

OCCUPATIONAL HEALTH SAFETY AND ENVIRONMENTAL PROJECT FILE

PROJECT NAME : MAST ERECTION/REPLACEMENT & PLINTH – FREESTANDING – PORT ELIZABETH OC

INDEX

1. Occupational Health Safety Environmental statement policy(signed)
2. Legal appointments
 - a. 16 1 Appointee – CEO/MD/GM
 - b. CR 8.1 – Appointee or Construction Manager
 - c. CR 7.1(v) – Contractor Appointment
 - d. CR 8.7 – Construction Supervisor – proof of competence
 - e. CR 10.1 – Fall protection officer – proof of competence
 - f. CR 13.1 – Excavation supervisor – proof of competence
 - g. CR 16.1 – Scaffolding supervisor – proof of competence
 - h. DMR 17 & 18 Mechanical unit Operator (e.g. Winch or similar) & Section 8.2.(I)
 - i. CR 8.6 – Construction Safety Officer – proof of training
 - j. CR 9.1 – Risk Assessor – proof of training
 - k. CR 29 – Fire Fighter & equipment Inspector – proof of training
 - l. GAR 9.2 – Incident Investigator – proof of training
 - m. EMR 9.4 –Electrical portable tools inspector
 - n. SEC. 17.1 - H & S Rep – proof of training
 - o. GSR 3.4 – First Aider – proof of training
3. Training Records supporting most Legal Appointments above including mast climbing certificates
4. Valid medical Fitness of the onsite personnel
5. Scope of Operation
6. Section 37 Agreement signed by both parties
7. Valid public Liability Insurance
8. Notification of construction work to Provincial Director (Annexure 2) of Reg. 4
9. Valid letter of Good Standing or FEM or RMA
10. Safety plan including the following:
 - a. Risk Assessment indicate assessment criteria
 - b. Methodology – Safe working procedure (ensure that possible snapping of slings, and guys is also considered in the methodology)
 - c. Inspection record and load test certificates for lifting equipment (winches, cranes and slings)
 - d. MSDS/A – for all HCS used onsite
 - e. Fall Protection Plan
 - f. Checklist
 - i. Portable Electrical Tools
 - ii. Winch (DMR18.1) load test certificate by AIA
 - iii. Slings(DMR 18) load test certificate by AIA
 - iv. Safety Harness
 - v. Hand tools
 - vi. Loco or Construction Vehicle – Trucks etc
 - vii. PPE
 - viii. Fire extinguisher
11. Emergency plan including:
 - a. First Aid box with standard contents
 - b. IOD reporting procedure or routing diagram
 - c. IOD forms WCL1 or 2 or Annexure 1

- d. Incident Investigation procedure and forms
- e. Emergency numbers
- 12. Induction & Toolbox Talks with registers and minutes template
- 13. Waste disposal plan e.g. hazardous chemical substances, wooden drum, cable wires etc.

Other Health and Safety requirements (in line with CR 5 – Duties of client, CR 6-duties of designer & CR 7-duties of Principal contractors and Contractors, CR8-Management and supervision of construction work)

While conducting own risk assessment the contract shall also take the following into account:

1. Mast erection (freestanding) installation methodology

The Principal contractor shall develop methodology on how the mast erection and guy rope installation is going to be undertaken, he shall cause the diagram/s to supplement/accompany his written method for demonstration. When approved the method, shall be used onsite and whenever the contractor intend to have major changes to this methodology, he shall first seek approval from the Client and the Principal Agent.

2. Risk Assessment :

a. Mast and guy rope erection

- i. That the construction activities are taking place in the residential dwelling and should as such assess the impact of his activities against the residents life style and their health and safety
- ii. That same guy ropes will be running across public primary school and that you shall assess the impact this activity will have on pupil, educator's health and safety & structural disruption.
- iii. That same guy ropes will be cutting through local soccer field, which may be in use during local sport challenges/festivities. You shall as such assess the impact your guy rope installation will have on health and safety of the general public
- iv. The mast to be erected is about 260m off the ground, with every height gained during construction, the risk is, should the mast component or section thereof fall it will fall beyond construction demarcated area. Assess the impact associated with this risk.
- v. The contractor should take note that huge dust will be generated during the construction work and should assess the impact thereof and document the mitigating measures in his health safety plan.
- vi. The contractor shall ensure that all local staff to be appointed on the project are always grounded and that they are never given any mast elevated work nor any machine operated lifting activity responsibilities. If that is unavoidable, then consider training such local staff sufficiently/properly/satisfactorily

b. Lifting equipment

- i. As for all the risks that will be associated with all lifting activities, take the following into account and put proper mitigation measures:
 - 1. Weight of the heaviest component/section to be lifted
 - 2. The height at which is to be components/sections are to be lifted
 - 3. Available lifting equipment and their load and stretching capacity
 - 4. Competencies and fitness of personnel to use available lifting equipment/crane/etc
 - 5. The risk posed by the lifting equipment itself to operators, other workers and persons other than the construction workers outside the construction area

c. General risk assessment

The contractor shall ensure that his risk assessment is updated in line with a work schedule and that all workers on site are inducted on the identified risks and mitigation measures put in place. Where there is any change in any work method, the contractor

shall assess all risk associated with the proposed new method and discuss such with the Client and Principal Agents

3. Health and Safety Plan

- a. The contractor shall in his health and safety plan clearly indicate how he is planning to execute his construction activities safely taking into account among other things, hazards identified above and shall further provide detailed fall protection plan developed by competent Fall Protection Planner together with the Construction Manager, Safety Officer/Rep
- b. The contractor shall further develop effective communication tool/method that will seek to inform general public of the progress and risk associated with the next activities, what will the contractor be doing to mitigate those and what is expected of the general public to ensure own safety. This update should be done at least once week or where there is major change in the original activity planning. The plan should mainly focus on fall and overhead protection.
 - i. Minimum expected PPE on site shall include helmet, safety boots with Steel Toe Cap, reflector vest/jacket, Safety Harness where applicable
- c. The Principal Contractor shall submit health and safety file containing documents listed above to the Client for approval.

NB:

- i. *Any document requiring signature and submitted without signature will render the file none compliant*
- ii. *Any document required to be completed at the time and is submitted with blank spaces will render the file none compliant*
- iii. *Any appointment requiring proof of training and such is not such training proof is not submitted with the file, will render the appointment nil-in- void.*

4. Medical fitness

- a. Principal Contractor shall ensure that all of his workers including, temporary workers and those of his contractor onsite undergo medical fitness as per Construction Regulations. This is regardless of whether they work at heights or not

5. Appointment of the (sub)Contractor by the Principal Contractor

- a. Before appointing any contractor for part of construction work, the Principal Contractor shall ensure that the contractor he is intending to appoint is competent for the task he is to be appointed for, that he has the competent personnel to execute the task.
- b. Before commencing with any activities onsite the Principal Contractor shall ensure that the appointed contractor's Health and Safety file is submitted and positively evaluated by him and that the contractor is in Good standing with the Compensation Fund or any other similar organization/Authorities

6. Site health and safety Inspections

- a. The Principal Contractor is advised to ensure health and safety compliance throughout the project.
- b. The client may at own discretion and without prior notice conduct health and safety inspections to ensure compliance.
 - i. After having conducted his inspection and having noted none compliance, the client shall inform the contractor of such none compliance in writing
 - ii. The contractor shall ensure that all none compliances are corrected within specified period and that a written update report is submitted to the client on or before specified due date.
 - iii. The Principal Contractor shall also conduct health and safety inspections on his contractors at least once a month to ensure compliance to the demonstrated and approved health and safety plan.

- iv. The contractors shall also cooperate with the authorities whenever they visit site for inspections and shall inform the client of any of the authorities' visits and provide copy of their report.

7. Incident and accident on site

- i. The contractor shall inform the client of any incident and accident that occurs on site immediately
- ii. The contractor shall ensure that easy and quick to read and follow incident/accident report procedure together with the emergency number are conspicuously displayed and that all persons on site are inducted on it.
- iii. He/she shall report all COID Act and OHS Act reportable accident respectively within prescribe timelines and cause investigation to take place once given green light to do so.

8. General Health and Safety compliance

The contractor is expected to comply with all relevant legislations, local by-laws, standards and industry good practices throughout the project.