



Project Health and Safety Specification
 In terms of OHS ACT 85 Of 1993 & and Construction
 Regulations 2014

Project: SUPPLY, DELIVERY AND INSTALLATION OF THE DOUBLE SKIN MESH GALVANISED KIOSK AT THEMBALETHU MINIATURE SUBSTATION.

GEORGE MUNICIPALITY – Electro-Technical Services-Department of Distribution

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Project Details

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1. PURPOSE

The purpose of this document is to provide health and safety information about specific project risks known by the Client, Designer and Client Agent. These risks are applicable to this project and may not necessarily be common knowledge to the Service Provider. The Service Provider must take this information into account and ensure that their tenders include adequate resources to deal with the matters detailed in this document. Compliance must be ensured by the Service Provider and Appointed Sub- Service Provider to all relevant legislation.

1.1 Reference should be made to the following documentation in conjunction with this safety specification:

- (a) Tender Specification
- (b) Manufacturer's Specifications
- (c) Legal mandates and relevant Municipal By-Laws

References used for the drafting of this specification

OHS Act – Occupational Health and Safety act 85 of 1993 and all regulations promulgated under this act, special reference to Regulations for Hazardous Chemical Agents, 2021

NEMA (ACT 107 OF 1998) – National Environmental Management Act 107 of 1998 and relevant specific environmental management acts promulgated under this act, special reference to NEM: WA (Act 59 of 2008).

NEM: WA (Act 59 of 2008) – National Environmental Management: Waste Act 59 of 2008 and regulations promulgated under this act, with reference to the National Waste Management Strategy, the Waste Classification Regulations and supporting Norms and Standards.

The Waste Classification and Management Regulations, 2013, published as Government Notice No. R. 634 of 23 August 2013

The National Norms and Standards for the Assessment of Waste for Landfill Disposal, published as Government Notice No. R. 635 of 23 August 2013.

COIDA Act - Compensation for Occupational Injuries and Diseases Act

Due to potentially dangerous operations being undertaken in Supply and Delivery of the Dublo or double skin mesh galvanized 5000x3000mm kiosk, there is a possibility of incidents and accidents which may lead to injuries or fatalities. In many instances non-compliances to the Occupational Health and Safety Act (OHS Act) has resulted in severe consequences for the parties involved. The Client is determined to ensure the highest health and safety standards throughout the Contract.

To ensure this, the Client/ Client Agent has prepared and published this document. This document should be used as a guideline for minimum levels of awareness and guidance for health and safety requirements for this Contract. The responsibility for adhering to these requirements rests with the Service Providers.

Every Employer will provide and maintain, as far as reasonably practicable, a set working environment that is safe and without risk to the health of his employees. OHS Act 8 (1) Compliance with the OHS Act and Regulations will not be limited to this specification and the definitions contained in this document.

Tenderers are expected to be conversant with the requirements and effect of health and safety legislation, in particular the Occupational Health and Safety Act, 85 of 1993, and the Regulations for Hazardous Chemical Agents, 2021. Provision must be made in the tender submission to comply with all legal requirements.

The Service Provider's personnel will be responsible for implementing all necessary legislative requirements. Document control and record systems associated with the legislation must be kept by the Service Provider.

This document should be used to assist the Service Provider towards achieving compliance with the OHS Act.

2. CLIENT STATEMENT OF COMMITMENT TO OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT.

The Client is committed to ensure that compliance to all the relevant legislation regarding Occupational Health and Safety is maintained and no accident occurs.

- i. This document must be used as a means of measuring performance of all parties entering a contract with the Client or Service Provider in Occupational Health and Safety Standards.
- ii. The Client does not accept any liability which may result from the Service Provider failing to comply with the Document; the Service Provider remains responsible for achieving the required performance levels.
- iii. This document forms part of the Contract, and Service Providers are required to make it part of their Contracts with Sub-Service Providers and Suppliers.

The successful Service Provider will ensure that a Site-Specific Health and Safety Plan complying with all the relevant legal requirements and this document is compiled and approved by the Client/Client Agent before commencement of Construction.

2.1. PROJECT DETAILS

Description of Work

1. The scope includes but is not limited to:
General items:
 - Establishment on site by the Contractor
 - The supply of labour, tools, equipment, materials and supervision to complete the work
 - Setting out of the Works
 - Maintenance of the works during and after installation.

Work items:

- Foundation
- Steel fixing
- Concrete work
- Lifting of heavy material

2.2 EXISTING ENVIRONMENT

Project will take place in **Thembaletu Maniature Substation George Municipality**

2.3 Hazards particular to this project Baseline Risk Assessment

The following materials and substances have, or may have, to be used in the works or is present and are identified as potentially posing special health and / or safety hazards during the project. Appropriate measures will need to be specified for their control:

- Sharp objects
- Handling of heavy material or equipment.
- Splashes due to concrete mix
- Chemicals such as cement

2.4 The following Client safety rules and/or requirements are to be observed:

Safety Rules

MANUAL LIFTING	Keep your back straight, Bend the knees, don't reach and lift, Get help for heavy loads.
UNSAFE USE OF TOOLS	Inspect regularly, report all defects at once, use the right tool safely, Put it away safely
PROTECTIVE EQUIPMENT	Ensure you use the correct PPE for the job at hand
HOUSEKEEPING	A clean job is a safe job, use waste bins, Pile materials safe and neat, Remove hazardous debris
TEAMWORK	Plan all work with safety - Protect fellow workers

Labour Records

At the end of each week the Service Provider will provide a written record, in schedule form reflecting the number and description of tradesmen and labourers employed by him and all his sub-Service Providers on the works each day. The record must also indicate total amount of people on site as well as total hours worked for the week.

2.5 STANDARD OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Scope

- This Section covers the requirements for eliminating and mitigating incidents and within the Contract. The scope addresses minimum legal compliance, hazard and risk management, promotion of a health and safety culture amongst all parties involved in the project and those affected by the activities taking place.
- Service Providers employed by The Client / Health and Agent must ensure that the provisions of the specifications are applied both on the site and all off site activities relating to this project.
- The Service Provider must enforce the provisions of these Specifications amongst all Sub-Service Providers and suppliers for the project.
- Principal Contractor is expected to appoint a Construction Health and Safety Officer/ Health and Safety Representative who will ensure that the requirements of the specifications are implemented on site.
- Conduct baseline risk assessment and ensure that their baseline risk assessment is regularly updated should there be any changes.

2.6 Application

The Occupational Health and Safety Specification contains clauses that are to the scope of work in question and impose pro-active controls associated with activities that impact on human health and safety as it relates to public safety and or all stakeholders involved. Compliance to the requirements of the Act is in addition to the requirements of the Occupational Health and Safety Specification and form part of the Service Provider's responsibility. The Client / Client Agent will monitor the Service Providers compliance with the requirements of the OHS Act.

2.7 Definitions

For the purpose of this Occupational Health and Safety Specification following the definitions, hereunder will apply:

"agent" means a competent person who acts as a representative for a Client;

Competent person

Means a person who

- (a) has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualifications Framework Act, 2000 (Act No. 67 of 2000), those qualifications and that training must be regarded as the required qualifications and training.

- (b) Is familiar with the Act and with the applicable regulations made under the Act;

"Certificate of compliance" means

- (a) a certificate with a unique number obtainable from the chief inspector, or a person appointed by the chief inspector, in the form of Annexure 1 J and issued by a registered person in respect of an electrical installation or part of an electrical installation; or
- (b) a certificate of compliance issued under the Electrical Installation Regulations, 1992;

"client" means any person for whom construction work is being performed.

Hazard

Means a source of or exposure to danger which may cause injury or damage to persons or property;

Hazard identification

Means the identification and documenting of existing or expected hazards to health and safety of persons which are normally associated with the type of construction work being executed or to be executed.

Hazardous Waste

Hazardous waste is a waste that contains organic or inorganic elements or compounds that may, owing to the inherent physical, chemical, or toxicological properties of that waste, have a detrimental impact on health or the environment.

"Health and safety file " means a file, or other record containing the information in writing required by these Regulations.

"health and safety plan" means a site, activity or project specific documented plan in accordance with the Client's health and safety specification;

"installation work" means

- (a) the installation, extension, modification or repair of an electrical installation;
- (b) the connection of machinery at the supply terminals of such machinery; or
- (c) the inspection, testing and verification of electrical installations for the purpose of issuing a certificate of compliance.

"Medical certificate of fitness" means a certificate contemplated in regulation 7(8).

Risk

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

Risk assessment

Means a program to determine any risk associated with any hazard at a construction site, in order to identify the steps needed to be taken to remove or control such hazard

“supplier”

in relation to a particular electrical installation, means any person who supplies or contracts or agrees to supply electricity to that electrical installation;

The Act

Means, unless the context indicates otherwise, the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and Regulations promulgated there under.

2.8 General Health and Safety Provisions

The Service Provider will submit proof of supervisory appointments and any relevant appointments in writing (as stipulated by the OHS Act), prior to commencement of work

2.8.1 Competency for Service Provider’s Responsible Persons

The Service Provider’s responsible persons will be competent in health and safety and will have undergone Health and Safety Management Courses.

Typical courses will include, HIRA, Legal liability, Incident Investigation, Construction regulations 2014 and OHS Act training. Proof must also be provided that the relevant appointed responsible person has experience related to the work that will be conducted.

2.8.2 Compensation of Occupational Injuries and Diseases Act 130 of 1993 (COIDA)

1. The Service Provider will submit a letter of good standing with the Compensation Insurer to The Client/ Client Agent, within 10 working days from receipt of the Letter of Acceptance from The Client/ Client Agent prior to commencing work on site.

2.8.3 Occupational Health and Safety Policy

1. The Service Provider shall have a HSE Policy (or policies) in line with the OHS Act 85 of 1993 section 7 requirements, the policy shall be duly signed by an authorised signatory. The policy must address commitments relating to the protection of the Health and Safety of Service Provider’s personnel and others, as well as the protection of the environment, in and about the execution of the works.
2. Copies of the Service Providers HSE Policy shall be provided as and when Service Providers are appointed
3. The Service Provider shall prominently display a copy of the policy in the workplace where his employees normally report for service.

3.0 Ergonomics must be addressed in the risk assessment – Refer to ERGONOMICS REGULATIONS, 2019

Issue Based Risk Assessment

- As circumstances and needs arise, separate risk assessment will need to be conducted. An additional risk assessment will need to be conducted when for example:
 - (a) A new operation introduced onto site
 - (b) A system for work is changed
 - (c) After an accident or a 'near miss' has occurred

3.1 Continuous Risk Assessment

- This should take place continually, as it forms an integral part of day-to-day management.
- It should be conducted by frontline supervisors on a **DSTI (Daily Safe task instruction)** on site and it is essential that formal training is provided to enable the said personnel to be efficient in conducting said assessment. The Service Provider must ensure that the Risk Assessment identifies the hazards present in work activities on site. This must be followed by an evaluation of the risks involved considering those precautions already being taken.

3.2 Inductions & Training

- The Service Provider will ensure that all employees under his / her control have gone through an internal health and safety induction **before being allowed to perform any task on site**, a copy of the induction material must also be available as proof of topics discussed during induction. The Service Provider will keep a copy of the attendance register of all his / her employees who attended the induction. The Service Provider must ensure that as new employees are brought to site during the project, they must also undergo inductions before being able to perform any task on site.
- Employees are responsible for their own Health and Safety and that of their co-workers within their work area. They shall be made aware of their responsibilities during induction and awareness sessions which include:
 - Familiarising themselves with their workplaces and Health and Safety procedures.
 - Working in a manner that does not endanger them or cause harm to others;
 - Keeping their work area tidy;
 - Reporting all incidents / accidents / occupational ill-health and near misses;
 - Protecting fellow workers from injury;
 - Reporting unsafe acts and unsafe conditions; • Reporting any situation that may become dangerous;

- Carrying out lawful orders and obeying HSE rules.
- The Service Provider shall ensure that all Service Providers' personnel are adequately trained in the type of work / tasks to be performed. This training shall extend to include relevant procedures, Hazard Identification and Risk Assessment. Service Provider's personnel shall have the appropriate qualifications and shall work under competent supervision. Copies of records of appropriate training and qualifications for all employees shall be kept and maintained.

3.3 Medical certificates of fitness

- A Service Provider must ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3 of Construction Regulation 2014. This medical certificate must specifically state that the person is fit for duty and must also highlight any medical restrictions identified. **The Service Provider must keep a detailed register in his safety file for all employees with restrictions and document how the restrictions are being managed.**

3.4 Awareness

1. The Service Provider will conduct toolbox talks twice weekly and before any hazardous work takes place. The talks will cover the relevant, daily, activity and an attendance register must be kept and signed by all attendees. A record of the content of the topic will be kept on the site health a safety file.

3.5 General Record Keeping

- The Service Provider will keep and maintain Health and Safety records to demonstrate compliance with the Occupational Health and Safety Specification and the Act. The Service Provider will ensure that all records of incidents, spot fines, training etc. are kept on site. All documents will be available for inspection by The Client/ Client Agent or Inspectors.

3.6 General Inspection, Monitoring and Reporting

- The Service Provider will carry out daily inspections and investigate all incidents and report to The Client/ Client Agent. The Service Provider will be required to keep records of all inspections and investigations which were undertaken and any other inspections and investigations by person's authorised to do so.

3.7 Emergency Procedures

3.7.1 The Service Provider will submit a detailed Emergency Procedure for approval by The Client/ Client Agent prior to commencement on site. The procedure will detail the response plan including the following key personnel:

- (a) List of key personnel,
- (b) Details of emergency services,

- (c) Actions or steps to be taken in the event of the emergency; and
- (d) Information on hazardous materials / situations, including each material's hazardous potential impact or risk on the environment or human and measures to be taken in the event of an accident.

3.7.2 Emergency procedures will include, but will not be limited to fire, spills, accidents to employees, use of hazardous substances, electrical shock or contact, etc. The Service Provider will advise The Client/ Client Agent in writing of any on site emergencies, together with a record of action taken, within 24 hours of the emergency occurring. A contact list of all service providers (Fire Department, Ambulance, Police, Medical and Hospital, etc.) must be maintained and available to site personnel.

3.8 First Aid Box and First Aid Equipment

The Service Provider will appoint in writing a First Aider(s). The appointed First Aider(s) are to be sent for accredited first aid training before starting on site, or must be in possession of a valid certificate, of which copies are to be kept on site. The Service Providers will provide, on site, First Aid Boxes, adequately always stocked, and ensure that the First Aid Box is accessible and fully controlled by a qualified First Aider. In addition, the location of these boxes must be indicated by means of Health and Safety Signage. A picture with the name and contact number of the First Aider on duty must be on displayed in all relevant areas.

3.9 Accident / Incident Reporting and Investigation

- The Service Provider will in addition to the prescribed requirements of the OHS Act investigate, record, and report all reportable incidents. The investigations will be conducted by a qualified person or persons who have sufficient knowledge to carry out an investigation. In the case of a serious injury, meaning one in which a loss of man-hours are experienced exceeding 7 days, an independent investigator must be appointed by the Service Provider. All incidents on site must be reported to the Client Agent within 1 hour of occurrence by means of a telephone call or SMS.
- The Service Provider shall investigate all incidents immediately and supply to the Client/Clients Agent a written report within 3 days, which shall include:
 - Date, time and place of incident.
 - Description of incident.
 - Root causes of incident/accident.
 - Type of injury and/or (if any);
 - Medical treatment provided (if any).
 - Persons involved.
 - Loss or damage sustained (if any).
 - Names and contact details of witness/s;

4.0 Hazards and Potential Situations Communication

The Service Provider will immediately notify other Service Providers or Sub-Service Providers of any hazardous or potentially hazardous situations, which may arise during performance of the activities.

4.1 Personal Protective Equipment (PPE) and Clothing

1. The In terms of Section 8 of the OH&S Act, the duty of the Service Provider is to take steps to eliminate or mitigate (hierarchy of control measures) any hazard or potential hazard to the safety or health of employees before resorting to PPE
2. The Service Provider's personnel and Service Provider's visitors shall use risk-based PPE, approved by SANS or the relevant internationally recognised authority, always, as a minimum.
3. The relevant standard of PPE shall be recorded on the appropriate method statement or assessment to allow workers to ensure that they have been provided with the correct type of PPE.
4. Additional PPE shall be identified from task risk assessments for specific areas where access is permitted.
5. Symbolic signs in terms of SANS 1186 indicating the type and use of PPE shall be placed at all entry points to the Service Provider's yard and areas of the works under its control.
6. The Service Provider will clearly outline procedures to be taken when PPE or clothing is:
 - (a) Lost or Stolen
 - (b) Worn Out or Damaged
 - (c) When and where it must be worn or used

4.2 Consolidated Health and Safety File

1. The Service Provider will in accordance with Construction Regulation 7(1)e, hand a consolidated health and safety file to the client on completion of construction work, this must include records of drawings, designs, entry/exit medicals, incident investigations, non-conformances raised or received, risk assessments as well as significant information regarding the construction of the completed structure.

4.3 Stacking of Materials

- A Service Provider must, in addition to compliance with the provisions for the stacking of articles in the General Safety Regulations, 2003, ensure that –
 - (a) a competent person is appointed in writing with the duty of supervising all stacking and storage on a construction site.
 - (b) adequate storage areas are provided.
 - (c) there are demarcated storage areas; and

- (d) storage areas are kept neat and under control.

4.4 Hazardous Chemical Substances (HCS)

- In addition to the requirements in the HCS Regulations, the principal Service Provider must provide proof in the Health and Safety Plan that:
 - (a) Safety Data Sheets (SDS's) of the relevant hazardous chemical substances are available prior to use by the Service Provider. Mention should be made how the principal Service Provider is going to act according to special/unique requirements made in the relevant SDS's. All SDS's will be always available for inspection by the agent.
 - (b) Exposure monitoring is done according to OESSM and by an Approved Inspection Authority (AIA) and that the medical surveillance programme is based on the outcomes of the exposure monitoring.
 - (c) How the relevant HCS's are being/going to be controlled by referring to:
 - i. Limiting the amount of HCS
 - ii. Limiting the number of employees
 - iii. Limiting the period of exposure
 - iv. Substituting the HCS
 - v. Using engineering controls
 - vi. Using appropriate written work procedures (e)
The correct PPE is being used.
 - (f) HCS are stored and transported according to SABS 072 and 0228.
 - (g) Training with regards to these regulations was given.
- The H&S plan should refer to the disposal of hazardous waste on classified sites and the location thereof (where applicable).
- The First Aider must be made aware of the MSDS and how to treat HCS incidents appropriately.

4.5 Fire Extinguishers and Fire Fighting Equipment

1. The Service Provider will provide adequate, regularly serviced fire extinguishers located at strategic points on site. The Service Provider will keep spare serviced portable fire extinguishers. The Service Provider will have adequate persons trained or competent to use the Fire Fighting Equipment. Safety signage will be posted, indicating locations of fire extinguishers.

4.6 Hired Plant and Machinery

1. The Service Provider will ensure that any hired plant and machinery brought to site is safe for use. The necessary requirements as stipulated by the OHS Act as well as those that are stipulated by this Occupational Health and Safety Specification, will apply. Health and Safety Induction is to be conducted with any hire plant or machinery operators and attendance of appropriate toolbox talks ensured. All operators of hired plant or machinery

must be in possession of valid operator's certificates and medical certificates of fitness, as per requirement by the OHS Act.

4.7 Hand Tools

All hand tools (hammers, chisels, spanners, etc.) must be inspected by the user prior to use.

Tools with sharp points in toolboxes must be protected with a cover. No make-shift tools on site. All cold chisels used on site shall be fitted with a hand guard to prevent hand injuries in case of a miss with the hammer.

All Service Providers shall have a user policy for use of craft knives. Knives shall not be carried in clothing pockets with an open blade. The Service Provider shall ensure that the appropriate cut resistant PPE is worn by the user. Cut resistant material coverage should include the forearm of the non-knife holding hand unless other safety measures are taken.

4.8 Public Health and Safety

Both the Client/ Client Agent and the Service Provider have a duty in terms of the OHS Act to do all that is reasonably practicable to prevent members of the public and others being affected by the construction processes to be aware and put preventative measure in place. The public or visitors will go through a brief health and safety induction detailing hazards and risks they may be exposed to and what measures are in place to control these hazards and risks.

4.9 Severe Weather

The Service Provider shall conduct operations in a manner that do not put personnel at risk from weather and weather-related injury. If the wind is blowing above 35km/h the installation should be suspended. If the temperature is above 37.5 degrees Celsius the PC must ensure water break is provided.

5. Occupational Health

Exposure of workers to occupational health hazards and risks are very common in any work environment. The occupational hazards and risks may enter the body in three ways:

- (a) Inhalation e.g., noxious gases.
 - (b) Ingestion of chemical agents through swallowing.
 - (c) Absorption of chemical agents through the skin (pores).
1. All Service Providers are to ensure that where employees are exposed to airborne contaminants, preemployment medicals should be conducted to ensure fitness to work under such conditions.

2. All Service Providers will be responsible for the full cost of medical treatment that his staff may require; the Service Provider is therefore required to ensure that all his personnel are medically fit.
3. All Service Providers should ensure that Occupational Hygiene surveys are conducted as per the Occupational Health and Safety Act to ensure employees is not exposed to hazards. Risk Assessments should identify areas where surveys are to be conducted.

5.1 Duties of the Service Provider

The service provider must develop the health and safety plan in line with the health and safety specification. The plan will be evaluated and approved for implementation. The Service Provider must do his / her internal monitoring systems such as internal audits and inspections. The Client Agent will conduct audits to check compliance monthly.

The service provider must appoint a part time health and safety officer. The service provider must appoint a risk assessor as well as the incident investigator.

5.2 Signage

Road signage will be displayed to warn motorists about the construction work ahead. The signage will include the following:

- excavation
- Dust
- Noise induced
- Detour
- Road closures
- Unauthorised personnel

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