

## ANNEXURE P: CDC, SHE FILE REQUIREMENTS

### COEGA DEVELOPMENT CORPORATION (Pty) Ltd

**PROJECT NAME: CAPE TOWN: DEPARTMENT OF SPORTS, ARTS AND CULTURE (DSAC):  
WESTERN CAPE: REPAIRS AND PLANNED MAINTENANCE OF BERTRAM  
MUSEUM AND ANNEX BUILDING: ERVEN 95161 AND 95140: WCS 056014**

**CONTRACT NO.: CDC/134-T24**

### DEVELOPED FROM PROJECT SAFETY, HEALTH AND ENVIRONMENTAL SPECIFICATIONS

This form shall be amongst the returnable documents, and the Contractor will be required to submit the SHE File upon acceptance of appointment with the information listed on the table below but not limited to:

| <b>OHSSS Item No.</b> | <b>OHSSS Requirement</b>   | <b>OHSA Requirement</b>  | <b>Submission Date</b>                   |
|-----------------------|--|--|--|
| 2.3.1                 | Notification of construction work submitted to the nearest Department of Employment and Labour Centre (DoELC) by the Principal Contractor – CR 4 in the form of Annexure 2 | A copy of completed and signed Annexure 2 with construction work notification certificate from DoELC   | Before commencement of construction work |
| 2.3.2                 | Assignment of Construction Manager and Supervisor (CM & CS) for management and supervision of construction work, fulltime basis on site – CR 8(1) and CR 8(7)              | Signed appointment and acceptance letter, profile, and copies of (ID, qualifications, short courses attended) registration with SACPCMP (where applicable) |  |
| 2.3.3                 | Assignment of Construction Health and Safety Officer or Manager (CHSO/M) to manage, assist in the control of all SHE related aspects on site – CR 8(5)                     | Signed appointment and acceptance letter, profile, copies of (ID, qualifications, short courses attended) registered with SACPCMP                          |  |
| 2.3.4                 | Construction work site Organogram  | Designation and Names of Persons appointed to relevant Sections and Regulations of the Acts  |  |
| 2.3.5                 | Assignment of Competent responsible persons as per project scope of work aligned with site organogram  | Signed appointment and acceptance letter for relevant Sections and Regulations of relevant Legislations. Proof of competent certificates                   |  |
| 2.3.6                 | Registration with Compensation Fund or approved License Insurer in terms of Occupational Injuries and Diseases Act, Act (130 of 1993), CR 5(1)(j)                          | Valid proof of letter of good standing. (Sole or J/V entity)   |  |

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| 2.3.7  | Prepared SHE Policies – Section 7  | Signed SHE policies as per Tender SHE Specifications   |  |
| 2.3.8  | Prepared Baseline Risk Assessment (BRA) – Hazard Identification and Risk Assessment – CR 9(1)  | Signed BRA specific to the project scope of work   |  |
| 2.3.9  | Prepared Safety, Health and Environmental Plans (where applicable) – <ul style="list-style-type: none"> <li>• Health and Safety Plan</li> <li>• Environmental Management Plan</li> <li>• Fall Protection Plan</li> <li>• Temporary Works plan</li> <li>• Demolition Plan</li> <li>• Emergency Preparedness and Response Plan</li> <li>• Training Plan</li> </ul> | Signed HSP specific to the Tender SHE Specifications   |  |
| 2.3.10 | Documents, Training, Records and Registers – CR 7(1)(b)  | Prepared registers, documents and records as per Tender SHE Specifications   |  |
| 2.3.11 | Medical examinations of all employees specific to the work to be performed – pre, periodic and exits - CR 7(1)(g)  | Proof of valid medical certificates issued by Occupational Health Practitioner with completed Annexure 3 and copies of employees' ID |  |
| 2.3.12 | Mandatory agreement entered between two parties - Section 37.2   | Signed copy of mandatory agreement by the Client and Principal Contractor  |  |
| 2.3.13 | Prepared Health and Safety Site Specifications (HSSS) by the Client - CR 5(1)(b)   | Signed copy of HSSS Specifications   |  |
| 2.3.14 | Prepared Baseline Risk Assessment (BRA) by the Client - CR 5(1)(a)   | Signed copy of BRA specific to the project scope of work   |  |
| 2.3.15 | Drawing Designs  | Approved drawing designs by the Authorities  |  |
| 2.3.16 | Appointment letters CR5(1)(k)  | Signed appointment letters by Client and Principal Contractor  |  |
| 2.3.17 | Project Environmental Specification (PES) by the Client  | Signed copy of PES Specifications  |  |
| 2.3.18 | SHE Bill of Quantities   | Completed adequate provisions of SHE BoQ   |  |

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| 2.3.19 | Prepared Environmental Method Statements as per project scope of work    | Approved Method Statements as per SHE Specifications       |  |
| 2.3.20 | Prepared Safe Working Procedures as per project scope of work activities | Approved Safe Working Procedures as per SHE Specifications |  |

***“NB” The above required documents shall be compliant to the Occupational Health and Safety Act and Regulations, Act (85 of 1993), National Environmental Management Act, Act (107 of 1998) and (Disaster Management Act, Act (57 of 2002) with relevant legislations.***

**Abbreviations:**  
**SHE:** Safety, Health and Environment  
**CR:** Construction Regulations 2014  
**OHSA:** Occupational Health and Safety Act and Regulations, Act (85 of 1993)  
**OHSSS:** Occupational Health and Safety Site Specification

**Acknowledgement:**

I, \_\_\_\_\_ representing \_\_\_\_\_ Principal Contractor have satisfied myself with the content of the OHSSS and shall ensure that the Contractors accountable under my administration will comply with all relevant obligations in respect thereof. I furthermore have fully included in my tendered rates or pricing (Bills of Quantities) for all resources and any other costs required for the interest of the OHSA fulfillment throughout the duration of the construction work and defects liability period.

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date