
	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 1 of 47

1. General Notification

This document forms an integral part of the tender document and, in particular, shall constitute the Client's (City of Tshwane.) Occupational Health & Safety Specification, as required by the Construction Regulations, 2014, as promulgated under the Occupational Health and Safety Act (Act no. 85 of 1993).


This 'Health and Safety Specifications' document is governed by the "Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), hereinafter referred to as 'The Act'. Notwithstanding this, cognizance should be taken of the fact that no single Act or its set of Regulations can be read in isolation. Furthermore, although the definition of Health and Safety Specifications stipulates 'a documented specification of all health and safety requirements pertaining to associated works on a construction site, so as to ensure the health and safety of persons', it is required that the entire scope of the Labour legislation, including the Basic Conditions of Employment Act be considered as part of the legal compliance system. With reference to this specification document this requirement is limited to all health and safety issues pertaining to the site of the project as referred to here-in. Despite the foregoing it is reiterated that environmental management shall receive due attention.

Due to the wide scope and definition of construction work, every construction activity and site will be different, and circumstances and conditions may change even on a daily basis. Therefore, due caution is to be taken by the Principal Contractor when drafting the Health and Safety Plan based on these Health and Safety Specifications. Prior to drafting the Health and Safety Plan, and in consideration of the information contained here-in, the contractor shall set up a Risk Assessment Program to identify and determine the scope and details of any risk associated with any hazard at the construction site which will include Covid 19 latest regulations, in order to identify the steps needed to be taken to remove, reduce or control such hazard. This Risk Assessment and the steps identified will be the basis or point of departure for the Health and Safety Plan (Include Covid 19 regulations). The Health and Safety Plan shall include documented 'Methods of Statement' (see definitions under Construction Regulations) detailing the key activities to be performed in order to reduce as far as practicable, the hazards identified in the Risk Assessment.

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 2 of 47

2. Definition of Terms

- I. Client-Means any person for whom construction work is performed and or undertaken (City of Tshwane for the purposes of this project)
- II. Construction site means a workplace where a construction work is being performed
- III. Construction supervisor means a competent person responsible for supervising construction activities on a construction site.
- IV. Competent person means a person who –
 - a) Has in respect of the work or task to be performed the required knowledge, training and experience and where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provision of the National Qualification Framework Act 2000 (Act 67 of 2000), those qualifications and that training must be regarded as the required qualification and training and
 - b) Is familiar with the Act.
- V. Principal Contractor-Means an employer, as defined by Section 1 of the OHSACT who performs construction work and is appointed by the client to be in overall control and management of the construction site and works
- VI. Agent-Means a competent person who acts as a representative for a client in this case MIH Projects.
- VII. Occupational 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 ,visiting, passing, staying and working close to the construction site and or other applicable areas such as the site camp
- VIII. Risk-means the probability that injury or damage may occur
- IX. Hazard-means a source of or exposure to danger

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 3 of 47

3. Introduction

In terms of the Construction Regulation 5 (1) of the OHS ACT, the client is required to compile an Occupational Health and Safety Specification for an intended project. This specification has an objective to ensure that the principal contractor entering into a contract with the client achieves and maintain an acceptable level of Occupational Health and Safety and also COVID 19 performance and compliance.

This document forms an integral part of the contract between the client and the principal contractor.


The Principal Contractor and its Contractors shall furthermore implement any reasonable practicable means to ensure compliance to this Occupational Health and Safety Specification and any other applicable legislation on their organization and/or activities performed by or for them

Compliance with this document does not absolve the principal contractor from complying with any other minimum legal requirement and the principal contractor remains responsible for the health and safety of his employees, those of his mandatories as well as any person coming on site or on adjacent properties as far as it relates to the construction activities

4. The Client`s commitment to Occupational Health and Safety Management

City of Tshwane is committed to responsible occupational health, safety management. This commitment is essential to protect the environment, employees, mandatories, visitors and provide a work environment conducive to health and safety. Principal Contractors and their Contractors shall demonstrate their commitment and concern by:

- Ensuring that decisions and practices affecting occupational health and safety performance are consistent with the issued specification;
- Ensuring adequate resources are made available for the effective implementation of occupational health and safety control and mitigation measures;
- Participating in hazard identification and risk assessments and design safety reviews;
- Communicating occupational health and safety management processes, strategies and control measures with all levels of employees, contractor and/or visitors;
- Ensuring visible leadership at all sites;

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 4 of 47


- Promoting and enforcing the use of correct types of Personal Protective Equipment (PPE);
- Promoting and enforcing the latest COVID 19 regulations as gazetted in the government gazette.
- Reporting and investigation of incidents and accidents and ensuring actions are identified and implemented to prevent similar types of incidents reoccurring;
- Participating in Client audits and meetings and ensuring required actions are implemented within reasonable time frames on the site/project;
- Recognizing and commending safe work practices and coaching employees who require guidance;
- Applying and enforcing consequence management from deviations and transgressions of/from compliance to this OHS Specification noted and/or observed, where applicable;
- Carrying out safety observations, implement corrective and preventative actions and giving immediate feedback;
- Encouraging employee participation in the formulation of work instructions and safety rules.

5. Scope

To develop a project specific Occupational Health and Safety Specification that addresses the reasonable and foreseeable, risks, exposures and aspects of Occupational Health and Safety as affected by activities of medium voltage cable faults location and equipment testing on Tshwane's medium voltage distribution electrical network as and when required. The specification will provide the requirements that the principal contractor and other contractors will have to comply with in order to reduce the risk associated with the above mentioned contract work and that may lead to incidents causing injury and/or ill health to a level as low as reasonable practicable and possible.

6. Omissions from OHS Specification

Where any omission from the OHS Specification is identified, applicable legal requirements will constitute the minimum standard for compliance to the relevant omission. The responsibility will be on the Principal Contractor to provide assurance to the client (City of Tshwane) on compliance to the applicable legal requirements related to the activity / task / process.

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 5 of 47

7. Change or Review of Specifications

Whenever the client (City of Tshwane) identifies the need to change or review the OHS Specification, approved changes and revisions will be communicated to the Principal Contractor. A cost analysis on the implementation of the proposed changes / revisions will be calculated through a collaborative processes between the Client and the Principal Contractor – where the approved changes and/or revisions has no cost implication for the Principal Contractor the Principal Contractor will be required to accept the approved changes / revisions and ensure implementation within the OHS Plan .

8. Compliance to occupational health and safety regulations

The contractor is required to comply with the Occupational Health and Safety (OHS) Act and regulations as amended from time to time.


1. Provision of Health and Safety file [Once off]

The unit of measurement shall be number of health and safety files provided. The cost component shall include full compensation for the provision and maintenance of a health and safety plan, risk assessment, permit applications, notifications and a health and safety file on site containing all the documentation required in terms of the act and applicable regulations (Include Covid 19 latest regulations). The safety plan must always be specific to the project for which it is going to be applied.

2. Provision of Occupational Health and Safety Officer [Per day as and when required]

The unit of measurement shall be number of days the Occupational Health and Safety Officer (Normal hour rate shall apply). The cost component shall include full compensation for the provision of one or more competent and experienced safety officer as may be necessary for the duration of the contract.

3. Occupational Health and Safety training [Each]

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 6 of 47

The unit of measurement shall be per each person trained. The cost component shall include full compensation for the provision of training programs for the contractor's employees and also, where applicable, for sub-contractors. Training shall include first aid training and/or OHS representative training as per the requirements of OHS regulations.

4. Provision of personal protective clothing and equipment [Per Set]

The unit of measurement shall be per set of PPE for each person. The cost component shall include full compensation for the provision, maintenance, repair and/or replacement of damaged or unsuitable protective clothing and equipment for use by the contractor's employees. Provision of PPE must be in accordance to HIRA or PPE study. The set of PPE shall include the following items: Safety hard hat, protective work suits, safety boots, safety gloves and accessories. The PPE must meet COT's specification for PPE.


9. Safety Files

9.1. Preparation and Submission of safety file


The Principal Contractor shall prepare a safety file containing the processes / procedures and templates to be applied during the project period for the scope of work. The Principal Contractor will be evaluated during the contract period against the submitted safety file.

At a minimum the safety file shall contain the following documentation and in accordance with the specification:

1. Scope of work to be performed;
2. Public Liability
3. Personnel list (Organogram) (Principal Contractor employees);
4. OH&S Policy and other relevant procedures;
5. Updated copy of the Occupational Health and Safety Act (Act no. 85 of 1993) and its Regulations.
6. Updated copy of the Compensation for Occupational Injuries and Diseases Act (Act no. 130 of 1993) and its Regulations;
7. Proof of valid registration and good standing with the Compensation Commissioner or another licensed Insurer;

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 7 of 47

8. OHS Plan which include the latest COVID 19 regulations approved by the Client (Include COVID 19 latest regulations).
9. Agreement with Mandatory in terms of Section 37(1) & 2 of the OHS Act.
10. Approved risk assessments, review and monitoring plans and safe work procedures, which must include COVID 19 latest requirements (method statements);
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;
12. Designs and/or drawings;
13. All written designations and appointments for project scope of work (CV and competency copies);
14. Management structure (inclusive of OH&S responsibility & meeting structure);
15. Induction training and site OHS rules;
16. Occupational health and safety training matrix / plan;
17. Arrangements with contractors and/or mandatories;
18. The following registers (as applicable to contract scope of work):
 - Accident and/or incident notifications, investigation & control register;
 - Occupational health and safety representatives inspection register;
 - Construction vehicles and mobile plan inspections;
 - Daily inspections templates of vehicles, plant and other equipment by the operator, driver and/or user;
 - Daily inspections templates of excavations by competent person;
 - Toolbox talks pro-forma;
 - Designer's inspections and structures record template;
 - Inspection template of electrical installations (including inspection of portable electrical tools, electrical equipment and other electrical appliances);
 - Fall protection inspections template;
 - First-aid box content template;
 - Record of first-aid treatment template;
 - Fire equipment inspection and maintenance template;
 - Machine safety inspections template (including machine guards, lock-outs etcetera);

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 8 of 47

- Inspection templates for lifting machines and –tackle (including daily inspections by drivers/operators);
- Inspection templates of testing equipment; and
- Monthly reporting and recording of statistics templates;
- Keeping of any other record in terms of applicable legislation falling within the scope of OHS Legislation applicable to the project and the Principal Contractor / Contractor’s activities and organization.
- Emergency preparedness and response programmes;

9.2. Evaluation and approval of Safety file


The client (City of Tshwane) will conduct an initial inspection and evaluation of the Principal Contractor’s OHS file for approval purposes to commence work. The Principal Contractor is required to submit the OHS file within 5 days after receiving the induction training from the Client. The Client will evaluate the file and give feedback to the Project manager and the Principal contractor. If the file has not been approved, the Principal contractor shall ensure that the outstanding documents are submitted for re-evaluation within 3 working days.

NOTE: The construction work cannot commence until the safety file is approved. The approval letter from the Client must be kept in the OHS file and any letter issued concerning the evaluation of the file. Principal Contractors are required to achieve at least 80% (Eighty Per cent) compliance on the entire safety file documentation to obtain approval by the Client.

9.3. Principal Contractor engagement phase

The Principal Contractor shall commence with the construction work after approval of the safety file. The following processes will be applied to the Principal Contractors on a monthly basis for the duration of the contractual period:

- Monthly Compliance Assessments;
- Site Inspections;

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 9 of 47

- Progress meetings;
- Contractor`s forum OHS meetings held at City of Tshwane


An initial site establishment inspection will be conducted by the Client after approval of the safety file / plan.

9.4. Project close-out and submission of consolidated Health & Safety File.

On completion of a construction work/ project the Principal Contractor shall submit all documentation required for the consolidated safety file to City of Tshwane as part of the project hand over documentation.

At a minimum, the safety file will contain the following records:

1. Approval letter by City of Tshwane on contents of Health and Safety file including plan;
2. Scope of work performed;
3. OHS Policy and other procedures;
4. Proof of registration and good standing with the Compensation Commissioner or another licensed Insurer;
5. OHS plan approved by the Client including the underpinning risk assessment(s) and method statements;
6. A list of contractors (sub-contractors) including copies of the agreements between the parties and the type of work done by each contractor;
7. Notifications of new projects /extension of scope received;
8. Designs and/or drawings;
9. Occupational health and safety committee meeting agenda and minutes;
10. Copies of written designations and appointments (CV and competency copies);
11. Management structure (inclusive of OHS responsibility & meeting structure);
12. Induction training conducted and site OHS rules;
13. Occupational health and safety training provided;
14. Arrangements with contractors and/or mandatories;
15. Description of security measures;
16. All applicable registers:

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 10 of 47

10. OHS Specification Requirements

10.1. General Requirements of Health and Safety Plan


Construction Regulation 7 (1) stipulates that the principal contractor must provide and demonstrate to the client a suitable sufficiently documented and coherent site specific health and Safety Plan, based on the client's documented Health and Safety Specification contemplated in Regulation 5(1) (b), which plan must be applied from the date of commencement of and for the duration of the construction and which must be reviewed and updated by the principal contractor as work progresses.

It is expected from the Contractor to include in his safety plan method statements on how to accomplish the requirements relating to the Construction Regulations, 2014 and related incorporated standards and regulations.

Principal Contractors should describe how their safety management systems will work and what control procedures they plan on using to ensure safety on the construction site

The following generic aspects should be covered in the Safety plan:

- What administrative procedures the Principal Contractor envisages to use in the implementation and maintenance of the safety plan with reference to the construction site
- How continuous assessment of the safety plan will be assessed and implemented with respect to construction site
- What control systems the Principal Contractor envisages to implement on site to support his safety program
- How the Principal Contractor will ensure that he adheres to the construction regulations in respect of competent persons for appointments
- What external resources the Principal Contractor envisages on using to ensure successful implementation and sustainability of the safety plan


	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 11 of 47

- What training to employees the Principal Contractor envisages and how he would go about to execute it
- The Principal Contractor should indicate which competent persons he plans on employing based on the scope of work.

10.2. Outline of Health and Safety Plan

The Principal Contractor's Health and Safety Plan prepared in accordance with this specification shall consist of at least the following sections and sub-sections:

1. Aim and Scope of Plan,
2. Risk Assessment,
 - a. Alternative Forms of Risk Assessment,
 - b. Methodology of Risk Assessment,
 - c. Elements of Risk Assessment,
 - i. Scope of assessment,
 - ii. Risks Identified,
 - iii. Risk Analysis,
 - iv. Risk Evaluation,
 - v. Risk Treatment(safe working procedures)
 - vi. Monitoring and reviewing,
3. Resources,
 - a. Health and Safety Staffing Organogram,
 - b. Supervisors, Inspectors and Issuers,
 - c. Employees,
 - d. Subcontractors inclusive of their scope of work and their core resources,
 - e. Training,
 - f. Plant,
 - g. Vehicles,
 - h. Equipment
4. Materials,

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 12 of 47

- a. Temporary Materials
 - b. Permanent Materials
5. Categories of Work
6. Implementation of Health and Safety Plan,
 - a. Administrative systems,
 - b. Training,
 - c. Reporting,
 - d. Monitoring,
 - e. Inspections,
7. Auditing,
 - a. Internal audits,
 - b. Follow-up audits,
8. Financial Aspects,
9. Emergency procedures and response


10.3. Risk Assessment

10.3.1. General

This section of the specification provides guidelines for the Contractor in preparation of risk assessments in order to ensure compliance with Regulation 9 of the Construction Regulations, 2014. According to SANS 31000:2009, Risk is the overall process of risk identification, risk analysis, and risk evaluation. This section highlights the principles related to the preparation of suitable and sufficient risk assessments. Contractor Staff intending to prepare risk assessments should be trained and suitably experienced in the application envisaged.

A suitable and sufficient risk assessment is an assessment which:

- Accounts for risks that are likely to arise during the construction of the Works,
- Enables the development and implementation of systems to manage the risks,
- Remains valid for a reasonable period of time,
- Provides a basis for training of employees, and

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 13 of 47

- Improves working procedures and introduce long term controls.

The requirements of the Construction Regulations will not be satisfied by a single risk assessment exercise that holds good for all time. The risk assessment process on the Works is an ongoing process.

The objectives of risk assessments are to:

- Identify the risks that are mostly in need of reduction,
- Identify the various options for achieving such reduction,
- Identify the risks that require careful ongoing management, and
- Identify the nature of the required ongoing attention.

10.3.2. Forms of Risk Assessment

In order to ensure compliance with the Construction Regulations, the Contractor will be required to carry out the following three forms of risk assessment:


10.3.3. Activity based risk assessment

The Contractor will be required to carry out activity based risk assessment before the commencement of testing or installation activities on the Works. This risk assessment will form part of the Contractor's Health and Safety Plan. The risks and hazards to which persons, plant, vehicles and facilities may be exposed during the construction of the Works should be identified and evaluated. Measures to reduce or control these risks or hazards should be defined during this assessment. The effectiveness of the measures defined and the baseline risk assessment prepared shall be monitored and reviewed from time to time to ensure that it remains relevant and accurate.

10.3.4. Issue based risk assessments

The Contractor will be required to carry out separate risk assessments during construction of the Works when methods and procedures are varied, for example when:

- Designs are amended,
- New machines are introduced,

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 14 of 47

- Plant is periodically cleaned and maintained,
- Plant is started-up or shut-down,
- Systems of work change or operations alter,
- Incidents or near-misses occur, or
- Technological developments invalidate prior risk assessments

10.3.5. Continuous risk assessments


The Occupational Health and Safety Act specifically requires that employers shall provide and maintain working environments that are safe and without risk to health. The general awareness of hazards needs to be raised as work ethic to maintain a safe and risk free environment on an ongoing basis. This is achieved by continuous risk assessments, the most important form of risk assessment that takes place as an integral part of day-to-day management. Examples of continuous risk assessments include:

- Regular audits,
- Maintaining general hazard awareness,
- Pre-work risk assessment

10.3.6. Methodology for the Preparation of Risk Assessments

The Contractor shall in the preparation of risk assessments, follow the following general principles:

- Appoint in writing a suitably competent risk assessor
- The appointed risk assessor shall lead the risk assessment process
- Provide the team with background data, scope of work, potential hazards and underlying causes, and
- Where necessary employ experts for complex risk assessments and aspects of risk assessments that require experiential judgment,
- Institute an ongoing system of identifying aspects of the work that require risk assessment.


 CITY OF TSHWANE <small>IGNITING EXCELLENCE</small>	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 15 of 47

10.3.7. Elements of a Risk Assessment

The process of carrying out a risk assessment consists of a number of well-defined steps. These steps improve decision-making by providing a greater understanding of the risks and their impacts. The main steps or elements of the risk assessment process are as follows:

- 1) Consider scope and nature of risks involved, determine purpose and physical and legal bounds of assessment and define risk evaluating criteria,
- 2) Systematically identify risks,
- 3) Analyze risks with regard to causes, likelihood of occurrence and possible consequences against the background of existing controls and its effectiveness,
- 4) Evaluate risks in terms of pre-established criteria to determine need and priority for attention,
- 5) Treat risks through a process of risk elimination, substitution, controlling risk at source, risk mitigation such as training and as far as risk remains, provide personal protective equipment (PPE),
- 6) Monitor and review progress and performance in terms of management system, and
- 7) Communicate and consult.

The above steps are as depicted in Figure 1, below.

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 16 of 47

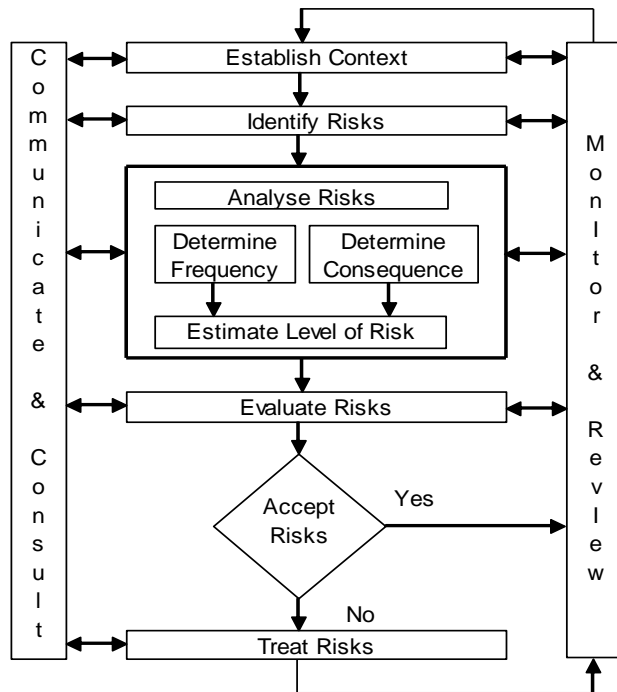


Figure 1: Risk Management Process

The Contractor shall ensure that the risk assessment compiled as part of his Health and Safety Plan contains at least these items.


Refer to Baseline Risk Assessment Annexure 2 of this specification..

10.3.8. Risk Identification

The Contractor should regard this step of the risk assessment as the most important. Subsequent analysis and evaluation of risks and the development of risk control measures are wasted if the risks or hazards on the Works are not carefully identified.

The Contractor should bear the following principles in mind when identifying the risks:

- i) Systematically address all risks or hazards on the Works,


	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 17 of 47

- ii) Review all aspects of the work, but consider only those that have a potential to cause harm,
- iii) Rank the risks identified in order of importance and then use appropriately advanced techniques to deal with major risks,
- iv) Deal mainly with major risks and don't obscure these with unimportant information, especially minor risks,
- v) Address what actually happens in the workplace during the work activity
- vi) Consider all persons that may be affected,
- vii) Highlight those groups and individuals who may particularly be at risk, and
- viii) Review the adequacy and effectiveness of existing safety controls and measures.

10.3.9. Risk Analysis

In this step, the Contractor will be required to analyze the risks identified by determining each risks frequency and magnitude or severity of the consequence of the risk or hazard.

The frequency of occurrence of a hazard may be expressed as the number of times that it may occur in year, decade, lifetime, century, or longer period, according to comparative human experience. The magnitude of the likely consequence of a hazard may be expressed in terms of the degree of incapacitation, number of people or costs involved. The frequency of occurrence of a hazard and the magnitude of its consequence may be compounded as the risk that it poses as shown in the "risk matrix" in Figure 2 below.

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 18 of 47

Frequency of Occurrence of Hazard	Severity of Consequences of Potential Hazard					
	1 Medically treatable injury	1 Compensable injury	10 Compensable injuries	1 Permanently disabling injury	1 Fatality	10 Fatalities
Frequent; 1 or more occurrences per year	Medium	High	Very high	Severe	Severe	Severe
Several times during a career; 0.1 occurrences per year	Medium-low	Medium	High	Very high	Severe	Severe
Unlikely, but possible during a career; 0.01 occurrences per year	Low	Medium-low	Medium	High	Very high	Severe
Very unlikely during a career; 0.001 occurrences per year	Low	Low	Medium-low	Medium	High	Very high
Barely credible; 0.0001 occurrences per year	Low	Low	Low	Medium-low	Medium	High

Figure 2: Compounded Risk Matrix


The columns in the table represent the likely consequence of the hazard and the rows, the frequency of occurrence. The scales for both quantities represent consistent progressions, able they qualitative. The risks evidently range from low to severe. Note that diagonals in the matrix represent the risks of the identified hazards, taking the effectiveness of controls into consideration.

The table represents a typical risk matrix that need not necessarily be adopted by the Contractor. The Contractor may use an alternative risk matrix provided that it is approved as part of his Health and Safety Plan.

10.3.10.Risk Evaluation

In this step the Contractor will be required to compare the risks found during the analysis process with similar risks previously experienced for the purpose of deciding how to treat the risk. A useful systematic approach for this purpose is as follows:

- If the assessed risk exceeds similar risks that have occurred in the past and that are considered to be unacceptable, the assessed risk would require treatment depending upon its magnitude as discussed in Section 4.4.5, or

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 19 of 47

- If the assessed risk exceeds similar historical risks that are acceptable, treatment of the assessed risk will depend on the extent by which it exceeds the historical risks, or
- If the assessed risk is less than historical risks that are unacceptable, treatment of the assessed risk will depend on the extent by which it is less than the historical risks, or
- If the assessed risk is less than historical risks that are acceptable, the assessed risk would also be acceptable and would not require any treatment.


10.3.11.Risk Treatment

The contractor must select one or more options of modifying risks, and implementing those options. The option(s) selected must be covered in the safety plan and be followed as prescribed. Reference can be made to SANS31000:2009 for different risk treatment options. SANS 31000:2009, clause 5.5.3 may be consulted in preparing and implementing risk treatment plans.

10.3.12.Reporting and Recording of Risks

The Principal Contractor shall ensure that the risk assessment process is recorded and included in the Health and Safety Plan. The risk assessment document should be easily accessible to the Contractor's employees, their representatives, to inspectors, the Employer or his Safety Agent. The essential contents of the document should be as follows:

- Objectives and expected outcomes,
- Description of the Works under assessment,
- Summary of context of study
- Composition of risk assessment team, (including qualifications and relevant experience),
- Approach used to systematically identify risks,
- Identified risks (ranked in order of priority),
- Method adopted for assessing frequencies and consequences of risks,
- Consequences (ranked in order of magnitude),

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 20 of 47

- Identification of individuals and groups who may be affected by major hazards and risk and who may especially be at risk,
- Basis for defining safety standards to be achieved,
- Contractor's resources devoted to risk assessment,
- Actions proposed to reduce unacceptably high risks,
- Review effectiveness of existing safety measures to control risks, and
- Implementation of program of selected treatments (including controls to manage unacceptably high risks).

10.3.13. Monitoring and Review

The contractor must indicate in the safety plan the monitoring and review plan to be used during the construction work.


10.3.14. Communication and Consultation

The Principal Contractor will be required to communicate and consult with internal and external stakeholders during each step of the risk assessment process. Stakeholders will include the Client, the Engineer and the Contractor's employees.

10.4. Resources

10.4.1. General

In this section of his Health and Safety Plan, the Contractor will be required to state how he intends to comply with the requirements of the Occupational Health and Safety Act, 85 of 1993 and all its Regulations and related incorporated standards with regards to the resources and facilities intended for use on the project (construction work)

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 21 of 47

10.4.2. Employees

The Principal Contractor shall provide in his Health and Safety Plan his intended Staffing Organogram for the testing and installation work. The organogram should include all applicable legal appointments and supervisors as contemplated in the Construction Regulations 2014.

Copies of the supervisory staffs' curriculum vitae or portfolio of evidence, proof of competence and their appointment letters should be appended to the Contractor's Health and Safety Plan.

The Principal Contractor's Health and Safety Plan should in addition cover at least the following aspects:

- Semi-skilled and skilled (including Charge hands, Artisans, Testing technician and Project manager) employees he intends employing on the Works,
- The health and safety training to be provided to the Contractor's employees,
- The program of the health and safety training,
- Systems for the review of the effectiveness of the training provided, and
- Systems to determine further training requirements throughout the technical audit/test and relay installation period.

Pro-forma letters of appointment for the various personnel as contemplated in the Construction Regulations, 2014 are included in Annexure 1 to this specification for use by the Contractor.


The Contractor may make other additional legal appointments that are applicable to the project.

10.4.3. Competencies

The Principal Contractor shall appoint competent person to perform duties that require competency. Competency record must be included in the safety file.

10.4.4. Physical and Psychological Fitness

The Principal contractor shall ensure that all employees are in possession of a valid medical certificate of fitness to work in such an environment and issued by an occupational health practitioner in the form of Annexure 3 of the Construction regulations.

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 22 of 47

10.4.5. Fall Protection Equipment

The Contractor shall with reference to Section 10: Fall Protection Equipment of the Construction Regulations, 2014, and without limiting his obligations, cover at least the following matters in his Health and Safety Plan:


- Compilation of a fall protection plan,
- How the fall protection plan will be implemented and maintained,
- How employees will be screened and declared medically fit to work in areas where fall protection equipment is needed,
- Training of staff working at heights and in the use of fall protection equipment,
- How a continuous assessment of the situation will be executed,
- How fall protection equipment will be inspected for safety, and
- How corrective actions will be implemented
- Emergency plans and procedures for treatment of incidents relating to falls from height.

10.4.6. Personnel Safety Equipment and Facilities

The Contractor shall comply with Section 2 of the General Safety Regulations, and shall in particular provide all necessary personnel protective equipment for her/his personnel for the duration of the technical audit or installation period. The Contractor shall without limiting his obligations indicate in his Health and Safety Plan:

- Identify training requirements in the use and maintenance of personal protective equipment,
- What type of personnel safety equipment he will provide,
- How he intends issuing it to his employees, and
- How he will maintain the personnel safety equipment issued.

10.4.7. Display of substituted notices and Signs

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 23 of 47

The contractor must display all relevant safety signs and notices according to safety regulations

10.4.8. First Aid, Emergency Equipment and Procedures

The Contractor shall comply with Section 3 of the General Safety Regulations regarding first aid, emergency equipment and procedures.

- How he intends to ensure competence of first aiders and
- What emergency equipment will be used
- How will he manage and maintain the first aid kits contents

10.4.9. Ladders

The Principal Contractor shall with reference to Section 13A of the General Safety Regulations and without limiting his obligations, cover at least the following matters in his Health and Safety Plan:

- How he intends ensuring that ladders used are safe and constructed of materials approved for its intended use, and
- What precaution will be made to ensure the stability of ladders in use?

10.5. Implementation of Contractors' Health and Safety Plan


10.5.1. General

The Contractor shall describe in his Health and Safety Plan how he intends implementing his OHS plan.

The Principal Contractor shall indicate the methods he intends using to ensure accurate record keeping of all critical elements identified in his risk assessment and covered in his Health and Safety Plan.

The Principal Contractor shall indicate:

- How internal audits will be carried out,
- How audit findings will be addressed,

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 24 of 47

- How he would implement the corrective measures and recommendations of internal audits or inputs of employees.
- How he intends to review the safety plans,
- How he would train staff and keep training records


10.5.2. Administrative Requirements

The Principal Contractor shall comply with the administrative requirements of the Occupational Health and Safety Act and Regulations 85 of 1993 and other legal requirements. The Principal contractor's administrative system will without limiting his obligations cover the following:

- Keeping of a safety file on site,
- Maintenance of his Health and Safety plan,
- Procedures to follow for the appointment of competent persons,
- Procedures to follow for notifications,
- Injury on duty [IOD] administration,
- Minutes of safety meetings,
- Inspection checklists/registers,
- Safe keeping of checklists/registers, and
- Internal audits documentation.

The Principal Contractor shall in particular ensure that at least one copy of the Occupational Health and Safety Act, 1993 and its Regulations is available on site for every 5 employees employed.

10.5.3. Incident Reporting, Investigation and Recording

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 25 of 47

The Principal Contractor shall comply with Section 9 of the General Administrative Regulations, 1996 and shall in particular (in accordance with section 12) furnish an inspector with information relating to health and safety on the construction site, when requested to do so.

The Principal Contractor shall report all incidents and or occurrences to the Client, investigate and keep record as contemplated by the Occupational Health and Safety Act 85 of 1993 and Regulations.

10.5.4. Training

The Principal Contractor shall train all his employees in accordance with the requirements of section 13 of the Occupational Health and Safety Act, 1993. The Principal Contractor shall ensure that every employee is informed of the following:


- The hazards of any work he has to perform or plant machinery or equipment he is permitted to use, and
- The precautionary measures which should be taken regarding the above.

The Principal Contractor shall, without limiting his obligations, indicate in his Health and Safety Plan how he intends:

- Identifying the training needs of the personnel he intends employing, and
- Implementing the training identified
- What proof of induction training will be carried by his employees

10.5.4.1. General induction Training

- All members of the contractor's management as well as all the people appointed as responsible for Occupational Health and Safety in terms of the OHS Act, Construction Regulations and other Regulations are required to attend a general safety Induction
- All employees of the principal contractor and other contractors must be in possession of proof of Induction Training

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 26 of 47

- All subsequent and newly appointed employees must also be subjected to the Induction Training as soon as possible after the appointment but prior to start work on site.
- All visitors must undergo an induction training on arrival to site

10.5.4.2. Site Specific Induction Training

The principal contractor will be required to prepare the Task based Induction training based on the risk assessment for the contract work and train all employees who will be involved in the selected task. All employees must have a proof of such training and copies in the Safety File

10.5.4.3. Other Training


1. All employees in jobs requiring competence in terms of the OHS Act and Regulations must be in possession of valid proof of training.

10.5.4.4. Awareness and Promotion

The Principal Contractor is required to have a promotion and awareness program in place to create an Occupational Health and Safety culture within employees. The following are some of the methods that may be used:

- Toolbox Talks
- Posters
- Participative activities such As Occupational Health and Safety Circles

10.5.5. Safety Meetings

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 27 of 47

The Principal Contractor shall conduct at least one formal safety meeting once every three month with his employees to ensure safety awareness and shall maintain appropriate records of attendance and meeting content. Such records shall be included in the safety file. The meetings shall address at least the following:


- Accident / safety incidents
- Hazardous conditions
- Hazardous materials / substances
- Job or work projections
- Safe Work procedures
- Protective clothing / equipment
- Housekeeping
- Inspections
- General safety topics

10.5.6. Occupational Health and Safety Committees

The principal contractor must establish Occupational Health and Safety committees consisting of all designated Occupational Health and Safety Representatives together with a number of management Representatives that are not allowed to exceed the number of Safety Reps on the committee. The members of the Safety Committee must be appointed in writing and the appointment letters must be in the Safety File.

The Safety Committee must meet but at least twice a month and consider at least the following agenda items:

- Opening and Welcome
- Members present, apologies and absent
- Minutes of previous meeting
- Matters arising from the previous meeting
- Safety Representatives inspection reports
- Incident and/or accident investigation reports
- Incident, accident and /or injury statistics

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 28 of 47

- Audit feedback
- Medical surveillance
- Endorsement of legal OHS registers and other statutory documents by a duly authorized representative of the principal contractor
- General
- Close and next meeting

10.5.7. Inspections and Monitoring

The Principal Contractor shall be required to inspect each workplace prior to works commencing to ensure that minimum control measures and protective equipment are in place and that by entering the workplace no person will be exposed to any hazard which could affect his health or safety. The Principal Contractor shall without limiting his obligations, indicate the following in his Health and Safety Plan:

- The inspection and monitoring procedures he intends employing to determine the safety of workplaces, and
- Who will be responsible for the checking of each workplace at the commencement of each shift?


The Principal Contractor shall include in his Health and safety Plan all the checklists he intends using during the inspection and monitoring of the implementation of his Health and Safety Plan.

The Principal Contractor can expect inspections of the works by any of the following parties:

- The Client,
- Department of Labour Inspector or any authorized person appointed by the Minister as Chief Inspector or his representative.

The Client will stop the work at any time under the following conditions:

- If the Contractor is not compliant with his Health and Safety Plan
 - Imminent threat to the health and safety of any person on site
 - Continuous non-conformance to corrective action requests.

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 29 of 47

- In the occurrence of section 24 incident

10.6. Auditing

10.6.1. Internal Audits

The Contractor shall conduct periodic site audits as contemplated in section 7. (1.c.vii) of the Construction Regulations 2014.

10.6.2. Audits by Client


The Client will carry out period audits or follow-up audits, as the case may be, at any time during the construction period provided that:

- The audit or follow-up audit are carried out during ordinary working hours, and
- The Client or Safety Agent gives the Contractor at least 48 hours' notice of his intention to carry out such audits.

The audits described above only constitutes part compliance by the Client or the Safety Agent with section 5. (1)(o) Of the Construction Regulations, 2014.

The Principal Contractor's employees as indicated in the OHS organogram and the Client's project manager will be present during any audit carried out by the Employer.

NB: The requirements of electrical safety shall be taken into consideration during the project life and where permits are required needs to be obtained.

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 30 of 47

ANNEXURE 1 LEGAL APPOINTMENTS TEMPLATES

Attention: *(Safety Officer's Name)*

APPOINTMENT OF THE CONSTRUCTION HEALTH AND SAFETY OFFICER IN TERMS OF CONSTRUCTION REGULATION 8(5)

I, *(contractor's name)* hereby appoint *(safety officer's name)* as the Construction Health and Safety Officer responsible for *(site address)* to manage all the health and safety issues as required in terms of the Act by establishing a health and safety program with elected health and safety Representatives.


You shall ensure that all the requirements in terms of the Act and in particular in terms of the Construction Regulations, 2014 are met. You shall also ensure that all appointed sub-contractors comply with the requirements as stipulated in the Construction Regulations, 2014.

You shall further ensure that all records, registers and required lists are maintained and shall stop construction work upon identifying any non-compliance by any contractor; this includes stopping any work should the competency of the person carrying out such work be questionable.

This appointment is valid from *(date)* to the completion of the stipulated construction work.

Contractor's Representative full name Signature Date

.....

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 31 of 47

Kindly confirm your acceptance of this appointment by completing the following:

I, (*construction health and safety officer's name*) understand the implications of the appointment as detailed above and confirm my acceptance.

Construction Health & Safety Officer's full name Signature Date


Attention: (*Construction Manager's Name*)

APPOINTMENT OF THE CONSTRUCTION MANAGER IN TERMS OF CONSTRUCTION REGULATION 8(1)

I, (*contractor's name*) hereby appoint (*construction manager's name*) as the Manager responsible for (*site address*) to carry out the construction work of (*description of construction work and area of responsibility*).

In terms of this appointment you are required to ensure that all construction work performed under your supervision is carried out as follows:

1. By persons suitably trained and competent to do such work;
2. That all statutory appointments have been completed;
3. That, where required, health and safety committees are established and that meetings are accordingly held;
4. That all persons are aware and understand the hazards attached to the work being carried out;
5. That the required risk assessments are carried out;
6. That precautionary measures are identified and implemented;
7. That discipline is enforced at the construction site at all times;

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 32 of 47

8. That all identified statutory requirements are met; and
9. That any other interests in terms of health and safety with respect to the responsible area is met.
10. You will in writing delegate your duties to the Assistant Construction Supervisor while absent from site.


You are required to report any deviations of the above-mentioned instructions to (***contractor's name***). This appointment is valid from (***date***) to the completion of the stipulated construction work. You shall submit a written weekly report on all shortfalls that have not been met in terms of these regulations.

Contractor's Representative full name Signature Date

Kindly confirm your acceptance of this appointment by completing the following:

I, (***construction manager***) understand the implications of the appointment as detailed above and confirm my acceptance.

Construction Manager's full name Signature Date

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 33 of 47

Attention: *(Ladder Inspector's Name)*

APPOINTMENT OF THE LADDER INSPECTOR IN TERMS OF THE GENERAL SAFETY REGULATION 13(A)

I, *(contractor's name)* hereby appoint *(ladder inspector's name)* as the ladder inspector responsible for *(site address)* to manage ladders on site. You should inspect the ladders as per the checklist at least once a week.

You shall ensure that when becoming aware of any health and safety hazards in respect to ladders that these hazards are reported in writing to the Construction Health and Safety Officer and Construction supervisor and the necessary precautionary measures are taken and enforced.

You shall further ensure that the requirements of the Construction Regulations, 2003 are at all times met.

This appointment is valid from *(date)* to the completion of the stipulated construction work.

Contractor's representative full name Signature

Date


Kindly confirm your acceptance of this appointment by completing the following:

I, *(ladder inspector's full name)* understand the implications of the appointment as detailed above and confirm my acceptance.

Ladder inspector's full name

Signature

Date

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 34 of 47

Attention: (*Risk Assessor's Name*)

APPOINTMENT OF THE CONSTRUCTION SITE RISK ASSESSOR IN TERMS OF CONSTRUCTION REGULATION 9(1)

I, (*contractor's name*) hereby appoint (*risk assessor's name*) as the construction site risk assessor responsible for (*site address*) to carry out risk assessments prior to the commencement of construction work and any other risk assessment that may be required for the duration of the construction work.

You shall ensure that all risks are identified and analyzed and that safe working procedures are drafted and implemented to reduce, mitigate or controls the hazards that were identified.

You will at least use the risk evaluation program with the provided checklists.


This appointment is valid from (*date*) to the completion of the stipulated construction work.

Contractor's representative full name Signature Date

Kindly confirm your acceptance of this appointment by completing the following:

I, (*construction site risk assessor's name*) understand the implications of the appointment as detailed above and confirm my acceptance.

Construction site Risk Assessor's Signature Date
full name

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 35 of 47

Attention: First Aider

OCCUPATIONAL HEALTH AND SAFETY ACT (ACT 85 OF 1993), GENERAL SAFETY REGULATIONS 3(4) – FIRST AIDER

I, _____, having been appointed as contemplated in Section 16(2) of the Occupational Health and Safety Act (85 of 1993), hereby appoint you, _____, as First Aider for the _____.

RESPONSIBILITIES

1. Ensure you inspect the contents of the first aid box at least once per month.
2. Ensure all dressing undertaken is recorded on the treatment register.
3. Ensure deviations noted are reported to your supervisor.
4. Ensure the necessary signage is placed to define first aid box placement and responsible first aider's name.

Kindly confirm your acceptance of this appointment and understanding of the duties involved by signing this legal appointment.


Yours faithfully

SECTION 16 (2) APPOINTEE

I accept the appointment as set out above and confirm my understanding of the duties involved.

Signed: _____

Date: _____

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 36 of 47

Attention: Safety Representative

OCCUPATIONAL HEALTH AND SAFETY ACT (ACT 85 OF 1993)

SECTION 17 – HEALTH AND SAFETY REPRESENTATIVE


I, _____, having been appointed as contemplated in Section 16(2) of the Occupational Health and Safety Act (85 of 1993), hereby appoint you, _____, as Health and Safety Representative, as contemplated in Section 17 of the Occupational Health and Safety Act (85 of 1993).

You are hereby appointed from _____ until _____ as a Health and Safety Representative for the following project:
_____.

RESPONSIBILITIES

1. Review the effectiveness of the Health and Safety measures within your area of responsibility;
2. Assess the potential hazards to the Health and Safety of the employees at the workplace;
3. Investigate the causes of incidents and all complaints from the employees relating to their Health and Safety;
4. Inspect the workplace and report on such inspection, and the aspects mentioned in (1), (2) and (3) above, to the employer;
5. Participate in the investigations into incidents, in your designated area as contemplated in Section 18 of the Occupational Health and Safety Act (85 of 1993).

Kindly confirm your acceptance of this appointment and understanding of the duties involved by signing this legal appointment.

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 37 of 47


Yours faithfully

SECTION 16 (2) APPOINTEE

I accept the appointment as set out above and confirm my understanding of the duties involved.

Signed: _____

Date: _____


	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 38 of 47


ANNEXURE 2

Identified Hazards

In terms of Regulation 9 (1) (a) of the Construction Regulations 2014 the following hazards anticipated with the scope of work have been identified.

NOTE: The list of potential hazards is by no means intended to be all inclusive and is not limited to this list, and it remains the responsibility of the Contractor to identify all possible hazards with regards to his scope of work and to put measures in place to mitigate, reduce or control these hazards.

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 39 of 47

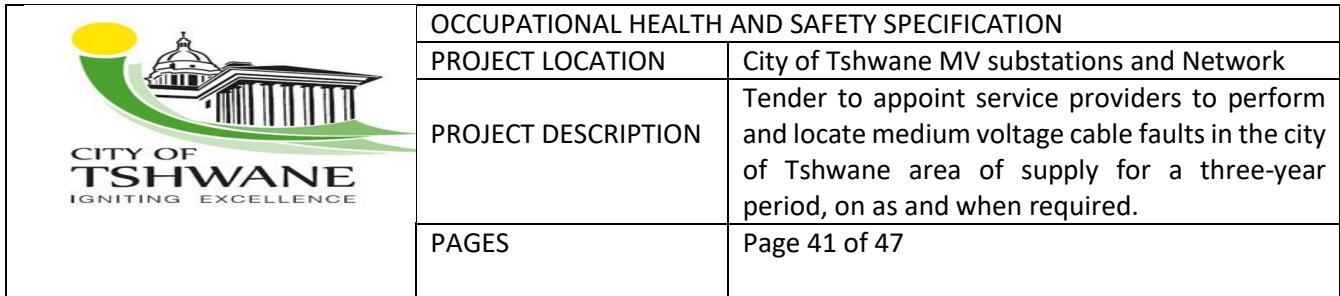
	City of Tshwane: Energy and Electricity Division and Regions
	Baseline Risk Assessment

PROJECT INFORMATION:


LOCATION:	SCOPE OF WORK:
Throughout City of Tshwane Secondary Substations	Tender for technical audit work and supply, install and commission of relays on Tshwane's transmission and distribution electrical network as and when required.

RISK RATING AND ABBREVIATIONS:

Risk Rating	Abbreviations
15-25 EXTREME	S = SAFETY
8 - 14 HIGH	H = HEALTH
4 - 7 MEDIUM	E = ENVIRONMENT
1 - 3 LOW	Q = QUALITY




S H	Objective but reversible disability requiring hospitalization						
E	Minor effects on biological or physical environment	2	10	8	6	4	2
Q	Minor impact on quality of product / Minor impact on relationship with customer or service provider						
S H	No medical treatment required.						
E	Limited damage to minimal area of low significance	1	5	4	3	2	1
Q	Limited impact on quality of product / Minimal impact on relationship with customer or service provider						


	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 42 of 47

PROJECT BASELINE RISK ASSESSMENT:

N O	ACTIVITIES	STEP IN OPERATION	TOOLS AND EQUIPMENT	HAZARDS IN CARRYING OUT THIS ACTIVITY:	RISK (HARM)	Risk Analyses:				Risk Reducing Control Measures:
						SHEQ:	Consequence	Probability	Risk Ranking	
1	Substation building	Entering the substation		Entering live yard/chamber. Falling inside an open trench. Insects bite.	Fracture, Multiple injuries	S	4	3	12	Pre-inspection conducted, Conduct toolbox talk, Inspect the site.
2	Loading/Offloading the test instrument	Lifting test instruments	Manual lifting equipment	Incorrect manual handling. Not using PPE. Heavy equipment. Poor mechanical design of lifting instruments. Awkward positions/ incorrect body posture	Back pains muscle pull Injuries or crushed by falling load. Arm and lower back pains	S	3	3	6	Ensure training on manual handling is conduct. Safety or toolbox talk on ergonomics is done
3	Installation of protection relays	Termination of wires, Mounting protection relays Retrofitting protection relays. Panel cutting	Electrical Power tools (Drilling, gridding, jig saw machines, side cutter, plier, crimper etc) Termination and jointing kits Pliers, side cutters, knife, cables trippers and side cutter. (Hand tools)	Incorrect use of Electrical Power tools Incorrect use of hand tools. Poor condition of hand tools. Exposure to noise Damaged Tools handles and switches	Injuries from hand tools. Injuries from power tools. Electrocution Hand/arm sprains and lower back ache	S	3	2	6	Training on the use of power tools, Always inspect power tools before use. Safety goggles and safety gloves are provided and wear them at all time. All hand tools must be checked defects before work commence. Right tools must be used for the right job. Always test the circuit to check whether it is alive or dead. Practice good house keeping
4	Testing preparation	Connecting/ disconnecting control cable to test instrument	Elevated position	Falling from height	Fracture, Multiple injuries,	S	4	2	8	Safety testing is done Pre-inspection conducted, Fall protection plan-available , Safety harnesses and Hardhats are provided

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 43 of 47

			Spilled Transformer oil	Slipping on transformer oil	Fracture, Injuries	S	4	2	8	Pre-inspection conducted, Safety shoes are provided, Overalls are provided, Hardhat are provided
5	HV/MV Testing	Primary and secondary injection test on substation Racking in and out of CB	Primary and secondary injection instruments. Voltage detectors Multimeter Clamp on meter Lever/ rotary crank	Contact with live Terminal. Contact with live bus bar Arch faults and flashes Electromagnetic field / stored charge Incorrect handling of CB	Electrocution/ electrical shock Electrical burns Hand/arm sprains and lower back ache	S	5	1	5	Ensure employees monitor each other. Safe work procedure must be in place Obtain necessary isolation and working permits before start work Follow proper farthing procedure Use arc flash protection PPE Tool box talk on CB manual handling Lock live shutters
			Cables lying around.	Trip and fall	Fracture, Muscle pull Minor injuries	S	2	3	6	Pre-inspection conducted. Housekeeping.
			Uneven surface	Trip and fall	Fracture, Muscle pull Minor injuries	S	4	4	16	Pre-inspection conducted. Risk assessment must be done
			Open trenches	Falling inside the trench	Fracture, Multiple injuries	S	4	3	12	Barricading, Pre-inspection conducted Awareness on open trenches,
			Falling objects from high voltage structures.	Contact with falling objects	Head injuries	S	3	2	6	High voltage structures Pre-inspection conducted, Safety shoes are provided, Hardhat is provided Toolbox talks must be conducted about work area barricade.

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 44 of 47

ANNEXURE 3 **MANDATORY** **AGREEMENT(SECTION37.2)**

ARTICLE OF AGREEMENT IN TERMS OF SECTION 37(2) OF THE
OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 BETWEEN
THE CITY OF TSHWANE METROPOLITAN MUNICIPALITY
(Hereinafter referred to as the “CLIENT ”)
AND

.....


Herein represented by in
his/her capacity as duly
authorised by virtue of a resolution dated
Attached hereto as Annexure A of the said
(hereinafter referred to as the “CONTRACTOR”).

WHEREAS the CONTRACTOR is the mandatory of the CLIENT as contemplated in an agreement in respect
of

.....

Contract number
.....

AND WHEREAS section 37 of the Occupational Health and Safety Act, 1993 (Act 85 of 1993, hereinafter
referred to as the “ACT”), imposes certain powers and duties upon the CLIENT.

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 45 of 47

AND WHEREAS the parties have agreed to enter into an agreement in terms of section 37(2) of the ACT.

NOW THEREFORE the parties agree as follows:

1. The CONTRACTOR undertakes to acquaint the appropriate officials and employees of the CONTRACTOR with all relevant provisions of the ACT and the regulations promulgated in terms thereof.
2. The CONTRACTOR undertakes that all relevant duties, obligations and prohibitions imposed in terms of the ACT and Regulations will be fully complied with: Provided that should the CLIENT prescribe certain arrangements and procedures, that same shall be observed and adhered to by the CONTRACTOR, his officials and employees. The CONTRACTOR shall bear the onus of acquainting himself/herself/itself with such arrangements and procedures.
3. The CONTRACTOR hereby accepts sole liability for such due compliance with the relevant duties, obligations, prohibitions, arrangements and procedures, if any, imposed by the ACT and Regulations and the CONTRACTOR expressly absolves the CLIENT from itself being obliged to comply with any of the aforesaid duties, obligations, prohibitions, arrangements and procedures as the case may be.
4. The CONTRACTOR agrees that any duly authorised officials of the CLIENT shall be entitled, although not obliged, to take such steps as may be necessary to ensure that the CONTRACTOR has complied with this undertaking as more fully set out in paragraphs 1 and 2 above, which steps may include, but shall not be limited to remedy the default of the CONTRACTOR at the cost of the CONTRACTOR.
5. The CONTRACTOR shall be obliged to report forthwith to the CLIENT any investigation, complaint or criminal charge which may arise as a consequence of the provisions of the ACT and Regulations, pursuant to work performed in terms of this agreement, and shall, on written demand, provide full details in writing of such investigation, complaint or criminal charge as the case may be.


Thus signed at PRETORIA for and on behalf of the CLIENT on this the.....day of..... 20
.....

AS WITNESSES:

1.

2.

.....
SIGNATURE

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 46 of 47

.....
NAME AND SURNAME

.....
CAPACITY

Thus signed at PRETORIA for and on behalf of the CONTRACTOR on this the

..... day of 20

AS WITNESSES:


1.

2.

.....
SIGNATURE

.....
NAME AND SURNAME

.....
CAPACITY

	OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION	
	PROJECT LOCATION	City of Tshwane MV substations and Network
	PROJECT DESCRIPTION	Tender to appoint service providers to perform and locate medium voltage cable faults in the city of Tshwane area of supply for a three-year period, on as and when required.
	PAGES	Page 47 of 47

ANNEXURE 4

ACKNOWLEDGEMENT OF RECEIPT OHS SPECIFICATION

Acknowledgement of receipt of OHS Specification:

Name of Designer/Contractor

I, the undersigned, hereby acknowledge that I have obtained copies of OHS Specification and confirm full compliance to the conclusion of project or construction work.

Signed aton this Day of.....20.....

Signature of Designer /Contractor Manager

Date

Signature of Contractor Supervisor

Date

Witness 1 Witness 2