

## **RISK MANAGEMENT - TECHNICAL**

**PROJECT DESCRIPTION:** **OHSE AGENT SERVICES** The replacement and refurbishment of vandalized signal equipment at Duff's Road, Tembalihle, Kwa Mashu and Bridge City Stations for PRASA Rail KZN

**END USER:** **PRASA TECHNICAL RISK**

### **1. OBJECTIVE OF THE PROPOSED PROJECT**

To ensure PRASA deliver a safe project by achieving the following:

- On time Construction Permit application as per Construction Regulations 2014.
- Formulation of SHE Specifications and monitoring thereof.
- Daily compliance with the Health, Safety Specification and Environmental Plan by means of expert advice.
- Regular audits and advise on corrective actions to be taken.
- Reporting and incident investigation of all Health, Safety incidents and Environmental impacts to various Departments and Institutions.
- Monitoring of OHSE until completion stage.
- Update and submittal to the RSR

## 2. SCOPE OF WORK AND AREAS OF FOCUS

The OHSE Agent Services are required to oversee all SHE-related activities until rehabilitation for **The replacement and refurbishment of vandalized signal equipment at Duff's Road, Tembalihle, Kwa Mashu and Bridge City Stations for PRASA Rail KZN**

The breakdown of the Scope per phase for this Project is as follows:

Scope Phase	Scope Description	
	Safety/Health	Environment
Pre-Construction	Draw Baseline Risk Assessment and Review Safety Health and Environmental Plans  Ensure risk control strategies and safe work procedures are developed.	
	Prepare Occupational Health Safety Specifications.	
	Application for Construction Permit to the Department of Labour.  Review Safety Files as per Safety File Guidelines and develop Safety Specifications for Construction Tenders.  Ensure Section 37.2 of Construction Regulations is adhered to.  Submittal to the RSR.	Generate Environmental Management Plan (EMP) for duration of the Project.
Construction	<ul style="list-style-type: none"> <li>• Induction and Training on SHE issues with regards to the construction site.</li> </ul>	
	<ul style="list-style-type: none"> <li>• SHE Monthly Inspections &amp; Monitoring</li> <li>• Ensure occurrence management and Contingency Plans are integrated with Contractor's SHE Plan.</li> <li>• Maintain Risk Register for the Project.</li> <li>• Generate EMP for duration of the Project; and</li> <li>• Ensure compliance to EMP (Environmental Management Plan).</li> <li>• Conduct, Monitor and Review Risk Assessments.</li> <li>• Approve Method Statements.</li> </ul>	

Scope Phase	Scope Description	
	Safety/Health	Environment
	<ul style="list-style-type: none"> <li>• Conduct incident investigations as and when incidents occur.</li> <li>• Generate Safety Health and Environmental (SHE) statistics and submit Monthly SHE Report; and</li> <li>• Ensure construction is in accordance with the Health and Safety Specifications.</li> <li>• Submittal to the RSR – for Construction Phase.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Submittal to the RSR – for Construction Phase.</li> <li>• Conduct Audits as per Construction Regulations.</li> <li>• Ensure legal compliance to NEMA, Construction Regulations 2014 and Occupational Health and Safety Act, No. 85 of 1993 as amended.</li> </ul>	
Rehabilitation	<ul style="list-style-type: none"> <li>• Ensure rehabilitation of construction site is done.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Close-Out Report.</li> <li>• Consolidated Project Risk Register.</li> </ul>	

**a. Details On the Preferred Solution**

Occupational Health, Safety and Environmental (OHSE) Services.

**b. Scope of work for the Proposed Project**

- i. A full-time Pr Construction Health and Safety Officer;
- ii. Pr Construction Health and Safety Agent services.
- iii. Draft site-specific Safety Health and Environmental Specifications.
- iv. Construction Work Permit application on behalf of PRASA.
- v. Draft and Review Risk Registers as an when required.
- vi. Ensure that the Agreement in terms of Section 37.2 of the OHS Act is done.
- vii. Assess the Contractors Health and Safety Plan, which would be prepared based on the Health and Safety Specifications. Ensure that the said Health and Safety Plan complies with the Specifications and addresses all the identified and likely hazards that could be encountered while performing the work and has included safe work procedures (Method Statements) to mitigate, reduce or control the hazards identified.
- viii. Should the Plan not comply fully, the Agent will be required to direct the Contractor to make the necessary changes so that the approved Health and Safety Plan is compliant to the Specifications and other legislative requirements.

- ix. Ensure that the Health and Safety Plan and all the other required record documents (e.g. Appointments, Inspection, Compliance Certificates, “as built” documents, etc.) are kept in the Contractor’s SHE File on site.
- x. Conduct inductions as an when required.
- xi. Ensure that the said EMP complies with the Specifications, has addressed all the identified and likely hazards that would be encountered while performing the work, and has included safe work procedures (method statements) to mitigate, reduce or control the hazards identified.
- xii. Submittal to RSR for construction and post construction.
- xiii. Occupations and Permit management, including adherence of High Voltage and Lock-out Procedures.
- xiv. OHSE Agent together with the PRASA Team will scrutinize the construction process flow or program to ensure that interface is identified and that procedures are in place that will provide safe railway operations in accordance with SANS 3000.
- xv. Ensure care is taken not to interfere or damage any services within the immediate environment.
- xvi. Audit the Contractors work on a monthly basis to ensure compliance to the agreed (Occupational Health, Safety and Environmental (SHE) Plan, and that any Sub-contractors also comply with the agreed Plan. Furthermore, stop the Principal Contractor and or its Sub-contractor(s) should they not comply with the agreed safe working procedure.
- xvii. Attend Monthly Project Meetings and produce a Report prior to each meeting.
- xviii. Ensure all Sub-contractor’s SHE Files are approved as per PRASA SHE File Guidelines.
- xix. Ensure that the Principal Contractor has corrected the defects reported in the Client’s Monthly Inspection Audit.
- xx. Ensure that, should any changes be brought about to the design or construction, sufficient SHE information is available to the Principal Contractor to execute work. (Method Statements) to be approved.
- xxi. Ensure that the Contractors comply with the Construction Regulations of 2014, Occupational Health and Safety Act 85 of 1993, NEMA 107 of 1998 and its Regulations and Heritage Act 25 of 1999.
- xxii. Take reasonable steps to ensure co-operation between all contractors appointed by the Principal Contractor to enable each of the Contractors comply with SHE Specifications, Environmental Management Plan (EMP), Construction Regulation, NEMA and all its Regulations.

- xxiii. Where a Client requires additional work to be performed as a result of a design change or an error in construction due to the actions of the client, the OHSE Agent must ensure that sufficient safety information is available to execute the required work safely (task risk assessment).
- xxiv. Where a fatality or permanent disabling injury occurs on a construction site, the OHSE Agent must ensure compliance to Section 24 of the OHS Act, in accordance with Regulations 8 and 9 of the General Administrative Regulations, 2013. Furthermore, OHSE Agent must compile an incident report that includes the measures that the Contractor must implement to ensure a safe construction site as far as is reasonably practicable.
- xxv. The Agent shall be familiar with the restrictions to access, and other matters as stated but not restricted to the SPK 7/1 (Specification for Works on, Over, Under or Adjacent to Railway Lines and near High Voltage Equipment) and Compliance with the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and Applicable Regulations.
- xxvi. The Agent shall ensure that the Principal Contractor complies with all contract and legislation issues, especially the OHS Act 85 of 1993, Construction Regulation 2014 and NEMA 107 of 1998 and its Regulations.
- xxvii. The Agent shall coordinate all SHE interactions between the Contractors and the Technical and Operating Departments of Metrorail for the entire duration of the work, occupations and be responsible for ensuring safe execution of construction work, by co approving the Method Statements.
- xxviii. Track expiry of Site Access Certificate and ensure application for Site Access Certificate renewal is done in advance.
- xxix. Evaluate the Principal Contractor's consolidated SHE File before handover to PRASA.
- xxx. Ensure the entire construction site – i.e. campsite, laydown areas, adjacent areas, etc. are cleared and rehabilitated.
- xxxi. Submit Close-Out Report at the end of the Project.

**c. Other related projects in the vicinity**

Corridor Recovery

**3. TECHNICAL SPECIFICATIONS RELATED TO THIS PROJECT – mandatory requirements, failure to submit this will result into a disqualification.**

**3.1 TECHNICAL STAFF REQUIREMENTS**

The appointed OHSE Company/organization will be required to provide qualified and experienced professional staff with the following key professional expertise:

- a.** A Construction Health and Safety Officers (PrCHSO) ,
- b.** A Construction Health and Safety Agent (PrCHSA)

Details of the minimum qualifications for the professional staff listed above are outlined below.

**3.1.1 1x CONSTRUCTION HEALTH AND SAFETY AGENT**

The desired minimum qualifications for the Agent are as outlined below:

- a) National Diploma/B Tech in Safety Management and or NEBOSH General Safety Certificate
- b) 4Years or more post-graduation related experience as a Safety Agent
- c) Valid registration with The South African Council for the Project and Construction Management Professions (SACPCMP).

**3.1.2 1x CONSTRUCTION HEALTH AND SAFETY OFFICER (PrCHSO)**

- a) Be in possession of National Diploma or Degree in Health & Safety Management or NEBOSH International General Construction Health & Safety Certificate
- b) 3Years or more post-graduation related experience,
- c) Must be professionally registered as a Construction H&S Officer with the SACPCMP (South African Council for the Project and Construction Management Professions).

**4. TIME FRAMES / PROGRAMS**

- a) OHSE Agent will be appointed for 14months (as an when needed basis).
- b) The Purchase Agreement will be for a period of 14months and will not exceed the contract value.
- c) The agreement will terminate, either at 14months or when the contract is completed (which ever comes first)
- d) Prices will be fixed for the duration of the contract period.

**5. Bill of Quantities**  
*As attached*

**6. REQUIREMENTS**

- a. Supply us with your company's CV (inclusive of all key personnel) as per item 3.1 above.
- b. Supply us with certified qualification and registration of all personnel
- c. Supply us with referral letters of your completed works accompanied by issued Purchase Order

**NB: Please ensure you supply separate Teams if you are tendering for more than one Project.**

Suppliers <u>must</u> state the particulars of the works successfully carried out				
CLIENT	TEL. NUMBER	NATURE OF WORKS	VALUE OF OHSE WORKS FOR WHICH SUPPLIER WAS DIRECTLY RESPONSIBLE	CONTRACT/ PROJECT PERIOD

Table 3

No	Evaluation	Scoring	Returnable	Rating	Score weight
1	<p>Organizational/company experience</p> <p>Proof that your company has completed OHSE service on construction related projects over the past 10 years</p> <p>OHSE PO/Award letter to be of a minimum of R500k</p> <p>Each PO/Award letter to be accompanied by a referral letter</p>	One (1) construction related OHSE project completed/awarded to your organization >R500k	<p>Complete Table3 below.</p> <ul style="list-style-type: none"> <li>Bidders are to provide details and signed reference letters (including project name and duration) for project(s) provided in Table3</li> <li>Reference letters to be on the referring company letter head.</li> </ul> <p>NB: The bidder to ensure that the contact details and email addresses of the clients provided in Table3 are valid.</p> <p>Supporting PO/Award letter/Agreement to be attached to each reference letter.</p> <p>NB: Failure to provide corresponding reference letter(s) for the projects listed in Table3 will lead to the disregard of those Project(s).</p>	10	50
		two (2) construction related OHSE project completed/ awarded your company		20	
		Three (3 ) construction related OHSE project completed /awarded to your company		30	
		Four (4) construction related OHSE project completed/awarded to your organization company.		40	
		Five (5) or more construction related OHSE project completed/ awarded to your organization		50	



No	Evaluation	Scoring	Returnable	Rating	Score weight
2	Provide CV of Construction health and Safety Agent (PrCHSA) and Construction Health and Safety Officer (PrCHSO)  CHSO and CHSA to be in good standing with their SACPCMP registration	CV shows either one or both have post-graduation experience of less than 1year	<b>Experience to be in line with construction safety.</b>	10	50
		CV shows either one or both have post-graduation experience of up to two years		20	
		CV shows either one or both have post-graduation experience of up to three years		30	
		CV shows either one or both have post-graduation experience of up to four years		40	
		CV shows either one or both have post graduation experience of five years and more		50	

**Evaluation matrix**

