



CONSTRUCTION HEALTH & SAFETY SPECIFICATION

FOR

THE COMPLETION OF THE BRAVO TAXIWAY AND REMOTE APRON STANDS AT KING SHAKA INTERNATIONAL AIRPORT

DOCUMENT CONTROL SHEET

Client	AIRPORTS COMPANY SOUTH AFRICA		
Project Title	THE COMPLETION OF THE BRAVO TAXIWAY AND REMOTE APRON STANDS AT KING SHAKA INTERNATIONAL AIRPORT		
Document Title	CONSTRUCTION HEALTH & SAFETY SPECIFICATION		
Document Reference	ACSA-BT-CHSS		
Draft Date	29/05/2025		
Date:	Revision	Prepared & Approved by:	Client Acceptance:
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PART 1. INTRODUCTION

1.1 Introduction to the Health and Safety Specification

The Construction Regulations 2014 places the responsibility on the Client to prepare a Health & Safety Specification, which informs the appointed contractor on all the risks not successfully eliminated during design.

1.2 Purpose of the Health and Safety Specification

To assist in achieving compliance with the Occupational Health & Safety Act 85/1993 and the Construction Regulations 2014, in order to reduce incidents and injuries. This specification shall act as the basis for the drafting of the construction health & safety plan by the Principal Contractor and all subsequent health & safety plans by Contractors.

The Health and Safety Specification sets out the intention of the Client, Designer and appointed Construction Health and Safety Agent. It also includes arrangements made by the H&S Agent to ensure that the parties involved in the project co-operate and co-ordinate their activities, to remove or minimise the risks to health and safety of those who are involved in the construction project, or who may be affected by the work activities.

This document sets out the requirements, under a number of pieces of Health and Safety Legislation, for the successful health and safety management of the Project by the Principal Contractor in accordance with the requirements set out in this Health and Safety Specification. The Principal Contractor will be expected to ensure that their Health & Safety Management plan is aligned with this specification and to any ACSA issued requirements.

1.3 Implementation of the Health and Safety Specification

This specification forms an integral part of the project, and the Principal Contractor is required to use it when drawing up their project-specific construction Health & Safety Plan and project-specific construction Health & Safety Compliance File. The Principal Contractor shall forward a copy or the applicable part of this specification to all Contractors, so that they can in turn prepare Health & Safety plans relating to their respective scope of works. The Construction Health and Safety Plan must be handed to H&S Agent upon appointment of the Principal Contractor and subsequent drafted and submitted as part of the BOQ and Bid document for the project.

1.4 Definitions

Construction Regulations 2014

"agent" means a competent person who acts as a representative for a client.

"angle of repose" means the steepest angle of a surface at which an mass of loose or fragmented material will remain stationary in a pile on the surface, rather than sliding or crumbling away;

"bulk mixing plant" means machinery, appliances or other similar devices that are assembled in such a manner so as to be able to mix materials in bulk for the purposes of using the mixed product for construction work;

"client" means any person for whom construction work is being performed;

"competent person" means a person who—

a) has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and

b) is familiar with the Act and with the applicable regulations made under the Act;

"construction manager" means a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site;

"construction site" means a work place where construction work is being performed;

"construction supervisor" means a competent person responsible for supervising construction activities on a construction site;

"construction vehicle" means a vehicle used as a means of conveyance for transporting persons or material, or persons and material, on and off the construction site for the purposes of performing construction work;

"construction work" means any work in connection with—

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

"construction work permit" means a document issued in terms of regulation 3

"contractor" means an employer who performs construction work;

"demolition work" means a method to dismantle, wreck, break, pull down or knock down of a structure or part thereof by way of manual labour, machinery, or the use of explosives;

"design" in relation to any structure, includes drawings, calculations, design details and specifications;

"designer" means—

(a) a competent person who—

(i) prepares a design;

(ii) checks and approves a design; or

(iii) arranges for any person at work under his or her control to prepare a design (including an employee of that person where he or she is the employer); or

(iv) designs temporary work, including its components,

(b) an architect or engineer contributing to, or having overall responsibility for a design;

(c) a building services engineer designing details for fixed plant;

(d) a surveyor specifying articles or drawing up specifications;

(e) a contractor carrying out design work as part of a design and building project; or

(f) an interior designer, shop-fitter or landscape architect;

"excavation work" means the making of any man-made cavity, trench, pit or depression formed by cutting, digging or scooping;

"explosive actuated fastening device" means a tool that is activated by an explosive charge and that is used for driving bolts, nails and similar objects for the purpose of providing fixing. Change explosive power tools to explosive actuated fastening device;

"fall arrest equipment" means equipment used to arrest a person in a fall, including personal equipment such as body harness, lanyards, deceleration devices, lifelines or similar equipment.

"fall prevention equipment" means equipment used to prevent persons from falling from a fall risk position, including personal equipment, a body harness, lanyards, lifelines or physical equipment such as guardrails, screens, barricades, anchorages or similar equipment;

"fall protection plan" means a documented plan, which includes and provides for—

a) all risks relating to working from a fall risk position, considering the nature of work undertaken;

b) the procedures and methods to be applied in order to eliminate the risk of falling; and

c) a rescue plan and procedures

"fall risk" means any potential exposure to falling either from, off or into;

"health and safety file" means a file, or other record containing the information in writing required by these Regulations;

"health and safety plan" means a site, activity or project specific documented plan in accordance with the client's health and safety specification;

"health and safety specification" means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work;

"material hoist" means a hoist used to lower or raise material and equipment, excluding passengers;

"medical certificate of fitness" means a certificate contemplated in regulation 7(1)(8);

"mobile plant" means any machinery, appliance or other similar device that is able to move independently, and is used for the purpose of performing construction work on a construction site;

"National Building Regulations" means the National Building Regulations made under the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977), and promulgated by Government Notice No. R. 2378 of 30 July 1990, as amended by Government Notices No's R. 432 of 8 March 1991, R. 919 of 30 July 1999 and R. 547 of 30 May 2008;

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"person day" means one normal working shift of carrying out construction work by a person on a construction site;

"principal contractor" means an employer appointed by the client to perform construction work;

"Professional Engineer or Professional Certificated Engineer" means a person holding registration as either a Professional Engineer or Professional Certificated Engineer in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000);

"Professional Technologist" means a person holding registration as a Professional means a person holding registration as a Professional Engineering Technologist in terms of the Engineering Profession Act, 2000;

"provincial director" means the provincial director as defined in regulation 1 of the General Administrative Regulations, 2003;

"scaffold" means a temporary elevated platform and supporting structure used for providing access to and supporting workmen or materials or both;

"shoring" means a system used to support the sides of an excavation and which is intended to prevent the cave-in or the collapse of the sides of an excavation;

"structure" means—

- a) any building, steel or reinforced concrete structure (not being a building), railway line or siding, bridge, waterworks, reservoir, pipe or pipeline, cable, sewer, sewage works, fixed vessels, road, drainage works, earthworks, dam, wall, mast, tower, tower crane, bulk mixing plant, pylon, surface and underground tanks, earth retaining structure or any structure designed to preserve or alter any natural feature, and any other similar structure;
- b) any falsework, scaffold or other structure designed or used to provide support or means of access during construction work; or
- c) any fixed plant in respect of construction work which includes installation, commissioning, decommissioning or dismantling and where any construction work involves a risk of a person falling;

"suspended platform" means a working platform suspended from supports by means of one or more separate ropes from each support;

"temporary works" means any falsework, formwork, support work, scaffold, shoring or other temporary structure designed to provide support or means of access during construction work;

"the Act" means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);

"tunneling" means the construction of any tunnel beneath the natural surface of the earth for a purpose other than the searching for or winning of a mineral.

PART 2. HEALTH AND SAFETY SPECIFICATION

Project Contacts & Details:

Project name	THE COMPLETION OF THE BRAVO TAXIWAY AND REMOTE APRON STANDS AT KING SHAKA INTERNATIONAL AIRPORT
Start Date	TBC
End Date	TBC
Client – CR5.1	AIRPORTS COMPANY SOUTH AFRICA (ACSA)

2.1 General Project Information

Brief: The project description entails the extension of the Bravo Taxiway to eliminate hotspots at intersections Alpha, November and Golf Taxiways and to build two new code F apron stands to increase parking capacity at the airport.

2.2 Health and Safety Aims and Policy

The aim of this Health and Safety Specification is to ensure that health and safety management will be planned into the work undertaken by the Principal Contractor on this specific project to achieve the following:

- To put into practical effect the commitment made by the Principal Contractor in their own health and safety policy statement;
- To ensure that, where necessary, the changes in attitude of all those involved with the project take place. The result should be the acceptance of responsibility, towards the health and safety objectives;
- To develop further good health and safety management practices on this contract and future contracts undertaken by the client.

Other aims specific to this Project:

- To ensure that high standards of health and safety performance are achieved in:
 - a) Co-operation with the OHS Agent and other contractors involved on the project.
 - b) Reducing accidents, ill health and injury to persons and damage to property, when undertaking work on the project.
 - c) Ensuring that the construction activities are carried out in a manner as to not affect any neighbouring buildings and the operations of the King Shaka International Airport.
 - d) Ensure that environmental considerations are adhered to.

Construction Project Health & Safety Policy

It is the intention of ACSA to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organisation and through any project executed on the premises of the ACSA project.

We shall strive to ensure the health and safety at work for all our staff, visitors and workers of ACSA, and shall ensure that we will comply with requirements of health and safety legislation.

This policy reflects our commitment to ensuring that health and safety is of paramount importance to the organisation and that effective health and safety contributes to our success within ACSA.

2.3 Health and Safety Targets

The following health and safety targets have been set for achievement during the period of this project.

- The achievement, by the Principal Contractor, of an accident-free project, as far as possible, with the prevention of all accidents, and the achievement of a "no lost time" accident rate.
- The workforce's co-operation in ensuring that safety is everybody's responsibility.
- A proactive approach to health and safety by the construction management team.
- That safe working will be a condition of employment in all contractors' organisations.
- Ensure that day visitors are kept clear from any possible hazards of the construction phase.
- Ensure that the health & safety of all staff and employees is not affected by any activity arising out of or during this project.
- Ensure that the construction activities do not pose a risk to that of the airport operations.

2.4 Responsibilities

The Client

"client" means any person for whom construction work is being performed;

The Health & Safety Agent (H&S Agent), on behalf of the Client, shall implement the Client's requirements for health and safety on the project. The Client will ensure adequate information is available to all parties, to ensure they can perform their duties under the requirements of this document and relevant statutory legislation.

The Client has appointed competent Designers, H&S Agent and a competent Principal Contractor to manage health and safety on this project. The Client may amend, vary or terminate these appointments as appropriate.

The Client's Design Team

The Design Team is responsible for:

- Design principles and design assumptions for the structures where the knowledge of these principles or assumptions is necessary for the safety of those who will work on or in the structure (meaning all "elements" e.g. buildings, structures, walls, etc.). For example, these must identify any states of instability during erection including any suggested methods or sequence of assembly. Where assumptions have been made then appropriate control measures may need to be included here, as information for those who will plan the work.
- Arrangements for the co-ordination of on-going design work and handling design changes (design changes arising from whatever causes, for example: Client changes, Designer changes, Contractor changes, on-site circumstances causing variations, etc).
- Significant (including unusual or difficult to manage) Health and Safety hazards or risks identified during design (that it has not been possible to eliminate by design).
- Specified materials or substances with associated significant Health and Safety hazards requiring particular precautions. (This would particularly include fire hazards.)
- Specific risks or difficult to manage issues inherent in the design where the Principal Contractor (or the Contractor) will be required to state how they will avoid or control them.
- Weights and centre of gravity of unusual or significant elements intended (or likely) to be lifted into position. Examples of significant hazards where Designers always need to provide information include:
 - Hazardous or flammable substances specified in the design, eg. epoxy grouts, fungicidal paints, or those containing isocyanates;
 - Features of the design and sequences of assembly or disassembly that are crucial to safe working;
 - Specific problems and possible solutions, for example: arrangements to enable the removal of a large item of plant from a work area / building;
 - Structures that create problems;
 - Heavy or awkward prefabricated elements likely to create risks in handling.

The designer must also conduct a final inspection and issue a certificate of successful completion.

Duties of the Designer:

- All Appointed Designers will take into consideration the requirements of the Occupational Health & Safety Act, applicable Regulations, By laws and Health & Safety Specification in their designs.
- All Appointed Designers must prior to the tender phase ensure that a report is issued to the client outlining the health and safety information applicable to the structure that may have an effect on the costing, the Load that the structure is design to with stand and where appropriate the geotechnical science aspects of the project.
- All Appointed Designers will in writing inform the Client of any Hazards or damages in the Building prior and during the project should it arise on a later stage of the project and supply the client and the contractor intended for the task with the relevant information to ensure that work is safely executed.
- Any Temporary Work Designer must ensure that all structures designed is done in the manner that such structure is capable of supporting all anticipated lateral and vertical loads that may be applied and clearly identified in such design.
- Any Temporary Work Designer must ensure that such design is done in close reference to the structural design.
- Any Temporary Work Designer must ensure that a record is kept of all drawings and calculations pertaining to such design and made available upon request.
- All Appointed Designers will be required to sign a legal appointment for the intended designs in the event that the project falls under a construction permit.

Principal Contractor

The Principal Contractor appointed for the project will take the Health and Safety specification and develop a health and safety plan which must be submitted to the H&S Agent for approval, before commencement of any work on the project.

The detailed Health and Safety plan will set out clearly the Principal Contractor's management systems for managing health and safety on the contract in accordance with the projects health and safety requirements set out in this document, the designer's risk information and any relevant health and safety legislation.

The Health and Safety Management plan will be kept up to date by the Principal Contractor to include other contractors' risk control management information.

The Principal Contractor will co-operate with Health & Safety Agent, in all aspects of complying with the duties laid upon them by the Construction Regulations 2014.

All comments contained in this section require specific measures to be incorporated into the construction health and safety plan. The Principal Contractor must not allow contractors to commence with work on site before an adequate construction health and safety plan is developed and approved by the Principal Contractors health & safety personnel for the project.

The Principal Contractors health & safety management plan must contain the method statements and procedures for the project, before works starts on site. Further risk assessments and method statements must be carried out where the works may change, due to design changes.

The construction phase health and safety plan developed by the Principal Contractor must also take into account current health and safety legislation and associated codes of practice.

- (i) The following risk assessments are required:
 - All task-oriented risks;
 - Equipment risks;
 - Physical risks;
 - Ergonomical risks;
 - Health risks.
- (ii) Procedures are required to cover the following:
 - Arrangements for emergency fire and first aid facilities.
 - Traffic management arrangements to protect site staff, and public from the road and other construction works.
 - Arrangements for dealing with emergency situations, overhead and underground services.
 - Environmental Management Plan to be drafted and implemented.
 - Selection and maintenance of plant and equipment.
 - Selection of competent contractors.
 - Working in an active airport airplane vicinity area.
 - Aircraft traffic risks.

The following method statements and procedures MUST be available before work starts on site:

- Establishment of site welfare, first aid and emergency procedures (fire and security to be considered).
- Arrangements for emergency service vehicles access to the premises.
- Traffic management arrangements and air traffic controller.
- Working in close proximity to an airport runway.
- ACSA staff and construction workers protection arrangements from any possible riot, violence from protests and unrest within the vicinity of the project.
- Protection to overhead and underground services.
- Applicable permits and way leaves are to be made available.
- Working with airport fuel lines and the risks thereof.

(iii) Immediate details expected of the Principal Contractor

Site Staff:	Organogram and list of employees to be submitted to the H&S Agent.
Contractors:	List of contractors to be appointed for the project.
Site Plant:	List of site plant/equipment along with the site layout plan indicating traffic management control and signage layout.

Contractors

Each contractor will be required to co-operate with the Principal Contractor and provide information on risk assessments, method statements, etc. for inclusion in the Health and Safety plan prepared by the Principal Contractor. In addition, each contractor will comply with the site rules and any reasonable instructions formulated by the Principal Contractor, in accordance with current relevant health and safety legislation.

2.5 Project Overview

a) Site Details

As per 2.1 – Development Brief and project details.

b) Advice to Client

You are advised to promptly provide the Principal Contractor and his / her Agent with any information which might affect the Health and Safety of any person at work, carrying out construction work, for example: existing services above and below ground, other surveys available pertaining to this site which may affect the construction works (i.e. Geotechnical Survey; Environmental Survey).

Any planning restrictions placed on the development by the local authority planning office.
Requirements to maintain access for emergency service vehicles.
Appoint a competent and well-resourced Principal Contractor for the construction works.

c) Construction Materials

Common materials and substances used during construction may present health and safety hazards requiring the contractor to carry out other risk assessments.
Contractors should be aware of their duties under current regulations to identify hazardous materials or activities and undertake adequate assessment and implement the required control measures (i.e. Duty of Care).
Safety method statements and the provision of job safety instructions (for operatives) is an essential outcome of their risk assessment process.

d) Site Wide Elements

Your Construction Health and Safety Plan should include details of the following, but not limited to:

- The positioning of the site access and egress points to ensure that any nuisance or risk is minimised and controlled without affecting ACSA's operations and that of KSIA emergency services.
- The location of temporary site facilities to ensure that adjacent buildings are not subjected to any nuisance arising from the use of the facilities.
- The location of unloading, layout and storage areas to reduce and minimise excessive manual handling of construction materials, damage to adjacent property and the security of the plant, equipment and materials.
- The planning of traffic and pedestrian routes, outside the site, to ensure adequate protection for employees, public footpath and road users. The use of suitable barriers, signs and the

appointment of a signaller/points-man should be adopted to provide the required level of protection. The site must be enclosed by a ring fence / barrier system, for safety and security of all personnel on site with full time security approved by ACSA.

- The arrangements for the reception of prospective visitors.
- Provide contractors with a designated area to set up their storage containers/huts.
- Information pertaining to training and permits required at KSIA, and what would be the company's procedure for acquiring such for employees as to not affect the project program.
- ACSA health and safety standards and procedures for contractors to be made available.

2.6 Reference and Related Procedures

Health and Safety

- The Occupational Health and Safety Act (No. 85 of 1993);
- The Construction Regulations (07 February 2014);
- The Civil Aviation Act;
- Civil Aviation Regulations;
- This specification.

All other relevant Health and Safety Legislation and applicable Regulations which are not listed above.

2.7 Organisational Arrangements

Site Rules

The Principal Contractor's organisational arrangements for health and safety on the project must include that of other contractors involved.

Site rules must be developed by the Principal Contractor to ensure that the restrictions, outlined in this Health and Safety Specification, are met. In particular, arrangements and site rules must be developed to ensure that construction works do not put at risk the health and safety of staff, general public and construction employees. Generally, your health and safety policy and construction health and safety plan will be to specify site rules such as the wearing of personal protective equipment and no drinking or drugs, etc on site.

Hot Work Permits:

Hot work requires daily permits by the Principal Contractor responsible person and includes items listed below:

- Metal cutting or burning, angle grinding
- Arc welding, soldering, brazing and gas welding

Such work shall be attended by responsible Principal Contractor personnel and can be halted at any time for any reason.

Security:

- Ensure that the site camp has a fulltime security guard approved by ACSA.
- Do not allow any person to climb over, get through or under any fence.
- Do not allow your employees to visit or trespass on any part of the premises other than their place of work.
- Do not allow your employees to remove any item which belongs to the Client from the place of work.
- Do not allow your employees to use short cuts through operating plants.
- Do not take firearms, narcotics and liquor into the premises of the project.
- Be aware that you are responsible for the safe keeping, distribution and return on completion of the contract of all project issued drawings and technical information.
- Ensure that your workforce displays, and returns at the end of the day, any temporary work permits issued by the responsible person.

Temporary Structures:

- Ensure complete safety of the work and personnel through all stages of construction.
- Ensure adequate protection of temporary or uncompleted structures against storm damage.

The Principal Contractor must demonstrate a management structure for ensuring health and safety co-operation and co-ordination between all parties to the contract. This will include the development of a communications strategy between the appointed Principal Contractor, Contractors, Client, Design Team and H&S Agent.

The Principal Contractor must ensure that an effective chain of communication exists, clearly showing that all levels of employees engaged on the contract participate in the communication process for health and safety concerns.

Regular meetings will be established between the parties where health and safety performance will be discussed. Minutes must be kept and distributed for action following the conclusion of each meeting.

Emergency and incident procedures must be developed and clearly co-ordinated between parties involved.

A security strategy must be developed by the Principal Contractor who must then communicate and co-ordinate that strategy to all parties of the contract.

2.8 Continuing Liaison

Procedures for liaison to continue between all parties throughout the project should include the particular points listed below.

All unforeseen eventualities which may occur during construction and which affect the health and safety of employees or resources should be reported to the H&S Agent.

The H&S Agent should be informed of any design changes, which may affect health and safety.

Arrangements should be made by the Principal Contractor with other contractors to ensure any information required for the health and safety file (see the following list), which is generated by the contractors' work, is stored and passed to the Principal Contractor prior to completion of their specific works. This will include the following:

- As built drawing(s) of the structure
- General details of the materials used in the construction process
- Details of the plan and equipment supplied and fitted
- Service details – gas, water, electricity, communications (telephone, cable, ICT, etc)
- Specific maintenance details or requirements (plant, equipment, fixtures and fittings – where applicable)
- Suppliers' brochures for health and safety information (use, maintenance and repairs)
- All Agreements, Safety Committee minutes and nominated competent individuals, etc.
- All training records – i.e. special training needs, induction and visitor inductions.

PART 3. GUIDANCE NOTES - “GOOD MANAGEMENT PRACTICE” FOR THE APPOINTED PRINCIPAL CONTRACTOR

This section contains the recommended Principal Contractor’s essential elements, on how the contract must be managed. This is to ensure that the health and safety aims and targets will be achieved and to ensure the health and safety of those employed on the contract, or affected by the operation of the contract.

3.1 Scope

This Health & Safety specification covers the requirements for eliminating and mitigating the potential risks for incidents and injuries on this particular project.

The scope also addresses legal compliance, hazard identification and risk assessment, risk control, and promoting a health and safety culture amongst those working on the project. The specification also makes provision for the protection of those persons other than employees.

3.2 Interpretations

3.2.1 Application

This Health & Safety Specification is a compliance document drawn up in terms of South African legislation (Construction Regulation 5(1)(b)) and is therefore binding. It must be read in conjunction with relevant legislation as noted previously.

3.2.2 Definitions

The definitions as listed in the Occupational Health & Safety Act 85/1993 and Construction Regulations 2014 shall apply.

3.3 Minimum Administrative Requirements

3.3.1 Intention to Commence Construction Work

Application for construction work permit (Construction Regulation 3):

- Construction work permit (initiated and completed by the H&S Agent. The Principal Contractor must submit to the agent all relevant documentation required for the permit submission to the Department of Labour).
- The site specific number in the construction work permit must be conspicuously displayed at the main entrance to the site for which that number is assigned.
- The principal contractor does not need to submit a Notification of construction work to the Department of Employment and Labour should a construction work permit be applicable.

Note: APPLICABLE TO THIS PROJECT.

3.3.2 Assignment of the Principal Contractor's / Contractor's Responsible Persons to Supervise Health and Safety on Site

The Principal Contractor shall submit supervisory appointments in terms of Section 16.2 of the OHS Act 85/1993 and Construction Regulation 8.1 and 8.7 and all other necessary legal appointments required on the project.

3.3.3 Competency of the Principal Contractor's Appointed Responsible Persons

Contractors' competent persons for the various risk management portfolios shall fulfil the criteria as stipulated under the definition of Competent in accordance with the Construction Regulations 2014. **Proof of competence** for the various appointments must be included. For the purpose of this contract, the most important competent persons would include but not be limited to: construction manager; construction supervisor; health and safety officer; construction mobile plant operators; first aider; fire fighter, emergency evacuation co-ordinator; risk assessor; incident investigator; flammable liquids inspector; excavation inspectors; electrical installation inspectors; portable electrical tools inspectors; lifting machine and equipment inspector; lifting machine operators; banksman.

All appointments must be in writing and acceptance thereof by way of signature by the appointed person.

3.3.4 Compensation of Occupational Injuries and Diseases Act 130 of 1993 (COSA)

The Principal Contractor shall submit a valid letter of good standing with its Compensation Insurer to the OHS Agent as proof of registration. Contractors shall submit proof of registration to the Principal Contractor before they commence work on site. This registration must be valid throughout the duration of this project. No contractor is allowed to work on the project without a valid letter of good standing with the compensation commissioner.

3.3.5 Occupational Health and Safety Policy

The Principal Contractor and all Contractors shall submit a Health and Safety Policy signed by their Chief Executive Officer. The Policy must outline company objectives and how they will be achieved, implemented and maintained by the Company / Contractor.

3.3.6 Health and Safety Organogram

The Principal Contractor and all Contractors shall submit an organogram, outlining the Health and Safety Site Management Structure including the relevant appointments/competent persons. In cases where appointments have not been made, the organogram shall reflect the intended positions. The organogram shall be updated when there are any changes in the Site Management Structure.

3.3.7 Preliminary Hazard Identification and Risk Assessment and Progress Hazard Identification and Risk Assessment

The Principal Contractor shall cause a hazard identification to be performed by a competent person before commencement of construction work. The risks associated with the hazards identified, must be assessed and shall form part of the construction phase health and safety plan submitted for approval by the H&S Agent. The risk assessment must include;

- a) A list of hazards identified as well as potentially hazardous tasks;
- b) A documented risk assessment based on the list of hazards and tasks;
- c) A set of safe working procedures (method statements) to eliminate, reduce and/or control the risks assessed;
- d) A monitoring and review procedure of the risk assessment as the risks change.
- e) The risk assessments must have a risk matrix and show raw & residual risk ratings.

Contractors shall also cause hazard identification, risk assessments and method statements to be performed and submitted to the Principal Contractor with their health & safety plans. The risk assessment documents must also be reviewed from time to time by the Contractors.

The Principal Contractor shall ensure that all Contractors are informed, instructed and trained by a competent person regarding any hazards, risks and related safe work procedures before any work commences and thereafter at regular intervals as the risks change and as new risks develop.

The Principal Contractor shall be responsible for ensuring that all persons who could be negatively affected by its operations are informed and trained according to the hazards and risks and are conversant with the safe work procedures, control measures and other related rules.

Method Statement

A method statement must be drafted by the Principal Contractor for all high risk work that will take place on the project. A detailed proposal must be handed to the H&S agent for inspection on the principal contractors plan, procedures and safety measures that will be put into place.

3.3.8 Health and Safety Representatives

The Principal Contractor and all Contractors shall ensure that Health and Safety Representative(s) are appointed under consultation (as per General Administrative Regulations, 2003, R1010) and trained to carry out their functions. The appointment must be in writing. The full time Health and Safety Representative shall carry out regular inspections, keep records and report all findings to the Responsible Person forthwith and at monthly health & safety meetings. The safety representative must possess sufficient training in health and safety and be competent to perform this function.

3.3.9 Health and Safety Committee Meetings

The Principal Contractor shall ensure that project health and safety meetings are held monthly and minutes are kept on record. Meetings must be chaired by the Principal Contractor's Construction Supervisor (CR 8.7 Person). All Contractors' Construction Supervisors and Health & Safety Officers & Representatives shall attend the monthly health & safety meetings. Minutes of such meetings must be distributed to all parties and a copy to be placed into the Principal Contractors safety file.

3.3.10 Health and Safety Training

3.3.10.1 Induction

The Principal Contractor shall ensure that all site personnel undergo a site-specific health & safety induction training session by ACSA and internally before starting work. A record of attendance shall be kept in the health & safety file.

The Principal Contractor shall also ensure that any visitor or member of the professional team receive a site specific induction or induction designed to accommodate visitors.

3.3.10.2 Health & Safety Awareness

The Principal Contractor shall ensure that, on site, periodic toolbox talks take place at least once per week. These talks should deal with risks relevant to the construction work at hand. A record of attendance shall be kept in the health & safety file. All Contractors have to comply with this minimum requirement.

The Principal Contractor shall ensure that relevant safety awareness poster be displayed around the site at strategic points to help their employees stay safety conscious.

3.3.10.3 Competency

All competent persons shall have the knowledge, experience, training, and qualifications specific to the work they have been appointed to supervise, control, carry out. This will have to be assessed on a regular basis e.g. periodic audits by the OHS Agent, progress meetings, etc. The Principal Contractor is responsible to ensure that competent Contractors are appointed to carry out construction work.

The Principal Contractor must ensure that all employee training certificates are valid and kept up to date.

3.3.11 General Record Keeping

The Principal Contractor and all Contractors shall keep and maintain Health and Safety records to demonstrate compliance with this Specification, with the OHS Act 85/1993, and with the Construction Regulations 2014. The Principal Contractor shall ensure that all records of incidents/accidents, training, inspections, audits, etc. are kept in a health & safety file held in the site office. The Principal Contractor must ensure that every Contractor opens and maintains its own health & safety file and makes it available on request. All files will be consolidated on completion of the project and handed over to the Client on completion of the contract.

3.3.12 Health & Safety Audits, Monitoring and Reporting

The H&S Agent shall conduct monthly health & safety audits of the work operations including a full audit of physical site activities as well as an audit of the administration of health & safety. The Principal Contractor is obligated to conduct similar audits on all Contractors appointed for the project at least once per month. Detailed reports of the audit findings and results shall be reported on at all levels of project management meetings/forums. Copies of the Client's audit reports shall be kept in the Client's Health & Safety File while the Principal Contractor's audit reports shall be kept in its file. Copies of all reports must be forwarded to the H&S Agent.

3.3.13 Emergency Procedures

The Principal Contractor shall submit a detailed Emergency Procedure for approval to the H&S Agent prior to commencement on site. The procedure shall detail the response plan including the following key elements:

- List of key competent personnel;
- Details of emergency services;
- Actions or steps to be taken in the event of the specific types of emergencies;
- Information on hazardous material/situations.
- To be aligned to specific measures prescribed by ACSA.

Emergency procedure(s) shall include, but shall not be limited to, fire, hazardous material spills, accidents to employees, use of hazardous substances, bomb threats, major incidents/accidents, riots, violent protests & civil unrest, but not limited to. The Principal Contractor shall advise the H&S Agent in writing forthwith, of any emergency situations, together with a record of action taken. A contact list, of all service providers (Fire Department, Ambulance, Police, Medical and Hospital, etc) must be maintained and be available to site personnel. This list must be displayed in the site office at all times.

The emergency evacuation plan must include a protocol for exposure to Hazardous Biological Agents and must stipulate control measures for evacuation in the event of possible exposure to COVID-19.

3.3.14 First Aid Boxes and First Aid Equipment

The Principal Contractor and all Contractors shall appoint First Aider(s) in writing. The appointed First Aider(s) must be in possession of valid first aid certificates, to be kept on site. The Principal Contractor shall provide an on-site First Aid Station with first aid facilities, including first aid boxes adequately stocked at all times. All Contractors with more than 5 employees shall supply their own first aid box. Contractors with more than 10 employees shall have a trained, certified first aider on site at all times as per General Safety Regulation 3(4).

3.3.15 Accident / Incident Reporting and Investigation

Injuries are to be categorised into first aid; medical; disabling; and fatal. The Principal Contractor must stipulate in the Health & Safety Plan how they intend to handle each of these categories. When reporting injuries to the H&S Agent, these categories shall be used. All injuries shall be investigated by the Principal Contractor, with a report being forwarded to the H&S Agent. All Contractors have to report all injuries to the Principal Contractor forthwith and submit a monthly report detailing the injuries. The Principal Contractor must report all injuries to the H&S Agent in the form of a detailed injury report at least monthly and notify the H&S Agent immediately in event of an incident on the project.

The Principal Contractor must conform to Section 8 & 9 of General Safety Regulations for the “Reporting of incidents and occupational diseases” and “Recording and investigation of incidents”. All incidents surrounding exposure to Hazardous Biological Agents must be recorded.

3.3.16 Hazards and Potentially Hazardous Situations

The Principal Contractor shall immediately notify other Contractors as well as the H&S Agent, Professional team members and ACSA Health & Safety department of any hazardous or potentially hazardous situations that may arise during performance of construction activities who pose a risk to the operations of the airport and to the safety of individuals.

3.3.17 Personal Protective Equipment (PPE) and Clothing

The Principal Contractor shall ensure that all workers are issued and wear hard hats, safety footwear and overalls. The Principal Contractor and all Contractors shall make provision and keep adequate quantities of SANS approved PPE on site at all times.

The Principal Contractor must ensure that they conform to ACSA’s specific PPE requirements for contractors and must ensure that an adequate budget allowance is in place for the purchasing of specific PPE as per ACSA’s requirements.

The Principal Contractor shall clearly outline procedures to be taken when PPE or Clothing is:

- Lost or stolen;
- Worn out or damaged.

The above procedure applies to Contractors and their contractors, as they are all Employers in their own right and must conform to ACSA’s PPE requirements..

Flame retardant overalls must be worn by employees working on the fuel line.

The Principal Contractor must make available protective gear for visitors and the professional team when visiting the site.

PPE requirements surrounding Hazardous Biological exposures must be made available on site.

3.3.18 Occupational Health and Safety Signage

The Principal Contractor shall provide adequate health & safety signage including but not limited to: ‘mandatory entrance signage board’, ‘no unauthorised entry’, ‘report to site office’, ‘site office’, ‘beware of overhead work’, ‘hard hat area’, “All incidents, accidents and illnesses to be reported to First Aider. Signage shall be posted up at all entrances to site as well as on site in strategic locations e.g. access routes, stairways, entrances to structures and buildings, scaffolding, and other potential risk areas/operations.

3.3.19 Permits

Permits may include the following:

- Construction work permit (initiated and completed by the H&S Agent. The Principal Contractor must submit to the agent all relevant documentation required for the permit submission to the Department of Labour.
- ACSA permits.
- Hot works permit (If required)
- Excavation permit (If required)
- Work for which a fall prevention plan is required
- Confined spaces (If required)
- Hoarding permit (If required)

3.3.20 Contractors

The Principal Contractor shall ensure that all Contractors under its control comply with this Specification, the OHS Act 85/1993, Construction Regulation 2014, and all other relevant legislation that may relate to the activities directly or indirectly. The Contractor, when appointing other Contractors, shall mutatis mutandis ensure compliance as if it was the Principal Contractor.

All contractors are to comply to the Principal Contractor OHS requirements and control measures around possible exposure to Hazardous Biological Agents. Relevant OHS Plans and Policies are to be amended to include control measures required to be put into place around Hazardous Biological Agents.

3.3.21 Construction Health & Safety Officer

A full time construction health & safety officer (in terms of Construction Regulation 8(5) of 2014), registered with SACPCMP (Professional Body) will be required to co-ordinate the health & safety portfolio on the project for the Principal Contractor on a full time basis. The portfolio should include but not be limited to:

- a) Minimum 8 years' experience in health and safety management.
- b) Induction training;
- c) Health & safety audits including audits of contractors;
- d) Maintain the Principal Contractor's health & safety file and audit Contractors' health & safety plans and files;
- e) Investigate near misses, incidents and accidents;
- f) Co-ordinate that inspections are carried out by competent persons, and that records are kept in registers.
- g) Co-ordinate the function of reviewing the risk assessment document;
- h) Assisting with method statements and checking whether they are being implemented by the responsible persons on site.

3.4 Physical Requirements

3.4.1 Demolitions

1. There could be a possibility of the removal of asphalt which might have to be redone, the following requirements must be adhered to.
2. Building rubble will have to be removed continuously so as not to create congestion on the site and surroundings.
3. A detailed method statement must be drafted and forwarded to the Clients OHS Agent for approval prior to any demolition work commencing on site.
4. Compliance to Construction Regulation 14 must be adhered to.

3.4.2 Demolition Contractor

1. The contractor to ensure that all demolition work is carried out under the supervision of a person that is competent and appointed in writing.
2. The contractor must ensure that a detailed survey/report of the area to be demolished or part thereof has been carried out by a competent person.
3. The contractor must ensure that a Method Statement on the procedure to be followed on the demolition has been developed and communicated to all employees with signed communication available for inspection.
4. The contractor to ensure that the location and nature of electricity, water, gas or similar services are established and steps are taken to render persons safe while demolition takes place.
5. The contractor to ensure that where explosives are used in the demolition process, a Method Statement is in place and that the work is being carried out under the supervision of a competent person and that the necessary permits are obtained.
6. The contractor to ensure that all waste and debris is removed from the site as soon as possible.

3.4.3 Excavations

The Principal Contractor and any relevant Contractors shall make provision in their tender for shoring, dewatering or drainage of any excavation as per this specification.

The Contractor shall make sure that:

- a) An excavation permit is present and valid (if applicable).
- b) The excavations are inspected before every shift and a record is kept;
- c) Safe work procedures have been communicated to the workers;
- d) The safe work procedures are enforced and maintained by the Contractor's
- e) The requirements of Construction Regulation 13 of 2014 are adhered to.

3.4.4 Edge Protection and Barricading

The Principal Contractor must ensure that all exposed edges and openings are guarded by solid edge protection and demarcated at all times until permanent protection has been erected. The Principal Contractor's risk assessment must include these items: protection of edges, penetrations, and all other openings and areas where a person may fall. No exposed edges and other openings left unprotected will be tolerated.

Barricading must conform to ACSA requirements:

(Wooden barrier fence approved by ACSA, with strobe light fitted at 4 metre intervals, uprights between 2-3m apart, horizontals 500mm apart. The strobe light emits a red light every few seconds.

Compliance to Construction Regulation 10, must be adhered to.

3.4.5 Stacking of Materials

The Principal Contractor and other relevant Contractors shall ensure that there are sufficient appointed stacking supervisors and all materials, formwork and all equipment are stacked and stored safely. The site is fairly extensive, however space may present a problem, but this is not a reason for poor stacking and storage techniques. Double handling of material should be avoided and for this purpose, pallets and other stacking options should be used.

Relevant arrangements to be made with ACSA on laydown areas.

Compliance to Construction Regulation 28, must be adhered to.

3.4.6 Speed Restrictions

The Principal Contractor shall ensure that all persons in its employ, all Contractors, and all those visiting the site are aware and comply with the site speed restrictions set within the airport. If at all possible, separate vehicle and pedestrian access routes shall be provided, if at all possible maintained, controlled, and enforced.

3.4.7 Access to Site

There is a possibility that as work progresses to an advanced stage, the management of vehicles entering the site must be carefully managed, along with safety measures implemented for airport vehicles and ground staff.

Compliance to strict access control requirements must be adhered to and maintained throughout the duration of the project. Compliance to General Safety Regulations 2C, must be adhered to.

3.4.8 Hazardous Chemical Substances (HCS)

The Principal Contractor and other relevant Contractors shall provide the necessary training and information regarding the use, transport, and storage of HCS. The Principal Contractor shall ensure that the use, transport, and storage of HCS are carried out as prescribed by the HCS Regulations.

The Contractor shall ensure that all hazardous chemicals on site have a Material Safety Data Sheet (MSDS) on site and the users are made aware of the hazards and precautions that need to be taken when using the chemicals.

The First Aiders must be made aware of the MSDS and how to treat HCS incidents appropriately.

Compliance to Hazardous Chemical Substances Regulations, must be adhered to.

3.5 Plant and Machinery

3.5.1 Construction Plant and Vehicles

The Principal Contractor shall ensure that all mobile/fixed plant complies with the requirements of the OHS Act 85/1993 and Construction Regulation 23. The Principal Contractor and all relevant Contractors shall inspect and keep records of inspections of the construction plant used on site. Only authorised/competent trained persons are to use machinery and the appropriate supervision must be provided. The appropriate PPE and clothing must be provided and maintained in good condition at all times.

All documentation and legal appointments must be placed into the site specific health & safety compliance file.

ACSA Requirements for Operational Vehicles and Equipment

The following are operational requirements that shall be met prior to a permit been issued:

- Usage: These procedures apply to all vehicles and equipment operating airside of a site
- Operational Vehicles and Equipment: In instances where in the required documentary evidence of the vehicles age cannot be provided, the Apron Operations Permit shall not be issued.
- Any vehicle or moveable equipment accessing or entering airside is considered an operational facility and is required to have the appropriate signage and strobe light prior to obtaining access.
- Permission to utilize these vehicles shall be obtained from the authorised signatory at each site.
- Ensure that the lifespan of equipment and vehicles does not exceed the following limits:
 - Light commercial passenger vehicles (up to twelve (12) passengers) - maximum age eight (8) years;
 - Heavy commercial passenger vehicles (up to twenty-three (23) passengers) - maximum age eight (8) years;
 - Light commercial load vehicles (Gross Vehicle Mass not exceeding 3500 kg) - maximum age eight (8) years;
 - Heavy commercial load vehicles (Gross Vehicle Mass exceeding 3500 kg) - maximum age eleven (11) years;
 - Non motorised equipment - maximum age eleven (11) years;
 - Specialised motorised equipment - maximum age thirteen (13) years and
 - Specialised vehicles - maximum age thirteen (13) years.

Signage:

All vehicles and equipment including dollies and baggage wagons shall be registered and recorded at the ACSA Permit Office of each site;

- The vehicle/equipment shall display signage which includes both prefix and a company logo;
- The registration number of the vehicle/equipment shall not be used as a prefix;
- The prefix shall be displayed in arial bold font, black or dark blue in colour and 200 mm in height;
- Where the prefix is not clearly visible on dark coloured vehicles and equipment, the prefix shall be displayed in white;
- The company logo need not conform to the above standard, as each company has their specific logo;
- The company's prefix shall be clearly visible and have a minimum of two (2) alphanumeric and two (2) numerical characteristics e.g. SP 01, BD 02 etc.;
- The prefix shall be displayed visibly on the front two (2) doors and the roof of the vehicle/equipment;
- It is recommended that the prefix and logo be situated next to one another on the doors but this shall be separated;
- Signage shall be affixed permanently on all vehicles/equipment whether used permanently or as a contracting vehicle/equipment. and
- Where the vehicle/equipment is being escorted, this shall not be required.

Strobe Light:

- A permanent medium size amber strobe light of a low intensity shall be fitted to the roof or other elevated /part of the vehicle or item of equipment.
- The amber strobe light shall be visible from all angles.
- The amber strobe light shall be serviceable and operated at the time of entering the access security point onto airside.

Exceptions to the amber coloured strobe light:

- SAPS: Blue strobe lights;
- Emergency Services: Red strobe lights and
- ARFFS: Red strobe light.

The following guidelines are recommended for the placement of a strobe light:

- Forklifts: mounted on overhead steel structure;
- High Loader: mounted on overhead steel structure close to the driver's seating;
- Cherry picker: mounted on the roof of truck;
- Busses: mounted on roof;
- Battery car: mounted on an erected steel frame and
- Vehicles/Light delivery vehicles / microbus: mounted on roof.

3.5.2 Vessels under Pressure

The Principal Contractor and all relevant Contractors shall comply with the Vessels under Pressure Regulations, including:

- Providing competency and awareness training to the operators;
- Providing PPE or clothing;
- Inspecting equipment regularly (3-monthly) and keep records of inspections;

3.5.3 Fire Extinguishers and Fire Fighting Equipment

The Principal Contractor and relevant Contractors shall provide adequate, regularly serviced firefighting equipment located at strategic points on site, specific to the classes of fire likely to occur. The appropriate notices and signs must be posted up as required.

Compliance to Construction Regulation 29, must be adhered to.

3.5.4 Hired Plant and Machinery

The Principal Contractor shall ensure that any hired plant and machinery used on site is safe for use (including load test certificates, road worthy certificates, inspection registers). The necessary requirements as stipulated by the OHS Act 85/1993 and Construction Regulations 2014 shall apply. The Principal Contractor shall ensure that operators hired with machinery are competent and that certificates are kept on site in the health & safety file. All relevant Contractors must ensure the same. Particular care is to be exercised when planning for mobile crane positioning.

3.5.5 Scaffolding / Working at Heights

Working at heights includes any work that takes place in an elevated position. The Contractor must submit a risk-specific fall prevention plan in accordance with the Construction Regulations 2014, Regulation 10, before this work is undertaken. The fall prevention plan must be approved by the OHS Agent, before work may commence. Scaffolding must comply with the requirements of SANS 085 and Construction Regulation 16.

All external scaffolding must be secured using box-around-column ties or other fixed tie methods. All scaffold platforms must be fully boarded and be complete with guardrails and toe boards. Safe and convenient access must be provided to all working platforms.

The Principal Contractor must ensure that all temporary structures must be designed, inspected and signed off by a registered structural engineer.

3.5.6 Formwork and Support work for Structures

The Principal Contractor shall ensure that the provisions of Construction Regulations 12 of 2014 are adhered to. These provisions must include but not be limited to ensuring that all equipment used is examined for suitability before use; that all formwork and support work is inspected by a competent person immediately before, during and after placement of concrete or any other imposed load and thereafter on a daily basis until the formwork and support work has been removed. Records of all inspections must be kept in a register on site.

According to the current scope of this project, there should be no formwork and support work to be done, but that could change depending on any changes made to the design by the client.

3.5.7 Lifting Machines and Tackle

The Principal Contractor and all Contractors shall ensure that lifting machinery and tackle are inspected before use and thereafter in accordance with the Driven Machinery Regulations and Construction Regulation 22 of 2014. There must be competent lifting machinery and lifting tackle inspectors who must inspect the equipment daily, before use, taking into account that:

- All lifting machines and tackle must carry a load test certificate and must have an inspection register.
- All lifting machinery and tackle has a safe working load clearly indicated;
- Regular inspection and servicing is carried out;
- Records are kept of inspections and of service certificates;
- There is proper supervision in terms of guiding the loads that includes trained banksman to direct lifting operations and check lifting tackle;
- The tower crane bases have been approved by an engineer;
- The operators are competent as well as physically and psychologically fit to work and in possession of a medical certificate of fitness to be available on site.

3.5.8 Ladders, Ladder Work and Access to Elevated Areas

The Principal Contractor shall ensure that all ladders are inspected monthly, are in good safe working order, are the correct height for the task, extend at least 1m above the landing, fastened and secured, and at a safe angle. Records of inspections must be kept in a register on site. Contractors using their own ladders must ensure the same.

Compliance to General safety Regulations 13A, must be adhered to.

3.5.9 General Machinery

The Principal Contractor and relevant Contractors shall ensure compliance with the Driven Machinery Regulations, which includes inspecting machinery regularly, appointing a competent person to inspect and ensure maintenance, issuing PPE and clothing, and training those who operate machinery.

3.5.10 Portable Electrical Tools and Explosive Powered Tools

The Contractor shall ensure that use and storage of all explosive powered tools and portable electrical tools are in compliance with relevant legislation. The Contractor shall ensure that all electrical tools, electrical distribution boards, extension leads, and plugs are kept in safe working order. Regular inspections and toolbox talks must be conducted to make workers aware of the dangers and control measures to be implemented e.g. personal protection equipment, guards, etc.

The Contractor shall consider the following:

- A competent person undertakes routine inspections and records are kept;
- Only authorised trained persons use the tools;
- The safe working procedures apply;
- Awareness training is carried out and compliance is enforced at all times; and
- PPE and clothing is provided and maintained.
- A register indicating the issue and return of all explosive round;
- Signs to be posted up in the areas where explosive powered tools are being used.

Compliance to Construction Regulation 24 & Electrical Machinery Regulations 10, must be adhered to.

3.5.11 Public and Site Visitor Health & Safety

The Principal Contractor shall ensure that every person working on or visiting the site, shall be made aware of the dangers likely to arise from site activities, including the precautions to be taken to avoid or minimise those dangers. Appropriate health and safety notices and signs shall be posted up, but shall not be the only safety measure taken.

The Principal Contractor has a duty in terms of the OHS Act 85/1993 to do all that is reasonably practicable to prevent members of the public and site visitors from being affected by the construction activities. The site will be protected with a permanent hoarding and access will be controlled. Site perimeters may need to change as the construction work progresses. The contractor must plan how to ensure the hoarding remains current and effective. These arrangements must be included in the Construction Health and Safety Plan.

Site visitors must be briefed on the hazards and risks that they may be exposed to and what measures should be taken to control these hazards and risks. A record of these 'inductions' must be kept on site in accordance with the Construction Regulations. All visitors must report to the site office where they should receive relevant health & safety information. The site office should be strategically located so that site visitors are not exposed to risks prior to reporting at the office.

3.5.12 Night Work

The Principal Contractor must ensure that adequate lighting is provided to allow for work to be carried out safely if required. This would need to be confirmed with airport management as well as working hours. Lighting used for night work must be approved by ACSA.

3.5.13 Transport of Workers

The Principal Contractor and other Contractors shall not:

- Transport persons together with goods or tools unless there is an appropriate area or section to store goods and tools;
- Transport persons in a non-enclosed vehicle, e.g. truck. There must be an adequate canopy (properly covering the back and top) and suitable sitting area. Workers shall not be permitted to stand or sit at the edge of the transporting vehicle;
- Transport workers in bakkies unless they are closed/covered and have the correct number of seats for the passengers.

3.6 Occupational Health

3.6.1 Occupational Hygiene

Exposure of workers to occupational health hazards and risks is very common in any work environment, especially in construction. Occupational exposure is a major problem and leads to medical conditions like cancers, skin disorders, noise induced hearing loss, etc. All Contractors must ensure that adequate health and hygiene measures are put in place to prevent exposure to these hazards. Prevent inhalation, ingestion, absorption, and noise induction. Site-specific health risks are tabled in Annexure 5, e.g. cement dust, wet cement, wood-dust, noise, etc.

PSITTACOSIS – This disease is acquired by contact with infected birds. The disease varies from a flu-like illness to an pneumonia with the possible involvement of other organs. Usually through inhalation of dust or aerosol contaminated by bird faeces or nasal discharge. The organism can survive many months in dry dust. Person to person spread has also been reported. Incubation period usually 4 – 15 days, disease varies from flu-like illness with a fever, headache, joint and muscle pains of a few days to pneumonia and possible endocarditis and hepatitis. Early detection and treatment normally results in complete recovery, although delay or susceptible individuals may progress to more severe illness or even death.

CONTROL OF EXPOSURE – Good general ventilation is required. Cleaning procedures should avoid creating aerosols and dust, no high pressure jetting. Work techniques should be designed to keep the worker's breathing zone away from possible aerosol (dust) clouds, avoid the need for close approach during demolition. High levels of faeces / dust should, where possible, be enclosed with local exhaust ventilation. Handling systems, e.g. for waste, diseased birds, and feathers should be enclosed where reasonable practicable. All bird waste to be contained in polythene sacks sealed and disposed of by an approved contractor. Respiratory protective equipment (RPE) is most likely to be needed when demolition work is in progress. Personal Protective Equipment (PPE) as appropriate should be worn i.e. hand protection, disposable hooded coverall and eye protection. Good standards of personal hygiene and of washing facilities with separate eating facilities should be provided. Employees and visitors should be alerted to the potential hazard and of the precautions which they need to adopt also the need to seek help from and inform their doctor if illness develops.

DUST CONTROL:

The Principal Contractor shall be responsible for control of dust from all its operations for the project.

Dust mitigating is as follows:

- Ensure that dust mitigation is adequately managed during construction activities.
- Erect screens to help contain any dust exposure.
- There should be sufficient water points on site to aid dust suppression.
- Water for dust control shall only be taken from approved sources and wherever possible only from sources on site.
- Ensure that loads are watered down before been transferred to tipper trucks for removal off site.
- Limit vehicle speeds to 20km per hour or less.
- Minimise the width of haul roads and other easements and encourage one-way travel of tracked vehicles to minimise slowing and consequent degrading of the soil structure which will enhance dust pollution.
- Minimise overburden knowledge haulage distances.
- Apply water to haul roads with a spraying truck or water down with a hose pipe.
- Water or apply chemical soil stabilisers to inactive construction areas.
- Water site or suspend grading and / or excavations activities as well as any other dust generating activity, when wind speed exceeds 40 km per hour.
- Cover appropriate trucks hauling dirt, sand, soil or other material when leaving the premises.
- Strip and store topsoil in separate stockpiles with mounds not exceeding 2 meters in height to prevent windblown dust.
- Ensure that the stockpiles are regularly watered down.
- Minimise disturbances of natural vegetation during right – of – way construction to reduce potential erosion, run off and air-borne dust.
- Implement a system of reporting excessive dust conditions by construction personnel.

NOISE CONTROL:

The Principal Contractor shall include noise control considerations in its operational plan for the project.

All vehicles shall be fitted with effective exhaust silencers and shall comply with the Road Traffic Act. If on-site noise control is not effective, to supply ear plugs and ensure that occupational health provisions are met (OHSA, 85 of 1993).

Normal machine and construction activity working hours will be as listed in the National Building Regulations. Monday to Saturdays.

HAZARDOUS BIOLOGICAL AGENTS:

In terms of the Regulations for Hazardous Biological Agents (GNR.1390), the following key points shall be considered but not limited to the rest of the requirements of the Regulations:

- (1) An employer shall, before any employee is exposed or may be exposed to HBA and after consultation with the health and safety committee established for that section of the workplace, ensure that the employee is adequately and comprehensively informed and trained, on both practical aspects and theoretical knowledge with regard to-*
- (b) the potential risks to health caused by the exposure;*
- (c) the measures to be taken by the employer to protect an employee against any risk of being exposed;*
- (d) the importance of good housekeeping at the workplace and personal hygiene requirements;*
- (e) the precautions to be taken by employee to protect him or herself against the health risks associated with the exposure, including the wearing and use of protective clothing and respiratory protective equipment;*
- (g) the necessity of medical surveillance;*
- (i) the procedures to be followed in the event of exposure, spillage, leakage, injury or any similar emergency situation and decontaminating or disinfecting contaminated areas*

3.6.2 Facilities

The Principal Contractor must supply sufficient number of clean, hygienic toilets (1 toilet per 30 workers), changing facilities, hand washing facilities, soap, toilet paper, and hand drying material must be provided. Waste bins must be strategically placed and emptied regularly. Safe, clean storage areas must be provided for workers to store personal belongings and personal protective equipment. Workers should not be exposed to hazardous materials/substances while eating and must be provided with sheltered eating areas. Adequate potable water must be provided. Hand sanitiser and disposable paper towels must be made available. Compliance to Construction Regulation 30, must be adhered to.

3.6.3 Alcohol and other Drugs

No alcohol and other drugs will be allowed on site. No person may be under the influence of alcohol or any other drugs while on the construction site. Any person on prescription drugs must inform his/her superior, who shall in turn report this to the Principal Contractor forthwith. Any person suffering from any illness/condition that may have a negative effect on his/her safety performance must report this to his/her superior, who shall in turn report this to the Principal Contractor forthwith.

Any person suspected of being under the influence of alcohol or other drugs must be sent home immediately, to report back the next day for a preliminary inquiry. A comprehensive disciplinary procedure should be followed by the Contractors and a copy of the disciplinary action must be forwarded to the Principal Contractor for its records.

3.6.4 Medical Assessments

As stipulated under Construction Regulation 2014, Regulation 7.1(g):

All employees are to have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3 of the Construction Regulations 2014 document.

3.7 Community Unrest

The Principal Contractor is to ensure that sufficient insurance and public liability cover is in place prior to starting with any construction work activities on the project. The cover should cater for the following scenarios, but not limited to: work stoppages, theft, vandalism, damage to property, delay in project program, injuries, riots & violence due to and arising out of public/community unrest on the project.

It is imperative that the Principal Contractor inform all contractors of this requirement and that the relevant insurances & covers are in place and valid. The client will not be held liable for any costs incurred by the Principal Contractor and Contractors, arising from or out of the above mentioned scenarios on the project, hence it is the responsibility of the Principal Contractor and Contractors to comply with this requirement.

3.8 Monitoring Site Health and Safety

Monitoring of health and safety on the project will take place in accordance with the Client's requirements, as recorded below, in accordance with relevant health and safety legislation, and at three levels, namely:

Level 1:	The H&S Agent (Legal Compliancy Audit)
Level 2:	Responsibilities of the designer/s
Level 3:	The Principal Contractor

Records of contractors' monitoring shall be kept on site, provided to the H&S Agent and the Principal Contractor for analysis, action and record purposes.

PART 4.

CLIENT OHS SPECIFICATION - ACKNOWLEDGEMENT BY PRINCIPAL CONTRACTOR PROJECT: THE COMPLETION OF THE BRAVO TAXIWAY AND REMOTE APRON STANDS AT KSIA

I, _____ (name) representing the
appointed Principal Contractor, acting in terms of Section 16.2 of the Occupational Health & Safety Act of
1993, acknowledge this Health & Safety Specification prepared for the above mentioned project.

Company Name

Signature of Principal Contractor OHSA 16.2 Appointee

Date

Project : THE COMPLETION OF THE BRAVO TAXIWAY AND REMOTE APRON STANDS AT KSIA

ANNEXURE 1

PRINCIPAL CONTRACTOR'S "HEALTH AND SAFETY PLAN" CONSTRUCTION REGULATION 7(1)(a)

1. Introduction

This guidance sheet gives guidance on the important issues that could be included in the Principal Contractor's Health and Safety Plan for the Construction Phase of the project at King Shaka International Airport.

The Construction Regulations are aimed at improving overall management and co-ordination of Health, Safety and Welfare throughout the Construction Phase of the projects, to reduce the large number of serious and fatal accidents and cases of ill health, which occur every year in the Construction Industry.

Under the Construction Regulations, the Principal Contractor is required to develop the Health and Safety Plan before work commences on site and to keep it up to date throughout the Construction Phase. The degree of detail required in the Health and Safety Plan for the Construction Phase and the time and effort in preparing it should be in proportion to the nature, size and level of Health and Safety risks involved in the project. Projects involving minimal risks will call for simple, straight forward plans. Large projects or those involving significant risks will need more detail.

2. What should the Construction Phase Health and Safety Plan cover?

The Construction Health and Safety Plan should set out the arrangement for ensuring the Health and Safety of everyone carrying out the construction work and all others who may be affected by it.

The Plan should deal with:

- The arrangements for the Management of Health and Safety of the construction work;
- The monitoring systems for checking that the Health and Safety Plan is being followed;
- Health and Safety Risk Assessments to those at work, and others, arising from the construction work, and from other work in premises where construction work may be carried out.
- Working inside an active airport runway and in close proximity to airplanes.

3. What should go in the Construction Health and Safety Plan

Not all information relating to the Project may be available to fully develop the Health and Safety Plan before the start of the Construction Phase. This could be because not all the design work may have been completed or many of the Contractors who will be carrying out the work have yet to be appointed. However, site layout drawings covering the project at different stages, completed design information and the Health and Safety Specification will be valuable in developing the Health and Safety Plan so that:

- The general framework is in place; and
- It deals with the key tasks during the initial work stages where design is complete.

For projects where a significant amount of design work will be prepared as construction proceeds, specific arrangements for dealing with this work may need to be set out in the Health and Safety Plan.

The Health and Safety Plan will need to be added to, reviewed and updated as the project develops, further design work is completed, information from the Contractors starting work becomes available, unforeseen circumstances or variations to planned circumstances arise, etc.

BASIC GUIDANCE ON THE REQUIRED CONTENTS OF THE CONSTRUCTION HEALTH AND SAFETY PLAN

A. Project Description

- A description of the Project;
- A general statement of Health and Safety principles and objectives for the Project;
- Information about restrictions which may affect the work (e.g. neighbouring buildings, utility services, vehicular and pedestrian traffic flows and restrictions from the work activities of the Client).

B. General Administrative Requirements

Principal Contractor to supply the following:

- Company Health and Safety Policy
- Department of Labour Notification if not working under a permit
- Workman's Compensation Registration (letter of good standing)
- Copy of relevant policies and insurances for the project
- Start-up Procedure Checklist and methodology.

C. Management

Principal Contractor to supply the following:

- Management Organogram for the project
- All legal appointments for the project (Appendix 1)
- Arrangement for the Principal Contractor to give directions and to co-ordinate other Contractors

D. Standard Setting

Principal Contractor to supply the following:

Health and Safety standards to which the project will be carried out (can be statutory requirements or higher standards that the Client may require – i.e. added rules).

E. Information to Contractor

Principal Contractor to supply the following:

Means for informing Contractors about risks to their Health and Safety arising from the environment in which the project is to be carried out and the construction work itself.

F. Selection Procedures

Principal Contractor to supply the following:

- All Contractors to be appointed by the Principal Contractor must be competent, have the relevant experience and shall make adequate provision for Health and Safety;
 - List of Contractors indicating compliance criteria
 - Contractor Safety Induction – proof thereof
 - Contractor Safety Meetings – proof thereof
 - Section 37.2 Mandatory Agreements – in terms of OHS Act 85/1993
- Suppliers of material to the Principal Contractor will provide adequate Health and Safety information to support their products;
 - Section 37.2 Mandatory Agreements – in terms of OHS Act 85/1993
- Machinery and other plant supplied for common use will be properly selected, used and maintained and the operator training will be provided;
 - Section 37.2 Mandatory Agreements – in terms of OHS Act 85/1993

G. Communications and Co-operation

Principal Contractor to supply the following:

- Means for communicating and passing information between Project Team (including the Client and any Client's representatives) the Designers, the OHS agent, the Principal Contractor, other Contractors, Workers on site and others whose Health and Safety may be affected;
- Arrangements for securing co-operation between Contractors for Health and Safety purposes;
- Arrangements for Management meetings and initiatives by which the Health and Safety objectives of the project are to be achieved;
 - Health and Safety Representative – their requirements
 - Committee Meeting Minutes and Agenda
 - Appointment of Committee Members

H. Activities with Risk to Health and Safety

Principal Contractor to supply the following:

Arrangements need to be made for the identification and effective management of activities with risk to Health and Safety, by carrying out risk assessments, incorporating those prepared by other Contractors, and also safety method statements which result. These activities may be specific to a particular trade or to site-wide issues, and may include:

- The storage and distribution of materials;
- The movement of vehicles on site, particularly as this affects pedestrian and vehicular safety;
- Control and disposal of waste;
- The provision and use of common means of access and places of work;
- The provision and use of common mechanical plant;
- The provision and use of temporary services (e.g. electricity);
- Temporary support structure;
- Commissioning, including the use of permit-to-work systems;
- Protection from falling materials;

- Dealing with potential community unrest and possible riots on the project;
- Working in a live airport environment;
- Working with fuel lines;
- Exclusion of unauthorized people;
 - Noise Programme – requirements
 - Risk Assessments in terms of Hazardous Chemicals/Substances

I. Emergency Procedures

Principal Contractor to supply the following:

Emergency arrangements for dealing with and minimising the effects of injuries, fire and other dangerous occurrences (community unrest and riots).

- Emergency Plan
- Emergency Telephone List
- Fire Precautions
- First Aid Arrangements

J. Reporting of Accidents and Incidents

Principal Contractor to supply the following:

Arrangements for passing information to the Principal Contractor about accidents, ill health and dangerous occurrences that require to be notified to the Department of Labour under the General Administrative Regulations:

- Accident/Incident Processing
- Accident Procedure
- Monthly Injury Information

K. Welfare Facilities

Principal Contractor to supply the following:

The arrangements for the provision and maintenance of welfare facilities as per the Construction Regulations.

L. Information and Training for People on Site

Principal Contractor to supply the following:

Arrangements need to be made by which the Principal Contractor will check that people on site have been provided with:

- Training Guidelines
- Induction Training and proof of attendance
- Site Visitor Information
- Toolbox Talks
- Display of Statutory Notices
- Specific Training for Legal Appointments
- Dealing with potential community unrest and possible riots on the project.

M. Site Rules

Principal Contractor to supply the following:

Arrangements for making site rules and for bringing them to the attention of those affected. The rules should be set out in the Health and Safety Plan. There may be separate rules for Contractors, Workers, Visitors and other specific groups.

N. Health and Safety File

Principal Contractor to supply the following:

Arrangements for passing on information to the H&S Agent for the preparation of the Health and Safety file. All documents required by law in the Construction Regulations.

O. Arrangements for Monitoring

Principal Contractor to supply the following:

Arrangements should be set out for the monitoring systems to achieve compliance with:

- Legal requirements (minimum monthly audit and reports thereof);
- The Health and Safety rules developed by the Principal Contractor through regular planned checks and by carrying out investigations of incidents (whether causing injury, loss or near miss) and complaints.
- Daily inspection by Health and Safety Representative;
- All legal required inspection Site Registers to be kept up to date;
- Co-operation and regular meetings between senior management and those who provide Health and Safety advice to them.

**LEGAL APPOINTMENTS
OCCUPATIONAL HEALTH AND SAFETY ACT 85/1993**

SITE NAME:	THE COMPLETION OF THE BRAVO TAXIWAY AND REMOTE APRON STANDS AT KSIA
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Constructions Regulations 2014 appointments listed below, but not limited to:

No	OHS Act Ref.	Appointment	Name of Appointee
1	Section 16	Overall Authority and Accountability	
2	Section 16(2)	Assignment of Duties	
3	CR 8(1)	Construction Manager / Assistant Construction Manager	
4	CR 8(7) & 8(8)	Construction Supervisor & Assistant	
5	GMR 2(1)	Supervision of Machinery (not for construction sites)	
6	CR 8(5)	Construction Health and Safety Officer	
7	CR 16	Scaffold Erector, Supervisor, Inspector (separate appointments)	
8	CR 13	Excavation Inspector	
9	GSR 3(4)	First Aiders	
10	CR 29 / ER9	Fire Equipment Inspector	
11	CR 24 / EMR 9	Portable Electrical Tool Inspector	
12	CR 19	Materials Hoist Inspector	
13	DMR 18(5)	Lifting Machinery and Equipment Inspector	
14	DMR 18(6)	Lifting Tackle Inspector	
15	GSR 13(a)	Ladder Inspector	
16	HSC Reg's	Hazardous Chemical Substances Inspector	
17	CR 21	Explosive Powered Tools Inspector	
18	ER 9 / CR 29	Emergency Coordinator	
19	CR 12	Temporary Works/ Formwork and Support Work Inspector	
20	CR 12(1)	Demolition Work Supervisor	
21	CR 17	Suspended Platforms Supervisor	
22	CR 20	Bulk Mixing Plant	
23	CR 23	Construction Vehicle and Mobile Plant Inspector	
24	CR24	Electrical Installation and Machinery Responsible Person	
25	CR 28	Stacking and Storage Supervisor	
26	CR 22	Tower Crane Operator & Inspector	
27	CR 25	Flammable Liquids	
28	CR 27	Housekeeping & General Safe-Guarding	
29	OHS 8	Environmental Officer	
30	GAR 9.2	Incident Investigator	
31	CR 30	Hygiene Inspector	
32	GSR 9	Welding Supervisor	
33	CR 18	Rope Access	
34	CR 10	Fall Protection	
35	Section 17	Health and Safety Representative	

KEYS:

CR	=	Construction Regulations
EMR	=	Electrical Machinery Regulations
DMR	=	Driven Machinery Regulations
GMR	=	General Machinery Regulations
ER	=	Environmental Regulations
GSR	=	General Safety Regulations
HSC	=	Hazardous Chemical Substances Regulations

DOCUMENTS TO BE SUBMITTED

Project: THE COMPLETION OF THE BRAVO TAXIWAY AND REMOTE APRON STANDS AT KSIA

ANNEXURE 2

The Principal Contractor and Contractors must submit documents to legally comply with the Construction Regulations 2014, where applicable with the construction phase H&S plan.

HSS Item No.	Requirement	OHS Act Requirement	Submission Date
3.3.1	Construction Work Permit documentation.	(Construction Regulation 3)	Before submission of the permit application to The Department of Employment & Labour
3.3.2	Assignment of Responsible Persons to Supervise Construction Work	OHS Act (section 16.2) & Construction Reg 8	Before commencement on site
3.3.3	Competence of Responsible Persons	OHS Act (section 16.2) & Construction Reg 8	Together with H&S plan
3.3.4	Compensation of Occupational Injuries and Diseases – proof of registration	COIDA	Together with H&S plan
3.3.5	Occupational Health and Safety Policy	OHS Act	Together with H&S plan
3.3.6	Health and Safety Organogram	Client Requirement	Together with H&S plan
3.3.7	Initial Hazard Identification and Risk Assessment	Construction Regulation 9.	Together with H&S plan
3.3.8	Health and Safety Personnel	OHS Act Construction Regulations	Submit as soon as there are more than 20 employees on site

ASSIGNMENT OF PRINCIPAL CONTRACTOR'S RESPONSIBLE PERSONS

Project: **THE COMPLETION OF THE BRAVO TAXIWAY AND REMOTE APRON STANDS AT KSIA**

ANNEXURE 3

The Principal Contractor shall make the following appointments according to the initial risk assessment: (further appointments could become necessary as the project progresses).

Contractors shall make the relevant appointments as per their operations. The Client reserves the right to insist on any appointment/s as determined by its risk assessment of the Contractor concerned.

References made to Construction Regulations 2014.

Appointment	OHSA Reference	Requirement
CEO Assignee	Section 16(2)	A competent person to assume the overall H&S responsibility – Principal Contractor's Responsible Person
Construction Manager	CR 8.1	A competent person to supervise, manage and be responsible for Health & Safety related issues on site.
Construction Supervisors	CR 8.7 & CR 8.8	A competent person to assist with daily supervision of construction / building work. The person(s) assist the Construction Work Supervisor.
Construction health & safety officer	CR8.5	A competent person to fulfil the functions as laid down in 3.3.21 of the "Good Management Practice".
Health & Safety Representative(s)	Section 17	A competent person(s) to assist with identifying risks, attend H&S meetings, conduct inspections, assist with investigations, etc.
Health & Safety Committee Member(s)	Section 19	The 16.2 Person, CR 8.1 Person, CR 8.7 Person, H&S Reps., H&S officer.
Incident Investigator	GAR 8	A competent person to investigate incidents / accidents on site and could be: <ul style="list-style-type: none"> • The CR8.1 or CR8.7 Person • H&S Representative • Member of the H&S Committee • H&S officer
Risk assessment co-ordinator	CR 9	A competent person to co-ordinate all risk assessments on behalf of the Principal Contractor. The same applies to Contractors.
Fall protection plan developer	CR 10	A competent person to prepare & amend the fall protection plan.
First Aiders	GSR 3	A qualified person to address all on site first aid cases.
Machinery Inspector	GSR 2.1	A competent person to supervise machinery.
Lifting machine & equipment inspector	DMR 18	A competent person to inspect lifting machines, equipment.
Lifting tackle inspector	DMR 18	A competent person to inspect lifting tackle.

**THE COMPLETION OF THE BRAVO TAXIWAY AND REMOTE APRON STANDS AT KSIA
CONSTRUCTION HEALTH & SAFETY SPECIFICATION**

Annexure 3 continued

Scaffolding Inspector	SANS 085 / CR16	A competent person to inspect scaffolding before use and every time after bad weather, etc.
Scaffolding erector	SANS 085 / CR16	A competent person to erect scaffolding.
Scaffolding supervisor	SANS 085 / CR16	A competent person to supervise scaffolding.
Temporary Works - Formwork & support work inspector	CR 12	A competent person to inspect formwork & support work.
Excavation Inspector	CR 13	A competent person to inspect excavation work and ensure that approved safe working procedures. are followed at all times.
Ladder Inspector	GSR 13A	A competent person to inspect ladders daily and ensure they are safe for use, keeping monthly record.
Stacking Supervisor	CR 28	A competent person to supervise all stacking and storage operations.
Explosive powered tools inspector/supervisor	CR 21	A competent person to inspect & clean the tool daily and controlling all operations thereof.
Temporary electrical installations supervisor	CR 24	A competent person to control all temporary electrical installations.
Fire-fighting equipment inspector	CR 29	A competent person to inspect and operate fire-fighting equipment.

GENERAL REQUIREMENTS

Project: **THE COMPLETION OF THE BRAVO TAXIWAY AND REMOTE APRON STANDS AT KSIA**

ANNEXURE 4

The Principal Contractor shall comply but not be limited to the following requirements: Report on these to the Client/Client's OHS Agent at progress meetings or at least monthly whichever is sooner.

Contractors shall comply and report to the Principal Contractor on a monthly basis. A report with supporting documents shall be tabled at the Principal Contractor's monthly Health & Safety meeting.

What	When	Output	Accepted by Client with date
Construction-phase Health & Safety Plan	At tender	Principal Contractor to report on status of Contractors' health & safety plans	
Health & Safety File	Open file when construction begins and maintain throughout.	Have file on hand at meetings	
Induction training	Every worker before he/she starts work.	Attendance registers	
Awareness Training (Tool Box Talks)	At least weekly	Attendance registers	
Health & Safety Meetings	Monthly	Meeting minutes	
Health & Safety Reports	Monthly	Report covering: <ul style="list-style-type: none"> Incidents / accidents and investigations Non conformances by employees & contractors Internal & External H&S audit reports 	
Emergency procedures	Weekly evaluation of procedure	Table procedure in writing as well as tel. numbers	
Risk assessment	Updated and signed off at least monthly	Documented risk assessment	
Method statements (safe work procedures)	Drawn up before workers are exposed to new risks	Documented set of safe work procedures (method statements) updated and signed off	

Annexure 4 continued

General Inspections	Weekly & daily	OHS Act compliance: Registers <ul style="list-style-type: none"> • Scaffolding • Excavations • Formwork & support work • Explosive tools • Temporary electrical installations 	General Inspections
General Inspections	Monthly	<ul style="list-style-type: none"> • Firefighting equipment • Portable electrical equipment • Ladders 	
General Inspections	Monthly	<ul style="list-style-type: none"> • Lifting tackle • Oxy-acetylene cutting & welding sets • Fall prevention and arrest equipment 	
General Inspections	Daily	<ul style="list-style-type: none"> • Lifting machines 	
Load tests / performance tests	Annually / once erected, before use	<ul style="list-style-type: none"> • Lifting machines 	
List of Contractors	List to be updated weekly	Table list, number of workers and Company tel. numbers	
Workman's Compensation	Update weekly	Table a list of Contractors' workman's compensation proof of good standing	
Construction site rules & Section 37.2 Mandatory Agreement	Update weekly	Table a report of all signed up Mandataries	

Health & Safety File Format and Contents:

The below is the template for the contents of the health and safety file to be drafted for the project by the appointed Principal Contractor and can be amended accordingly after consultation with the H&S Agent. Once drafted and completed, the Principal Contractor must ensure submission of the file with supporting documentation to the H&S Agent for evaluation and approval. The safety must not be generic. The documentation within the file must be project and scope specific and not contain documentation which does not form part of the Principal Contractor and Contractors scope of work.

Section 1 – Site Information

- Emergency & Management Contacts
- Company Organogram
- Emergency Evacuation Procedure
- Site Safety Procedures
- Notification of Construction Work

Section 2 – Health & Safety

- Health & Safety Management Plan
- Company Policies
- Fall Protection Plan
- Environmental Management Plan
- Risk Management Plan
- Company Valid Letter of Good Standing with Workman's Compensation
- Client Construction Health & Safety Specification
- COVID-19 Management plan & policy

Section 3 – OHS Act Appointments

- Legal Appointments (Training certificates must be attached to applicable legal appointments)

Section 4 – Register & Checklists

- Monthly, Weekly & daily Inspection register & checklists
- Daily COVID-19 employee/visitor screening checklist

Section 5 – Risk Management

- Risk Assessment Approval & Review
- Method Statement
- Applicable Risk Assessments to Scope of Work including Risk Matrix
- COVID-19 Risk Assessment and safe work procedure
- Safe Work Procedures
- DSTI's
- PTO's

Section 6 – Incident Management

- Incident reporting procedure
- Daily Incident record
- First Aid box dressing register
- Annexure 1 – Recording & Investigation of Incidents
- WCL2 – Employers Report of an Accident
- WCL6 – Resumption report

Section 7 – Training

- List of Employees
- Health & Safety Induction Procedure
- Employee Inductions including copies of ID's and valid medical certificates
- Employee Information including next of kin details

Section 8 – Safety Awareness

- Weekly Toolbox Talk Topics

Section 9 – Site Compliance

- Record of Safety Meeting Minutes
- Record of Internal & External OHS Audits

Section 10 – Contractor Compliance

- Copy of Signed Mandatory Agreement

Section 11 – OHS Act

- Copy of Occupational Health & Safety Act, Act 85 of 1993
- General Safety Regulations
- General Administrative Regulations
- Government gazettes (COVID-19) Workplace guidelines

Section 12 – Construction Regulations

- Copy of Construction Regulations 2014

--- END OF DOCUMENT ---