

COVID-19 HEALTH AND SAFETY SPECIFICATION

Revision 0

SPECIFICATION FOR OCCUPATIONAL HEALTH & SAFETY

Occupational Health and Safety Act, 85 of 1993 Construction Regulation 5(1)(b): Health and Safety Specification
COVID-19 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 working on and exposed to the associated works.
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Cleaning of sewer infrastructure by mechanical means

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1 INTRODUCTION

The World Health Organisation declared the coronavirus outbreak as a global pandemic on the 11th March 2020. On the 15th March 2020, the President of the Republic of South Africa, Mr Cyril Ramaphosa, declared the coronavirus pandemic as a national state of disaster, in terms of the Disaster Management Act, 2002 as the number of confirmed coronavirus cases continued to increase rapidly from person-to-person transmission. On the 23rd March 2020, the Government announced a 21-day national lockdown as a drastic measure to tackle the spread of the new coronavirus. The lockdown was set to begin from the 26th March until 16th of April 2020, however, due to the increase of new coronavirus cases, the lockdown was further extended. The Construction sector, similar to many other sectors, was also affected by the lockdown regulations. Since the **cleaning of sewer infrastructure by mechanical means Contract** is currently a new contract, it will fall in line with the requirements of the Disaster Management Act: Regulations to address, prevent and combat the spread of Coronavirus COVID-19: Amendment.

In anticipation of the relaxation of the lockdown on the construction sector, the Client is legally required in terms of regulations 5(1)(b) to prepare a project specific document that will detail the health and safety requirements related to work for the cleaning of sewer infrastructure by mechanical means **contract**. These requirements specified in this document are in relation to the risks posed by the new coronavirus as it is infectious and is a hazard to human health.

2 PURPOSE

The purpose of this document is to specify the health and safety requirements that the Contractor must comply with in working towards flattening the curve and prevent any further coronavirus infections and spread whilst performing work.

This document is developed specifically for the Contractor appointed for the **cleaning of sewer infrastructure by mechanical means Contract**, which is located in **Various Areas in Cape Town, Western Cape**. The Contractor must align his COVID-19 resumption response plan with this document. The initiatives of construction work resumption response are to ensure readiness to restart works and accelerate projects and lastly it also aims to slow and stop person to person transmission to prevent COVID-19 outbreaks.

This specification is compiled in line with the COVID-19 Baseline Risk Assessment. The Contractor must use it as a reference document when developing their COVID-19 response plans.

3 COVID-19 HEALTH AND SAFETY REQUIREMENTS

3.1 CONTRACTOR SITE TRANSPORTATION REQUIREMENTS

The transportation of employees to site is a risk as employees tend to sit close to each other and there is generally substandard ventilation as some passengers might prefer not to open the windows. The Contractor is therefore expected to implement the following controls:

- Employees should consider travelling alone using their own transport, where possible
- Contractors transporting its employees to site must ensure that employees do not sit close to one another. A minimum of 2m distance must be maintained between the vehicle occupants. When entering the vehicle, the employees must sanitize their hands and wear their face masks (such as FFP2 or higher quality);
- Employees engaging in lift clubs must also exercise the principle of social distancing;
- Contractors are to consider other means of transport to avoid public transport
- Arrangements to be made for additional vehicles
- Consideration and planning to be taken how someone that has fallen ill will be taken home or to a medical facility and isolation area
- All employees must wear respiratory masks and sanitize their hands while travelling to work in the vehicle;
- Where not possible to avoid, the use of public transport must comply with the transport limitations. This means that the employee must wear respiratory mask, maintain 2m distance and also sanitize his/her hands regularly;
- Train and raise awareness pertaining to the virus and precautions to take during travel.
These include:
 - ✓ Maintain social distancing (at least 2m) between yourself and anyone else when travelling;
 - ✓ Do not greet fellow employees by shaking their hands. Rather wave, nod or bow;
 - ✓ Employees showing symptoms of flu should not be permitted to travel to work;
 - ✓ Frequently clean hands by using alcohol-based hand sanitizer or soap and water;
 - ✓ Avoid touching your eyes, nose and mouth; and
 - ✓ Always sanitize your hands and wear a face mask.

3.2 ACCESS CONTROL

- Health and Safety Officers must monitor compliance with the Occupational Health and Safety Act No.85 of 1993 and Regulations on site and upon entry.
- The Contractor must revise its Access Management Plan to be aligned with the Covid-19 risks.

- Contractor must consider the introduction of staggered start and finish times to reduce congestion and contact at all times.
- Security officers are expected to ensure that site is accessed only by authorised personnel.
- It is the responsibility of the Contractor to ensure that employees and essential visitors are screened upon arrival and departure. Screening in this case means the employees must be subjected to a non-contact thermometer and complete a questionnaire to determine possible symptoms. Only those employees not showing signs of fever, must be permitted to enter site. Non-essential visitors must be discouraged from entering site. Record of the questionnaire and sign in register must be kept available on file.
- Site access points must always be monitored in order to maintain social distancing. The Contractor must allow for plenty of space of at least two metres between people waiting to enter site.
- The Contractor must ensure the availability of sanitizer and face masks at all access points.
- All employees and non-employees should be sanitized before entering the site and when leaving the site.
- The security access point must be provided with a waste disposal bins face masks will be disposed as employees leave the site. These bins must be correctly labelled as "Danger Infectious Waste". This waste can be handled and disposed by an approved service provider. The bin must have the relevant hazardous biological agent pictogram.
- In cases whereby hand wash basins are available at access points, visitors and employees are expected to wash or clean their hands before accessing or leaving the site.
- Delivering of material and goods should be monitored in a manner that the driver remains in the vehicle for loads that are easily handed out, in cases whereby the driver needs to access the site they should be sanitized accordingly.
- Security should ensure that employees remain on site once entered, but only allowed to leave site at the end of the shift. This means that employees should be discouraged from purchasing food outside of site during the course of day.

3.3 BREATHERLIZING

Owing to how the coronavirus spreads from person to person, the Contractor is discouraged from breatherlizing employees before entering site. The Contractor must closely monitor employee behaviour especially the mobile plant operators. This includes monitoring their driving behaviour, speech and the eyes amongst other things.

3.4 CONSTRUCTION ACTIVITIES

Before commencement of construction work, the Contractor must revise its Health and Safety Plan such that it is aligned with the Covid-19 risks. The Contractor must also develop a method statement, risk assessment and safe working procedure for the management of the risk posed by Covid-19. The Contractor can only be permitted to commence with construction works once these documents have been approved by the Clients appointed Construction Health and Safety Agent. As a minimum, all employees working onsite and, in the offices, must wear respiratory masks. The Contractor is expected to continue with its Health and Safety Management System while taking the Covid-19 risks into consideration.

The Contractor must ensure the following:

- The storeman must disinfect all tools and equipment before issue;
- The wearing of PPE, social distancing and use of hand sanitizer must be monitored during the toolbox talks and DSTI's discussions. The venues for these discussions must be well ventilated;
- The use of mobile plant by operators must meet the Covid-19 required hygiene standards etc. This means that the mobile plant operators must disinfect the cabin of their mobile plant before and after use.
- During construction activities, communication systems such as radios cannot be shared amongst employees.
- Social distancing must be maintained in induction rooms or held in open air if possible.

The Supervisory team and Health and Safety Professionals are key to ensuring the requirements contained in this document.

3.5 FACILITY AND SANITATION STANDARDS

The Contractor must ensure that all facilities are in good state of use and maintained. It is the responsibility of the Contractor to develop a new cleaning schedule in order to prevent COVID-19 spread. These measures include:

- Regularly cleaning of common contact surfaces at the boardrooms, kitchen, eating areas, security guard houses, offices and turnstiles etc
- Eating areas could be hotspots for the coronavirus. Employee compliance to the Covid-19 health and safety requirements must be monitored at all times by the Supervisor's, safety professionals including health and safety representatives. Food waste must also be regarded as a biological hazard as it has entered the mouths of employees.
- Employees should maintain 2m in between when seated at designated eating area in order to reduce congestion and contact.
- Where possible break times should be staggered to reduce congestion and contact.

- Hand sanitisers should be available at the entrance of any room where people meet and should be used by workers when entering and leaving the room.
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home. Water bottles must not be shared amongst employees.
- The Contractor is advised to only use disposable eating utensils and avoid the use non-disposable utensils.
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism.
- All waste should be disposed in the appropriate waste bin and not left for someone else to clear up. All waste that came into contact with an employee's mouth and nose must be treated as a biological hazard and therefore must be disposed accordingly.
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles and tables.
- Rooms should be well ventilated, or windows kept opened to allow fresh air circulation during use.

3.6 CONTROL OF VISITORS TO SITE

- Non-essential visitors should be prohibited to visit the site.
- Essential visitors should be sanitized before entering the site and when leaving the site.
- Essential visitors must undergo a full induction syllabus which includes COVID-19 risks.
- Essential visitors will be allowed to visit the site for a purpose, and they should leave the site as soon as the purpose is fulfilled.

3.7 EMPLOYEE MEDICAL SURVEILLANCE, DECLARATION OF TRAVEL DURING ADJUSTED ALERT LEVEL 4 AND EXPOSURE KNOWLEDGEMENT AND CONCERNS.

- Any workers who develops flu-like symptoms (i.e. cough, shortness of breath, fever) should immediately be taken to the testing health service.
- For any suspected case, isolate the employee in a suitable room, if possible or transport the employee home where they must self-isolate (if necessary) after seeking medical attention.
- Erect signage asking for declaration of persons with a travel history and contact with person with suspected cases in the last 14 days to identify themselves to Supervisor. Declaration form should be made available for all employees and non-employees.
- The necessary system should be implemented to trace, identify and quarantining of people who came into contact with the infected persons.
- The Contractor should ensure that medical examinations are conducted in a manner that COVID-19 pandemic is addressed.
- The Contractor should be in position to offer an ongoing screening, monitoring, tracing and training of staff to minimise the possible contamination and spreading of COVID-19.
- Workers should be trained on all possible ways to minimise the exposure to COVID-19.
- Training should include information about how to isolate individuals with suspected or confirmed COVID-19 cases or other infectious diseases, and how to report possible cases.
- The training should be provided to employees during normal working hours at no cost. The training should include when to use PPE; what PPE is necessary; how to properly put on, use, and take off PPE; how to properly dispose of or disinfect, inspect for damage, and maintain PPE; and the limitations of PPE.
- The Training syllabus prepared for employees and visitors should include but no limited to the following:
 - ✓ Symptoms
 - ✓ Spread
 - ✓ Legislative requirements and
 - ✓ Precautions

3.8 EMERGENCY PROCEDURES AND ISOLATION

- The Contractor must develop an Emergency Procedure for COVID-19. This plan must be communicated to all employees.
- Provide patient with a dust mask, gloves, eye protection and respiratory mask.
- Limit the number of staff who can enter the isolation room and implement contact and droplet precautions.
- If someone becomes unwell in the workplace and there is reason to suspect they may have come into contact with COVID-19, the person should be removed to an area which is at least 2 metres away from other people.
- The site should call the designated public health service number in order to attend the affected personnel, whilst waiting for advice from the designated public health or emergency service, the affected person should remain at least two metres from other people. They should avoid touching people, surfaces and objects and should cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they do not have any tissues available, they should cough and sneeze into the crook of their elbow.

- If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom, if available.

3.9 PERSONAL HYGIENE ON SITE

In order to ensure good personal hygiene, the Contractor must:

- Provide additional handwashing facilities to the usual welfare facilities where applicable;
- Provide hand sanitizers in all strategic places on site;
- Ensure soap and fresh water is always readily available;
- Provide hand sanitiser where hand washing facilities are unavailable;
- Regularly clean the hand washing facilities such as sinks and check soap and sanitiser levels;
- Provide suitable and enough waste bins for hand towels with regular removal and disposal;
- Sites to have extra supplies of soap, hand sanitiser and paper towels and these will be securely stored in order to avoid contamination;
- Contractor should provide workers with tissues and waste bins lined with a plastic bag so that they can be emptied without contacting the contents;
- Contractor should instruct, train workers to clean their hands frequently, using soap and water for at least 20 seconds or with an alcohol-based hand sanitiser that contains at least 60-95% alcohol. The Contractor must also monitor adherence to training.
- Restrict the number of people using toilet facilities at a time.
- Employees to wash hands before and after using the toilet facilities.
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush handle.
- Portable toilets should be avoided wherever possible, but where in use, these should be cleaned and emptied more frequently.
- Provide suitable and enough waste bins for hand towels with regular removal and disposal.

3.10 HAZCHEM CONTROLS, USE AND EFFECTIVENESS MONITORING

- Hand sanitizers that are effective against COVID-19 contains alcohol of at least 60% and 95%. It may have other ingredients like moisturizers or scents, but alcohol is the active ingredient.
- Many retails and pharmacies do sell hand sanitizers and it is the responsibility of the Contractor to identify registered suppliers with alcohol-based sanitizers.
- If your hands are greasy or visibly dirty, hand sanitizer won't be as effective.
- Types of PPE must be selected based upon the hazard to the worker, properly fitted as applicable (e.g. respirators), consistently and properly worn, regularly inspected, maintained, and replaced, as necessary, and properly removed, cleaned, and stored or disposed of to avoid contamination.
- Alcohol based sanitizers do pose some risks such as skin irritation, fire outbreak, eye irritation and increase sensitivity to ultraviolet rays.
- The Supervisor and health and safety professionals must monitor compliance usage and storage of the hand sanitizers.

3.11 COVID-19 HEALTH AND SAFETY POLICY

The Contractor must develop a Policy that will detail top management's commitment towards ensuring the flattening of the curve coronavirus cases. All Contractor employee must be trained on this policy. The Policy must be regularly reviewed. It must be signed by the Contractor's Top Management. This Policy must be conspicuously displayed in common areas such as boardrooms, eating and resting areas etc.

3.12 TRAINING: SPECIFIC TO PPE

The Contractor must ensure the following with respect to PPE:

- Covid-19 awareness training should be provided by the Contractor to all employees during normal working hours at no cost to them. The training should include when to use PPE; what PPE is necessary; how to properly put on, use, and take off PPE; how to properly dispose of or disinfect, inspect for damage, and maintain PPE; and the limitations of PPE.
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers.
- Single use PPE should be disposed so that it cannot be reused.
- Contractor should ensure the availability of appropriate PPE in order to minimise the spread of COVID-19. e.g. dust mask, gloves, eye protection, face shield, ext.
- The Contractor should ensure that the number of attendances on site induction is reduced and consider holding them outdoors wherever possible.

3.13 SOCIAL DISTANCING

The Contractor must ensure the following with regards to Social distancing:

- Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to the workplace and in other areas where they can be seen;
- Limited contact between onsite staff;
- Only necessary meeting participants should attend;
- Attendees should be two metres apart from each other;
- Consider holding meetings in open areas where possible;
- If it is feasible for your business, promote teleworking across your organisation and allow workers to work flexible hours to minimise crowding the workplace;
- Organisers of meetings and events need to think about the potential risk from COVID-19 because;
- Consider whether the meeting or event is necessary or whether it could be postponed or replaced with a tele or video conference or it can be scaled down so that fewer people attend;
- Check and follow the advice from the authorities in the community where you plan to hold the meeting or event;
- Develop and agree on a preparedness plan to prevent infection at your meeting or event:
 - ✓ Ensure and verify information and communication channels in advance with key partners such as public health and health care authorities.
 - ✓ Pre-order sufficient supplies and materials, including tissues and hand sanitizer for all participants.
 - ✓ Actively monitor where COVID-19 is circulating. Advise participants in advance that if they have any symptoms or feel unwell, they should not attend.
 - ✓ Make sure all organisers, participants, caterers and visitors at the event provide contact details: mobile telephone number, email and address where they are staying. State clearly that their details will be shared with local public health authorities if any participant becomes ill with a suspected infectious disease.
- Retain the names and contact details of all participants for at least one month. This will help public health authorities trace people who may have been exposed to COVID-19 if one or more participants become ill shortly after the event.

3.14 PARTNERSHIPS WITH LOCAL CLINIC AND POLICE

- The Contractor together with the Community Liaison Officer should initiate partnership with the local police and local clinics where required
- Construction site should welcome of all Forums and campaigns related to COVID-19.
- Local clinics should be given a platform to present or share information at the specific Construction.
- Contractor should maintain communication channels with the local police station.
- Community members who intent to gain access to the construction site by force and violate COVID-19 lockdown rules should be reported to the local police station.
- Community unrest which will affect the project in terms of COVID-19 should be reported to the local police station.

3.15 SUB-CONTRACTOR MANAGEMENT

- The Contractor must ensure that all sub-contractors are in position of COVID-19 Risk Assessment and Site Specification. The Contractor must ensure that proof of issue must be retained for audit purposed.
- The Contractor must ensure that subcontractor revised its Health and Safety Plan on receipt of the risk assessment and health and safety specification from the Contractor for his approval prior to commencement of any construction work. The Contractor must also ensure that the Subcontractor its current method statements, risk assessments and safe work procedures incorporate the risks posed by Covid-19
- The Contractor must ensure that the Subcontractor employees are conversant with the COVID-19 risks before commencement of construction work.
- The Contractor must ensure that the Subcontractor follows all the rules that are put in place related to COVID-19.