

PROJECT SPECIFIC OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

FOR

CONSTRUCTION OF MSINSINI POLICE STATION

LOCATED AT

WITHIN UMZUMBE LOCAL MUNICIPALITY

PREPARED FOR



SUPPLY CHAIN MANAGEMENT
SOUTH AFRICAN POLICE SERVICES
PRIVATE BAG
PRETORIA 254

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1. LIST OF ABBREVIATIONS

AIA	Approved Inspection Authority
BoQ	Bill of Quantities
CC	Compensation Commissioner
CR	Construction Regulations
DMR	Driven Machinery Regulations
DEL	Department of Employment and Labour
FEMA	Federated Employers Mutual Association
GAR	General Administration Regulations
GSR	General Safety Regulations
RHCA	Regulations for Hazardous Chemical Agents
HIRA	Hazard Identification Risk Assessment
H&S	Health and Safety
OH	Occupational Health
OHSA	Occupational Health and Safety Act No. 85 of 1993 (as amended)
OHSS	Occupational Health and Safety Specification
PSHSS	Project Specific Health and Safety Specification
PC	Principal Contractor
PPE	Personal Protective Equipment
SANS	South African National Standards (Authority)
SACPCMP	South African Council for the Project and Construction Management Professions
SDS	Safety Data Sheet
SMME	Small, Medium and Micro-sized Enterprises
SWP	Safe Work Procedure

2. DEFINITIONS

The definitions used will be those set out in the Construction Regulations, Gazette No 37305 of 7 February 2014 which are hereunder further emphasised with the following additions:

Client: South African Police Service - Kwazulu-Natal

Construction Site:

Means a workplace where construction work is being performed

Construction Supervisor:

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

Designer: Means a competent person appointed by the Client as Agent to design, supervise and monitor construction on their behalf.

Fall Risk: Means any potential exposure to falling either from, off or into

Hazard: Source of or exposure to danger

Hazard Identification and Risk Assessment (HIRA) and Risk Control:

Means a documented plan, which identifies hazards, assesses the risks and details the control measures and safe working procedures which are to be used to mitigate and control the occurrence of hazards and risks during construction or operation phases.

Health and Safety Agent:

Means any competent person who acts as a representative for the Client in managing the projects health and safety and who is registered with the South African Council for the Project and Construction Management Profession (SACPCMP).

Health and Safety Plan:

Means a site, activity or project specific documented plan in accordance with the Clients Health and Safety Specification.

Induction Training:

Means once off introductory training on general health and safety issues given to all employees and visitors to the site before commencement of work on site.

Risk: Means the probability or likelihood that a hazard can result in injury or damage.

Regulation/s: Shall mean the relevant regulation/s promulgated in terms of the Occupational Health and Safety Act, No. 85 of 1993.

The Act: Means, unless the context indicates otherwise, the Occupational Health and Safety Act, No. 85 of 1993 and Regulations promulgated thereunder, as amended.

3. KEY REFERENCES

- Occupational Health and Safety Act No. 85 of 1993 and Regulations (as amended)
- Compensation for Injury and Occupational Diseases Act No. 100 of 1993 (as amended)
- South African Road Traffic Signs Manual, Chapter 13, Volume 2 (SARTSM)
- National Road Traffic Regulations (*as amended*)
- Department of Employment and Labour - Code of Practice: Managing Exposure to SARS-COV-2 in the workplace, 2022

4. INTRODUCTION

The South African Police Service is a state-owned business enterprise and operates within the South African legislative parameters of the Occupational Health and Safety Act 85 of 1993. With the promulgation of the revised Construction Regulations, Regulation Gazette 10113, Government Notice 84, dated 7 February 2014, the South African Police Service Kwazulu-Natal seeks to fulfil its duties as espoused in clause 5.

Each year fatalities, serious injuries and poor attitudes of Contractors mar the reputation of the Construction Industry therefore the South African Police Service has a responsibility to limit its risk by ensuring a zero tolerance and better practice approach to Contractors and those affiliated to this project. Thus, a high premium is placed on the health and safety (H&S) of the South African Police Service, which include its employees, professional service providers, public and its physical assets. The responsibilities that the South African Police Service and relevant stakeholders have toward its employees are captured in, but not limited to this document. The responsibilities stem from both moral, civil and a variety of legal obligations. The Principal Contractor is to take due cognisance of the above statement.

The South African Police Service, as the Client has appointed a H&S Agent to develop this project specific Health & Safety Specification (PSHSS) for the project in order to provide the Principal Contractor making a bid or appointed to perform construction work for the project with all the relevant requirement pertaining to H&S.

4.1 Project Description

The proposed site within the uMzumbi Local Municipality, UGU District Municipality, Kwazulu Natal approximately 20 kilometres northwest of Hibberdene town at latitude S30° 29' 42.9" and longitude E30° 24' 53.8". Listed below is an overview of the work, provided to ensure that the PC's OH&S Plan and associated risk assessments developed for implementation are site specific.

In particular the works comprises:

- Bulk earthworks and excavations
- Face brickwork
- Reinforced concrete beam as per engineers' specifications
- Roof sheeting installed on wooden Trusses
- Sewer and water reticulation of the entire site including connection to the municipality
- Electrical & mechanical works
- Internal roadworks
- Painting and plastering
- Landscaping

4.1.1 Project Specific Restrictions and Requirements

Site Establishment	
Restrictions / requirements	Temporary buildings and fencing are to be neat and presentable, and the surrounding areas must at all times be kept in a neat, clean and sanitary condition. The Contractor must not make any excavation without the written permission of the Engineer and will be required to restore the site to its original condition on completion of the Works
Storage areas	In container(s) or appropriate temporary sheds
Security	Full time Security must be provided by the Contractor
Restrictions on times, access or other restrictions by Client	Normal working hours will be - 07:00 - 17:00
Arrangements for access, parking, deliveries, etc	
Access to site by Construction Vehicles	Access to site is good and accessible by vehicle. The proposed Msinsini Police Station site is accessible via the asphalted P73 in Emgqibelweni with the general condition of the road fair and the site itself is characterised by a relatively gentle slope, however the region within which the site is located generally has some steep slopes
Access to site by Construction Workers and Visitors	Access is prohibited unless formal induction has been undertaken
Speed restrictions	A maximum of 40km/hr must be adhered to as there is an adjacent Clinic and roaming cattle within the vicinity
Ablutions and Welfare Arrangements	
Toilets & Washing facilities	Contractor to supply their own ablutions and washing facilities within the allocated site camp or unless otherwise directed
Health & Hygiene	Contractor to supply hand wash liquid soap and relevant PPE for all employees and visitors
Drinking Water	The Contractor shall make his own arrangements for potable water or unless otherwise directed
Shelter	Contractor shall supply their own facilities within the allocated site camp and temporary, suitable shelter. Under no circumstances will workers be allowed to eat or rest in the bushy areas and under poorly constructed makeshift shelter outside the Site Camp

4.1.2 Locality



4.1.3 Project Team

Client Representative	PROJECT MANAGER - SAPS
Principal Agent & Architect	SAKHISIZWE ARCHITECTS
Civil & Structural Engineer	MAP AFRICA CONSULTING ENGINEERS
Quantity Surveyor	LDM QUANTITY SURVEYORS
Electrical Engineers	IBUYA CONSULTING ENGINEERS
Mechanical Engineers	DIHLASE CONSULTING ENGINEERS
Construction Health and Safety Agent	ORM SAFETY CONSULTANTS

4.2 Purpose of the Project Specific Health and Safety Specification (PSHSS)

The PSHSS is a performance specification to ensure that the South African Police Service and any bodies that enter into formal agreements with the South African Police Service viz. Agents, Professional Service, Principal Contractors and Contractors achieve an acceptable level of OHS performance. No advice, approval of any document required by the PSHSS, such as hazard identification and risk assessments, or any other form of communication from the Client shall be construed as acceptance by the Client of any obligation that absolves the Principal Contractor from achieving the required level of performance and compliance with legal requirements. Furthermore, there is no acceptance of liability by the Client, which may result from the Principal Contractor failing to comply with the PSHSS, i.e. the Principal Contractor remains responsible for achieving the required performance levels.

A Mandatary Agreement in terms of Section 37.2 of the OHS Act will be signed between parties prior to any works commencing.

The PSHSS highlights the aspects to be implemented over and above the minimum requirements of current legislation. Requirements may be changed should new risks or issues are identified that could

not have been foreseen during the design phase of the project, or during the construction phase. Any new legislation or standards (legislated, or determined by the South African Police Service) that are promulgated or accepted during the contract will automatically be applied.

4.3 Implementation of the Project Specific Occupational Health and Safety Specifications (PSHSS)

The project specific H&S specification (PSHSS) forms an integral part of the Contract, and the PC is required to make it an integral part of their Contracts with Contractors and Suppliers.

This specification must be read in conjunction with the OHS Act, Regulations (*as amended, consideration must be given to the promulgation of the Physical Agents Regulations 2024; General Safety Regulations 2025; Noise Exposure Regulations 2025*) and any other standards relating to work being done and ensure compliance thereto. The information relative to the scope of the project, the works etc. are detailed in the tender documentation and are to be considered when developing the H&S Plan and associated documentation.

The OHS Act S.37.2 Mandatory Agreement must be fully completed by the PC, supplied by the Client. These documents shall be deemed to form part of the returnable Contract Documents.

No work may commence without written approval of the H&S Plan by the appointed H&S Agent.

Should there be design changes, or change in the scope of works, an amended PSHSS may be issued. Where amended PSHSS's are issued, the PC will be required to ensure a resubmission of an amended H&S Plan for approval. Further to this, the PC must ensure that similar information must be provided as it applies to the works to all their Contractors, within 5 working days following notification thereof. The H&S Agent will visit the project at least monthly to ensure compliance and limit risk. All activities on the site and all appropriate documentation will be monitored and reported on to the Client's Project Manager and the Principal Agent.

Non-conformances will be issued, and penalties or work stoppage will be issued where appropriate. Communication between the H&S Agent and the PC will be through the Principal Agent (or Client's responsible person) as determined at the commencement of the project.

4.4 Requirements at Tender Stage

Tenderers are required to submit a H&S Plan with their Tender submission.

The documentation submitted will be used to assess the competence of the tenderer, as required in the CRs, therefore the information submitted needs to be complete and as close as possible to the final product. Adequate pricing for H&S is required, and the appropriate section in the BoQ is to be completed. Failure to do so could result in the Tender being regarded as non-responsive.

The PC shall ensure adequate information is submitted as supporting documentation with their completed Tender. Such information will be assessed against the criteria listed and a score provided to the Bid Award Committee (BAC) for consideration. Failure to provide such information could render the tender application non-responsive.

A project specific H&S Plan in response to this PSHSS will be subject to assessment by the H&S Agent. This must also include additional supporting documentation as required to verify the H&S system:

- A declaration to the effect that he has the competence and necessary resources to carry out the work safely in compliance with the Occupational Health and Safety Act and its Regulations
- A valid Letter of Good Standing

5. GENERAL REQUIREMENTS

5.1 Specified Hazardous Chemical Agents

The following lists of products or substances are those which have been identified as likely to be used on the project or generated during the course of construction. This list is not inclusive and other products may be considered. Where the PC is likely to supply the product as the product has not been specified, safety data sheets (SDSs) need to be considered prior to all selections.

PRODUCTS or SUBSTANCES	POTENTIAL HEALTH OR OTHER RISKS
Cement	<ul style="list-style-type: none">• Hand mixing may occur, 50kg bags are an ergonomic risk from handling.• Pumping of concrete may produce extensive vibration, extended hours of work, and potential eye, skin and respiratory irritant from dust exposure, chromates.
Cement/Silica dust	<ul style="list-style-type: none">• Caused by cutting, grinding, sanding of any concrete/granite/tiled surface/masonry resulting in occupational respiratory health illness or disease
Petrol/diesel/lubricants	<ul style="list-style-type: none">• Potentially a portable fuel bowzer on site. Fire, spillage, fumes
Adhesives	<ul style="list-style-type: none">• Used as a bonding agent and may result in contact Dermatitis and occupational respiratory illness or disease from prolonged exposure
Paint	<ul style="list-style-type: none">• Contact with the product may result in Dermatitis and occupational respiratory illness or disease from prolonged exposure
ABE Epoxy emulsion	<ul style="list-style-type: none">• Prolonged inhalation of the product may cause irritation, dizziness, nausea and loss of consciousness and Dermatitis from prolonged exposure. The product is considered flammable

6. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT

6.1 Structure and Organization of H&S Responsibilities

6.1.1 Notification of Commencement of Construction Work

After the award of the contract, and at least 30 working days before commencement of construction work, the South African Police Service appointed Construction Health and Safety Agent will submit an Annexure 1 application for a permit in terms of the Construction Regulation 3. Proof of receipt of the Department of Employment and Labour permit number shall be provided, a copy kept in the H&S file and the permit number conspicuously displayed on the project notice board. Work will not commence until written confirmation is received by the Department of Employment and Labour and the Contractor informed accordingly.

Where changes to the conditions given in the submission are required (i.e. Contractors, completion dates, increase in workers), a revised Annexure 1 will be submitted to the Department of Employment and Labour. The completion date will include the defect and liability period.

6.1.2 Health and Safety Plan Framework

The H&S aspects related to the project outlined in the previous sections are to be taken into account when drawing up the H&S Plan. The PC is required to demonstrate competence by providing an H&S system that will address the requirements of the project.

The current legislative requirements, SANS codes and any other standards that may guide practice are to be taken into consideration. The following aspects must be addressed in the H&S Plan as they play a role in reducing the overall risk of a particular activity, or section of the project. The H&S Agent may from time to time request additions or systems as they relate to the works or legislative requirements at the time.

The PC is to prepare a site layout drawing to indicate at least the following:

- The positions of site office, toilets, drinking water and worker rest areas;
- Indicate the positions of emergency personnel and equipment (fire, first aiders);
- Provision of construction vehicles and pedestrians, indicate parking, and
- Storage areas (materials and equipment, waste etc.)
- Access and egress to site for deliveries
- Emergency assembly point

Such layouts are to be updated regularly throughout the duration of the project.

6.1.3 Appointment of Competent Site Personnel

The CEO (OHSA S16.1) of the PC will take overall responsibility for the appointment of competent site staff for the duration of the project. Should the CEO not be personally involved in the project, the H&S responsibilities are to be delegated to the Contract Manager (OHSA 16.2). Knowledge and training in H&S is required, and certificates indicating H&S training as well as experience to be included in CVs.

All other legal appointments are to be made with relevance to the type of work required and kept current with the project programme. The construction team is to ensure the appointed full - time SACPCMP registered H&S Officer is kept up to date with all planned activities, to ensure all H&S requirements are met.

Method statements are to be submitted prior to, and during the project where changes or new work is required, and the approval of the Designer is required before work on that aspect or activity can commence. The H&S Officer is to be included in production planning sessions/meetings to ensure that the appropriate risk assessments, safe work procedures and communication required are available and completed timeously.

Penalties will be applied should this not be adhered to, and deemed a serious offence.

The Occupational Health and Safety Plan shall include the following, but is not limited to the following key appointments:

6.1.4 Construction Manager

The Principal Contractor is to appoint a competent Construction Manager (i.e. B-Tech or National Diploma qualifications in Civil Engineering; relevant experience and has completed similar projects) and **must be** registered with SACPCMP as a Professional Construction Manager to manage all of the works and in the absence of the Construction Manager an alternate must be appointed with same or higher qualifications. All appointed site supervisors must show evidence of appropriate training in H&S and an understanding or training in areas of responsibility (i.e. risk assessments, method statements etc.).

Curriculum Vitae (CVs) are to be submitted for approval by the Principal Agent, and/or H&S Agent. The Construction Manager will be held responsible for the safety of all working teams and subordinates.

6.1.5 Construction Health and Safety Officer

The PC will employ a competent full-time H&S Officer for the duration of the contract. The H&S Officer's CV is to be submitted for approval by the H&S Agent. The PC is to ensure adequate resources are provided in order to undertake all responsibilities (i.e. *mobile phone, computer and internet access*, etc.) Qualifications should include at least Grade 12, SAMTRAC/NEBOSH/Diploma in H&S qualifications or similar together with additional appropriate short courses (ie. Risk Assessor, Basic Firefighting, Fall Protection Planning and First Aider Level 1;) with at least 3 years' exposure to civil construction that is appropriate given the level of project complexity and **registration with SACPCMP**. An in-depth knowledge of legislative requirements and the application thereof is required. The site supervisor may not act as the H&S Officer. A replacement Construction Health and Safety Officer, satisfying the above criteria, must be readily available in case of absence of the appointed Construction Health and Safety Officer (to be placed on site where absence is greater than one day).

The H&S Officer/s will be held responsible for all H&S on the project.

- Site staff, Supervision, Contractors and Visitors are to follow the approved OH&S system and instructions given by the H&S Officer at all times;
- No new workers or Contractors may commence work without the approval of the submitted H&S Plan or having attended the site induction
- No inductions of Contractor staff until the H&S documentation is approved by the H&S Officer
- The H&S Officer/s may not be removed or replaced without the approval of the H&S Agent

A monthly report of all H&S activities and incidents is required by the end of the first week of each month, or at a date agreed to by the H&S Agent and the H&S Officer. An example of the monthly report is attached as an *Annexure B herewith*.

The H&S Officer will be responsible for collating the H&S documentation at the close out of the project in electronic format. A list of the typical aspects that should be provided is available as *Annexure A* to this document. The PC is to ensure that all Contractors documentation follows the same requirements and closed out H&S documentation must be completed and be available with the close out of the main contract.

Failure to do so will be considered a serious offence and penalties applied.

6.1.6 Health and Safety Representatives and H&S meetings

H&S Representatives representing workers and Contractors are to be appointed following the startup of the project, irrespective of the number of workers on site. The appointed H&S Representatives are to be suitably trained, actively involved with H&S and will assist the H&S Officer and site management in meeting legislative duties.

The H&S Officer shall further ensure that H&S is discussed at all internal production or progress meetings. Issues arising from the H&S Agent audits are to be discussed, as well as all H&S related issues.

6.1.7 Appointment of Competent Contractors

The Principal Contractor is to ensure compliance with the Clients minimum standards and all legislative requirements. The same H&S standards required of the PC are to be applied to all Contractors. An index of all Contractors and Suppliers is to be on file and kept updated at all times. The PC is to ensure there is sufficient funding for H&S compliance by each Contractor.

The following minimum aspects are applicable to any Contractor appointed:

- The H&S Officer is to ensure a Contractors appointment and approval of H&S documentation at least seven (7) working days prior to commencing work.
- No Contractor may work under the PCs Compensation registration number. If required, the PC may assist an SMME with their registration with the Compensation Commissioner. However, such

Contractors will not be able to commence work until proof of registration or Letter of Good Standing has been received.

- No work may commence without Mandatory agreements between parties in place.

Failure to provide written approval of H&S documentation will be considered a serious offense, and could result in aspects of, or all the activities being stopped, and penalties implemented.

7. GENERAL RISK MANAGEMENT

7.1 Physical, Ergonomical, Behavioural and Task Orientated Risk

The PC must ensure that all employees are adequately informed, instructed, trained and supervised as it relates to the physical, biological, ergonomical, behavioural and task orientated risks likely to be encountered during the scope of works.

The PC is to take cognisance of the Project Baseline Risk Assessment and Risk Profile and cause a site-specific risk assessment to be performed by a competent person as per CR 9 before commencement of any construction work.

7.2 Medical Surveillance

The appropriate SDSs are to be obtained for all products and used to develop the H&S documentation as they relate to the works. Workers will be exposed to noise and physical risks from extended periods of work of a repetitive nature, materials specified and the general nature of the works.

All workers (*including those of Contractors*) are required to be in possession of a medical certificate of fitness prior to commencing work and exit medicals conducted. Full medical records are not to be placed in the H&S file and a medical surveillance register is to be kept on file and updated monthly with consideration given to POPIA.

Specific testing for existing conditions and limitations relative to exposure could include, but are not limited to:

- Audiometry (hearing tests); and
- Ergonomics
- Any other tests identified as relevant from chemical or specifically identified risks of exposure

Failure to do so will be considered a serious offence.

7.3 Noise Risks

The PC is to be compliant with the Noise Induced Hearing Loss Regulations and all equipment identified that has not been tested and marked for noise emissions will result in having to be tested at the Contractors or PCs expense. Failure to do so within a reasonable time period will result in such equipment being removed from site.

Audiometric testing of all workers is noted as required in the medical surveillance programme for all workers prior to work commencing. Audiometry records are to be available in the H&S file.

Suitable SANS approved hearing protective equipment shall be issued and worn where noise levels are identified as equal to or greater than 85 dB.

Failure to do so will be considered a serious offence.

7.4 Emergency Management

A simple Emergency Management Plan and procedure that is appropriate to the risks is required prior to commencement on site. It is advised that the system should be simple and easy for any worker to follow. The Plan may be adapted should new information or risks are identified.

The procedure shall detail the response plan in relation to the works, and include at least (*but are not limited to*) the following key elements:

- Appointment of a competent emergency response co-ordinator
- The Contractor will be responsible for developing and implementing a suitable fire management plan for fires at the Work Zones, Site Office or Storage Areas;
- Public injury or Motor vehicle accidents;
- Falls from heights;
- Serious injury to workers (medical or work-related); and
- Snake Bites
- Excavation and/ or Structure collapse
- Plant - Roll Over's
- Any other major risks identified during risk assessments i.e. physical, chemical, ergonomic, biological and psychological

The Emergency Management Plan is to ensure the inclusion of local service providers where possible. Such arrangements should be made with these persons prior to the commencement of the project. The general principals of emergency management are to be applied as it applies to the hierarchy of control and management.

7.5 First Aiders and First Aid Equipment

First Aiders shall be available and accessible on site at all times and be able to work as a team when responding to any emergency on the project, including compliance to protocols required for biological hazards in nature and exposure to biological vectors (e.g. snakes, rats, bees & other insects, etc.). Exposure to vectors may result in severe allergic reaction to an insect bite or sting that can result in a life-threatening condition.

Contractors are expected to ensure compliance and provide/manage their own First Aiders and equipment. The number and level of training of First Aiders will be determined by the complexity and exposed risks of the project at that time and not numbers of workers.

Appropriately stocked first aid kits are to be available at all times and to assure continual availability and access to all areas of the site.

7.6 Incident Management and Compensation Claims

All incidents and accidents are to be investigated. All serious incidents involving any form of disabling injury or fatality are to be reported to the Principal Agent/Project Manager/H&S Agent immediately. This shall be confirmed in writing following the incident. Full details are to be included in each site progress meeting. A summary of incidents is to be included in the monthly report. The PC must further ensure that all reportable incidents correspondence is meticulously recorded, and all originals kept off site.

The PC must ensure that the following injury and incidents statistics are reflected monthly on a suitable register:-

	Month	*CTD
No of accumulative man-hours worked without *disabling injuries		
Near Misses		
First Aid		
Medical		
Disabling		
Fatalities		

*CTD - Commencement-to-date

*Disabling Injury - Disabling Injury (DI) is considered as an injury or occupational disease where the injured or ill person misses the next work shift because of the injury or illness or has suffered some bone damage (e.g. A fracture)

7.7 Personal Protective Equipment (PPE) and Clothing (PPC)

The PC is to provide a procedure as an addendum to indicate how PPE/ PPC is managed within the Company.

The wearing of the identified SANS approved PPE/ PPC at all times is non-negotiable. The PC shall ensure that all workers (*including Contractors*) are issued with and shall wear:

- Hard hats;
- Protective footwear;
- Overalls that ensure worker visibility;
- Eye protection;
- Hearing protection;
- Respiratory protection (minimum of FFP2 and or respirators), and
- Any other necessary PPE identified from SDSs and/or risk assessments.

Adequate quantities of PPE shall be available. This shall include the necessary PPE for visitors. The procedure for managing PPE is to be in a formal procedure submitted with the H&S Plan for approval.

Any person (including Client, Designers etc.) found on site without the necessary PPE will be removed from site until the PPE is supplied and worn.

Failure to comply will result in penalties being applied.

7.8 Occupational Health and Safety Signage

On-site H&S signage is required. Signage shall be posted up at fixed or temporary working areas, or other potential risk areas/operations. These signs shall be in accordance with the requirements of the General Safety Regulations, SARTSM or SANS requirements as amended. Signage is to be noted on the site drawings indicating where fixed/temporary signage is required.

Temporary signage is to include (but not be limited to) the following:

- 'Report to Site Office' / 'Warning: Construction Site - Keep out' or similar;
- 'Site Office' (if relevant);
- 'Hard hat area' or other PPE requirements noted;
- First aid box positions (*including vehicles*); and
- Fire extinguishers
- Warning Open Excavations
- Construction Vehicles Turning
- Warning: 'Working at height'

Signs shall be posted at areas of work on site indicating that a construction site is being entered and that persons should take note of H&S requirements.

Failure to comply will result in penalties being applied.

7.9 Induction of Employees and Visitors, General H&S Training

A simple, formal induction programme is to be submitted as an addendum for approval with the H&S Plan. Inductions must be carried out for all workers and visitors/suppliers (*including Client, Designers*) to the site and an induction sticker issued.

Pre-task instruction (DSTI) is required to ensure workers are familiar with the risks (i.e. physical, biological, chemical, ergonomic, psychological) and H&S measures of the work or tasks to be done. Such instruction is to be done at least daily. A record of inductions and pre-task instruction (Daily Safe Task Instruction) is to be kept in the H&S file.

Any person found on site without proof of induction will be removed from site until the proof is supplied and, and a penalty issued per non-compliance.

7.10 Transportation of personnel

No worker may be transported in, or on the rear of construction vehicles (*bakkies included*), or with plant and materials to, on, or from site. The number of passengers in any vehicle is limited to what is stated on the license disc. Vehicles used to transport workers to, from, or on site, shall have secure seats and be covered. The PC must indicate in their OHS Plans what type of transport is envisaged and how this will be managed.

Penalties will be issued for non-compliances noted.

7.11 Management of Plant and Equipment

Close control of plant and equipment is required on a regular basis. Daily monitoring of all plant and equipment is required prior to commencing work and a full list of hired and own plant is to be available at the H&S Agent's audit. All daily inspection records are to be kept in the H&S file and the registers not being more than 1 week behind.

Only competent (SAQA unit standard trained; eg. SAQA Unit Standard training 262734 to Operate a Tipper Truck), medically fit plant operators are to be used and medical certificates of fitness are required for all operators. Certificates and registers are to be placed in the H&S file. Any plant or slings used to lift plant or material require annual load testing by an AIA, and all certificates must have the testers LMI/E number. Operators are to be adequately trained and certified to operate mobile cranes or crane trucks. Certificates and registers are to be placed in the H&S file.

Failure to do so will be considered a serious offence.

7.12 Cranes and lifting equipment

Should any form of lifting device or mobile crane be used during the project for deliveries, moving of supplies or equipment, construction materials etc the appropriate documentation must be made available. Method statements, risk assessments, safe work procedures and training are to be available prior to work commencing. A procedure for managing loads and lifting must be made available as an addendum to the H&S Plan. The equipment must always be operated within its capability and if in any doubt, the operator should consult with the operations and maintenance manual supplied by the Original Equipment Manufacturer. A Tractor-Loader-Backhoe (TLB) and Excavator are not deemed lifting machinery therefore are prohibited from being used as such unless modifications have been made to the Plant, tested and approved by an LMI or specified by the Original Equipment Manufacturer.

All lifting tackle must be suitably colour - coded and tagged for the respective quarter of the year and this strictly adhered to. All lifting tackle not conforming to this requirement will be removed from site until conformance is achieved.

7.13 Working from a Fall Risk Position

A basic Fall Protection Plan (FPP) developed by a competent person is to be available and supplied as an addendum to the H&S Plan and must be appropriate for the project fall risks. Method statements, appropriate risk assessments, safe work procedures and training are to be available prior to work commencing. All workers exposed to fall risk must undergo formal SAQA accredited US 229998 "working from height/fall risk position" training.

The focus for working from a fall risk position shall include fall restraint systems where possible except during assembling or dismantling top components or where it is not deemed safe. The relevant SANS codes are to be applied as they apply to the works and the project, such as:

- SANS 10085
- SANS 50355
- SANS 50361

Should part of the works be contracted out, competent Contractors are to be appointed and submit documentation according to the project requirements. The PC is to note if such work is to be contracted to specialists in the H&S Plan. The Plan is to be developed by and work managed by a competent person for the duration of the project. The following aspects must be included:

- Notices to be posted
- Restrictions or stoppage when weather conditions are deemed hazardous
- Permit system for working at heights
- Prevention of falling tools or equipment
- Link to Emergency Plan regarding rescue

All workers are to be in possession of valid medical certificates of fitness that extend for the duration of the works. Note the requirements in the section relating to medical surveillance and the relevant SANS codes as applied to the works and the project. Registers and all relevant documentation are to be placed in the H&S file.

Work will be stopped for any work at a fall risk position that is not compliant.

7.14 Temporary Works (Scaffolding, support work, formwork; shoring)

The PC must ensure that all re-inforced concrete beams comply with the requirements of the CR 12 and SANS 10085 -2024. The Designer must further ensure that all scaffolding working platforms are spaced at 3 meter intervals. It is also expected that the persons erecting the temporary works are formally trained in the use of that specific temporary work.

“Design - in relation to any structure, includes drawings, calculations, design details and specifications.” Temporary works must be properly designed and signed off by a competent person who has sufficient experience in the design of the type of temporary work in question to be able to assess the design. The competent person/(s) appointed must either be a registered professional Engineer or Technologist, therefore adequate allowance must be made in the BoQ. The appropriate competent persons are to be appointed to manage and monitor such works to the satisfaction of the Engineer and H&S Agent. Records and registers are to be properly completed and kept in the H&S file. If temporary works are to be erected by a Contractor, this must be notified to the Designer/H&S Agent. The PC must further price for and ensure that all exposed vertical reinforcing steel is suitably protected to prevent impalement injuries by installing suitably sized (8 -20mm; 25mm; 32mm) “rebar safety caps”.

Failure to comply with the aforementioned section will be considered a serious offence.

7.15 Excavations

The PC must ensure that a procedure for managing excavations is provided as an addendum to the H&S Plan describing how excavations are to be managed. Excavation method statements are to be approved by the Engineer and associated risk assessments are required. A competent person is to be appointed for managing all excavations. All equipment and ground conditions are to be checked daily and prior to work commencing. Danger tape may NOT be used to barricade excavations. Cognisance is required of the surrounding areas and increased levels of protection are required where work is in the vicinity of members of the public. Based on the geotechnical report dated 23 August 2024 (*ref GCO567*) the PC is to take cognisance of the following keys aspects:-

- Soft excavation is anticipated of depths up to 2.0m in certain places

- wrt the stability of excavations, the PC is to note that slumping and raveling of the excavation side walls can occur as a result of high moisture contents and excessive inflows therefore adequate site drainage should be implemented to prevent ponding and excessive inflows
- Areas where unstable soils are uncovered are to be either shored or battered to a safe angle of repose
- Furthermore, when excavating trenches, spoil material should be placed at least a meter away from edge of the excavation to avoid unnecessary loading of the sidewalls, especially under moist to saturated conditions.

Work will be stopped, and penalties applied to any work in excavations that is not compliant.

7.16 Services

The PC must give consideration to and the approximate positions of known above, or underground services should be indicated on the drawings for information purposes only. The position of existing services cannot be guaranteed. The PC shall take all necessary steps to ascertain the exact location of the existing services before commencing any section of the works and shall exercise the greatest care when working in the vicinity of such services. The PC must establish the position of existing services where applicable by contacting the authority or authorities responsible for such services, by using specialized equipment and opening up by hand.

The PC shall so carry out all his operations as not to encroach on, or interfere with, trespass on, or damage adjoining lands, properties, road structures, pipelines, places and things, in the vicinity of the works and so as not to interfere in any way at any time with the smooth and continuous operation of the existing facilities.

7.17 Auditing and Inspections

External auditing by the H&S Agent will be at least monthly and the documentation audited relative to the activities and H&S Plan. The H&S Officer of the PC must accompany the H&S Agent, on all audits.

The PC will ensure that all their Contractors are audited at a frequency determined by the H&S Agent. Audit frequency may be increased if Contractors are not performing adequately. Audit results will be acted upon and non-conformances and penalties issued where deemed appropriate. The H&S Agent may act or require further outcomes if non-compliances are noted, or unsafe acts are noted on site.

Internal audits are to include site conditions as well as ensuring H&S files are appropriate, and compliant. Comprehensive audit reports are to be made available, the format of the audit reports are to be acceptable by the H&S Agent.

Compliance with legislative requirements and the systems provided by the PC to manage the H&S on site will be measured. Full compliance is required. Time limits for corrective actions will be set and must be adhered to.

Failure to address findings or non-conformances will be considered a serious offence.

7.18 Communication on Site

All H&S communication during the project between the H&S Agent and the PC will be done through the Principal Agent and be in writing, including the issue and responses to non-conformances and H&S audit results.

Failure to address issues timeously will be considered a serious offence.

7.19 Care of Workers on Site (Welfare)

The PC must ensure that suitable worker welfare facilities are provided and maintained for the duration of the Contract. This should include the erection of temporary sheltered rest areas during the construction activities.

Failure to ensure compliance will be considered a serious offence.

7.20 Discipline, Alcohol and Substance Abuse

All employees (*management included*) are to follow instructions given in the interest of H&S. A disciplinary procedure is to be developed and disciplinary action is to be imposed on those who do not follow such instructions or company rules or policies.

No person is allowed to work or access site if under the influence of alcohol or other substances that could impact on their own or others safety. The PC is to have a drug and alcohol policy available to manage such instances. These requirements are applicable to any employee of any organization providing services on site. Penalties may also be applied by the Client, OHS Agent or Principal Agent.

7.21 HIV and AIDS Programme

The PC shall reduce the risk of transfer of HIV between and amongst construction workers and the local community, raise awareness amongst construction workers of the risk of infection with HIV, promote early diagnosis and assist affected individuals to access care and counselling by:-

- making condoms that comply with the requirements of SANS 4074 available for the duration of the contract to all construction workers at points on the site which are readily accessible and suitably protected from the elements
- either by placing and maintaining HIV/AIDS awareness posters of the size not less than an A1 in areas which are highly trafficked by construction workers or providing construction workers with a pamphlet in languages largely understood by the construction workers which reinforces the outcomes of the HIV/AIDS awareness programme
- encouraging voluntary HIV/STI testing providing information concerning counselling, support care of those that are affected

7.22 Safety Conflict

Where any conflict exists between the requirements of this PSHSS, the Site Rules or Statutory requirements or Regulations, the higher standard must apply unless such conflict is brought to the attention of the H&S Agent and a direction provided. The PC is deemed to have allowed for the higher standard.

The PC is legally responsible for ensuring that they conform to all applicable aspects of the Occupational Health and Safety Act 85 of 1993 and Regulations (*as amended*) and other relevant Acts and Regulations. If in dispute with the PSHSS and other legislation the most stringent requirement must apply.

7.23 Environmental Management

The South African Police Service Particular Specification for Environmental Management of Construction Projects constitutes the Environmental Management Plan for this project. However, compliance with the project Environmental Management Plan (EMP) as well as the rehabilitation plan will be necessary.

The objective of the EMP is to manage the impacts of construction identified during the course of the Environmental Impact Assessment (EIA) process, as well as during the course of construction. This is a

dynamic document and will be continuously updated in order to reflect current site conditions and address any issues identified during the course of construction. The EMP therefore serves as an action plan for the implementation of mitigation measures proposed for Msinsini Police Station Project.

7.23.1 Dust Prevention

The creation of dust in the PC's working area shall be kept to a minimum and shall conform to the requirements of the Environmental Management Plan. The PC shall water as often as is practical the areas of the site, which are creating dust or as ordered by the Engineer or Principal Agent. The PC shall take all measures necessary to prevent the creation of dust from any source, under his control. Consideration must be given to the proximity of the site camp to the adjacent Community Centre.

7.23.2 Heat Stress

High levels of humidity and temperatures during the summer months may be experienced placing workers are at a greater risk of heat exhaustion where the discomfort index rises above 100. A weather station must be allowed for, to monitor temperature and humidity specifically. Should the discomfort index rise above 105, work may be partially or totally stopped. Working in very hot conditions can cause illness when heat stress overcomes the body's temperatures regulatory system resulting in heat strokes, heat exhaustion, dehydration, heat syncope, heat cramps and heat rash.

Considering the elevated temperatures experienced in the Kwazulu Natal region and the arid and drought like conditions, it is imperative that the PC develop a Heat Stress Management Plan in order to reduce the risk associated with heat stress.

7.24 Occupational Health - Health related Epidemics and Pandemics

The Principal Contractor shall, as far as reasonably practicable describe in his Health and Safety Plan how health related epidemics and pandemics will be dealt with (eg. COVID - 19). The employer is aware that this section in the health and safety plan will not speak to specifics, but generic procedures. The Contractor must ensure that the requirements stipulated in the Hazardous Biological Agents (HBA) Regulation are adhered to and in particular the following as described in the mentioned Regulation:

- Assessment and risk assessment reviews;
- Prevention measures;
- Response measures;
- Employee training / information sharing;
- Employee health monitoring;
- Management of infected persons;
- Isolation room/s;
- Employee transportation;
- Employee accommodation;
- Eating facilities;
- Additional Ablutions;
- Meetings / toolbox talks / Daily safety talks;
- Cleaning of offices / facilities;
- Duties of person that may be exposed to HBA's
- Monitoring exposure at the workplace
- Medical surveillance of employees
- Keeping of records
- Personal Protective Equipment

- Personal Hygiene
- Maintenance of control measures and facilities
- Waste Management including symbolic signage of dedicated waste bins and safe disposal at a registered landfill site
- Applicable Mandatory, Warning and Informative Signage in colour

Once the nature and scale of the epidemic or pandemic is known, the Contractor must update his Health and Safety Plan with the relevant information and send the updated plan to the relevant appointed OHS Agent for approval. Once approved, the Contractor must implement the updated Health and Safety Plan and maintain the updated separate File on site.

Failure to do so will be considered a serious offence and work will not be allowed to proceed, and/ or will be stopped if not adhered to throughout the duration of the project.

7.25 Ergonomics

The Principal Contractor shall cause an ergonomic risk assessment to be undertaken by a competent person as contemplated in regulation 6 of the Ergonomics Regulations, 2018 and employees adequately trained in a training programme that incorporates the requirements of regulation 6. It is expected that a monthly ergonomics inspection register is developed for implementation with the following safe working practice adopted.

- Ergonomic observational checks must be conducted by every Supervisor for every task performed in his area of responsibility
- A competent person, will carry out an ergonomic study of the workplace every two years as to identify problem work areas and/or tasks, and recommend corrective action to rectify the deviations
- During job analysis and planned job observations, an ergonomic observational check must be conducted
- Any deviations will be rectified as to facilitate a safe and productive working environment
- Standardised and uniform equipment/tools must be purchased through procurement and introduced into the workplaces as far as reasonably possible
- If any equipment, process and/or personnel changes are introduced, then a planned job observation together with an ergonomic observational check will be conducted

7.26 Project Health and Safety Mobilisation and Access

The PC shall provide the Construction Health and Safety Agent with a simple, yet detailed project health and safety mobilization and access plan which outlines and identifies keys aspects following the tender award and site handover meeting, which shall entail, but not limited to the following:-

- Key Personnel and Responsibilities
- Site Layout Plan
- Proposed Construction Plant and Vehicles
- Employee Welfare Facilities
- Emergency Risk Management
- Medical Surveillance
- Approval of all statutory H&S compliance documentation
- Possession of a valid Construction Work Permit

8. HEALTH AND SAFETY FILE

The documentation submitted and approved following the awarding of the contract will be used to form the H&S file. The H&S file is required to be laid out in a logical manner, and documentation filed within the file is to be easily accessible.

The following completed information shall be included (*but not be limited to*) as part of the index:

- The PSHSS;
- The H&S Plan
- Appointment by Client;
- Mandatary agreement with Client;
- Construction Work Permit;
- Detailed list of Contractors with contact details, appointments, Mandatories etc., H&S specifications issued;
- Record of Competencies (CVs) and appointments;
- Training Records;
- Method statements;
- Risk assessments;
- Safe work procedures;
- Emergency and injury management;
- Material Safety data sheets
- Medical surveillance records;
- Registers; and
- Records of audits, minutes etc.
- Employee records (*who is on site*)

9. NON-CONFORMANCES

Should, at any time, the works, or part of the works, be stopped due to unsafe acts or non-compliance with the Clients PSHSS or PCs H&S Plan; neither the PC nor any other Contractor shall have a claim for extension of time or any other compensation.

The following constitute examples of the types of non-conformances that will attract penalties:

Minor: Penalty: R50/count	Medium: Penalty: R500/count and a non-conformance	Severe Penalty: R5000/count, a non-conformance and/or activity stoppage
Non-use of PPE supplied	Toilets not supplied or regularly serviced; lack of drinking water	Contractors working without Health and Safety Plan approval
Non completion of registers for equipment on site	Contractors not audited	Workers transported in contravention of the OHS Plan or legal requirements
Lack of H&S signage at work areas	Working without training or the appropriate, approved H&S method statements	Invalid Letters of Good Standing
Tools and equipment identified in poor condition during inspections	Legal non-conformances identified during the previous audit and not addressed within the agreed time frame	No designs submitted for temporary works
	No monthly OHS report at site meeting to report on	Any serious breach of legal requirements
	No certificates of fitness for workers as required	No COVID-19 Coronavirus Pandemic Management Plan in place, and/ or not adhering to the Plan
	Working without approved method statements	

9.1 Failure to Comply with Provisions

Failure or refusal on the part of the PC or their Contractors to take the necessary steps to ensure the safety of workers and the general public in accordance with these specifications or as required by statutory authorities or ordered by the Principal Agent, shall be sufficient cause for the Principal Agent to apply penalties as follows:

- (i) A penalty as shown in the Table above shall be deducted for each and every occurrence of non-compliance with any of the requirements of the PSHSS.
- (ii) In addition, a time-related penalty of R500,00 per hour over and above the fixed penalty may be deducted for non-compliance to rectify any non-conformance within the allowable time after a site instruction to this effect has been given by the PA. The site instruction shall state the agreed time, which shall be the time in hours for reinstatement of the defects. Should the Contractor fail to adhere to this instruction, the time-related penalty shall be applied from the time the instruction was given.

10. MEASUREMENT AND PAYMENT

The payment items for Occupational Health & Safety are contained in the Bill of Quantities; Annexure E. The same rules are applicable in respect of the pricing of these items as for every other payment item. Attention is drawn to the Pricing Instructions in this document.

Item and Unit

B.01 Preparation of Contractor's Project Specific Health and Safety Plan (Sum)

The rate for this item must cover all expenses incurred in preparing the Contractor's project specific Health and Safety Plan as required by the Client's project specific Health and Safety Specification in this document.

B.02 Principal Contractor's initial obligations in respect of the Occupational Health and Safety Act and Construction Regulations (Sum)

The full amount will be paid in one instalment only when the Client's Agent has verified and approved the following

- (a) The Principal Contractor has issued all the supporting documentation for the Construction Work Permit as issued by the Department of Employment and Labour
- (b) The Principal Contractor has made the required initial Appointments of Employees and Contractors
- (c) The Client's Agent has approved the Principal Contractor's project Health and Safety Plan
- (d) The Principal Contractor has set up his Health and Safety File

B.03 Principal Contractor's time related obligations in respect of the Occupational Health and Safety Act and Construction Regulations (Month)

The amount shall represent full compensation for that part of the Principal Contractor's general obligations in terms of the Occupational Health and Safety Act and Regulations which are mainly a function of time. Payment will be made when the Client's Agent has verified the Principal Contractor's compliance as part of the audit. This will include the updating and administration of the Health and Safety file.

B.04 Provision of Personal Protective Equipment (PPE) (Sum)

The rates for these items shall include for the procurement, delivery, storage, distribution and all other actions required for the supply of SABS PPE to the employees of the Principal Contractor. Sub-Contractors are responsible for their own costs in this regard.

Items listed in section 7.7 include; hard hats, reflective vests, high visibility overalls, protective footwear, gloves, earmuffs, earplugs and dust masks of appropriate type. Normal items such as standard overalls, waterproof clothing, gum boots and standard safety equipment will not be paid for.

Payment will be based on the issues register for PPE as kept by the Construction Health and Safety Officer, backed up by paid invoices if requested.

B.05 Provision of a Full Time Construction Health and Safety Officer (Month)

The tender sum shall include for the cost of a full -time SACPCMP registered Construction Health and Safety Officer.

B.06 Costs of Medical Surveillance (Unit (No))

This item shall cover all costs involved in obtaining of a baseline medical examinations of temporary labour, including operators for mobile plant as contemplated in CR 21(d) (ii); for temporary workers and workers exposed to noises at or above the limits given in the Noise-induced Hearing Loss regulations, as stipulated.

Workers in the permanent employ of the Contractor will only be paid for if their certificates require updating.

- B.06 a)** Initial (baseline) medical examinations, including audiometric and lung function testing
- b)** Exit medical examinations

B.07 H&S Legal Compliance Training (Unit (No))

This item shall cover all costs incurred for SAQA unit standard registered health and safety training. Payment will only be made on updated certificates of competency issued. This will include training for professionals who undergo working at height training.

B.08 Provision of First Aid Boxes. (Unit (No))

The rate for this item shall cover all costs incurred in the provision and maintaining of first aid boxes.

B.09 Lifting Equipment Inspection by AIA (Sum)

This item shall cover the cost of assessing lifting plant and equipment's compliance with the Driven Machinery Regulations 2015 for all expired lifting equipment.

B.10 Fall Protection (Unit (No))

This item shall cover the Principal Contractor's obligations in respect of the provision of adequate fall protection

(a) Cost for the installation of a horizontal lifeline/s and anchorage points for the safe execution of work from elevated positions

(b) Cost for the provision of SABS approved double lanyard harnesses inclusive of two (x2) harnesses for the Client

B.11 Establishment of noise levels (Unit (No))

This item shall cover all costs involved in the establishment of noise zones in terms of Regulation 9 of the Noise-induced Hearing Loss Regulations. Where a zone has previously been established for a particular item of plant within the last two years, the test need not be repeated but must be kept valid for the duration of the Contract.

B.12 Provision of Mandatory, Warning and Informative Signage (Unit (No))

This item shall cover all costs involved in providing mandatory, warning and informative signage as contemplated in Regulation 2 of the General Safety Regulations and the South African Road Traffic Signs Manual.

B.13 Temporary Works Designs, Inspections and Approval (Sum)

This item shall cover all costs involved in designing, inspecting and approval of all temporary works by a competent person as contemplated in the Construction Regulations 12 and PSHSS requirements.

B.14 Safe Transportation of Workers to site

This item shall cover the cost of the provision of safe means of transportation for local employees and other employees who travel to site by means of company transport. Consideration must be given to the requirements of the Construction Regulations 23, section 7.10 of the PSHSS and the National Road Traffic Act (and associated Regulations as amended).

B.15 Compliance to Ergonomics Regulations

This item shall cover all cost involved in ensuring compliance to the Ergonomics Regulations 2018 and section 7.25.

B.16 Compliance to Epidemic or Pandemic

This item shall cover all cost involved in ensuring compliance to an Epidemic or Pandemic eg. COVID - 19 as contained in section 7.24 and Hazardous Biological Agent Regulations.

B.17 Submission of the Health and Safety File. (Sum)

Expenditure under this item shall be made in accordance with the general conditions of contract.

This amount will be paid only once the Principal Contractor has met all his obligations in respect of the Occupational Health and Safety Act and the Construction Regulations and has submitted his Health and Safety File complete as envisaged on this specification to the Client's satisfaction. This must be done prior to the issue of a Certificate of Completion.

B.18 Other

This item shall include any additional items that the Contractor may deem as necessary

ANNEXURE A

CLOSE OUT REQUIREMENTS

The H&S file for the Principal Contractor and all Contractors require closure and handover to the Client at the completion of the project. The following list is an example of what should be included but is not exhaustive. The OH&S Agent or the Client may require further information at the time of completion and the Principal Contractor is to ensure that all instructions are met. Documentation would include all records from the start of the project. Daily or monthly plant inspection records are not required unless they are related to an accident. All records to be in electronic format and submitted to the OH&S Agent for approval in adequately formatted lists and folders. Layout should be logical and in the same order as in the site files.

Health and Safety close out file requirements include:

- Client H&S Specification
- Principal Contractor's OHS Plan(s)
- Organograms
- Legal Appointments
- Department of Employment and Labour Permit
- Letters of Good Standing for the Project
- Incident Records
- Non- Conformance records
- Agent's Audits
- Method Statements
- Risk assessments
- Safe work procedures
- Medical surveillance certificates of fitness. Medical records are to be kept according to the OH&S Act as amended

ANNEXURE B

CONTRACTORS MONTHLY HEALTH AND SAFETY REPORT

(To be submitted by the end of the first week of each month and be available with each audit)

	CONTRACT NUMBER:	PROJECT NAME:	CONTRACT DETAILS:
1.	GENERAL ACTIVITIES FOR THE MONTH (detail each area of work)		
2.	NUMBER OF WORKERS (permanent and local contractors)		
3.	TRAINING DONE (supplier, no of people, type)		
4.	INCIDENTS / ACCIDENT (list number and details, attach reports)		
5.	NON-CONFORMANCES (closed out or active)		
6.	CONTRACTORS (list, approval status)		
7.	AUDITS COMPLETED (internal and external)		
8.	CRITICAL ISSUES		

9.	GENERAL	

H&S Officer _____

Signature _____

Date: _____

Site Agent _____

Signature _____

Date: _____

ANNEXURE C

AGREEMENT IN TERMS SECTION 37.2 OF THE OCCUPATIONAL HEALTH AND SAFETY ACT 1993 (ACT NO. 85 OF 1993)

THIS AGREEMENT is made at _____ on this the _____ day of _____ in the year _____ between the South African Police Service (*hereinafter called "the Client"*) of the one part, herein represented by _____ in his capacity as _____ and delegate of the Client in terms of the Client's standard powers of delegation.

and _____
(*hereinafter called "the Mandatary"*) of the other part, herein represented by _____ in his capacity as _____

and being duly authorised by virtue of a resolution appended hereto as Annexure A.

WHEREAS the Client is desirous that certain works be constructed, viz **CONTRACT NO. _____**, and has accepted a tender by the Mandatary for the construction of Msinsini Police Station and whereas the Client and the Mandatary have agreed to certain arrangements and procedures to be followed in order to ensure compliance by the Mandatary with the provisions of the Occupational Health and Safety Act 1993 (Act 85 of 1993 as updated);

NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1 The Mandatary shall execute the work in accordance with the contract documents pertaining to this contract;
- 2 This Agreement shall hold good from its commencement date, which shall be the date determined in terms of the Form of Offer and Acceptance, or other date decided upon, in the Contract Data, to either;
 - a) The date of the final certificate issued or as contained in this Volume _____ of the contract documents pertaining to this Contract, or
 - b) The date of termination of the Contract;
- 3 The Mandatary declares himself to be conversant with the following:
 - a) All the requirements, regulations and standards of the Occupational Health and Safety Act (Act 85 of 1993 as updated), hereinafter referred to as "The Act", together with its amendments and with special reference to the following Sections of The Act.
 - i. Section 8: General duties of Employers to their employees;
 - ii. Section 9: General duties of Employers and self-employed persons to persons other than employees;

- iii. Section 10: General duties of manufacturers and others regarding articles and substances for use at work;
 - iv. Section 37: Acts or omissions by employees or Mandataries, and
 - v. Sub-section 37(2) relating to the purpose and meaning of this Agreement.
- b) The Mandatary shall ensure that he familiarises himself with the requirements of the Clients Health and Safety Specification developed for the project, and that he, his employees and any other Contractors employed during the project comply with them. The Mandatary shall ensure that all health and safety documentation required as part of the Health and Safety Plan is maintained for the duration of the project.
- 4 In addition to the requirements of conditions of contract (as amended by the Contract Data of the contract documents pertaining to this Contract), the Mandatary agrees to execute all the works forming part of this Contract and to operate and utilize all machinery, plant and equipment in accordance with The Act.
- 5 The Mandatary is responsible for the compliance with The Act by all his Contractors, whether or not selected and/or approved by the Client.
6. The Mandatary warrants that all his own and his Contractors' workmen are covered in terms of the Compensation for Occupational Injuries and Diseases Act 1993 as amended, which cover shall remain in force whilst any such workmen are present on site. A letter of good standing from the Compensation Commissioner to this effect must be produced to the Client upon signature of the agreement.
7. The Mandatary undertakes to ensure that he and/or subcontractors and/or their respective Clients will at all times comply with the following conditions:
- a) The Mandatary shall assume the responsibility in terms of Section 16.1 of the Occupational Health and Safety Act and may delegate the duty in terms of Section 16.2 of this Act.
 - b) All incidents referred to in the Occupational Health and Safety Act shall be reported by the Mandatary to the Department of Employment and Labour as well as to the Client Agent. The Client Agent must further be provided with copies of all written documentation relating to any incident.
 - c) The Client hereby obtains an interest in the issue of any formal enquiry conducted in terms of section 32 of the Occupational Health and Safety Act into any incident involving the Mandatary and/or his employees and/or his Contractors.
 - d) The Mandatary shall conduct such risk assessments, method statements and safe work practices as may be necessary during the course of the contract and shall ensure that all staff are informed of these. Proof of this shall be placed in the project Health and Safety file.
 - e) Adherence to the Mandataries Health and Safety Plan must be enforced including the application of penalties for non-conformance as set out in the Client's Health and Safety Specification.

In witness thereof the parties hereto have set their signatures hereon in the presence of the subscribing witnesses:

SIGNED FOR AND ON BEHALF OF THE CLIENT:- _____

WITNESS SIGNED:- 1. _____ 2. _____

NAME (IN CAPITALS) 1. _____ 2. _____

SIGNED FOR AND ON BEHALF OF THE MANDATARY:- _____

WITNESS SIGNED:- 1. _____ 2. _____

NAME (IN CAPITALS) 1. _____ 2. _____

ANNEXURE D

**OCCUPATIONAL HEALTH AND SAFETY ACT, 85 OF 1993
CR 5(1)(k) - PRINCIPAL CONTRACTOR APPOINTMENT**

I, _____ the 16(2) appointee of the South African Police Services, hereby appoint you, _____ as Principal Contractor for the construction of Msinsini Police Station to effectively manage those Contractors, if appointed to assist you with the work. In terms of this appointment you are required to ensure that all requirements of the Occupational Health and Safety Act are complied with on the said site. In particular, you are required to ensure compliance with the Construction Regulations which require, amongst others, of you to ensure:

- 1 that the necessary sections of the health and safety specifications are made available to all prospective contractors, that only competent Contractors be considered and that selected contractors be duly appointed in writing;
- 2 negotiate/approve each Contractor’s Health and Safety Plan. After implementation you must ensure that such Plan is maintained and to this end you are required to conduct audits on Contractors at pre-determined intervals of not more than one month;
- 3 that any construction work be stopped if not performed in accordance with the approved Health and Safety Plans or if the process poses a threat to the health and safety of any person;
- 4 that Contractors are registered, and in good standing, with the Compensation Fund or another licensed compensation insurer and that they have made sufficient provision for the cost of health and safety measures in their tenders; and
- 5 that the appointed H&S Officer is registered with the South African Council for the Project and Construction Management Professions
- 6 that a consolidated Health and Safety file, in terms of Construction Regulation 7(1)(e), be handed to the Client upon completion of the construction work.

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

Signature Date

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

ACCEPTANCE

We, _____ understand the implications of the appointment as detailed above and confirm our acceptance thereof.

Signature Date

ANNEXURE E

OCCUPATIONAL HEALTH AND SAFETY BILL OF QUANTITIES

ITEM NO	REF	DESCRIPTION	UNIT	QUANTITY	RATE	TOTAL
B.01	PSHSS 6.1.2	Preparation of the Contractor's site-specific Health and Safety Plan	Sum	1		
B.02	CR 5(1)(l)	Principal Contractor's initial obligations in respect of the Occupational Health and Safety Act and Construction Regulations	Sum	1		
B.03	OHSA 8; CR	Principal Contractor's time-related obligations in respect of the Occupational Health and Safety Act and Construction Regulations	Month	24		
B.04	GSR 2; PSHSS 7.7	Provision of Personal Protective Equipment (PPE)	Sum	1		
B.05	CR 8(5); PSHSS 6.1.5	Provision of a full- time Construction Health and Safety Officer	Month	24		
B.06	CR 7(1)(g); PSHSS 7.2	Cost of medical certificates and medical surveillance	Sum	1		
		(a) Baseline medical examinations				
		(b) Exit medical examinations				
B.07		OH&S Legal Compliance Training	Sum	1		
	GSR 3(5); PSHSS 7.5	a) First Aid				
	PSHSS 6.1.6	b) H&S Representative				
	PSHSS 7.14	c) Working at height				
	CR 29(h)	d) Basic Fire Fighting				
	PSHSS 6.1.3/4	e) Safety for Supervisors or similar				
	SANS 10085; PSHSS 7.14	f) Scaffolding				
	CR 12	g) Temporary Works				
	PSHSS 7.10	h) Induction Card or stickers	No	200		
B.08	GSR 3; PSHSS 7.6	Provision of First Aid Boxes to GSR requirements	No	6		
B.09	DMR 18; PSHSS 7.13	Lifting Equipment Inspection by AIA	Sum	1		
B.10	PSHSS 7.14	Fall Protection				
		a) Lifeline & anchorage	No	4		
		b) Safety Harnesses	No	10		

		c) MEWP	Sum	2		
B.11	NIHL 6	Noise monitoring				
	PSHSS 7.3	(a) Establishment of noise zones (plant/equipment)	Sum	1		
B.12	GSR 2B; PSHSS 7.8	Mandatory, Warning and Informative Signage	Sum	1		
B.13	CR 12	Temporary Works Designs, Inspections and Approval	Sum	1		
B.14	PSHSS 7.11	Safe Transportation of Workers to site	Sum	1		
B.15	PSHSS 7.3	Compliance to Ergonomics Regulations	Sum	1		
B.16	PSHSS 7.24; HBA	Compliance to Epidemic or Pandemic	Sum	1		
B.17	CR 7(1)(c)(e)	Submission of a Health and Safety File	Sum	1		
B.18		Other - Provisional	Sum	1	R20 000,00	R20 000,00