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Transnet Capital Projects Health and Safety Management  
Daily Safety Task Instruction  
17 June 2009

**Transnet Capital Projects Health and Safety Management**  
**Daily Safety Task Instruction (DSTI)**  
**HAS-STD-0002**

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## 1. Purpose

The Daily Safety Task Instruction (DSTI) procedure encompass the process of identifying and communicating to each employee the task steps to be completed, the hazards and risks associated with the task, and the safe work methods that are to be applied to complete the task safely, that are expected of all Transnet Capital Projects employees, Vendors and *Contractors*, Sub-contractors and Visitors, engaged on Transnet Capital Projects managed Projects.

Providing a guideline to comply with Transnet Capital Projects best Health and Safety Practices and the Occupational Health and Safety Act 85/1993 as amended, including reference to applicable legislative requirement.

## 2. Scope

The *Project/Construction/Site Management* is required to read and take note of the requirements within this standard and ensure that they are carried out daily before any task is allowed to commence.

This DSTI applies to all Transnet Capital Projects construction sites. The DSTI procedure identifies and communicates to each employee the task steps to be completed, the hazards and risks associated with the task, and the safe work methods that are to be applied to complete the task safely.

The DSTI procedure includes the following:

- Pre-task planning;
- Hazard Identification and Correction;
- Supervisor and Employee Accountability; and
- A link to the risk assessment done for the task

## 3. Statement of Principle

DSTI adopts the principle that personnel commitment and accountability of the task performer(s) must be promoted through involvement in the safety task planning and to get the workers to think about the task at hand, the hazards and risks associated with the task and the possible mitigations to be applied. The line supervisor/designee must convey a thorough understanding of the safety practices and implementation of procedures related to the job/task. DSTI is a communication process.

Line Supervisors/Designees must be trained to ensure they understand the principle of a DSTI, and that they are equipped with the know-how to attain these objectives. Workers should not be coached during the DSTI session, instead the line supervisor/designee should only ask questions and lead the answers supplied by the workforce. What are we going to do (task)? What can go wrong (hazard)? What will the result be if it goes wrong (risk)? How can we prevent it from happening (mitigation)?

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## 4. References

- Occupational Health and Safety Act 85/1993 as amended and Regulations (including Construction Regulations)

## 5. Requirements

### 5.1 Responsibility

It is the responsibility of the *Project/Construction/Site Management* to verify completion of the Daily Safety Task Instruction (DSTI) process on a daily basis. It is the Supervisor's responsibility to conduct the DSTI process at the task location with his/her employees prior to each new work assignment and close-out daily. The DSTI forms must be returned to Project/Construction/Site Management at the completion of each shift.

### 5.2 Procedure

#### 5.2.1 Pre Task Planning/Risk Analysis

- a) The implementation of the DSTI must be a top priority, regardless of the importance or urgency of the task or service. A new task must not be started without proper DSTI.
- b) The line supervisor/designee assigns the task and ensures that all the assigned employees in the decision making process understand the scope of the work, their duties and how to perform the task.
- c) The line supervisor/designee must ensure the DSTI is aligned with the Risk Assessment for that specific task and the reference number is entered onto the DSTI sheet
- d) The line supervisor/designee and the task performers(s) will collaterally analyse the job task and identify all potential physical and environmental hazard with the assigned employees, identified based on the risk assessment conducted for the job/task. Each employee will have the opportunity to comment and contribute during the DSTI process. To ensure maximum effectiveness, the DSTI should be administrated at the location where the task will be performed.
- e) Before the job is started, safe work procedures, personal protective equipment (PPE), and task competency requirements will be reviewed and discussed with the employees.
- f) The line supervisor is responsible for providing all required PPE and other equipment necessary for the safe completion of the task in the work area as identified in the risk assessment.

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- g)* The line supervisor completes the DSTI form. Each employee assigned to perform the job/task will sign the DSTI form verifying their understanding the task at hand, potential hazards, safe work practices, and required PPE.
- h)* If after discussion of the assigned job task, an agreement cannot be reached between the line supervisor/designee and the task performer(s) and his/her supervisor, the Safety Officer must be contacted for consultation
- i)* The DSTI form will be displayed in the work area until the end of the shift or until the task is completed.
- j)* Task extending beyond a normal work shift shall be reviewed by the line supervisor/designee and the task performer(s) prior to commencement of the next shift.
- k)* The Supervisor will monitor the job/task as it begins and periodically revisit the work location to monitor working conditions and compliance with the DSTI requirements.

**Note:** While performing the job/task, if additional employees are assigned to the work team, the Supervisor will review the DSTI with those employees; and their signatures must be added to the DSTI.

### **5.2.2 Post Task – DSTI Analysis**

The post-DSTI will be completed at the end of shift or at job/task completion.

The Supervisor will review and complete the post-DSTI with the employees as a team. All safety concerns/problems, which occurred during the assignment, will be recorded on the post-DSTI.

Each employee will sign the post-DSTI, indicating they have reviewed and agree with the listed comments.

### **5.2.3 Lessons Learnt**

The Supervisor will review any lessons learnt with employees. All lessons learnt, which occurred during the assignment, will be recorded on the in the DSTI and carried over and discussed in the following day pre-task planning meeting before the job/task commences.

### **5.2.4 DSTI Management Records**

When the job/task is completed, the DSTI form will be submitted to Project/Site Management for retention.

As a minimum, such Records are as specified by applicable legislation. Copies are provided to Transnet Capital Projects or Transnet Capital Projects nominated Representative if requested.

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### 6. Follow-up

- a) Management/Supervision shall continuously emphasize/teach the concepts, principles of application and the importance of DSTI.
- b) Provide for positive recognition for compliance and disciplinary measures for non-compliance.
- c) ***DSTI will be monitored by an audit system that will confirm compliance or non-compliance. Non-compliance will result in a job/task freeze and items will be corrected before the job task will be allowed to continue. These items will be documented on an audit form that will include the non-compliance, the corrective action that was taken, the name of the individual who was responsible for assuring that the non-compliance item was corrected and the date it was corrected.***

### 7. Annexure

- a) Daily Safety Task Instruction form is included as Attachment.
- b) Daily Safety Task Audit Report form is included as Attachment.

### 8. Records

All DSTI documents generated during the life of the contract will be retained in terms of the Document Management Procedure for records retention archiving of Hard Copy Documentation – DOC-P-0013.

## Transnet Capital Projects

**ARE YOU YOUR BROTHERS KEEPER**

**Daily Safety Task Instruction**      **Project:** .....

(CHECKLIST -BEFORE WORK COMMENCES)				
<b>COMPANY:</b>			<b>AREA:</b>	
			<b>DATE:</b>	
DESCRIPTION	TO STANDARD		CORRECTIVE MEASURES	DATE
	YES	NO		
Safe access to work area – clean & tidy				
Sufficient / correct barricading erected				
Electrical equipment in good condition				
Machine guarding adequate				
All tools / equipment pre-inspected				
Safe access & egress available and used				
Scaffolding tagged accordingly				
Gas cutting equipment & hoses				
Correct P.P.E (Utilised & available)				
Safe working platforms for elevated work				
Safe Lifting & Rigging equipment				
SMI board up to date				
Correct PERMITS for application				
Permits valid				
Lock – Out required and in place				
Correct tools & equipment available				
No overhead work allowed				
<b>The above list does not exclude and or wave any other checklist and or legal requirements!</b>				
<b>RISK ASSESSMENT REFERENCE NUMBER:</b>				
<b>CURRENT JOB - LIST MAIN STEPS OF TASK?</b>	<b>WHAT ARE THE HAZARDS – JOB &amp; ENVIRONMENT?</b>		<b>LIST CONTROLS REQUIRED\ IMPLEMENTED?</b>	
<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• If tasks change, this list and the Risk Assessment must be revised before proceeding with new/changed task.</li> <li>• A signed attendance register must be attached to this list.</li> </ul> <p>I hereby certify that the above items were checked and all workers under my supervision received a safe task instruction:</p>				
<p>Responsible Person: _____</p> <p>(Foreman/Supervisor)      Print Name      Signature: _____</p>				
<p>Safety Officer (Contractor) : _____</p> <p>Print Name      Signature: _____</p>				

## DSTI CLOSE-OUT (CHECKLIST – AT END OF SHIFT)

NO	DESCRIPTION	YES	NO	ACTION REQUIRED
1	Are safe access to work area reinstated			
2	Sufficient and correct barricading erected where required – no floor openings			
3	No tools and equipment left at work place			
4	All tools and equipment inspected end – shift inspection / hot work inspection			
5	Scaffolding tagged accordingly			
6	No gas cutting equipment left at work place			
7	End shift PPE inspection			
8	All material removed from elevated working platforms			
9	Lifting & Rigging equipment correctly stored			
10	Applicable permits signed off			
11	Lock-outs applied with all plant and equipment left at work place			
12	Material neatly and safe stacked At work place / store			
13	Housekeeping in good state			

### TOOLBOX TALK TOPIC:

### LESSONS LEARNT:

### REMARKS:

Note:

I hereby certify that the above items were checked IN MY AREA/S of RESPONSIBILITY and /s the area/s is safe and free of any possible hazards

Responsible Person:  
(Foreman/Supervisor)

Print Name

Signature:

Safety Officer (Contractor) :

Print Name

Signature:



### ASSIGNED EMPLOYEES

## ACKNOWLEDGEMENT

## HAVE YOU BEEN YOUR BROTHERS KEEPER

**IN**

**I hereby acknowledge that I have received and understand all instructions as set out in this document and undertake to comply fully with the task requirements.**

**OUT**

**(To be completed at the end of each shift)**

**I hereby declare that I have not been injured today**

[illegible][illegible]

### ASSIGNED EMPLOYEES

## ACKNOWLEDGEMENT

## HAVE YOU BEEN YOUR BROTHERS KEEPER

**IN**

**I hereby acknowledge that I have received and understand all instructions as set out in this document and undertake to comply fully with the task requirements.**

**OUT**

**(To be completed at the end of each shift)**

**I hereby declare that I have not been injured today**

[illegible][illegible]

## DAILY SAFETY TASK INSTRUCTION (DSTI) AUDIT REPORT

<b>Safety Official/Officer:</b>	
<b>Area / Project:</b>	
<b>Supervisor</b>	
<b>Date:</b>	

<i><b>Item/Element</b></i>	<b>√</b>	<b>X</b>	<i><b>Action Required/By</b></i>
<b>Has a DSTI Been completed/signed off *</b>			
<b>Is the DSTI valid and aligned with the risk assessment *</b>			
<b>Are permits in place and valid *</b>			
<b>Are the TCP Cardinal Rules being complied with *</b>			
<b>Are unsafe practices evident *</b>			
<b>Are unsafe conditions evident *</b>			
<b>Are all personnel wearing appropriate PPE</b>			
<b>Is the equipment used in good condition</b>			
<b>Are hand-tools used in good condition</b>			
<b>Is the work performed under supervision</b>			
<b>Have tool box talks been done</b>			
<b>Are flagman or safety watchers certified as required</b>			
<b>Are structure e.g. scaffolding still safe and tagged *</b>			
<b>Are excavations barricaded as per specification *</b>			
<b>Are SIM Boards or safety file present *</b>			
<b>Are safety representatives/first aiders accredited and on site</b>			
<b>Is anybody Intoxicated</b>			

<b>JOB FEEZE (Performed if above * Negative)</b> <ul style="list-style-type: none"> <li>Is the situation Immediately Dangerous</li> <li>Are persons aware of the hazard</li> <li>Have permits been complied with</li> </ul>			
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Have there been any incidents	LTI's	Medical Treatment	First Aid	Near Miss

.....  
**Safety Official/Officer Signature**

.....  
**Supervisors Signature**