

## **ADDENDUM “B”**

### **NOTIFICATION OF CONSTRUCTION WORK**

**NOTIFICATION OF CONSTRUCTION WORK**  
(Regulation 3 of the Construction Regulations, 2014)

**1. CONTRACTOR**

1.1 Name and postal address of Contractor :

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1.2 Name and telephone number of Contractor's contact person :

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1.3 Contractor's compensation registration number :

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1.4 Name and telephone number of Contractor's Construction Supervisor :

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1.5 Physical address of the construction site or site office:

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1.5 Estimated number of persons on the construction site :

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1.6 Estimated number of Subcontractors on the construction site accountable to the Contractor :

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**2. EMPLOYER**

2.1 Name and postal address of Employer :

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2.2 Name and telephone number of Employer's Principal Agent:

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### 3. DESIGN CONSULTANTS

#### 3.1 Name and postal address of design consultants:

##### 3.1.1 Construction project managers/ Principal Agents:

**MDA ARCHITECTS**

17 Bonza Bay Road  
Beacon Bay  
East London  
5241

**Tel:** 043 748 1391

**Email:** pat@mdaarch.co.za

##### 3.1.2 Architects:

**MDA ARCHITECTS**

17 Bonza Bay Road  
Beacon Bay  
East London  
5241

**Tel:** 043 748 1391

**Email:** pat@mdaarch.co.za

##### 3.1.3 Structural engineer :

**SAUNDERS & WIUM**

68 Frere Road  
Vincent  
East London  
5247

**Tel:** 043 721 1517

**Email:** liz@saunwium.co.za

##### 3.1.4 Electrical engineer:

**ELEMENT CONSULTING ENGINEERS**

52 Steward Drive  
Baysville  
East London  
5241

**Tel:** 043 726 0074

**Fax:** 043 726 726 0600

**Email:** bdyantyi@eceng.co.za

3.1.5 Mechanical engineer :

**ELEMENT CONSULTING ENGINEERS**

52 Steward Drive

Baysville

East London

5241

**Tel:** 043 726 0074

**Fax:** 043 726 726 0600

**Email:** bdyantyi@eceng.co.za

3.1.6 Civil engineer :

**SAUNDERS & WIUM**

68 Frere Road

Vincent

East London

5247

**Tel:** 043 721 1517

**Email:** liz@saunwium.co.za

3.1.7 Security engineer :

**To be appointed at a later stage if necessary**

\_\_\_\_\_

3.1.8 Other (if any) :

\_\_\_\_\_

3.2 Name and telephone number of design consultant's contact person :

3.2.1 Construction project managers/ Principal Agent :

**AS PER ABOVE 3.1**

3.2.2 Architects :

**AS PER ABOVE 3.1**

3.2.3 Structural engineer :

**AS PER ABOVE 3.1**

3.2.4 Electrical engineer :

**AS PER ABOVE 3.1**

3.2.5 Mechanical engineer :

**AS PER ABOVE 3.1**

3.2.6 Civil engineer :

**AS PER ABOVE 3.1**

3.2.7 Security engineer :

**To be appointed at a later stage if necessary**

3.2.8 Other (if any) :

#### **4. THE WORKS**

Nature of the works:

**Construction of New Educational Facilities including Temporary Structures (Decanting): 13 Classrooms for duration of Contract, Construction of Kitchen & Nutrition Centre, Construction of Multi-Purpose Centre and Science Laboratory, Construction of Administration Block, Construction of Computer Room & Library, Construction of Twelve Classrooms, Construction of Four HOD Offices, Construction of Office/Store Room, Renovate Five Classroom Block, Construction of Staff and Learner VIP Ablutions, Construction of Refuse Room and Security Room, High Level Security Fencing around School Site, External Works including Demolition of Existing Structures, Relocate Existing Prefabricated Structures, School Furniture**

Commencement date :

\_\_\_\_\_

Completion date :

\_\_\_\_\_

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Employer: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS DOCUMENT IS TO BE FORWARDED TO THE OFFICE OF THE DEPARTMENT OF LABOUR PRIOR TO COMMENCEMENT OF WORK ON SITE.**

**ALL CONTRACTORS THAT QUALIFY TO NOTIFY MUST DO SO EVEN IF ANOTHER CONTRACTOR ON THE SITE HAD DONE SO PRIOR TO THE COMMENCEMENT OF WORK.**

# **ADDENDUM TO OHS SPECIFICATION**

## **TABLE OF CONTENTS**

1. References
2. Addendum to OHS Specification relating to COVID-19
3. COVID-19 Emergency Numbers
4. COVID-19 H.I.R.A
5. ANNEXURE A – REQUIREMENTS FOR THE SAFETY PLAN ASSESSMENT  
(INCLUDING
6. COVID 19 REQUIREMENTS
7. COVID-19 Site Start-Up Procedures
8. Daily Symptom Monitoring Tool
9. Issue and Acknowledgement Register

## **1. REFERENCES**

- [\*Disaster Management Act, 2002 Regulations Issue In Terms of Section 27\(2\) of the Disaster Management Act, 2002.\*](#)
- [\*COVID-19 Direction on Health and Safety in the Workplace issued by the Minister in terms of Regulation 10\(8\) of the National Disaster Regulations.\*](#)
- *Occupational Health and Safety Act No. 85 of 1993*
- *Construction Regulations 2014*
- [\*Hazardous Biological Agent Regulation, GNR.1390 Of 27 December 2001\*](#)
- [\*Compensation of Occupational Injuries and Diseases Act, 1993 – Notice on compensation for Occupationally-Acquired Novel Corona Virus Disease \(Covid-19\) under compensation for occupational injuries and diseases Act 130 of 1993 as amended\*](#)

## **2. DEFINITIONS (*Disaster management Act of 2002*)**

- 'adequate space' means not more than one person per one and a half metres of floor space;
- 'Alert Level' means the determination made under sub regulation 3(2);
- 'clinical case' means a patient that presents with clinical signs and symptoms of COVID-19;
- 'COVID -19' means the Novel Coronavirus (2019- nCov2) which is an infectious disease caused
  - by a virus that has previously not been scientifically identified in humans, which emerged during
  - 2019 and was declared a global pandemic by the WHO in 2020;
- 'Criminal Procedure Act' means the Criminal Procedure Act, 1977 (Act No 51 of 1977);
- 'enforcement officer' includes a member of the South African Police Service, the South African National Defence Force. metro police. traffic officers, immigration inspectors; and a peace officer
  - as defined in section 1 of the Criminal Procedure Act;
- 'essential services' means the services listed in Annexure D;
- 'face mask' means a cloth face mask or homemade item that covers the nose and mouth, or another appropriate item to cover the nose and mouth;
- 'gathering' means any assembly, concourse or procession in or on -
  - (a) any public road, as defined in the National Road Traffic Act, 1996 (Act No. 93 of 1996); or
  - (b) any other building, place or premises. including wholly or partly in the open air, and
  - including, but not limited to, any premises or place used for any sporting, entertainment, funeral,
  - recreational, religious, or cultural purposes; but excludes a workplace and a place of residence
  - for those persons ordinarily residing at the residence;

- 'health protocols' means the COVID-19 health protocols determined by the Director General of Health;
- 'head of an institution' means the accounting officer of a public institution and the chief executive officer or the equivalent of a chief executive officer of a private institution;
- 'institution' means any public or private institution, including a sole practitioner and any other business owned and operated by a single person, that is engaged in the supply or distribution of a good or service as set out in the Table 1, or which regulates such supply or distribution, including professional regulatory bodies designated in directions made in terms of regulation 4 of the Regulations;
- 'isolation' means separating a sick individual with a contagious disease from healthy individuals that are not infected with such disease in a manner that aims to prevent the spreading of infection or contamination;
- 'national state of disaster' means the national state of disaster declared by Government Notice No. R. 313 of 15 March 2020;
- 'quarantine' means the restriction of activities or separation of a person, who was or may potentially have been exposed, to COVID-19 and who could potentially spread the disease to other non -exposed persons, to prevent the possible spread of infection or contamination to healthy individuals;
- 'the Act' means the Disaster Management Act, 2002 (Act No. 57 of 2002); and
- 'WHO' means the World Health Organisation.



## • **ADDENDUM TO OHS SPECIFICATION RELATING TO COVID-19**

**With the current outbreak of the worldwide epidemic of the Covid 19, the Contractor must at far as reasonably possibly take the necessary step to reduce an outbreak and or contamination on site. (This will apply on site even after the lockdown has been completed.) The contractor must have procedures and policies in place to train the employees on social distancing, hygiene, proper cough and sneeze etiquette. The contractor must also have PPE and the necessary sanitizing liquids and/or hand washing stations available in this time.**

### **Information from ICAS regarding the COVID-19**

Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several Coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered Coronavirus causes Coronavirus disease COVID-19.

The most common symptoms of COVID-19 are:

- Fever
- Cough
- Sore throat
- Headaches
- Shortness of breath
- Kidney failure
- Mortality only in severe cases

Some patients may have aches and pains, nasal congestion, runny nose, sore throat or diarrhoea. These symptoms are usually mild and begin gradually. Some people become infected but do not develop any symptoms and do not feel unwell.

Most people (about 80 percent) recover from the disease without needing special treatment. Around one out of every six people who gets COVID-19 becomes seriously ill and develops difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness. About 4 percent of people (as of March 2020) with the disease have died. People with fever, cough and difficulty breathing should seek medical attention as soon as possible.

COVID-19 can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person.

All areas frequently used by employees or visitors must be cleaned before and after use where possible. The following cleaning products can be used for cleaning:

- Hypochlorite (e.g. Household Bleach)
- Alcohol (70%)
- Hydrogen Peroxide
- Phenolic Compounds
- Quaternary Ammonium Compounds

The effectiveness of the cleaning product is dependent on:

- The concentration or ratio used
- Ingredients
- Volume used
- Contact time with the surface

As per the **Department of Co-Operative Governance and Traditional Affairs'** Gazette issued in terms of **Section 27(2) of the Disaster Management Act of 2002** on 29 April 2020 the following must be implemented:

## **General measures to contain the spread of COVID -19**

5. (1) A person must wear a cloth face mask or a homemade item that covers the nose and mouth when in a public place, or another appropriate item to cover the nose and mouth.
- (2) No person will be allowed to use any form of public transport, or enter a building, place or premises, if they do not wear a cloth face mask or a homemade item that covers the nose and mouth when in a public place, or another appropriate item to cover the nose and mouth.
- (3) An employer must provide every employee who may come into direct contact with members of the public as part of their duties with a cloth face mask to cover his or her nose and mouth or a homemade item that covers the nose and mouth when in a public place, or another appropriate item to cover the nose and mouth.
- (4) Every business premises, including, but not limited to a supermarket, shop, grocery store, retail store, wholesale produce market or pharmacy shall;
  - (a) determine their area of floor space in square metres;
  - (b) based on the information contemplated in paragraph (a), determine the number of customers and employees that may be inside the premises at any time with adequate space available;
  - (c) take steps to ensure that persons queuing inside or outside the premises are able to maintain a distance of one and a half metres from each other;
  - (d) provide hand sanitizers for use by the public and employees at the entrance to the premises; and
  - (e) assign, in writing, an employee or any other suitable person as the compliance employee, who must ensure-
    - (i) compliance with the measures provided for in paragraphs (a) to (d); and
    - (ii) that all directions in respect of hygienic conditions and limitation of exposure to persons with COVID -19 are adhered to.
- (5) All employers must adopt measures to promote physical distancing of employees, including-
  - (a) enabling employees to work from home or minimising the need for employees to be physically present at the workplace;
  - (b) the provision for adequate space;
  - (c) restrictions on face to face meetings;
  - (d) special measures for employees with known or disclosed health issues or comorbidities, with any condition which or may place such employees at a higher risk of complications or death if they are infected with COVID -19;
  - (e) special measures for employees above the age of 60 who are at a higher risk of complications or death if they are infected with COVID-19.
- (6) The requirements as set out in subregulation (4) applies with the necessary changes. to any other building that is not provided for by subregulation (4).
- (7) All courier and delivery services shall provide for minimized personal contact during delivery.

## **Refusal of medical examination, prophylaxis, treatment, isolation and quarantine**

6. (1) No person who has been confirmed as a clinical or a laboratory confirmed case as having contracted COVID -19, or who is suspected of having contracted COVID -19. or who has been in contact with a person who is a carrier of COVID -19, may refuse to-
    - (a) submit to a medical examination, including, but not limited to, the taking of any bodily sample which is authorised in law;
    - (b) be admitted to a health establishment or a quarantine or isolation site; or
    - (c) submit to mandatory prophylaxis, treatment, isolation or quarantine, in order to prevent transmission:
- Provided that if a person does not comply with the instruction or order of the enforcement officer. that person must be placed in quarantine for a period not exceeding 48 hours, pending a warrant being issued by a competent Court, on application by an enforcement officer for the medical examination contemplated in paragraph (a).
- (2) A warrant contemplated in subregulation (1) may be issued by a magistrate, if it appears from information on oath or affirmation by an enforcement officer- (a) that a person is confirmed as having been infected with COVID -19:
    - (b) who is on reasonable grounds suspected of having contracted COVID-19, or who has

- been in contact with, or who is on reasonable grounds suspected as having been in contact with a person who is a carrier of, or infected with COVID -19.
- (3) The warrant may impose restrictions on the powers of the enforcement officer as the magistrate may deem fit.
- (4) A warrant issued in terms of this regulation remains in force until-
- (a) it is executed;
  - (b) it is cancelled by the person who issued it or, if such person is not available, by any other magistrate;
  - (c) the expiry of ninety days from the date of its issue; or
  - (d) the purpose for the issuing of the warrant has lapsed, whichever occurs first.

### **Isolation or quarantine of persons**

7. (1) Any person who is a clinical case. or who is on reasonable grounds suspected to be infected or contaminated with COVID -19, or who has been in contact with a person who is infected or contaminated with COVID -19. must comply with -
- (a) an oral instruction of, or a written direction, issued by a medical practitioner, a person authorised by the medical practitioner, a nurse or an enforcement officer to subject himself or herself to screening to determine his or her COVID -19 status; or
  - (b) a written direction, issued by a medical practitioner, a person authorised by the medical practitioner, a nurse or an enforcement officer to-
    - (i) voluntarily travel to or be taken to a health establishment or any other place for purposes of isolation or quarantine; or
    - (ii) quarantine himself or herself in accordance with the instructions of such medical practitioner or person authorised by him or her, or a nurse, pending the determination of his or her COVID -19 status, as a precautionary measure to contain the transmission of COVID-19.
- (2) If a person refuses to quarantine himself or herself. or travel to a site of isolation or quarantined facility as directed, a magistrate in whose jurisdiction such a person is, must make an order as contemplated in Form 1 of Annexure A, to compel such a person to quarantine himself or herself, travel to such site of isolation, quarantined facility, or medical screening.
- (3) The -
- (a) Cabinet member responsible for public works and infrastructure;
  - (b) member of the provincial Executive Council responsible for public works; or
  - (c) accounting officers of municipalities,
- must identify and make available sites to be used as isolation and quarantine facilities as the need arises and provide a list thereof to the Department of Health for resourcing.

### **Emergency Procurement Procedures**

11. Emergency procurement for institutions is subject to-
- (a) the Public Finance Management Act, 1999 (Act No. 1 of 1999), and the applicable emergency provisions in the Regulations or Instructions made under section 76 of that Act: and
  - (b) the Municipal Finance Management Act, 2003 (Act No. 56 of 2003), and the applicable emergency provisions in the Regulations made under that Act.

### **Offences and penalties**

14. (1) Any person who intentionally misrepresents that he, she or any other person is infected with COVID -19 is guilty of an offence and on conviction liable to a fine or to imprisonment for a period not exceeding six months or to both such fine and imprisonment.
- (2) Any person who publishes any statement, through any medium, including social media, with the intention to deceive any other person about-
- (a) COVID-19;
  - (b) COVID -19 infection status of any person; or

- (c) any measure taken by the Government to address COVID -19, commits an offence and is liable on conviction to a fine or imprisonment for a period not exceeding six months, or both such fine and imprisonment.
- (3) Any person who intentionally exposes another person to COVID -19 may be prosecuted for an offence, including assault, attempted murder or murder.
- (4) A person who fails to comply with-
- (a) an obligation imposed in terms of regulation 8(5), 8 (9). 8(11), 8(17); or
  - (b) a direction issued in terms of regulation 8(10) or 8(18):
- of these Regulations commits an offence and is. on conviction, liable to a fine or to imprisonment for a period not exceeding six months or to both such fine and imprisonment.

***COVID-19 (PLEASE NOTE THAT THIS SECTION IS CONSTANTLY UNDER REVIEW)***

This section is based on the requirements of Government Gazette No 43257 dated 29<sup>th</sup> April 2020, and the latest Disaster Management Act 2002.

The importance of the management and control of this virus by contractors on site is paramount.

**For this reason no work is permitted on site until the contractor has submitted proposals in their safety plan to the safety agent and professional team on how the risk of COVID-19 transmission on site will be managed by the contractor (monitoring and implementation of control measures through administrative, physical and other control measure).**

Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several Coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered Coronavirus causes Coronavirus disease COVID-19.

COVID 19 is a viral pandemic that has and is causing a great deal of damage to human health, countries' economies and health systems and has led to lock downs, work stoppages and restriction of movement that threatens the existence of many jobs, as well as the way we conduct our normal working and social lives.

In response to the pandemic the government has passed legislation and guidance for employers and employees in the work environment.

People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth. People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets. This is why it is important to stay more than one meter away from a person who is sick.

Please refer to Annexure A for details on the criteria that must be considered in the contractor's safety plan response.

**TABLE 1  
ALERT LEVEL 4**

<b>PART D</b>	<b>CONSTRUCTION AND RELATED SERVICES (INC. TRADES PERSONS)</b>
1	Civil engineering for public works projects (including water, energy, sanitation).
2	Public works civil engineering and construction works
3	Road and bridge projects, including local road repairs
4	Critical maintenance and repairs

- **Emergency Numbers**

<b>COVID-19 Hotlines</b>	
<b>National Coronavirus Hotline</b>	<b>Tel:</b> 0800 029 999
<b>Provincial Coronavirus Hotline (Eastern Cape)</b>	<b>Tel:</b> 0800 032 364
<b>Corona Support WhatsApp Group</b>	<b>WhatsApp :</b> 060 012 3456

## • BASE LINE RISK ASSESSMENT

LOW	MED	HIGH
1	4	12
2	6	18
3	8	27

**Risk Rating multiplier: Low = 1; Medium = 2; High = 3**

**Note:** This is a broad overview of the activities expected and available during the design stage of the project. Key issues will be addressed during the construction stage, and may be updated during this time. Consolidation of activities where overlap or applicable throughout the project (plant, material or other common activities). Compliance with all the applicable legislation is required. Penalties for non-compliances will be applied where issues not addressed as per the H&S Specification (as amended).

**REFERENCES/ABBREVIATIONS:** OHS Act Occupational Health and Safety Act (applies overall); GAR = General Administration Regulations; GSR = General Safety Regulations; HBR = Hazardous Biological Regulations; CR = Construction Regulations; HCSR = Hazardous Chemical Substances Regulations; FR = Facilities Regulations; EIR = Electrical Installation Regulations; DMR = Driven Machinery Regulations; PER = Pressure Equipment Regulations; RTA = Road Traffic Safety Act; SANS = 1200 (unless stated) SANS 10085 = Access Scaffolding; SANS 10083 = Audiometry standards; SANS 1300, 10142, 10400 & 2001 = Building & Electrical Standards; SARTSM = South African Roads and Traffic Signs Manual; PC = Principal Contractor; National Disaster Management Act (Regulations) (NDMA)

ALL DOCUMENTATION TO COMPLY WITH ALL LEGISLATED GUIDELINES RELATING TO COVID-19 UNTIL THE DISASTER MANAGEMENT ACT IS LIFTED			Baseline : RAW RISK				Baseline : Residual risk				
LEGAL REF	ASPECTS	Hazard/Risk	LIKELY CONSEQUENCES OF AN ACCIDENT	FREQUENCY OF EXPOSURE	PROBABILITY OF HARM	RISK RATING AND RISK CATEGORY	CONTROL MEASURES NECESSARY TO REDUCE RISK	LIKELY CONSEQUENCES OF AN ACCIDENT	FREQUENCY OF EXPOSURE	PROBABILITY OF HARM	RISK RATING AND RISK CATEGORY

COVID-19 Occupational Health and Safety Measures in Workplace COVID-19 (C19 OHS), 2020	<b>SITE PREPARATION</b>	Contamination of the site over shut down time Spillage of waste/effluent	2	1	1	2	Joint inspection where possible by client, PrCHSA & PA, PC, CHSO/M to inspect the site pre site preparation to assess conditions. Revise any policies, method statements for risks and hazards identified for review by the PA. Decontaminate the site, in all areas, ensure the availability of hand washing facilities and sanitizers, through the site, and at entrances. Appropriate products as prescribed to decontaminate may be used, and all procedures re plans etc. must be followed. Ensure all decontamination stations, and other facilities are available at ablution areas, common eating areas, offices, canteens, security	1	1	1	1
		Unsafe temporary structures, excavations, bees, vermin, squatters, damaged services due to theft	3	1	2	6	Full inspections of all temporary structures, security and excavations by the PC (By CM and CHSO). Report to be available with method statements and HIRAs with corrective actions to be provided to the PA/Client. PA to review. Teams to make the site safe prior to work commencing. Limit numbers of teams, check competencies prior to commencing work. Safe removal of those from site	1	1	2	2

COVID-19 Occupational Health and Safety Measures in Workplace COVID-19 (C19 OHS), 2020	<b>OCCUPATIONAL HEALTH: Medical certificates of fitness</b>	Workers symptom free but infected with Covid-19, older workers of 60+, workers with underlying auto-immune or chronic diseases	3	3	3	27	Policy and method statement to be available relating to medical surveillance. For review by the PA. All workers are to be screened and have a valid certificate of fitness on return to work. A full questionnaire to be completed prior to return, or on return, and those identified as high risk must be separated and possibly refused entry until deemed negative. Methodology to remove staff from site safely to a test facility.	2	3	2	12
COVID-19 Occupational Health and Safety Measures in Workplace COVID-19 (C19 OHS), 2020	<b>DEMOGRAPHICS OF LABOUR</b>	Vulnerability due to age, underlying auto-immune or chronic diseases, socio-economic status, having to use public transport to get to work	3	3	3	27	The medical surveillance policy and method statement to be adhered to. A full questionnaire to be completed prior to return, or on return, and those identified as high risk must be separated and possibly refused entry until deemed negative. Daily temperature on entry to site, Induction, DSTI's and toolbox talks to be done daily on topics relating to covid-19, personal hygiene and PPE. Strict enforcement for use of PPE Job substitution if possible for those who are affected. Must include catering and cleaning facilities.	3	3	2	18



Disaster Management Act, 2002 Regulations Issue In Terms of Section 27(2) of the Disaster Management Act, 2002.	<b>ACCOMMODATION</b>	Social density - inability to maintain social distancing in local communities, Cross contamination from the lack of social distancing, shared utilities and belongings, shared ablutions , cross infection among inhabitants and cleaning, catering staff	3	3	3	27	Policy and method statement for accommodation and to be reviewed by the PA. Sleeping and dining quarters to allow for minimum 1.5m space between persons; Dedicated bedding, towels, utensils, soaps etc.; Individual facilities for safe keeping; Individual, segregated facilities for storage of laundry; Procedures and rules of occupancy and cleaning; Induction and primary health promotion to be done regularly. Isolation area to be available should anyone display symptoms, and safe removal for testing. Food to be served wrapped and available individually.	2	3	2	12
Disaster Management Act, 2002 Regulations Issue In Terms of Section 27(2) of the Disaster Management Act, 2002.	<b>ORIGIN OF LABOUR</b>	Transportation of employees/workers across borders and between towns and cities, districts and municipalities	3	3	3	27	Selection and provision of transport services compliant with gazetted requirements. Policy and procedures and rules for travel, where possible to limit the use of public transport, or to arrange selective methods of transport, ongoing toolbox talks and if possible supply of cloth masks to be worn when travelling. Limitation of border crossing unless specialised contractors	3	3	2	18

Disaster Management Act, 2002 Regulations Issue In Terms of Section 27(2) of the Disaster Management Act, 2002.	<b>TRANSPORTATION</b>	Maximum allowed capacity exceeded; No facilities for sanitising vehicles and passengers; No additional protective measures available, e.g. face masks; Unlicensed drivers and operators	3	3	3	27	Selection and provision of transport services compliant with gazetted requirements. Policy and procedures and rules for travel, where possible to limit the use of public transport, or to arrange selective methods of transport, ongoing toolbox talks and supply of cloth masks to be worn when travelling or moving on and off site. Vehicles maintained at 70% capacity or less; Vehicles sanitised between trips; hand sanitizer provided for passengers.	2	3	2	12
COVID-19 Occupational Health and Safety Measures in Workplace COVID-19 (C19 OHS), 2020	<b>SOCIAL DISTANCING</b>	Many construction tasks require more than 1 worker; that will be required to work within the limit of 2m Access/Egress to and off site; Welfare facilities, Meeting areas	2	3	3	18	Policy and method statements for the provision of suitable and sufficient PPE, demarcation and spacing of queuing areas; segregation of queuing areas and public outside site perimeters; Meeting/eating areas large enough to maintain 2m distance at maximum occupancy, use of drones, security cameras to limit the need to spend time on site. Only essential workers to spend time on site, Staggered meeting/eating times, use of Zoom, Skype, teams for meetings where necessary. Individual, segregated facilities for safe keeping; Induction training and a programme for information and training.	2	3	2	12

Disaster Management Act, 2002 Regulations Issue In Terms of Section 27(2) of the Disaster Management Act, 2002.	<b>ALCOHOL AND SUBSTANCE ABUSE</b>	Workers , visitors arriving at site under the influence of substances	3	3	2	18	Policy and method statement for substance abuse to be reviewed, management of visitors, workers under the influence of alcohol or other substances. No breathalysers unless individual testing units used, and appropriate disposal in hazardous waste.	2	3	2	12
Construction Regulation 2014	<b>WASTE MANAGEMENT</b>	Spreading of virus and contact with virus causing infection from hand washing, drying hands, cleaning equipment and other related aspects	3	3	2	18	Prepare a policy, method statements, HIRA and review by PA. Establish and follow protocols for disposal of hazardous waste (containers). Awareness through notices (posters) regarding correct procedures and classification of waste. Competent supervision and adequate awareness training required. Provide adequate supplies of material and consumables, provision of sealable disposal containers/bags through appropriate waste removal company. Establish and follow protocols for disposal of hazardous waste. Provide adequate supply of paper towels. If contractors used ensure appropriate management.	2	3	1	6

Construction Regulation 2014	<b>SIGNAGE</b>	Provision of sealable disposal containers/bags. Unintentional entry to site and work areas compromising workers being contaminated. Acts and behaviour that compromises workers	2	3	3	18	A policy and method statement to be prepared, and reviewed by the PA. Installation of posters and signage with the site rules and protocols that needs to be maintained at strategic points, Awareness through notices and posters regarding correct protocols to be maintained, Competent supervision and adequate awareness training required. Discipline to be applied to those not complying	2	3	1	6
Disaster Management Act, 2002 Regulations Issue In Terms of Section 27(2) of the Disaster Management Act, 2002.	<b>SECURITY ACCESS</b>	Workers, visitors, site administration arriving on site via personal and public transportation	3	3	3	27	Policy and method statements to be revised and reviewed by the PA. All persons entering site to sanitize hands, prior to entry to site. Access controller trained on correct procedure to utilize no-contact hand-held thermometer. Back-up access controllers trained on same procedure. All persons entering site tested by trained access controller. Periodic alcohol testing will continue however only when warranted through suspicion.	3	3	2	18

Lockdown NDM Act	<b>WELFARE FACILITIES</b>	Spreading of virus and contact with virus causing infection	3	3	3	27	Updating of policy, method statements and HIRA, limiting of personnel on site to minimum number required to maintain control and management. Implement and maintain cleaning and disinfecting programme. Site rules for social distancing to 1.5m. Stagger number of people attending induction and training sessions. Use technology to avoid close proximity between individuals where possible	1	3	2	6
Disaster Management Act, 2002 Regulations Issue In Terms of Section 27(2) of the Disaster Management Act, 2002.	<b>EMERGENCY PLANNING</b>	Assembly points may have more than 50 people, limited space for social distancing when practice or actual sessions	2	3	1	6	Review emergency plan and method statements. DSTI's and toolbox talks. Competent supervision to be trained in the emergency arrangements. Updating of the emergency plan communicated to all personnel. Emergency Number List updated to include National Institute of Communicable Diseases (NICD) Emergency Hotline – 0800 029 999 and dedicated Isolation Hospital Details	1	3	1	3

COVID-19 Occupational Health and Safety Measures in Workplace COVID-19 (C19 OHS), 2020	<b>PERSONAL PROTECTIVE EQUIPMENT</b>	Spread of droplet infection through coughing, sneezing when in close contact	3	3	3	27	Update the policy, method statements and HIRA for PPE. No employee and or visitor will be allowed on site without a face mask. N95 masks only for medical or high risk workers. Adequate training must be provided in the correct use and disposable of these masks. Cloth masks must washed and ironed daily. Face shields protect mouth, nose and eyes. Daily cleaning of face shields No sharing of PPE will be permitted. Adequate supervision, inclusion induction, policy, method statements and HIRAs. Covid-19 PPE does not replace conventional PPE	2	3	2	12
COVID-19 Occupational Health and Safety Measures in Workplace COVID-19 (C19 OHS), 2020	<b>CONSEQUENCE MANAGEMENT</b>	Company procedures and policies are not in place for COVID-19. Method statements, Safe Working Procedures, and HIRA are not in place. DSTI's not conducted and Toolbox Talks are not communicated.	2	3	2	12	Revision of policy, method statements and HIRA. PC must ensure that workers are updated daily with all the relevant COVID-19 information through DSTIS/Toolbox talks, notices etc. PC must ensure that site is updated daily with all the relevant COVID-19 information. Workers should be updated with new information daily. PC must ensure that company disciplinary procedures are in place. All employees should have knowledge of the company disciplinary procedures. Work stoppage/site closure where non-compliance exists.	1	3	2	6

## ANNEXURE A – REQUIREMENTS FOR THE SAFETY PLAN ASSESSMENT (INCLUDING COVID 19 REQUIREMENTS)

The Contractor must note that the information below is pertinent to the compilation of their safety plan response to this site-specific safety specification and it would be preferred if the Safety Plan is written in the order of the assessment documented below.

No	Item	Notes
1	<b>Project Directory</b>	Please state details of Project Client, Project Manager/Principal Agent, Safety Agent, Consulting Engineer, etc. (Name, address, contact details).
2	<b>Contractors Directory</b>	Please indicate if you will be using Contractors on this project, if yes, include their details, trade, and FEM details.
3	<b>Other Parties Directory</b>	Please indicate contact details for any services applicable (electricity, water, etc.) as well as Department of Labour and Emergency Services.
4	<b>Project Safety Statement</b>	The Project Safety Statement must be included in the Safety Plan.
5	<b>Health and Safety standards for the project (OHS Act, construction regulations, basic conditions of employment, etc.)</b>	Health and Safety standards must be included in the Safety Plan.
6	<b>Project Particulars</b>	Scope of works must be included in the Safety Plan. This is critical.
7	<b>Existing environment – Structures and Surroundings, Services (Electrical, Water, Sewerage, etc.), Traffic Arrangements, Parking, Access to Site, Storage of Plant and Materials</b>	Please include these items in the plan. The items must be Site Specific, the location of services and services that will be affected must be mentioned.
8	<b>Management Structure for safety on the Project</b>	A structured organogram with names of the responsible people must be included.
9	<b>Appointed Persons, Supervision</b>	The required appointments must be identified. A list of the appointed persons must be included in the Safety Plan.
10	<b>Security Procedures</b>	Please indicate if a security company will be appointed and include the contact information in the Safety Plan.
11	<b>Registers list and inspection frequency</b>	A list of the Inspection Registers that will be on file must be included in the Safety Plan.
12	<b>Design Co-ordination</b>	Please indicate your procedure for implementation of design changes by designer on the project, and the procedures for liaison and implementation of temporary works design on the project.
13	<b>Contractor Co-ordination</b>	Mention must be made of how Contractors will be co-ordinated on site to ensure that they work together and not adversely affected health and safety.
14	<b>Housekeeping, stacking and storage</b>	Housekeeping policies and procedures must be included in the Safety Plan.

No	Item	Notes
15	<b>Waste Disposal Arrangements</b>	Waste disposal arrangements procedures must be included in the Safety Plan.
16	<b>Noise and dust control</b>	Please indicate if any noisy operations (more than 85 decibels) will be carried out and what measures will be used to reduce noise exposure to workforce.
17	<b>Training Requirements</b>	Training requirements must be identified and recorded.
18	<b>Plant and Equipment</b>	A list of plant and equipment to be used on site must be included in the Safety Plan.
19	<b>Safety Monitoring Arrangements</b>	The name, contact details and SACPCMP registration status of the Safety Officer must be included in the Safety Plan. State how often the Safety officer will be on site (note safety specification requirement in section 1.7).
20	<b>Information for Contractors</b>	State how information will be given to Contractors on site.
21	<b>Consultation/communication arrangements with Employees</b>	State how information will be given to employees e.g. notice board.
22	<b>Selection of Contractors Procedures</b>	Principal contractor must state what health and safety procedures they will use to assess the competence and resources of their contractors on site.
23	<b>Activities with risk to Health and Safety (Risk Assessment)</b>	A Baseline Risk Assessment must be included in the Safety Plan, it must address the Risks identified in the Safety Specification as well as the risk of any other hazards that the Principal Contractor is aware of that are relevant to the site.
24	<b>Hazardous Substances</b>	Must be listed in the Safety Plan and addressed in the Risk Assessment.
25	<b>First Aid and Medical Procedures</b>	Please indicate name of first aider, position of first aid box, location of nearest medical facility and emergency numbers.
26	<b>Fire and Emergency Procedures</b>	List of emergency telephone numbers must be drawn up and included in the Safety Plan. The position of Fire Extinguishers, Assembly Point location, fire drill frequencies, numbers of fire marshals, etc.
27	<b>Accident and Incident Reporting and investigation</b>	State the Accident and Incident Reporting and investigation procedures of your company.
28	<b>Welfare and Site Facilities</b>	Elaborate on toilets and eating areas, water provision, COVID-19 ablution provision, how will workers be protected during wet weather conditions etc.
29	<b>Site Rules</b>	The Site Rules must be included in the Safety Plan.
30	<b>Personal Protective Equipment</b>	The necessity must be identified by Risk Assessments, the required PPE for site risks and COVID-19 control measures.
31	<b>Health &amp; Safety File arrangements</b>	Please indicate arrangements for the return of the Health and Safety File to the safety agent at the end of the project.
No	Item	Notes



32	<b>Method Statements/Safe System of Works</b>	A list of Method Statements/Safe System of Works must be included in Safety Plan for all High-risk activities. <b>PLEASE NOTE THAT THIS IS PARTICULARLY RELEVANT FOR COVID-19. NO WORK MAY COMMENCE UNLESS COVID-19 RISKS AND CONTROL MEASURES HAVE BEEN APPROVED BY THE PROFESSIONAL TEAM. REFER TO SECTION 2.61 OF THIS SAFETY SPECIFICATION.</b>
33	<b>Permits and wayleaves</b>	List of activities that Principal Contractor anticipates will require permits and wayleaves (including those stated in the safety specification) to be included.
34	<b>Fall Prevention and Protection Plan and Fall Rescue Plan</b>	A copy of the Fall Prevention and Protection Plan, fall rescue plan and fall risk assessment must be included in the Safety Plan.
35	<b>Demolition method statement</b>	A copy of the Demolition Method Statement must be included in the Safety Plan.
36	<b>Confined spaces</b>	The Principal Contractors' procedures for managing access, egress and work in confined spaces must be specified in the Safety Plan. Includes permit procedures, air monitoring, PPE, etc.
37	<b>Safety Representatives and Safety Committees</b>	When a project has more than 20 employees a designated employee must be chosen by the labourers to represent them. A safety committee must be established if 2 or more safety representatives are appointed. Please note Safety Specification requirements regarding this section (section 2.12).
38	<b>Have the significant hazards from the safety specification been addressed?</b>	See section 1.9 of the Specifications and ensure practical measures have been detailed in the safety plan.
39	<b>Safety File - Safety Policies in File and Signed by 16(1) CEO.</b>	Safety Policies must be signed and explained to employees.
40	<b>Safety File - A copy of the valid Letter of Good standing from FEM / Workman's Compensation must be on file.</b>	A copy of the valid Letter of Good standing from FEM / Workman's Compensation must be on file.
41	<b>Safety File - Signed copy of the 37.2 Mandatary Agreement</b>	A 37.2 Mandatary Agreement needs to be signed between the Client and the Principal Contractor.
42	<b>Safety File - Appointment letter from Client (as well as 5.1.K)</b>	The Client must appoint the Principal Contractor in writing.
43	<b>Safety File – Notification / Permit</b>	A copy of the Annexure 2 Notification (and proof of submission) to Department of Labour must be available. This can be in the form of a Department stamp, email, or copy of Construction Work Permit.

## ***CONTROL MEASURES THAT MUST BE INCLUDED FOR SAFETY PLAN SUBMISSION PURPOSES:***

Issues that must be included by the contractor in their COVID-19 safety plan response should include arrangements for the following (please note that reference to contractors' employees / staff / workers / personnel on site must include control of their (sub)contractors, visitors and suppliers):

**Workplace Plan** - A plan must be developed by the contractor for the phased in return of employees to site. Please refer to the latest regulations and amendments, all persons who are able to work from home should do so.

**Coordination on Site Relating to COVID-19 matters** - The contractor must appoint a **manager** to address employees concerns and keep them informed re COVID-19.

Additionally, the contractor must **designate a COVID-19 compliance officer** (required of all industries, businesses, entities, both private and in the public sector). This compliance officer is responsible for overseeing the following:

- implementation of the workplace plan; and adherence to the standards of hygiene and health protocols relating to COVID-19 at the workplace;
- developing a plan for the phased in return of their employees to the workplace, prior to reopening the workplace for business, which plan must correspond with Annexure E of the Disaster Management Act 2002 (as amended April 2020) and be retained for inspection and contain the following information:
  - which employees are permitted to work;
  - what the plans for the phased-in return of their employees to the workplace are;
  - what health protocols are in place to protect employees from COVID-19; and
  - the details of the COVID-19 compliance officer;
  - phase in the return of their employees to work to manage the return of employees from other provinces, metropolitan and district areas; and
  - develop measures to ensure that the workplace meets the standards of health protocols, adequate space for employees and social distancing measures for the public and service providers, as required.

**Transportation to Site** - Procedures for Transportation of Workers to Site – employees should be advised that if using transport, passengers must wear a cloth mask to be allowed entry into the vehicle. Hand sanitisers must be made available, and all passengers must sanitise their hands before entering. Public transport vehicles must be sanitised on a daily basis. Please note that the government mandated limit on passengers per vehicle must be strictly adhered to.

**Site access** - Entry to site may only be through pre-arranged security controlled access points. Contractor must detail how will members of public be prevented from accessing site (risk of cross contamination between persons working on site and members of public).

Provision of Visitors Book for signing in and out of site. Records of all personnel entering site and their contact details must be kept.

**Screening on Site** - Contractor to advise how will personnel on site be screened on a daily basis for symptoms of COVID-19, including a symptom check as well as temperature assessment (digital thermometer). The contractor must describe their procedure for employees on site, suspected of having COVID-19 symptoms, refusing to undergo **medical** examination, prophylaxis, treatment, isolation, and quarantine. Sites with more than 500 employees must have testing facilities.

**Risk assessment and safety procedure** - Contractor must provide a written policy concerning the protection of its staff from COVID-19. Contractor must compile a COVID-19 risk assessment and safety procedures for the site. How will it be communicated to all on site and records kept thereof. The Risk Assessments must include the identification of exposure levels, identification of "high contact" activities, the identification of vulnerable workers and special measures for their protection, including protection against unfair discrimination or victimization.

**Safety Signage and Hotline Number** - Contractor to implement placement of COVID-19 safety signage and hotline number at site entrance and on site, warning of hazards and advising control measures (see samples in Annexure to this document). Please note that signage must be representative of the local languages.

**Communication Procedures** - Contractor to describe comprehensive induction and toolbox talk procedures to include COVID-19. Toolbox talks should be conducted weekly on COVID-19 control measures and risks on site, include personal hygiene - manner of controlling coughing and sneezing on site - in elbow.

**Emergency Procedure** - Contractor must describe communication of COVID-19 symptoms and protocol that must be followed if person demonstrates symptoms, or is thought to have COVID-19 - symptoms of COVID-19 include cough, sore throat, shortness of breath or fever/chills (or  $\geq 38^{\circ}\text{C}$  measured temperature), redness of eyes, also additional symptoms – body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness. Contractor must advise personnel on site of the symptom reporting procedure to site management of COVID-19 symptoms, and referral protocol for screening or testing if showing symptoms.

Emergency COVID-19 protocol that must be put in place by Principal Contractor must include:

- Sick workers may not enter workplace.
- If sick worker already on site then worker must be isolated in designated area for isolation on site, provided with FFP1 surgical mask and transported for self-isolation or for medical examination or testing at identified testing site.
- Worker placed on sick leave.
- On receiving their results, the employee and/or health professional supporting the employee should notify their workplace so that the employee is managed accordingly. The workplace should proactively take steps to obtain this information to avoid any delays in reporting.
- Assess the risk of transmission, disinfect area and workers workstation, refer exposed workers for screening, etc.
- Lodge claim with Workman's Compensation if infection occupationally acquired.
- Worker may only return to work after undergoing a medical evaluation confirming worker has tested negative for COVID-19.
  - Worker must be closely monitored for symptoms on return to work.
  - If worker has been diagnosed with COVID-19 the employer must notify Dept of Health and Dept of Employment and Labour

NOTE THAT: personnel on site, or presenting themselves to site who appear sick, or have symptoms associated with COVID-19 may not be allowed on site.

**Welfare and Washing Facilities, Sanitising and Disinfection** - Contractor must describe provision of soap and clean running water and sanitisers at site entrance and at other locations on site. Correct manner of washing / disinfecting hands, 20 second rule. Use of paper towels only. Disinfection of work surfaces and equipment control procedures required - carried out before work begins, regularly during day and after work ends. Toilets, common areas, door handles, shared electronic equipment and any other shared equipment must be regularly cleaned and disinfected, biometric systems disabled or made COVID-19 safe.

Hand sanitiser must contain 70% alcohol.

Employees working away from home should be provided with hand sanitiser by the employer.

**COVID-19 PPE on Site** - Contractor must describe controls for wearing of PPE on site, including wearing of cloth masks on site - people working and visiting site must be instructed on the correct way of wearing cloth masks, procedure for maintenance and replacement of cloth masks. Surgical masks and N95 masks should only be worn by frontline health workers, not site staff. Note that some surgical masks should be kept on site to give to persons exhibiting COVID-19 symptoms prior to being taken away for testing.

Employer is required to provide each employee with at least 2 cloth masks and must make appropriate arrangements for washing, drying and ironing of cloth masks.

**Supervision and Monitoring on Site** - Monitoring systems must be in place by Contractor to ensure compliance with safety protocols and identify infections among employees - supervision monitoring and enforcement - how will it be done by the contractor?

**Ventilation on Site** - How will ventilation and air quality be made safe on site.

**Waste Management** - Sufficient refuse bins must be on site for disposal of tissues, used PPE. Procedure for safe removal of contents of bins; used PPE, other detritus should be made in contractors safety plan.

**Social Distancing Measures** - Contractor must describe, so far as practicable how can numbers of workers be minimised on site at any one time (e.g.: through staff rotation, staggered working hours, shift systems, remote working arrangements or similar to achieve social distancing? (1.5m). Note that contractor must minimise contact between workers themselves and workers and public.

Depending on what is reasonably practicable, site must be arranged so that there is distance of at least 1.5m between workers and members of public or put physical barriers in place or provide workers with face shields or visors.

**COVID-19 Investigation procedure** - Contractor must describe how will they investigate the cause of COVID-19 infection (including control failure and risk assessment review, checking of PPE requirements, admin support to contact tracing implemented by Dept of Health).

#### **Important notes:**

If more than 500 employees in contractors employ the employer must submit this risk assessment and written policy re health and safety of employees from COVID-19 to Safety Committee and Department of Employment and Labour.

Monitoring by the Safety Agent will be strict - noncompliance with COVID-19 control measures will be reported immediately to the principal contractor for action purposes. If necessary, transgressors will be removed from site for re-induction, or a recommendation for permanent barring from site will be made.

As this is an ongoing medical crisis it is likely that control measures to prevent the spread of the virus will be updated by the government on a regular basis. Hence the measures in this section of the safety specification will be reviewed on an ongoing basis, as we receive updated information from the government.

## Staff and workforce guidelines:

Staff and workforce groups are encouraged to keep a social distance of 1.5 – 2 metres distance while working on site, the following guidelines should be followed while on site:

1. Do not share crockery/cutlery/towels/bedding or anything that can facilitate the spread of the virus.
2. Surgical masks have not been proven to definitively protect against every contagion. However, masks prevent a person from unconsciously touching their eyes, nose, and mouth, so they may offer a measure of protection. Masks must be used as per Government guidelines.
3. Avoid touching your eyes, nose, and mouth.
4. Cough or sneeze into a tissue and dispose thereof safely.
5. Wash your hands frequently with soap and water for no less than 20 seconds. If you do not have any available use a hand sanitizer with at least 70% alcohol.
6. Avoid crowding and gatherings at facilities
7. Clean frequently touched objects/surfaces.
8. The following cleaning products can be used:
  - Hypochlorite (e.g. Household Bleach)
  - Alcohol (70%)
  - Hydrogen Peroxide
  - Phenolic Compounds

## COVID-19 Hierarchy of controls

<b>Eliminate</b>	<b>Construction Activity</b> <ul style="list-style-type: none"><li>• Personnel who are unwell with symptoms of Coronavirus (Covid-19) should not travel to or attend the workplace</li><li>• Rearrange tasks to enable them to be done by one person, or by maintaining social distancing measures (1.5 – 2 metres)</li><li>• Avoid skin to skin and face to face contact</li><li>• Stairs should be used in preference to lifts or hoists and consider one way systems</li><li>• Consider alternative or additional mechanical aids to reduce worker interface</li></ul>
<b>Site Meetings</b>	<ul style="list-style-type: none"><li>• Only absolutely necessary meeting participants should attend</li><li>• Attendees should be at least two metres apart from each other</li><li>• Rooms should be well ventilated / windows opened to allow fresh air circulation</li><li>• Consider holding meetings in open areas where possible</li></ul>
<b>Reduce</b>	<b>Where the social distancing measures (1.5 – 2 metres) cannot be applied:</b> <ul style="list-style-type: none"><li>• Minimise the frequency and time Personnel are within 1.5 – 2 metres of each other</li><li>• Minimise the number of Personnel involved in these tasks</li><li>• Personnel should work side by side, or facing away from each other, rather than face to face</li><li>• Lower the worker capacity of lifts and hoists to reduce congestion and contact at all times</li><li>• Regularly clean common touchpoints, doors, buttons, handles, vehicle cabs, tools, equipment, etc.</li><li>• Increase ventilation in enclosed spaces</li><li>• Personnel should wash their hands before and after using any equipment</li></ul>

<b>Isolate</b>	<b>Keep groups of Personnel that have to work within 2 metres:</b> <ul style="list-style-type: none"> <li>• Together in teams e.g. Do not change Personnel within teams</li> <li>• Keep groups as small as possible</li> <li>• Away from other Personnel where possible</li> </ul>
<b>Control</b>	<b>Where face to face working is essential to carry out a task when working within 2 metres:</b> <ul style="list-style-type: none"> <li>• Keep this to 15 minutes or less where possible</li> <li>• Include the working procedures in the confined spaces permit</li> <li>• Provide additional supervision to monitor and manage compliance</li> </ul>
<b>PPE</b>	<b>PPE for Coronavirus (Covid-19)</b> <ul style="list-style-type: none"> <li>• Where it is not possible to maintain a two metre distance, each activity should be evaluated and assessed using the hierarchy of controls and against any sector-specific guidance, mindful that masks (PPE) are the last resort in the hierarchy</li> <li>• Reusable PPE should be thoroughly cleaned after use and not shared between Personnel</li> <li>• Single use PPE should be disposed of so that it cannot be reused</li> </ul>
<b>Behaviours</b>	<p>The measures necessary to minimise the risk of spread of infection rely on everyone in the industry taking responsibility for their actions and behaviours.</p> <p>Please encourage an open and collaborative approach between employees and employers on site where any issues can be openly discussed and addressed.</p>

## SITE START-UP PROCEDURE CHECKLIST

<input type="checkbox"/>	Communicate via an induction the site specific information document on COVID-19 and Safe Working Procedures with the workforce, all personnel on site and all others entering the site.
<input type="checkbox"/>	Put up posters and signage around the workplace on keeping at least 1.5 – 2 metres distance between everyone at the workplace.
<input type="checkbox"/>	Move workstations, desks and tables in staffrooms and site offices further apart to comply with social distancing.
<input type="checkbox"/>	Provide social distancing markers on the floor in areas where personnel line up such as storage areas and containers and entrance to site.
<input type="checkbox"/>	Appoint a person in the work environment to be responsible for keeping everyone at the required distance apart in the working environment. Site supervisors are ideal appointees.
<input type="checkbox"/>	Appoint a contact person on site that Personnel can talk to about any concerns on site.
<input type="checkbox"/>	Provide information to Personnel about the supports available to them via a COVID-19 induction procedure prior to entering the site.
<input type="checkbox"/>	Have hand sanitiser stations at entry and exit points and around the workplace.
<input type="checkbox"/>	Ensure toilets and basins are well stocked with hand wash and paper towels. Put up posters with instructions on how to hand wash/hand rub.
<input type="checkbox"/>	Instruct Personnel to wear gloves when cleaning and wash their hands thoroughly or with alcohol-based hand sanitiser before and after wearing gloves.
<input type="checkbox"/>	Instruct Personnel on other ways to limit the spread of germs, such as; <ul style="list-style-type: none"> <li>1. not touching their face</li> <li>2. sneezing into elbow</li> <li>3. staying home if they are feeling sick</li> </ul>
<input type="checkbox"/>	Instruct your Personnel to limit contact with others – no shaking hands or touching objects unless necessary.
<input type="checkbox"/>	Ensure any areas frequented by Personnel or others (visitors to your premises) are cleaned at least daily with detergent or disinfectant.

<input type="checkbox"/>	Instruct Personnel to clean personal property that comes to work.
<input type="checkbox"/>	Put up signs about the symptoms of COVID-19 in the workplace.
<input type="checkbox"/>	Direct Personnel to stay home if they are sick, and if they are displaying symptoms of COVID-19
<input type="checkbox"/>	Instruct Personnel to tell you if they are displaying symptoms of COVID-19, have been in close contact with a person who has COVID-19 or have been tested for COVID-19.
<input type="checkbox"/>	Treat personal information about individual Personnel health carefully, in line with privacy laws and policies.
<input type="checkbox"/>	Nominate a person or a team to champion safe practices in the workplace and teach their colleagues the proper procedures listed above. This must include all relevant information with regard to the site and operations regarding the COVID 19 virus.



- Daily Symptom Monitoring Tool



## COVID-19 DAILY SYMPTOM MONITORING TOOL

Complete for contact of a confirmed Coronavirus disease 2019 (COVID-19) case



Details of <u>contact</u> of confirmed case (details of case completed just before instructions)				Details of health official completing this form		Date completing form	
NICD Identifier	Date of contact	DD/MM/YYYY	Place last contact	Surname	Name	DD/MM/YYYY	
Surname	Name			Role	Facility name		
Date of birth	DD/MM/YYYY	Age (Y)	Sex M <input type="checkbox"/> F <input type="checkbox"/>	Email address	Telephone number		
Healthcare worker	Y <input type="checkbox"/> N <input type="checkbox"/> If yes, facility name						
Contact number(s)	Email						
Physical address							
House number	Street						
District	Province			Suburb	Town		
Details of <u>confirmed</u> COVID-19 case							
Contact type <sup>1</sup>	Close <input type="checkbox"/> Casual <input type="checkbox"/>		Relation to case <sup>2</sup>	NICD identifier	Surname	DOB	DD/MM/YYYY

**Instructions for completion:** Instructions for completion: Mark "Y" if symptom present and "N" if not. If any symptoms are present collect, contact 082 883 9920 immediately and make immediate arrangements for the collection of a combined nasopharyngeal and oropharyngeal swab. Refer to COVID-19 Quick Guide on the NICD website for additional details. Days post exposure to case.

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Date (DD/MM)														
Measured body temp														
Chills	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Cough	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Sore throat	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Shortness of breath	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Myalgia/body pains	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
Diarrhoea <sup>3</sup>	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

<sup>1</sup> Close contact: A person having had face-to-face contact (≤2 metres) or was in a closed environment with a COVID-19 case; this includes, amongst others, all persons living in the same household as a COVID-19 case and, people working closely in the same environment as a case. A healthcare worker or other person providing direct care for a COVID-19 case, while not wearing recommended personal protective equipment or PPE (e.g., gowns, gloves, NIOSH-certified disposable N95 respirator, eye protection). A contact in an aircraft sitting within two seats (in any direction) of the COVID-19 case, travel companions or persons providing care, and crew members serving in the section of the aircraft where the index case was seated. Casual contact: Anyone not meeting the definition for a close contact but with possible exposure. <sup>2</sup> Chose from: Spouse, Aunt, Child, Class mate, Colleague, Cousin, Father, Friend, Grandfather, Grandmother, Healthcare worker taking care of, Mother, Nephew, Niece, Other relative, Uncle. <sup>3</sup> Diarrhoea defined as three or more loose stools in a 24-hour period.

## • ISSUE & ACKNOWLEDGEMENT REGISTER

<b>Date of Original Addendum Safety Specification Compilation for COVID-19</b>	<b>Compiled By</b>	<b>Issue Date</b>
13 June 2022	Jayesh Bhana	13 June 2022

### Acknowledgement:

I, \_\_\_\_\_ representing  
\_\_\_\_\_(Contractor), have satisfied  
myself with the content of this Addendum Health and Safety Specification for COVID-19 and shall  
ensure that our employees and contractors on site comply with the requirements of this document, our  
safety documentation and health and safety legislation.

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 Signature of Contractor

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 Date

**Comments:**

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# **DEPARTMENT OF PUBLIC WORKS**

## **HIV/AIDS**

### **SPECIFICATION**

**APRIL 2004**

# SECTION

## HIV/AIDS SPECIFICATION

### HIV/AIDS REQUIREMENTS

#### 1 SCOPE

This specification contains all requirements applicable to the Contractor for creating HIV/AIDS awareness amongst all of the Workers involved in this project for the duration of the construction period, through the following strategies:

- Raising awareness about HIV/AIDS through education and information on the nature of the disease, how it is transmitted, safe sexual behaviour, attitudes towards people affected and people living with HIV/AIDS, how to live a healthy lifestyle with HIV/AIDS, the importance of voluntary testing and counselling, the diagnosis and treatment of Sexually Transmitted Infections and the closest health Service Providers
- Informing Workers of their rights with regard to HIV/AIDS in the workplace
- Providing Workers with access to condoms and other awareness material that will enable them to make informed decisions about sexual practices

#### 2 DEFINITIONS AND ABBREVIATIONS

##### 2.1 Definitions

Service Provider: The natural or juristic person recognised and approved by the Department of Public Works as a specialist in conducting HIV/AIDS awareness programmes

Service Provider Workshop Plan: A plan outlining the content, process and schedule of the training and education workshops, presented by a Service Provider which has been approved by the Representative/Agent

Worker: Person in the employ of the Contractor or under the direction or supervision of the Contractor or any of his Sub-contractors, who is on site for a minimum period of 30 days in all

##### 2.2 Abbreviations

HIV	:	Human Immunodeficiency Virus
AIDS	:	Acquired Immune Deficiency Syndrome
STI	:	Sexually Transmitted Infection

#### 3 BASIC METHOD REQUIREMENT

The Contractor shall, through a Service Provider, conduct onsite workshops with the Workers

The Service Provider shall develop and compile a Service Provider Workshop Plan to be presented at the workshops and which will be best suited for this project to achieve the specified objectives with regard to HIV/AIDS awareness.

The Service Provider Workshop Plan shall be based on the following information provided by the Contractor:

- Number of Workers and Sub-contractors on site
- When new Workers or Sub-contractors will join the construction project
- Duration of Workers and Sub-contractors on site

- How the maximum number of Workers can be targeted with workshops
- How the Contractor prefers workshops to be scheduled, e.g. three hourly sessions per Worker, or one 2.5 hour workshop per Worker
- Profile of Workers, including educational level, age and gender (if available)
- Preferred time of day or month to conduct workshops
- A Gantt chart reflecting the construction programme, for scheduling of workshops
- Suitable venues for workshops

The Contractor shall submit the Service Provider Workshop Plan for approval within 21 days after the tender acceptance date. After approval by the Representative/Agent, the Contractor shall make available a suitable venue that will be conducive to education and training

The Service Provider Workshop Plan shall address, but will not be limited to the following:

- 3.1 The nature of the disease;
- 3.2 How it is transmitted;
- 3.3 Safe sexual behaviour;
- 3.4 Post exposure services such as voluntary counselling and testing (VCT) and nutritional plans for people living with HIV/AIDS;
- 3.5 Attitudes towards other people with HIV/AIDS;
- 3.6 Rights of the Worker in the workplace;
- 3.7 How the Awareness Champion will be equipped prior to commencement of the HIV/AIDS awareness programme with basic HIV/AIDS information and the necessary skills to handle questions regarding the HIV/AIDS awareness programme on site sensitively and confidentially;
- 3.8 How the Service Provider will support the Awareness Champion;
- 3.9 Location and contact numbers of the closest clinics, VCT facilities, counselling services and referral systems;
- 3.10 How the workshops will be presented, including frequency and duration;
- 3.11 How the workshops will fit in with the construction programme;
- 3.12 How the Service Provider will assess the knowledge and attitude levels of attendees to structure workshops accordingly;
- 3.13 How the video will be used;
- 3.14 How the Service Provider will elicit maximum participation from the Workers;
- 3.15 A questions and answers slot (interactive session)

The Service Provider Workshop Plan shall encompass the Specific Learning Outcomes (SLO) as stipulated

#### **4 HIV/ AIDS AWARENESS EDUCATION AND TRAINING**

##### **4.1 Workshops**

The Contractor shall ensure that all Workers attend the workshops

The workshops shall adequately deal with all the aspects contained in the Service Provider Workshop Plan. A video of HIV/AIDS in the construction industry, which can be obtained from all Regional Offices of the Department of Public Works, is to be screened to Workers at workshops. In order to enhance the learning experience, groups of not exceeding 25 people shall attend the interactive sessions of the workshops

## 4.2 Recommended practice

### 4.2.1 Workshop Schedule

Presenting information contained in the Service Provider Workshop Plan can be divided in as many workshop sessions as deemed practicable by the Contractor, provided that all Workers are exposed to all aspects of the workshops as outlined in the Service Provider Workshop Plan

Breaking down the content of information to be presented to Workers into more than one workshop session however, has the added advantage that messages are reinforced over time while providing opportunity between workshop sessions for Workers to reflect and test information. Workers will also have an opportunity to ask questions at a following session

### 4.2.2 Service Providers

A database of recommended Service Providers is available from all Regional Offices of the Department of Public Works

### 4.2.3 HIV/AIDS Specific Learning Outcomes and Assessment Criteria

Workers shall be exposed to workshops for a minimum duration of two-and-a-half hours. In order to set a minimum standard requirement, the following specific learning outcomes and assessment criteria shall be met

#### 4.2.3.1 UNIT 1: The nature of HIV/AIDS

After studying and understanding this unit, the Worker will be able to differentiate between HIV and AIDS and comprehend whether or not it is curable. The Worker will also be able to explain how the HI virus operates once a person is infected and identify the symptoms associated with the progression of HIV/AIDS

Assessment Criteria:

1. Define and describe HIV and AIDS
2. List and describe the progression of HIV/AIDS

#### 4.2.3.2 UNIT 2: Transmission of the HI virus

After studying and understanding this unit, the Worker will be able to identify bodily fluids that carry the HI virus. The Worker will be able to recognise how HIV/AIDS is transmitted and how it is not transmitted

Assessment Criteria:

1. Record in what bodily fluids the HI virus can be found
2. Describe how HIV/AIDS can be transmitted
3. Demonstrate the ability to distinguish between how HIV/AIDS is transmitted and misconceptions around transmittance of HIV/AIDS

#### 4.2.3.3 UNIT 3: HIV/AIDS preventative measures

After studying and understanding this unit, the Worker will comprehend how to act in a way that would minimise the risk of HIV/AIDS infection and to use measures to prevent the HI virus from entering the bloodstream

Assessment Criteria:

1. Report on how to minimise the risk of HIV/AIDS infection
2. Report on precautions that can be taken to prevent HIV/AIDS infection
3. Explain or demonstrate how to use a male and female condom
4. List the factors that could jeopardize the safety of condoms provided against HIV/AIDS transmission

#### 4.2.3.4 UNIT 4: Voluntary HIV/AIDS counselling and testing

After studying and understanding this unit, the Worker will be able to recognise methods of testing for HIV/AIDS infection. The Worker will be able to understand the purpose of voluntary HIV/AIDS testing and pre- and post-test counselling

Assessment Criteria:

1. Describe methods of testing for HIV/AIDS infection
2. Report on why voluntary testing is important
3. Report on why pre- and post-test counselling is important

#### 4.2.3.5 UNIT 5: Living with HIV/AIDS

After studying and understanding this unit, the Worker will be able to recognise the importance of caring for people living with HIV/AIDS and be able to manage HIV/AIDS

Assessment Criteria

1. List and describe ways to manage HIV/AIDS
2. Describe nutritional needs of people living with HIV/AIDS
3. Describe ways to embrace a healthy lifestyle as a person living with HIV/AIDS
4. Explain the need for counselling and support to people living with HIV/AIDS

#### 4.2.3.6 UNIT 6: Treatment options for people with HIV/AIDS

After studying and understanding this unit, the Worker will be familiar with the various treatments available to HIV/AIDS infected or potentially HIV/AIDS infected people

Assessment Criteria

1. Discuss anti-retroviral therapy
2. List methods of treatment to prevent HIV/AIDS transmission from mother-to-child
3. Describe the need for treatment of opportunistic diseases for people living with HIV/AIDS
4. Describe post exposure prophylactics

#### 4.2.3.7 UNIT 7: The rights and responsibilities of Workers in the workplace with regard to HIV/AIDS

After studying and understanding this unit, the Worker will be able to identify the rights and responsibilities of the Worker living with HIV/AIDS in the workplace. The Worker will recognise the importance of accepting colleagues living with HIV/AIDS and treating them in a non-discriminative way

Assessment Criteria:

1. Discuss the rights of a person living with HIV/AIDS in the workplace
2. Discuss the responsibilities of a person living with HIV/AIDS in the workplace
3. Report on why acceptance and non-discrimination of colleagues living with HIV/AIDS is important

### 4.3 Displaying of plastic laminated posters and distribution of information booklets

The Contractor shall obtain a set of four laminated posters conveying different key messages and information booklets, which are available from all Regional Offices of the Department of Public Works

The above-mentioned posters and information booklets have been prepared to raise awareness and to share information about HIV/AIDS and STI's

Posters or display stands shall be displayed on site as soon as possible, but not later than 14 days after the date of site handover

Posters shall be displayed in areas highly trafficked by Workers, including toilets, rest areas, the site office and compounds

The posters on display must always be intact, clear and readable

Information booklets must be distributed to all Workers as soon as possible, but not later than 14 days after site handover, or as soon as the Worker joins the site

## **5 PROVIDING WORKERS WITH ACCESS TO CONDOMS**

The Contractor shall provide and maintain condom dispensers and make both male and female condoms, complying with the requirements of SABS ISO 4074, available at all times to all Workers at readily accessible points on site, for the duration of the contract. The Contractor may obtain condom dispensers from the Department of Health and condoms may be obtained from the Local Clinic or the Department of Health

At least one male and one female condom dispenser and a sufficient supply of condoms, all to the approval of the Representative/Agent, shall be made available on site within 14 days of site handover. Contractors should note that arrangements to obtain condoms from the Department of Health Clinics prior to site hand over may be necessary, to ensure that condoms are available within 14 days of site handover

Condoms shall be made available in areas highly trafficked by Workers, including toilets, the site office and compounds

## **6 ENSURING ACCESS TO HIV/AIDS TESTING AND COUNSELLING FACILITIES AND TREATMENT OF SEXUALLY TRANSMITTED INFECTIONS (STI)**

The Contractor shall provide Workers with the names of the closest Service Providers that provide HIV/AIDS testing and counselling and Clinics providing Sexually Transmitted Infection (STI) diagnosis and treatment. Information on these Service Providers and Clinics must be displayed on a poster of a size not smaller than A1 in an area highly trafficked by Workers

## **7 APPOINTMENT OF AN HIV/AIDS AWARENESS CHAMPION**

Within 14 days of site handover the Contractor shall appoint an Awareness Champion from amongst the Workers, who speaks, reads and writes English, who speaks and understands all the local languages spoken by the Workers and who shall be on site during all stages of the construction period. The Contractor shall ensure that the Awareness Champion has been trained by the Service Provider on basic HIV/AIDS information, the support services available and the necessary skills to handle questions regarding the HIV/AIDS programme in a sensitive and confidential manner

The Awareness Champion shall be responsible for:

- 7.1 Liasing with the Service Provider on organising awareness workshops;
- 7.2 Filling condom dispensers and monitoring condom distribution;
- 7.3 Handing out information booklets;
- 7.4 Placing and maintaining posters



**8      MONITORING**

The Contractor shall grant to the Representative/Agent reasonable access to the construction site, in order to establish that the Contractor complies with his obligations regarding HIV/AIDS awareness under this contract

The Contractor must report problems experienced in implementing the HIV/AIDS requirements to the Representative/Agent

The attached SITE CHECKLIST (SCHEDULE A) shall be completed and submitted at every construction progress inspection to the Representative/Agent

The attached SERVICE PROVIDER REPORT (SCHEDULE B) shall be completed and submitted on a monthly basis to the Department's Project Manager, through the Representative/Agent

The attached CONTRACTOR HIV/AIDS PROGRAMME REPORT (SCHEDULE C), a close out programme report, shall be completed by the Contractor at the end of the contract

SCHEDULE A

HIV/AIDS PROGRAMME : SITE CHECKLIST

When did construction commence \_\_\_\_\_

Name of Departmental Project Manager \_\_\_\_\_

Please refer to HIV/AIDS Programme activities during the reporting period

Tick the block if Contractor satisfactorily complied with specifications																							
DATE	PI				PI				PI				PI				PI						
	D	D	M	M	D	D	M	M	D	D	M	M	D	D	M	M	D	D	M	M			
Programme implemented within 14 days of site handover																							
Awareness champion on site																							
HIV/AIDS awareness service provider report																							
Male condom dispenser																							
Sufficient male condoms available																							
Male condom dispenser in a highly trafficked area																							
Female condom dispenser																							
Sufficient female condoms available																							
Female condom dispenser in a highly trafficked area																							
All four types of posters displayed																							
Posters in a good condition																							
Posters in a highly trafficked area																							
Posters displayed on local support services: clinic & VCT centre																							
Support service poster/s in highly trafficked area																							
Support service poster/s in a good condition																							

Please indicate the applicable number for the reporting period								
Workers on payroll (at P1)								
Sub-Contractors who will be on site for longer than 30 days (at P1)								
Workshop attendees								
Number of workshops held								
Scheduled workshops according to approved workshop plan								
Booklets distributed								
Male condoms distributed								
Female condoms distributed								
Representative/Agent								
Contractor								

Date of progress inspection (dd/mm/yy) \_\_\_\_\_

Reporting period: (dd/mm/yy)\_\_\_\_\_ to (dd/mm/yy) \_\_\_\_\_

Deviations from HIV/AIDS awareness programme plan:

Corrective actions

\_\_\_\_\_  
Representative/Agent

\_\_\_\_\_  
Departmental Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**SCHEDULE B****HIV/AIDS AWARENESS PROGRAMME: SERVICE PROVIDER REPORT**

Reporting period: (dd/mm/yy)\_\_\_\_\_ to (dd/mm/yy) \_\_\_\_\_

Number of workshops conducted in reporting period \_\_\_\_\_

Number of scheduled workshops according to approved workshop plan \_\_\_\_\_

Deviations from workshop plan:

--

State reasons for deviating from workshop plan:

--

Corrective actions:

--

\_\_\_\_\_  
Service Provider\_\_\_\_\_  
Contractor\_\_\_\_\_  
Date\_\_\_\_\_  
Date

HIV/AIDS AWARENESS PROGRAMME : WORKSHOP CONTENT ADDRESSED

Fill in the applicable information with regard to each workshop conducted																														
DATE	W/S						W/S						W/S						W/S						W/S					
	D	D	M	M			D	D	M	M			D	D	M	M			D	D	M	M			D	D	M	M		
Content of workshop: (Mark the content included)																														
SLO1																														
SLO2																														
SLO3																														
SLO4																														
SLO5																														
SLO6																														
SLO7																														
HIV/AIDS in construction video																														
Indicate the duration of the workshop in hours																														
Total number of Workers																														
Indicate workshop venue																														

# HIV/AIDS AWARENESS PROGRAMME: ATTENDANCE REGISTER

[illegible]

## SCHEDULE C

### CONTRACTOR HIV/AIDS PROGRAMME REPORT

Project name \_\_\_\_\_

Project Location \_\_\_\_\_

Contract value of project (R) \_\_\_\_\_

Department of Public Works Project Manager \_\_\_\_\_

HIV/AIDS Programme duration: (dd/mm/yy) \_\_\_\_\_ to (dd/mm/yy) \_\_\_\_\_

#### AWARENESS MATERIAL

Describe location of posters displayed during the programme \_\_\_\_\_

\_\_\_\_\_

Comments on posters \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Indicate total number of booklets distributed \_\_\_\_\_

Comments on booklets \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### CONDOMS

Indicate total number of male condoms distributed \_\_\_\_\_

Indicate total number of female condoms distributed \_\_\_\_\_

Describe where male condom dispenser was placed \_\_\_\_\_

Describe where female condom dispenser was placed \_\_\_\_\_

#### HIV/AIDS WORKSHOPS

Indicate the total number of HIV/AIDS workshops conducted \_\_\_\_\_

Indicate the duration of workshops \_\_\_\_\_

Indicate the total number of Workers that participated in the HIV/AIDS workshops \_\_\_\_\_

Indicate the total number of Workers that were exposed to the video on HIV/AIDS in the Construction Industry \_\_\_\_\_

\_\_\_\_\_

Comments on HIV/AIDS workshops on site \_\_\_\_\_

\_\_\_\_\_



**GENERAL**

Briefly describe programme activities and satisfaction with outcome \_\_\_\_\_

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Additional comments, suggestions or needs with regard to the HIV/AIDS awareness programmes on site

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Yes	No	Currently developing one
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Please indicate if your company has a formal HIV/AIDS policy focussing on HIV/AIDS awareness raising and care and support of HIV/AIDS Workers

Please indicate if, to your knowledge, you have lost any workers during the duration of the project to HIV/AIDS related sicknesses. One or more of the following might indicate an HIV/AIDS related death:

Excessive weight loss  
Reactive TB  
Hair loss  
Severe tiredness

Coughing or chest pain  
Pain when swallowing  
Persistent fever  
Diarrhoea

Vomiting  
Meningitis  
Memory loss  
Pneumonia

Number of HIV/AIDS-related deaths \_\_\_\_\_

\_\_\_\_\_  
**Contractor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Departmental Project Manager**

\_\_\_\_\_  
**Date**

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# **ADDENDUM C**

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## **Environmental Management Plan**

TO BE PROVIDED BY THE SUCCESSFUL TENDERER



**OTHER BRANCH OFFICES:** Cape Town, Kokstad, Mthatha, Lusaka - Zambia

Reference: 24022017Rep - SAUNDERS & WIUM ENGINEERS UPGRADING MAGADLA SSS REF. K7287

24 February 2017

Saunders & Wium Engineers  
P O Box 19431  
TECOMA  
5214

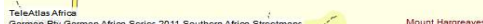
**ATTENTION: MRS E VICTOR**

Dear Madam

# UPGRADING MAGADLA SENIOR SECONDARY SCHOOL - MATATIELE: GEOTECHNICAL REPORT

Controlab was requested to do a geotechnical investigation on the above-mentioned project. The investigation consisted of six (6) trial pits excavated by hand to excavation refusal depths ranging from 250mm to 1600mm. Five (5) of the trial pits were for the proposed school and one (1) trial pit was excavated on the proposed positions of the on-site sanitation system. Dynamic Cone Penetrometer (DCP) tests were performed adjacent to the trial pit. The trial pits were profiled by a qualified Engineering Technician utilising "The Revised Guide to Soil Profiling for Civil Engineering Purposes in Southern Africa" produced by Jennings, Brink and Williams. The trial pit profiles are attached to this document. The purpose of the investigation was to establish the geotechnical conditions on site for the proposed upgrading of the school to the eastern and southern side of the existing structures.

The school investigated was approximate 12km west of the town of Matatiele in the Eastern Cape Province.



DIRECTOR: M L PROUDFOOT (MANAGING)  
TECHNICAL MANAGER: D LOUW, J ATTERBURY



The study site falls within the Molteno Formation. The Molteno Formation falls under the Karoo Supergroup and does not belong to any subgroup. The Molteno Formation rests unconformably on the Beaufort Group and comprises alternating layers of medium to coarse grained sandstones and grey mudstone. A distinctive feature of the Molteno Formation is the secondary quartz overgrowths imparting a glittering appearance to the sandstones. Sporadic coal seams are common in the Formation, as well as well-preserved insect and plant fossils. The mudstones tend to be greenish grey or maroon in colour and show particle size grading from coarse at the base too fine at the top. The sandstones are rich in quartz and suggest the Cape Fold Belt as the most likely source.

Azimuth and dip of the bedding planes is typical of the Karoo Basin and although area specific, shows a general trend of a north easterly azimuth with a dip of between 1° and 4°.

Jointing of the Molteno Formation is not unlike the rest of the Karoo basin and displays distinct jointing planes in three major directions. This results in residual boulders whose size is related to the spacing of the joint patterns. Joint spacing is controlled by the bedding brittleness and degree of deformation experienced.

Intrusive dolerite sills are common throughout the Karoo Supergroup and occur as undulating horizontally inclined sheets of mafic, igneous rock forming ring structures at the surface. Associated with the intrusions are contact metamorphism areoles. This metamorphosed rock is known as hornfels and is localised to the sedimentary rock immediately surrounding the intrusive dolerite. The dolerite shows distinct, although irregular jointing patterns along which boulders will break off and form residual dolerite boulders which will more readily weather to form decomposed dolerite.

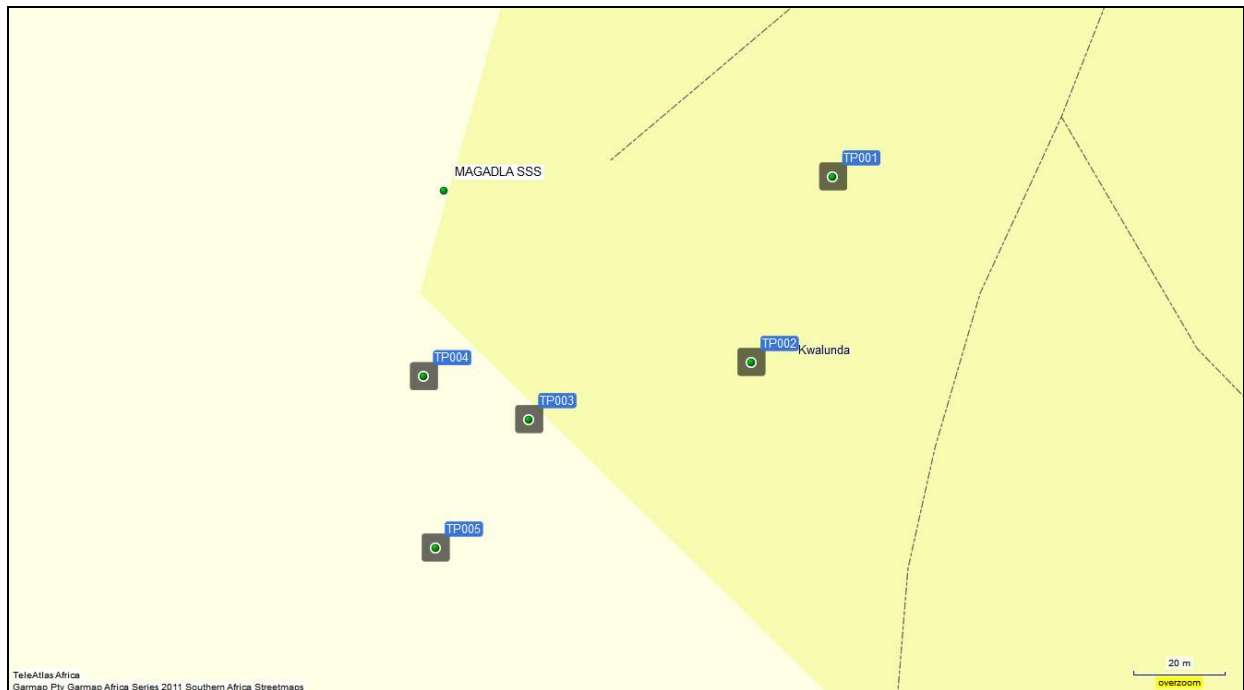
Matatiele normally receives about 609mm of rain per year, with most rainfall occurring mainly during midsummer. It receives the lowest rainfall (2mm) in July and the highest (116mm) in January. The average midday temperatures for Matatiele range from 15.6°C in June to 24.9°C in January. The region is the coldest during July when the mercury drops to 0.6°C on average during the night.

Wienerts climatic N number for the area is between 2 and 5, which should indicate that the rocks would decompose implying that chemical weathering would dominate over mechanical weathering.

Disturbed soil samples were taken of typical horizons for Road Indicator, California Bearing Ratio, Foundation Indicators and Atterberg Limits tests. All the test results are attached to this document.

➤ Trial Hole 1	S 30°20'32.8"	E 28°40'56.1"
➤ Trial Hole 2	S 30°20'34.1"	E 28°40'55.4"
➤ Trial Hole 3	S 30°20'34.5"	E 28°40'53.5"
➤ Trial Hole 4	S 30°20'34.2"	E 28°40'52.6"
➤ Trial Hole 5	S 30°20'35.4"	E 28°40'52.7"
➤ Percolation Trial Hole	S 30°20'32.0"	E 28°40'51.7"

One (1) on-site percolation tests was attempted at the proposed position of the on-site sanitation system. Due to the hard residual sandstone encountered at depths in excess of 200mm, the percolation test could not be performed.



## BRIEF INTERPRETATION OF THE TEST RESULTS

- **Typical Horizons**

The material within the trial pits can be summarised as follows.

The transported material profiled consisted of silty sand. The moisture conditions were slightly moist, the consistency soft and the structures were intact.

The residual material encountered varied between sandstone and mudstone. The moisture content was slightly moist, hard consistency and foliated structure.

The excavation depths at the six trial pit positions were as follows:

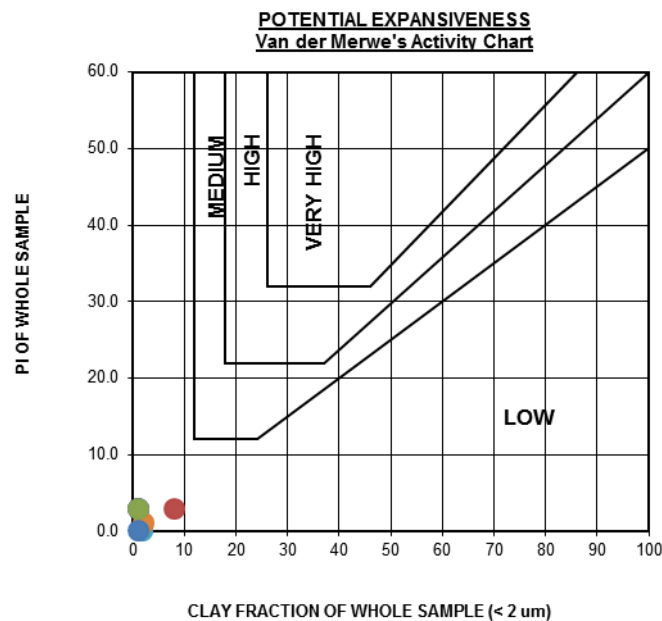
➤ Trial Hole 1	No ground water	Refusal @ 1150mm on mudstone
➤ Trial Hole 2	No ground water	Refusal @ 1600mm on shale
➤ Trial Hole 3	No ground water	Refusal @ 600mm on sandstone
➤ Trial Hole 4	No ground water	Refusal @ 350mm on sandstone
➤ Trial Hole 5	No ground water	Refusal @ 1500mm on shale
➤ Percolation Trial Hole	No ground water	Refusal @ 800mm on sandstone

#### • Foundation Indicators

Six (6) disturbed samples were tested to determine the risk associated with heave. The results indicated that there was a low potential risk for expansive material.

The expansiveness of the horizons tested was evaluated using Van der Merwe's method of classification. The PI of the whole sample varied between 0 and 3 and the clay fraction (0.002mm sieve) varied between 1% and 8%.

POSITION	DEPTH	DESCRIPTION	0.002 mm	LINEAR SHRINKAGE	PI WHOLE SAMPLE	POTENTIAL EXPANSIVENESS
TP 1	810 - 1150	lt Y G Ms	1	3.5	3.0	LOW
TP 2	830 - 1600	lt R Br cly st + Sh	8	6.0	3.0	LOW
TP 3	200 - 600	lt Y O Ss	2	0.0	0.0	LOW
TP 4	0 - 300	lt R O Ss + sty s	2	4.0	1.0	LOW
TP 4	300 - 350	lt R O Ss + sty s	1	1.0	0.0	LOW
TP 5	500 - 1200	lt Y Ss + sty s	2	4.0	1.0	LOW



According to the SAICE Code of Practice (Foundations and Superstructures for Single Storey Residential Buildings and Masonry Construction) the proposed site may be classed "H Class".

- Road Indicator Test Result**

Three (3) samples were tested to determine the suitability of the material to be used during construction. The results indicated that the material conformed to G9 or better material classification. Material similar to the samples tested may be suitable for use as material used for the underfloor compaction.

POSITION	DEPTH	DESCRIPTION	G M	L L (%)	P I (%)	L S (%)	MDD (kg/m <sup>3</sup> )	OMC (%)	C.B.R. @ 100%	C.B.R. @ 95 %	C.B.R. @ 90 %	SWELL (%)	TRH14 CLASS
TP 1	810 - 1150	lt Y G Ms	2.9	22	7	3.5	2106	6.9	25	18	12	1.80	G8
TP 2	830 - 1600	lt R Br cly st + Sh	2.2	32	12	6.0	1922	10.0	16	10	7	1.60	G9
TP 3	200 - 600	lt Y O Ss	2.6	CBD	NP	0.0	1940	6.9	55	28	14	0.30	G7

- DCP Results/Bearing Capacity**

DCP tests were performed adjacent to each trial pit. The estimated safe bearing capacity as determined from the DCP penetration rate was in excess of 100kPa.

➤	TP 1	S 30°20'32.8"	E 28°40'56.1"	Refusal @ 935mm
➤	TP 2	S 30°20'34.1"	E 28°40'55.4"	Refusal @ 950mm
➤	TP 3	S 30°20'34.5"	E 28°40'53.5"	Refusal @ 720mm

➤	TP 4	S 30°20'34.2" E 28°40'52.6"	Refusal @ 335mm
➤	TP 5	S 30°20'35.4" E 28°40'52.7"	Refusal @ 630mm

DCP penetration refusals were recorded at all of the test positions and the associated estimated safe bearing pressure of DCP refusal on sandstone or mudstone was in the order of 200kPa. Note that the DCP penetration rate will change with any changes to the moisture content or density of the material tested.

- **Ground Water/Dampness**

Seepage of water was not recorded within any of the trial pits.

- **Percolation Tests**

One (1) on-site percolation test was attempted but due to the hard residual sandstone encountered at depths in excess of 200mm, the percolation test could not be performed.

The anticipated percolation rate within the hard residual sandstone was low.

- **Excavations**

Excavations were done by hand and excavation refusals were recorded at all of the trial pit positions. The excavation refusal depths varied between 350mm and 1600mm. Excavations for the foundations can be classified as being soft to intermediate.

Based on the Road and Foundation Indicator tests results as well as the DCP tests performed there were no concerns with regards to heave.

As per the recommendations of the SAICE Code of Practice (Foundations and Superstructures for Single Storey Residential Buildings and Masonry Construction) the recommended founding solutions for an "H classification" classification will include normal strip footings. Selected material on site may be suitable for use as backfill material.

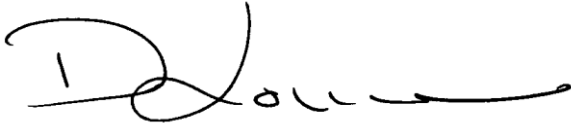
Note that due to the varying depths of the residual material, differential settlement may be problematic in areas where the foundations will span both on residual material and reworked transported horizons. It was there for recommended that foundations be within the residual material encountered at depths of approximately 850mm below the surface.

While every effort has been made during the fieldwork phase of this investigation to identify the various soil horizons, their problems and distribution, it is impossible to guarantee that isolated zones of poorer material have not been missed. The investigation was, however, thorough and conditions are not expected to vary from those described in this report. The engineers are nevertheless strongly urged to inspect service trenches and foundations once opened to assure themselves that conditions are not at a variance with those described in this report. Disparities in founding material type should be referred to an expert.



Note that this report does not give a foundation design but offers an interpretation of the laboratory test results.

Regards,

A handwritten signature in black ink, appearing to read 'Deon Louw', with a stylized, flowing script.

**DEON LOUW** Pr. Tech. Eng, MSc (Civil)  
TECHNICAL MANAGER