Rope Access Work (Construction Regulation 18);
(k) Material Hoists (Construction Regulation 19);
(l) Bulk Mixing Plant (Construction Regulation 20);
(m) Explosive Actuated Fastening Device (Construction Regulation 21)
(n) Cranes (Construction Regulation 22);
(o) Construction Vehicle and Mobile Plant (Construction Regulation 23)
(p) Electrical Installation and Machinery on Construction Site (Construction Regulation 24);
(q) Use and temporary storage of flammable liquids on construction site (Construction Regulation 25);
(r) Water Environments (Construction Regulation 26);
(s) Housekeeping on Construction Sites (Construction Regulation 27)
(t) Stacking and Storage on Construction Sites (Construction Regulation 28);
(u) Fire Precautions on Construction Sites (Construction Regulation 29);
(v) Construction Employee's Facilities (Construction Regulation 30);

(w) Welding, flame cutting, soldering and similar operations (General Safety Regulation 9);
(x) Accident/Incident Investigator (General Administration Regulation 9);
(y) First Aider (General Safety Regulation 3);
(z) Health and Safety Representative (OHS Act Section 17);
(aa) Supervision of Machinery (General Machinery Regulation 2.1);
(bb) Assistant Supervision of Machinery (General Machinery Regulation 2.7a)

A competent person may be appointed for more than one part of the construction work with the understanding that the person must be suitably qualified and able to supervise at the same time the construction work in all the work situations for which he/she has been appointed.

The appointment of competent persons to supervise parts of the construction work does not relieve the Contractor from any of his/her responsibilities to comply with all requirements of the Construction Regulations.

2.13.5 Principal Contractor Appointment

All Contractors who have been awarded a tender must accept a Principal Contractor's Appointment Letter from eThekwini Electricity Unit in accordance with CR 5(1)(k) of Construction Regulations (2014).

2.14 Health and Safety Induction Training

The Contractor shall ensure that all employees under his/her control attend the eThekwini Electricity health and safety induction training course offered by SHERQ and Training Division. No visitor or other person shall be allowed or permitted to enter any worksite unless such person has undergone eThekwini Electricity's health and safety training pertaining to hazards and risks which may be prevalent on work sites.

The Contractor shall ensure that every employee or visitor on site shall at all times be in possession of proof of the eThekwini Electricity health and safety induction training issued by SHERQ and Training Division prior to commencement of construction work.

The Contractor shall ensure that all Specifically Trained Persons and Competent Persons (carded persons) attend an Introduction to the OHS Act and Construction Regulation training in order to familiarise themselves with the same.

2.15 Medical Certificate of Fitness

Prior to induction, all Contractor employees must undergo a pre-employment medical examination and found to be fit for duty. A copy of the Medical Certificate of Fitness must be presented for permanent record keeping at the eThekwini Electricity Training Centre.

3. GENERAL HEALTH AND SAFETY PROVISIONS

3.1 Incident Management

NOTE: ALL SERIOUS ACCIDENTS MUST BE REPORTED TO THE RELEVANT CONTROL OFFICER.

In the event of a serious accident occurring, including one involving electric shock, first aid treatment must be commenced immediately if the victim's life is to be saved.

Assistance may be obtained as follows:-

3.1.1 Medical Assistance

It is essential to obtain medical assistance for the patient as soon as possible, and another employee who is not performing first aid and/or C.P.R. or if necessary a passerby, shall be requested to:-
Use the facilities most readily available (Departments telephone numbers listed in the Emergency Request for Assistance Notice) to contact the Control Room staff and report that a serious accident has occurred and the exact address at which it happened and if possible the injured person's name

Injuries of a very minor nature shall be attended to by the Person-In-Charge and the injured person shall continue with his/her normal duties. All injuries that occur after normal working hours must be reported immediately to the appropriate Control Officer. All Contractor vehicles are to have an Emergency Request for Assistance notice prominently displayed.

3.1.2 Accident Investigation

All incidents shall be investigated in terms of the General Administrative Regulations 9. All OHS Act Section 24 and 25 Incidents shall be reported to the Inspector by the Contractor within the prescribed period and in the prescribed manner. Investigations shall be conducted by a competent investigator who shall compile the appropriate incident report form as listed in the General Administrative Regulations Annexure 1.
A comprehensive and detailed investigation report shall be submitted to the eThekwini Electricity Unit Representative within 7 -14 days after the incident. All incidents that were in contravention of any one of eThekwini Electricity Unit Safety Rules, Operating Regulations, Code of Practice must be presented by the relevant contractor management to the eThekwini Electricity Unit Representatives, and where required, to the relevant GMR 2.1 or GMR 2.7(a) Appointee. eThekwini Electricity reserves the right to participate in investigations if the incident is directly linked to any activity within their area of supply and network.

3.1.3 Close out

All incident investigation reports shall be closed out once all the recommendations to prevent further incidents have been carried out and a copy of the investigation report must be handed to the Electricity Unit SHERQ and Training Division.

3.2 First Aid Box and First Aid Equipment

The requirements of the OHS Act General Safety Regulation 3 must be observed. First Aid appointments must be made to meet the requirements. Each work site must have at least one employee trained in First Aid - Level One, at the minimum. When appointing employees for work sites, cognizance must be taken into account regarding the type of work to be performed, the distance teams are working apart and the terrain to be covered if an emergency should arise. All contractor vehicles to have an Emergency Request for Assistance notice displayed prominently, where it can be easily seen. All contractor vehicles or work sites shall have at least one first aid box, and thereafter additional first aid boxes for every 50 or team of workers on site or part thereof, again taking into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise. More first aid boxes shall be provided, if the risks dictate. Boxes must be available and accessible for the immediate treatment of injured persons at any particular work site. The appropriate stick-on signage must be placed on the outside of vehicles and/or mobile equipment to indicate where first aid boxes are located.

Boxes and equipment

The following is a list of minimum contents of a first aid box:

_ Item 1: Wound cleaner/antiseptic (100ml);
_ Item 2: Swabs for cleaning wounds;
_ Item 3: Cotton wool for padding (100 g);

_ Item 4: Sterile gauze (minimum quantity 10);
_ Item 5: 1 Pair of forceps (for splinters);
_ Item 6: 1 Pair of scissors (minimum size 100 mm);
_ Item 7: 1 Set of safety pins;
_ Item 8: 4 Triangular bandages;
_ Item 9: 4 Roller bandages (75 mm X 5 m);
_ Item 10: 4 Roller bandages (100 mm X 5 m);
_ Item 11: 1 Roll of elastic adhesive (25 mm X 3 m);
_ Item 12: 1 Non-allergenic adhesive strip (25 mm X 3 m);
_ Item 13: 1 Packet of adhesive dressing strips (minimum quantity, 10 assorted sizes);
_ Item 14: 4 First aid dressings (75 mm X 100 mm);
_ Item 15: 4 First aid dressings (150 mm x 200 mm);
_ Item 16: 2 Straight splints;
_ Item 17: 2 Pairs large and 2 pairs medium disposable latex gloves;
_ Item 18: 2 CPR mouth pieces or similar devices;
_ Item 19: 1 Burn shield

A content check list must be available with all boxes and boxes shall be checked on a regular basis, kept clean and dust free.

3.3 Fire Extinguishers and Fire-fighting Equipment

Every contractor vehicle and every work site must have at least one Dry Chemical Powder fire extinguisher, each with a minimum capacity of 4.5 kg, taking into account the type of work performed, the distance teams are working apart and the terrain to be covered if a fire should occur. Every contractor must ensure that every employee is familiar with the use of a portable fire extinguisher. All fire extinguishers in contractor vehicles must:

- Be clearly labelled
- Be conspicuously numbered
- Be entered in a register
- Be inspected monthly by a competent person
- Be tested and serviced annually by an accredited supplier
- Have the results entered in the register and signed by a competent person.
- Be mounted in the upright position for ease of access and secured to prevent dislodgement.

3.4 Personal Protection Equipment and Clothing

All Contractors shall recognize that PPE is the last line of defense, therefore the correct use is vital in ensuring that it is effective.

Requirements:
1. The need for PPE shall be identified for all activities and this assessment shall be recorded (PPE Schedule).
2. All PPE shall comply with SANS standards and/or any other specified standards.
3. Employees shall be educated in the correct use, care and storage of PPE and records shall be kept.
4. Critical to the successful use of PPE, is the enforcement by site supervisors, who shall at all times demonstrate the correct use, personally and in addition carry out inspections to ensure compliance.
5. Once the individual has been trained in the correct care and use of the PPE, it shall be the responsibility of the individual to use the PPE correctly.

Contractor's employees at the construction site, including visitors, shall use the following PPE at all times, as a minimum:

- Head protection (Hard hat) with chinstrap
- Steel toe capped safety boots
- Eye protection - wearing of impact safety spectacles with side shields. Prescription glasses must comply with the same standard or cover impact safety spectacles must be worn over them
- 12,4 arc rated flame retardant long sleeved and long pants Conti suits (Red)
- High visibility vests / overalls with reflective strips

However, if there are particular activities/areas/risk assessments that require a specific type of PPE, then that specific PPE requirement must be adhered to (e.g.: for dusty environments – goggles, for welding – welding helmet, etc.).

Strict non-compliance measures must be administered to any employee not complying with the use of PPE and shall be removed from the work site. When working at height, only double lanyard safety harnesses are allowed and when working on a pole an approved work positioning belt for working at height are to be used. Welders, cutters and aiders shall wear suitable eye protection, gloves and apron spats and screens shall be provided to protect onlookers and passers-by. Suitable impact resistant eye protection shall always be worn for grinding, chipping and chasing, and screens shall be provided to protect onlookers and passers-by.

When working with Hazardous Chemical Substances, e.g. acids, suitable eye protection, gloves and special overalls shall be worn. Suitable respirators shall be provided where gas, vapors, fumes, dust, etc. could pose a hazard. All contractors shall provide PPE free of charge as stipulated in Section 23 of the OHS Act (Certain deductions prohibited) and General Safety Regulations 2(2).

3.5 Housekeeping

All contractors shall maintain a high standard of housekeeping within a worksite, prompt disposal of waste materials, scrap and rubbish is essential. Nails protruding through timber and cable armoring sharp edges shall be bent over or removed so as not to cause injury.

All packaging material including joint boxes, cable drum planks, pallets, crates, etc. to be removed from the work area immediately. On completion of the work, the contractor is responsible for clearing the worksite of all materials, scrap, etc. eThekwini Electricity has the right to instruct the contractor to cease work until the area has been tidied up and made safe. All contractors shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards.
Housekeeping on/in vehicles is of paramount importance. If contractor employees are to be transported in the back of construction vehicles, then those vehicles are to be fitted with canopies and have fixed and firmly secured seats with seat belts adequate for the number of passengers being transported, tools, equipment and material to be secured in order to prevent movement. All tools, materials and equipment to be stored in their toolboxes, shelves, etc. No materials, tools and equipment is permitted to be left lying around at the back of construction vehicles.

Employees are not be transported in construction vehicles unless the compartment they are travelling in complies with the requirements of the Road Traffic Act, and tools, equipment and materials are physically separated from the employees by a suitable barrier.

3.6 Thermal Conditions

All contractors must protect their employees against the natural thermal conditions, by providing sufficient and suitable cold weather gear for the winter months and suitable rain wear for the rainy seasons.
In hot conditions, contractors must prevent the effects of heat fatigue and heat exhaustion by providing sufficient rest periods, shaded cover where possible, and re-hydration mineral replenishment fluids.

3.7 Night work

Where any night work is to be performed, then contractors shall provide sufficient lighting to enable the entire worksite to be illuminated to a degree that any employee must not have to work in any dark (un-illuminated) areas. If work is continuing from day light into night, at dusk, a tail gate meeting (Pre-Task Risk Assessment) must be held where all employees must be advised of the hazards of night work and the extra precautions that are required to be taken, i.e. poor housekeeping, stepping on uneven ground, stepping into holes, etc.
The entire work site must be suitably lit to meet the minimum lux guidelines as provided for in the Environmental Regulations for Work Places of the OHS Act.

3.8 Work in confined spaces or enclosures

Confined spaces include joint holes, cable boxes, vessels, transformer tanks, chambers, oil tank compartments, etc.

Attention is drawn to General Safety Regulation 5 (Work in Confined Spaces) of the Occupational Health and Safety Act, 1993. No person shall enter a confined space or enclosure until the degree of oxygen has been established by utilizing an approved monitor, and as the case may be, it has been adequately cleared of any dangerous liquid or purged with air to clear any dangerous concentration of gas or fumes by using ventilation fans. In the case of vessels, transformer tanks, chambers, etc., at least one other person who is adequately trained in rescue and resuscitation procedures shall remain in attendance, outside of and next to the entrance thereof whilst any person is within; and where there is the possibility of the presence of flammable liquids, gases or fumes, effective precautions must be taken to prevent ignition by the avoidance of open sources of heat or light and the formation of sparks by ferrous tools, the generation of static electricity by clothing or by other means.

3.9 Hot Work (Welding, Cutting, Grinding and Heating)

Contractors must instruct employees in the safe use of welding equipment. Cutting and welding work is carried out in accordance with General Safety Regulation 9 of the OHS Act. Non-combustible or flameproof shields to protect employees from direct rays and air-borne particles must shield arc welding, cutting and grinding operations. Electrode holders or welding guns are maintained in good order, and when they are to be left unattended, the electrodes are removed and the holders are placed or protected so that they cannot make electrical contact with employees or conducting objects.
All arc-welding cables are properly maintained and completely insulated. There are no repairs or splices within 3 meters of the electrode holders, except where splices are insulated equal to the cable. Defective cable is repaired or replaced. The earth cable is connected to the work place. Fuel gas hose and oxygen hose is of an approved type, be easily distinguishable and must not be interchangeable. Hoses are inspected at the beginning of each day and are repaired or replaced if defective.

Hot Work
- Falling sparks and/or hot cuttings to be contained
- Fire Blankets and Fire Extinguishers are at hand
- Ensure not to carry out any hot work, cutting and/or grinding in the vicinity of flammable liquids
- Combustible floors are wetted down, covered with damp sand or fire proof sheets
- Containers/pipes purged of flammable vapors
- Fire Watch is provided
- Area to be inspected after hot work has been completed
- Fire Watch to stay in place for at least 30 minutes after operation
- Warn all employees working under hot work process

3.10 Water environments

All contractors shall ensure that where construction work is done over or in close proximity to water, provision is made for preventing persons from falling into water and the rescuing of persons in danger of drowning {CR 26(1)(a) and (b)}.
All Contractors shall ensure that workers who are exposed to drowning by falling into water are provided with and wear lifejackets (CR 26.2).

3.11 Permits for National Key Point areas

It is the responsibility of the contracting company to obtain the necessary permits when work is to be undertaken at a National Key Point Area and all related costs shall be paid by the contracting company.

4. MINIMUM PHYSICAL REQUIREMENTS

4.1 Working at Height

4.1.1 Fall Protection Plan and Fall Arrest Systems

The requirements of Construction Regulation 10 shall prevail. Whenever persons are required to work in an elevated position, a fall protection plan (which includes fall prevention) will be compiled, implemented and reviewed and every possible and practicable means shall be adopted to provide such persons with effective training and safeguards.

Note: All persons required to work in elevated positions shall have valid medical certificates of fitness. Contractors shall stop all persons working in elevated positions during periods of inclement weather, or if the possibility of lightning strikes is present. Provision must be made for employee rescue. Working in elevated positions shall only be carried out under the supervision of a competent person. Lifelines are to be used with safety harnesses when doing steel erection, and other similar activities, such that persons are not exposed to danger by continuously attaching and detaching the lanyards from the structure (tower).
Provision must be made to prevent objects and/or material from falling from elevated areas and the protection of persons working below. A risk assessment covering all work at elevated positions is to be carried out and appropriate mitigation measures to be put in place. All tools in elevated positions must be attached to lanyards, attached to person or structure or effectively prevented from falling. Equipment in elevated positions must be tied back to the structure. Loose items in elevated positions e.g. bolts and nuts to be kept in tins or similar robust containers and not in paper boxes. When working in elevated positions, nets and/or other suitable material should be used to catch falling debris directly below where the task is being performed.

Fall protection includes:

- Safety harnesses and double lanyards;
- Approved lifelines
- Other approved means

Fall arrest plan and equipment to be implemented where fall prevention is not possible.
All fall protection equipment shall comply with SANS standards and other recognized international standards. The Contractor and/or his/her sub-contractor shall compile a fall protection equipment, inspection and testing and maintenance procedure.

Where required, conduct specific risk assessments to determine the suitability of climbing methods to be used. Cognizance must be made into all the different climbing methods to be used. Ensure that the relevant training in the use, care and maintenance of the appropriate fall protection and rescue equipment is provided.

4.1.2 Working in elevated positions

All employees working above ground level shall use the appropriate fall protection equipment unless working from a solid platform protected by suitable barricading.

4.1.3 Pole climbing

All the requirements related to the climbing of poles shall be observed, that is to say, the testing before climbing, the stability of the pole, condition of the pole, composition of the soil, the security of any hardware attached to the pole, etc. The appropriate sections within the eThekwini Electricity OHM Code of Practice and Safety Rules relating to the climbing of poles shall prevail. Approved work positioning belts are to be used by contractor employees undertaking work at the top of poles to prevent employees from accidentally falling from poles. Work positioning belts must be inspected before each use, for cuts or worn, frayed webbing and should be securely buckled up and worn comfortably to prevent any possibility of workman slipping out of it. Once the person has reached the top of the ladder, the belt must be secured around the pole. The safety belt must fit comfortably around the person's waist. It must be kept in the supplied canvas bag when not in use.

4.1.4 Scaffolding

The requirements for using a scaffold platform shall be determined in the working at heights risk assessment. All scaffolding that will be used shall conform to the SANS standard 10085 and the requirements of Construction Regulations 16 shall be carried out. Scaffolding shall be erected under the supervision of a competent person. The appropriate training for scaffold users shall be conducted prior to climbing on to the scaffold. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down scaffolds

All scaffolds must be inspected and certified safe to use by a competent person who has been designated in writing to undertake such duties

A Safe to Use tag must be displayed in a prominent position on the scaffold indicating the following:

- The date it was inspected
- The name of the person who deemed it safe to use
- The Maximum Safe Working Load of the scaffold

4.1.5 Ladders and Ladder Work

Contractors must use ladders that comply with General Safety Regulations 13(a). Contractors involved in OHM work or work undertaken near live apparatus must use the approved Fiberglass ladders as per the eThekwini Electricity Technical Specification for Fiberglass Ladders. All Ladders shall have an identification tag, logged in a register, and inspected on a monthly basis and prior to use. Damaged ladders shall be marked as 'Damaged' and removed from the worksite. Contractors must visually inspect the rungs, stiles, rope, fittings, pulleys, connections, rivets and hinges before each use and carry out a detailed inspection every month

4.1.5.1 Storage of Ladders

When storing ladders, contractors must ensure the following:

- Easily accessible to ensure withdrawing
- Stored on racks designed with proper support to protect the ladder
- Stored horizontal with support to protect the ladder
- Clamped by a nylon string along the length and at each end

4.1.5.2 Transportation of Ladders

When transporting ladders on a vehicle:

- Use soft material (wood/rubber) to reduce shocks and chafing
- Allow only a minimum overhang
- Support it adequately by tying or clamping the ladder at more than one point, preferably, at both ends and at the center position of the ladder
- Prevent extreme pressure to the ladder when tying or clamping
- Ensure that no movements take place between the ladders and their support
- Take care that other equipment will not cause damage to it
- When crossing the road walk parallel to the road and use flag men

4.1.5.3 Use of Single and Extension Ladder (Fiber Glass)

- Restrict the ladder to the purpose for which the ladder is designed
- Climbing the ladder is restricted to no more than one person at any given time
- Adherence to Maximum Safe Working Loads must be observed at all times
- Do not use step ladders as single ladders or in a partially closed position

(i) **Single and Extension Ladder Erection (Fiber Glass)**

- One person ought foot the ladder at its base while the other is lifting it from top towards the footing
- The top of the ladder must lean against the pole/structure to be worked on, when the need be, it may be extended.
- Adherence to Maximum Safe Working Loads must be observed at all times

(ii) **Footing Support**

- Place ladders with a secure footing on a firm and level support surface. If the ground is not level, where possible, excavate to level surface
- Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height

(iii) **Angle of Inclination**

- Erect the ladder at an angle of 70 to 75 degrees from horizontal, i.e. Place the base of the ladder a distance equal to one quarter the length from the structure to be climbed (¼ distance of ladder)

(iii) **Securing the Ladder**

- Make sure that the ladder locks are engaged before climbing
- Secure the bottom of the ladder with a rope between the first and fourth rungs
- Secure the top of the ladder with a rope
- Secure the extension rope to the lower section as a back-up for the lock assemblies
- The rope must be wrapped around the pole twice

(iv) **Climbing Ladder**

When climbing the ladder contractors to adhere to the following:

- Do not climb a broken or bent ladder
- Face the ladder when climbing up or down with one hand free to maintain a firm grip
- Maintain 3-point contact when climbing up or down a ladder. That means two hands and one foot or two feet and one hand on the ladder at all times

- Before setting up straight or extension ladders, check the area for overhead mains. Ladders made of aluminum or other conductive material should never be used near live apparatus
- Portable ladders should never be used horizontally as substitutes for scaffold planks, runways, or any other services for which they have not been designed
- When working from a ladder, keep your center of gravity between the side rails. A person's center of gravity is approximately in the center of the body at belt height. The location of your center of gravity can shift when you reach out to either side of a ladder, especially with materials, tools, or equipment in your hands. As the center of gravity of your body and hand-held objects moves beyond the side rails, the ladder is tending toward instability
- Whenever possible, avoid climbing up or down a ladder while carrying anything in your hands, tools, equipment and materials should be raised and lowered by rope and snatch block
- Workers should be instructed and frequently reminded to keep their safety shoes free of mud, grease, or other slippery materials if they are using ladders
- Do not climb from one ladder onto another
- Do not shift the ladder while standing on it
- When a ladder is to be used in areas containing live electrical circuits, take all necessary precautions to prevent any contact or possible contact with any energized, uninsulated circuit or conductor in order to avoid an electrical shock or short circuit

4.2 Excavations, Trenches and Floor Openings

Digging, excavation, or driving a peg, pile or spike into the ground operations by the contractor may not commence without the written authorization from eThekwini Electricity Unit. Prior to commencing work on any excavation or trench, mains records must be obtained from the Network Drawing Office in order to determine the location of all underground installations; i.e., sewer, telephone, water, fuel, cable, etc. Proving trenches to be dug by contractors to determine the route of underground installations, i.e., sewer, telephone, water, fuel, cable, etc.

Adequate precautions shall be taken by the contractor to prevent collapsing of excavations, as well as to prevent rocks and loose material falling onto workers. All excavations done by the contractor are to be clearly demarcated and barricaded to prevent accidental access. Only solid barricading will be used at areas where a fall hazard is present. Solid barricading and/or hole covers shall be provided around all holes or openings to prevent any person being injured as a result of a fall. Danger tape may only be used as a pre-warning to make the solid barricading more visible and to prevent persons from coming close to the danger area.

Barricading must be placed as close as possible to the excavation. If an excavation or trench endangers the stability of buildings or walls, shoring, bracing, or underpinning must be provided. Excavations and trenches that are adjacent to backfilled excavations or trenches, or which are subject to vibrations from railroad traffic, road traffic, the operation of machinery (e.g. shovels, cranes, trucks), must be secured by a support system, shield system or other protective systems (i.e. sheet-pile shoring, bracing). Warning signs and flashing warning lights at night shall be displayed in suitable positions to warn any persons approaching the area of the location and extent of any excavation. No material to be within 3 meters of the excavation edges. All excavations must be on register and inspected daily before work commences and after inclement weather by the contractor's appointed competent person, declared safe and his/her findings noted in the said register. eThekwini Electricity Unit to review the said register on a pre-determined frequency not exceeding seven (7) days. Whilst work is being performed in an excavation, there shall be a supervisor, at all times. Every six meters there shall be an escape ladder, in all excavations. Requirements in Construction Regulation 13 shall apply. No work shall commence in an excavation unless the excavation has been declared safe by the competent person.

4.3. Public Safety

Legislation requires that employers shall be responsible, as far as reasonably practicable, for safeguarding persons other than those in their employment who may be directly affected by their activities so that they are not exposed to hazards to their health or safety (Section 9 of the OHS Act refers).

A member of the public is any company non-employed person(s) who could be directly or indirectly exposed to eThekwini Municipality Electricity Unit's/contractors' products or activities.

eThekwini Municipality Electricity Unit upholds the rights of the members of the public and maintains an awareness and educational programme to protect the public against the risks that may arise out of, and in the course of eThekwini Municipality Electricity Unit's activities. Similarly, contractors shall share the same respect for the public.

Contractors, where working in any area where members of the public have access or can approach work sites, will be approached by the public for reasons of inquisitiveness, members airing complaints, vandalism, theft, public unrest, intimidation, stray/wandering animals, etc. and will then implement such measures that will place great emphasis on public safety.

Contractors shall factor in, in their safety plan, how they intend safeguarding/controlling any members of the public against their activities, without damaging eThekwini Municipality Electricity Unit's name and/or reputation.

4.4. Working in close proximity to/on public roads

Due to the nature of the work, the safety of contractor employees and other road users is of paramount importance. The task to be performed shall be properly planned with all the role players. Dependent on the category of road to be worked on, the relevant traffic authorities must be informed of the task.

High-visibility vests shall be worn. If the authorities need to be in attendance, no work shall start until such time as the authorities arrive onsite, irrespective of whether outages are planned and will result in delays.

Work areas shall be adequately barricaded so as to prevent unauthorised access. This rule applies for normal and breakdown work.

The following, from a road safety perspective, shall be carried out:

4.4.1 Planning work and resources

- Some of the resources include:
  1. traffic signs;
  2. red flags;
  3. road cones;
  4. amber rotating lights (on vehicles and on "Workmen ahead" traffic signs);
  5. reflective vests/bibs;

4.4.2 Setting-Out Procedure on Two-Way Roads

When signs are set out, the contractor must start with the warning signs on the side of the road opposite to the work site. Pace out the correct distances and set out the signs, starting with the "Road Workmen" sign and, working back towards the work site, placing the "Road Narrows from One Side Only" sign. Taking care at all times face the oncoming traffic and whilst setting out signs and use a flagman when crossing the road.

Repeat the procedure for traffic approaching on the work site side of the road. Place the first "Keep Right" sign where the taper of cones will begin. If "Stop/Go" signs or traffic lights are to be used, put them into operation at this stage, then cone off the site.

Start placing cones from the beginning of the taper and work towards the worksite. Place the second "Keep Right" sign at the end of the taper of cones. Finally, make allowance for pedestrians, by placing any barricades, cones, lamps and other signs that are needed. When the job has been completed, the signs, cones and barricades will be removed in reverse order.

When using flagmen or "Stop/Go" signs, both men must be able to see each other clearly or must use two-way radios. Flagmen or "Stop/Go" controls are required when the width of the road open to traffic is less than 5.5 meters. The contractor employees must be trained, and must be alert and be able to effectively carry out their duties. Contractor employees must wear high visibility clothing. Flagmen and "Stop/Go" controls should never be used at night. Only use Flagmen when less than 5 vehicles per minute use the road. "Stop/Go" control must only be used when more than 5 vehicles per minute use the road.

4.4.2.1 Night Work

a) When work is carried out at night or left overnight, the following precautions must be taken:
All signs must be fully reflectorized. Lamp batteries should be checked regularly.
Use suitable lamps and barricades to ensure that pedestrians can pass the work site safely.
Flashing amber lamps should be placed at least at the beginning and end of each taper of cones and/or at each corner of the work site. Workers must wear High Visibility Clothing.

b) Incomplete works left overnight:
Cones should be replaced with non-flashing amber lamps on stands. These stands should be chained together and locked for security against theft.

c) Work at night:
Vehicles should be fitted with flashing amber lamps and, if facing oncoming traffic, headlights must not be used. Non-flashing amber lamps on stands should be placed around the works at 25 meters spacing. When floodlights are used, position them so that motorists are not blinded by the glare.
Once a task has been completed, ensure that all equipment is picked up and packed onto vehicles then remove signage and lastly, flags persons.

4.5. Hazardous Chemical Substances

Where HCS are brought onto the site, the appropriate Material Safety Data Sheets (MSDS) shall be available at that worksite. Contractors are to have and maintain a register with all the HCS that they have on site.

4.5.1 Handling of Hazardous Chemical Substances

All HCS containers to be clearly labelled. Containers that are not marked will not be allowed access to site. No HCS to be stored in food or drink containers. Users of HCS to wear/use the correct PPE as per the HCS Material Safety Data Sheet and risk assessment. Users of HCS to be adequately trained in the HCS that they are handling. Where flammable liquids are used, caution must be exercised of the effects of health risks associated with such liquids.

4.5.2 Storage of Hazardous Chemical Substances

All HCS must be stored in terms of the supplier requirements and as listed on the respective MSDS.
Caution must be taken into the hazardous situations (gasses given off, fires and or explosions erupting) that could arise from incorrect storage.

4.6 ETHEKWINI ELECTRICITY DEMERIT POINTS SYSTEM

All employees and/or contractor companies undertaking work on behalf of eThekwini Electricity shall be subject to the guidelines as stipulated in this demerit points system, for any non-conformance/s identified by the aforementioned responsible parties in (3). The number of demerit points subtracted from any one person working for a company shall be dependent upon the severity of the non-conformance/s.

4.6.1 Contractor Companies

In the interest of health and safety, the Line Manager concerned shall ensure that the necessary remedial action is taken against any contractors who have proved to be non-compliant.

Feedback with regard to action/s taken is to be given within 5 working days from the Line Manager, to SHERQ and Training.

A contractor company that has incurred more than 40% subtraction of the total allotted points shall receive a first formal written warning from a committee, chaired by the relevant Senior Manager with representatives from SHERQ and Training present;

- The contractor owner (or his nominee) shall be present at this hearing

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A contractor company that has incurred an additional 40% subtraction of the total allotted points shall receive a second formal written warning from a committee, chaired by the relevant Senior Manager with representatives from SHERQ and Training present;

- The contractor owner shall be present at this hearing.

A contractor company that has incurred a final 20% subtraction of the total allotted points shall be subject to suspension by a committee, chaired by the relevant Senior Manager with representatives from SHERQ and Training Management present;

- The period of suspension/sanction shall be agreed upon by the committee;
- The committee may, at its discretion, prescribe additional remedial actions to be imposed upon the contractor company in mention.

Contractor employees found to be acting in a willfully negligent and/or reckless manner in relation to any of the clauses, sub-clauses, etc. listed in relation to the Acts, Practices, Standards, Regulations and Rules in (1), shall be subject to suspension by a committee, chaired by the relevant Senior Manager with representatives from SHERQ and Training Management present;

- The relevant Deputy Head may, at his/her discretion, chair such a hearing;
- The period of suspension/sanction shall be agreed upon by the committee;
- The committee may, at its discretion, prescribe additional remedial actions to be imposed upon the contractor company and/or employee in mention;
- The contractor owner and responsible eTE carded person shall be present at this hearing.

Please refer to Annexure 1 for the list of deviations on the demerit points system.

5. PLANT, MACHINERY and EQUIPMENT

5.1. Transport/Mobile Plant Equipment

All motor vehicles driven / operated by contractors shall comply with the National Road Traffic Act.
Designated drivers shall be in possession of the relevant driver's license valid for the class of vehicle being used. The driver's license shall be kept by the person so authorized and shall produce such card on request.
When driving on rural roads, care and caution must be exercised due to rough and uneven terrain and reckless third party drivers. No drivers or operator may text, talk on cell phones or two way radios whilst driving, unless a hands free kit is used. It is the driver's responsibility to ensure that the vehicle and/or equipment they drive on any road is roadworthy and complies with the requirements of the National Road Traffic Act. Contractors are permitted to transport passengers in the back of LDV's and construction vehicles provided that the vehicles are to be fitted with canopies and have fixed and firmly secured seats with seat belts adequate for the number of passengers being transported and tools, equipment and material to be secured in order to prevent movement. All tools, materials and equipment to be stored in their toolboxes, shelves, etc. No materials, tools and equipment is permitted to be left lying around at the back of construction vehicles. All contractor vehicles shall have organizational identification markers on their vehicles, including hired plant, and vehicles.
It is the responsibility of the driver to ensure:

1. He/she and their passengers wear seat belts whilst the vehicle is in motion
2. Comply with all traffic road rules, safety, direction and speed signs
3. Ensure that vehicle loads are properly secured prior to moving off
4. Ensure that vehicles are not overloaded

All drivers of construction vehicles are to have valid medical certificates of fitness. Contractor vehicles may be subject to inspections by an eThekwini Electricity representative. Vehicles which are not roadworthy will not be allowed to undertake work on behalf of the eThekwini Electricity Unit. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material. Contractors are to ensure that visibility (e.g. switching on/off lights, reflectors, etc.) is enhanced on all construction vehicles in order to be easily seen and the location of the vehicles. Construction vehicles over 2 ton, when reversing, must have a hooter/beeper which sounds, whilst the vehicle is reversing. Drivers / operators must not leave vehicles unattended with the engine running unless the engine power is required for ancillary equipment. Where engines are left running, then the vehicle park brake shall be engaged and the wheels chocked. Drivers / operators not to park vehicles in unauthorized zones/areas unless they are performing work. A current maintenance logbook is required for all cranes and large plant equipment, and shall be available for inspection at any time. The logbook shall be located in the cabin of the crane or plant equipment. In the event where contractors do not own the equipment and have hired such, they are still responsible for ensuring all the above requirements for that plant, machine or vehicle is complied with.

5.2 Machinery

All machinery brought to the work sites by contractors must be appropriate to the task being performed, be in a good condition and adequately maintained. Contractors shall ensure that all machinery is to be listed on an inventory list, be inspected regularly and at east monthly or as required by legislation and risk assessments. Machinery should be numbered or tagged so that it can be properly monitored and inspected.

Where required machinery must have the necessary approved test or calibration documentation prior to being brought onto the worksite and the records shall form part of the health and safety plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.

All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.

EThekwini Municipality Electricity Unit reserves the right to inspect items and/or machinery brought to site by contractors. All machine operators shall be certified competent to operate such machines. Copies of their certificate of competencies shall be available at all times for perusal.

5.3 Machine guarding and barricading

Every shaft, pulley, wheel-gear, sprocket, coupling, clutch, friction drum, spindle end screw, key, bolt on a revolving shaft, driving belt, chain rope or similar object shall be securely fenced or guarded. The machines or tool with moving parts should be guarded to prevent limbs or loose clothing from getting under, into, above or around the dangerous moving parts.

Guards should form a permanent part of the machine or tool, easy to remove, non-corrosive, rigged and as far as reasonable, heat resistant.

All machines driven by means of belts, gear wheels, chains and couplings shall be adequately guarded. A machine is guarded when persons cannot gain inadvertent access to the moving parts. All guards must be inspected by a competent person on a monthly basis as well as by users prior to use. These inspections and proof of corrective action taken must be recorded and kept on site.

5.4. Hand tools

All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the construction supervisor on a monthly basis, as well as by users prior to use. Tools with sharp points in tool boxes must be protected with a cover. All files and similar tools must be fitted with handles. No make shift tools are permissible on site.

5.5 Pneumatic tools

It is illegal for a pneumatic tool to be operated by using a compressed gas cylinder. Pneumatic equipment shall only draw supply from mobile air compressors or from compressed air lines installed within the contractor's premises. All pneumatic tools should be numbered, recorded and inspected at least monthly as well as by users prior to use. Where tools have a spindle drive, then the revolutions per minute speed shall be measured in accordance with the manufacturer specifications. When using compressed air hoses with the interlocking type of connection in the hose, connectors shall be secured with wire clips through holes provided to prevent accidental disconnection.

Compressed air shall not be used for any purpose other than that for which it is provided. Compressed air should not be used to remove dust or debris from clothing or for cleaning purposes. Hoses to be orderly routed and elevated if required in order to prevent tripping hazards.

All pneumatic tools operators shall be certified competent to operate such tool. Copies of their of certificate of competencies shall be kept.

5.6 Portable electric tools

All portable electric tools shall be operated through an earth leakage or portable earth leakage system unless they are of the double insulated type. Electrical cords of all portable electrical tools shall be in a good working condition at all times. Any electrical tool that has any defects (including cords) shall be removed from service. All portable electric tool operators shall be certified competent to operate such tool. Copies of their of certificate of competencies shall be kept.

5.7 Lifting machinery

Before using any lifting machinery, the operator should inspect it daily and where the machine appears faulty, it shall be removed from service immediately. All lifting machines shall be examined and subjected to a performance test by an accredited person/company at intervals not exceeding 12 months, as per DMR 18, or more frequently as desired. All hooks shall be fitted with a safety latch/catch, and be in a good operational

condition. All lifting machines should be recorded on a register - refer to the requirements of the Driven Machinery Regulations 18.

All lifting machines should be conspicuously and clearly marked with identification particulars and the maximum mass load which it is designed for.

5.7.1 Mobile cranes / Truck Mounted Crane

The mobile crane operator shall be trained for the class of crane they are operating and be in possession of an operators permit. All mobile cranes shall be examined and subjected to a performance test by an accredited person/company at intervals not exceeding 12 months, as per SANS 19 'The Inspection, Testing and examination of Mobile Cranes'. All mobile cranes shall be subjected to an inspection prior to daily use and a record kept of the inspection. Any hydraulic crane leaking fluid must be taken out of service and be repaired prior to further use. This is for safe stable operations and protection of the environment. Outriggers shall be used every time the crane is to be utilised to lift any sort / size load. Mobile crane operators shall ensure that loads are not carried over the heads of any workmen. The rigger will give warning signals. Riggers shall be utilised when lifting loads and shall direct the crane operators with the appropriate signals.

5.8 Lifting tackle

A Pre-Task Risk Assessment shall be conducted prior to commencing with the task to identify that the correct slinging equipment is used for the specific load. All lifting tackle should be examined at intervals not exceeding 3 months by a competent lifting tackle inspector, who shall record and sign off such examination, such lifting tackle shall be stored accordingly to prevent damage or deterioration when not in use. All lifting tackle should be recorded on a register - refer to the requirements of the Driven Machinery Regulations 18. All lifting tackle should be conspicuously and clearly marked with identification particulars and the maximum mass load which it is designed for. All hooks shall be fitted with a safety latch/catch, and be in a good operational condition.

5.9 Material handling

Guide ropes to be used to prevent loads from swinging. Rigging study should be conducted for all critical lifts to ensure the correct equipment is available. Employees shall keep out from under suspended loads and between a load and a solid object where they might be crushed if the load should swing or fall. They shall not pass or work under the boom or any crane or within a barricaded of area. No user of machinery shall require or permit any person to be moved or supported by means of a lifting machine unless such machine is fitted with a man-cage designed and fabricated according to an approved SANS standard and a risk assessment has been done. Hand signals will be displayed and visible on all cranes and the SANS 1029 standard must be used to ensure uniformity and all the crane operators, riggers must be trained according to SANS 1029.

5.10 Boilers, Pressurised systems, and Vessels under pressure

5.10.1 Compressed Gas Cylinders

Industrial gas bottles, when not handled correctly, receive damage to the cylinder and or brass fittings and could become projectiles which could cause severe injuries and/or damage to equipment.

5.10.1.2 Handling

When transporting, cylinders, where possible must be transported in the upright position and secured to prevent dislodgement.

Adequate and appropriate fire-fighting equipment shall be available in vehicles where gas cylinders are kept. All gas operating torches must have flashback arrestors fitted on the hose, one on the hose at the bottle after the pressure valve and one on the hose attached to the torch. Compressed gas cylinders shall be stored and

used in the upright position and be properly secured at all times, protective caps shall be in place when cylinders are not in use, and gauges shall be removed prior to transportation of cylinders.

5.10.2 Mobile and fixed compressors

Contractors shall ensure that all vessels under pressure are inspected by an AIA and shall be in possession of the AIA inspection and test certificate. All pressure vessels shall be provided with at least one safety valve and such safety valve should be kept locked. Where required, the vessel under pressure should be provided with a manufacturer's plate. The vessel under pressure should be fitted with a pressure gauge in Pascal and the maximum permissible operation pressure marked with a red line on the dial (marking the glass is not permissible).

6. Omissions from safety and health requirements specification

By drawing up this Health and Safety Specification eThekwini Municipality Electricity Unit has endeavoured to address the most critical aspects relating to Safety, Health and Environmental issues in order to assist contractors in adequately providing for the health and safety of employees on site.

Should eThekwini Municipality Electricity Unit not have addressed all health and safety aspects pertaining to the work that is tendered for, the contractor needs to include it in the health and safety plan and inform eThekwini Municipality Electricity Unit of such issues when submitting the tender.

This document should be read in conjunction with the OHS Act (85 of 1993) and it's supporting Regulations, eThekwini Electricity OHM, UGM and Substation Codes of Practice, eThekwini Electricity Safety Rules and the eThekwini Electricity Operating Regulations.

eThekwini Electricity Safety Demerit System						
Annexure 1	***Disciplinary action – date/s furnished***			***Reference***	***Remarks***	***Deductible points***
	Warning (1)	***Warning (2)***	***Suspension***			
OHS Act, Chapter 25, eTE Code of Practice, Safety Rules, Operating Regulations						
1. Incomplete Pre-Task Risk Assessment				Safety Rules 7 CR 9		1
2. No Pre-Task Risk Assessment				Safety Rules 7 CR 9		4
3. Incomplete MV / HV work permit				Operating Regulations 9		1
4. No MV / HV work permit				Operating Regulations 9		4
5. Defective ladder				Safety Rules 8		3
6. Failure to lash ladder at top and bottom				Safety Rules 8		2
7. Erected ladder left unattended				Safety Rules 8		3

8. Failure to display green safety disc				Safety Rules 11		1
eThekwini Electricity Safety Demerit System						
	Disciplinary action – date/s furnished			***Reference***	***Remarks***	***Deductible points***
	Warning (1)	***Warning (2)***	***Suspension***			
OHS Act, Chapter 25, eTE Code of Practice, Safety Rules, Operating Regulations						
9. Failure to retain SL / LV fuses in possession - Competent Person				Safety Rules 13		5
10. Failure to label isolated SL / LV circuit				Safety Rules 13		5
11. Failure to earth and label isolated SL / LV circuit				Safety Rules 13		5
12. Defective PPE				Safety Rules 8		3
13. Failure to utilise prescribed PPE – 'normal conditions'				Safety Rules 9		2

14.	Failure to utilise prescribed PPE – 'hazardous, live conditions, etc,' i.e. Arc flash suit, rubber gauntlets, etc				Safety Rules 9		5

eThekwini Electricity Safety Demerit System						
	Disciplinary action – date/s furnished			***Reference***	***Remarks***	***Deductible points***
	Warning (1)	***Warning (2)***	***Suspension***			
OHS Act, Chapter 25, eTE Code of Practice, Safety Rules, Operating Regulations						
15. Inadequate warning signs displayed - road safety				Safety Rules 7, C.O.P OHM 13.4, UGM 11.7		3
16. Failure to display warning signs - road safety				Safety Rules 7, COP OHM13.4,		5
17. Inadequate barricading of hazardous area				Safety Rules 15		3
18. Failure to barricade hazardous area				Safety Rules 15		5
19. Inadequate barricading of work site				Safety Rules 7		3
20. Failure to barricade work site				Safety Rules 7		5

21. Failure to provide pedestrian walkway (vicinity construction work)				CR 13		4
eThekwini Electricity Safety Demerit System						
	Disciplinary action – date/s furnished			***Reference***	***Remarks***	***Deductible points***
	Warning (1)	***Warning (2)***	***Suspension***			
OHS Act, Chapter 25, eTE Code of Practice, Safety Rules, Operating Regulations						
22. Inadequate shoring and bracing				CR 13		3
23. Failure to shore and brace				CR 13		5
24. Competent Person credentials not in alliance with work being taken				Safety Rules 6		5
25. Unsupervised work site				Safety Rules 7 CR 8		5

eThekwini Electricity Safety Demerit System						
	Disciplinary action – date/s furnished			*Reference*	*Remarks*	*Deductible points*
	Warning (1)	*Warning (2)*	*Suspension*			
OHS Act, Chapter 25, eTE Code of Practice, Safety Rules, Operating Regulations						
26. Failure to utilise Second Person whilst testing and earthing				Operating Regulations 1		5
27. Failure to earth at control points				Operating Regulations 6		5
28. Failure to tag and lock out				Operating Regulations 6		5
29. Defective portable earth leakage				Safety Rules 7		3
30. Failure to use portable earth leakage				Safety Rules 7		4
31. Non-approved parrot beak cutter or aerial pruner used				Safety Rules 7		5

eThekwini Electricity Safety Demerit System						
	Disciplinary action – date/s furnished			***Reference***	***Remarks***	***Deductible points***
	Warning (1)	***Warning (2)***	***Suspension***			
OHS Act, Chapter 25, eTE Code of Practice, Safety Rules, Operating Regulations						
32. No Emergency Request for Assistance form available				Safety Rules 2		1
33. Under stocked First Aid kit				Element 4.11		1
34. No First Aid kit				Element 4.11 GSR 3		4
35. Carded person - no valid First Aid certificate				GSR 3		2
36. Defective fire extinguisher				Element 3.01		1
37. No fire extinguisher				Element 3.01		3

38. Failure to display Operator's licence for: • chain saw • any other portable mechanised tool				Safety Rules 8		3

eThekwini Electricity Safety Demerit System						
	Disciplinary action – date/s furnished			*Reference*	*Remarks*	*Deductible points*
	Warning (1)	*Warning (2)*	*Suspension*			
OHS Act, Chapter 25, eTE Code of Practice, Safety Rules, Operating Regulations						
39. No record book in First Aid kit				Element 4.11		1
40. Failure to display contractor company details on vehicle				Tender specification		1
41. Sub-standard storage practice / housekeeping				Element 1.22 CR 27		1
42. Vehicle not roadworthy				Element 2.18		3
43. Failure to display inspection and authorisation certificates for platform and/or scaffolding				CR 16		3
44. Defective scaffolding				CR 16		5

Annexure 2

ETHEKWINI MUNICIPALITY
TRADING SERVICES
ELECTRICITY UNIT

1 Jelf Taylor Crescent
Durban
4001

P O Box 147
Durban
4000
Tel: (031) 311 1111
Fax: (031) 311 9010
Website: www.durban.gov.za

OCCUPATIONAL HEALTH AND SAFETY ACT 1993, CONSTRUCTION REGULATION 2014 APPOINTMENT PRINCIPAL CONTRACTOR 5(1) (k)

I,…….....hereby appoint…… as the Principal Contractor responsible to carry out the construction work of……...

In terms of this appointment you are responsible to ensure that all construction work herein referred to is carried out as follows:

1. You shall ensure that you meet all the requirements in terms of the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and in particular the Construction Regulations (2014);
2. Ensure that all contractors appointed by yourself and reporting to you complies with the requirements as stipulated in the said Regulations;
3. Ensure that all the information and specifications necessary to ensure that the construction work is carried out in a safe manner are discussed and provided to all appointed contractors reporting to you;
4. Ensure that a health and safety file is kept and maintained and made readily available for inspection by any interested party, which file is to be handed over on the completion of the contract;
5. You shall further ensure that all records, registers and required documents are maintained and that all persons appointed to carry out tasks as stipulated by these regulations are competent and have the necessary resources to complete their tasks effectively in such a manner that health and safety is not in any manner compromised.

This appointment is valid from……. to the completion of the stipulated construction work.

You shall submit a written weekly report on all shortfalls that have not been met in terms of these regulations.

…… ……
Signature Date

Kindly confirm your acceptance of this appointment by completing the following:

I, …….. understand the implications of the appointment as detailed above and confirm my acceptance.

……. ……
Signature *Date*

Annexure 3

ETHEKWINI MUNICIPALITY
TRADING SERVICES
ELECTRICITY UNIT

1 Jelf Taylor Crescent
Durban
4001

P O Box 147
Durban
4000
Tel: (031) 311 1111
Fax: (031) 311 9010
Website: www.durban.gov.za

Contractor Acknowledgement of Responsibility in terms of the Occupational Health and Safety Act

Written agreement between Ethekwini Municipality Electricity Unit (the "employer")
and

.....(the "mandatary")

as provided for in terms of Section 37 (2) of the Occupational Health and Safety Act No.85 of 1993 as amended by Act 181 of 1993.

I hereby declare that I, ..., am authorised to represent the "mandatary" and acknowledge that the "mandatary" is an employer in its own right with all duties and responsibilities as prescribed in the Occupational Health and Safety Act no. 85 of 1993.

I agree to ensure that all work performed or machinery and plant used by the "mandatary" on any Ethekwini Municipality premises shall be in accordance with the provisions of the said Act.

Furthermore, I agree the "mandatary" shall comply with all Ethekwini Municipality Electricity Unit site rules and safety, health, and environmental requirements as may be communicated or stipulated by Ethekwini Municipality Electricity Unit prior to and during the course of any Contract awarded to the "mandatary" by Ethekwini Municipality Electricity Unit.

Furthermore, I undertake to ensure that Ethekwini Municipality Electricity Unit is timeously informed should the "mandatary", for whatever reason, be unable to perform in terms of this agreement.

Signed this .....day of .....20.....

On behalf of the "mandatary" (print) .....

(sign) .....

On behalf of the "employer" (print) .....

(sign) .....