



*Specification:*

**HEALTH AND SAFETY SPECIFICATION  
FOR THE NDPWI PROJECTS IN  
VARIOUS PROVINCES ACROSS THE  
COUNTRY**

Specification N<sup>o</sup>  
**CDC-SBU-SPEC-106-24**

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**11 July 2024**



## **DOCUMENT INFORMATION SHEET**

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## **HEALTH AND SAFETY SPECIFICATION** *(Specification)*

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## 1 INTRODUCTION AND BACKGROUND

### 1.1 BACKGROUND TO THE OCCUPATIONAL H&S SPECIFICATION

Historically, the Building or Construction Industry has had poor health and safety record. Due to the complex and potentially dangerous operations being undertaken, there is a high risk of incidents and injuries. In many instances poor adherence to the Occupational Health and Safety Act and Regulations, (OHS Act), Act (85 of 1993) has resulted in severe consequences for Health and Safety performance. The Coega Development Corporation (CDC) is determined that the highest health and safety standards are implemented and full commitment from all parties to achieving best practices recognised internationally.

To achieve this goal the CDC has prepared and published a Project-Specific Occupational Health and Safety Specification for the **National Department of Public Works Infrastructure projects in various Provinces across the Country (EC, FS, NC,NW, WP, GP, MP)**. The OHSS sets out guidelines and minimum levels of awareness and guidance for health and safety requirements for the specific project. Management, supervision, and contractual responsibility for adhering to these requirements rests with Client/Consultants and Contractor/s. All employees are encouraged to be pro-active in compliance. The CDC is committed in ensuring the highest health and safety norms and standards for all work undertaken during planning, production, and closeout stages.

### 1.2 PURPOSE OF THE OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

The purpose of the OHSS is to assist the Consultants/Contractors in achieving compliance with the OHS Act and Regulations and all relevant Legislations revolving the Contractor's scope of works and to reduce potential injuries in the workplace environment. The OHSS is a performance measurement to ensure all stakeholders such as the Client, Consultants, Contractors achieve an acceptable level of OHS performance.

Therefore, the Consultants/Contractors are at all times required to and will remain responsible to address all requirements of the OHS Act and Regulations and all relevant Legislations, norms and standards in the project health and safety plan and implementation thereof. The OHSS is a performance specification to ensure that the CDC and any bodies that enter into formal agreements with the CDC such as Consultants, Contractors achieve an acceptable level of OHS performance.

No advice of any document required by the OHSS for an example hazard identification and risk assessment, health and safety plan or any other form of communication from the CDC shall be interpreted as an acceptance by the CDC of any obligation that absolves the Consultants/Contractors from achieving the required level of performance and compliance with legal requirements. Further, there is no acceptance of liability by the CDC which may result from the Consultants/Contractors failing to comply with the OHSS unless the CDC has issued an instruction to any requirement, i.e. the Consultants/Contractors remain responsible for achieving the required performance levels.

### **1.3 IMPLEMENTATION OF THE OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION (OHSS)**

This OHSS forms an integral part of the Contract, and Consultants/Contractors are required to make it an integral part of their Contracts with Consultants/Contractors and Suppliers. It will be disseminated by the CDC responsible person for the duration of the intended construction works.

The Consultants/Contractors shall sign a CDC acknowledgement in Annexure A that he /she has familiarised him / herself with the content of the OHSS and he / she shall comply with all his / her obligations in respect thereof. The successful Consultants/Contractors will be required to compile a project Health & Safety and Environmental File based on the requirements of the OHS Act and Regulations and relevant Legislations, which will need to be approved by the appointed CDC SHE Project Manager prior commencement with construction work.

## **2 OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION**

### **2.1 SCOPE OF WORKS**

The intended scope of works is entailed in the RFP document, mainly focusing on the intended construction work in the various Provinces across the Country. The works order entails maintenance, refurbishment, repairs, upgrades, renovations, rehabilitation of existing state assets i.e. infrastructure services and top structures. The scope will include the following activities but not limited to –

### **Site Area**

- Site Establishment inclusive of separating construction area with the operations of the activities
- Loading and Offloading
- Control of access to public and staff on site
- Security
- Access to services and protection thereof
- Decanting

### **Excavation Works**

- Protection of species i.e. flora, fauna and heritage resources
- Site clearance
- Digging of trenches
- Backfilling of trenches

### **Building Works**

- Demolition/dismantling of some existing structures
- Brick and plastering work
- Glazing
- Joinery
- Working on heights
- Electrical installation
- Mechanical installation
- Article/substances Installations

### **Plants/Equipment**

- Use of concrete mixer
- Use of plant equipment
- Use of hand and explosive tools
- Use of lifting equipment
- Use of scaffolding/suspended platforms
- Use of construction vehicles (Inclusive of bakkies)

### **Environment**

- Management and handling of different waste categories
- Use of construction water and portable water
- Working during inclement weather
- All health hazards that can be present during any of the above activities and should include individual dusts, gases, fumes, vapours, noise, extreme temperatures, illumination, windspeed, vibration and ergonomic hazards.
- Landscaping and rehabilitation of disturbed areas

## **2.2 INTERPRETATION**

The OHSS contains clauses that are generally applicable to construction works and impose pro-active controls associated with activities that impact on human health and safety as it relates to plant and machinery. Compliance to the requirements of the OHS Act is in addition to the requirements of the OHSS and is part of the Consultants or Contractors responsibility. The CDC will monitor that the Consultants/Contractors comply with the requirements of the OHS Act and will not prescribe to the Consultants/Contractors how such compliance is achieved.

## **2.3 DEFINITIONS**

For the OHSS the definitions, acronyms given hereunder shall apply:

### **2.3.1 Construction Work (as defined in the Construction Regulations 2014)**

means any work in connection with –

- a) The construction, erection, alteration, renovation, repair, demolition or dismantling of or an addition to a building or any similar structure; or
- b) The construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer, or water reticulation system; or the moving of earth, clearing of land, the making of excavation, piling, or any similar civil engineering structure or type of work.

### **2.3.2 Hazard Identification and Risk Assessment and Risk Control -**

Means a documented plan, which identifies hazards, assesses the risks and detailing.

### **2.3.3 Site-**

Means the area in the possession of the Principal Contractor for the intended construction of the works. Where there is no demarcated boundary it will include all adjacent areas, which are reasonably required for the activities for the Principal Contractor and approved for such use by the Engineer.

#### 2.3.4 The OHS Act

Means, unless the context indicates otherwise, the Occupational Health and Safety Act and Regulations, Act (85 of 1993) promulgated there under.

#### 2.3.5 CDC

Coega Development Corporation (Pty) Ltd.

#### 2.3.6 NDPWI

National Department of Public Works Infrastructure

#### 2.3.7 Hazard

Means a source of or exposure to danger (source which may cause injury or damage to persons, or property)

#### 2.3.8 Risk

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

#### 2.3.9 Principal Contractor's Responsible Person (Construction Manager) -definition from the Act

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.

#### 2.3.10 Employer's Personnel

As defined in the relevant contract Documents.

#### 2.3.11 OHSS

Occupational Health and Safety Specification

#### 2.3.12 SHE

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Safety, Health and Environment

#### 2.3.13 DoEL

Department of Employment and Labour

### 2.4 GENERAL HEALTH AND SAFETY PROVISIONS

#### 2.4.1 Application of Construction Work Permit / Notification of Intention to Commence Construction Work

**The Client or Implementing Agent** shall apply for the construction work permit (CWP) to the Provincial Director of the DoEL in the form of Annexure 1 of CR 2014 as regulated by the CR 3 within 30 days before the construction work commences. Application shall be submitted to the **Provincial Office** where the project will be implemented. A copy of the signed and completed application form is to be included in the SHE File with proof of submission and construction work permit certificate issued by the DoEL.

For the purposes of the construction work permit process the appointed Construction Health and Safety Agent in consultation with the Client/ Implementing Agent shall prepare permit SHE File with required documentation but not limited to the construction work guidelines and submit to the Client/Implementing Agent for approval before submitting to the DoEL. Once the CWP has been granted, a copy of certificate will be issued to the Principal Contractor, and such certificate shall always be kept on site.

The Principal Contractor shall ensure that the **permit number** is conspicuously displayed at the site entrance. NB: No construction work may commence without a **valid construction work permit** issued by DoEL and shall not be transferrable to other sites.

The Chief Inspector of DoEL granted a temporary exemption on the 26<sup>th</sup> July 2018, contemplated in (b) in terms of section 40 of the OHSA Act. read as follows –

***a client who intends to have construction work carried out, must at least 30 days before that work is to be carried out apply to the Provincial Director in writing for a construction work permit to perform construction work if the intended construction work starts from the 07th August 2018 and will –***

1. exceeds 365 days and will involve more than 3600 person days of construction works,

2. the tender value limit is grade 7, 8, or 9 of the Construction Industry Development Board (CIDB) grading.
3. All intended construction works above R60 Million Rand threshold.

**The Principal Contractor** shall notify the Department of Employment and Labour (DoEL), in the form of Annexure 2 of Construction Regulations 2014 (CR 2014) as regulated by the CR 4 within 7 days before the construction work commences. Notification shall be submitted to the nearest **Labour Centre** before intended construction work commences. A copy of the signed and completed notification form is to be included in the SHE File with proof of submission and acknowledgement in the form of certificate or stamp issued by the DoE, such certificate shall always be kept on site.

***According to the Construction Regulations 2014 Clause 4, the regulations require “a contractor who intends to carried out any construction work other than work contemplated in regulation 3(1), must at least 07 days before that work is to be carried out notify to the Provincial Director of DoEL in writing in a form similar to Annexure 2 if the intended construction work will –***

- Include excavation work;
- Include working at heights where there is risk of falling;
- Include demolition of a structure; or
- Include the us of explosives to perform construction work
- All intended construction works below R60 Million Rand threshold all inclusive

#### 2.4.2 Assignment of Principal Contractor's Construction Manager and, Construction Health and Safety Officer (CM/CHSO) to Manage and Supervise Health and Safety on site.

The Principal Contractor shall submit supervisory appointments as well as any relevant appointments in writing (as stipulated by the OHS Act), prior to commencement of work. The Principal Contractor shall submit CV's of the CM/CHSO for approval by the CDC prior the commencement of work on site. Proof of competency is to be included with all appointments, in the form of C.V. and Certificates.

The Principal Contractor shall appoint a competent **Full-Time Construction Health and Safety Officer/Manager (CHSO/M) registered with SACPCMP** who has the necessary of years of practical experience in the type of construction work associated with the construction project and shall be responsible for overseeing overall compliance of H&S matters on site. The successful Bidder (Principal Contractor/s) will be required to provide valid proof of registration of the Construction Health and Safety Officer (CHSO) or Construction Health and Safety Manager (CHSM) with SACPCMP upon award and must have necessary competencies and resources to execute his or her duties. No candidate registration will be accepted. The CHSO/M must have proven record of years of experience as follows:

- **CIDB grading (1 - 6) = minimum of 2 years or more**
- **CIDB grading 7 = minimum of 5 years or more**
- **CIDB grading 8 = minimum of 8 years or more**
- **CIDB grading 9 = minimum of 10 years or more**

#### 2.4.3 Compensation of Occupational Injuries and Diseases Act 130 of 1993 (COID Act)

The Principal Contractor shall submit a valid letter of good standing registered with the Compensation Fund or approved licensed Insurer. A copy shall be included in the Project SHE File, which will also include the following:

- Occupational Health and Safety Policy
- Environmental Policy
- Substance Abuse Policy
- HIV Policy
- Disciplinary Code
- Other relevant policies

#### 2.4.4 Health and Safety Organogram

The Principal Contractor shall submit a Project Site Specific Organogram in the SHE File, outlining the Health and Safety Site Team with their designation as required and related to the relevant responsible appointments by the OHS Act.

#### 2.4.5 Risk Assessments

##### 2.4.5.1 Baseline Risk Assessment

The Principal Contractor shall submit a baseline risk assessment, which shall form part of the health and safety plan and file. The Risk Methodology applied should follow the

hierarchy of controls mitigation and must form part of the Risk Assessment and be included in the SHE File.

Should the Principal Contractor commence work without approval of the risk assessment, or should the risk assessment not reflect the activities being undertaken, the CDC may instruct the work to be immediately stopped. Thereafter, the Principal Contractor will have no claim against the CDC in such a case for lost time or costs, irrespective of whether it can be demonstrated that the work was being safely undertaken.

The risk assessment should include the following:

- (a) the identification of the risks and hazards to the health and safety to which persons may be exposed.
- (b) the analysis and evaluation of the hazards identified.
- (c) a documented plan and safe working procedures to mitigate, reduce or control the risks identified; and
- (d) The monitoring and review plan of the risks and hazards.
- (e) The relevant personal protective equipment or clothing.

The Principal Contractor shall ensure that all persons entering the site are informed of all hazards on site; record of this is to be kept on the SHE File. The risk assessment should take into consideration of the project scope of works, with the key processes as specified on **clause 2.1** above. Preventative measures must first address the elimination of the hazard or risk. Should PPE be required to reduce risk the equipment or clothing must be used and be SABS approved.

#### 2.4.5.2 Issue Based Risk Assessment

As circumstances and needs arise, separate risk assessment studies will need to be conducted. These will be associated with a system for the management of change. An additional risk assessment will need to be conducted and submitted to the CDC for verification when for example:

- (a) A new machine is introduced onto site;
- (b) A system for work is changed or operations altered;
- (c) After an accident or a 'near miss' has occurred
- (d) New knowledge comes to light and information is received which may influence the level of risk to employees on site.

#### 2.4.5.3 Continuous Risk Assessment

This is the most important form of risk assessment which should take place continually, as an integral part of day-to-day management. This should be conducted by frontline Supervisors on site and it is essential that formal training be provided to enable this process to be efficient. The Principal Contractor shall be responsible for making sure that all employees under his / her control are conversant with the content of the Risk Assessment and what appropriate measures have been put in place to either eliminate or reduce the identified risks. The Principal Contractor shall outline to employees what role they are expected to play in the Risk Assessment and control measure process. Records are to be kept of this communication.

#### 2.4.6 Health and Safety Representative(s)

The Principal Contractor shall ensure that at least one (1) or more of Health and Safety Representative(s) are / is elected and trained to carry out his / her functions pending on the number of employees per site. The appointment(s) must be in writing. The Health and Safety Representative(s) shall carry out regular inspection, keep records and report to the Supervisor(s) and CHSO/M to take appropriate action. The Principal Contractor is required to elect and appoint a health and safety representative regardless of the number of employees on site. Such representative shall always be on site and report to the CHSO/M and Construction Management Representative.

#### 2.4.7 Health and Safety Committee

Ensure that the Principal Contractor complies with the requirements of Section 19 of the Act. The Principal Contractor shall ensure that SHE Committee is established, and health and safety committee meetings are scheduled monthly pending on the number of employees per site or contract. All invited individuals shall be compelled to attend such meetings. The Principal Contractor shall ensure that health and safety committee meetings' minutes are kept on record. Meetings must be organised and chaired by the Principal Contractor's Responsible Person i.e. nominated Safety Coordinator.

#### 2.4.8 Health and Safety Training

The Principal Contractor shall at project start-up ensure that identified people have attended the training on project risk profile, the Principal Contractor must ensure copies of the certificates are kept on the SHE File.

#### 2.4.8.1 Induction

The Principal Contractor shall always conduct Project Site Specific Inductions to all employees and visitors on site. Proof of inductions in a form of attendance registers must be kept in the SHE File.

#### 2.4.8.2 Awareness

The Principal Contractor shall conduct on site, periodic toolbox talks, preferably weekly or before any hazardous work takes place. The talks shall cover the relevant activity and an attendance register must be kept and signed by all attendees. A record of who attended and the content of the topic will be kept on the site SHE File as evidence of training.

#### 2.4.8.3 Competency

The Principal Contractor shall keep records of all competent persons in the SHE File and identify the training to be conducted, based on the Hazard Identification & Risk Assessment (HIRA) and keep certificates of training for reference.

#### 2.4.8.4 General Record Keeping

The Principal Contractor shall keep and maintain SHE records to demonstrate compliance with the OHSS and the OHS Act. The Principal Contractor shall ensure that all records of incidents, spot fines, training etc. are kept on site. All documents shall be available for inspection by the CDC, or the Authorities' Inspectors.

#### 2.4.8.5 General Inspection, Monitoring and Reporting

A schedule of inspections must be determined and its frequency to be included in the H&S plan, including responsible person. Inspection records and registers must be kept on the SHE File.

#### 2.4.8.6 Internal Audits

The Principal Contractor shall conduct SHE audits of the project Health and Safety Management System, including the Contractor records, to ensure compliance with the OHS Act and OHSS. Records of audits must be kept, and non-conformance reported, investigated and corrective action must be taken to prevent re-occurrence.

#### 2.4.8.7 External Audits

The Appointed Construction Health and Safety Agent (CHSA) or CDC SHE PM or External Service Provider, shall conduct monthly inspections/audits on site. All documentation held by the Principal Contractor shall be available for auditing. The Principal Contractor shall provide any additional information required. The Principal Contractor is required to participate fully in the Audit. Records of audits must be kept, and non-conformance reported, investigated and corrective action must be taken to prevent re-occurrences.

#### 2.4.8.8 Emergency Procedures

The Principal Contractor shall develop and submit a detailed Emergency Procedure and be kept in the SHE File. The procedure shall detail the response plan including the following key personnel:

- List of key personnel,
- Details of emergency services,
- Actions or steps to be taken in the event of the emergency; and
- Information on hazardous material / situation, including each material's / hazardous potential impact or risk on the environment or human and measures to be taken in the event of an accident.

Emergency procedure(s) shall include, but not be limited to, fire, spills, accidents to employees, use of hazardous substances, damage of vital resources such as water and electricity etc. NB: a separate risk assessment and safe work procedure for the identification, location, exposure, and protection of existing services is required for submission, review and approval by the CDC SHE Project Manager via appointed CHSA with the relevant members of the Technical Team. A contact list of all service providers (Fire department, Ambulance, Police, Medical and Clinic, etc) must be maintained and available to site personnel.

#### 2.4.8.9 First Aid Box and First Aid Equipment

The Principal Contractor shall ensure that it appoints a trained **First Aider(s)** regardless of number of labourers on site. The appointed First Aider(s) are to be deemed competent or sent for accredited first aid training **before** starting on site. Valid certificates are to be kept on site. The Principal Contractors shall provide an onsite first aid box(es), adequately always stocked, and ensure that the first aid box is accessible and fully controlled by a qualified First Aider. The Principal Contractor shall ensure that there is always a qualified First Aider within its establishment to attend on first aid injuries should incident occur on site.

#### 2.4.8.10 Accident / Incident Recording, Reporting and Investigation

The Principal Contractor (PC) shall appoint a competent person in writing to conduct incident investigation should it occurs on site, investigate, record and report all incidents as per the OHS Act requirement. The Principal Contractor shall advise the CM, CHSA and CDC SHE PM and any relevant party immediately, followed up with a written preliminary investigation report, of any medical treatment cases, lost time, disabling incident or fatality within 24 hrs of occurrence. In case of fatal incident, the PC is required not to temper with the scene until all relevant external stakeholders are onsite and give permission to do so. Full Incident Investigation Report is to be submitted to the CDC SHE PM via CHSA within **7 working days**, unless requested otherwise

#### 2.4.8.11 Unanticipated Hazards (inclusive of adverse weather such as extreme rain, heat and cold).

The Principal Contractor shall immediately notify CM, CHSA and CDC SHE PM of any hazardous or potentially hazardous situations arising during the performance of activities. It will be upon the responsibility of the Contractor to stop any activities which may impose immediate danger to the employees due to exposure to the adverse weather conditions.

#### 2.4.8.12 Personal Protective Equipment (PPE)

A PPE needs analysis is to be conducted in accordance with the HIRA. PPE is to be issued free of charge. The Principal Contractor is to indicate procedure for the lost or stolen and worn out or damaged PPE. The following PPE shall be used on site as minimum required for everyone on site:

- Steel-Toe Safety Shoes/Boots
- Work suite
- Gloves
- Ear plugs
- Goggles
- Masks
- Hi-Viz Vest in cases where visibility is impaired.
- Corrective PPE shall be risk dependent.

#### 2.4.8.13 Occupational Health and Safety Signage

The Principal Contractor shall ascertain and provide adequate on-site Warning, Prohibition, Mandatory and General Signage. The Principal Contractor shall be responsible to maintain the quality and replacement of signage.

#### 2.4.8.14 Permits

The Principal Contractor shall implement a Permit to Work System. The permit system shall be granted by the Engineer or CHSA via CDC SHE PM prior commencement of activity. Listed below shall cover the following works but not limited to:

- Protection of identified species
- Use of explosives
- Lock out system
- Confined space
- Excavation works
- Public Holidays or Weekend works
- Water use
- Waste disposals

#### 2.4.8.15 Contractors

The Principal Contractor shall implement a Contractor Management System to ensure compliance to the OHS Act and OHSS. The Contractor Management System procedures are to be stipulated in the H&S Plan.

## **2.5 OCCUPATIONAL SAFETY**

### **2.5.1 Storage of Materials/Equipment**

The Principal Contractor shall store material or equipment at agreed identified site by the CM, CHSA and CDC SHE PM, any other areas will be prohibited. All materials shall be neatly stored in a designated laydown area within the confines of the Principal Contractor's allocated construction area.

### **2.5.2 Site Access, Speed Restrictions and Protection**

The Principal Contractor shall ensure that the exact opening shall be discussed and agreed upon with the Client's representatives. The Principal Contractor shall ensure that all persons in their employ and all those that are visiting the site are aware and comply with the site speed restriction(s). The speed limit is set to not exceed 20km/h when entering the grounds/construction site.

### **2.5.3 Noise Induced Hearing Loss**

Where noise is identified as a hazard, the requirements of the NIHL regulations must be complied with and means of compliance is to be stipulated in the H&S Plan. Proper planning and finding means of reducing noise levels concerning these activities is highly encouraged.

### **2.5.4 Hazardous Chemical Agents (HCA)**

In addition to the requirements of the Regulations for Hazardous Chemical Agents (RHCA), the Principal Contractor must provide proof in the H&S Plan that:

- Safety Data Sheets (SDS's) of the relevant materials/hazardous chemical agents are available prior to use by the Principal Contractor. Mention should be made how the Principal Contractor is going to act according to special/unique requirements made in the relevant SDS's. All SDS's shall always be available for inspection by all relevant parties.
- Risk assessments are to be done when new HCA are introduced on site.
- How the relevant HCA's are being/going to be controlled by referring to:
  - Limiting the amount of HCA

- Limiting the number of employees
- Limiting the period of exposure
- Substituting the HCA
- Using engineering controls
- Using appropriate written work procedures
- The correct PPE is being used.
- HCA are stored and transported in terms of regulations for hazardous chemical agents, 2021 and in according to SABS 072 and 0228.
- Training with regards to these regulations is conducted.

The H&S plan should refer to the disposal of hazardous waste on classified sites and the location thereof (where applicable). The First Aider must be made aware of the SDS and how to treat HCA incidents appropriately.

#### 2.5.5 Asbestos work

The Principal Contractor/Contractor shall comply with the provisions of Asbestos Abatement Regulations, 2020 (amendments No. R.2092 dated 20 May 2022) should they have to work with asbestos related materials. No other than accredited Contractor to perform this activity.

## 2.6 PLANT AND MACHINERY

### 2.6.1 Construction Plant

Construction Plant encompasses all types of plants including but not limiting to machines and road vehicles with or without lifting equipment. It is envisaged that such plant will be used on this project, however, should the need arise, the Principal Contractor shall ensure that all such plant complies with the requirements of the OHS Act. The Principal Contractor shall inspect and keep records of inspections of the tools and equipment used on site. Only authorised persons are to use machinery under proper supervision. Appropriate PPE and clothing and as specified by the HIRA, shall be provided, and always maintained in good condition.

## 2.6.2 Pressure Equipment or Gas Bottles Including Operations

Should such equipment be used, the Principal Contractor shall comply with Pressure Equipment Regulations, including:

- Providing competency and awareness training to the operators;
- Providing PPE or clothing;
- Providing and maintain appropriate signage in areas where Pressure equipment are used;
- Inspect equipment regularly and keep records of inspections;
- Providing appropriate firefighting equipment (Fire Extinguishers).

## 2.6.3 Fire Extinguishers and Fire Fighting Equipment

The Principal Contractor shall provide adequate serviced firefighting equipment on site fully serviced. The Principal Contractor shall keep spares where applicable in replacement of expired firefighting equipment.

## 2.6.4 Hired Plant and Machinery

The Principal Contractor shall ensure that any hired plant and machinery brought to site is safe for use. The necessary requirements as stipulated by the OHS Act as well as those that are stipulated by this OHSS, shall apply. The Principal Contractor shall ensure that **Operators** hired with machinery have proof of competency to operate the type of machinery, proof of medical certificate of fitness and undergo a health and safety induction, appropriate toolbox talks and be issued with the necessary PPE. All documentations must be kept in the SHE File.

## 2.6.5 Scaffolding / Elevated positions including roof work

The Principal Contractor shall ensure that a detailed fall protection plan and HIRA has been undertaken and submitted for approval by the CM before commencement of such activity on site. The Principal Contractor shall appoint and train scaffolding inspectors and erectors to ensure all scaffolding is erected according to SANS 10085.

#### 2.6.6 Form and Support Work for Structures

Should the work require this type of work, the Principal Contractor shall ensure that formwork and support work structures are examined and checked for suitability by a competent Person, Structural Engineer, before use, during and after placement. Records of such examinations are to be kept on the SHE File.

#### 2.6.7 Lifting Machine and Tackle

The Principal Contractor shall ensure that lifting machinery and tackle is inspected before use and/or **daily**. The Principal Contractor shall have lifting machinery and tackle inspector who will inspect the equipment daily or before use, considering that:

- All lifting machinery and tackle have a safe working load clearly indicated;
- Records of inspections and load testing certificates are kept on site.
- There is proper supervision in terms of guiding the loads which includes a trained banks man to direct and check lifting tackle if it is safe for use.

#### 2.6.8 Ladders and Ladder work

The Principal Contractor shall ensure that all ladders are numbered and inspected regularly keeping record of inspections. It should be noted that Aluminium ladders are preferred to wooden ladders.

#### 2.6.9 General Machinery

The Principal Contractor shall comply with the Driven Machinery Regulations, which include inspecting machinery regularly, appointing a competent person to inspect and ensure maintenance, issuing PPE or clothing and training those that use machinery and enforce compliance.

#### 2.6.10 Portable Electrical Tools / Explosive Power Tools

The Principal Contractor shall ensure that use and storage of all explosive powered tools and portable electrical tools are in compliance with relevant legislation or standards. The Principal Contractor shall consider that:

- A competent person undertakes routine inspections;
- Only authorised persons use the tools;
- There are safe working procedures applied;
- Awareness training is carried out and compliance is enforced at all times; and
- PPE and clothing is provided and maintained.

#### 2.6.11 High Voltage Electrical Equipment and any electrical works

The Principal Contractor shall ensure that, where the work is under, on or near high-voltage electrical equipment that a SWP is drafted and approved by a competent person and the CHSA and that approval document to be kept in the SHE File. Such SWP shall include relevant risk management procedures (e.g. Lock-out Procedure). The Principal Contractor shall communicate with the relevant representatives prior to commencement to any electrical works.

#### 2.6.12 Public Health and Safety

Having been aware that the project is taking place in an urban areas the Principal Contractor shall ensure that each person working on or visiting a site, and the surrounding community, shall be made aware of the dangers likely to arise from onsite activities and the precautions to be observed to avoid or minimise those dangers. This should further be able to prevent any other incident that may expose risks to persons. Appropriate health and safety signage shall be always posted.

The Principal Contractor have a duty in terms of the OHS Act to do all that is reasonably practicable to prevent members of the public and others being affected by the construction processes to be aware and put preventative measures in place. The visitors to site shall go through a visitor's health and safety induction detailing hazards and risks they may be exposed to and what measures are in place to control these hazards and risks. A proof of such induction must be kept on the safety file for audit purposes.

#### 2.6.13 Night Work

The Principal Contractor shall not undertake any night work without prior arrangement and a written permit from Employer's personnel. The Principal Contractor shall ensure that

adequate lighting and ventilation are provided for all night work and failure to do so shall result in work being stopped.

NB: risk assessment to be revised should night works be approved.

#### 2.6.14 Facilities for Safekeeping and Eating Area (Mess Room) for workers

The Principal Contractor shall provide facilities for safekeeping. The structure should be suitable for use and adverse for all weather conditions.

#### 2.6.15 Transport of Workers

The Principal Contractor shall refer and comply with the requirements set in the National Road Transport Regulations, 2000. The Principal Contractor shall, and not be limited to:

- Not transporting persons together with goods or tools unless there is an appropriate area or section to store them.
- Not transport persons in a non-enclosed (top) vehicle, e.g. truck, there must be a proper canopy (properly covering the back and top) with suitable sitting area. Workers shall not be permitted to stand or sit at the edge of the transporting vehicle.
- Not transporting workers on the back of open bakkies.
- Provision of a serviced portable fire extinguisher in vehicles at all times.

### 2.7 OCCUPATIONAL HEALTH

Exposure of workers to occupational health hazards and risks are very common in any work environment, especially in construction. Occupational health hazards and risks exposure is a major problem, and all Contractors are to ensure that proper health and hygiene measures are put in place to prevent exposure to these hazards and risks. The occupational hazards and risks may enter the body in three ways:

- Inhalation through breathing.;
- Ingestion through swallowing maybe through food intake;
- Absorption through the skin.

### 2.7.1 Medical Service (Pre/Periodic/Exit)

The Principal Contractor shall ensure that **all employees** are in position of valid medical examination certificates and certified fit for duty. The medical examinations must be conducted in the form of Annexure 3 by an Occupational Health Practitioner as stipulated by Construction Regulations 2014 and fitness certificates must be kept in the SHE File.

### 2.7.2 HIV/Aids Programme

CDC commits itself to providing guidance and leadership in the implementation of HIV and AIDS, TB and Sexually Transmitted Infections (STI) programmes by all stakeholder organisations. It is a requirement that Principal Contractors shall provide HIV/Aids awareness training and roll out an HIV/Aids Programme for all employees by the appointed HIV/AIDS and STI Coordinator.

The HIV/Aids Awareness Programme Requirements:

- Male condom dispensers, sufficient male condom available and is it placed in high trafficked areas.
- All types of HIV/Aids related posters displayed in a high trafficked area and in a good condition.
- HIV/Aids Awareness workshops/tool box talk
- HIV/Aids Prevention Measures
- HIV/Aids Care and Support
- Free voluntary HIV testing

No Principal Contractor shall require an employee, or an applicant for employment, to undertake an HIV test in order to ascertain that employee's HIV status. As provided for in the Employment Equity Act, employers may approach the Labour Court to obtain authorisation for testing. All Personnel must be encouraged to undertake voluntary testing. Voluntary Testing and Counselling (VCT) must be encouraged by all Principal Contractors.

## 2.8 PANDEMIC/ENDEMIC DISEASES E.G. COVID-19

Construction sites operating during the Pandemic/Endemic diseases need to ensure they are protecting their workforce and minimising the risk of spread of infections. This includes an establishment if all employees are fit for works with no symptoms, it considering how

personnel travel to and from site and a range of other applicable matters to manage the spread of the virus on site.

This project specific construction health and safety specification is intending to introduce consistent control measures on the construction site that will be in line with the Government's recommendations and ensure employers and individuals make every effort to comply by adhering to the implementation good hygiene practises and constantly monitoring and reviewing the required control measure for the project. Principal Contractor should take lead to ensure the requirements are implemented. However, it will be very critical that the PC shall make provisional sums for such situation to avoid delays to the project.

## 2.9 PENALTIES

Should, at any time, the works, or part of the works, be stopped due to unsafe acts and conditions or non-compliance with the PCs OHS Plan; neither the PC nor any other Principal Contractor or Contractor shall have a claim for extension of time or any other compensation. In cases of any **repetitive non-conformances**, the non-conforming party shall be penalised.

All penalties shall be communicated to the Principal Contractor and the relevant Project Team Members should they be issued. The Principal Contractor will be expected to confirm receipt of such penalty/ies. The total fine amount as per penalties issued shall be tabled in the site meeting for noting purposes. All issued penalties shall be deducted from the Certified Certificates submitted by the Principal Contractor.

The following constitute examples of the types of non-conformances that will attract penalties:

<b>Minor:</b>  <b>Fine: R50/count</b>	<b>Medium:</b>  <b>Fine: R500/count and a non-conformance</b>	<b>Severe</b>  <b>Fine: R5000/count, a non-conformance and/or activity stoppage</b>
Non-use of basic PPE supplied	PPE not supplied	Principal Contractor working without OHS Plan approval
Non completion of registers for plant and equipment on site	Principal Contractors did not sign the records	Workers transported in contravention of the OHS Plan or legal requirements
Lack of OHS signage at work areas	Working without training or the appropriate OHS Method Statements / SWP / HIRA	Non provision of signage
Tools and equipment identified in poor condition during inspections	Non-conformances identified during the previous inspection and not addressed within the agreed time frame	Allow people to work with no proof of medical fitness certificate
	No Medical Certificates of Fitness for relevant workers	Threat to the OHS of persons
	Poor Housekeeping	Failure to maintain housekeeping

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		Principal Contractor working without Endemic/Pandemic diseases HS Plan approval
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## 2.10 CLOSE - OUT REQUIREMENTS

Upon completion of the project, the Principal Contractor shall submit a well-documented consolidated SHE File (to be in electronic form) to the appointed CDC SHE PM, confirming the SHE history of the project. The closeout SHE File is expected within 21 days of practical completion.

The following **summary** of information is required in the file, but not limited to:

- Completed SHE File
- Letter of good standing
- Appointments/agreements
- Notification/Permit certificate
- SHE inspection/audit reports
- Records of training
- Registers, certificates, and manuals
- Records of incidents/accident
- WCA Claims
- Total Man-hours and DIFR
- Environmental rehabilitation status
- Copies of Medical Certificates of all employees that worked on the project.
- SHE Non conformances (current/outstanding)
- Copies of all Hazardous Waste Disposal Certificates

Handover of the consolidated SHE File can only commence once all personnel has been demobilized and nil man-hours are recorded on site. All Contractors accountable to the PC are expected to complete and submit their close-out SHE Files upon completion of their work to the appointed CHSA for approval prior to leaving the construction site. The CDC SHE PM will evaluate the SHE performance of the Principal Contractor i.e. compliance, performance, quality and refer in a cover letter which will be added to the Principal Contractors consolidated file.

## ANNEXURE A

**Acknowledgement:**

I, \_\_\_\_\_ representing

\_\_\_\_\_ Principal Contractor have  
satisfied myself with the content of the Occupational Health and Safety Specification (OHSS) and  
shall ensure that the personnel and other people visiting site comply with all relevant obligations  
in respect thereof.

\_\_\_\_\_  
Signature of Principal Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of /Client/Agent

\_\_\_\_\_  
Date

**Comments:**