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Eff. Date	01 April 2014	HEALTH AND SAFETY SPECIFICATION

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1. Purpose

The purposes of this Health, Safety and Environmental Specification is to outline the Health, Safety and Environmental requirements pertaining to Rehabilitation and Construction projects. Also to ensure:

- Compliance with the requirements of Construction Regulations and HSE Legislation as well as Transnet Freight Rail.
- HSE requirements are budgeted for.
- Continuous improvement of HSE.

2. Scope

This specification applies to all Rehabilitation and Construction contractors and vendors.

3. Abbreviations

HSEP – Health, Safety and Environmental Plan

RC – Rehabilitation and Construction

RN – Rail Network

SOP – Standard Operating Procedure

TFR – Transnet Freight Rail

COID – Compensation for Occupational Injuries and Diseases

EMP – Environmental Management Plan

DOL – Department of Labour

HCS – Hazardous Chemical Substances

MSDS – Material Safety Data Sheet

OHS – Occupational Health and Safety

PPE – Personal Protective Equipment

HSE – Health, Safety and Environment

KZN – KwaZulu Natal

4. Definitions

Contractors, vendors and any other person is advised to consult the Construction Regulations, OHS Act, Act 85 of 1993 and Environmental Management Act regarding the clarification of certain words used in this specification.

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5. Policies

The contractor shall develop and implement health, safety and environmental policies regarding protection of the employees and environment.

6. HSE Budget

The contractor shall make provision for the cost of HSE measures in order to ensure safe execution of construction work.

7. Health, Safety and Environmental Plan (HSEP)

The Contractor shall develop and implement a health, safety and environmental plan in accordance with this health, safety and environmental specification. The health, safety and environmental plan must provide a systematic method of managing hazards according to the risk priority, and must include all mobilization and site set-up activities. The HSEP must be in writing and project specific.

The HSEP shall be accepted by the Regional RC safety department i.e. Gauteng, KZN and Cape prior to mobilization to the construction site.

Any proposed amendments or revisions to the approved HSEP shall be submitted to RC for consideration and acceptance.

8. Legal and Other Appointments

The contractor shall appoint in writing all employees as per project requirements. The duties of appointed employees shall be clearly stated in the appointment letter.

9. Project Organogram

The appointed contractor shall draw up an organogram detailing all the key role players and their contact details for the construction project.

10. Training and Competency

The Contractor shall ensure that all employees working in the construction site are adequately trained and competent in the type of work to be performed. The contractor shall provide valid documentation (e.g. certificate, licence etc.) to verify that employees are competent and have appropriate qualifications, job skills and training as required by applicable legislation.

Proof of the following minimum health and safety training is required before construction work commences:

- Management and Supervisory Appointees

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- IRCON
- Legal Liability
- HIRA (Hazard Identification and Risk Assessment)
- Incident Investigation
- Safety Officer
 - SAMTRAC
 - Incident Investigation/Root Cause Analysis Technique
 - IRCON
 - HIRA
 - National Diploma in Safety Management or other relevant national diploma (if possible)
- SHE Representative
 - SHE representative course 3/5 days
 - Level 1 incident Investigation
- First Aider
 - First Aid Level 1
- Employees
 - Basic health and safety training

The contractor's employees shall, where required by legislation be in possession of relevant certificates or permits where operation being performed requires such certification, for example welder, crane operator, erectors, flagmen etc. The contractor shall develop a training matrix and implement it accordingly.

8.1 Induction Training

• Project Induction

The contractor shall ensure that all employees undergo RC induction prior to commencement of construction work. This RC induction training shall be conducted by Line Representative to ensure that contractor's employees are aware of and conversant with the requirements of this HSE Specification, Site Rules, Environmental Requirements and other requirements. The contractor shall ensure that all employees present a certificate of fitness to the trainer or safety officer prior to induction training. Failure to present a certificate of fitness will result to an employee not being allowed to partake in the induction training. The contractor shall keep records of all inducted employees.

• Site specific induction

The contractor shall ensure that all employees undergo site specific induction focusing on applicable legislative rules, site rules and requirements, existing hazards/risks and SOP's including emergency procedures etc. This induction training is the responsibility of the

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contractor. Whenever there is change in a scope of work or major incident or new method of doing work, employees must be re-inducted.

- **Visitors induction**

The contractor shall ensure visitors undergo site induction training prior to being allowed access to construction site. The contractor shall make proof of induction training available in the form of attendance register and/or induction badge.

- **Refresher induction**

The contractor shall ensure that all employees undergo refresher induction training after an absence of seven (7) consecutive days from the project site.

11. Letter of Good Standing & Tax Clearance

Prior to commencement of Construction work, a contractor shall submit valid Letter of Good Standing issued by the Compensation Fund or any other licensed insurer. On expiry of the said letter, the contractor shall resubmit the updated/ valid one for the duration of the construction project. No construction work shall be done without a valid letter of good standing.

A copy of valid Tax Certificate shall be submitted together with the Letter of Good Standing.

12. Notification of Construction Work to Dept. of Labour

A contractor shall notify the Provincial Director of the Department of Labour in writing before carrying out any construction work within 7 days. The contractor shall ensure that a copy of notification is kept safe on site for inspection by Department of Labour inspector or TFR representative.

13. Client Health, Safety and Environmental Specification

A principal contractor or contractor shall provide Client's HSE Specification to other contractors working for the principal contractor or contractor. The HSE Specification shall be kept in the contractor's safety file for reference. Before a contractor can appoint another contractor, the appointing contractor shall furnish R&C Regional Safety Office with the HSE File of the contractor to be appointed for approval.

14. Mandatory Agreement (37.2)

R & C Project Manager and the appointed Contractor Representative shall sign the 37(2) agreement prior to commencement of construction work. The agreement will confirm that the appointed person of any company shall remain responsible and accountable for his own employees, including any labour hire employees.

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15. Site Access Certificate

R & C Project Manager shall issue site access certificate prior to commencement of construction work to all appointed contractors after the approval of the HSE File.

16. Site Establishment

Site establishment shall commence as soon as the Site Access certificate has been granted. In addition, the appointed contractor shall develop a traffic plan for the site to ensure the safe movement of pedestrians, vehicles and all construction mobile plant.

This traffic plan shall be reviewed when necessary. Contractors shall ensure that established sites are adequately secured to protect material, plant, equipment and people.

17. Medical Certificate Of Fitness

Prior to commencement of work, the contractor shall demonstrate or confirm in writing that his/her employees have been declared medically fit by the Registered Occupational Health Practitioner. A contractor shall conduct periodic risk based medical examinations as prescribed by the Occupational Health and Safety (OHS) Legislation. For projects longer than 12 months, the contractor shall ensure that employees undergo medical examinations at least once a year. Records of such must be kept in safe place and made available on request.

18. Health, Safety and Environmental Meeting

The Contractor shall conduct monthly project safety meetings with his employees to address HSE related issues and promote safe practices. Records of such meetings including the attendance registers shall be made available to employees and for inspections or audits purposes.

19. Risk Management

19.1 Hazard Identification and Risk Assessment (HIRA)

The contractor shall conduct an initial Hazard Identification and Risk Assessment prior to commencement of construction work. Thereafter the contractor shall review the HIRA when there is an incident/accident and/or changes in the scope of work, plant, machinery, equipment, etc.

The contractor shall implement identified control measures to ensure that the risk(s) is/are kept as low as reasonably practicable. A contractor shall appoint a competent risk assessor to facilitate the HIRA process. This HIRA shall be signed and approved by contractor's management.

The approved HIRA shall be communicated and appropriate training shall be provided to employees. The records of communication and training shall be kept on site for inspections and audits purposes.

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19.2 Safe Work Procedures (SWPs) and Other Procedures

The contractor shall develop and implement safe work and other procedures, to ensure that the construction activities are carried out in a safe manner and without risk to the health and safety of employees and the environment. These procedures shall be signed and approved by the contractor's management.

The approved procedures shall be communicated and appropriate training shall be provided to employees. The records of communication and training shall be kept on site for inspections and audits purposes.

19.3 Planned Task Observations (PTOs)

The contractor shall identify critical tasks/activities and develop a schedule for task observations. The Contractor shall then conduct PTOs as per the task schedule. When sub-standard practices are identified they shall be discussed with the employee concerned and rectified immediately.

The PTOs shall be conducted by the following persons:

- Manager at least once a month
- Supervisor at least four a month, and
- Other

The records shall be kept on site for inspections and audits purposes.

19.4 Method Statements

The contractor shall compile method statements detailing the key activities to be performed in order to reduce as reasonable practicable the hazards identified in their risk assessment.

The method statement shall be signed and approved by the contractor's management.

The approved method statement shall be communicated and appropriate training shall be provided to employees. The records of communication and training shall be kept on site for inspections and audits purposes.

19.5 Daily Safety Task Instructions (DSTI)

R & C shall provide contractors with the DSTI template for implementation.

The contractor shall conduct DSTI on a daily basis before work commences and/or when the scope of work changes.

The contractor shall complete the DSTI regarding tasks for the shift, specific hazards and specific precautions and also refer to and discuss the precautions and controls of the relevant Risk Assessments with his/her team. The Supervisor and his team shall then sign the DSTI acknowledging communication thereof.

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19.6 Daily Safety Toolbox Talks

The contractor shall conduct a toolbox talk daily. One topic shall be discussed per week based on the risks associated with the construction projects or on the requirements of Transnet. The contractor shall develop a one page toolbox talk that will be discussed on construction site.

The records of communication shall be kept on site for inspections and audits purposes. It should be short (5 – 10 minutes) and to the point with a specific safety message.

20. Incident Management

20.1 Incident Reporting

The contractor shall report any work related incidents including "near misses" that have occurred on a construction site. The incident shall be reported immediately to R&C Management including HSE Department using the following mechanisms:

- verbally
- telephonically or
- via sms

Thereafter, the contractor shall submit a detailed incident notification to R&C Representative who will in turn complete a flash report within 24 hours of the occurrence.

20.2 Incident Investigation

The contractor shall investigate an incident in conjunction with R&C Representative(s) within seven (7) days of the occurrence. A detailed investigation report shall be submitted to R&C Representatives with seven (7) days of the occurrence.

20.3 Incident Record Keeping

The contractor shall keep all incident records as stipulated in the OHS and Environmental Legislation.

20.4 Incident Close Out

The contractor shall ensure that incident recommendations are implemented and closed out. The proof of incident close out shall be submitted to R&C Representative for capturing.

21. Project Health, Safety and Environmental (HSE) Inspection Records

The contractor shall conduct monthly HSE inspections to ensure compliance with R & C requirements and records of such inspections shall be kept on site for scrutiny by either R & C HSE department or Department Of Labour Inspectors.

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22. First Aid Services

The Contractor shall ensure that he/she implements and complies with OH&S Act - General Safety Regulation 3. The Contractor shall provide a person qualified to give First Aid attention on the Site at all times. The competency certificate must be valid for three (3) years and provided by an accredited service provider. The Contractor shall provide and maintain First Aid equipment on site. The equipment is up to standard as prescribed by the Statutory Regulations.

- **First Aid Boxes**

The contractor shall provide first boxes/kits with contents as per minimum legal requirements. Boxes shall be provided in all working areas and kept locked. Records of such are to be kept in an appropriate register of all treatment done.

- **Smoking**

The contractor shall not permit smoking on site except within designated smoking areas selected in accordance with applicable Laws, Rules, Regulations, and Policies.

- **Sun Protection**

The contractor shall ensure that all employees are protected in sunlight by the use of long sleeve shirts, long trousers, sun brims on safety helmets, UV factored sunscreen and shade structures.

The contractor shall conduct Training and Awareness Sessions with his/her employees, advising on the risks of working in the heat and dehydration and the precautions to be taken including an acceptable fluid intake depending on conditions. The contractor shall ensure that adequate water is made available to his/her employees.

23. Project Health, Safety and Environmental Audits

The HSE Department will conduct internal HSE audits to ensure compliance with R & C requirements. The audit schedule will be determined by the HSE department and will be communicated to the contractor. Contractor's line management shall form part of the HSE audits conducted by R & C HSE department. Findings of the audit will be communicated to the contractor after the audit has taken place on site. Thereafter a detailed report will be forwarded to the contractor within seven (7) days of post audit.

24. Contingency/Emergency Plan, Procedure & Contact Numbers

The contractor shall prepare an emergency procedure which will address any emergency situation that is likely to occur on a project site. The procedure must, in particular, emphasise the importance of the contractor's role in communicating the procedure to all of their site personnel and clearly define the steps and actions the person reporting the emergency is responsible for.

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The Emergency Preparedness Plan deals with the emergency situation as fast and efficiently as possible, to minimise loss of life, the protection of property and the maintenance of services necessary for the wellbeing of employees. The plan shall include valid local emergency contact numbers and must be easily accessible.

25. Mobile Plant and/or Construction Vehicles Inspection and Maintenance Records

The contractor shall ensure that all the construction vehicles and mobile plants are of an acceptable design and construction, maintained in a good working order, are on daily basis inspected prior to use, by competent person who has been appointed in writing and the findings of such are recorded in the register. Before the contractor's plant and machinery could be allowed on site, the R & C representative will conduct inspection on them and when compliant they will be given access to R & C sites.

26. Registers

The contractor shall ensure that the registers for example tool, plant, machinery, etc. are kept up to date on site for inspection and audit purposes.

27. Checklists

The contractor shall cause that monthly inspections are conducted and that all relevant checklists are used. These should be kept on site for inspection and audit purposes.

28. Substance Abuse Management

The contractor shall develop and implement substance abuse management policy. The policy shall include the frequency of testing and steps to address issues relating to substance abuse and work wellness. The testing of substance shall be conducted by competent person. The results of such tests shall be kept safe and made available during inspection and audits.

29. Material Safety Data Sheets(MSDS)

The contractor whom the scope of work requires him/her to make use of any chemicals, shall be in a possession of a relevant MSDS/s. The MSDS/s shall then be communicated to the employees and be kept on site as a record.

30. Health, Safety and Environmental Statistics

The contractor shall complete and submit consolidated HSE stats to R & C representative on the last day of every month.

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31. Copy of the OHSACT Act (85 of 1993) & Other Statutory Legislations

The contractor shall keep a copy of the Occupational Health and Safety Act 85 of 1993 with the regulations and any other statutory legislation on site at all times.

32. Welfare Facilities

The Contractor shall provide at or within reasonable access of every construction site, the following clean, hygienic and maintained facilities:

- At least one sanitary facility (Toilets) for each sex and for every 30 workers, changing facilities for each sex; and sheltered eating areas.

33. Hygiene

The Contractor shall ensure that its personnel maintain high standards of hygiene in connection with the performance of work. All work areas shall be maintained in a clean and tidy state and must promptly and appropriately dispose of all waste material.

34. Contractor Health, Safety & Environmental File Contents

The contractor shall prepare an HSE file and submit it to R & C representative for approval and the files shall contain but not limited to the following documentations:

- Notification of Construction
- Valid Letter of Good standing with the Compensation Commissioner
- Tax Clearance Certificate
- Policies
- All legal appointment letters
- List of Contractor's Employee,
- Site specific SHE Plan
- Hazard identification & Risks Assessments (Issue base)
- Method Statements
- SHE Induction Training
- Certificates of medical fitness
- Equipment maintenance and inspection
- PPE Issue control sheet
- Training Records
- Standard Operating Procedures (SOP's)
- Safe Working Procedures
- Daily Safety Talks

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- Project Audit Records
- Incident Management
- Contingency/ Emergency Plan, Procedure & Contact Numbers
- Project Registers/Forms
- Checklists
- RC HSE Specification
- Substance Abuse Management
- HSE Stats
- Material Safety Data Sheet (MSDS)
- Copy of the OHS Act & Regulations and Other Statutory Legislation
- Inspection records
- Project related procedures
- Planned Task Observations
- Environmental Management Plan
- Additional Task Controls and requirements

The contractor shall keep the file on site for inspection and audit purposes.

35. Environmental Management

The contractor shall ensure that his/her site complies with the requirements of the National Environmental Management Act (NEMA), 107 of 1998, (duty of care principles) and is committed to the care of the environment and therefore making an effort in implementing best practices in this regard. The contractor working or operating on R & C premises are therefore obliged to operate in an environmental friendly manner and put measures in place to prevent pollution and damage to the environment.

36. Waste Management

The contractor shall institute on-site waste management general duties and take all reasonable measures to:

- Dispose in a responsible manner according to waste manifesto and on approved waste disposal site. Record should be kept of waste disposed according to safe disposal certificates. These certificates should be kept by contractor and copies with R & C HSE Department. Daily waste disposal should be captured in site diary.
- Not endanger health/environment/cause nuisance-noise, odour or visual impact
- Prevent any employee/any person under supervision from contravening this Act
- Prevent the waste used for unauthorized purpose

The waste management program will address, but is not limited to, the following:

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- An inventory of expected wastes and their categories;
- Categories of waste;
- Plan of dealing with waste (Waste Management Plan)
- Compliance with local authority requirements;

37. Handling of Waste on Sites

The contractor shall have an Environmental Control Plan, which shall be approved by R & C representative. This control plan which must be kept on site at all times must include but not limited to the following:

- Dust control measures
- Noise Control (e.g. source of noise, levels and abatement measures)
- Water Management
- Waste Water/effluent Management
- Sewer treatment/disposal plan
- Waste Management Plan (Identify types of waste to be generated)
- Pollution control
- Spill response plan
- Rehabilitation and re-vegetation of site

38. Other Records

The contractor shall keep any other records required in terms of Occupational Health and Safety Act 85 of 1993 and Regulations to ensure safe execution of the construction project including good practices.

39. Additional requirements

N/A



Transnet Freight Rail

BASELINE RISK ASSESSMENT

- Please complete only those sections applicable to the project / service required

* Denotes items applicable to both Construction sites and Contractors Plant for activities on Transnet property.

ELEMENT	REMARKS
1. Administrative & Legal Requirements	
2. Education and Training	
3. Public Safety, Security Measures & Emergency Preparedness	
4. Personal Protective Equipment	
5. Housekeeping	
6. Working at Heights (including roof work)	
7. Scaffolding / Formwork / Support work	
8. Ladders	
9. Emergency/Fire Prevention & Protection	
10. Excavation	
11. Tools	
12. Transport & Materials Handling	
13 Site Plant & Machinery	
14 Workplace Environment, Health & Hygiene	

1. ADMINISTRATIVE & LEGAL REQUIREMENTS

Item	Subject	Requirements	Yes/No
1.1	Notification of construction work	Department of Labour notified Copy of Notice available on Site	no
1.2	*Copy of OHS Act on site	Updated copy of Act & Regulations on site. Readily available for perusal by employees.	yes
1.3	*COLD Registration	Written proof of registration/Letter of good standing available on Site	Yes
1.4	Specification & Programme	OH&S Spec received from Client OH&S programmed developed Updated regularly	yes
1.5	*Hazard Identification & Risk Assessment	Hazard Identification carried out/Recorded Risk Assessment and – Plan drawn up/Updated RA Plan available on Site Employees/Sub-Contractors informed/trained	yes
1.6	*Assigned duties (Managers)	Responsibility of complying with the OH&S Act assigned to other person/s by CEO.	yes
1.7	Designation of Person Responsible on Site	Competent person appointed in writing as Construction Supervisor	yes
1.8	Designation of Assistant for above	Competent person appointed in writing as Assistant Construction Supervisor	yes
1.9	*Designation of Occupational Health & Safety Representatives	More than 20 employees - one OH&S Representative, one additional OH&S Rep. for each 50 employees or part thereof. Designation in writing, period and area of responsibility specified. Meaningful OH&S Rep. reports. Reports actioned by Management.	yes

1.10	*Occupational Health & Safety Committee/s	OH&S Committee/s established. Members appointed in writing. Meetings held monthly. Minutes kept. Actioned by Management.	yes
1.11	*Agreement with Mandatories/ (Sub-)Contractors	Written agreement with (Sub- Contractors) List of (Sub-) Contractors displayed. Proof of Registration with Compensation Insurer/Letter of Good Standing Construction Supervisor designated Written arrangements re. OH&S Reps & OH&S Committee Written arrangements re. First Aid	yes
1.12	*Reporting of Incidents (Dept. of Labour)	Incident Reporting Procedure displayed. All incidents in terms of Sect. 24 reported to the Provincial Director, Department of Labour, within 3 days. (Annexure 1)(WCL 1 or 2) Cases of Occupational Disease Reported Copies of Reports available on Site Record of First Aid injuries kept	yes
1.13	*Investigation and Recording of Incidents	All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by investigator designated in writing. Copies of Reports (Annexure 1) available on Site Tabled at OH&S Committee meeting Action taken by Site Management.	yes
1.14	Fall Prevention & Protection	Competent person appointed to draw up and supervise the Fall Protection Plan Proof of appointees competence available on Site Risk Assessment carried out for work at heights Fall Protection Plan drawn up/updated Available on Site	yes

1.15	Scaffolding	<p>Competent persons appointed in writing to:</p> <ul style="list-style-type: none"> - erect scaffolding (Scaffold Erector/s) - act as Scaffold Team Leaders - inspect Scaffolding weekly and after inclement weather (Scaffold Inspector/s) <p>Written Proof of Competence of above appointees available on Site</p> <p>Copy of SABS 085 available on Site</p> <p>Risk Assessment carried out</p> <p>Inspected weekly/after bad weather. Inspection register/s kept</p> <p>Care to be given for hidden services by supervisor</p>	yes
1.17	Excavations		n/a
1.18	Demolition Work	<p>Competent person/s appointed in writing to supervise and control Demolition work</p> <p>Written Proof of Competence of above appointee/s available on Site</p> <p>Risk Assessment carried out</p> <p>Engineering survey and Method Statement available on Site</p> <p>Inspections to prevent premature collapse carried out by competent person before each shift. Inspection register kept</p>	yes
1.19	*Inspection & Maintenance of Electrical Installation & Equipment(including portable electrical tools)	<p>Competent person appointed in writing to inspect/test the installation and equipment.</p> <p>Written Proof of Competence of above appointee available on Site.</p> <p>Inspections:</p> <ul style="list-style-type: none"> - Electrical Installation & equipment inspected after installation, after alterations and quarterly. Inspection Registers kept <p>Portable electric tools and -lights and extension leads identified/numbered.</p> <p>Monthly visual inspection by User/Issuer/</p>	yes

1.20	*Designation of Stacking & Storage Supervisor.	Competent Person/s with specific knowledge and experience designated to supervise all Stacking & Storage Written Proof of Competence of above appointee available on Site	yes
1.21	*Designation of a Person to Co-ordinate Emergency Planning and Fire Protection	Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution and fire prevention measures Emergency Evacuation Plan developed: <ul style="list-style-type: none"> - Drilled/Practiced - Plan & Records of Drills/Practices available on Site Fire Risk Assessment carried out All Fire Extinguishing Equipment identified and on register . Inspected weekly. Inspection Register kept Serviced annually	yes
1.22	*First Aid	Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed) First Aid freely available Equipment as per the list in the OH&S Act. One qualified First Aider appointed for every 50 employees. (Required where more than 10 persons are employed) List of First Aiders and Certificates Name of person/s in charge of First Aid box/es displayed. Location of F/Aid box/es clearly indicated. Signs instructing employees to report all Injuries/illness including first aid injuries	yes
1.23	Personal Safety Equipment (PSE)	PSE Risk Assessment carried out Items of PSE prescribed/use enforced Records of Issue kept Undertaking by Employee to use/wear PSE	yes
1.24	*Inspection & Use of Welding/Flame Cutting Equipment	Competent Person/s with specific knowledge and experience designated to Inspect Electric Arc, Gas Welding and Flame Cutting Equipment Written Proof of Competence of above appointee available on Site Equipment identified/numbered and entered into a register Equipment inspected monthly. Inspection Register kept	yes

1.25	Construction Vehicles & Earth Moving Equipment	<p>Operators/Drivers appointed to:</p> <ul style="list-style-type: none"> - Carry out a daily inspection prior to use - Drive the vehicle/plant that he/she is competent to operate/drive <p>Written Proof of Competence of above appointee available on Site</p> <p>Record of Daily inspections kept</p>	n/a
1.26	*Inspection of Ladders	<p>Competent person appointed in writing to inspect Ladders</p> <p>Ladders inspected at arrival on site and monthly there after.</p> <p>Inspections register kept</p>	yes

2. EDUCATION & TRAINING

Subject	Requirement	Yes/No
<p>*Company OH&S Policy Section 7(1)</p> <p>*Company/Site OH&S Rules (Section 13(a))</p>	<p>Policy signed by CEO and published/Circulated to Employees</p> <p>Policy displayed on Employee Notice Boards</p> <p>Management and employees committed.</p> <p>Rules published</p> <p>Rules displayed on Employee Notice Boards</p> <p>Rules issued and explained to employees: written proof</p> <p>Follow-up to ensure employees understand/adhere to the rules.</p>	yes

*Induction & Task Safety Training (Section 13(a))	All new employees receive OH&S Induction Training. Training includes Task Safety Instructions. Employees acknowledge receipt of training. Follow-up to ensure employees understand/adhere to instructions.	yes
*General OH&S Training (Section 13(a))	All employees receive basic OH&S training: written proof Operators of Plant & Equipment receive specialised training Follow-up to ensure employees understand/adhere to instructions.	
*Occupational Health & Safety Promotion	<u>Incident Experience Board indicating e.g.</u> Number of hours and days worked without an Injury Star Grading - Board kept up to date. Safety Posters displayed & changed regularly Employee Notice Board for OH&S Notices. Site OH&S Competition. Company OH&S Competition. Participation in Regional OH&S Competition. Suggestion scheme.	

3. PUBLIC SAFETY, SECURITY MEASURES & EMERGENCY PREPAREDNESS

Subject	Requirement	Yes/No
*Notices & Signs	Notices & Signs at entrances / along perimeters indicating "No Unauthorised Entry". Notices & Signs at entrance instructing visitors and non - employees what to do, where to go and where to report on entering the site/yard with directional signs. e.g. "Visitors to report to Office" Notices & Signs posted to warn of overhead work and other hazardous activities. e.g. General Warning Signs	yes

<p>Site Safeguarding</p> <p>*Security Measures</p>	<p>Nets, Canopies, Stalls, Fans etc. to protect members of the public passing / entering the site.</p> <p>Access control measures/register in operation</p> <p>Security patrols after hours/weekends</p> <p>Sufficient lighting after dark</p> <p>Guard has access to telephone/other means of emergency communication</p>	<p>yes</p>
<p>*Emergency Preparedness</p>	<p>Emergency contact numbers displayed near Telephone</p> <p>Emergency Evacuation instructions posted up on all notice boards (including employees' notice boards)</p> <p>Emergency contingency plan available on site/in yard</p> <p>Doors open outwards/unobstructed</p> <p>Emergency alarm audible all over (including in toilets)</p>	<p>yes</p>
<p>*Emergency Drill & Evacuation</p>	<p>Adequate No. of employees trained to use Fire Equipment.</p> <p>Emergency Evacuation Plan available displayed and practised.</p> <p>(See Section 1 for Designation & Register)</p>	<p>yes</p>

4. PERSONAL PROTECTIVE EQUIPMENT

Subject	Requirement	Yes/No
*PPE needs analysis	Need for PPE identified and prescribed in writing.	yes
*Head Protection	All persons on site wearing Safety Helmets including Sub-contractors and Visitors (where prescribed)	yes
*Foot Protection	All persons on site wearing Safety Footwear including Gumboots for concrete / wet work and non-slip shoes for roof work.	yes
*Eye and Face Protection	<p><u>Eye and Face Protection</u> (Goggles, Face Shields, Welding Helmets etc.) used when operating the following:</p> <ul style="list-style-type: none"> * Cable jointing (lead sweating only) * Jack/ Kango Hammers * Angle / Bench Grinders * Electric Drills (Overhead work into concrete / cement / bricks) * Explosive Powered tools * Concrete Vibrators / Pokers * Hammers & Chisels * Cutting / Welding Torches * Arc Welding Equipment * Skill / Bench Saws * Spray Painting Equipment etc. 	yes
*Hearing Protection	<p><u>Hearing Protectors</u> (Muffs, Plugs etc.) used when operating the following:</p> <ul style="list-style-type: none"> * Jack / Kango Hammers * Explosive Powered Tools * Wood/Aluminium Working Machines e.g. saws, planers, routers 	yes
*Hand Protection	<p><u>Protective Gloves</u> worn by employees handling / using:</p> <p>using:</p> <ul style="list-style-type: none"> * Cable jointing * Cement / Bricks / Steel / Chemicals * Welding Equipment * Hammers & Chisels * Jack / Kango Hammers etc. 	yes

*Respiratory Protection	<p>Suitable/efficient <u>Respirators</u> worn correctly by employees handling / using:</p> <ul style="list-style-type: none"> * Cable jointing (lead fumes) * Dry cement * Dusty areas * Hazardous chemicals * Angle Grinders * Spray Painting etc. 	yes
*Fall Prevention Equipment	<p>Suitable <u>Safety Belts</u> / Fall Arrest Equipment correctly used by persons working on / in unguarded, elevated positions e.g.:</p> <ul style="list-style-type: none"> * Scaffolding * Riggers * Lift shafts * Edge work * Ring beam edges etc. <p>Other methods of fall prevention applied e.g. catch nets</p>	yes
*Protective Clothing	<p>All jobs requiring protective clothing (Overalls, Rain Wear, Welding Aprons etc.) Identified and clothing worn. Fire retardant and flash proof clothing for all work inside a substation.</p>	yes
*PPE Issue & Control	<p>Identified Equipment issued free of charge.</p> <p>All PPE maintained in good condition. (Regular checks).</p> <p>Workers instructed in the proper use & maintenance of PPE.</p> <p>Commitment obtained from wearer accepting conditions and to wear the PPE. Record of PPE issued kept on file.</p>	yes

5. HOUSEKEEPING

Subject	Requirement	Yes / No
*Scrap Removal System	All items of Scrap / Unusable Off cuts / Rubble and redundant material removed from working areas on a regular basis. (Daily). Scrap / Waste removal from heights by chute / hoist / crane. (Nothing thrown / swept over sides). Scrap disposed of in designated containers / areas. Removal from site/yard on a regular basis.	yes
Stacking & Storage	<u>Stacking:</u> * Stable/* On firm level surface / base. * Not leaning / collapsing. * Irregular shapes bonded. * Not exceeding 3 x the base. * Stacks accessible * Removal from top only <u>Storage:</u> * Adequate storage areas provided. * Functional - e.g. demarcated storage areas/racks / bins etc. * Special areas identified and demarcated. E.g. Flammable Gas, Cement etc. * Neat, safe, stable and square. * Store/storage areas clear of superfluous material. * Storage behind sheds etc. neat/under control * Storage areas free from weeds, litter etc.	yes

*Waste Control/Reclamation	Re-usable Off cuts and other re-useable material removed daily and kept to a minimum in the work areas. All re-useable materials neatly stacked / stored in designated areas. (Nails removed / bent over in re-useable timber). Issue of hardware / nails / Screws / cartridges etc. controlled and return of unused items monitored.	n/a
Sub-Contractors (Housekeeping)	Sub-contractors required complying with Housekeeping requirements.	yes

6. WORKING AT HEIGHTS (including Roof work)

Subject	Requirement	Yes/No
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7. SCAFFOLDING / FORMWORK / SUPPORT WORK

Subject	Requirement	Yes/No
Access/System Scaffolding	Foundation firm / stable Sufficient bracing. Tied to Structure/prevented from side or cross movement Platform boards in good condition/sufficient/secured. Handrails and toe boards provided. Access ladders / stairs provided. Area/s under scaffolding tidy. Safe/unsafe for use signs Complying with OH&S Act/SABS 085	yes

Free Standing Scaffolding	Foundation firm / stable Sufficient bracing. Platform boards in good condition/sufficient/secured. Handrails and toe boards provided. Access ladders / stairs provided. Area/s under scaffolding tidy. Safe/unsafe for use signs Height to base ratio correct Outriggers used /tied to structure where necessary Complying with OH&S Act/SABS 085	yes
*Mobile Scaffolding	Wheels / swivels in good condition Brakes working and applied. Height to base ratio correct. Outriggers used where necessary Complying with OH&S Act/SABS 085	yes
Edges & Openings	Edges barricaded to acceptable standards. Manhole openings covered / barricaded. Openings in floor / other openings covered, barricaded/fenced. Stairs provided with handrails. Lift shafts barricaded / fenced off.	yes

8. LADDERS

Subject	Requirement	Yes/No
*Physical Condition / Use & Storage	<p>Stepladders - hinges/stays/braces/stiles in order.</p> <p>Extension ladders - ropes/rungs/stiles/safety latch/hook in order.</p> <p>Extension / Straight ladders secured or tied at the bottom / top.</p> <p>No joined ladders used</p> <p>All ladders stored on hooks / racks and not on ground.</p> <p>Ladders protrude 900 mm above landings / platforms / roof.</p> <p>Fixed ladders higher than 5 m have cages/Fall arrest system</p>	yes

9. EMERGENCY/FIRE PREVENTION AND PROTECTION

Subject	Requirement	Yes/No
*Fire Extinguishing Equipment	<p>Fire Risks Identified and on record</p> <p><u>Fire Extinguishing Equipment available for:</u></p> <ul style="list-style-type: none"> * Offices * General Stores * Flammable Store * Fuel Storage Tank/s * Gas Welding / Cutting operations * Where flammable substances are being used / applied. 	yes
*Maintenance	Fire equipment serviced minimum annually/preferably 6 monthly	yes
*Location & Signs	<p><u>Fire Extinguishing Equipment:</u></p> <ul style="list-style-type: none"> * Clearly visible * Unobstructed * Sign posted including "No Smoking" / "No Naked Lights" where required. (Flammable store, Gas store, Fuel tanks etc.) 	yes
* Storage Issue & Control of Flammables (incl. Gas cylinders)	<p>Storage Area provided for flammables with suitable doors, ventilation, bund etc.</p> <p>Flammable store neat / tidy and no Class A combustibles.</p> <p>Decanting of flammable substances carried out in ignition free and adequately ventilated area. Container bonding principles applied</p> <p>Only sufficient quantities issued for one day's usage</p> <p>Special gas cylinder store/storage area.</p> <p>Gas Cylinders stored / used / transported upright and secured in trolley/cradle/structure and ventilated.</p> <p>Types of Gas Cylinders identified/stored separately</p> <p>Full cylinders stored separately from empty cylinders</p>	yes

*Storage, Issue & Control of Hazardous Chemical Substances (HCS)	HCS storage principles applied: products segregated Provision made for leakage/spillage containment Emergency showers/eye wash facilities provided HCS under lock & key controlled by designated person Decanted/issued in containers with information/warning labels Disposal of unwanted HCS by recognised disposal agent	yes
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10. EXCAVATIONS

Subject	Requirement	Yes/No
Excavations deeper than 1.5m	Shored - Braced to prevent caving / falling in Provides with an access ladder Excavations guarded/fenced/lighted after dark in public areas Sufficiently cleared in a way from edge of excavation On sloping ground sufficient slope on lower side of excavation	no

11. TOOLS

Subject	Requirement	Yes/No
*Hand Tools	<u>Shovels / Spades / Picks:</u> * Handles free from cracks and splinters * Handles fit securely * Working end sharp and true <u>Hammers:</u> * Good quality handles, no pipe or reinforcing steel handles. * Handles free from cracks and splinters Handles fit securely <u>Chisels:</u> * No mushroomed heads / heads chamfered	yes

	<ul style="list-style-type: none"> * Not hardened * Cutting edge sharp and square <p>Saws:</p> <ul style="list-style-type: none"> * Teeth sharp and set correctly * Correct saw used for the job 	
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12. SITE PLANT AND MACHINERY

Subject	Requirement	Yes/No
Concrete Mixer / Batch Plant	<p>Top platform provided with guardrails.</p> <p>Dust abatement methods in use.</p> <p>Operators using correct PPE - eye / hands / respirators.</p> <p>All moving drive parts guarded.</p> <p>Emergency stops identified / indicated and accessible.</p> <p>Area kept clean/dry/and free from tripping and slipping hazards.</p> <p>Banksman identified and crane signals displayed and used.</p>	yes
Concrete Pumping Truck	<p>On a fully certified and inspected truck.</p> <p>Flashback and goggles in good condition.</p> <p>Flashback and goggles fitted at all times and gauges.</p> <p>Flores in good condition correctly displayed in connections with clamps.</p> <p>Cylinders stored in good condition and transported in upright position.</p> <p>Truck body made to standards.</p> <p>Fire prevention and control measures applied in all work areas.</p>	no

13. PLANT & STORAGE YARDS/SITE WORKSHOPS SPECIFICS

Subject	Requirements	Yes/No
General Machinery Regulation 2(-): Supervision for the use of machinery.	Person/s with specific knowledge and experience designated to Supervise the Use & Maintenance of Machinery Critical items of Machinery identified/numbered/placed on register/inventory Inspection/maintenance schedules for above mentioned Inspections/maintenance carried out to above schedules Results recorded	yes

14. WORKPLACE ENVIRONMENT, HEALTH AND HYGIENE

Subject	Requirement	Yes/No
*Lighting	Adequate lighting in places where work is being executed e.g. stairwells and basements. Light fittings placed / installed causing no irritating/blinding glare.	n/a
*Ventilation	Adequate ventilation / extraction / exhausting in hazardous areas e.g. chemicals / adhesives / welding / petrol or diesel/ motors running and in confined spaces / basements.	n/a
*Noise	Tasks identified where noise exceeds 85 dBa. All reasonable steps taken to reduce noise levels at the source. Hearing protection used where noise levels could not be reduced to below 85 dBa.	yes
*Heat Stress	Measures in place to prevent heat exhaustion in heat stress problem areas e.g. steel decks, when the WBGT index reaches 30. (See Environmental Regulation 4) Cold drinking water readily available when extreme temperatures are experienced.	yes
*Ablutions	Sufficient toilets provided - 1 per 30 employees (National Building Regulations prescribe chemical toilets for Construction sites) Toilet paper available. Sufficient showers provided.	yes

	<p>Facilities for washing hands provided</p> <p>Soap available for washing hands</p> <p>Means of drying hands available</p> <p>Changing facilities / area provided.</p> <p>Ablution facilities hygienic and clean.</p>	
*Eating / Cooking Facilities	<p>Adequate storage facilities provided.</p> <p>Weather protected eating area provided, separate from changing area</p> <p>Refuse bins with lids provided.</p> <p>Facilities clean and hygienic.</p>	yes
*Pollution of Environment	<p>Measures in place to minimize dust generation.</p> <p>Accumulation of empty cement pockets, plastic wrapping / bags, packing materials etc. prevented.</p> <p>Spillage / discarding of oil, chemicals and diesel into storm water and other drains prevented.</p>	yes
*Hazardous Chemical Substances	<p>All substances identified and list available e.g. acids, flammables, poisons etc.</p> <p>Material Safety Data Sheets (MSDS) indicating hazardous properties and emergency procedures in case of incident on file and readily available.</p> <p>Substances stored safely.</p>	n/a

Comments: _____

Contractor Responsible Person

Name: _____

Signature _____

Date _____

HEALTH & SAFETY PLAN - GUIDELINE

Please note:

Contractors are to draft their own Health & safety plan in relation to the Risk identified in Annexure H & should not utilise Health & Safety Documents of previous versions.

1. Project background

In terms of the Construction Regulations [Regulation 4 (1) (a)] of the Occupational Health and Safety Act, No 85 of 1993, the Client is required to compile an Occupational Health and Safety specification for each of its projects and the Principle Contractor, appointed by the Client in terms of Regulation 4 (1) (c), is required to prepare an Occupational Health and Safety plan. This plan has to be prepared in terms of Regulation 5 (1) as well as the Client's Occupational Health & Safety specification. In terms of Regulation 4 (2), the Client and the Principle Contractor are required to agree on the Occupational Health and Safety Plan before any work may commence.

2. Framework for an Occupational Health and Safety Plan

2.1 Introduction

The Principal / Contractor has to demonstrate to the Client that it has a suitable and sufficiently documented Occupational Health and Safety plan as well as the necessary competencies, experience and resources to perform the construction work safely. The Principle Contractor could be required to submit the following documentation for perusal and verification by the Client:

- Management Structure
- Quality Plan
- Human Resources Plan
- "Letter of good standing" from the Compensation Commissioner or licensed compensation insurer.

2.2 Contents of an Occupational Health and Safety plan

2.2.1 Occupational Health and Safety Management Programme

- Management of Occupational Health and Safety risks
- Occupational Health and Safety structures and appointments
- Programme of Occupational Health and Safety inspections
- Occupational Health and Safety Representatives
- Occupational Health and Safety committee if applicable

2.2.2 Communication and Management of the Work

- Management structure and responsibilities

- Occupational Health and Safety goals for the project and arrangements for monitoring and review of Occupational Health and Safety performance
- Arrangements for :
 - Regular liaison between parties on site
 - Consultation with the workforce
 - The exchange of design information between the Client, designers, supervisors and contractors on site
 - Handling design changes during the project
 - Selection and control of Contractors
 - The exchange of Occupational Health and Safety information between all contractors
 - Security
 - Site induction and onsite training
 - Facilities and first-aid
 - Reporting and investigation of accidents and incidents
 - The production and approval of risk assessments and method statements
 - Site OH&S rules
 - Fire and emergency procedures
 - Reporting to the Client i.e. results of Occupational Health and Safety inspections, incident and incident investigations and committee meetings
 - Reporting of incidents to the Department of Labour and Compensation insurer where appropriate.

2.2.3 Arrangements for controlling significant site risks

The following are some examples of the arrangements for controlling the most significant site risks:

Safety risks

- Services, including temporary electrical installations
- Preventing employees from falling into excavations, from trucks etc.
- Work with, on or near fragile materials
- Control of lifting operations
- The maintenance of plant and equipment
- Poor ground conditions
- Traffic routes and segregation of vehicles and pedestrians
- Storage of hazardous materials
- Dealing with existing unstable structures/land
- Accommodating adjacent land use
- Other significant safety risks as and when identified

RISK ASSESSMENT

- Identification of risks and hazards to which persons may be exposed to (List **WHAT** are the risks):
- Analysis and evaluation of risks and hazards identified (List **WHY** these are risks):
- Documented plan of safe work procedures to mitigate, reduce or control the risks and hazards identified (**HOW** you will minimize the risks eg. Fall Protection Plan):
- Monitoring plan (Inductions, Inspection and Registers):
- Review plan (Should circumstances require you to change your Plan):

Health risks

- Storage and use of hazardous chemical substances
- Dealing with contaminated land or material
- Manual handling
- Reducing noise and vibration
- Provision of adequate lighting
- Ventilation considerations
- Extreme heat and cold temperature considerations
- Dealing with HIV/Aids and other illnesses
- Provision of and maintaining ablution and eating facilities
- Other significant health risks as and when identified

3. Preparation of an Occupational Health and Safety Operational Reference File/Manual

The following are some of the requirements to be addressed :

- Layout, format and content requirements
- Arrangement for the collection and gathering of information
- Storage and archiving of all the information
- Copy to the Client at completion of project

4. Suggested Contents of an OH&S File/Manual

- OH&S Policy
- Notice of New Project
- Site Start-up
- Security Measures
- Written Designations & Appointments
- Arrangements with Contractors/Mandataries
- OH&S Rules and Procedures
- Induction
- OH&S Training
- OH&S Promotion
- OH&S Representatives
- OH&S Committees
- Workplace Facilities e.g. Ablutions, sheltered eating areas etc.
- Protective Equipment
- Workplace Inspections and Audits
- Investigation & Reporting of Incidents/accidents
- Mechanical Safeguarding
- Electrical Safeguarding
- Safeguarding against Hazardous Substances
- Lifting Machinery & Equipment
- Construction Vehicles & Mobile Plant
- Welding, Heating & Flame Cutting
- Excavations
- Protection of the Environment affected by Construction activities
- Keeping of Records in terms of the OH&S Act (85 of 1993)

IF SUCCESSFUL

Please complete Health & Safety Plan applicable to the project & submit it to the relevant Project Manager

Contractors are to develop a Health & Safety Plan that addresses all aspects of occupational health & Safety pertaining to the requested service.

Please note:

Contractors are to draft their own Health & Safety plan in relation to the Risk identified and should not utilise Health & Safety Documents of previous projects/versions that are not similar to the nature of this project.

NOMINATED SUB-CONTRACTORS

Note: This annexure must only be completed & submitted should Sub-contractors be utilised for this project.

PROJECT:

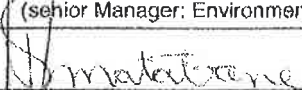
CONTRACTOR NAME	SUMMARY SERVICES	DATE PROJECT STARTED	DATE PROJECT FINISHED

RISK MANAGEMENT: ENVIRONMENT AND SUSTAINABILITY

NAME OF DOCUMENT:

TFR STANDARD ENVIRONMENTAL SPECIFICATIONS (SES)



Document number	EMS - WI - JHB - 001
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Approver Signature	
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EMS PROCEDURES MANUAL - EMS ELEMENT 4.4 G: OPERATIONAL CONTROL	DOCUMENT NR: EMS - WI - JHB - 001
DOCUMENT TITLE:	REVISION: 01-00
TFR STANDARD ENVIRONMENTAL SPECIFICATIONS (SES)	DATE: 2014/08/01
	FILE REF: TFR/EMS (SES) – 2014/001

SUMMARY REVISION CONTROL

REVISION NO.	NATURE OF AMENDMENT	DOC. NO.	PAGE NO.	DATE REVISED

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1. DEPARTMENT CODES

Description	Code
Corporate Safety Office	CSO
Environment and Sustainability	E&S
Enterprise Risk Management	ERM
Finance	FIN
Human Capital Management	HCM
Information and Communications Technology	ICTM
TFR Operations	OPS
School-of-Rail	SoR

2. MANAGEMENT SYSTEM CODES

Description	Code
Environmental Management System	EMS
Integrated Management System	IMS
Occupational Health and Safety Management System	OHSA
Quality Management System	QMS
Safety Management System	SMS

3. DOCUMENTATION TYPE CODES

Description	Code
Certificate	CR
Contract	CT
Form	FM
Guideline	GU
Learner Guide	LG
List	LI
Manual	ML
Memorandum	MM
Policy	P
Policy Manual	PM
Procedure	PR
Process	PS
Work Instruction	WI
Standard Operation Procedure	SOP