

CLIENT HEALTH AND SAFETY SPECIFICATIONS
AS PER CONSTRUCTION REGULATION 5(1)(b), 2014
OCCUPATIONAL HEALTH AND SAFETY ACT, NO. 85 OF 1993



PROJECT:

DR. BLOK

REPLACEMENT OF STRUCTURES BUILT WITH INAPPROPRIATE
MATERIALS ON CLUSTER 1 SCHOOLS

PREPARED BY



Health and safety specification means a documented specification of all health and safety requirements pertaining to the associated works on a construction site, so as to ensure the health and safety of persons

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1. BACKGROUND

In terms of the Construction Regulation 5(1)(b), 2014 of the Occupational Health and Safety Act, No. 85 of 1993, the Client, is required to compile an Health & Safety Specification for any intended project and provide such specification to Contractor.

The Project is located in the Free State, South Africa.

2. SCOPE

The scope is the development of a health & safety specification that addresses all aspects of occupational health and safety as affected by construction work.

The Project scope is the Replacement of Structures Built with Inappropriate Materials on Cluster 1 Schools, at Dr. Blok School.

The construction work on project will entail, but not be limited to the following:

- Site establishment
- Demolition Work
- Electrical Installation Work
- Concrete works
- Brickwork
- Water reticulation
- Asbestos work
- Etc.

Also refer to the Design Report and Scope of work as per Bill of Quantities.

3. DEFINITIONS

Act: means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

AIA means an Inspection Authority approved by the chief inspector: Provided that an inspection authority approved by the chief inspector with respect to any particular service shall be an Approved Inspection Authority with respect to that service only.

Asbestos: means the following fibrous silicates:

- (a) Asbestos actinolite
- (b) Asbestos grunerite (amosite)
- (c) Asbestos anthophyllite
- (d) Chrysotile
- (e) Crocidolite
- (f) Asbestos tremolite
- (g) Any mixture containing these fibrous silicates

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Asbestos-containing material: Asbestos as well as any material that contains asbestos and includes asbestos cement products, asbestos coating, asbestos insulation board, asbestos insulation, asbestos textured decorative coatings, asbestos contaminated soil and other asbestos-containing material

Asbestos Demolition Work: Includes demolition, alteration, stripping, removing, repair, gleaning of any spilt asbestos, or high-pressure water jetting of any structure containing asbestos lagging or insulation, but does not include work performed on asbestos cement sheeting and related products and asbestos cement products that form part of the structure of a workplace, building, plant or premises.

Asbestos dust: Airborne or settled dust, which contains or is likely to contain regulated asbestos fibres

Asbestos Waste: An undesirable or superfluous asbestos-containing by-product, emission or residue of any process or activity that has been –

- a) discarded by any person;
- b) accumulated and stored by any person with the purpose of eventually discarding it with or without prior treatment connected with the discarding thereof; or
stored by any person with the purpose of recycling, re-using or extracting a usable product from such matter

Asbestos Work: Work that exposes or is likely to expose any person to asbestos dust

Client: means any person for whom construction work is being performed.

Client's Health and Safety Agent: SHE Group, 5 Walter Sisulu Road, Universitas, Bloemfontein, 9321. Tel. 0514369675

Competent person: means any person having the knowledge, training, experience and qualifications specific to the work or task being performed.

Construction manager: means a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site;

Construction site: means a work place where construction work is being performed.

Construction work: means any work in connection with—

- the erection, maintenance, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure;
- the installation, erection, dismantling or maintenance of a fixed plant where such work includes the risk of a person falling;
- the moving of earth, clearing of land, the making of an excavation, piling, or any similar type of work;

Contractor: means an employer, as defined in section 1 of the Occupational Health and Safety Act, who performs construction work and includes principal contractors;

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COVID-19 means Coronavirus Disease 2019;

Designer: means a competent person who

- prepares a design;
- checks and approves a design;
- arranges for a person at work under his or her control to prepare a design, including an employee of that person where he or she is the employer; or
- designs temporary work, including its components;
- an architect or engineer contributing to, or having overall responsibility for a design;
- a building services engineer designing details for fixed plant;
- a surveyor specifying articles or drawing up specifications;
- a contractor carrying out design work as part of a design and building project; or
- an interior designer, shop-fitter or landscape architect;

Disaster Management Act means the Disaster Management Act, 2002 (Act No. 57 of 2002);

Hazard identification: means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed;

Health and safety file: means a file or other record in permanent form, containing the information required as contemplated in these regulations;

Health and safety plan: means a documented plan, which addresses hazards identified and includes safe work procedures to mitigate, reduce or control the hazards identified;

Health and safety specification: means a documented specification of all health and safety requirements pertaining to the associated works on a construction site, so as to ensure the health and safety of persons;

HCA: Hazardous Chemical Agents

Medical Certificate of Fitness: means a certificate contemplated in Construction Regulation 7(8);

MSDS: Material Safety Data Sheet

Occupational Health Practitioner means an occupational medicine practitioner or a person who holds a qualification in occupational health recognized as such by the South African Medical and Dental Council as referred to in the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act No. 56 of 1974), or the South African Nursing Council as referred to in the Nursing Act, 1978 (Act No. 50 of 1978);

Occupational Hygiene Survey: means a Survey or Analysis on Hazardous Environmental Exposure e.g. Noise, Lead, Asbestos, Airborne Pollutants, Thermal Stress, Hazardous Chemical Substances, etc. to Persons conducted by an Inspection Authority Approved by the Department of Employment and Labour for the Exposure identified, provided that an inspection authority approved by the chief inspector with respect to any particular service shall be an Approved Inspection Authority with respect to that service only

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Occupational Hygiene: means the anticipation, recognition, evaluation and control of conditions arising in or from the workplace, which may cause illness or adverse health effects to persons;

OHSA means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);

OREP: Occupational Risk Exposure Profile

PPE: Personal Protective Equipment

Principal contractor: means an employer, as defined in section 1 of the Occupational Health and Safety Act who performs construction work and is appointed by the client to be in overall control and management of a part of or the whole of a construction site;

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, reduce or control such hazard;

Structure: means any building, steel or reinforced concrete structure

SACPCMP means the South African Council for the Project and Construction Management Professions

Virus means the SARS-CoV-2 virus;

Worker means any person who works in an employer's workplace including an employee of the employer or contractor, a self-employed person or volunteer;

Workplace means any premises or place where a person performs work.

Transmission or Transmitting is the passing of a pathogen causing communicable disease from an infected host individual or group to a particular individual or group, regardless of whether the other individual was previously infected.

Type 1 Asbestos Work: Painting of asbestos cement products in a manner that does not require surface preparation and does not cause the release of asbestos fibres. The removal of less than 10 square metres of asbestos cement products or equivalent fitters and piping or asbestos insulating board, where removal work may not be repeated on the same site within a period of six months and does not require registration as a registered asbestos contractor with the chief inspector

Type 2 Asbestos Work: The repair or encapsulation of asbestos cement products in a manner that does not require preparation or; The removal of asbestos cement products or asbestos insulating board and requires registration as a type 2 registered asbestos contractor with the chief inspector.

Type 3 Asbestos Work: The removal, repair or encapsulation of any asbestos and asbestos-containing material and requires registration as a type 3 registered asbestos contractor with the chief inspector.

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4. OH&S MANAGEMENT

4.1 Construction Work Permit

The Client's Agent shall, as the contract meets the requirements laid down in Construction Regulations 3, prior to commencement of the works, apply to the Department of Employment and Labour for a Permit to do Construction Work.

A copy shall be kept on the OH&S file and the construction work permit number shall be displayed at the entrance to the Construction Site. No Construction activities may take place before Permit has been issued by the Department of Employment and Labour .

4.2 Structure and Organisation of OH&S Responsibilities

4.2.1. Overall Supervision and Responsibility for OH&S

- The Client to ensure that the Principal Contractor, is appointed in terms of Construction Regulation 5(1)(k), implements and maintains the agreed and approved OH&S Plan.
- The Chief Executive Officer of the Principal Contractor in terms of Section 16 (1) of the Act to ensure that his Employees (as defined in the Act) complies with the Act. Legal Compliance Audit may be used for this purpose.
- Any OH&S Act (85 /1993), Section 16 (2) appointee/s as detailed in his/her/their respective appointment forms
- The Construction Manager, Assistant Construction Manager, Supervisor and Assistant Construction Supervisor/s appointed in terms of Construction Regulation 8. Should provide proof of OHS training and fully understand their duties and responsibilities outlined by the respective appointments.
- The principal contractor shall appoint as a minimum a Full-Time competent Health and Safety Officer that is registered with the SACPCMP.

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4.2.2 *Further (Specific) Responsibilities for OH&S*

The contractor shall note that it is a generic list only and is intended for use as a guideline.

Appointment	Legal Reference
Delegation of Duties	Section 16(2)
Construction Manager	Construction Regulation 8(1)
Assistant Construction Manager	Construction Regulation 8(2)
OH&S Officer	Construction Regulation 8(5)
Construction Supervisor	Construction Regulation 8(7)
Assistant Construction Supervisor	Construction Regulation 8(8)
Risk Assessor	Construction Regulation 9
Fall Protection Plan Developer	Construction Regulation 10
Structures Supervisor/Inspector	Construction Regulation 11
Excavation Supervisor	Construction Regulation 13
Demolition Work Supervisor	Construction Regulation 14(1)
Demolition Inspector	Construction Regulation 14(3)
Scaffold Erector & Inspector	Construction Regulation 16
Crane Inspector	Construction Regulation 22
Drivers / Operators of Construction Vehicles / Plant	Construction Regulation 23
Inspector of Construction Vehicles / Plant	Construction Regulation 23
Electrical Installation and Appliances Inspector	Construction Regulation 24
Hazardous Chemical Agent Supervisor	HCA Regulations & CR 25
Stacking & Storage Supervisor	Construction Regulation 28
Emergency/Security/Fire Coordinator	Construction Regulation 29
First Aider	General Safety Regulation 3
Fire Equipment Inspector	Construction Regulation 29)
Incident Investigator	General Admin Regulation 9
Ladder Inspector	General Safety Regulation 13A
OH&S Committee	OHS Act Section 19
OH&S Representatives	OHS Act Section 17
Person Responsible for Machinery	General Machinery Regulation 2
Pressure Equipment Supervisor	Pressure Equipment Regulations
Asbestos Work Supervisor	Asbestos Abatement Regulations

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The above appointments shall be in writing and the responsibilities clearly stated together with the period for which the appointment is made. This information shall be communicated and agreed with the appointees.

Competencies of all Appointed Personnel to be attached to Appointment and Placed on Health and Safety File

The principal contractor shall, furthermore, provide the clients agent with an organogram of all contractors that he/she has appointed or intends to appoint and keep this list updated and prominently displayed on site.

4.3 Communication & Liaison

- 4.3.1 OH&S Liaison between the Client, the principal Contractor, the other Contractors, the Designer and other concerned parties will be through the OH&S committee or Committee established by Client for this purpose.
- 4.3.2 In addition to the above, communication may be directly to the Client or his appointed Agent, verbally or in writing, as and when the need arises.
- 4.3.3 Consultation with the workforce on OH&S matters will be through their Supervisors, OH&S Representatives, the OH&S committee and their elected Trade Union Representatives, if any.
- 4.3.4 The Principal Contractor will be responsible for the dissemination of all relevant OH&S information to the other Contractors e.g. design changes agreed with the Client and the Designer, instructions by the Client and/or his/her agent, exchange of information between Contractors, the reporting of hazardous/dangerous conditions/situations etc.
- 4.3.5 The Principal Contractor will be responsible to continuously liaise with the Pr. CHSA on the project regarding Health & Safety issues, findings and other related matters. In addition, the Principal Contractor must after every Audit compile a corrective Action Plan in table form which must be submitted to the Pr. CHSA. The Corrective Action Plan must consist of the following headings: Findings, Action taken / to be taken, Date closed out, Signature (of Safety Officer). The Construction Manager must also sign off on the Corrective Action Plan before submitting.

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4.4 OH&S File

The Principal Contractor must, in terms of Construction Regulation 7(1)(b), keep a health & safety file on site at all times that must include all documentation required in terms of the Act and Regulations and must also include a list of all Contractors on site that are accountable to the Principal Contractor and the agreements between the parties and details of work being done.

The following documents must inter alia be kept in the OH&S file:

1. Construction Work Permit (Construction Regulation 3)
2. Notification of Asbestos Work (Asbestos Abatement Regulations)
3. Copy of OH&S Act (updated) (General Administrative Regulation 4.)
4. Proof of Registration and good standing with a COID Insurer - Construction Regulation 5(1)(j)
5. OH&S Plan agreed with client including the underpinning Risk Assessment/s & Method Statements (Construction regulation 5(1)(l))
6. Policies
7. Risk assessment conducted and reviewed during works and Safe Work Procedures
8. Ergonomic Assessments
9. Asbestos Management Plan
10. Health and safety specifications and Baseline Risk Assessment provided by the client.
11. A list of Contractors (Sub-Contractors) including copies of the agreements between the parties and the type of work being done by each Contractor (Construction Regulation 7)
12. Appointment/Designation forms as per 4.2.2 above.
13. Competency Certificates
14. Occupational Medical Certificates of all personnel working on site to proof Fitness to work
15. AIA Certificate of Service Provider responsible for Occupational Hygiene Monitoring
16. Asbestos Removal Contractor Certificate
17. Occupational Hygiene Surveys
18. Minutes of Safety Committee Monthly meetings
19. Statistical Data
20. Registers as follow (but not limited to):
 - Risk Register
 - PPE - Personal Protective Clothing and Equipment issued
 - Daily Mobile Machinery Checklists
 - Generator and Other Fuel Driven Machinery Registers
 - Registers / Checklists for all Equipment being used on site
 - Stacking & Storage Inspection Register
 - Excavations Inspection Register – Daily
 - Monthly Environmental Checklist

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- Weekly Hygiene Facility Inspection Register – Ablutions and Eating areas
- Incident Register
- Safe Area Declarations
- Fire Extinguishing Equipment Register
- Training Attendance Registers
- First Aid Box and Equipment Checklist
- Dressing Record Register – To be placed in First Aid kit
- Risk Assessment Communication Registers
- Lock-out Request Forms and Permits (Water and Electricity)
- Asbestos Monitoring Register
- Demolition work inspections
- SHE Officer Inspection Register (Non-Conformance Register) – Monthly checklist and deviations

4.5. OH&S Goals and Objectives and Arrangements for Monitoring and Review of OH&S Performance

The Principal Contractor is required to maintain a DIFR of less than 1 and report on this to the Client on a monthly basis.

4.6 Identification of Hazards and Development of Risk Assessments, Standard Working Procedures (SWP) and Method Statements

The Principal Contractor is required to develop Risk Assessments, Standard Working Procedures (SWP) and Method Statements for each activity executed in the contract or project (See Section 5 below “Project/Site Specific Requirements”)

4.7. Arrangements for Monitoring and Review

4.7.1. Monthly Audit by Client

The Client will be conducting monthly Audits to comply with Construction Regulation 5(1)(o) to ensure that the principal Contractor has implemented and is maintaining the agreed and approved OH&S Plan.

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If contractor is non-compliant according to Client's Health and Safety Audit, the Client's Agent / Representative may stop the work or a specific work activity and request a re-audit that must be approved by the client and the contractor will be held liable for the cost.

The Principal Contractor must compile a Corrective Action Report with evidence of close outs, and submit to the Pr. CHSA within seven (7) days of receiving the Audit Report.

4.7.2. Other Audits and Inspections by Client

The Client reserves the right to conduct other ad hoc audits and inspections as deemed necessary.

The Principal Contractor must conduct a Monthly Internal Health and Safety Audit on their own health and safety management system, and an Audit on all Sub-Contractors.

The Audit must be conducted by an independent person of the contractor or contractor's representative, which is not working on the site, on condition that the person is qualified to conduct an Occupational Health and Safety Audit.

4.7.3. A representative of the Principal Contractor must accompany the Client on all Audits and Inspections and may conduct his/her own audit/inspection at the same time. Each party will, however, take responsibility for the results of his/her own audit/inspection results.

The client's representative / Agent must approve the Principal Contractor's Health and Safety Audit Template, to be used, before work commences

4.7.4. Reports

4.7.4.1 The Principal Contractor is required to provide the Client with a monthly report.

4.7.4.2 The Principal Contractor must report all incidents where an employee is injured on duty to the extent that he/she:

- dies
- becomes unconscious
- loses a limb or part of a limb
- is injured or becomes ill to such a degree that he/she is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he/she was usually employed

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OR where:

- a major incident occurred
- the health or safety of any person was endangered
- where a dangerous substance was spilled
- the uncontrolled release of any substance under pressure took place
- machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects
- machinery ran out of control to the Provincial Director of the Department of Employment and Labour within seven days. (Section 24 of the Act & General Administrative Regulation 8.)

4.7.4.3. The Principal Contractor is required to provide the Client with copies of all statutory reports required in terms of the Act. The Principal Contractor is required to provide the Client with copies of all internal and external accident/incident investigation reports.

4.7.5. *Review*

4.7.5.1 The Principal Contractor is to review the Hazard Identification, Risk Assessments and SWP's at each Production Planning and Progress Report meeting as the construction work develops and progresses and each time changes are made to the designs, plans and construction methods and processes.

4.7.5.2 The Principal Contractor must provide the Client, other Contractors and all other concerned parties with copies of any changes, alterations or amendments.

4.8 Site Rules and other Restrictions

4.8.1 *Site OH&S Rules*

The Principal Contractor must develop a set of site-specific OH&S rules that will be applied, to regulate the OH&S aspects of the construction site.

4.8.2. *Security Arrangements*

4.8.2.1 The Principal Contractor must establish site access rules and implement and maintain these throughout the construction period. Access control must include the rule that non-employees will not be allowed on site unaccompanied.

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4.8.2.2 The Principal Contractor must develop a set of Security rules and procedures and maintain these throughout the construction period.

4.8.2.3 The Principal Contractor must appoint a competent Emergency Controller who must develop emergency contingency plans for any emergency that may arise on site as indicated by the risk assessments. These must include a monthly practice/testing program for the plans e.g. January: Fall Accident, February: Electrical Shock, etc. and practiced/tested with all persons on site at the time, participating.

4.9 Training

The contents and syllabi of all training required by the Act and Regulations to be included in the Principal Contractor's OH&S Plan.

4.9.1 General Induction Training

All employees of the Principal and other Contractors to be in possession of proof of General Induction training.

4.9.2 Site Specific Induction Training

All employees of the Principal and other Contractors to be in possession of Site Specific OH&S Induction training.

4.9.3 Other Training

4.9.3.1 All operators, drivers and users of construction vehicles, mobile plant and other equipment to be in possession of Competency Certificates & Medical Certificates of Fitness (Construction Regulation 23).

4.9.3.2 All employees in jobs requiring training in terms of the Act and Regulations to be in possession of valid proof of training.

4.9.3.3 OH&S Training Requirements: (as required by the Construction Regulations and as indicated by the OH&S Specification & the Risk Assessment/s):

- General Induction (Section 8 of the Act)
- Site/Job Specific Induction (also visitors) (Sections 8 & 9 of the Act)
- Construction Manager
- Construction Supervisor

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- OH&S Representatives (Section 18 (3) of the Act)
- Operation of Cranes (Driven Machinery Regulations 18 (11))
- Operators & Drivers of Construction Vehicles & Mobile Plant (CR 23)
- Basic Fire Prevention & Protection (ERW 9 and CR 29)
- Basic First Aid (General Safety Regulations 3)
- Storekeeping Methods & Safe Stacking (Construction Regulation 28)
- Emergency, Security and Fire coordinator
- Work and Appointment Related training
- Handling of Asbestos Material
- Work at Heights Training (where required)

4.10. Accident and Incident Investigation

- 4.10.1 The Principal Contractor is responsible for the investigation of all accidents/incidents where employees and non-employees were injured to the extent that he/she/they had to be referred for medical treatment by a doctor, hospital or clinic. (General Administrative Regulation 9)
- 4.10.2. The results of the investigation to be entered into the Accident/Incident Register: Annexure 1. (General Administrative Regulation 9)
- 4.10.3. The Principal Contractor is responsible for the investigation of all non-injury incidents as described in Section 24 (1) (b) & (c) of the Act and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.
- 4.10.4. The Principal Contractor is responsible for the investigation of all road traffic accidents and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.

4.11 H&S Representatives and Committees

4.11.1 Designation of OH&S Representatives

Before commencing work, the Principal Contractor shall designate a competent Safety, Health and Environmental representative (SHE Rep) who shall be acceptable to the Agent, to represent and act for the Contractor and Sub Contractors. This person may be the appointed Full-Time Construction Health and Safety Officer.

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It should be noted that the Principal Contractor is held responsible for the activities of the Sub Contractors.

Failure of Health and Safety measures by the Sub Contractor will revert directly back to the Principal Contractor.

The Contractor shall inform the Agent in writing of the name and address of the Contractor's SHE Rep and of any subsequent changes in the name and address of the SHE Rep, together with the scope and limitations of the SHE Rep's authority to act for the Contractor.

The Contractor's SHE Rep shall make available to the Employer an all-hours telephone number at which the SHE Rep can be contacted at any time in the event of an emergency involving any of the Contractor's employees, or other persons at the Works.

4.11.1.2 OH&S Representatives have to be designated in writing and the designation must include the area of responsibility of the person and term of the designation.

4.11.2 Duties and Functions of the OH&S Representatives

4.11.2.1 The Principal Contractor must ensure that the designated OH&S Representatives conduct a minimum monthly inspection of their respective areas of responsibility using a checklist and report thereon to the Principal Contractor.

4.11.2.2 OH&S representatives must be included in accident/incident investigations.

4.11.2.3 OH&S representatives must attend all OH&S committee meetings.

4.11.3. Appointment of OH&S Committee

4.11.3.1 The Principal Contractor must establish an OH&S Committee consisting of all the designated OH&S Representatives together with a number of management representatives that are not allowed to exceed the number of OH&S representatives on the committee.

The members of the OH&S committee must be appointed in writing.

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4.11.3.2. The OH&S Committee must meet minimum monthly and consider, at least, the following Agenda:

- 1) Opening
- 2) Previous Minutes
- 3) Observations
- 4) Program and Safety considerations
- 5) Occupational Health
- 6) Housekeeping improvement
- 7) Incidents & Accidents / Injuries
- 8) Safety performance Evaluations
- 9) Occupational Hygiene monitoring and measuring
- 10) Education & Safety promotion program
- 11) Legal Non-Compliances
- 12) Asbestos Monitoring Results
- 13) General
- 14) Date of Next Meeting
- 15) Closing

4.12 Occupational Medicals

4.12.1 Principal Contractor must ensure that all employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner as per Annexure 3 of Construction Regulation, 2014 – Construction Regulation 7(1)(g)

Principal Contractor to ensure that Ergonomic Risks are included in the Medical Surveillance Program, where so indicated by the Ergonomic Risk Assessment.

Refer to 5.16 of this Specification for medical surveillance pertaining to Asbestos Work.

4.13 Fines & Penalties

4.13.1 Repeated non-conformances raised during Audits may be subjected to a Minimum Fine of R 250.00 per Finding and a Maximum Fine of R 5,000.00 per finding.

4.13.2 The value of the fine will be recommended by the Pr. CHSA and Finally Approved by the Client's Project Manager

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4.14 Contractor Management

Contractors shall be appointed by the Principal Contractor in terms of Construction Regulation 7(1)(c)(v).

An agreement will be drawn up between the Principal Contractor and appointed contractor in terms of Section 37(2) of the Occupational Health & Safety Act 85 of 1993.

The Agreement must include all Health and Safety aspects, requirements, etc. pertaining to the specific project. The agreement must also indicate whether the contractor will make use of the Principal Contractor's First Aid facilities, if they have less than 10 persons on site or does not have their own appointed and trained First Aider.

A list of all Contractors must be drawn up and displayed in the site office, indicating the name of the contractor, contact person / responsible person, contact number and scope of work. The list must be updated on a monthly basis and as the work progress.

No Contractor may be appointed by the Principal Contractor, unless they are in possession of a valid Letter of Good Standing with the Compensation Commissioner (COIDA).

Every Contractor must provide the Principal Contractor with a site-specific Health & Safety Plan and File. The Health & Safety Plan will be evaluated and must be approved prior to the Contractor commencing on site.

All personnel of Contractors must, prior to commencement, submit to the Principal Contractor Occupational Medicals of all their personnel who will be involve in the project.

The Principal Contractor will be responsible to monitor each Contractor on site on an ongoing basis to ensure compliance in terms of the Act and Regulations. Monthly Audits will be conducted on each contractor and reports kept on file.

To ensure Induction and Toolbox talks are done properly and kept on the same standard, all Contractors will fall under the Induction Program and weekly toolbox talks of the Principal Contractor.

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5 PROJECT/SITE SPECIFIC REQUIREMENTS

5.1 Risk Management

The following is a list of specific activities and considerations that have been identified for the project and site and for which Risk Assessments, Standard Working Procedures (SWP), management and control measures and Method Statements (where necessary) have to be developed by the Principal Contractor:

- Site Establishment
- Offices
- Secure / safe storage for materials, plant and equipment
- Ablutions
- Sheltered eating area
- Vehicle access to the site
- Dealing with existing structures
- Location of existing structures
- Installation and Maintenance of temporary construction electrical supply
- Adjacent land uses / surrounding property exposures
- Boundary and access control
- Public liability exposures
- Health risks arising from neighboring as well as own activities and from the environment e.g. threats by dogs, bees, snakes, lightning etc.
- Ergonomic Risks
- Exposure to noise
- Protection against dehydration and heat exhaustion
- Protection from wet and cold conditions
- Dealing with HIV/Aids and other diseases
- Use of portable electrical equipment
- Loading and offloading of trucks
- Manual and mechanical handling
- Lifting and lowering operations
- Working in elevated positions / roof work
- Driving & Operation of Construction Vehicles and Mobile Plant
- Use and Storage of Flammable Liquids and other Hazardous Substances
- Reinforced steel fixing
- Excavation Work
- Demolition Work
- Asbestos Work

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- Concrete works
- Electrical work and installation
- Installation of Support Services
- Signage
- As discovered by the principal contractors hazard identification exercise
- As discovered from any inspections and audits conducted by the client or by the principal contractor or any other contractor on site.
- As discovered from any accident / Incident Investigation

The following are in particular requirements of works and will form a basis for compliance audits.

1. Administrative & Legal Requirements
2. Education, Training & Promotion
3. Public Safety & Emergency Preparedness
4. Personal Protective Equipment
5. Housekeeping
6. Working at Heights
7. Temporary Structures e.g. Formwork, Support work, Scaffold, etc.
8. Traffic Control & Accommodation
9. Electrical Safeguarding
10. Emergency/Fire Prevention & Protection
11. Excavations (Foundations, Trenches, etc.)
12. Ladders & Tools
13. Lifting Equipment
14. Permits
15. Transport & Materials Handling
16. Site Plant & Machinery
17. Plant & Storage Yard
18. Occupational Health & Hygiene
19. Construction Activities
20. Asbestos Work

5.2 Construction Vehicles and Mobile Plant – Regulation 23

The Contractor shall ensure that drivers of motor vehicles are in possession of a driver's license, valid for the class of vehicle which they are required to drive, and shall produce the license on request.

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The Contractor shall not permit any driver to be in control of a vehicle at the Works while under the influence of alcohol, drugs or other substance.

A register shall be kept of workers operating construction vehicles and mobile plant.

The register shall contain proof of training of operators to operate construction vehicles and mobile plant, certification of competency and authorization of operators to operate machinery, vehicles or plant.

Names of operators and their relevant training with date and time stamps together with name of course instructor shall be kept in the Health and Safety File on site.

Physical and Psychological fitness shall be proved by way of a medical certificate of fitness of the said operators before allowing operators to operate machinery, vehicles or plant.

The Health and Safety File shall include the written training material offered to operators for the different construction vehicles and mobile plant.

Each and every driver shall be trained on risks involved and safety procedures.

All Construction vehicles and mobile plant must be of acceptable design and construction and used according to their design. All construction vehicles and mobile plant must be maintained in good working order.

A register of all vehicles and plant shall be kept on site together with names of operators responsible for each. The register shall report all maintenance activities performed on these vehicles and plant as well as signatures certifying the condition of the vehicles as in a good working order.

All requirements on the vehicles and mobile plant with regard to safety and health shall be inspected and certified.

During use of Construction vehicles or mobile plant the following rules shall be adhered to:

- Construction vehicles or mobile plant must be prevented from falling into excavations, water or any other area lower than the working surface. These protection must consist of adequate edge protection e.g. Guard rails and/or crash barriers
- No person shall be allowed to or require to ride on any Construction Vehicle or Mobile Plant in a position otherwise than a safe place provided for on the construction vehicle or mobile plant as designed for that purpose.
- The construction site must be organized in such a way that as far as is reasonable practical, pedestrians and vehicles can move safely and without risks to health and safety.
- Traffic routes shall be of sufficient size, sufficient in number and in suitable positions to be used safely by construction vehicles, mobile plant and pedestrians.
- Each and every traffic route shall be indicated by suitable signs for reasons of safety and health.

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- No tools and/or material shall be transported in the same compartment as the operators/drivers/employees unless the said are secured against movement during transportation.
- All Construction Vehicles and Mobile Plant left unattended at night adjacent to a freeway in normal use or adjacent to construction areas where work is in progress, shall have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, in order to identify the location of vehicles or plant
- Bulldozers, scrapers, loaders and other similar mobile plant are, when being repaired or when not in use, fully lowered or blocked with controls in a neutral position, motors stopped and brakes set.

5.3 Barricading and Demarcation

The construction site shall be barricaded completely to prevent pedestrians and vehicles to enter the construction area.

Protection around the site must be in the form of a physical barrier and appropriate signage, to prevent public from entering the area.

It is advised to use 1.2m high DAY-GLO Mesh (barrier netting) to prevent pedestrians to enter the specific construction area.

5.4 Housekeeping and Construction Sites – Regulation 27

The Contractor shall at all time carry out the Works in a manner to avoid the risk of bodily harm to persons or risk of damage to any property. The Contractor shall take all precautions, which are necessary and adequate to eliminate any conditions, which contribute to the risk of injury to persons or damage to property. The Contractor shall continuously inspect all work, materials and equipment to discover and determine any such conditions and shall be solely responsible for the discovery, determination and elimination of such conditions.

During the period of this Contract, the Contractor shall be responsible for the safe storage of all materials and equipment required for execution of the Contract, and for disposal of all non-usable waste material in an orderly manner.

All materials, whether stored on the construction site or within the Contractor's designated area, shall be stored neatly and safely to prevent possible injury to any personnel. The material shall be stored to facilitate safe access to, and removal of the material from the storage area.

Any flammable material, such as paint, diesel fuel and oil, shall be stored in lockable non-combustible structures, which shall be clearly marked to indicate the hazardous nature of the materials stored within.

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The flammable materials stores shall be located in safe areas away from hazardous surroundings and adequate and suitable fire-fighting equipment shall be provided within easy reach of the materials stores.

Loose material need for use shall not accumulate so as to obstruct means of access to and egress from the workplace.

Scrap and waste shall not be allowed on site and must be removed daily.

The construction sites adjacent to build up area or public way shall be effectively fenced and controlled with access points.

5.5 Stacking and Storage on Construction Sites – Regulation 28

A Competent person shall be appointed in writing with the duty of supervising all stacking and storage of material on site.

Adequate storage areas shall be provided which includes demarcated areas. All storage areas shall be kept neat and under control. Registers and checklist on housekeeping shall be kept on site

5.6 First Aid

5.6.1 Safety Notice Board

The Contractor shall provide a Safety Notice Board where safety notices, site regulations concerning safe working practices and information on the location of the nearest first aid station, can be conspicuously displayed to all staff. The size of the notice board shall be at least 600 mm x 800 mm.

5.6.2 First Aid Equipment

The Contractor shall provide for its employees a stretcher for emergencies and an approved first aid box. The first aid box shall be checked weekly by a responsible person, who shall be appointed by the Contractor, and a record shall be kept of the contents. Any deficient medical supplies shall be promptly replenished by the Contractor.

5.6.3 Hazard Notices

The Contractor shall display hazard notices in all areas where hazardous conditions prevail or may occur.

5.6.4 Reporting of Incidents and/or Injuries

All incidents in respect of damage to Works, property or machinery, or injury to persons, shall be reported by the Contractor's SHE Rep by the quickest means possible.

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A mandatory incident report form, containing full details of the incident, shall be completed and submitted to the Site Agent and the Department of Employment and Labour within twenty four (24) hours of the occurrence of the incident.

5.7 Fire Precautions on Construction Sites – Regulation 29

A register shall be kept on all Acetylene and Oxygen cylinders used on the site. Condition of components, sub-components and safety components (e.g. Flame back arrestors) shall be listed in the register and signed by the construction supervisor at regular intervals as required with time and date stamp.

Acetylene, Oxygen and LP Gas cylinders shall be stored in suitable places to minimize the risk of fire.

Suitable storage to be provided for flammable liquids, e.g. petrol, diesel, paint, thinners.

Smoking shall be prohibited in the workplace and notices posted accordingly.

Suitable and sufficient firefighting equipment shall be placed in strategic positions in the work place. (On vehicles and other positions as deemed necessary).

A register shall be kept on type and number of equipment for each site in the Health and Safety File.

A competent person shall inspect all firefighting equipment. A sufficient number of employees shall be trained in the use of firefighting equipment.

A register shall be kept in the Health and Safety File on site with names of employees and type of firefighting training completed with date.

Suitable signs shall be erected in work places indicating escape routes.

Escape routes shall be kept clear. Evacuation plans shall be in Health and Safety File as part of Induction Training. Combustible materials shall not accumulated on site.

5.8 Construction Welfare Facilities – Regulation 30

On each site where existing facilities are not present, at least one sanitary facility shall be erected for every 10 workers, one shower for every 15 workers, a changing facility for each sex and sheltered eating areas.

Mobile toilets with bucket system / Chemical Toilets shall be installed at the site. Cleaning of Toilet Facilities shall be arranged with the City Council or an Approved service provider

Eating facilities shall be made available in the form of a shaded net, table and chairs.

As the site is in a remote area, transport shall be made available for workers to and from site.

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5.9 Hazardous Chemical Agents

The Contractor shall exercise all necessary care in the handling of toxic compounds and shall be able to identify the major chemical components in the event of medical treatment being required.

5.9.1 Hazardous Chemicals and Materials

- a) The Contractor shall provide suitable and adequate protective equipment when working in an area where hazardous chemicals and materials are being used.
- b) The Contractor shall ensure that its employees have familiarized themselves with the hazardous material data sheets applicable to the specific site as well as the location of firefighting equipment, safety showers / baths and other washing facilities, prior to commencement of work.

5.10 Commissioning Safety Precautions

The Contractor shall ensure that wherever repairs, adjustments or any other work are undertaken on any plant or machinery, the power supply is switched off, disconnected or the plant / machinery disengaged until the work or repairs have been completed.

5.11 Electrical Installations and Machinery on Construction Sites – Regulation 24

Before construction commences or any other related works and during the progress thereof adequate steps must be taken to establish the presence of and guard against any danger to the workers in respect to electrical cables or apparatus.

In areas where it cannot be established where electrical devices are, the employees must use tools of which the handles are insulated or rubber insulated gloves.

Any temporary electrical installation set up by the principal contractor or contractor must be inspected at least once a week by a competent person. The inspections shall be recorded in a register and kept in the Health and Safety File.

When working on or next to live electrical Machinery/Equipment the Principal Contractor or Contractor must provide insulated stands, trestles and mats.

When Distribution Boards are removed the incoming power supplies shall be cut by the client's authorized Electrician. The incoming electricity supply feeder shall be earthed by a suitable earth wire or spike to prevent cable of becoming live during the installation of new Distribution Boards.

No person shall continue with wiring of premises unless the supply to the premises has been rendered dead and the above effective measures has been taken to ensure that such cables remains dead. When rewiring of premises is done the feeder breakers at the other end of the supply cables shall be locked out and the cable earthed to prevent any injury to workers by Electrical Shock.

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A register shall be kept on site in the Health and Safety File indicating all signatures of competent persons switching electricity supply on or off with time and date stamp.

No person shall use or permit to use a portable electric load operating at a voltage exceeding 50V to earth unless it is connected to a source of electrical energy incorporating an earth leakage protection device.

A register shall be kept on site in which all daily checks of portable electric tools are performed and signed by the responsible person. Checks shall include condition of plug top, power cord, on-off switch and insulation condition of electric tool. All tools shall be numbered and entered accordingly into the register. Condition of tools as listed in the register shall be inspected and signed by the construction supervisor at regular intervals as required by the nature of the equipment.

5.12 Dealing with HIV / Aids and other Diseases

The Principal Contractor need to comply with Section 8 of the Occupational Health & Safety Act, taking into consideration transmittable diseases (e.g. COVID19 virus).

5.12.1 Health & Safety Planning

The Health & Safety Management Plan must include the planning in relation to dealing with HIV / Aids and other transmittable diseases.

5.12.2 Awareness

An awareness programme will be implemented by the Principal Contractor pertaining to HIV / Aids and other transmittable diseases. The awareness programme may include aspects such as, displaying posters, washing and personal hygiene, toolbox Talks, etc.

An Emergency Response and Prevention Plan must be compiled by the Principal Contractor including the latest applicable Regulations.

5.12.3 Risk Assessment and Safe Operating Procedure:

A risk assessment will be compiled for transmittable diseases including the following:

- Identification of hazards pertaining to the disease
- Identifying the risks involved
- Evaluating these risks (evaluating in accordance with risk matrix)
- Control measures

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When compiling documentation, the Principal Contractor must take the following into consideration:

- Section 8 of the Occupation Health & Safety Act:
 - Section 8 (1) - Duties of Employers to Employees
 - *Every employer shall provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to the health of his employees.*
- Other specified regulations pertaining to a specific disease (e.g. COVID-19)
- Use and supply of proper personal protective equipment and other items (e.g. condoms) in the workplace

5.13 Working at Heights

The Contractor shall ensure that a site-specific Fall Protection Plan is developed by a competent person, appointed in writing as per Construction Regulation 10.

The Fall Protection Plan must take into consideration the following:

- A risk assessment of all work carried out from a fall risk position and the procedures and methods used to address all the risks identified per location
- The processes for the evaluation of the employees' medical fitness necessary to work at a fall risk position and the records thereof
- A programme for the training of employees working from a fall risk position and the records thereof
- The procedure addressing the inspection, testing and maintenance of all fall protection equipment
- A rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure the rescue procedure is implemented immediately following the incident

Training pertaining to working at heights:

- Fall protection plan developer to be competent (US 229994)
- Install, use and perform rescues from fall arrest systems (US 229995). This competency to be obtained by at least one person who will be full-time on site (e.g. Supervisor)
- All personnel who will be conducting working at heights, will attend Working at Heights (W@H) training
- First Aid Training – first aider to be available at hand when working at heights take place

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Medical Surveillance:

All personnel working at heights will be in possession of a valid occupational medical certificate and declared fit for work at heights.

Implementation and Application:

The Fall Protection Plan will be implemented by the responsible person on site (Construction Manager).

Safety Harnesses will be available for all personnel conducting work in elevated positions. Inspections of the harnesses and other fall protection equipment will be conducted on issue (daily) and record kept thereof. All defective fall protection equipment must be discarded immediately.

Scaffolding will be erected by a competent scaffold erector and inspected by a competent scaffold inspector, appointed in writing. Scaffolding will be erected in accordance with SANS 10085.

Anchor points must be installed at strategic points, where there is nothing else strong enough to hook the safety harnesses to. Retractable lifelines / lifeline(s) will be installed where and if necessary.

No equipment, material or tools will be thrown from heights. Areas underneath overhead work will be demarcated to prevent employees from entering the critical work area.

5.14 Ergonomics – Ergonomic Regulations 2019

The Contractor shall:

Ensure a training programme is established for employees who may be potentially affected or exposed to ergonomic risks. Such training shall prior to placement of the relevant employee in the workplace. Refresher training shall also be conduct when recommended by the health and safety committee.

Ensure that all employees obey any lawful instruction given to him/her regarding the:

- The use of measures adopted to control ergonomic risks
- Cooperating with employer in determining his/her exposure to ergonomic risks
- The reporting of potential ergonomic risks to the health and safety representative
- Reporting for medical surveillance as required in ER 8
- Information, instructions and training received as contemplated in ER 3

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Ensure a risk assessment is conducted by a competent person before any work commence that may exposed employees to ergonomic risks. Risk assessment shall include:

- A complete hazard identification
- The identification of all persons who may be affected by the ergonomic risks
- How employees may be affected by the ergonomic risks
- The analysis and evaluation of the ergonomic risks
- The prioritisation of the ergonomic risks

Revision of Ergonomic Risk Assessment:

- Assessment is no longer valid
- Control measures are no longer effective
- Technological or scientific advances allow for more effective control measures
- There is a change in: work method, the type of work carried out, the type of equipment used to control the exposure and an accident occurs or medical surveillance reveals an adverse health effect, where ergonomic risks are identified as a contributing factor.

Ensure all ergonomic risks are prevented or when not reasonably practicable adequately controlled to the benefit of the employee. Ensure all employees are placed under medical surveillance, which is overseen by a registered occupational medicine practitioner as required in ER 8. Ensure all records are kept as contemplated in ER 3, 6,7,8,9.

5.15 Excavation Work - Construction Regulation 13

An excavation could be a hole or trench of any size and shape. A Risk Assessment must be done prior to making an excavation.

The following must be taken in consideration when doing the Risk Assessment:

- Depth of the excavation
- Length of the excavation
- Existing services
- Barricading and demarcation
- Depth of the excavation

Should an excavation be more than chest deep (1.2m), it must be adequately shored or braced.

Slopes or trenches shall be as flat as possible, 1 x vertical to 2 x horizontal must be considered maximum for dry conditions. In wet conditions either a much lower slope shall be used, or if space is a constraint, shoring and de-watering shall be applied.

A competent person shall be appointed to supervise excavation work. Stability evaluation of ground must be done and a certificate shall be issued.

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A plan for prevention of persons being trapped due to collapse shall be provided by the Contractor. The design of shoring shall be documented by Contractor in the Health and Safety file as provided by the competent designer of shoring.

The maximum loading of sides of an excavation must be documented in a usable format. If adjacent structures and buildings are present and can be affected, a design and construction of supporting details shall be represented.

Provision shall be made for access routes to the excavation. Routes must not be more than 6 meters away from worker.

Contractor must establish all existing services in area of excavations. Plan of existing services shall be documented in the Health and Safety file. Existing services include Telkom, Gas, Water, Electricity Supplies and other similar services.

Excavation Inspection shall be done on a

- daily basis
- prior to each shift
- after every blasting operation
- after an unexpected fall of ground
- after substantial damage to supports
- after rain

5.16 Asbestos Work

The Principal Contractor shall ensure that Asbestos Abatement Regulations, 2020 is enforced on project if personnel or any other person on Construction Site may be exposed to asbestos dust.

Pre-Construction:

The Principal Contractor shall not carry out any asbestos work unless he or she has notified the provincial director in writing thereof, at least 7 days prior to the commencement of such work as per Asbestos Abatement Regulation 10.

An Asbestos Management Plan must be compiled and include contents as contemplated in regulation 6.

Medical Surveillance:

The Principal Contractor must ensure that a medical surveillance program is established and maintained where there is a possibility of exposure to asbestos containing material or dust.

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The occupational medical examination will comprise of the following:

- An evaluation of the employee's medical, occupational exposure and social history
- An appropriate physical examination
- A chest radiograph and
- Any other additional medical examination, such as pulmonary function testing, which in the opinion of the OMP is necessary to enable such practitioner to perform an appropriate health evaluation

All employees must be declared fit for asbestos work prior to commencement of such work.

Monitoring:

The Principal Contractor will appoint an Approved Asbestos Inspection Authority that will monitor Asbestos Exposure of Employees as per Asbestos Regulations.

Air monitoring will be conducted by an Approved Inspection Authority (AIA).

The AIA must:

- Conduct a thorough visual inspection of the relevant work area
- Conduct air sampling to ensure compliance with the clearance indicator
- Ensure that all asbestos waste has been removed in accordance with the requirements of regulation 21
- Issue a written declaration for the purpose of clearance certification

Air monitoring of the concentration of airborne regulated fibres must be performed by an AIA and results compared with the OEL or the OEL short-term exposure limit to ensure not employee is exposed to asbestos in excess of the prescribed OEL's.

Environmental air monitoring must be performed by an AIA during type 2 and type 3 asbestos work.

Regulated asbestos area:

The Principal Contractor will clearly demarcate the identify the relevant area as regulated asbestos area in accordance with regulation 20 and ensure that no person enters or remains in the regulated asbestos area unless he or she wears the appropriate type and correctly fitting respiratory protective equipment and protective clothing as contemplated in regulation 19.

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Personal Protective Equipment and Facilities:

The Principal Contractor will ensure that personal protective equipment is provided, capable of keeping the exposure level below the OEL for asbestos.

Asbestos PPE will be properly cleaned, decontaminated and where appropriate, sterilized. Separate containers or storage facilities will be provided for such PPE.

An Asbestos Decontamination Hygiene Facility must be erected (constructed or mobile) to prevent the spread of asbestos dust.

Where PPE is cleaned on the premises, care must be taken to prevent contamination during handling, transport and cleaning. Water that is used for decontamination or cleaning of equipment, must be filtered in accordance with regulation 9(3) before being released into any water system.

Disposable PPE must be treated as asbestos waste as contemplated in regulation 21.

Disposal of asbestos:

The Asbestos Contractor must dispose asbestos in accordance with regulation 21 of the Asbestos Abatement Regulations, 2020.

Asbestos waste will be placed in containers that will prevent exposure during handling. Asbestos will only be disposed at an approved asbestos disposal site. A document must be obtained from the asbestos disposal site.

Asbestos may only be disposed off at an approved asbestos disposal site as per the Environment Conservation Act 1989 and the National Environmental Management: Waste Act 2008.

The AIA must issue a written declaration for the purpose of clearance certification.

Records:

Records of all inventories of asbestos in place, asbestos risk assessments, air monitoring results, medical surveillance reports, training records, disposal certificates and clearance certificates.

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5.17 Completion of works and close out

The Principal Contractor shall ensure that the necessary and applicable resources remain available towards the end of the project.

A consolidated Health & Safety File must be prepared by the Principal Contractor, including all Legal documentation pertaining to the project, as well as other documents as indicated by the Pr. CHSA. The format of submission must be confirmed with the client

On completion, the Principal Contractor will ensure that all required close out information is submitted to the Pr. CHSA, in order to prepare the Project Health & Safety Close Out Report.

End of Document

Client's Agent		Principal Contractor	
	31/01/2022		
Signature	Date	Signature	Date