



Document title :	Minimum SHE Requirements for Construction Related RFQ projects		
Revision	00	Author:	OHS: Projects
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1. SCOPE OF WORK

Repairs - (Brick work, concrete work & maintenance of chamber).

PURPOSE

The aim of the SHE specification is to ensure that any contractor which is appointed by Johannesburg Water to conduct any work complies with the SHE requirements of the SHE specification and any other legislative requirement applicable to the contract scope.

2. APPLICABILITY

This document is applicable to all contractors and suppliers conducting contractual activities for and on behalf of Johannesburg Water.

3. APPOINTMENTS

The contractor and its appointed sub-contractor must make the relevant legislative and non-statutory appointments, which must be maintained valid for the entire contract duration.

All appointees shall be suitably trained and found to be competent for the responsibilities there are assigned for.

Copies of all relevant appointments and the relevant competence certificates must be kept in the relevant SHE file.

Appoint:

1. Hand tool Inspector
2. Portable electrical tool Inspector
3. Risk Assessor
4. Ladder Inspector
5. Crane Truck Operator
6. Construction Supervisor
7. Confined space Supervisor
8. Incident Investigator
9. First Aider
10. HCS Coordinator

4. INSURANCE

The contractor and all its appointed sub-contractor(s) shall be registered with an appropriate compensation commissioner and have a valid letter of good standing from commissioner. The

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contractor is responsible for ensuring the Letter of Good Standing is valid for the entire duration of the project/contract. A copy of the letter of Good Standing must be kept in the SHE file.

5. COSTING FOR SHE REQUIREMENTS

The contractor is responsible for ensuring that SHE costing is taken into consideration for the entire project/contract as this will ensure they comply with the SHE legislative requirements

6. INDUCTION

An initial induction shall be done with key personnel to familiarize them with the requirements on site and for compiling the SHE file.

Once labourers are appointed JW will conduct an induction on SHE requirements, and the contractor is also required to conduct their company specific induction

7. SUBMISSION OF SAFETY FILE

- Once appointed the contractor can submit their safety file for approval.
- Approval will be granted when the critical items have been sufficiently addressed.

8. RISK ASSESSMENT

- Every Contractor who has been appointed contractually to conduct work for Johannesburg water shall do compile a baseline risk assessment prior to starting with work, subject to the approval of the Client.
- Thereafter the task-based risk assessments will be done daily with every task being done.

9. SAFE WORKING PROCEDURES / METHOD STATEMENTS

The following method statements / safe working procedures must be compiled:

- Incident investigation, emergency plan, waste management plan, PPE procedure, hand tool procedure, hazardous chemical substance procedure.
- Method statement for the entire works.

10. HAZARDOUS CHEMICAL SUBSTANCES (HCS)

Control of exposure to hazardous chemical agents

- An employer must ensure that the exposure of an employee is either prevented or, where this is not reasonably practicable, adequately controlled: Provided that—



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(a) where there is exposure for which there is a restricted limit, the control of the exposure must be regarded as adequate if the level of exposure is below that limit or if the relevant area is zoned and the level of exposure is reduced to below that restricted limit by means of adequate personal protective equipment only after the level has been reduced to as low as is reasonably practicable by any other means than personal protective equipment; or

(b) where there is exposure for which there is a maximum limit, the control of the exposure must be regarded as adequate if the exposure is at a level as low as is reasonably practicable below that maximum limit: Provided that in the case of temporary excursions above the control limit, the employer must ensure—

(i) that the excursion is without a significant risk from exposure;

(ii) that the excursion is not indicative of a failure to maintain adequate control;

(iii) that during the excursion, the area is temporarily demarcated and prescribed and identified as respirator zone; and

(iv) that the provisions for personal protective equipment and facilities are complied with.

- Where reasonably practicable, the employer must control the exposure of an employee by

(a) limiting the amount of an HCA used, which may contaminate the working environment;

(b) limiting the number of employees who will be exposed or may be exposed;

(c) limiting the period during which an employee will be exposed or may be exposed;

(d) using a substitute for an HCA;

(e) introducing engineering control measures for the control of exposure, which may include:

(i) process separation, automation or enclosure;

(ii) the installation of local extraction ventilation systems to processes, equipment and tools for the control of emissions of an airborne HCA;

(iii) use of wet methods; and

(iv) separate workplaces for different processes; and

(f) introducing appropriate work procedures which an employee must follow where materials are used or processes are carried out which could give rise to exposure of an employee, and which procedures must include written instructions to ensure:

(i) that an HCA is safely handled, used and disposed of;

(ii) that process machinery, installations, equipment, tools and local extraction and general ventilation systems are safely used and maintained;



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(iii) that machinery and work areas are kept clean; and

(iv) that early corrective action may be readily identified.

11. HAND TOOLS

Hand tools include anything from axes to wrenches. The greatest hazards posed by hand tools result from misuse and improper maintenance.

Some examples include the following:

- If a chisel is used as a screwdriver, the tip of the chisel may break and fly off, hitting the user or other employees.
- If a wooden handle on a tool, such as a hammer or an axe, is loose, splintered, or cracked, the head of the tool may fly off and strike the user or other employees.
- If the jaws of a wrench are sprung, the wrench might slip.
- If impact tools such as chisels, wedges, or drift pins have mushroomed heads, the heads might shatter on impact, sending sharp fragments flying toward the user or other employees. The employer is responsible for the safe condition of tools and equipment used by employees. Employers shall not issue or permit the use of unsafe hand tools. Employees should be trained in the proper use and handling of tools and equipment.
- Wrenches must not be used when jaws are sprung to the point that slippage occurs. Impact tools such as drift pins, wedges, and chisels must be kept free of mushroomed heads. The wooden handles of tools must not be splintered.
- Iron or steel hand tools may produce sparks that can be an ignition source around flammable substance. Where this hazard exists, spark-resistant tools made of non-ferrous materials should be used where flammable gases, highly volatile liquids, and other explosive substances are stored or used.

12. PORTABLE ELECTRICAL TOOLS

Power tools must be fitted with guards and safety switches; they are extremely hazardous when used improperly. The types of power tools are determined by their power source: electric, pneumatic, liquid fuel, hydraulic, and power wider-actuated.

To prevent hazards associated with the use of power tools, workers should observe the following general precautions:



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- Never carry a tool by the cord or hose.
- Never yank the cord or the hose to disconnect it from the receptacle.
- Keep cords and hoses away from heat, oil, and sharp edges.
- Disconnect tools when not using them, before servicing and cleaning them, and when changing accessories such as blades, bits, and cutters.
- Keep all people not involved with the work at a safe distance from the work area.
- Secure work with clamps or a vise, freeing both hands to operate the tool.
- Avoid accidental starting. Do not hold fingers on the switch button while carrying a plugged-in tool.
- Maintain tools with care; keep them sharp and clean for best performance.
- Follow instructions in the user's manual for lubricating and changing accessories.
- Be sure to keep good footing and maintain good balance when operating power tools.
- Wear proper apparel for the task. Loose clothing, ties, or jewelry can become caught in moving parts.
- Remove all damaged portable electric tools from use and tag them: "Do Not Use."

13. WORKING AT HEIGHTS (The use of a ladder)

- A competent person must compile a fall protection plan for all tasks which will be done at elevated position.
- The requirements as per the Construction regulations for working at heights shall be complied with by the contractor at all times.
- The fall protection plan shall be specific to the work that will be conducted at elevated position and proper provision must be made for rescue of employees at heights.
- Fall protection plan must include fall risk assessment detailing proper controls to be implemented.
- All employees who their duties entail working at heights must be declared medically fit by an Occupational Health Practitioner for working at heights.
- Employees who will be working at heights must be trained by a competent service provider for working at heights and must be trained on use of fall prevention/arrest devices to be used at heights.
- Employees working at height must be trained on the latest approved fall protection plan before work commences at height.
- Appoint a trained First Aider to resuscitate employees in case they overcome by gases.
- any employee or person entering the confined space is using a safety harness or other similar equipment, to which a rope is securely attached which reaches beyond the access to the confined space, and the free end of which is attended to by a person standing outside the confined space.

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14. WORKING IN CONFINED SPACE (chamber)

- Ensure that a confined space is entered by an employee or other person only after the air therein has been tested and evaluated by a person who is competent to pronounce on the safety thereof, and who has certified in writing that the confined space is safe.
- Ensure that the confined space is entered only when the employee or person entering it is using breathing apparatus.
- Ensure confined space has been isolated from all pipes, ducts and other communicating openings by means of effective blanking other than the shutting or locking of a valve or a cock.
- Ensure employee or person entering a confined space are using breathing apparatus.
- Ensure employee or person entering the confined space is using a safety harness or other similar equipment, to which a rope is securely attached which reaches beyond the access to the confined space.
- Ensure there will be a person trained in resuscitation and remains in attendance immediately outside the entrance of the confined space in order to assist or remove any or persons from the confined space, if necessary.

15. MEDICAL SCREENING REQUIREMENTS

- The contractor shall ensure that a medical surveillance programme is implemented for all employees.
- The medical examination shall be conducted in line with the employee job profile/job description.
- A valid medical fitness certificate must be submitted together with the SHE File for approval for all employees who will be doing work for Johannesburg Water.
- Any employee(s) who are declared conditionally fit must be provided with employment which does not aggravate their medical condition as to endanger themselves or other employees.
- The following tests shall be done:
 - Audiograms.
 - A cardio-respiratory examination
 - Lung function tests.
 - Eye/ sight tests.
 - A general physical examination.
 - A review of previous medical history.
 - Blood pressure tests
 - Glucose tests
 - Vaccinations (Hepatitis A & Typhoid).



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16. TOOLBOX TALKS

- The contractor shall ensure they conduct toolbox talks with their employees on a weekly basis and records of these must be kept in the SHE file.
- The objective of toolbox talks should be to communicate relevant site information to assist in improvement of occupational health and safety performance.
- Employees must acknowledge the receipt of toolbox talks and this record must also be kept in the SHE file.

14. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Contractor must issue their employees SABS approved PPE. A copy of the PPE issue register signed by the employee issued with the PPE must be kept in the SHE file.
- Contractor Supervisor are required to conduct continuous inspections of the PPE issued to their employees to ensure that they are still in good condition to be used by the employee or they still comply with manufacture requirements.
- The contractor is responsible for ensuring that employees are trained on the safe use of the PPE issued to them, how to maintain it and the limitations of the PPE.
- NO SHORTS OR DRESSES WILL BE ALLOWED ON SITE

15. WORKPLACE SIGNAGE

- Appropriate symbolic signage must be displayed where it is required by legislation.
- Appropriate warning, mandatory and information signs must be placed where required.
- All signs must comply to SANS/SABS requirements.
- Contractors shall use mandatory and prescribed symbolic safety signs at their lay down and site areas.

16. INCIDENT REPORTING AND INVESTIGATION

- All incidents shall be reported to the Client before the end of the shift or within 24hrs of occurrence.
- Section 24 incidents shall be reported to DOL using the prescribed format.
- The contractor shall develop an incident management procedure and communicate with all employees.

17. NOTIFICATION OF CONSTRUCTION WORK

- The contractor shall notify the DOL in the prescribed format of the intended work prior to work.



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18. COMPLIANCE MONITORING

- Weekly inspections and monthly audits will be conducted on site.

19. PROJECT COMPLETION

- Upon completion of the project the SHE file shall be returned to the Client for retention and close out.



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Project details

Project Scope: Repairs (Brick work, concrete work & maintenance of chamber)

Depot / Site / Department: Langlaagte Depot

Estimated duration: TBC

Documents required

Letter of Good Standing	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
SHE plan	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Risk Assessment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Safe working Procedures	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Notification of Construction work	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Inspection registers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Items required before starting

Medicals	Yes	<input checked="" type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Vaccinations	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
PPE (boots, hard hats, overall)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Induction	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Approval from OHS	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

APPOINTMENTS AND COMPETENCIES

Construction Supervisor

Appointment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
CV (and/ certificates)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Safety Officer

Appointment	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
CV (and/ certificates)	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>

NB* Other appointments will be based on the number of employees on site as required by law.



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RETURNABLE ANNEXURE A: ACKNOWLEDGEMENT OF SHE SPECIFICATION & ANNEXURES

CONTRACTOR:

I, the undersigned, hereby acknowledge that I have obtained copies of the following listed documentation and confirm that I fully understand the contents thereof and the consequences of non-compliance. The Contractor furthermore reiterates its commitment to compliance of the requirements contained within the following provided documentation:

- Johannesburg Water SOC Ltd, Safety, Health & Environmental (SHE) Specification, Annexure 1: Baseline risk assessment conducted for or on behalf of Johannesburg Water SOC Ltd;

Signed at on this Day of 20.....

CONTRACT MANAGER			
NAME	DESIGNATION	DATE	SIGNATURE
CONTRACT SUPERVISOR			
NAME	DESIGNATION	DATE	SIGNATURE
WITNESS (1)			
NAME	DESIGNATION	DATE	SIGNATURE
WITNESS (2)			
NAME	DESIGNATION	DATE	SIGNATURE

HEALTH, SAFETY & ENVIRONMENTAL (SHE) SPECIFICATION: BASELINE RISK ASSESSMENT	
PROJECT NUMBER:	RFQ
PROJECT LOCATION:	Langlaagte Depot
PROJECT DESCR:	Supply and install 35Mpa concrete of roof slabs of Y 16 with T1 and T2; B1 and B2 @ spacing of 250mm centre to centre and 50mm cover. (3m by 3m and 200mm thickness) with manhole opening and heavy-duty manhole cover.

POSSIBLE RISKS FOR THIS PROJECT

Task	Hazard	Risk	Consequences	Rating	Controls
OHS legal compliance	<ul style="list-style-type: none"> ✓ Not having a safety file ✓ Compliance to OHS act ✓ Safety officer not available on site. ✓ Not appointing competent employees 	<ul style="list-style-type: none"> ✓ Non-compliance to OHS requirements 	<ul style="list-style-type: none"> ✓ The project will be stopped. 	High	<ul style="list-style-type: none"> ✓ Compile safety file according to the SHE specification that JW will provide to the Service Provider. ✓ The Safety Officer should always be on site. ✓ Comply to OHS legal requirements of this project. ✓ Train employees/ appoint competent employees
Transportation of material to site	<ul style="list-style-type: none"> ✓ Unsafe road conditions ✓ Un-road worthy vehicles ✓ Equipment and material not safely secured ✓ Incompetent drivers 	<ul style="list-style-type: none"> ✓ Unsafe driving conditions ✓ Accident 	<ul style="list-style-type: none"> ✓ Personal injuries ✓ Property damage ✓ Third party liability 	Moderate	<ul style="list-style-type: none"> ✓ Adherence to the speed limit ✓ Only competent/ authorised drivers should operate the vehicle ✓ Inspection of vehicles ✓ Equipment and material to be properly secured ✓ Alcohol testing to be done

	<ul style="list-style-type: none"> ✓ Driving under the influence of alcohol ✓ Inclement weather ✓ Speeding 				
Access control / entry and exit	<ul style="list-style-type: none"> ✓ Unauthorised entry to the site 	<ul style="list-style-type: none"> ✓ Theft of tools and material ✓ Violence and disorderly conduct 	<ul style="list-style-type: none"> ✓ Injuries to employees ✓ Property damage 	High	<ul style="list-style-type: none"> ✓ Appoint a full time, registered security guard on site
Excavation Work	<ul style="list-style-type: none"> ✓ Excavate by hand 	<ul style="list-style-type: none"> ✓ Employees standing too close to machinery 	<ul style="list-style-type: none"> ✓ Bumping / hitting employee with bucket of machine causing serious injury 	Moderate	<ul style="list-style-type: none"> ✓ Employees to stand clear of machinery in operation
	<ul style="list-style-type: none"> ✓ Excavate by Machinery 	<ul style="list-style-type: none"> ✓ Incompetent / unfit operator 	<ul style="list-style-type: none"> ✓ Accident causing fatality 	High	<ul style="list-style-type: none"> ✓ Operators to undergo occupational medical surveillance. ✓ Occupational Medical Certificate to be available on H&S file ✓ Operator competency to be available
		<ul style="list-style-type: none"> ✓ Underground /Services 	<ul style="list-style-type: none"> ✓ Financial Loss 	High	<ul style="list-style-type: none"> ✓ Identify underground services. ✓ Location of underground services to be communicated to all relevant personnel. ✓ Excavation work to take place only as per approved permit / instruction.

		✓ Operating next to excavation edge / placing excavated material next to excavation	✓ Collapse of trench / excavation (sides caving in) - fatality	Extreme	✓ Ground stability to be tested in case of deep excavations. ✓ Excavated material to be placed away from excavation edge. ✓ Operator to be competent.
	✓ Backfilling	✓ Employees standing too close to machinery.	✓ Bumping / hitting employee with bucket of machine causing serious injury.	Moderate	✓ Employees to stand clear of machinery in operation.
Working near services	✓ Offloading material from truck near overhead powerlines.	✓ Striking overhead electrical cables	✓ Electrocution	High	✓ Contractor to refer to design drawings indicating underground powerlines and to plan accordingly. ✓ Prestart checklist ✓ Operator authorised, competent and medically fit. ✓ Machinery may not exceed height of overhead power lines. ✓ Supervision ✓ Banksman/Spotter checking plant height
		✓ Overhead power lines knocked over	✓ Legal Liability Claims – fatalities ✓ Fire	Extreme	
		✓ Damaging power lines	✓ Property damage ✓ Fire ✓ burns	High	
Hazardous Chemical Substance	✓ Handling	✓ Incorrect handling	✓ Skin irritation	Moderate	✓ SDS's to be available. ✓ SDS's to be communicated to all
		✓ Exposed to HCS	✓ Occupational Illness or Disease	Moderate	

		✓ Not trained to work with HCS	✓ Occupational Illness or Disease	Moderate	employees handling HCS. ✓ Provide employees with job specific PPE. ✓ Task specific training
	✓ Storage	✓ Incorrect storage of HCS ✓ Incorrect labelling	✓ Production time loss ✓ Accidental ingestion ✓ burns	Moderate	✓ Task specific training ✓ Appoint HCS Coordinator ✓ Keep records of SDS ✓ Communicate SDS with employees. ✓ HCS storage inspections ✓ PPE assessment/evaluation ✓ HCA compatibility chart to be available and implemented. ✓ HCA to be stored in accordance with compatibility chart
		✓ Fire hazard	✓ Explosion	High	
Stacking & Storage	✓ Stacking and storage of material and equipment	✓ Sub-standard stacking and storing practices	✓ Collapsing of stacked / stored material causing serious injuries	Moderate	✓ Stacking and storage supervisor to be appointed in writing. ✓ Monthly inspections to be conducted on stacking and storing on site
Hot works (welding, grinding, laser, torches, metal filing)	✓ Gas Welding & Cutting	✓ Incorrect storage of gas cylinders – burns ✓ Explosions	✓ Sudden release of pressurised gas	High	✓ Gas cylinders to be stored in accordance with requirements. TO be stored in a designated area. Gas cylinders to be chained.

		✓ Hot surfaces	✓ Burns	High	<ul style="list-style-type: none"> ✓ Task specific training to be conducted on employees conducting hot works. ✓ Competent First aider and box to be readily available on site. ✓ Employees to wear the relevant PPE, e.g. welding helmet, apron, welding gloves etc.
		✓ Fire hazard	✓ Explosion	Extreme	<ul style="list-style-type: none"> ✓ Designated smoking area to be established. No smoking near hot work activities. ✓ Gas cylinders to be secured at all times.
		✓ No flashback arrestors	✓ Explosion	Extreme	<ul style="list-style-type: none"> ✓ Gas welding equipment to be in accordance with requirements. ✓ Flashback arrestors to be fitted to gas welding and cutting equipment
	✓ Electrical Welding & Cutting	✓ Incompetent person operating welding machine	✓ Incident / Accident	High	<ul style="list-style-type: none"> ✓ Task specific training to be conducted. ✓ Competency to be available and person to be appointed in writing
		✓ Not wearing a welding helmet	<ul style="list-style-type: none"> ✓ Sparks in face / Arc eyes ✓ burns 	High	<ul style="list-style-type: none"> ✓ Welding helmet to be issued to persons conducting welding. ✓ Employees conducting welding, to wear the relevant PPE, e.g.

					welding helmet, apron, welding gloves etc.
		✓ Exposed electrical wiring.	✓ Electrocution	High	✓ Monthly inspections to be conducted on electrical arc welding machine and deviations to be recorded and reported.
Pipe laying	✓ The use of grinding and cutting disk	✓ Unsafe equipments (Grinding and cutting)	✓ Personal injuries ✓ Damage to property	Moderate	✓ Communicate safe working procedures ✓ Full time supervision of employees ✓ Adherence to safe working procedures ✓ Wear task specific PPE ✓ Inspect equipments before use ✓ Report unsafe equipments
Construction of a chamber	✓ Using Concrete Pump	✓ Tripping hazards	✓ Bodily injuries / sprains and strains	Moderate	✓ High standards of stacking and storage to be maintained on site. ✓ Task specific training to employees involved with steel fixing. ✓ Monthly register checklist on hand tools to be conducted. Deviations to be reported
	✓ Using Concrete Pump	✓ Using unsafe hand tools	✓ Injuries	Moderate	
	✓ Ready-Mix	✓ Unauthorised personnel pouring concrete	✓ Injuries	Moderate	✓ Only authorised personnel to pour concrete.

		✓ Concrete truck running over personnel, equipment or material	✓ Fatalities	Extreme	<ul style="list-style-type: none"> ✓ Occupational medical certificate of operator to be available. ✓ First aid to be on site at all times. ✓ Workers to always wear correct PPE. ✓ Workers working with vibration equipment must ensure they have firm footing. ✓ Concrete truck driver to ensure that the handbrake is secured to prevent truck from running out of control. ✓ Task Specific Training
			✓ Property damage	Moderate	
			✓ Project interruption	Moderate	
	✓ On Site Mixing	✓ Exposed moving parts	✓ Loss of limb	Extreme	<ul style="list-style-type: none"> ✓ All moving parts of concrete mixer to be guarded. ✓ Correct PPE to be worn by employees operating concrete mixer
		✓ Excessive concrete dust	✓ Occupational Illness or Disease	Moderate	
	✓ Using Concrete Pump	✓ Concrete pump hitting workers	✓ Injuries	Moderate	<ul style="list-style-type: none"> ✓ Workers to always stand clear from pump movements
	✓ Lifting & positioning manhole cover and manhole ring	✓ Poor ergonomics	✓ Muscle sprains, back pains	High	<ul style="list-style-type: none"> ✓ Train employees on the correct lifting techniques. ✓ Encourage employees to wear the correct PPE. ✓ Where possible use a crane truck to lift.
		✓ Overreaching	<ul style="list-style-type: none"> ✓ Hand injuries ✓ Foot crush injuries 		

					✓ Appoint a competent Construction vehicle Operator.
Building work	✓ Brick Work & Plastering	✓ Working with cement	✓ Dermatitis	Moderate	✓ Safety gloves & overalls to be worn by employees working with cement
		✓ Handling bricks	✓ Hand injuries	High	✓ Safety gloves to be worn by employees handling bricks
		✓ Working at height	✓ Employees falling from heights causing serious injuries of fatality	High	✓ Employees conducting brickwork at heights to follow the correct procedures. ✓ Scaffolding to be erected in accordance with SANS 10085 ✓ Safety harnesses to be worn when working at heights
		✓ Falling objects (bricks, tools, etc.)	✓ Head injuries	High	✓ Overhead work to be barricaded. ✓ Signage to be displayed. ✓ Head protection to be worn by employees where falling objects poses a hazard
	✓ Plumbing	✓ Employees falling from heights causing serious injuries of fatality	✓ Employees falling from heights causing serious	Extreme	✓ Employees conducting plumbing work at heights to follow the correct procedures.

			injuries of fatality		<ul style="list-style-type: none"> ✓ Scaffolding to be erected in accordance with SANS 10085 ✓ Safety harnesses to be worn when working at heights
		✓ Falling objects	✓ Head injuries	High	<ul style="list-style-type: none"> ✓ Overhead work to be barricaded. ✓ Signage to be displayed. ✓ Head protection to be worn by employees where falling objects poses a hazard
		✓ Manual handling of material	✓ Injuries	Moderate	<ul style="list-style-type: none"> ✓ Task specific training to be provided to employees. ✓ Ergonomical risks to be taken into account.
		✓ Using unsafe hand tools	✓ Injuries	Moderate	<ul style="list-style-type: none"> ✓ Hand tools and equipment to be inspected on a monthly basis and deviations to be recorded and reported.
		✓ Substandard housekeeping	✓ Injuries	Low	<ul style="list-style-type: none"> ✓ High standards of housekeeping to be maintained on site. ✓ Stacking and storage inspections to be conducted on a regular (monthly) basis
		✓ Exposure to open flames	✓ Fires / burns	High	<ul style="list-style-type: none"> ✓ Task specific training to be provided.

					<ul style="list-style-type: none"> ✓ Competent plumber to supervise work. ✓ Firefighting equipment to be readily available with trained personnel
Housekeeping	✓ Poor housekeeping	✓ Trip and fall	✓ Injuries	Low	<ul style="list-style-type: none"> ✓ Clean the site at the end of each day. ✓ Provide a laydown area. ✓ Dispose redundant & waste material at an approved landfill site.

RISK ASSESSMENT MATRIX

Likelihood	Consequences				
	Insignificant (minor problem easily handled by normal day to day processes)	Minor (Some disruption possible e.g., Damage equal to R150k)	Moderate (significant time / resources required. E.g., damage equal to R500k)	Major (Operations severely damaged. E.g., damages equal to R1m)	Catastrophic (business survival is at risk. Damage equal to R5m – 10m)
Almost certain (90% chance)	High	High	Extreme	Extreme	Extreme
Likely (between 50-90%)	Moderate	High	High	Extreme	Extreme
Moderate (between 10-50%)	Low	Moderate	High	Extreme	Extreme
Unlikely (between 3-10%)	Low	Low	Moderate	High	Extreme
Rare (<3%)	Low	Low	Moderate	High	High

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.1.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ o}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Number of points claimed (80/20 system)	Proof of documents per specific goals
Locality – Businesses operating in the City of Johannesburg businesses and or in the region of Gauteng	20		<ul style="list-style-type: none"> Lease Agreement or Municipal Account Bill or SAP Sworn Affidavit confirming Business Address
Total	20		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:
.....

4.4. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited

- ☐ Non-Profit Company
☐ State Owned Company
[TICK APPLICABLE BOX]

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....
.....
.....
.....

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? YES / NO

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months?YES / NO

3.9.1 If yes, furnish particulars.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.10.1 If yes, furnish particulars.

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.11.1 If yes, furnish particulars

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.12.1 If yes, furnish particulars.

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.13.1 If yes, furnish particulars.

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. YES / NO

3.14.1 If yes, furnish particulars:

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS
DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY
BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js367bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ invited.

- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder



a world class African city



City of Johannesburg

Johannesburg Water SOC Ltd

Turbine Hall
65 Ntengi Piliso Street
Newtown
Johannesburg

Johannesburg Water
PO Box 61542
Marshalltown
2107

Tel +27(0) 11 688 1400
Fax +27(0) 11 688 1528

www.johannesburgwater.co.za

PLEASE SUPPLY THE FOLLOWING DOCUMENTS TO ENABLE US TO EVALUATE YOUR SUBMISSION :

Returnable Documents	Description	Yes/No	
1	Original Valid Tax Clearance Certificate /valid SARS PIN		COMPULSORY
2	A, certified /original/valid, BBBEE certificate /sworn affidavit (Please note that the Sworn Affidavit must be compliant as per B-BBEE Practice Guide 01 of 2018 , NON COMPLIANT AFFIDAVIT WILL BE SCORED ZERO)		COMPULSORY
3	Municipal rates and taxes (Must not be older than 90 days in arrears in line with regulation 38.		COMPULSORY
4	Signed Declaration of Interest form (MBD 4)		COMPULSORY
5	Declaration of Bidders past supply chain management practices (MBD 8)		COMPULSORY
6	Certificate of Independent Proposal Determination (MBD 9)		COMPULSORY
7	Proof of CSD registration /MAAA Supplier Number		COMPULSORY
8	Preference points claim form in terms of the preferential procurement regulations 2022 (MBD 6.1)		COMPULSORY
9	Company registration documents with ID copies of directors / shareholders.		COMPULSORY

Directors:

Ms Gugulethu Phakathi (Chairperson), Mr Ntshavheni Mukwevho (Managing Director and Executive Director),
Mr Johan Koekemoer (Financial Director and Executive Director), Mr Phetole Modika, Mr Siphamandla Mnyani, Mr Siyabonga Mthembu,
Mrs Zandile Meeleso, Mr Pholoso Matjele, Mr Kgaile Mogoye, Mr Sandiso Mgengwana, Mr Molate Mashifane, Ms Pamela Mabece,
Mr Lunga Bernard

Ms Kethabile Mabe (Company Secretary),

Johannesburg Water SOC Ltd

Registration Number: 2000/029271/30