



PORT OF DURBAN ISLAND VIEW HEALTH AND SAFETY SPECIFICATIONS

SUMMARY VERSION CONTROL

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Note: Only latest amendments and/or additions are reflected in italics in the body of the document

1. HEALTH & SAFETY REQUIREMENTS

The contractor shall comply with all applicable health, safety laws and regulations pertaining to safety, health, environment protection, fire protection and security, which are applicable to the location where the activity is being carried out. The contractor shall also comply at all times with the requirements as set forth by TNPA Policies, Rules and Regulations, written instructions and all requirements stipulated in the contract. The contractor must demonstrate adequate levels of insurance for worker's compensation and general liability, recovery measures related to or arising out of the performance of the contract in order to protect the work, the personnel and property of Transnet National Ports Authority, contractor, sub-contractor, all third parties and public from the hazards and risks associated with the planning and execution of work.

The Contractor must disclose to the TNPA, if they are going to contract with a sub-contractor to perform any of the work. The agreement will also cover a site specific health and safety plan for the contracted work. Any contract terms and conditions agreed to with the Contractor will also apply to sub contracted individuals and companies.

2. RIGHT TO STOP WORK

TNPA representatives or its designated representatives shall have the right to prohibit commencement of work or to stop any activity in progress if the equipment, machinery, personnel or work conditions are considered at TNPA's discretion to be unsafe or not to be in compliance with any applicable rules, regulations and procedures in TNPA

Stoppage of the work shall be at contractor's expense until contractor has satisfactorily rectified such defects and unsafe conditions. In the event of serious or repeated infringements, TNPA may terminate the contract without compensation.

3. PROJECT HEALTH AND SAFETY PLAN

Prior to mobilisation, the contractor shall prepare and submit a project specific SHE plan to TNPA which, as a minimum, contains the followings:

- Legal & site specific requirements
- Hazard Identification, Risk Assessment and Risk Control
- Method statement
- Injury Management
- Education, Training and Competency

Special arrangements will need to be requested to get approvals for Health & safety Plans for any emergency work

4. SAFETY INDUCTION

Prior to gaining access to the TNPA sites, each individual shall attend a TNPA Safety Induction Course. The intention of the course is to provide the individual workers with an overview of the Ports specific safety programs rules, inherent risk, procedures and the like. For all persons requesting to work in Island View the TNPA induction should be conducted prior to obtaining a Cutler Security Permit to enter the complex. NO ENTRY to Island View without the presentation of the Cutler Permit.

5. INCIDENTS AND OCCURRENCES

Every person who becomes aware of any unsafe or abnormal condition that could lead to or has led to an incident shall report it immediately to the person's supervisor as well as TNPA.

Any injury shall immediately be reported to the person's supervisor as well as TNPA. This shall also apply to any other type of medical or sickness problems that occur.

All incidents or potential incidents are also to be reported to TNPA.

6. EMERGENCY PROCEDURES

The Contractor must ensure that all personnel on the Site, including their visitors, are properly instructed in the Site emergency response procedures. TNPA PoD SS HFES SOP 009-52

7. FIRE AND EMERGENCIES

In the event of a fire or other emergency situation being discovered it must be immediately reported to TNPA Fire Services personnel **0313616463**

8. PERSONNEL PROTECTIVE EQUIPMENT [PPE]

The following is to be worn as a minimum on the berths:

- Hard hats
- Safety shoes
- Life jacket when within 2 meters of water's edge
- Long sleeved overalls which shall be highly visible with reflective bands on the arms and legs or reflective vests with company logo or name to be boldly displayed
- No shorts permitted on berths
- No short sleeve shirts permitted
- Chemical goggles during cargo working

All Areas Outside The Berths: The following is to be worn as a minimum:

- Hard hats (dependent on the work being conducted)
- Safety shoes
- Overalls
- Reflective vests

All other requirements as per the applicable symbolic safety signage and/or relevant demarcations.

9. ELECTRICAL AND ELECTRONIC EQUIPMENT

Electrical and electronic equipment are considered to be potential ignition sources in Island View.

- Only intrinsically safe appliances approved by TNPA may be switched on or used in the berths. Owners of such devices will carry with them the approval certificate for use at all times
- No cameras including video cameras may be used and no photographs may be taken without an approved camera permit as well as an approved hazardous work permit.
- No portable radios, mobile radios, electronic or electrical instrumentation, monitoring or measuring tools, torches, lights and any other similar item may be used unless it is certified with the appropriate hazardous electrical equipment classification and approved by the TNPA for use or it is used in terms of an approved hazardous work permit. This is also applicable to smartwatches.

10. WORK PERMITS

Prior to any work commencing in Island View, the contractor is required to obtain a work permit from the Island View Firestation.

Hazardous Work Permit is required for:

- Any operation or task that has the potential to generate an ignition source
- Any confined space entries including tanks, vessels and sewers and,
- Excavations.
- Working at heights
- Working on the berths.
- Working in the IV commonage areas

The following information is required prior to obtaining a permit endorsement from TNPA fire to proceed with the activity.

Safety file approval by the terminal of their respective contractor. The safety file index to include TNPA minimum requirements attached. (Signed approval form by the terminal/client to be forwarded to TNPA) together with:

- Method statement
- Risk Assessment and
- Any other documentation that TNPA further requests depending on the activities.

The information above must be sent to Jasmin.Sithaldeen@transnet.net prior to obtaining the permit from TNPA fire. these requests must be planned and be made in advance and not on the day of the scheduled work. All requests for permits must be made by the Terminal Operator.

11. FACILITIES

- No food or beverage may be taken onto or consumed on the work site other than at a designated eating area.
- Sanitation and washing may only take place at designated ablution and toilet facilities.
- No process water such as fire hydrants may be used as drinking or portable water. Designated drinking water shall be provided by the Contractor.

12. ISLAND VIEW SAFETY RULES

- Entry is restricted. Persons have to request entry permit from Cutler prior to undertaking any work in the Complex.
- You will have to produce your green ID document.
- The Island view complex is a Major Hazardous Installation and a National Key Point
- Be alert to all inherent dangers or any emergency distress alarms. The testing of the alarm is every Thursday at 10am. The all clear is given at 10:15am
- Do not obstruct traffic flow in anyway
- Obey road signs at all times
- The maximum speed limit is 30 km/h
- Only authorised persons are allowed to take photographs
- Unauthorized work on any installation within the parameters of the Island View Complex is not allowed. All work to be conducted must be authorised by the Cutler Management and the TNPA Fire and Emergency Services
- Do not enter cargo handling areas unless authorised to do so
- All cellular / mobile phones are to be switched of when entering the berths
- No vehicles are allowed to enter the berths. A vehicle may only enter the berth after authorisation and access permit granted by TNPA Fire.
- No smoking or open flames are allowed.
- No dumping of litter or any other material is allowed, appropriate waste receptacles must be used for this purpose.
- Reverse Parking
- Permits will be required and should be requested to the TNPA Fire if the following activity is being conducted :
 - Excavations
 - Hot / cold work
 - Maintenance
 - Building of scaffolding
 - Working at heights
 - Fabrication work
 - Cutting of grass
 - Sandblasting
 - Diving
 - Cleaning

13. MEDICALS

Further to the specifications stated above, pre-employment medical examinations as well as exit medicals will be required and must further include for chest X-rays. (It may be that the workforce with Tuberculosis and/or Asthma may be precluded from working on this site due to the presence of chemicals or if asbestos is discovered). These medical examinations must be carried out by a registered Occupational Health practitioner. All costs associated will be to the *Contractor's* account.

In addition the **CONTRACTOR'S HEALTH AND SAFETY FILE index** shall as a minimum (applicable to the scope of work) consist of the following:

#	REQUIREMENT	EXPLANATION
1.	VALID LETTER OF GOOD STANDING WITH THE COMPENSATION INSURER	- The mandatory warrants that all its staff are covered in terms of the Compensation for Occupational Injuries and Diseases Act, 130 of 1993 ("the COID Act"), which cover shall remain in force whilst any such staff is present on the premises. - The copy of the VALID letter of Good Standing from Compensation Commissioner or Licensed Compensation Insurer must be attached. - When you appoint the sub-contractor, you also need to ensure that they have the letter of good standing as well.
2.	GENERAL LIABILITY INSURANCE(SUMMARY OF POLICY)	Must in on the Insurance Company's Letterhead showing the amount for Public Liability Insurance
3.	CLIENT, SAFETY, HEALTH AND ENVIRONMENTAL SPECIFICATION	- TNPA will issue SHE Specification with SHE Requirements to which the contractor have to comply with. - From this Specification, depending the type of job you will be doing, you will be required to develop your own specification
4.	SECTION 37(2) SIGNED	SECTION 37 (2) AGREEMENT - In terms of Section 37 of OHS Act – Sub-Contractor Mandatory Agreement must be attached. - Ensure that the subcontractor comply with the SHE Specification - List of Sub-contractors used to be kept on the file - Ensure Sub-contractors have their own SHE File
5.	HEALTH AND SAFETY PLAN	- The SHE Management Plan must provide a systematic method of managing hazards according to the risk priority, and must include all mobilisation and site set-up activities. - This is the summary / overview of what, how, when and by who of the job to ensure you conduct the job in safe manner. - Elements of the SHE Plan to include (but not limited) to the following: - Scope of work - Overview of SHE Measures (Design Control) - Contractor SHE Policy

		• Appointments (How safety responsibilities are assigned to different roles within the organisation) • Hazard Identification, Risk Assessment and Risk Control • Physical Work • SHE Committee Meetings • First Aiders and Equipment • Accident/Incident Reporting and Investigation • SHE Training • The Control of Sub-contractors • Personal Protective Equipment and Clothing • Inspection • General Machinery • Evacuation and Emergency Planning
6.	COPY OF TNPA INDUCTION REGISTERS	• Proof of attendance to TNPA Induction Training
7.	NOTIFICATION OF CONSTRUCTION WORK	• Department of Labour (Provincial director) to be notified in writing of the construction work if it will include demolition of structure, use of explosive, dismantling of a fixed plant, if work will exceed 30 days, excavation work deeper than the 1 metre, working at heights • The proof of Notification to Department of Labour either fax or email must be attached to the Annexure A
8.	PRINCIPAL CONTRACTORS CONSTRUCTION SITE ORGANOGRAM	• The Site Organogram to include (but not limited to) the following: • Name of company, • Contractor manager, • Site supervisor, • Assistant Site Supervisor, • SHE Officer for the project • SHE Representative
9.	METHOD STATEMENT	• This include sequence of activities (process flow) ; SHE Hazards and Precautions to be taken: • This will assist you to determine which Activities will require Safe Work Procedures. • Ensure that all staff are conversant with safe work procedures and that they adhere to such procedures (attach proof thereof)
10.	RISK ASSESSMENT	Risk Assessment detail Step by Step of the process:

		• Hazard Identification; • Risk Methodology; • Risk Assessment (S.H, E); • Control measures; • Risk evaluation (Risk Ranking and Rating).
11.	APPOINTMENTS	• Overall authority and accountability (C.E.O.) • Assigned Duties • Construction Work Supervisor • Subordinate Construction Work Supervisor • Risk assessor • Fall protection plan developer • Supervisor of machinery (not for construction sites) • Health and Safety Representatives • Scaffold Erector, Supervisor, Inspector (separate appointments) • Excavation Inspector • Batch Plant Supervisor • Construction Vehicle and Mobile Plant Inspector • Electrical Installation and Machinery Responsible Person • Stacking and Storage Supervisor
12.	HEALTH AND SAFETY TRAINING RECORDS - INDUCTION RECORDS OF PERSONNEL.	• The mandatory acknowledges that its employees have attended the Client SHE Induction; • Proof of SHE Induction attendance Register / Records to be attached; • SHE Induction cards are issued to all employees and they must be in their possession all the time while on site.
13.	COPIES OF TOOL BOX TALK TOPICS.	• SHE Topics selected should deal with risks relevant to the construction at hand. • Records must be kept & employees must acknowledge the receipt of SHE Talk.
14.	LIST OF SUB CONTRACTORS	
15.	EMERGENCY CONTACT NUMBERS	• Site Supervisor, • First Aider, • SHE Rep, • SAPS, • Fire Dept, • Ambulance / Hospital

16.	MONTHLY SHE MEETING MINUTES	• SHE Committee Meeting Agenda and Minutes template to be submitted • SHE Committee Meetings to be established where there are 20 employees on site and more (OHS Act minimum requirement)
17.	CHECKLISTS/REGISTER	• Excavations Register • Explosive powered tools register • Fire Fighting equipment Register • First Aid Box register • Hazardous Chemical substances present on site Register • SHE Representative Register • Ladder Register • Lifting Tackle Register • Lifting Equipment Register • Material Hoist Register • Material safety Data sheet Register • Mobile Crane Register • Recording and investigation of incidents Register • Scaffolding Register
18.	EMERGENCY PLAN	• Contractor must familiarise themselves with the Emergency Evacuation procedure in each site . Contractor Site Supervisors will act as Emergency Coordinators on behalf of the Contractor.
19.	FIRST AIDER AND EQUIPMENT	• First Aider Appointment letter (where there are more than 10 Contractors on site • Valid Training Certificate • First Aid box content list / Register to be attached
20.	PPE AND CLOTHING , REGISTER	• Risk Assessment will provide a guide on what PPE will be required • Issue of PPE Register to be attached • Employees to be trained on the use of PPE & records be attached • Provide a list of signage to be used "Mandatory, Informative, Warning and Prohibitory signs"
21.	ASBESTOS MANAGEMENT	• Certificate of Registered Asbestos Contractor - Mandatory employer conducting demolition work who is registered with DoL; • Contractor agreement regarding handling, storage, removal and disposal of Asbestos must be attached; • Information and Training of Contract Employees; • Medical Surveillance Records of Contract Employees

22.	ENVIRONMENTAL MANAGEMENT PLAN	The EMP must address the following: • Waste Management; • Prevention of water and ground pollution; • Protection of the plants and animals where applicable; • Protection of archaeological (heritage value) sites where applicable; • Effluent and storm water management; • Dust control; • Noise control; • Hazardous materials and oil management (Spill prevention, spill control planning ,dangerous goods handling); • Emergency preparedness; • Monitoring and reporting of environmental incidents and complaints; • Roles and Responsibilities.
23.	FALL PROTECTION PLAN(Inclusive of Risk assessment)	• Fall protection Risk assessment to be conducted and plan be submitted • Employees to be Trained and Records be kept on file
24.	INCIDENT INVESTIGATION REPORT	To be included in this section of the file are the following: • SHE Incident register; • Incident investigation Report template; and • Incident management procedure
25.	MEDICAL EXAMINATIONS(Wor king at Heights)	To be included in this section of the file are: • Psychological fitness checklist – to be completed for all contractors • Schedule for medical examinations
26.	PERMITS(Hot Work, Confine Space, Excavation, Hi- Voltage)	Work permit to be obtained from TNPA for the following: • Hot Work (TNPA Fire and Emergency Service) • Permit to work • Confined Space - By competent person • Excavation work – By competent person • Hi-Voltage - By competent person
27.	MSDS	• Where there will be use of chemicals on site MSDS file with all chemicals used brought on site must be submitted

28.	CALIBRATION CERTIFICATES	Certificates are required for any and all equipment brought on site that legally requires calibration.
29.	PCI DECLARATION FORM	This is an internal document that the TNPA Project Manager is required to complete
30.	DEMOLITION REQUIREMENTS(CR1 2)	Legal requirement
31.	SITE ACCESS CERTIFICATE	This is an internal document that the TNPA Project Manager is required to complete