

# PROVINCIAL ADMINISTRATION OF KWAZULU-NATAL DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE



**KWAZULU-NATAL PROVINCE**

PUBLIC WORKS & INFRASTRUCTURE  
REPUBLIC OF SOUTH AFRICA

## BILLS OF QUANTITIES

with GCC for Construction Works - Second Edition 2010

### **RETURNABLE DOCUMENT**

ONE VOLUME APPROACH

#### SECTION 1

### **Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)**

#### **Engineer/Principal Agent**

Ukuza Consulting (Pty) Ltd  
P.O. Box 2274  
Westville  
Durban  
3630  
Tel Number: 031 - 265 0444  
Fax Number: 086 208 0491  
george@ukuza.co.za

#### **Employer:**

Head Office  
KZN Department of Public Works & Infrastructure  
Private Bag X 9041  
**PIETERMARITZBURG**  
3200  
Tel Number: 033 - 355 5500

Tender Number: ZNTU04271W  
CIDB Grading: 8GB or higher  
ECDP Number: N/A

#### **Principial Agent**

Ukuza Consulting (Pty) Ltd  
P.O. Box 2274  
Westville  
3630  
Tel Number: 031 - 265 0444  
Fax Number: 086 208 0491  
george@ukuza.co.za

#### **Region:**

Head Office  
KZN Department of Public Works & Infrastructure  
X9041  
**Pietermaritzburg**  
3200  
Tel Number: 033 - 355 5402

Project Code: WIMS047874  
Document Date: 09/02/2026  
**Contract Period: 18 Calendar Months**

Contracting Party: \_\_\_\_\_

CIDB Registration number: \_\_\_\_\_

Central Suppliers Database Registration Number: \_\_\_\_\_

## Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)



**KWAZULU-NATAL PROVINCE**  
 PUBLIC WORKS & INFRASTRUCTURE  
 REPUBLIC OF SOUTH AFRICA

### THE TENDER

#### 1. PART T1: TENDER PROCEDURES

Page No.

T1.1	Tender Notice and Invitation to Tender (T1.1)	1-5
T1.2	Tender Data (T1.2)	1-5
T1.3	Annexure C - Standard Conditions of Tender (T1.3)	1-8

#### 2. PART T2: RETURNABLE DOCUMENTS

T2.1	List of Returnable Documents (T2.1)	1-4
T2.2	Authority to Sign Tender (T2.2)	1
T2.3	Authority for Consortia or Joint Venture's to Sign Tender (T2.3)	1-2
T2.4	Special Resolution of Consortia or Joint Venture's (T2.4)	1-3
T2.5	Joint Venture Involvement Declaration (T2.5)	1-2
T2.6	Schedule of Proposed Sub-Contractors (T2.6)	1
T2.7	Capacity of Tenderer (T2.7)	1-6
T2.8	Financial Standing and other resources of Business Declaration (T2.8)	1
T2.9	Preference Points Claim Form (T2.9)	1-4
T2.10	Site Inspection Certificate as proof for attendance of compulsory briefing meeting (T2.10)	1
T2.11	Bidder's Disclosure - SBD 4 (T2.11)	1-3
T2.12	Record of Addenda to Tender Documents (T2.12)	1
T2.13	Particulars of Electrical Contractor (T2.13)	1
T2.14	Schedule of Imported Materials and Equipment (T2.14)	1
T2.15	Certified Copy of the Annual Financial Statement for past financial year (2.15)	1
T2.16	Equipment Schedules (T2.16)	1-2
T2.17	Contractor's Safety, Health and Environmental Declaration (T2.17)	1
T2.18	Compulsory Enterprise Questionnaire (T2.18)	1
T2.19	Tax Compliance Status (TCS) PIN to verify on line Compliance Supplier Status via e-Filing (T2.19)	1
T2.20	Certified Copy of Proof of Good Standing With the Compensation Commissioner (T2.20)	1
T2.21	Form of Offer and Acceptance (Bound into Section 1 of 2) (T2.21)	1-3
T2.21a	Confirm Receipt of Offer and Acceptance (T2.21a)	1
T2.22	Copy of Final Summary of the Bills of Quantities (T2.22)	1
T2.23	Proof of Paid Municipal Rates and Taxes (Attach) (T2.23)	1
T2.24	Certified Copy of Proof of Unemployment Insurance Fund (2.24)	1
T2.25	The National Industrial Participation Programme (T2.25)	1-2
T2.26	Certified Copy of Proof of Registration on the Central Supplier Database (CSD) (T2.26)	1
T2.27	Certified Copy of Proof of CIDB Registration Number (T2.27)	1
T2.28	Proof of Payment of Tender Deposit (T.28)	1
T2.29	Contract Form - Purchase of Goods/Works - Part 1 (T2.29)	1
T2.30	Contract Form - Purchase of Goods/Works - Part 2 (T2.30)	1

T2.31	OHSE Plan Structure (T2.31)	1-140
T2.32	Client's specific requirements for the Contractor's detailed OHSE Plan (T2.32)	1
T2.33	Baseline Risk Assessment (T2.33)	1
T2.34	Functionality Criteria (T2.34)	1-4
T2.35	Invitation to Tender - SBD 1 (T2.35)	1-2
T2.36	CIDB B U I L D Programme Undertaking (T2.36)	1-2

## THE CONTRACT

### 3. PART C1: AGREEMENT AND CONTRACT DATA

C1.1	Form of Offer and Acceptance (C1.1)	1
C1.2	Contract Data (C1.2)	1-8
C1.3	Form of Guarantee (C1.3)	1-3

### 4. PART C2: PRICING DATA

C2.1	Pricing Instructions (C2.1)	1-4
C2.2	Preliminaries for GCC for Construction Works - 2nd Edition 2010 (C2.2)	1-18
C2.3	Bills of Quantities (C2.3)	19-219

### 5. PART C3: SCOPE OF WORKS

C3.1	Scope of Works (C3.1)	1-8
C3.2	Specification for HIV/AIDS awareness (C3.2)	1-3
C3.3	HIV/STI Compliance report (C3.3)	1-2

### 6. PART C4: SITE INFORMATION

C4.1	Site Information (C4.1)	1
------	-------------------------	---

### 7. DRAWINGS

C5.1	List of Drawings (C5.1)	1-3
------	-------------------------	-----

### 8. ANNEXURES

Annexure 1	Standard Preambles for all Trades (Rev 3) - DOH 2009 (C5.2)	1 to 95
Annexure 2	General Electrical Specifications (C5.3)	E/1 to E/21
Annexure 3	Lightning Protection Specifications (C5.4)	LP/1 to LP/6
Annexure 4	Map of Tender submission location (C5.5)	1
Annexure 5	Joint Venture Agreement (C5.6)	1-7
Annexure 6	Health and Safety Bill of Quantities (C5.7)	1-4
Annexure 7	Builders Lien Agreement (C5.8)	1-2
Annexure 8	Geotechnical Investigation Report (C5.9)	1-15 & Appendix A-D
Annexure 9	EPWP Additional Specification (C5.10)	1-12
Annexure 10	EPWP Scope of Works (C5.11)	1-5
Annexure 11	EPWP Employment Contract (C5.12)	1-9
Annexure 12	EPWP Attendance Register (C5.13)	1

Annexure 13	Registration Business Form (C5.14)	1
Annexure 14	Beneficiary Monthly Capture Form (C5.15)	1
Annexure 15	Workers Monthly Payment Upload (C5.16)	1
Annexure 16	Workers Monthly Training Form (C5.17)	1
Annexure 17	Site Location (C5.18)	1
Annexure 18	B.U.I.L.D Data (C5.19)	1-2
Annexure 19	CIDB B.U.I.L.D programme; standard for indirect targeting: Project completion report (C5.20)	1-3
Annexure 20	CIDB B.U.I.L.D programme; standard for indirect targeting: Appeal for review of assessment of enterprise development support (C5.21)	1-2
Annexure 21	CIDB B.U.I.L.D programme; standard for indirect targeting: Targeted enterprise declaration (C5.22)	1-4
Annexure 22	CIDB B.U.I.L.D programme; standard for indirect targeting: Project interim report (C5.23)	1-3
Annexure 23	Form A3: Project interim training report (C5.24)	1
Annexure 24	Form A5: Final training report (C5.25)	1
Annexure 25	CIDB project assessment scheme: Standard for developing skills project completion report (C5.26)	1-2
Annexure 26	CIDB project assessment scheme: Standard for developing skills notification of the issue of the cancellation / termination of a contract (C5.27)	1-2
Annexure 27	CIDB project assessment scheme: Standard for developing skills project training plan (C5.28)	1-2
Annexure 28	Architect Drawings (C5.29)	
Annexure 29	Civil and Structural Engineer Drawings (C5.30)	
Annexure 30	Electrical Engineer Drawings (C5.31)	
Annexure 31	Fire Engineer Drawings (C5.32)	
Annexure 32	Mechanical Engineer Drawings (C5.33)	
Annexure 33	Wet Service Engineer Drawings (C5.34)	

### **IMPORTANT NOTICE TO TENDERERS**

Any reference to words Tender or Tenderer herein and/or in any other documentation shall be construed to have the same meaning as the words Tender or Tenderer. These forms are for internal and external use for the KZN Department of Public Works & Infrastructure, Provincial Administration of KwaZulu-Natal.

**"Quality"** shall mean totality of features and characteristics of a product or service that bears on the ability of the product or service to satisfy stated or implied needs.

**No alternative Tenders will be accepted.**

**The Total (Including Value Added Tax) on the Final Summary of the Bills of Quantities must be carried to the "Offer" part only of the Form of Offer and Acceptance - T2.21**

**"Enterprise" shall mean the legal Tendering Entity or Tenderer who, on acceptance of the Offer, would become the contractor"**



---

**Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area  
(Completion Contract)**

---

**THE TENDER**



---

**Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area  
(Completion Contract)**

---

**PART T1. - TENDER PROCEDURES**



---

**Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area  
(Completion Contract)**

---

---

**T1.1 - TENDER NOTICE AND INVITATION TO TENDER**

## T1.1 TENDER NOTICE AND INVITATION TO TENDER

**THE KZN DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE INVITES TENDERS FOR THE PROVISION OF:**

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Tender no:</b>	<b>ZNTU04271W</b>	<b>Project Code:</b>	<b>WIMS047874</b>
<b>Advertisement date:</b>	<b>09/02/2026</b>	<b>Closing date:</b>	<b>10/03/2026</b>
<b>Closing time:</b>	<b>11:00</b>	<b>Validity period:</b>	<b>84 Calendar Days</b>

It is estimated that tenderers must have a CIDB contractor grading designation of 8GB or higher. No alternative Class of work, as referred to in Clause 25(3)(a)(i) of the CIDB Regulations, as amended, is anticipated for this project.

	<p>It is estimated that Potentially Emerging enterprises should have a CIDB contractor grading of <b>(N/A)</b> and satisfy the criterion stated in the Tender Data. (<i>Only applicable if Client has an Official Mentorship programme in place to assist potentially emerging enterprises</i>)</p> <p>All Tenderer's should have a CIDB Class of Construction Contractor Grading Designation as indicated above. No Tenderer with a PE status can be considered if <b>"N/A"</b> is indicated above because the Department does not have an Official Mentorship Programme in place to assist a Potentially Emerging Enterprise.</p>
--	---

**Only Tenderer's who are responsive to the following responsiveness criteria are eligible to submit Tenders:**

<input checked="" type="checkbox"/>	<p>Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations for a : 8GB or higher, class of construction work, are eligible to have their Tenders evaluated.</p>
<input checked="" type="checkbox"/>	<p>Joint ventures are eligible to submit tenders provided that:</p> <ol style="list-style-type: none"> <li>1 every member of the joint venture is registered with the CIDB;</li> <li>2 the lead partner has a contractor grading designation in the 8GB or higher, class of construction work; or not lower than one level below the required the required grading designation in the class of works construction works under considerations and possess the required recognition status</li> <li>3 the combined contractor grading designation calculated in accordance with the Construction Industry Development Regulations is equal to or higher than a contractor grading designation determined in accordance with the sum tendered for a : <b>8GB</b> or a value determined in accordance with Regulation 25 (1B) or 25 (7A) of the Construction Industry Development Regulations.</li> </ol> <p style="color: red; font-weight: bold;">The contractor shall achieve in the execution of this contract the Contract Participation Goals (CPG) relating to the engagement of targeted enterprises as established in the CIDB Standard for Indirect Targeting for Enterprise Development through Construction works Contracts Published in Government Gazette No 48491)</p>
<input checked="" type="checkbox"/>	Tender document must be properly received on or before the tender closing date and time specified on the invitation, fully completed and signed in ink (All as per Standard Conditions of Tender).
<input checked="" type="checkbox"/>	Submission of Compulsory Returnable Schedules documents as per List of returnable documents.
<input checked="" type="checkbox"/>	Tax Compliance Status (TCS) PIN number and Tenderer's or entity tax reference number.
<input checked="" type="checkbox"/>	Contractor's Safety, Health and Environmental Declaration.
<input checked="" type="checkbox"/>	Complete priced Bill of Quantities to be submitted on the day of the Tender closing date.

<input checked="" type="checkbox"/>	Proof of good standing with the Compensation Commissioner - In terms of Section 84(1)(b) of the Compensation for Occupation Injuries and Disease Act, 1993, a Tenderer may not be awarded a contract if he/she is not registered and in good standing with the Compensation Commissioner.
<input checked="" type="checkbox"/>	Proof of Paid Municipal Rates and Taxes (Attach) (T2.23)
<input checked="" type="checkbox"/>	Certified Copy of Proof of UIF Registration (Attach) (T2.24)
<input checked="" type="checkbox"/>	Financial Standing and other resources of Business Declaration (T2.8)
<input checked="" type="checkbox"/>	Compulsory Enterprise Questionnaire (T2.18)
<input checked="" type="checkbox"/>	<b>Tenderers must meet the minimum qualifying score for functionality criteria first before they can be considered for price and preference by means of specific goals</b>
<input type="checkbox"/>	Invitation to Tender - SBD 1

**Please note the following for POPIA:**  
 By submitting this tender, I hereby acknowledge consent that the KZN Department of Public Works & Infrastructure, may, from time to time, collect/store/use/destroy/delete/share or otherwise process my Company and Director's/Shareholders personal information as the context or circumstances may require and as contemplated in terms of POPIA.  (TICK)

THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR TENDER BEING DISQUALIFIED)

Name of Tenderer: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Street Address: \_\_\_\_\_

Telephone Number      CODE \_\_\_\_\_ NUMBER \_\_\_\_\_

Cellphone Number: \_\_\_\_\_

Facsimile Number:      CODE \_\_\_\_\_ NUMBER \_\_\_\_\_

E-mail Address: \_\_\_\_\_

VAT Registration Number: \_\_\_\_\_

TAX COMPLIANCE STATUS (TCS) PIN TO VERIFY ON LINE COMPLIANCE SUPPLIER STATUS VIA SARS e-FILING (T2.19)      YES  or NO

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? [If yes, enclose proof]      YES  or NO

This tender will be evaluated according to the preferential procurement model in the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022:

80/20 Preference point scoring system       90/10 Preference point scoring system

**NOTE**      Refer to T2.32 - Functionality Criteria

Functionality requirement:	70 Points
Price:	90 points

## 1. The Specific Goal/s Allocated Points in terms of this tender:

### Preference points system:

Preferences are offered to Tenderer's who have attained points for the specific goals in accordance with the table below; Documentary Proof required to satisfy the points claimed are also indicated in the table below:

No	Specific Goal	Number of Points Allocated
1	Ownership by Black People  Documentary Proof Required: 1) EME or QSE Sworn Affidavit; signed and dated by Commissioner of Oaths	2
2	Ownership by People who are Women  Documentary Proof Required: 1) Certified copy of Identity Document/s 2) A Central Supplier Database (CSD) Full Report OR 3) EME or QSE Sworn Affidavit; signed and dated by Commissioner of Oaths	2
3	Ownership by People who are Youth  Documentary Proof Required: 1) Certified copy of Identity Document/s 2) EME or QSE Sworn Affidavit; signed and dated by Commissioner of Oaths OR 3) SANAS approved B-BBEE Certificate OR 4) Certified copy of the original SANAS approved B-BBEE approved certificate	2
4	Ownership by People living with Disabilities  Documentary Proof Required: 1) Original or Certified copy of an original medical certificate from a registered medical practitioner 2) Certified copy of Identity document/s	2
5	Promotion of enterprises located in a specific municipal area for work to be done or services to be rendered in uMhlathuze Local Municipality  Documentary Proof Required: 1) Proof of Municipal Account depicting Physical Address of the business OR 2) Lease Agreement	2
<b>2. Other specific goals (according to the PPPFA):</b>		
(a)		
(b)		
(c)		
(d)		
<b>Total must equal 10 points</b>		<b>10</b> Points

**Notes:**

- 1 The successful Tenderer will be required to fill in and sign a written GCC 2010 2nd Edition Contract.
- 2 Tenderers should ensure that Tenders are delivered timeously to the correct address. If the Tender is late, it will not be accepted for consideration.
- 3 The requirements in respect of the application of either 80/20 and 90/10 preference points scoring system, will apply and the points reflected above for preferences will be adjusted accordingly on a pro-rata basis if required.
- 4 The Tender box is generally open during official working hours.
- 5 All Tenders must be submitted on the official forms – (Not to be re-typed)
- 6 This Tender is subject to the PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT FOR CONSTRUCTION WORKS (GCC2010) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT
- 7 **The documentary proof required to satisfy the points claimed for specific goals in terms of this tender, are duly indicated on the table (1) above.**
- 8 Where stated in the tender data that a two-envelope system has been followed, open only the non-financial proposal of valid tenders in the presence of tenderer's agents, who choose to attend, at the time and place stated in the tender data and announce the name of each tenderer whose technical proposal is opened.

Evaluate that non-financial proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals are to be opened.

Open only the financial proposals of tenderers who, in the Functionality evaluation score, have more than the minimum number of points for Functionality stated in the tender data, and announce the score obtained for the non-financial proposals and the total price and any preferences claimed. Return unopened financial proposals to tenderers whose non-financial proposals failed to achieve the minimum number of points for Functionality.

**THE PHYSICAL ADDRESS FOR COLLECTION OF TENDER DOCUMENTS:**

Tender documents may be collected during working hours at the following address :

**191 Prince Alfred Street, Pietermaritzburg**

A non-refundable tender deposit of R610 is payable as per the tender advertisement , on collection of the Tender documents. The Tenderers must deposit the the above amount into the Department's bank account. The Account details are:

Account Name: KZN PROV GOV-WORKS  
Bank Name: ABSA  
Account Number: 4121941044  
Bank Code: 632005  
Reference No: Ref No. 14019605

The Tenderer must attach the account statement with above reference, to this Tender as proof of payment of the deposit.

**COMPULSORY CLARIFICATION MEETING**

A Compulsory clarification Meeting with representatives of the Employer will take place as follows:

**Ngwelezane Hospital: Administration Building: Boardroom. Empangeni.**

on: **23/02/2026**

**QUERIES REGARDING THE TENDERING PROCEDURE OR TECHNICAL INFORMATION MAY BE DIRECTED TO:**

DOPW Project Manager:	Ms. K Nienaber	Telephone no:	033 - 355 5402
Cell no:	082 856 2617		
E-mail:	karen.nienaber@kznworks.gov.za		

**DEPOSIT / RETURN OF TENDER DOCUMENTS:**

Telegraphic, telephonic, telex, facsimile, electronic, posted and / or late tenders will **not** be accepted.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the **Tender Data document**.

All tenders must be submitted on the official forms – (not to be re-typed)

**TENDER  
DOCUMENTS MAY  
BE:**

**DEPOSITED IN THE TENDER  
BOX AT:**

Head Office

191 Prince Alfred Street

Pietermaritzburg

3200



## **KWAZULU-NATAL PROVINCE**

**PUBLIC WORKS & INFRASTRUCTURE**  
REPUBLIC OF SOUTH AFRICA

---

### **Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)**

---

## **T1.2 - TENDER DATA**

<b>T1.2 TENDER DATA</b>			
<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Project Code:</b>	<b>WIMS047874</b>		
<b>Tender no:</b>	<b>ZNTU04271W</b>	<b>Closing date:</b>	<b>10/03/2026</b>
<b>Closing time:</b>	<b>11:00</b>	<b>Validity period:</b>	<b>84 Calendar Days</b>
<b>Clause number:</b>			
	<p>The conditions of Tender are the Standard Conditions of Tender as contained in Annexure C of the CIDB Standard for Uniformity in Engineering and Construction Works Contracts as per Board Notice <b>423 of 2019</b> in Government Gazette <b>42622 of 8 August 2019</b> as amended from time to time. (see <a href="http://www.cidb.org.za">www.cidb.org.za</a>) Refer to Conditions of Tender as bound into this document.</p> <p>The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.</p> <p>Each item of data given below is cross-referenced to the clause marked "C" in the above mentioned Standard Conditions of Tender.</p>		
C.1.1	<p>The Employer is the Head: Public Works (Department of Public Works &amp; Infrastructure - Province of KwaZulu-Natal)</p> <p>For this contract the <u>single volume</u> approach is adopted.</p> <p>This procurement document has been formatted and compiled under the headings for a single volume approach as contained in table 5 of the CIDB's "Standard for Uniformity in Engineering and Construction Works Contracts."</p> <p>The list of Returnable Documents identifies which of the documents a Tenderer must complete when submitting a Tender. The Tenderer must submit his Tender by completing the Returnable Documents including the priced Bills of Quantities, signing the "Offer" section in the "Form of Offer and Acceptance" and delivering the whole of the procurement document back to the Department bound up as it was when it was received.</p>		
C.1.2	<p>The single volume procurement document issued by the Employer comprises the following:</p> <p><b>TENDER</b></p> <p><b>Part T1: Tendering procedures</b></p> <p>T1.1 - Tender Notice and Invitation to Tender (T1.1)</p> <p>T1.2 - Tender Data (T1.2)</p> <p>T1.3 - Annexure C - Standard Conditions of Tender (T1.3)</p> <p><b>Part T2: Returnable documents</b></p> <p>T2.1 - List of returnable documents</p> <p>T2.2 - Returnable schedules (See different forms listed in <b>T2.1 - T2.34</b>)</p> <p><b>CONTRACT</b></p> <p><b>Part C1: Agreements and Contract Data</b></p> <p>C1.1 - Form of Offer and Acceptance (C1.1)</p> <p>C1.2 - Contract Data (C1.2)</p> <p>C1.3 - Form of Guarantee (C1.3)</p> <p><b>Part C2: Pricing data</b></p> <p>C2.1 - Pricing Instructions (C2.1)</p> <p>C2.2 - Preliminaries for GCC for Construction Works - 2nd Edition 2010 (C2.2)</p> <p>C2.3 - Bills of Quantities (C2.3)</p> <p><b>Part C3: Scope of works</b></p> <p>C3.1 - Scope of Works (C3.1)</p> <p>C3.2 - Specification for HIV/AIDS awareness (C3.2)</p> <p>C3.3 - HIV/STI Compliance report (C3.3)</p>		

	<b>Part C4: Site information</b>
	C4.1 - Site Information (C4.1)
	<b>Part 5: List of Drawings/Annexure's</b>
	C5.1 - List of Drawings (C5.1)
	C5.2 - Standard Preambles for all Trades (Rev 3) - DOH 2009 (C5.2)
	C5.3 - General Electrical Specifications (C5.3)
	C5.4 - Lightning Protection Specifications (C5.4)
	C5.5 - Map of Tender submission location (C5.5)
	C5.6 - Joint Venture Agreement (C5.6)
	C5.7 - Health and Safety Bill of Quantities (C5.7)
	C5.8 - Builders Lien Agreement (C5.8)
	C5.9 - Geotechnical Investigation Report (C5.9)
	C5.10 - EPWP Additional Specification (C5.10)
	C5.11 - EPWP Scope of Works (C5.11)
	C5.12 - EPWP Employment Contract (C5.12)
	C5.13 - EPWP Attendance Register (C5.13)
	C5.14 - Registration Business Form (C5.14)
	C5.15 - Beneficiary Monthly Capture Form (C5.15)
	C5.16 - Workers Monthly Payment Upload (C5.16)
	C5.17 - Workers Monthly Training Form (C5.17)
	C5.18 - Site Location (C5.18)
	C5.19 - B.U.I.L.D Data (C5.19)
	C5.20 - CIDB B.U.I.L.D programme; standard for indirect targeting: Project completion report (C5.20)
	C5.21 - CIDB B.U.I.L.D programme; standard for indirect targeting: Appeal for review of assessment of enterprise development support (C5.21)
	C5.22 - CIDB B.U.I.L.D programme; standard for indirect targeting: Targeted enterprise declaration (C5.22)
	C5.23 - CIDB B.U.I.L.D programme; standard for indirect targeting: Project interim report (C5.23)
	C5.24 - Form A3: Project interim training report (C5.24)
	C5.25 - Form A5: Final training report (C5.25)
	C5.26 - CIDB project assessment scheme: Standard for developing skills project completion report (C5.26)
	C5.27 - CIDB project assessment scheme: Standard for developing skills notification of the issue of the cancellation / termination of a contract (C5.27)
	C5.28 - CIDB project assessment scheme: Standard for developing skills project training plan (C5.28)
	C5.29 - Architect Drawings (C5.29)
	C5.30 - Civil and Structural Engineer Drawings (C5.30)
	C5.31 - Electrical Engineer Drawings (C5.31)
	C5.32 - Fire Engineer Drawings (C5.32)
	C5.33 - Mechanical Engineer Drawings (C5.33)
	C5.34 - Wet Service Engineer Drawings (C5.34)
C.1.4	The Employer's agent (Engineer/Principal Agent) is:
	Name: <b>Ukuza Consulting (Pty) Ltd</b>
	Capacity: <b>Principal Agent/Engineer</b>
	Address: <b>P.O. Box 2274 , Westville , Durban , 3630</b>
	Tel: <b>031 - 265 0444</b>
	Fax: <b>086 208 0491</b>
	E-mail: <b>george@ukuza.co.za</b>
	Responsible person: <b>Mr. George Kunje</b>
	The second sentence shall read "Communications can be in any of the official languages recognised in KwaZulu-Natal which is English, Afrikaans or Zulu but writing is preferred in English as this is generally accepted as a business language"



C.2.13.2	Tenderers are to ensure that their company details appear on the entire relevant Tender documentation and must be legible.
C.2.13.3	Part of each tender offer communicated on paper shall be submitted as an original, plus ONE copy of the tender document including supporting documents and priced Bill of Quantities where applicable, scanned onto a readable compact disk (CD / USB) in pdf format, at the Tenderers own cost. The CD / USB must be clearly marked with the tender information and company details.
C.2.13.4	The second sentence shall read as follows "The Employer will hold all authorised signatories jointly and severally liable on behalf of the tenderer". Tenderers proposing to contract as a Joint Venture shall submit a valid Joint Venture Agreement before the Joint Venture's offer could be accepted. Individuals, Partnerships and Companies proposing to contract as a party to a Joint Venture shall be jointly and severally liable on behalf of the Joint Venture.
C.2.13.5	The Employer's address for delivery of tender offers and identification details to be shown on each tender offer package are as per <b>T1.1 Tender Notice and Invitation to Tender</b> .
	A Open Procedure will be followed
C.2.15	The closing time for submission of tender offers is as per <b>T1.1 Tender Notice and Invitation to Tender</b> .
C.2.16	The tender offer validity period is as per <b>T1.1 Tender Notice and Invitation to Tender</b> .
C.2.17	Sub-clause C2.17 does not preclude the negotiation of the final terms of the contract with the preferred tenderer, following a competitive selection process, should the Employer elect to do so and provided that the competitive position of the preferred tenderer is not affected.
	The tenderer is to submit the Priced Bills of Quantities with the Returnable's at the closing of the tender.
	The tenderer must submit to the Employer, names of all management and supervisory staff that will be employed to supervise the labour-intensive portion of the works together with satisfactory evidence that
C.2.19	Access shall be provided for inspections, tests and analysis as may be required by the Employer.
C.2.22	Tenderers <b>do not</b> have to return all retained tender documents within 28 days after expiry of the Tender validity period.
	Tenderers are to refer to <b>List of Returnable Schedules</b> and <b>Scope of Works</b> to establish what is required to be submitted with this tender.
C.3.4	The location for opening of the tender offers, immediately after the closing time thereof shall be at: <b>KZN Department of Public Works &amp; Infrastructure, 191 Prince Alfred Street, Pietermaritzburg, 3200 at the time indicated on T1.1 Notice and Invitation to Bid</b>
C.3.8	The employer must determine, on opening and before detailed valuation, whether each Tender offer properly received: a) complies with the requirements of the Conditions of Tender. b) has been properly and fully completed and signed, and c) is responsive to the other requirements of the Tender documents.  A responsive tender is one that conforms to all the terms, conditions and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would: a) detrimentally affect the scope, quality, or performance of the Works, services or supply identified in the Scope of Work or b) significantly change the Employers or the Tenderers risks and responsibilities under the contract, or c) affect the competitive position of other Tenderers presenting responsive tenders, if it were to be rectified.  Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

C.3.13	<p><b>Tender offers will only be accepted if:</b></p> <ul style="list-style-type: none"> <li>(a) Tenderers must be registered on Government's Central Supplier Database (CSD) and include their master registration number (MAAA number) on the cover page of the tender document in order to enable the institution to verify the tenderers tax status on the CSD</li> <li>(b) the Tenderer is registered with the Construction Industry Development Board in an appropriate contractor grading designation is required for this tender and the Tenderer has submitted a CIDB certificate of registration which clearly indicates the status "Active"</li> <li>(c) the Tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the Tenderer's ability to perform to the contract in the best interests of the employer or potentially compromise the Tender process.</li> <li>(d) the tenderer or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) as a person prohibited from doing business with the public sector; and</li> <li>(e) the Tenderer has not:       <ul style="list-style-type: none"> <li>i) abused the Employer's Supply Chain Management System; or</li> <li>ii) failed to perform on any previous contract and has been given a written notice to this effect.</li> </ul> </li> <li>(f) the Tenderer is registered with:       <ul style="list-style-type: none"> <li>i) the Unemployment Insurance Fund (UIF); and</li> <li>ii) the Workmen's Compensation Fund</li> </ul> </li> <li>(g) the Tenderer submitted Authority to Sign the tender.</li> <li>(h) the Tenderer submitted Financial standing &amp; other resources of Business Declaration.</li> <li>(i) the Tenderer submitted Equipment Schedules, if applicable.</li> <li>(j) the Tenderer signed the Form of Offer that is part of the Form of Offer and Acceptance.</li> <li>(k) the Tenderer submitted Preference Points Claim Form.</li> <li>(l) the Tenderer submit complete Priced Bills of Quantities at tender closing.</li> <li>(m) the Tenderer submitted Bidder's Disclosure.</li> <li>(n) the Tenderer submitted Site Inspection Certificate from the Compulsory Briefing Meeting</li> <li>(o) All information required to assess 'Functionality' as per Tender Data scheduled requirements</li> </ul> <p>Providing the form of offer and acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the employer and the successful Tenderer as described in the form of offer and acceptance.</p>
C.3.15	Tenderers are informed that any formal dispute shall be resolved by being referred to Arbitration only.
C.3.17	Provide to the successful Tenderer one copy of the signed contract document and one copy of an unpriced bills of quantities.



**KWAZULU-NATAL PROVINCE**

PUBLIC WORKS & INFRASTRUCTURE  
REPUBLIC OF SOUTH AFRICA

---

**Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area  
(Completion Contract)**

---

---

**T1.3 - Annexure C - Standard Conditions of Tender**

## T1.3 - Annexure C - Standard Conditions of Tender

Note: Where this document refers to Bid or Bidder it shall be read as tender or tenderer

### C.1 General

#### C.1.1 Actions

C.1.1.1 The employer and each tenderer submitting a tender offer shall comply with these conditions of tender. In their dealings with each other, they shall discharge their duties and obligations as set out in C.2 and C.3, timeously and with integrity, and behave equitably, honestly and transparently and comply with all legal obligations and not engage in anticompetitive practices.

C.1.1.2 The employer and the tenderer and all their agents and employees involved in the tender process shall avoid conflicts of interest and where a conflict of interest is perceived or known, declare any such conflict of interest, indicating the nature of such conflict. Tenderer's shall declare any potential conflict of interest in their tender submissions. Employees, agents and advisors of the employer shall declare any conflict of interest to whoever is responsible for overseeing the procurement process or as soon as they become aware of such conflict, and abstain from any decisions where such conflict exists or recuse themselves from the procurement process, as appropriate.

Note: 1) A conflict of interest may arise due to a conflict of roles which might provide an incentive for improper acts in some circumstances. A conflict of interest can create an appearance of impropriety that can undermine confidence in the ability of that person to act properly in his or her position even if no improper acts result.

2) Conflicts of interest in respect of those engaged in the procurement process include direct, indirect or family interests in the tender or outcome of the procurement process and any personal bias, inclination, obligation, allegiance or loyalty which would in any way affect any decisions taken.

C.1.1.3 The employer shall not seek and the tenderer shall not submit a tender without having a firm intention and the capacity to proceed with the contract.

#### C.1.2 Tender Documents

The documents issued by the employer for the purpose of a tender offer are listed in the **tender data**.

#### C.1.3 Interpretation

C.1.3.1 The **tender data** and additional requirements contained in the tender schedules that are included in the returnable documents are deemed to be part of these conditions of tender.

C.1.3.2 These conditions of tender, the **tender data** and tender schedules which are required for tender evaluation purposes, shall form part of any contract arising from the invitation to tender.

C.1.3.3 For the purposes of these conditions of tender, the following definitions apply:

- a) **conflict of interest** means any situation in which:
  - i) someone in a position of trust has competing professional or personal interests which make it difficult to fulfil his or her duties impartially;
  - ii) an individual or tenderer is in a position to exploit a professional or official capacity in some way for their personal or corporate benefit; or
  - iii) incompatibility or contradictory interests exist between an employee and the tenderer who employs that employee.
- b) **comparative offer** means the price after the factors of a non-firm price and all unconditional discounts it can be utilised to have been taken into consideration;
- c) **corrupt practice** means the offering, giving, receiving or soliciting of anything of value to influence the action of the employer or his staff or agents in the tender process;
- d) **fraudulent practice** means the misrepresentation of the facts in order to influence the tender process or the award of a contract arising from a tender offer to the detriment of the employer, including collusive practices intended to establish prices at artificial levels.

#### C.1.4 Communication and employer's agent

Each communication between the employer and a tenderer shall be to or from the employer's agent only, and in a form that can be read, copied and recorded. Communication shall be in the English language. The employer shall not take any responsibility for non-receipt of communications from or by a tenderer. The name and contact details of the employer's agent are stated in the **tender data**.

### **C.1.5 Cancellation and Re-Invitation of Tenders**

- C.1.5.1** An employer may, prior to the award of the tender, cancel a tender if-
- a) due to changed circumstances, there is no longer a need for the engineering and construction works specified in the invitation;
  - b) funds are no longer available to cover the total envisaged expenditure; or
  - c) no acceptable tenders are received.
  - d) there is a material irregularity in the tender process.
- C.1.5.2** The decision to cancel a tender invitation must be published in the same manner in which the original tender invitation was advertised.
- C.1.5.3** An Employer may only with the prior approval of the relevant treasury cancel a tender invitation for the second time.

### **C.1.6 Procurement procedures**

#### **C.1.6.1 General**

Unless otherwise stated in the **tender data**, a contract will, subject to C.3.13, be concluded with the tenderer who in terms of C.3.11 is the highest ranked or the tenderer scoring the highest number of tender evaluation points, as relevant, based on the tender submissions that are received at the closing time for tenders.

#### **C.1.6.2 Competitive negotiation procedure**

**C.1.6.2.1** Where the **tender data** requires that the competitive negotiation procedure is to be followed, tenderers shall submit tender offers in response to the proposed contract in the first round of submissions. Notwithstanding the requirements of C.3.4, the employer shall announce only the names of the tenderers who make a submission. The requirements of C.3.8 relating to the material deviations or qualifications which affect the competitive position of tenderers shall not apply.

**C.1.6.2.2** All responsive tenderers, or at least a minimum of not less than three responsive tenderers that are highest ranked in terms of the evaluation criteria stated in the **tender data**, shall be invited to enter into competitive negotiations based on the principle of equal treatment, keeping confidential the proposed solutions and associated information. Notwithstanding the provisions of C.2.17, the employer may request that tenders be clarified, specified and fine-tuned in order to improve a tenderer's competitive position provided that such clarification, specification, fine-tuning or additional information does not alter any fundamental aspects of the offers or impose substantial new requirements which restrict or distort competition or have a discriminatory effect.

**C.1.6.2.3** At the conclusion of each round of negotiations, tenderers shall be invited by the employer to revise their tender offer based on the same evaluation criteria, with or without adjusted weightings. Tenderers shall be advised when they are to submit their best and final offer.

**C.1.6.2.4** The contract shall be awarded in accordance with the provisions of C.3.11 and C.3.13 after tenderers have been requested to submit their best and final offer.

#### **C.1.6.3 Proposal procedure using the two stage-system**

##### **C.1.6.3.1 Option 1**

Tenderers shall in the first stage submit technical proposals and, if required, cost parameters around which a contract may be negotiated. The employer shall evaluate each responsive submission in terms of the method of evaluation stated in the **tender data**, and in the second stage negotiate a contract with the tenderer scoring the highest number of evaluation points and award the contract in terms of these conditions of tender.

**F.1.6.3.2****Option 2**

**C.1.6.3.2.1** Tenderers shall submit in the first stage only technical proposals. The employer shall invite all responsive tenderers to submit tender offers in the second stage, following the issuing of procurement documents.

**C.1.6.3.2.2** The employer shall evaluate tenders received during the second stage in terms of the method of evaluation stated in the **tender data**, and award the contract in terms of these conditions of tender.

**C.2 Tenderer's obligations****C.2.1 Eligibility**

**C.2.1.1** Submit a tender offer only if the tenderer satisfies the criteria stated in the **tender data** and the tenderer, or any of his principals, is not under any restriction to do business with employer.

**C.2.1.2** Notify the employer of any proposed material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used by the employer as the basis in a prior process to invite the tenderer to submit a tender offer and obtain the employer's written approval to do so prior to the closing time for tenders.

**C.2.2 Cost of tendering**

**C.2.2.1** Accept that, unless otherwise stated in the **tender data**, the employer will not compensate the tenderer for any costs incurred in the preparation and submission of a tender offer, including the costs of any testing necessary to demonstrate that aspects of the offer complies with requirements.

**C.2.2.2** The cost of the tender documents charged by the employer shall be limited to the actual cost incurred by the employer for printing the documents. Employers must attempt to make available the tender documents on its website so as not to incur any costs pertaining to the printing of the tender documents.

**C.2.3 Check documents**

Check the tender documents on receipt for completeness and notify the employer of any discrepancy or omission.

**C.2.4 Confidentiality and copyright of documents**

Treat as confidential all matters arising in connection with the tender. Use and copy the documents issued by the employer only for the purpose of preparing and submitting a tender offer in response to the invitation.

**C.2.5 Reference documents**

Obtain, as necessary for submitting a tender offer, copies of the latest versions of standards, specifications, conditions of contract and other publications, which are not attached but which are incorporated into the tender documents by reference.

**C.2.6 Acknowledge addenda**

Acknowledge receipt of addenda to the tender documents, which the employer may issue, and if necessary apply for an extension to the closing time stated in the **tender data**, in order to take the addenda into account.

**C.2.7 Clarification meeting**

Attend, where required, a clarification meeting at which tenderers may familiarize themselves with aspects of the proposed work, services or supply and raise questions. Details of the meeting(s) are stated in the **tender data**.

**C.2.8 Seek clarification**

Request clarification of the tender documents, if necessary, by notifying the employer at least five (5) working days before the closing time stated in the **tender data**.

**C.2.9 Insurance**

Be aware that the extent of insurance to be provided by the employer (if any) might not be for the full cover required in terms of the conditions of contract identified in the **contract data**. The tenderer is advised to seek qualified advice regarding insurance.

**C.2.10 Pricing the tender offer**

**C.2.10.1** Include in the rates, prices, and the tendered total of the prices (if any) all duties, taxes (except Value Added Tax (VAT)), and other levies payable by the successful tenderer, such duties, taxes and levies being those applicable 14 days before the closing time stated in the **tender data**.

**C.2.10.2** Show VAT payable by the employer separately as an addition to the tendered total of the prices.

**C.2.10.3** Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract identified in the **contract data**.

**C.2.10.4** State the rates and prices in Rand unless instructed otherwise in the **tender data**. The conditions of contract identified in the contract data may provide for part payment in other currencies.

#### **C.2.11 Alterations to documents**

Do not make any alterations or additions to the tender documents, except to comply with instructions issued by the employer, or necessary to correct errors made by the tenderer. All signatories to the tender offer shall initial all such alterations.

#### **C.2.12 Alternative tender offers**

**C.2.12.1** Unless otherwise stated in the **tender data**, submit alternative tender offers only if a main tender offer, strictly in accordance with all the requirements of the tender documents, is also submitted as well as a schedule that compares the requirements of the tender documents with the alternative requirements that are proposed.

**C.2.12.2** Accept that an alternative tender offer must be based only on the criteria stated in the **tender data** or criteria otherwise acceptable to the employer.

**C.2.12.3** An alternative tender offer must only be considered if the main tender offer is the winning tender.

#### **C.2.13 Submitting a tender offer**

**C.2.13.1** Submit one tender offer only, either as single tendering entity or as a member in a joint venture to provide the whole of the works, services or supply identified in the **contract data** and described in the **scope of works**, unless stated otherwise in the **tender data**.

**C.2.13.2** Return all returnable documents to the employer after completing them in their entirety, either electronically (if they were issued in electronic format) or by writing legibly in non-erasable ink.

**C.2.13.3** Submit the parts of the tender offer communicated on paper as an original plus the number of copies stated in the **tender data**, with an English translation of any documentation in a language other than English, and the parts communicated electronically in the same format as they were issued by the employer.

**C.2.13.4** Sign the original and all copies of the tender offer where required in terms of the **tender data**. The employer will hold all authorized signatories liable on behalf of the tenderer. Signatories for tenderers proposing to contract as joint ventures shall state which of the signatories is the lead partner whom the employer shall hold liable for the purpose of the tender offer.

**C.2.13.5** Seal the original and each copy of the tender offer as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the employer's address and identification details stated in the **tender data**, as well as the tenderer's name and contact address.

**C.2.13.6** Where a two-envelope system is required in terms of the **tender data**, place and seal the returnable documents listed in the tender data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the employer's address and identification details stated in the **tender data**, as well as the tenderer's name and contact address.

**C.2.13.7** Seal the original tender offer and copy packages together in an outer package that states on the outside only the employer's address and identification details as stated in the **tender data**.

**C.2.13.8** Accept that the employer will not assume any responsibility for the misplacement or premature opening of the tender offer if the outer package is not sealed and marked as stated.

**C.2.13.9** Accept that tender offers submitted by facsimile or e-mail will be rejected by the employer, unless stated otherwise in the **tender data**.

#### **C.2.14 Information and data to be completed in all respects**

Accept that tender offers, which do not provide all the data or information requested completely and in the form required, may be regarded by the employer as non-responsive.

#### **C.2.15 Closing time**

**C.2.15.1** Ensure that the employer receives the tender offer at the address specified in the **tender data** not later than the closing time stated in the tender data. Accept that proof of posting shall not be accepted as proof of delivery.

**C.2.15.2** Accept that, if the employer extends the closing time stated in the **tender data** for any reason, the requirements of these conditions of tender apply equally to the extended deadline.

#### **C.2.16 Tender offer validity**

**C.2.16.1** Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the **tender data** after the closing time stated in the **tender data**.

**C.2.16.2** If requested by the employer, consider extending the validity period stated in the **tender data** for an agreed additional period with or without any conditions attached to such extension.

**C.2.16.3** Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted. If the validity period lapses before the employer evaluating the tender offer(s), the contractor reserves the right to review the price based on Consumer Price Index (CPI)

**C.2.16.4** Where a tender submission is to be substituted, a tenderer must submit a substitute tender in accordance with the requirements of C.2.13 with the packages clearly marked as "SUBSTITUTE".

### **C.2.17 Clarification of tender offer after submission**

Provide clarification of a tender offer in response to a request to do so from the employer during the evaluation of tender offers. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of tenderers or substance of the tender offer is sought, offered, or permitted.

**Note:** *Sub-clause C.2.17 does not preclude the negotiation of the final terms of the contract with a preferred tenderer following a competitive selection process, should the Employer elect to do so.*

### **C.2.18 Provide other material**

**C.2.18.1** Provide, on request by the employer, any other material that has a bearing on the tender offer, the tenderer's commercial position (including notarized joint venture agreements), preferencing arrangements, or samples of materials, considered necessary by the employer for the purpose of a full and fair risk assessment. Should the tenderer not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in the employers request, the employer may regard the tender offer as non-responsive.

**C.2.18.2** Dispose of samples of materials provided for evaluation by the employer, where required.

### **C.2.19 Inspections, tests and analysis**

Provide access during working hours to premises for inspections, tests and analysis as provided for in the **tender data**.

### **C.2.20 Submit securities, bonds and policies**

If requested, submit for the employer's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract identified in the **contract data**.

### **C.2.21 Check final draft**

Check the final draft of the contract provided by the employer within the time available for the employer to issue the contract.

### **C.2.22 Return of other tender documents**

If so instructed by the employer, return all retained tender documents within 28 days after the expiry of the validity period stated in the **tender data**.

### **C.2.23 Certificates**

Include in the tender submission or provide the employer with any certificates as stated in the **tender data**.

## **C.3 The employer's undertakings**

### **C.3.1 Respond to request from the tenderer**

**C.3.1.1** Unless otherwise stated in the **tender data**, respond to a request for clarification received up to five (5) working days before the tender closing time stated in the **tender data** and notify all tenderers who collected tender documents.

**C.3.1.2** Consider any request to make a material change in the capabilities or formation of the tendering entity (or both) or any other criteria which formed part of the qualifying requirements used to prequalify a tenderer to submit a tender offer in terms of a previous procurement process and deny any such request if as a consequence:

- a) an individual firm, or a joint venture as a whole, or any individual member of the joint venture fails to meet any of the collective or individual qualifying requirements;
- b) the new partners to a joint venture were not prequalified in the first instance, either as individual firms or as another joint venture; or
- c) in the opinion of the Employer, acceptance of the material change would compromise the outcome of the prequalification process.

**C.3.2 Issue Addenda**

If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until three (3) days before the tender closing time stated in the **tender data**. If, as a result a tenderer applies for an extension to the closing time stated in the **tender data**, the Employer may grant such extension and, shall then notify all tenderers who collected tender documents.

**C.3.3 Return late tender offers**

Return tender offers received after the closing time stated in the **tender data**, unopened, (unless it is necessary to open a tender submission to obtain a forwarding address), to the tenderer concerned.

**C.3.4 Opening of tender submissions**

**C.3.4.1** Unless the two-envelope system is to be followed, open valid tender submissions in the presence of tenderers' agents who choose to attend at the time and place stated in the **tender data**. Tender submissions for which acceptable reasons for withdrawal have been submitted will not be opened.

**C.3.4.2** Announce at the meeting held immediately after the opening of tender submissions, at a venue indicated in the **tender data**, the name of each tenderer whose tender offer is opened and, where applicable, the total of his prices, number of points claimed for its BBBEE status level and time for completion for the main tender offer only.

**C.3.4.3** Make available the record outlined in C.3.4.2 to all interested persons upon request.

**C.3.5 Two-envelope system**

**C.3.5.1** Where stated in the tender data that a two-envelope system is to be followed, open only the technical proposal of valid tenders in the presence of tenderers' agents who choose to attend at the time and place stated in the **tender data** and announce the name of each tenderer whose technical proposal is opened.

**C.3.5.2** Evaluate the functionality of the technical proposals offered by tenderers, then advise tenderers who remain in contention for the award of the contract of the time and place when the financial proposals will be opened. Open only the financial proposals of tenderers, who score in the functionality evaluation more than the minimum number of points for functionality stated in the **tender data**, and announce the score obtained for the technical proposals and the total price and any points claimed on BBBEE status level. Return unopened financial proposals to tenderers whose technical proposals failed to achieve the minimum number of points for functionality.

**C.3.6 Non-disclosure**

Not disclose to tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful tenderer.

**C.3.7 Grounds for rejection and disqualification**

Determine whether there has been any effort by a tenderer to influence the processing of tender offers and instantly disqualify a tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

**C.3.8 Test for responsiveness**

**C.3.8.1** Determine, after opening and before detailed evaluation, whether each tender offer properly received:

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

**C.3.8.2** A responsive tender is one that conforms to all the terms, conditions, and specifications of the tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Scope of Work,
- b) significantly change the Employer's or the tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of other tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

**C.3.9 Arithmetical errors, omissions and discrepancies**

**C.3.9.1** Check Responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.

**C.3.9.2** Check the highest ranked tender or tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with C.3.11 for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the pricing schedule or bills of quantities; or
- c) arithmetic errors in:
  - i) line items totals resulting from the product of a unit rate and a quantity in bills of quantities or schedules of prices; or
  - ii) the summation of the prices.

**C.3.9.3** Notify the tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices

**C.3.9.4** Where the tenderer elects to confirm the tender offer as tendered, correct the errors as

- a) If bills of quantities or pricing schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the tenderer's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the prices.

**C.3.10 Clarification of a tender offer**

Obtain clarification from a tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

**C.3.11 Evaluation of tender offers**

The Standard Conditions of Tender standardize the procurement processes, methods and procedures from the time that tenders are invited to the time that a contract is awarded. They are generic in nature and are made project specific through choices that are made in developing the Tender Data associated with a specific project.

Conditions of tender are by definition the document that establishes a tenderer's obligations in submitting a tender and the employer's undertakings in soliciting and evaluating tender offers. Such conditions establish the rules from the time a tender is advertised to the time that a contract is awarded and require employers to conduct the process of offer and acceptance in terms of a set of standard procedures

<b>The CIDB Standard Conditions of Tender are based on a procurement system that satisfies the following system requirements:</b>	
<b>Requirement</b>	<b>Qualitative interpretation of goal</b>
Fair	The process of offer and acceptance is conducted impartially without bias, providing simultaneous and timely access to participating parties to the same information.
Equitable	Terms and conditions for performing the work do not unfairly prejudice the interests of the parties.
Transparent	The only grounds for not awarding a contract to a tenderer who satisfies all requirements are restrictions from doing business with the employer, lack of capability or capacity, legal impediments and conflicts of interest.
Competitive	The system provides for appropriate levels of competition to ensure cost effective and best value outcomes.
Cost effective	The processes, procedures and methods are standardized with sufficient flexibility to attain best value outcomes in respect of quality, timing and price, and least resources to effectively manage and control procurement processes.

**The activities associated with evaluating tender offers are as follows:**

- a) Open and record tender offers received
- b) Determine whether or not tender offers are complete
- c) Determine whether or not tender offers are responsive
- d) Evaluate tender offers
- e) Determine if there are any grounds for disqualification
- f) Determine acceptability of preferred tenderer
- g) Prepare a tender evaluation report
- h) Confirm the recommendation contained in the tender evaluation report

### **C.3.11.1 General**

The employer must appoint an evaluation panel of not less than three persons conversant with the proposed scope of works to evaluate each responsive tender offer using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the tender data.

### **C.3.12 Insurance provided by the employer**

If requested by the proposed successful tenderer, submit for the tenderer's information the policies and / or certificates of insurance which the conditions of contract identified in the **contract data**, require the employer to provide.

### **C.3.13 Acceptance of tender offer**

Accept tender offer, if in the opinion of the employer, it does not present any risk and only if the

- a) Is not under restrictions, or has principals who are under restrictions, preventing participating in the employer's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- c) has the legal capacity to enter into the contract,
- d) is not; insolvent, in receivership, under Business Rescue as provided for in chapter 6 of the Companies Act No. 2008, bankrupt or being wound up, has his/her affairs administered by a court or a judicial officer, has suspended his/her business activities or is subject to legal proceedings in respect of any of the foregoing;
- e) complies with the legal requirements, if any, stated in the **tender data**, and
- f) is able, in the opinion of the employer, to perform the contract free of conflicts of interest.

### **C.3.14 Prepare contract documents**

**C.3.14.1** If necessary, revise documents that shall form part of the contract and that were issued by the employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents, and
- c) other revisions agreed between the employer and the successful tenderer.

**C.3.14.2** Complete the schedule of deviations attached to the form of offer and acceptance, if any.

### **C.3.15 Complete Adjudicator's Contract**

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

### **C.3.16 Registration of the Award**

An Employer must, within twenty-one (21) working days from the date on which a contractor's offer to perform a construction works contract is accepted in writing by the employer, register and publish the award on the cidb Register of Projects.

### **C.3.17 Provide copies of the contracts**

Provide to the successful tenderer the number of copies stated in the tender data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

### **C.3.18 Provide written reasons for actions taken**

Provide upon request written reasons to tenderers for any action that is taken in applying these conditions of tender but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of tenderers or might prejudice fair competition between tenderers.



**KWAZULU-NATAL PROVINCE**

PUBLIC WORKS & INFRASTRUCTURE  
REPUBLIC OF SOUTH AFRICA

---

**Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area  
(Completion Contract)**

---

**PART T2 - RETURNABLE DOCUMENTS**

## T2.1 LIST OF RETURNABLE DOCUMENTS

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Project Manager:</b>	<b>Ms. K Nienaber</b>	<b>Tender no:</b>	<b>ZNTU04271W</b>

### 1. RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES

*(Tenderer to Insert a tick (✓) in the "Returnable document" column to check which documents he/she returned with the tender)*

Tender document name	Returnable document	
Bidder's Disclosure - SBD 4 (T2.11)	Yes	
Authority to Sign Tender (T2.2)	Yes	
Authority for Consortia or Joint Venture's to Sign Tender (T2.3)	Yes	
Special Resolution of Consortia or Joint Venture's (T2.4)	Yes	
Schedule of Proposed Sub-Contractors (T2.6)	Yes	
Joint Venture Involvement Declaration (T2.5)	Yes	
Capacity of Tenderer (T2.7)	Yes	
Certified Copy of the Annual Financial Statement for past financial year (2.15)	Yes	
Site Inspection Certificate as proof for attendance of compulsory briefing meeting (T2.10)	Yes	
Preference Points Claim Form (T2.9)	Yes	
Compulsory Enterprise Questionnaire (T2.18)	Yes	
Financial Standing and other resources of Business Declaration (T2.8)	Yes	
Contractor's Safety, Health and Environmental Declaration (T2.17)	Yes	
Copy of Final Summary of the Bills of Quantities (T2.22)	Yes	
Certified Copy of Proof of CIDB Registration Number (T2.27)	Yes	
Contract Form - Purchase of Goods/Works - Part 1 (T2.29)	Yes	
Contract Form - Purchase of Goods/Works - Part 2 (T2.30)	Yes	
Functionality Criteria (T2.34)	Yes	
CIDB B U I L D Programme Undertaking (T2.36)	Yes	

### 2. RETURNABLE SCHEDULES REQUIRED FOR TENDER EVALUATION PURPOSES BUT TO BE SUPPLIED BY THE TENDERER

*(Tenderer to Insert a tick (✓) in the "Returnable document" column to check which documents he/she returned with the tender)*

Tender document name	Returnable document	
Tax Compliance Status (TCS) PIN to verify on line Compliance Supplier Status via e-Filing (T2.19)	Yes	
Certified Copy of Proof of Good Standing with the Compensation Commissioner (Attach) (T2.20)	Yes	
Proof of payment of Tender deposit (T2.28)	Yes	
Proof of Paid Municipal Rates and Taxes (Attach) (T2.23)	Yes	
Certified Copy of Proof of UIF Registration (Attach) (T2.24)	Yes	
Certified Copy of Proof of Registration Number on the Central Suppliers Database (T2.26)	Yes	
Certified Copy of the Annual Financial Statement for past financial year (2.15)	Yes	
Entire tender document including returnable and supporting documents, scanned as PDF onto a CD / USB, clearly marked with the Tender information.	Yes	

### 3. RETURNABLE SCHEDULES THAT WILL BE INCORPORATED INTO THE CONTRACT

(Tenderer to Insert a tick (√) in the "Returnable document" column to check which documents he/she returned with the Tender)

Tender document name	Returnable document
Form of Offer and Acceptance (Bound into Section 1 of 2) (T2.21)	Yes
Record of Addenda to Tender Documents (T2.12)	Yes
Particulars of Electrical Contractor (T2.13)	Yes
Equipment Schedules (T2.16)	Yes
Schedule of Imported Materials and Equipment (T2.14)	Yes
Confirm Receipt of Offer and Acceptance (T2.21a)	Yes

### 4. OTHER DOCUMENTS THAT WILL BE INCORPORATED INTO THE CONTRACT

(Tenderer to Insert a tick (√) in the "Returnable document" column to check which documents he/she returned with the Tender)

Tender document name	Returnable document
Complete Priced Bills of Quantities (C2)	Yes
Form of Guarantee (C1.3)	Yes
List of Drawings/Annexure's (C5.1)	Yes
The National Industrial Participation Programme (T2.25)	Yes
OHSE Plan Structure (T2.31)	Yes

### 5. DOCUMENTS REQUIRED FOR THE EVALUATION OF FUNCTIONALITY

(Tenderer to Insert a tick (√) in the "Returnable document" column to check which documents he/she returned with the Tender)

Tender document name	Returnable
Proof of working capital (latest three months bank statement) of at least 1.5% of the tender project value as reflected in the Form of Offer. (5 points)	Yes
Annual Financial Statement 2025. (5 points)	Yes
Letters of credit reference from suppliers (not older than six months). Letters to be stamped by supplier, signed and credit limits stipulated with combined value of R2,000,000.00 for the 5x letters for the main contractor (Suppliers such as roof sheeting supplier, concrete supplier, bricks supplier, reinforcement supplier, general building materials supplier.)  1x Letter - 1 point 2x Letters - 2 points 3x Letters - 3 points 4x Letters - 4 points 5x Letters - 5 points	Yes
Provide Sub-Contractor Letters of credit reference from suppliers (Two for electrical sub-contractor such as cable supplier, light fittings supplier and two for mechanical sub-contractor such as aircon supplier, ducting supplier) (not older than six months). Letters to be on stamped by supplier, signed and credit limits stipulated with the minimum combined value of R500,000.00 for two electrical subcontractors and minimum combined value of R500,000.00 for two mechanical subcontractors.  1x Letter - 1 point 2x Letters - 2 points 3x Letters - 3 points 4x Letters - 4 points	Yes

Letter of intent from the Contractor to appoint the proposed Electrical Sub-Contractor for this project with confirmation from Sub-Contractor indicating willingness to go into contract with the Contractor upon award of this project. (5 points)	<b>Yes</b>	
Letter of intent from the Contractor to appoint the proposed Heating, Ventilation and Air-Conditioning (HVAC) Sub-Contractor for this project with confirmation from Sub-Contractor indicating willingness to go into contract with the Contractor upon award of this project. (5 points)	<b>Yes</b>	
Schedule of projects of similar value (7GB and above) and nature (similar health care project) (projects in the last 5 years)  List of three (3) similar projects completed in the CIBD General Building Works (GB) and specific reference to: Project name, description (type/nature), duration (start & completion dates), Project value and name and contact details of the Client and Principal Agent.  1x Project - 3 points 2x Projects - 6 points 3x Projects - 9 points	<b>Yes</b>	
Attach x3 Completion Certificates for the above listed projects, signed by the Institution / Client / Engineer / Principal Agent indicating successful completion of the above-projects.  1x Certificate - 3 points 2x Certificates - 6 points 3x Certificates -9 points	<b>Yes</b>	
Provide 3 No. reference letters for above-listed projects either from the Client / Consultants/ Project Manager. Commenting on bidder's positive performance.  1x Letter - 2 points 2x Letters - 4 points 3x Letters - 6 points	<b>Yes</b>	
List one (1) similar Heating, Ventilation and Air-Conditioning (HVAC) Installation (minimum of 3ME CIDB grading) successfully completed: Project name, type (nature) / description & value of Heating, Ventilation and Air-Conditioning (HVAC) Installation; Project duration (indicating the start & completion dates); Name of Principal Consultant / Project Manager / Client. If you are subcontracting then you need to provide company profile for subcontractor. (2 points)	<b>Yes</b>	
Provide a reference letter for the above - listed Heating, Ventilation and Air-Conditioning (HVAC) Installation from the Client / Consultants / Project Manager, commenting on bidder's positive performance. (2 points)	<b>Yes</b>	
Provide a Completion Certificate for the above - listed Heating, Ventilation and Air-Conditioning (HVAC) Installation, signed by the Institution / Client / Engineer / Principal Agent indicating successful completion. (2 points)	<b>Yes</b>	
List one (1) similar Electrical Installation (minimum of 4EB CIDB grading) successfully completed: Project name, type (nature) / description & value of electrical installation; Project duration (indicating the start & completion dates); Name of Principal Consultant / Project Manager / Client. If you are subcontracting then you need to provide company profile for subcontractor. (2 points)	<b>Yes</b>	
Provide a reference letter for the above-listed Electrical Installation from the Client / Consultants / Project Manager, commenting on bidder's positive performance. (2 points)	<b>Yes</b>	
Provide a Completion Certificate for the above listed Electrical Installation, signed by the Institution / Client / Engineer / Principal Agent indicating successful completion. (2 points)	<b>Yes</b>	

<p>Submission of a project specific organogram including the following roles:</p> <ol style="list-style-type: none"> <li>1. Construction Manager</li> <li>2. Site Agent</li> <li>3. Safety Officer</li> <li>4. Foreman</li> <li>5. Electrician</li> <li>6. Heating, Ventilation and Air-Conditioning (HVAC) Installer</li> </ol> <p>Organogram to indicate the individual's role specific to this project, whether management / technical staff, having the following Information: Name and surname; Number of years of experience; Role &amp; capacity; Minimum years of experience: 5 years. (6 points)</p>	<b>Yes</b>	
<p>CV's with references, experience and relevant qualifications of personnel Involved In the project as per the Project-specific organogram. Minimum years of experience: 5 years.</p> <p>(To obtain points, a person must have relevant experience in the area of construction being considered)</p> <ol style="list-style-type: none"> <li>1. Construction Manager (Pr CM) (2 points)</li> <li>2. Site Agent (Diploma / Degree in Building) (2 points)</li> <li>3. Safety Officer ( 3 points)</li> <li>4. Foreman (NQF 5 and also manage labour intensive construction project) (2 points)</li> <li>5. Electrician (Wiremen license / NQF 3) (2 points)</li> <li>6. Heating, Ventilation and Air-Conditioning (HVAC) Installer (NGF 3) (2 points)</li> </ol> <p>(13 points)</p>	<b>Yes</b>	
<p>Letter from a registered financial institution confirming intention to issue a provision of a 10% bank guarantee. (5 points)</p>	<b>Yes</b>	
<p>Submission of a detailed project-specific Method Statement.</p> <p>Detailed statement of the proposed methodology of the construction works applied to this project, describing the process/approach for completion of the works and the required timelines, taking into account the context of the site and nature of the project. The following must be considered:</p> <ul style="list-style-type: none"> <li>- Site organization including material storage, handling and distribution. (1 point)</li> <li>- OHS management and compliance. (1 point)</li> <li>- Productivity maintenance and management through programming, progress tracking. Etc. (1 point)</li> <li>- Site documentation control and management. (1 point)</li> <li>- Resourcing strategy Including resource deployment plan. (1 point)</li> </ul> <p>(5 Points)</p>	<b>Yes</b>	
<p>Submission of a detailed project-specific Works Programme.</p> <p>Detailed programme of work which should outline the following: List of activities from Inception to completion, with key milestones and duration or time frames (considering site establishment, scaffolding, roofing). Indication of all trades and critical path (start to finish relationships between activities). (6 points)</p>	<b>Yes</b>	

**T2.2 AUTHORITY TO SIGN TENDER**

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_ (Legally correct full name and registration number, if applicable, of the Enterprise)

held at (town): \_\_\_\_\_ on (date): \_\_\_\_\_

**RESOLVED that:**

1. The Enterprise submits a Tender to the KZN Department of Public Works & Infrastructure in respect of the following project:

**Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)**

Tender Number: **ZNTU04271W**

2.

\*Mr./Mrs./Ms: \_\_\_\_\_

in \*his/her capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_ (Authorised Signatory)

be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to this Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			

Note:

1. \* Delete which is not applicable.
2. NB. This resolution / Power of Attorney must be signed by all the Directors / Members / Partners of the Legal Tendering Enterprise authorising the Representative to make this Offer.
3. Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page.
4. In the case of the tendering Enterprise being a Close Corporation, a **certified copy of the Founding Statement** of such corporation must be attached to this tender.

**ENTERPRISE STAMP** (If Any)

## T2.3 AUTHORITY FOR CONSORTIA OR JOINT VENTURES TO SIGN TENDER

**RESOLUTION** of a meeting of the Board of \*Directors / Members / Partners of:

\_\_\_\_\_

(Legally correct full name and registration number, if applicable, of the Enterprise)

held at (town): \_\_\_\_\_ on (date): \_\_\_\_\_

**RESOLVED that:**

1. The Enterprise submits a Tender, in consortium/Joint Venture with the following Enterprises:

\_\_\_\_\_

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

to the KZN Department of Public Works & Infrastructure in respect of the following project:

**Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area  
(Completion Contract)**

---

Tender Number: **ZNTU04271W**

2. \* Mr. / Mrs. / Ms.: \_\_\_\_\_ in

\*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.

4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Postal Code)

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Postal Code)

Telephone number: (Dialling Code followed by number) \_\_\_\_\_

Fax number: (Dialling Code followed by number) \_\_\_\_\_

Email Address : \_\_\_\_\_

**\*BOARD OF DIRECTORS / MEMBERS / PARTNERS in Consortium of Joint Venture**

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**Note:**

- \* Delete which is not applicable.
- NB. This resolution / Power of Attorney must be signed by all the Directors / Members / Partners of the Tendering Enterprise.
- Should the number of Directors / Members/Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

**ENTERPRISE STAMP** (If Any)

Deemed to satisfy joint venture arrangements	Designation	
Grading 2 + Grading 2 + Grading 2	= 3	Tenderers who envisage entering into a Joint Venture shall complete a submit a Joint Venture Agreement (see copy of CIDB's agreement elsewhere in this document) with this Tender.  THE CIDB JOINT VENTURE GRADING DESIGNATION CALCULATOR sums the capacity of all joint venture partners and calculates a grading designation for the joint venture
Grading 3 + Grading 3 + Grading 3	= 4	
Grading 4 + Grading 4	= 5	
Grading 4 + Grading 3 + Grading 3	= 5	
Grading 5 + Grading 5	= 6	
Grading 5 + Grading 4 + Grading 4	= 6	
Grading 6 + Grading 6	= 7	
Grading 6 + Grading 5 + Grading 5	= 7	
Grading 7 + Grading 7 + Grading 7	= 8	
Grading 8 + Grading 8 + Grading 8	= 9	

**T2.4 SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES**

**RESOLUTION** of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly tender for the project mentioned below: *(legally correct full names and registration numbers, of the Enterprises forming a Consortium/Joint Venture)*

- \_\_\_\_\_
- \_\_\_\_\_
- 2. \_\_\_\_\_
- \_\_\_\_\_
- 3. \_\_\_\_\_
- \_\_\_\_\_
- 4. \_\_\_\_\_
- \_\_\_\_\_
- 5. \_\_\_\_\_
- \_\_\_\_\_
- 6. \_\_\_\_\_
- \_\_\_\_\_
- 7. \_\_\_\_\_
- \_\_\_\_\_
- 8. \_\_\_\_\_
- \_\_\_\_\_

held at: \_\_\_\_\_ (place) on \_\_\_\_\_ (date)

**RESOLVED that:**

- A. The above-mentioned Enterprises submits a Tender in Consortium/Joint Venture to the KZN Department of Public Works & Infrastructure in respect of the following project:

**Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area  
(Completion Contract)**

---

Tender Number: **ZNTU04271W**

Project Code: **WIMS047874**

B. Mr/Mrs/Ms: \_\_\_\_\_ in

\*his/her Capacity as: \_\_\_\_\_ (Position in the Enterprise)

and who will sign as follows: \_\_\_\_\_

be, and is hereby, authorised to sign the Tender, and any and all other documents and/or correspondence in connection with and relating to the Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Tender to the Enterprises in Consortium/Joint Venture mentioned above.

C. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of:

\_\_\_\_\_

D. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item D above.

F. No Enterprise to the Consortium/Joint venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint Venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the consortium/joint venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Postal Code)

Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Postal Code)

Telephone number: (Dialling Code followed by number) \_\_\_\_\_

Fax number: (Dialling Code followed by number) \_\_\_\_\_

Email Address : \_\_\_\_\_

**\*BOARD OF DIRECTORS / MEMBERS / PARTNERS in Consortium of Joint Venture**

	<b>Name</b>	<b>Capacity</b>	<b>Signature</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

**Note:**

1. \* Delete which is not applicable.
2. **NB.** This resolution / Power of Attorney must be signed by all the Duly Authorised Representatives of the Legal Entities to the Consortium/Joint Venture submitting this Tender.
3. Should the number of Duly Authorised Representatives of the Legal Entities joining forces in this Tender exceed the space available above, additional names and signatures must be supplied on a separate page.
4. Resolutions, duly completed and signed, from the separate Enterprises who participate in this Consortium/Joint Venture must be attached to the Special Resolution.

## T2.5 JOINT VENTURES INVOLVEMENT DECLARATION

<b>Project title:</b>	Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)		
<b>Tender no:</b>	ZNTU04271W	<b>Project Code:</b>	WIMS047874

**DECLARATION RELATING TO A TENDER SUBMITTED BY A JOINT VENTURE :**

I/We the undersigned parties do hereby declare that our respective involvement in the Works, of which I/we tender by Joint Venture, would be as follows :-

<b>Party No. 1</b>			
<b>CENTRAL SUPPLIERS DATABASE REGISTRATION NO:</b>			
<b>Tenderers CIDB REGISTRATION NUMBER:</b>			
Name			
Address			
Percentage involvement	%		

<b>Party No. 2</b>			
<b>CENTRAL SUPPLIERS DATABASE REGISTRATION NO:</b>			
<b>TENDERERS CIDB REGISTRATION NUMBER:</b>			
Name			
Address			
Percentage involvement	%		

<b>Party No. 3</b>			
<b>CENTRAL SUPPLIERS DATABASE REGISTRATION NO:</b>			
<b>Tenderers CIDB REGISTRATION NUMBER:</b>			
Name			
Address			
Percentage involvement	%		

**Signed - Party No. 1**

I/We (*Full Name*) \_\_\_\_\_

duly authorised in my capacity as \_\_\_\_\_

of (*Enterprise name*): \_\_\_\_\_

do jointly and severally accept responsibility for the due performance of the Works contained in the above project should such Tender submitted by the Joint Venture be accepted.

\_\_\_\_\_  
Signed by Authorised Representative

\_\_\_\_\_  
Date

---

---

**Signed - Party No. 2**

I/We (*Full Name*) \_\_\_\_\_

duly authorised in my capacity as \_\_\_\_\_

of (*Enterprise name*): \_\_\_\_\_

do jointly and severally accept responsibility for the due performance of the Works contained in the above project should such tender submitted by the Joint Venture be accepted.

\_\_\_\_\_  
Signed by Authorised Representative

\_\_\_\_\_  
Date

---

---

**Signed - Party No. 3**

I/We (*Full Name*) \_\_\_\_\_

duly authorised in my capacity as \_\_\_\_\_

of (*Enterprise name*): \_\_\_\_\_

do jointly and severally accept responsibility for the due performance of the Works contained in the above project should such tender submitted by the Joint Venture be accepted.

\_\_\_\_\_  
Signed by Authorised Representative

\_\_\_\_\_  
Date

## T2.6 SCHEDULE OF PROPOSED SUBCONTRACTORS

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Tender no:</b>	<b>ZNTU04271W</b>	<b>Project Code:</b>	<b>WIMS047874</b>

We notify you that it is our intention to employ the following Subcontractors for work in this contract. The Subcontractors will all be CIDB registered and their CIDB Registration number shall be submitted below.

If we are awarded a contract we agree that this notification does not change the requirement for us to submit the names of proposed subcontractors in accordance with requirements in the contract for such appointments. If there are no such requirements in the contract, then your written acceptance of this list shall be binding between us.

We confirm that all subcontractors who are contracted to construct a house **are registered as home builders with the National Home Builders Registration Council.**

No	Name and address of proposed Subcontractor	Nature and extent of work	Year Completed	Value (R):	Contact Tel No:	Previous experience with Subcontractor
1						
	CIDB Registration Number:					
2						
	CIDB Registration Number:					
3						
	CIDB Registration Number:					
4						
	CIDB Registration Number:					
5						
	CIDB Registration Number:					

<b>Name of authorised representative</b>	<b>Signature</b>	<b>Capacity</b>	<b>Date</b>
<b>Name of Enterprise:</b>			

## T2.7 CAPACITY OF TENDERER

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Tender no:</b>	<b>ZNTU04271W</b>	<b>Project Code:</b>	<b>WIMS047874</b>

1. **WORK CAPACITY:** (The Tenderer is requested to furnish the following capacity particulars and to attach additional pages if more space is required. Failure to furnish the particulars may result in the Tender being disregarded.)
  - 1.1. **Artisans and Employees:** (*Artisans and Employees to be ,or are ,employed for this project* )

Categories of Employee - Key Personnel (part of Business Enterprise)	Professional Registration No.	Date of Employment	Number
Construction Project Manager			
Site Agent			
Safety Officer			
Foreman			
Electrician			
Heating, Ventilation and Air-conditioning (HVAC) Installer			





**2. PARTICULARS OF THE TENDERERS CURRENT AND PREVIOUSLY COMPLETED COMMITMENTS:**

**2.1. Current private sector projects: (List the 5 projects closest to the contractor grading designation of this project)**

1	Project Name		Date of commencement	
	Place (town)		Contract Amount (R)	
	Reference / Contact person		Contract period	
	Contact Tel. No.		Scheduled date of completion	
2	Project Name		Date of commencement	
	Place (town)		Contract Amount (R)	
	Reference / Contact person		Contract period	
	Contact Tel. No.		Scheduled date of completion	
3	Project Name		Date of commencement	
	Place (town)		Contract Amount (R)	
	Reference / Contact person		Contract period	
	Contact Tel. No.		Scheduled date of completion	
4	Project Name		Date of commencement	
	Place (town)		Contract Amount (R)	
	Reference / Contact person		Contract period	
	Contact Tel. No.		Scheduled date of completion	
5	Project Name		Date of commencement	
	Place (town)		Contract Amount (R)	
	Reference / Contact person		Contract period	
	Contact Tel. No.		Scheduled date of completion	

**2.2. Current Government sector projects:** *(List the 5 projects closest to the contractor grading designation of this project)*

1	Project Name		Date of commencement	
	Place (town)		Contract Amount (R)	
	Reference / Contact person		Contract period	
	Contact Tel. No.		Scheduled date of completion	
2	Project Name		Date of commencement	
	Place (town)		Contract Amount (R)	
	Reference / Contact person		Contract period	
	Contact Tel. No.		Scheduled date of completion	
3	Project Name		Date of commencement	
	Place (town)		Contract Amount (R)	
	Reference / Contact person		Contract period	
	Contact Tel. No.		Scheduled date of completion	
4	Project Name		Date of commencement	
	Place (town)		Contract Amount (R)	
	Reference / Contact person		Contract period	
	Contact Tel. No.		Scheduled date of completion	
5	Project Name		Date of commencement	
	Place (town)		Contract Amount (R)	
	Reference / Contact person		Contract period	
	Contact Tel. No.		Scheduled date of completion	

**2.3. Previously completed projects:** *(List the 5 projects closest to the contractor grading designation of this project)*

1	Project Name		Date of commencement	
	Place (town)		Contract Amount (R)	
	Reference / Contact person		Contract period	
	Contact Tel. No.		Date completed	
2	Project Name		Date of commencement	
	Place (town)		Contract Amount (R)	
	Reference / Contact person		Contract period	
	Contact Tel. No.		Date completed	
3	Project Name		Date of commencement	
	Place (town)		Contract Amount (R)	
	Reference / Contact person		Contract period	
	Contact Tel. No.		Date completed	
4	Project Name		Date of commencement	
	Place (town)		Contract Amount (R)	
	Reference / Contact person		Contract period	
	Contact Tel. No.		Date completed	
5	Project Name		Date of commencement	
	Place (town)		Contract Amount (R)	
	Reference / Contact person		Contract period	
	Contact Tel. No.		Date completed	

Name of Tenderer	Signature of authorised representative	Date

**T2.8 FINANCIAL STANDING AND OTHER RESOURCES OF BUSINESS  
 DECLARATION**

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Tender no:</b>	<b>ZNTU04271W</b>	<b>Project Code:</b>	<b>WIMS047874</b>

- (a) Based on the track record determined on the Minimum Average Annual Turnover coupled to the assessed Works Capabilities of Contracting Enterprises, the Construction Industry Development Board (CIDB) awards Grading Designations and accordingly registers it on the system.
- (b) However, it regularly occurs that a Contractor will at the same time submit tenders for a number of projects that are advertised during an overlapping period. Moreover, the Contractor may be busy with a Contract that is of the registered CIDB Grading Designation (value) or is even attending to a number of smaller valued Contracts.
- (c) It therefore becomes the prerogative of a Tenderer in such instances to prove to the Department that the Enterprise has the capacity in every respect to attend to more than one (1) contract at a time.
- (d) A Tenderer who wishes to be considered for this tender Contract award, over and above other tenders that they have submitted, shall submit when requested by the DoPW the necessary proof that:
  - (i) he/she has access to additional finance (inclusive of a PERFORMANCE GUARANTEE BY A REGISTERED FINANCIAL INSTITUTION),
  - (ii) he/she has additional Human Resources available to successfully complete this project.
  - (iii) he/she has adequate Equipment, Plant and Machinery that all of the above can, undoubtedly, be sourced for this tender. (Please submit to the DoPW the name and contact details of the supplier if the Tenderer is going to hire Equipment, Plant or Machinery, when requested.)
- (e) Tenderer to submit their latest 12 months audited financial statements with the returnable documents.

I, the undersigned,

*(name of person authorized to sign on behalf of the Tenderer)*

understand that it is the responsibility of the Tenderer to prove and provide when requested by the DoPW, evidence of the good Financial Standing of the Business to complete the Contract successfully.

Furthermore, it is understood that failure to provide when requested by DoPW, at least the information as stated in paragraphs (d)(i)(ii) AND (iii) above will not enable the Evaluation Team to assess the CURRENT financial standing of the Business and the failure to provide said information when requested will, therefore, invalidate the Tender.

I accept and understand that the KZN Department of Public Works & Infrastructure, as representative of the Provincial Administration of KwaZulu-Natal in this tender, may act against me and the Tenderer, jointly and severally, should this declaration and/or any information provided be found to be false.

Duly signed at..... on this the..... day of..... 20..

\_\_\_\_\_  
 Full Name of Signatory

\_\_\_\_\_  
 Name of Enterprise

\_\_\_\_\_  
 Capacity of Signatory

\_\_\_\_\_  
 Signature of authorised representative

**T2.9 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

Project Title:	Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Cent
Tender Number:	ZNTU04271W
Project Code:	WIMS047874

**SBD 6.1**

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

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

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

**1. GENERAL CONDITIONS**

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

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

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>90</b>
<b>SPECIFIC GOALS</b>	<b>10</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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

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

## 2. DEFINITIONS

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

(b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;

(c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

(d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

(e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\mathbf{80/20} \quad \text{or} \quad \mathbf{90/10}$$

$$Ps=80(1-(Pt-P_{min})/P_{min}) \text{ or } Ps=90(1-(Pt-P_{min})/P_{min})$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\mathbf{80/20} \quad \text{or} \quad \mathbf{90/10}$$

$$Ps=80(1+(Pt-P_{max})/P_{max}) \text{ or } Ps=90(1+(Pt-P_{max})/P_{max})$$

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

**4. POINTS AWARDED FOR SPECIFIC GOALS**

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

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

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

The specific goals allocated points in terms of this tender	Number of Points allocated (90/10 system) (to be completed by the Organ of State)	Number of Points allocated (80/20 system) (to be completed by the Organ of State)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Ownership by Black People	2			
Ownership by People who are Women	2			
Ownership by People who are Youth	2			
Ownership by People living with Disabilities	2			
Promotion of enterprises located in the uMhlatuze Local municipal area for work to be done or services to be rendered	2			

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company Registration Number : .....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One-person business/sole propriety

Close corporation

Public Company

Personal Liability Company

(Pty) Limited

Non-Profit Company

State Owned Company

[TICK APPLICABLE BOX]


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

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

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

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....

**T2.10 SITE INSPECTION MEETING CERTIFICATE**

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Tender no:</b>	<b>ZNTU04271W</b>	<b>Project Code:</b>	<b>WIMS047874</b>
<b>Site Inspection Date:</b>		<b>23/02/2026</b>	

This is to certify that I, \_\_\_\_\_ (Name of authorised Representative)  
 representing \_\_\_\_\_ (Name of Enterprise)  
 visited the site on: \_\_\_\_\_ (Date)

I have made myself familiar with all local conditions likely to influence the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the site inspection meeting and that I understand the work to be done, as specified and implied, in the execution of this contract.

I declare that the representative, named above, is my authorised representative and **not** a third party agent and that my representative's attending of this site meeting, shall be deemed conclusive proof that my Enterprise are fully aware of what was said and discussed at this meeting.

Name of Tenderer	Signature	Date

Name of DOPW Representative	Signature	Date

**This form is only to be completed when applicable to the tender and if a Compulsory Briefing meeting has been called.**



Departmental Stamp:

**T2.11 BIDDER'S DISCLOSURE - SBD 4**

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area</b>		
<b>Tender no:</b>	<b>ZNTU04271W</b>	<b>Project Code:</b>	<b>WIMS047874</b>

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

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

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

**T2.12 RECORD OF ADDENDA TO TENDER DOCUMENTS**

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Tender no:</b>	<b>ZNTU04271W</b>	<b>Project Code:</b>	<b>WIMS047874</b>

The undersigned confirm that the following communications received from the employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:

	<b>Date</b>	<b>Title or Details</b>	<b>No. of Pages</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Attach Additional Pages if more space is required

**Tenderer to attach proof of receipt of above listed addenda**

<b>Signed</b>		<b>Date</b>	
<b>Name</b>		<b>Position</b>	
<b>Tenderer</b>			

## T2.13 PARTICULARS OF ELECTRICAL CONTRACTOR

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Tender no:</b>	<b>ZNTU04271W</b>	<b>Project Code:</b>	<b>WIMS047874</b>

**Name of Electrical Contractor:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_  
*(Area Code)(Number)*

**Fax Number:** \_\_\_\_\_  
*(Area Code)(Number)*

<b>Registration number at the Department of Labour:</b>	
---	--

<b>Name of authorised representative</b>	<b>Signature</b>	<b>Date</b>

## T2.14 SCHEDULE FOR IMPORTED MATERIALS AND EQUIPMENT

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Tender no:</b>	<b>ZNTU04271W</b>	<b>Project Code:</b>	<b>WIMS047874</b>

This schedule should be completed by the tenderer. *(Attach additional page(s) if more space is required)*

Item	Material / Equipment	Quotation (Excluding VAT)
1		R
2		R
3		R
4		R
5		R
6		R

The Contractor shall list imported items, materials and/or equipment which shall be excluded from the Contract Price Adjustment Provisions (if applicable) and shall be adjusted in terms of currency fluctuations only. Copies of the supplier’s quotations for the items, materials or equipment (provided that such costs shall not be higher than the relevant contract rate as listed above) should be lodged with the Principal Agent / Engineer of the Department of Public Works within 60 (sixty) days from the date of acceptance of the tender. No adjustment of the local VAT amount, nor the contractor’s profit, discount, mark-up, handling costs, etc. shall be allowed. (See P&G E16)

These net amounts will be adjusted as follows:

**FORMULA:**

The net amount to be added to or deducted from the contract sum:

$$A = V \left( \frac{Z}{Y} - 1 \right)$$

A = the amount (R) of adjustment

V = the net amount (supplier’s quotation) (R) of the imported item

Y = exchange rate 14 days prior to closing date of tender submission

Z = exchange rate on the date of the Bill of Lading\* of exporters invoice.

*\* A bill of lading (sometimes abbreviated as B/L or BoL) is a document issued by a carrier which details a shipment of merchandise and gives title of that shipment to a specified party. Bills of lading are one of three important documents used in international trade to help guarantee that exporters receive payment and importers receive merchandise. A straight bill of lading, which is referred to above, is used when payment has been made in advance of shipment and requires a carrier to deliver the merchandise to the appropriate party. It is therefore the date of the paid up invoice when the shipment leaves the exporter’s location.  
[\[http://en.wikipedia.org/wiki/Bill\\_of\\_lading\]](http://en.wikipedia.org/wiki/Bill_of_lading)*

Name of authorised representative	Signature	Date

**T2.15 LATEST 12 MONTH ANNUAL FINANCIAL STATEMENT**

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Tender no:</b>	<b>ZNTU04271W</b>	<b>Project Code:</b>	<b>WIMS047874</b>

**ATTACH A CERTIFIED COPY OF THE ANNUAL FINANCIAL STATEMENT OF THE COMPANY FOR THE PAST FINANCIAL YEAR TO THIS PAGE FOR ADJUDICATION PURPOSES**

**NOTE**

In the case of a Tender by a Joint Venture, certified copies of the annual financial statements of the past financial year in respect of each party to the Joint Venture must be attached to this page

**ATTACH COMPANY LATEST 12 MONTHS ANNUAL FINANCIAL STATEMENTS TO THIS PAGE**

**T2.16 EQUIPMENT SCHEDULES**

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Tender no:</b>	<b>ZNTU04271W</b>	<b>Project Code:</b>	<b>WIMS047874</b>

The Tenderer shall complete the following schedules giving details of the various items of materials or equipment that he includes in his offer.

**TECHNICAL DATA: STANDBY GENERATOR**

Manufacturer:	
Model number:	
Serial number:	
Voltage	
KVA	
Frequency	
RPM	
Cylinder/stroke	
Fuel capacity and consumption	
Sound pressure level	
Condenser air flow rate	
Attenuation type	
Battery Type	
AMF Change Over Panel Type	
Starter Motor Type and Voltage	
Standard Compliance	

## EQUIPMENT SCHEDULES

### TECHNICAL DATA: UNINTERRUPTABLE POWER SUPPLY UPS

Manufacturer	
Model	
Frequency	
Harmonic Distortion Reduction	
Operating Temperature	
Range of Protection – Lightning Strike	
KVA	
Maximum current, cooling mode	
Agent	
Telephone number of Agent	
Brochure enclosed	Yes/No

### TECHNICAL DATA: AIR-CONDITIONING AND VENTILATION INSTALLATION

Area:		
Manufacturer:		
Model number:	WCPU	
	Cooling Tower	
Serial number:	WCPU	
	Cooling Tower	
Voltage		V
Starting amps		A
Running amps		A
System supply gauge pressure		kPA
System return gauge pressure		kPA
Condenser water inlet temperature		°C
Condenser water outlet temperature		°C
Condenser water flow rate		l/s
Blower unit air inlet temperature		°C
Blower unit air outlet temperature		°C
Blower unit air flow rate		m <sup>3</sup> /s
Conditioned room air temperature after 1 hour, Design		°C
Conditioned room air temperature after 1 hour, Actual		°C

**T2.17 CONTRACTOR'S SAFETY, HEALTH AND ENVIRONMENTAL  
 DECLARATION**

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Tender no:</b>	<b>ZNTU04271W</b>	<b>Project Code:</b>	<b>WIMS047874</b>

In terms of Regulation 5(1)(h) of the Construction Regulations of February 2014 a Contractor may only be appointed to perform construction work if the Client is satisfied that the Contractor has the necessary competencies and resources to carry out the work safely in accordance with the Occupational Health and Safety Act, Act 85 of 1993 and the Construction Regulations of February 2014. In line with this requirement the Contractor is required to read through this document carefully, sign it and submit it with his/her Tender.

**DECLARATION**

1. I, the undersigned hereby declare and confirm that I am fully conversant with the Occupational Health and Safety Act, Act 85 of 1993 and the Construction Regulations of February 2014 and the Construction Safety, Health and Environmental Specifications attached to this document.
2. I hereby declare that my company and its employees has the necessary competency and resources to safely carry out the construction works under this contract in compliance with the Occupational Health and Safety Act, Act 85 of 1993, the Construction Regulations of February 2014 and the Construction Safety, Health and Environmental Specifications.
3. I hereby confirm that adequate provisions has been made in my Tender to cover the cost of all Safety, Health and Environmental duties and responsibilities imposed on me by the Occupational Health and Safety Act, Act 85 of 1993, the Construction Regulations of February 2014 and the Construction Safety, Health and Environmental Specifications.
4. I hereby undertake that if my Tender is accepted, to provide before commencement of the Works under the contract or as required by the Conditions of the Contract, a suitable and sufficiently documented Construction Safety, Health and Environmental Management Plan in accordance with Regulation 7(1)(a) of the Construction Regulations of February 2014, which shall be subject for approval by the Client.
5. I confirm that I may not commence with any part of construction work under the contract until my Construction Safety Health and Environmental Management Plan has been approved in writing by the Client.
6. I hereby confirm that copies of the following documentation will be kept on site for viewing and inspection purposes for the duration of the construction work:
  - a) Client's Construction Safety, Health and Environmental Specification.
  - b) Approved Construction Safety, Health and Environmental Plan.
  - c) Occupational Health and Safety Act, Act 85 of 1993.
  - d) Construction Regulations of February 2014.
7. I agree that my failure to complete and execute this declaration to the satisfaction of the Client will mean that I am unable to comply with the requirements of the Occupational Health and Safety Act, Act 85 of 1993 and the Construction Regulations of February 2014, and accept that my Tender will be rejected.

Duly signed at..... on this the..... day of..... 20.....

\_\_\_\_\_  
 Full Name of Signatory

\_\_\_\_\_  
 Name of Enterprise

\_\_\_\_\_  
 Capacity of Signatory

\_\_\_\_\_  
 Signature of authorised representative of Tenderer

## T2.18 Compulsory Enterprise Questionnaire

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Tender no:</b>	<b>ZNTU04271W</b>	<b>Project Code:</b>	<b>WIMS047874</b>

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

<b>Section 1: Name of enterprise:</b>	
<b>Section 2: VAT registration number, if any:</b>	
<b>Section 3: CIDB registration number, if any:</b>	
<b>Section 4: CSD Number:</b>	

**Section 5: Particulars of sole proprietors and partners in partnerships**

Name*	Identity number*	Personal income tax number*

\* Complete only if sole proprietor or partnership and attach separate page if more than 6 partners

**Section 6: Particulars of companies and close corporations**

Company registration number	
Close corporation number	
Tax reference number	

**Section 7: SBD4 issued by National Treasury must be completed for each tender and be attached as a tender requirement**

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Employer to verify the tenderers tax clearance status from the South African Revenue Services that it is in order;
- ii) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

<b>Signed</b>		<b>Date</b>	
<b>Name</b>			
<b>Position</b>			
<b>Enterprise name</b>			

**T2.19 TAX COMPLIANCE STATUS (TCS) PIN TO VERIFY ON LINE  
 COMPLIANCE SUPPLIER STATUS VIA SARS e-FILING**

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Tender no:</b>	<b>ZNTU04271W</b>	<b>Project Code:</b>	<b>WIMS047874</b>

**TAX CLEARANCE REQUIREMENTS**

It is a condition of Tender that the taxes of the successful tenderer must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the tenderer's tax obligations. It is a condition of this Offer of Commission that your practice remains in good standing with SARS (South African Revenue Services) in terms of its tax clearance.

1. In order to meet this requirement Tenderers are required to apply via e-filing at any SARS branch office nationally. The Tax Compliance Status (TCS) requirements are also applicable to foreign Tenderers / individuals who wish to submit tenders.
2. SARS will then furnish the tenderer with a Tax Compliance Status (TCS) **PIN** that will be valid for a period of 1 (one) year from the date of approval.
3. In tenders where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Compliance Status (TCS) PIN.
4. Application for Tax Compliance Status (TCS) PIN can be done via e-filing at any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
5. Tax Clearance Certificates may be printed via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

**IMPORTANT NOTICE**

1. The South African Revenue Services (SARS) has phased out the issuing of paper Tax Clearance Certificates.
2. From 18 April 2016 SARS introduced an enhanced Tax Compliance (TCS) system.
3. The new system allows taxpayers to obtain a Tax Compliance Status (PIN), which can be utilised by authorised third parties to verify taxpayers compliance status online via SARS e-filing.
4. Tenderers are required to fill in clearly, legibly, in bold print and black ink the SARS (TCS) PIN number and Tax Reference number in the space hereunder:

<b>Tax Compliance Status(TCS) PIN Number</b>	
<b>Company / Tendering Entity Tax Reference Number</b>	

**Name of Tenderer:** .....

**Signature of tenderer:** .....

**Date:** .....

**T2.20 CERTIFIED PROOF OF GOOD STANDING WITH THE  
COMPENSATION COMMISSIONER**

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Tender no:</b>	<b>ZNTU04271W</b>	<b>Project Code:</b>	<b>WIMS047874</b>

**ATTACH A CERTIFIED COPY OF PROOF, THAT THE  
TENDERER IS IN GOOD STANDING WITH THE  
COMPENSATION COMMISSIONER, TO THIS PAGE FOR  
ADJUDICATION PURPOSES**

**NOTE**

In the case of a Tender by a Joint Venture, certified copies of proof of Good Standing with the Compensation Commissioner in respect of each party to the Joint Venture must be attached to this page

**T2.21 - FORM OF OFFER AND ACCEPTANCE**

**Tender no: ZNTU04271W**

**OFFER**

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of :

**Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)**

The Tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and Addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorized, signing this part of this Form of Offer and Acceptance, the tenderer offers to perform all of the obligations and liabilities of the Contractor under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

**THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS:**

<b>Amount (in words):</b>	
<b>Amount in figures:</b>	R

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

<b>Signature (s)</b>			
<b>Name (s)</b>			
<b>Capacity</b>			
<b>For the tenderer</b>			
	(Name and address of tenderer)		
<b>Name and signature of witness</b>		<b>Date</b>	

**ACCEPTANCE**

By signing this part of this Form of Offer and Acceptance, the Employer identified below, accepts the Tenderer's offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the contract that is the subject of this Agreement.

**The terms of the contract, are contained in:**

Part C1	Agreement and Contract Data, (which includes this agreement)
Part C2	Pricing data
Part C3	Scope of work.
Part C4	Site information and drawings and documents or parts thereof, which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as listed in the returnable schedules as well as any changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this form of offer and acceptance. No amendments to or deviations from said documents are valid unless contained in this schedule.

The tenderer shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the tenderer (now contractor) within five (5) working days of the date of such receipt notifies the employer in writing of any reason why he/she cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

<b>Signature (s)</b>			
<b>Name (s)</b>			
<b>Capacity</b>			
<b>For the employer</b>			
	<i>(Name and address of employer)</i>		
<b>Name and signature of witness</b>			

## Schedule of Deviations

Notes:

1. The extent of deviations from the tender documents issued by the employer before the tender closing date is limited to those permitted in terms of the conditions of tender.
2. A tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the contract shall also be recorded
4. Any change or addition to the tender documents arising from the above agreements and recorded here, shall also be incorporated into the final draft of the Contract.

<b>1.1.1. Subject:</b>
------------------------

<b>Details:</b>
-----------------

<b>1.1.2. Subject:</b>
------------------------

<b>Details:</b>
-----------------

<b>1.1.3. Subject:</b>
------------------------

<b>Details:</b>
-----------------

<b>1.1.4. Subject:</b>
------------------------

<b>Details:</b>
-----------------

By the duly authorised representatives signing this agreement, the employer and the tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the tender data and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the tenderer and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

## T2.21a CONFIRMATION OF RECEIPT

### Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)

<b>Tender no.:</b>	ZNTU04271W	<b>Project Code:</b>	WIMS047874
--------------------	------------	----------------------	------------

The Tenderer (now Contractor), identified in the Offer part of this Agreement hereby confirms receipt from the Employer, identified in the Acceptance part of this Agreement, of one fully completed original copy of this Agreement, including the Schedule of Deviations (if any) today:

the \_\_\_\_\_ (day)

of \_\_\_\_\_ (month)

\_\_\_\_\_ (year)

at \_\_\_\_\_ (Place)

For the Contractor:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Capacity*

Signature and name of witness:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name*

**T2.22 - COPY OF FINAL SUMMARY OF BILLS OF QUANTITIES**

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Tender no:</b>	<b>ZNTU04271W</b>	<b>Project Code:</b>	<b>WIMS047874</b>

**ATTACH COPY OF SUMMARY OF THE BILL OF QUANTITIES**

**(Note: Tenderer to include complete Priced Bills of Quantities with the tender submission)**

**T2.23 - PROOF OF PAID MUNICIPAL RATES & TAXES**

<b>Project title:</b>	Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)		
<b>Tender no:</b>	ZNTU04271W	<b>Project Code:</b>	WIMS047874

**ATTACH PROOF OF PAID MUNICIPAL RATES & TAXES TO  
THIS PAGE FOR ADJUDICATION PURPOSES**

**NOTE**

In the case of a Quotation by a Joint Venture, proof of paid municipal rates and taxes for each member of the Joint Venture should be attached to this form.

**T2.24 - CERTIFIED COPY OF PROOF OF VALID UIF REGISTRATION**

<b>Project title:</b>	Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)		
<b>Tender no:</b>	ZNTU04271W	<b>Project Code:</b>	WIMS047874

**ATTACH A CERTIFIED COPY OF PROOF, THAT THE TENDERER IS IN GOOD STANDING WITH THE **UIF** TO THIS PAGE FOR ADJUDICATION PURPOSES**

**NOTE**

In the case of a Tender by a Joint Venture, certified copies of proof of Good Standing with the **UIF** in respect of each party to the Joint Venture must be attached to this page

The contractor must submit proof of UIF Contributions made to the fund to the Principal Agent on a monthly basis for the duration of the contract.

Should the contractor default on his monthly payments, the Employer will pay the outstanding payments due and the contractor will be liable for payments made by the Employer on behalf of the contractor, plus any additional cost associated with this process.

## **T2.25 THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME**

**This document must be signed and submitted together with your tender**

### **INTRODUCTION**

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

### **1 PILLARS OF THE PROGRAMME**

- 1,1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million.  
or
  - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.  
or
  - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.  
or
  - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1,2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a pro-rata basis.
- 1,3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
- 1,4 A period of seven years has been identified as the time frame within which to discharge the obligation.

### **2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY**

- 2,1 In order to ensure effective implementation of the programme, successful tenderers (contractors) are required to, immediately after the award of a contract that is in excess of R10 million (ten million Rands), submit details of such a contract to the DTI for reporting purposes.
- 2,2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

### **3 Tender SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF Tenderers AND SUCCESSFUL Tenderers (CONTRACTORS)**

- 3,1 Tenderers are required to sign and submit this Standard Tendering Document (SBD 5) together with the Tender on the closing date and time.

3,2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful Tenderers (contractors) are required, immediately after being officially notified about any successful Tender with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Tender / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

3,3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr. Elias Malapane within five (5) working days after award of the contract. Mr. Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme.

#### 4 PROCESS TO SATISFY THE NIP OBLIGATION

4,1 Once the successful Tenderer (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

- a. the contractor and the DTI will determine the NIP obligation;
- b. the contractor and the DTI will sign the NIP obligation agreement;
- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4,2 The NIP obligation agreement is between the DTI and the successful Tenderer (contractor) and, therefore, does not involve the purchasing institution.

Tender number:	_____	Closing date:	_____
Name of tenderer:	_____		
Postal address:	_____ _____		
Signature:	_____	Name (in print):	_____
Date:	_____		

**T2.26 - CERTIFIED COPY OF PROOF OF REGISTRATION ON CENTRAL  
SUPPLIERS DATABASE**

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Bid no:</b>	<b>ZNTU04271W</b>	<b>Project Code:</b>	<b>WIMS047874</b>

**ATTACH A CERTIFIED COPY OF PROOF, THAT THE BIDDER  
IS REGISTERED ON THE CENTRAL SUPPLIERS DATABASE  
TO THIS PAGE FOR ADJUDICATION PURPOSES**

**NOTE**

In the case of a Tender by a Joint Venture, certified copies of proof of registration on the Central Suppliers Data Base in respect of each party to the Joint Venture must be attached to this page

**T2.27 - CERTIFIED COPY OF PROOF OF CIDB REGISTRATION NUMBER**

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Tender no:</b>	<b>ZNTU04271W</b>	<b>Project Code:</b>	<b>WIMS047874</b>

**ATTACH A CERTIFIED COPY OF PROOF, THAT THE TENDERER IS REGISTERED WITH THE CONSTRUCTION INDUSTRY DEVELOPMENT BOARD (CIDB) TO THIS PAGE FOR ADJUDICATION PURPOSES**

**NOTE**

1. In the case of a Tender by a Joint Venture, certified copies of proof of registration with the CIDB in respect of each party to the Joint Venture must be attached to this page
2. Only those tenderers who are registered with the CIDB, or are capable of being so prior to the evaluation of submissions, in a contractor grading designation equal to or higher than a contractor grading designation determined in accordance with the sum tendered, or a value determined in accordance with Regulation 25(1B) or 25(7A) of the Construction Industry Development Regulations for a :  
8GB or higher, class of construction work, are eligible to have their Tenders evaluated.

**T2.28 - PROOF OF PAYMENT OF TENDER DEPOSIT**

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Tender no.</b>	<b>ZNTU04271W</b>	<b>Project Code:</b>	<b>WIMS047874</b>

**ATTACH A COPY OF PROOF OF PAYMENT WHERE AVAILABLE OF THE TENDER DEPOSIT BY THE TENDERER, TO THIS PAGE FOR ADJUDICATION PURPOSES**

**NOTE**

In the case of a Tender by a Joint Venture a certified copy of proof of payment where available of the tender deposit is only necessary in respect of any one party to the Joint Venture and must be attached to this page

## T2.29 CONTRACT FORM - PURCHASE OF GOODS/WORKS-Part 1

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL TENDERER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL TENDERER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

### PART 1 (TO BE FILLED IN BY THE TENDERER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached tendering documents to Head: Public Works (Department of Public Works: Province of KwaZulu-Natal) in accordance with the requirements and specifications stipulated in tender number ZNTU04271W at the price/s quoted.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) Tendering documents, viz
    - Invitation to tender;
    - Tax Compliance Status (TCS) **PIN**;
    - Pricing schedule(s);
    - Technical Specification(s);
    - Preference claims for SPECIFIC GOAL/S, for this tender in terms of the Preferential Procurement Regulations 2022;
    - Bidder's Disclosure;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract for construction works Edition 2 - GCC2010; and
  - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my Tender; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the Tendering documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any Tenderer or any other person regarding this or any other Tender.

I confirm that I am duly authorised to sign this contract.

NAME (PRINT): \_\_\_\_\_

CAPACITY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME OF FIRM: \_\_\_\_\_

DATE: \_\_\_\_\_

<u>Witnesses:</u>	
1.	_____
2.	_____
Date: _____	

## T2.30 CONTRACT FORM - PURCHASE OF GOODS/WORKS-Part 2

### PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I \_\_\_\_\_ in my capacity as

accepts your tender under reference ZNTU04271W dated \_\_\_\_\_ for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT \_\_\_\_\_ ON \_\_\_\_\_  
[Place] [Date]

NAME (PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

OFFICIAL STAMP:

Witnesses:

1. \_\_\_\_\_

2. \_\_\_\_\_

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

## T2.31 - OHSE Plan Structure

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Tender no:</b>	<b>ZNTU04271W</b>	<b>Project Code:</b>	<b>WIMS047874</b>

A detailed OHSE Plan is to be submitted by the tenderer as per Construction Regulation 7(1)(a). The following are the minimum standard legal documentation that must form part of the OHSE Plan based on the risks attached in executing this project titled;

**Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)**



**KWAZULU-NATAL PROVINCE**

**PUBLIC WORKS**  
REPUBLIC OF SOUTH AFRICA

REFERENCE NR	CHSM/047874
REV	2
STAGE	Completion Contract
DATE	26 November 2025

## **Occupational Health and Safety Specification (OHSE SPEC)**

<b>PROJECT NAME</b>	NGWELEZANE HOSPITAL: - CONSTRUCTION OF NEW ORTHOTICS AND PROSTHETICS CENTRE WITH PARKING AREA (COMPLETION CONTRACT)
<b>PROJECT ADDRESS</b>	NGWELEZANE HOSPITAL: THANDUYISE ROAD, EMPANGENI, NGWELEZANE, KWAZULU NATAL
<b>WIMS NR:</b>	047874
<b>CLIENT</b>	KZN DEPARTMENT OF HEALTH
<b>PREPARED BY</b>	NHLANHLA MBATHA

## **TABLE OF CONTENTS**

1. Introduction and Purpose
2. Abbreviations
3 Definitions
4. Key References
5. Scope of application
5.1. <i>Site location</i>
5.2. <i>Summary of Scope of work</i>
5.3. <i>Project team &amp; communication strategy</i>
6. Summary of Designers Risk Assessments.
7. Requirements pertaining to Site Specific Health and Safety Plan Submission.
8. Principal Contractor Risk Assessments.
9. Construction Work Permit Application
10. Site Specific Occupational Health and Safety Management (In alphabetical order)
11. Baseline Risk Assessment.
12. Annexures.
12.1. Annexure A – Risk Profile.
12.2. Annexure B –Health and Safety Declaration for PC
12.3. Annexure C – Structure of the SSHSP, Appointments and Registers.
12.4. Annexure D – Designers Acknowledgement of Receipt of SSHSS.
12.5. Annexure E- OHS Bills of Quantities.

<b>1. Abbreviations</b>	
AIA	Approved Inspection Authority
ALARP	As low As Reasonably Practicable
BRA	Baseline Risk Assessment
BOQ	Bill of Quantities
COIDA	Compensation for Occupational Injuries and Diseases Act.
CHSM	Construction Health and Safety Manager
CHSA	Client Health and Safety Agent
CHSR	Client Health and Safety Representative
CR	Construction Regulations
CWP	Construction Work Permit
DMR	Driven Machinery Regulations
DEL	Department of Employment and Labour
FEMA	Federated Employers Mutual Association
FPP	Fall Protection Plan
GAR	General Administration Regulations
GSR	General Safety Regulations
HCSR	Hazardous Chemical Substances Regulations
HIRA	Hazard Identification and Risk Assessment
H&S	Health and Safety
JSA	Job Safety Analysis
MSDS	Material Safety Data Sheet
OH	Occupational Health
OHSA	Occupational Health and Safety Act, Act 85 of 1993
PC	Principal Contractor
PPE	Personal Protective Equipment
Pr CHSA	Professionally Registered Health and Safety Agent

RAMS	Risk Assessment and Method Statement
RTA	Road Traffic Safety Act, Act 93 of 1996
SABS	South African Bureau of Standards
SACPCMP	South African Council for Project and Construction Management Professions.
SARTSM	South African Road Traffic Safety Manual, Chapter 2. Volume 13
SANS	South African National Standards
SSHSS	Site Specific Health and Safety Specification
SSHSP	Site Specific Health and Safety Plan
SWP	Safe Work Procedure

## 2. Definitions

**“Occupational Health Practitioner”** Doctor or Nurse registered and in Good Standing with the Health Professions Council of South Africa and has a tertiary qualification in Occupational Health Nursing.

**“Medical Surveillance”** Planned program of periodic examination/medicals of employees by an occupational health practitioner.

**“Act”** Means, unless the context indicates otherwise, the Occupational Health and Safety Act, 85 of 1993.

**“Agent (Pr. CHSA)”** means a competent person who acts as a representative for a client in terms of Regulation (5)5 of the Construction Regulations of 2014.

**“Audit”** Means a systematic examination of documents, equipment, physical on-site conditions etc. to evaluate the levels of compliance with clients OHS requirements, applicable legislative requirements, and the achievement of a safe working environment for Employees, as well as not posing a risk to other persons and the environment.

**“Baseline Risk Assessment” (BRA)** A wide encompassing risk assessment performed by the client of anticipated construction activities to execute the anticipated scope of work pertaining to the project.

**“CR”** refers to the Construction Regulations 2014.

**“Client”** in terms of this document means Department of Public Works, Kwazulu-Natal.

**“CHSR”** Means Client Health and Safety Representative, an in-house employee appointed by the Client to oversee the Health and Safety Management of a project.

**“CHSM”** means Construction Health and Safety Manager.

**“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 for that work or task provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualifications Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and is familiar with the OHS Act, Act 85 of 1993 and with the applicable regulations made under the Act.

**“Construction Health and Safety Officer”** Means a person deemed competent by SACPCMP under the relevant category of registration appointed by the Principal Contractor to oversee the Safety, Health and Environmental Management on-site.

**"Construction Manager (Site Agent)"** 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 Plant”** Encompasses all types of plant including but not limiting to, cranes, piling equipment, boring machines, excavators, dewatering equipment, and road vehicles with or without lifting equipment.

**"Construction Site"** means a workplace 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
- a) 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 of the Construction Regulations of 2014;

**"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.

**“Designer”** Means a competent person as defined by the Construction Regulations of 2014 appointed by the Client or the Principal Contractor as Agent to design and/or supervise and/or monitor construction work on their behalf.

**“Fall Protection Plan” (FPP)** means a documented plan, which includes:

- a) Identification of hazards and risks pertaining to the risk of falling taking the nature of the work and its environment in consideration;
- b) The procedures and methods to be applied to eliminate the risk or to reduce it to a level which is as low as reasonably practicable; and
- c) A rescue plan and procedures.

**“Fall Prevention Equipment”** Means equipment used to prevent persons, tools, equipment, machinery materials etc from falling from a “fall risk” position, including personal protective equipment, body harness, body belts, lanyards, lifelines or physical equipment, guardrails, screens, barricades, signage anchorages or similar equipment.

**“Fall Risk”** means any potential exposure to falling either from, off, over or into.

**“Hazard”** Means a source, situation, feature, activity, or anything else which has got the potential to cause harm, injury, death, environmental damage, business interruption etc.

**“Hazard Identification and Risk Assessment (HIRA)”** Means a document, which identifies hazards, assesses the risks and identifies the control measures, which are to be used to mitigate or reduce to a level which is as low as reasonably practicable the occurrence of hazards and risks during construction, use, operation and eventual demolition phases of a project.

**“Hazardous Chemical Substance (HCS)”** Means any toxic, harmful, corrosive, irritant or asphyxiating substance, or a mixture of substances, for which an occupational exposure limit is prescribed, or an occupational exposure limit is not prescribed, but which creates a hazard to health and the environment.

**Induction Training:** Means once off introductory training on general health and safety issues given to all employees and visitors to the site before commencement of work on site.

**“Issue based Risk Assessment”** Means a Risk Assessment based upon a specific issue/activity/item which could be instituted in response to the high priority risks identified in the Baseline Risk Assessment, Programme Risk Assessment or even after a near miss or actual loss event.

**“Job Safety Analysis (JSA)”** Means an analysis of a specific job or task according to a pre-determined procedure which helps to integrate accepted SHE principles and practises into a particular task or activity. Each step of the JSA is to identify potential hazards and to recommend the safest way to do the job.

**“Medical Certificate of Fitness”** means a certificate contemplated in regulation 7(8) of Construction Regulations of 2014.

**“Method Statement (MS)” also known as a Safe Work Method Statement (SWMS), or Safe Work Procedure (SWP)** is a document developed because of the outcome of a risk

assessment by the contractor, which contains details of how each task should be performed safely.

**"Principal Contractor (PC)"** means an employer appointed by the client to perform construction work, but may also include the responsibility of designing or overseeing the design process.

**"RAMS"** Means Risk Assessments and Method Statement.

**"Risk"** Means the probability or likelihood that the possible harm, injury, death etc potential of a hazard could be realized with a consequence attached.

**"SHE"** Means Safety, Health and Environmental.

**"Site"**: Means the area handed over to the Principal Contractor for the purposes of construction work. Where there is no demarcated boundary it will include all adjacent areas, which are reasonably required for the activities for the Principal Contractor and approved for such use by the Designer and/or the Client.

**"Site Specific Health and Safety File (SSHSF)"** Means a file specifically pertaining to a site containing all health and safety documentation relating to the project as per the requirements of the Construction Regulations of 2014 and/or the SSHSS.

**"Site Specific Health and Safety Plan (SSHSP)"** means a detailed site, activity, or project specific documented plan in accordance with the client's OHSE specification indicating how health and safety will be managed during the project.

**"Site Specific Health and Safety Specification (SSHSS)"** means a site, project specific document prepared by the client pertaining to all health and safety requirements related to construction work.

### 3. KEY REFERENCES

Occupational Health and Safety Act No. 85 of 1993 and Regulations (as amended)

Compensation for Injury and Occupational Diseases Act No. 100 of 1993 (as amended)

South African Roads Traffic Safety Manual (SARTSM) Chapter 2, Volume 13 of 1999 Road Traffic Safety Act No. 93 of 1996 (as amended)

SANS Code 10400.

SANS 10085

Municipal Bylaws

### 4. INTRODUCTION AND PURPOSE

The *KwaZulu Natal Department of Public Works* is deemed as the "Client" in terms of the definitions of the Construction Regulations of 2014 as published in *Government Gazette No. 37305*. The Construction Regulations of 2014 in terms of *CR(5)(1)* stipulates that that the Client must prepare a suitable, sufficiently documented and coherent ,SSHSS, for the intended construction work based on the Baseline Risk

Assessment, (BRA) which in turn is based on the Scope of Work and several other related factors such as hazards and risks identified by the designer. It must be noted that for ease of reading the term “He/His” will be descriptive of both male and female gender throughout this document.

### **Purpose**

The purpose of this SSHSS identifies the health and safety requirements the contractor needs to comply with. It will be periodically reviewed and updated (if necessary) to address and / or include:

- Changes in legislation;
- Client requirements;
- Leading practices;
- Lessons learnt from incidents; and
- Unforeseen issues.

This SSHSS also forms an integral part of the contract between the Client and the PC. It identifies and encompasses the working environment, practises and behaviours expected of all parties who have roles to play in the successful completion of this project. The SSHSS provides guidelines to comply with the Occupational Health and Safety Act, Act 85 of 1993 (OHS Act) as amended, The Construction Regulations of 2014, other applicable legislative requirements, and applicable best practises. It aims to firstly ensure compliance with applicable legislative requirements as indicated above and secondly to form the basis for the PC to develop his/her SSHSP.

As with any other plan for it to be implemented and managed effectively it requires the allocation of sufficient funds and resources, human and others, to achieve the objectives set out in the plan. In line with this requirement, Construction Regulation 5(1) (g) also requires the Client to ensure that the Principal Contractor has made adequate provisions for the cost of Health and Safety Measures in their tenders. The PC will be required to submit a Bills of Quantities (BOQ) with his SSHSP, which can be found under the Annexures section of this document which will be evaluated at the time of the evaluation of the SSHSP to satisfy the requirements of CR 5(1)(g).

This specification covers the requirements for eliminating and/or mitigating health and safety risks, injuries, accidents, and incidents on site to a level which is as low as reasonably practicable (ALARP). It addresses legal compliance, hazard identification, risk management and the promotion of a positive health and safety culture within the project. This specification also makes provision for the protection of persons other than those employed by the PC as stipulated by Sec 9 of the OHS Act, Act 85 of 1993.

It will also be noted that this document specifies certain recommendations, which should be followed so that the health and safety of all persons who may be potentially at risk and the potential risk to the environment may receive the same priority as other facets of the project such as Time, Cost and Quality.

It must be noted that this SSHSS as much as it is detailed it is not exhaustive and the onus is on the PC to ensure that he complies with Section 8 of the OHS Act, Act 85 of 1993 which reads as follows:

Sec 8(2)(d) “Establishing as far as reasonably practicable what hazards to the Health and Safety of persons are attached to any work which is performed, and he shall as far as is reasonably practicable, further establish what precautionary measures should be taken with respect to such work in order to protect the health and safety of persons, he shall provide the necessary means to apply such precautionary measures..”, this means that Principal Contractors as an employer in his/her own right must at all times ensure continuous Hazard Identification and Risk Analysis (HIRA) and the implementation of appropriate

risk reduction and/or elimination measures so as to strive towards the implementation and continued provision and maintenance of a healthy and safe working environment. The SSHSS is a performance specification aimed at ensuring that the Client and any persons it enters into an agreement with achieves an acceptable level of SHE performance.

## **5. SCOPE OF APPLICATION**

This SHE Specification is exclusively applicable to the following project:

### **NGWELEZANE HOSPITAL : CONSTRUCTION OF NEW ORTHOTICS AND PROSTHETICS CENTRE WITH PARKING AREA (COMPLETION CONTRACT)**

#### **5.1 SITE LOCATION**

- |                                  |   |   |
|----------------------------------|---|---|
| • Province                       | - | KwaZulu Natal   |
| • District Municipality          | - | Ngwelezane Hospital                                   |
| • Local Municipality             | - | Umhlathuze Municipality                               |
| • Ward                           | - | N/A   |
| • Latitude :                     | - | 29 0 51 '3.70"S                                       |
| • Longitude :                    | - | 28.7795563  |
| • Street address (or directions) | - | Thanduyise Road, eMpangeni, Ngwelezane, KwaZulu Natal |

#### **5.2. SUMMARY SCOPE OF WORK**

1. Site establishment and clearing of vegetation.
2. Earthworks
3. Excavation
4. Extra over trench and hole excavations in earth
5. Extra over all excavations for carting away
8. Filling and backfilling
10. Reduced levels under floors
11. Reinforced concrete cast against on/in formwork
12. Ring beams
13. Pile caps
14. Holes
15. Piling
16. Concrete sundries
17. Stripping back heads of concrete piles for a height
18. Finishing top surfaces of concrete smooth with a wood float
19. Bedding approximately 25mm thick under base plate including chamfered edges all round

- 20. Columns propped up not exceeding 3.5m high
- 19. Smooth formwork to sides and soffits
- 20. Slabs, propped up not exceeding 3.5m and not exceeding 250mm thick (LI)
- 18. Masonry
- 19. Hollow walls
- 20. Bagged and sealed walls
- 21. Face bricks
- 22. Half brick walls lining to concrete (LI)
- 23. Superstructure
- 24. 2.5mm Galvanised brickwork reinforcement
- 25. Prestressed fabricated concrete lintels including necessary temporary supports
- 26. Waterproofing
- 27. Roof coverings,
- 28. Roof and wall insulation
- 29. Carpentry and joinery
- 30. Kitchen fittings shall be constructed.
- 31. Prefabricated factory finished kitchen cupboards
- 32. Skirtings
- 33. Flush doors
- 34. Fire doors
- 35. Ceilings, partitions & access flooring
- 36. Floor coverings, wall linings, etc.
- 37. Parking area.
- 38. Mechanical work
- 39. Electrical work

### 5.3 THE PROJECT TEAM

The Project Team is as follows:

<u>Initials and Surname</u>	<u>Discipline</u>	<u>Organisation</u>	<u>Cellular number</u>	<u>E-mail address</u>
Karen Nienaber	Project Leader	DOPW	082 856 2617 033 355 5402	Karen <a href="mailto:karen@kznworks.gov.za">@kznworks.gov.za</a>
Mr. George Kunje Ukuza	Mr. George Kunje Ukuza	Mr. George Kunje Ukuza	Mr. George Kunje Ukuza	Mr. George Kunje Ukuza
Mr. Morgan Govender	Eyesizwe Consulting Engineers	Mechanical Engineers	032 941 2012	morgan.g@eyesizwekzn.co.za

Mr. Sfiso Nzama	Ibuya Consulting Engineers	Electrical Engineers	031 266 7332	sfiso@ibuya.co.za
Mr. Dhiren Naidu	Ukuza Consulting (Pty) Ltd	Quantity Surveyor	031 265 0444	dhiren@ukuza.co.za
Khayelihle Mncwabe	OHS (CHSR)	DOPW	072 247 5012	khayelihle.mncwabe@kznworks.gov.za
Nhlanhla Mbatha	OHS (CHSR)	DOPW	0333 555 611	Nhlanhla.mbatha@kznworks.gov.za

## 6. SUMMARY OF DESIGNERS RISK ASSESSMENTS

S	Safety
H	Health
E	Environmental
C	Construction
U	Use
M	Maintenance
D	Demolition

Discipline											
	Hazard	Risk	Type			Stage				Mitigating Measures	
			S	H	E	C	U	M	D		
Demolition / Removal of old park homes.	1.Falling debris 2.Live electrical cables 3. Working at height 4. Noise from heavy machinery 5. Dust and debris 6. Structural instability	1.Fracture, 2.Electrocution 3. Falling from height. 4. Hearing loss without ear protection. 5. Respiratory issues or poor visibility. 6. Unexpected collapse during demolition	x								HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.
Clearing of construction rubble /Levelling and	1 Sharp objects. 2. Dust exposure 3. Uneven/unstable	1. Cuts 2.Dust inhalation	x								HIRA, Competent Management, Competent

compaction the site mechanically.	ground 4.Underground and above ground electrical connections, 5.Person struck by Machines, etc.	3. Trips, sprains, falls 4. Electrocutions and burns 5. Fractures, death, etc.							Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.
Pile foundation drilling / insert of steel casing into ground.	1.Struck by tools, 2.Uneven ground surfaces, 3.Sharp objects 4.Exposed illegal connections 5. Rotating drill tools 6.Manual handling	1.Bruising 2. Trips, sprains, falls 3.Cuts 4.Electrocution 5. Serious injury or fatality from contact with rotating rig. 6. Musculoskeletal	x						HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.
Excavation of Surface Trenches (mechanical)	1.Noise 2.Dust 3. Heated surfaces 4.HCS 5.Moving machinery 6. Trench collapse 7. Falling into trench 8. Vibration from Machinery 9. Flying debris / materials. 10. Manual handling, etc.	1.Noise induced hearing loss 2.Dust inhalation 3.Burns 4.Dermatitis 5.Fractures , death 6. Entrapment or crush injuries, fatality 7. Falls, fractures, serious injury 8.Hand–arm or whole- body vibration 9. Eye and face injuries, 10. Muscular strain, etc.	x						HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.
Water proofing	1. Chemical burns, skin irritation, toxic fume. 2. Fire/explosion, burns, inhalation of fumes. 3. Working at height 4. Manual handling 5.Sharp edges 6. Working in confined spaces.	1. Dermatitis, eye injuries, breathing difficulty. Serious 2.Burns, fire outbreak, respiratory irritation 3. Fall from height	x						HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous

	<ul style="list-style-type: none"> <li>7. Heat stress, etc.</li> <li>8. Physical exertion</li> <li>9. Poor working posture Etc.</li> </ul>	<ul style="list-style-type: none"> <li>4.Strain &amp; sprain</li> <li>5. Cuts,</li> <li>6. Poor ventilation, toxic vapor, Asphyxiation, loss of consciousness</li> <li>7. Heat exhaustion,</li> <li>8. Muscular strain</li> <li>9.Physical exertion, etc.</li> </ul>							housekeeping signage, training. PPE etc.
Fitting of roof sheets (Metal Roof Sheeting)	<ul style="list-style-type: none"> <li>1. Working at height</li> <li>2.Struck by, hands caught between</li> <li>3. Falling from the roof</li> <li>4.Sharp edges</li> <li>5.Slips, trips</li> <li>6.Manual handling</li> <li>7. Noise</li> <li>8.Dust</li> <li>9. Struck by, hands caught between, etc.</li> </ul>	<ul style="list-style-type: none"> <li>1. Falls from height</li> <li>2.Bruising</li> <li>3.Fracture, death</li> <li>4. Cuts</li> <li>5.Fracture</li> <li>6.Muscular strain</li> <li>7.Noise induced hearing Loss</li> <li>8. Dust inhalation,</li> <li>9.Bruising, abrasion, etc.</li> </ul>	x						HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.
Installation of Air-conditioning	<ul style="list-style-type: none"> <li>1. Manual handling of HVAC</li> <li>2. Working at height</li> <li>3.Electrical</li> <li>4. Hot works (brazing / welding pipes)</li> <li>5. Confined space work</li> <li>6.Sharp edges</li> <li>7. Lifting heavy Equipment</li> <li>8. Noise</li> <li>9. Slips, trips, and falls</li> <li>10. Dust, etc.</li> </ul>	<ul style="list-style-type: none"> <li>1.Muscular strain</li> <li>2. Falls from height</li> <li>3. Electric shock or Burns.</li> <li>4. Fire or burns</li> <li>5. Asphyxiation, heat Stress</li> <li>6.Cuts</li> <li>7. Equipment drop</li> <li>8.Noise induced hearing Loss</li> <li>9. Injuries from uneven surfaces or clutter</li> <li>10. Dust inhalation, etc.</li> </ul>	x						HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.

Fitting of cables, manual call points, optical smoke detectors and sirens	<ol style="list-style-type: none"> <li>1. Elevated work</li> <li>2. Incompetent drill operator</li> <li>3. Unsafe Drilling machine</li> <li>4. Noise</li> <li>5. Dust etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Falls =fractures, bruising etc.</li> <li>2. Drill jamming, twisting =tendon injuries, falling, fractures, bruising etc.</li> <li>3. Exposed wiring = electrocution etc.</li> <li>4. Noise induced hearing loss etc.</li> <li>5. Dust inhalation =silicosis etc.</li> </ol>	x							HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.
Work in a live Environment.	<ol style="list-style-type: none"> <li>1. Live electrical circuits</li> <li>2. Noise</li> <li>3. Slips, trips, and falls</li> <li>4. Manual handling,</li> <li>5. Working form height, etc</li> </ol>	<ol style="list-style-type: none"> <li>1. Electric shock, burns, electrocution, or fire</li> <li>2. Noise induced hearing loss</li> <li>3. Bruises, sprains, or strains</li> <li>4. Muscular strain</li> <li>5. Falls, fracture, etc.</li> </ol>	x							HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.
Fitting of new DB Boards Switches, light fittings plug points and wiring, etc.	<ol style="list-style-type: none"> <li>1. Elevated work</li> <li>2. Physical exertion,</li> <li>3. Incompetent operator</li> <li>4. Unsafe Portable electrical tools,</li> <li>5. Noise</li> <li>6. Dust</li> <li>7. Vibration</li> <li>8. Manual handling, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Falls from height fractures .</li> <li>2. Tendinitis</li> <li>3. Fractures, sprains as result of lack of control of machine by the incompetent operator.</li> <li>4. Electrocution due to contact with exposed wiring etc.</li> <li>5. Noise induced hearing loss.</li> <li>6. Dust inhalation</li> <li>7. White finger syndrome</li> <li>8. Muscular strain, etc.</li> </ol>	x							HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.
Sanitary Fittings	<ol style="list-style-type: none"> <li>1. Abrasive surfaces</li> <li>2. Poor working posture</li> </ol>	<ol style="list-style-type: none"> <li>1. Abrasions</li> <li>2. Muscular strain</li> </ol>	x							HIRA, Competent Management, Competent Supervision, safe



evidence of the CHSO input to enable the CHSR to evaluate the Risk Assessors competency in terms of being able to conduct sufficient Risks Assessments and subsequent Method Statements.

- Valid Proof of Competencies, including CVs of Key Appointments.

## **9. PRINCIPAL CONTRACTORS RISK ASSESSMENTS.**

A detailed hazard identification and risk assessment processes must be followed for all work to be performed as well as for all associated equipment and facilities. The contractor must ensure that effective procedures and assessment systems are in place to control hazards and to mitigate risks to levels that are ALARP.

The risk assessment processes must be applied to:

- Routine and non-routine activities.
- Planned or unplanned changes.
- All employees, sub-contractors, suppliers, and visitors; and
- All infrastructure, equipment, and materials.

The risk assessment processes and methodologies must be appropriate for the nature and scale of the risks and must be implemented by competent persons.

The process of analysing and managing risk must include the following:

- Establishing the context of the risk assessment.
- Identifying hazards and determining possible risk scenarios (unwanted events).
- Evaluating risks and assigning ratings (classification).
- Recording the risk analysis in a risk register.
- Managing risks according to their classification (prioritising for action).
- Identifying and implementing control measures through the application of the Hierarchy of Risk Controls to ensure that risks are managed to levels that is as low as is reasonably practicable (ALARP).
- Developing action plans for reducing risk levels (where possible).
- Verifying the completion of actions.
- Re-evaluating the risks and classifications as appropriate; and
- Reviewing and updating the risk register.

The PC must refer to the BRA and summary of hazards and risks identified by designers when conducting his risk assessments.

Once the SSHSP of the PC has been approved where two detailed Issue Based Risk Assessments and Method Statements (SWP's) of two priority hazards as identified by the BRA Risk Profile has been approved, such approval will only be granted in terms of approved RAMS up to and including site establishment.

During the site establishment period the PC will be required to submit his construction program. Health and safety management matters must be included in the program which will form the basis for the CHSA calling for RAMS for approval purposes. RAMS for future work must be supplied via e-mail to the CHSA

at least 72 hours before the anticipated activity commencement date, unless otherwise agreed, followed by a WhatsApp informing the CHSA of such e-mail.

Work may not commence pertaining to RAMS submitted for approval until such RAMS have been approved. Should the CHSO continuously submit RAMS late, it will be for the PC’s account. Should the PC’s CHSO persistently submit poor quality RAMS, the situation will be brought to the Project Leaders attention for intervention and engagement with the PC.

The PC must ensure that the CHSO is included in production, planning, sessions/meetings to ensure that the appropriate RAMS as required are available and completed timeously. Under no circumstances may a CHSO perform a risk assessment in isolation. The active participation of all relevant role-players is mandatory.

A Risk Assessment must be followed by a Method Statement (SWMS/SWP) which describes in detail how the job or task is to be performed in a logical, sequential manner. RAMS must be a “Team” effort, Site Management Representatives, Supervisory Personnel, Technical Experts, and workers must be part of the RAMS process.

RAMS must be reviewed as a minimum on an annual basis, when changes are made to work methods statements and following an incident.

**9. Construction Work Permit.**

The PC will not be required to submit a Notification of Intention to Commence Construction Work application as this is a “Construction Work Permit Project”. Please refer to Item 10.48 for a detailed explain regarding the Construction Work Permit application and subsequent site handover process.

<b>10. SITE SPECIFIC OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT (IN ALPHABETICAL ORDER)</b>	
<b>10.1.</b>	<b>Accident, Incident Investigation.</b>
<b>10.2.</b>	<b>Alcohol and Drugs.</b>
<b>10.3.</b>	<b>Appointments.</b>
<b>10.4.</b>	<b>Consultation, Communication and Liaison</b>
<b>10.5.</b>	<b>Close-out requirements.</b>
<b>10.6.</b>	<b>COIDA.</b>
<b>10.7.</b>	<b>Competency and Training</b>
<b>10.8.</b>	<b>Confined Space Work.</b>

10.9.	Construction Supervision.
10.10.	Conveyors.
10.11.	Cranes, Cradles and Man Cages.
10.12.	Defects Reporting and Correction.
10.13.	Demolition.
10.14.	Delivery and Placement of Containers, Park Homes etc.
10.15.	DSTI's.
10.16.	Electrical Connections.
10.17.	Emergency Drills and Evacuation Procedures.
10.18.	Environmental Management Plan.
10.19.	Edge Protection.
10.20.	Excavations.
10.21.	Explosive Actuated Fastening Devices.
10.22.	Extreme Weather Conditions.
10.23.	Fall Prevention Plan and Planning.
10.24.	First Aid Boxes and Equipment.
10.25.	Fire Extinguishers, Precautions and Fighting.
10.26.	Fuel and Flammable Liquids.
10.27.	General Record Keeping.
10.28.	Hand Tools.
10.29.	Hazardous Chemical Substances
10.30.	Hazard Identification and Risk Analysis (HIRA).
10.31.	Hazards and Potentially Hazardous Situations.
10.32.	Health and Safety Audits, Monitoring, Reporting and Statistics.
10.33.	Health and Safety Disciplinary Procedure.
10.34.	Health and Safety Management Notice Board.
10.35.	Health and Safety Organogram.

10.36.	Health and Safety Plan Submission.
10.37.	Health and Safety Policy.
10.38.	Health and Safety Training.
10.39.	Heat Stress and Sun Protection.
10.40.	High Voltage Equipment and Installations.
10.41.	Housekeeping.
10.42.	Incident and Injury Management.
10.43.	Induction Training
10.44.	Ladders, Portable.
10.45.	Lighting.
10.46.	Lifting Machines and Tackle.
10.47.	Manual Handling of Materials.
10.48.	Maintenance.
10.49.	Medical Fitness / Fitness to work
10.50.	Method Statements, Safety (SMS)(SWP'S)
10.51.	Noise.
10.52.	Notices.
10.53.	Notification of Construction Work/Construction Permit
10.54.	Occupational Hygiene (Personal Hygiene and Infectious Diseases).
10.55.	Permits to Work
10.56.	Personal Protective Equipment. (PPE)
10.57.	Plant and Machinery.
10.58.	Planned Task Observations
10.59.	Pneumatically Powered Tools and Equipment.
10.60.	Portable Electrical Tools.
10.61.	Public Safety and Security.
10.62.	Risk Assessment of Plant and Equipment.

10.63.	Roof Work.
10.64.	Safety Meetings: Pre- Start, Review etc.
10.65.	Safety, Health and Environmental Representatives and Committee's.
10.66.	Safety Officer (CHSO), Roles and Responsibilities.
10.67.	Signage.
10.68.	Site Clearance.
10.69.	Site Establishment
10.70.	Site Layout Plan.
10.71.	Site Specific Safety Rules.
10.72.	Smoking on Site.
10.73.	Speed restrictions and Protections.
10.74.	Stacking and Storage of materials.
10.75.	Structures and Temporary Works.
10.76.	Sub-Contractors.
10.77.	Transportation of Workers.
10.78.	Trespassing.
10.79.	Toolbox Talks
10.80.	Vehicles and Traffic Management.
10.81.	Ventilation.
10.82.	Vibration.
10.83.	Visitors to Site.
10.84.	Waste Management.
10.85.	Water Management.
10.86.	Welding, Grinding, Cutting etc.
10.87.	Welfare Facilities.
10.88.	Working at Heights.

**LISTED BELOW PLEASE FIND SITE SPECIFIC OCCUPATIONAL HEALTH AND SAFETY STIPULATIONS IN ALPHABETICAL ORDER. IT MUST BE NOTED THAT SOME ITEMS MAY BE OF MORE DETAIL THAN OTHERS, THE REASON BEING THAT DUE TO THE LEVEL OF RISK ASSOCIATED WITH THESE ITEMS THAT MORE DETAILED INFORMATION IS NEEDED TO BE BROUGHT TO THE PC'S ATTENTION, BUT THIS MUST NOT BE SEEN AS AN INDICATOR THAT OTHER ITEMS ARE OF LESS IMPORTANCE.**

<b>10.1.</b>	<b>Accident, Incident Investigations</b>
--------------	--

All Injuries sustained on the site are to be categorized into the following categories:

- first aid.
- medical attendance (Doctor).
- disabling; and
- fatal injuries

The PC must manage Accident/ Incidents. A procedure for the management of all health and safety accidents/Incidents must be drawn up and implemented. This procedure must define the responsibilities, methodologies and processes that must be followed for:

- Reporting an incident/accident.
- Investigating an incident/accident.
- Analysing an incident/accident to determine the root cause.
- Identifying and implementing corrective actions to prevent a recurrence; and
- Communicating information concerning an incident to relevant persons and/or groups.

A documented, detailed investigation report must be submitted with 7 days to the Project Team which and as a minimum include the following:

- The date, time, and location of the accident.
- Witness statements, including residential and contact details.
- A detailed description of the accident, including photographs.
- The Initials, Surnames, residential and contact details of any injured person/s.
- Injury details (if applicable).
- A summary of the first aid and / or medical treatment provided (if applicable).
- The status of any injured persons (if applicable).
- The root causes of the incident; and
- Detailed corrective actions, including responsible persons and target dates for implementation.

A Near Hit/Mis is an incident which may have the potential to cause harm, injury or damage and need therefore to be reported and investigated to prevent the potential negative effect it may have been realised.

The contractor/ Supervisor/Employee must report each incident that occurs (including Near Hits/Mis) to the CHSO without delay.

Preliminary details must be recorded on the same workday or shift on which an incident occurs. In the event of a significant incident, with the potential to cause serious injury, harm or damage taking place, work must cease and may only resume once the necessary actions, including the re-evaluation of any relevant risk assessments have been taken to reduce the risk of recurrence.

Work may only be permitted to recommence once formal authorisation has been granted by the CHSO after consultation with the CR 8(1).

In the event of a person requiring First aid such cases must also be recorded in the First Aid Dressing Register. All accidents /Incident investigation reports and related documentation must be recorded on the safety file. All disabling and fatal accidents must immediately be reported to the CHSR telephonically after they occur followed by and e-mail notifying the CHSR of accident.

All incidents as described in Section 24 of the OHS Act must be reported in the prescribed period and manner to the Department of Employment and Labour. Copies of Section 24 reports, including WCL 2 forms must be forwarded to the CHSR.

The PC must on a monthly basis include in his Self-Audit Report all injuries sustained on site with the required remedial measures taken. Accident/ Incidents and the identified Root Causes with the recommended corrective measures must be included on the agenda of Safety Committee Meetings for discussion and reported back on at the next progress meeting.

<b>10.2.</b>	<b>Alcohol and Drugs</b>
--------------	--------------------------

A fit-for-work policy must be in place, incorporating zero tolerance for any drugs (including prescribed medication with an intoxicating effect) or alcohol in the system of a driver or operator. Drug and alcohol testing must be part of all medical fitness assessments for the issue of medical fitness certificates.

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 the construction site who is on prescription medication must inform the CHSO officer or the safety representative accordingly. A register must be kept of all persons on prescription medication with the contact details of the medical practitioner prescribing such medication.

Any person on the construction site who is suffering from any illness/condition that may have a negative effect on his/her safety performance must report this to the CHSO or Safety Representative.

Any person on the construction site who is suspected of being under the influence of alcohol or other intoxicating drugs must be removed from site. He must be instructed at the time of being removed from site to report the next day for a preliminary inquiry. A full disciplinary process must be followed by the Contractor concerned and a copy of the disciplinary action must be forwarded to the PC for his records.

<b>10.3.</b>	<b>Appointments</b>
--------------	---------------------

The PC shall make appointments as per the Act and its Regulations; structured and guided by the scope of works and its associated risks. The PC must refer to Annexure C for a list of appointments which may be applicable to his Safety Management Structure.

The PC will have to **appoint a competent Full-time CHSO registered with SACPCMP** for this project, who will be always on site due to the risks associated with the activities to be performed.

All health and safety appointments must be done in writing and kept on the SSSHF. Where appointments have lapsed or new appointments have been made, such previous appointments and the new appointments must be kept in the SSSHF. Expired appointment may not be discarded or destroyed.

All SHE Appointments must be reflected on the Site SHE Organogram, which must be kept up to date, filed in the SSSHF and displayed in the Site Office.

It is acknowledged that the PC may need to allocate more than one appointment to certain staff members. This practice may only take place if health and safety standards would not be negatively affected, with the CHSR reserving the right to specify otherwise if deemed that it may affect health and safety standards.

<b>10.4.</b>	<b>Consultation, Communication and Liaison</b>
--------------	--

The PC must establish and maintain effective communication and consultative processes, allowing for a two-way dialogue for the duration of the project to ensure that:

- All personnel are kept up to date regarding health and safety matters e.g., Hazards and risks, incidents and lessons learnt, leading practices, performance against objectives, etc.
- General health and safety awareness levels are kept high.
- Prompt feedback is given to personnel about health and safety issues or concerns that they raise; and
- Relevant, and often critical, health and safety related information e.g., design changes, instructions, reporting of hazardous conditions or situations, etc. is effectively disseminated.

This can be achieved by means of Toolbox Talks, Project Safety Meetings, Health, and Safety Awareness Programs etc.

<b>10.5.</b>	<b>Close-out</b>
--------------	------------------

In terms of CR7(1)(e) and CR7(2)(b) the PC must hand over a consolidated SHE File to the Client when Construction work ceases, and the PC hands the site back to the Client. The Sub-Contractors appointed

by the PC are required to do the same for the PC when exiting the site after completion of their work. The onus is on the PC to allow adequate time to ensure the correctness and approval by the CHSR of the files prior to exiting the Site.

The following list is an example of what should be included in the Close –out files but is not exhaustive. The CHSR may require further information at the time of completion of the project and the PC will have to ensure that all instructions are met. All records from the start of the project must be included. Daily or monthly inspection records are not required unless they are related to an accident. All records must be in electronic format and submitted to the CHSR for approval in adequately formatted lists and folders. The Layout should be logical and in the same order as in the site files. Upon final approval of the files by the CHSR, two hard copies of the electronic files must be handed over to the CHSR unless otherwise indicated by the CHSR.

#### Health and Safety close out file requirements.

##### PC File to include the following:

- Copy of Notification of Construction Work/Construction Permit, stamped by DOL.
- Client SHE Specification.
- Principal Contractor's SHE Plan.
- Client Letter of SHE Plan Approval.
- Organograms (Original and amended.)
- List of SHE Legal Appointments (Originals and amended).
- List of all employees employed on a permanent or contractual basis over the duration of the contract, PPE receipt records.
- Medical Fitness Certificates for all employees.
- Letters of Good Standing for the Project.
- Incident/ Accident Records.
- NCR's.
- CHSR Health and Safety Audits.
- Risk Assessments.
- Method Statements.
- Safe Work Procedures etc.
- List of all Sub Contractors.

##### Sub-Contractor Files to include the following:

- SHE Plan.
- SHE Plan Approval letter issued by the PC.
- Organogram/s (Original and amended).
- List of SHE Appointments (Original and Amended).
  
- All employees employed on a permanent or contractual basis over the duration of the contract receipt records.
- Medical Certificates of Fitness for all employees.
- PC and own audits.
- Mandatory Agreements (if applicable).

- Risk Assessments.
- Method Statements.
- Safe Work Procedures
- Letters of Good Standing.
- Incident Records.
- Non-Conformance records.

PC to include in its SHE File the following documentation if not being attended to by other discipline of PSP Team:

- All drawings for temporary structures (suspended beams etc.).
- All operating manuals for any systems that require on-going maintenance, and
- Copies of test results, policies, and procedures for environmental monitoring (silica, noise, dusts etc.).

**Defect and Liability Period**

The H&S files must be kept ‘live’ for the defect and liability period by the Principal Contractor, including those of their Subcontractors. Any work required during the defect and liability period will require an assessment of the H&S file by the PC’s CHSO prior to any work commencing.

<b>10.6.</b>	<b>COIDA</b>
--------------	--------------

The PC must ensure that all employees are fully covered in terms of the COID Act, either through the Workmen’s Compensation Commissioner or another registered approved institution and that such cover will remain valid for the duration of the project. Failure to keep his/her cover valid will result in instructions to cease construction work being issued.

The PC must ensure that all Sub-Contractors appointed by him are fully covered in terms of the COID Act, or another institution as indicated above, and that such cover must remain valid for the duration of their contractual relationship with the PC.

The PC must have Public Liability Cover, which must adequately make provisions for any losses because of his and/or his employee’s acts and/or omissions, which must remain valid for the duration of the project.

<b>10.7.</b>	<b>Competence and Training</b>
--------------	--------------------------------

The CEO (OHSA S16.1) of the PC will be overall responsible for the appointment of competent Construction Managers and site staff for the duration of the project unless it has been delegated to the Section 16.2 Appointee. All legal appointments are to be made with relevance to the type of work to be performed and kept current with the project programme. The PC, all contract employees, and their supervision must be in possession of the required qualifications or licences where the activities they must perform require such qualifications or licences.

The following Health and Safety competencies are applicable to certain appointments:

Sec 16.2 and CR 8.1: Supervisors Safety Course (IRCON) or equivalent and Legal Liability Course.

Safety Officer: SAMTRAC/ Lex Nexis 3 week SHE Management Course / Nebosch, or equivalent.  
SACPCMP CHSO Registration and Relevant Experience.

Safety Representatives: SAQA Accredited SHE Representative Training Course.

Risk Assessor: SAMTRAC / Lex Nexis 3 week SHE Management Course / Nebosch or SAQA accredited  
Risk Assessors Course

First Aider: SAQA accredited Level 2 First Aid Course.

Where operations are being performed such as Crane Operations, Riggers, Scaffold Erectors, and Inspectors all such operators must be in possession of proof of qualifications, which is in compliance with Legislation, National qualifications Framework, Act 2000: Act No 67 of 2000, or similar industry standard where legislation does not prescribe such training. It must be noted that course providers used for training purposes must be accredited course providers.

Training must be given to each employee, including sub-contractor employees, to equip them with the knowledge and skills, understanding of the hazards and the risks as well as mitigating measures to enable such employee as far as is reasonably practicable to perform his duties in a safe manner.

Specific competency profiles and selection criteria (fitness for work) must be developed for all roles where significant health or safety risk exists.

A formal training needs analysis must be carried out based on the competency profiles and a training matrix must be developed for the project. Competency-based training must be provided and include operational controls (procedures and work instructions), management of change, and emergency response. All employees must hold and maintain the required competencies (including appropriate qualifications, certificates, and licences) and are under competent supervision.

A site-specific induction and orientation programme that highlights health and safety requirements, procedures, and significant hazards, risks and associated control measures must be in place for all new employees and visitors. Personnel must be trained on new or amended standards, rules, SWMS/SWP's, Risk Assessments etc. Refresher training must be conducted where required e.g., where employees are found disregarding rules etc. Records must be kept of training, qualifications, experience etc. Whenever training is given follow ups must be conducted to evaluate the efficiency of the training.

<b>10.8.</b>	<b>Confined space work</b>
--------------	----------------------------

The PC must comply with the OHS Act, General Safety Regulation 5

Detailed RAMS must be conducted, SWMS /SWP's must be developed and communicated in writing to persons designated to perform work in confined spaces. Confined space entry work requires the issue of a Confined Space Entry Permit which has been issued by an authorized competent person.

Responsibility for safe work procedures from entering, whilst working in the confined space, and including exiting the confined space is the responsibility of the Contractor. The Contractor must ensure

that all measures have been implemented to address hazards and their associated risks to a level which is ALARP.

The Contractor is responsible for the provision and correct use of all of all required tools and equipment required to conduct the work in the confined spaces, e.g. Tripods, Testing Equipment, Signage, Communication Equipment etc.

<b>10.9.</b>	<b>Construction Management &amp; Supervision CR 8(1)8(7) &amp; CR 8(8)</b>
--------------	--

As indicated in the previous paragraphs the CEO under OHS Act Section 16(1) of the PC will be overall responsible for the appointment of competent Construction Managers, site staff and site supervisors for the duration of the project.

These appointments will be tasked with different full-time supervisory responsibilities to ensure the provision of a safe working environment. The PC is again reminded to refer to Annexure C to determine what Managers and Supervisory Appointments need to be made taking into consideration the scope of work, Legislative requirements etc. Note shall also be taken of at which stage certain appointments need to be made. The construction management and supervisory team is to ensure the appointed CHSO is kept up to date with all planned activities, to ensure all H&S requirements are met.

<b>10.10.</b>	<b>Conveyors</b>
---------------	------------------

The PC must ensure that no person attempts to cross / climb over or under any conveyor. Instead, a safe passageway, a crossover or an underpass fitted with safeguards must be used. No person may climb onto, sit on, stand on, or walk on a conveyor at any time. Riding a conveyor belt is strictly forbidden.

All stop/start devices must be easily accessible, functioning and clearly marked. Areas around conveyor belts must be kept clean. No person may operate a conveyor other than trained, competent and appointed conveyor operators.

Only authorised maintenance personal is permitted to work on conveyors and only if all energy sources have been effectively isolated and locked. Working on an operational conveyor is strictly prohibited.

<b>10.11.</b>	<b>Cranes, Cradles and Man Cages</b>
---------------	--------------------------------------

The PC must implement and ensure compliance with OH&S Act - Driven Machinery Regulation 2015, Section 18(8), General Safety Regulation 13C, and Lift Escalator and Passenger Conveyor Regulations. Special cognisance must be taken of the requirement that no user of machinery may require or permit any person to be moved or supported by means of a lifting machine fitted with a cradle (man-cage) unless approved for that purpose by an Inspector from the local Department of Employment and Labour.

In the event where the use of such equipment is required for the purpose of reaching otherwise inaccessible places, the PC must advise the CHSO of the equipment required and produce a certificate of approval from the Chief Inspector from the DEL.

The PC must ensure that every Man Cage or similar device is securely suspended and is constructed in such a manner to prevent any occupant from falling from such equipment.

Each employee within the cradle must wear an approved safety harnesses and attached by a lifeline/sling to an anchorage point, which does not form part of the cradle.

No employee may be permitted to climb onto rails or any other part to extend their reach. The Man Cage must be correctly positioned to ensure workers are able to achieve the required reach to perform their intended activities. Appropriate means of communication such as two-way radios must be provided to ensure communication with workers inside the cradle.

The PC must ensure that all equipment is inspected before use, that the permissible workload is displayed, that load test certificates are available, equipment is operated by trained competent operators etc.

<b>10.12.</b>	<b>Defects reporting and correction</b>
---------------	---

The purpose of any inspection is to determine deviations in need of remedial action. Where defects are identified during any routine inspection, pre-start check or during operation or use of any tools, equipment, motor vehicle, tools, or equipment, etc. it needs to be reported immediately.

Steps need to be taken to remedy such defects reported for the purpose of repairing such tools, equipment, etc. Where such remedial action cannot be actioned, immediate measures such as the fitting of Tags, taking out of service etc. needs to be applied to limit further use until repairs/replacements have been completed and re-inspection carried out. Such defect reports must be done in writing.

<b>10.13.</b>	<b>Demolition</b>
---------------	-------------------

The PC needs to ensure compliance with OHS Act, Sec 8 and CR 14.

A detailed Structural Engineering Survey needs to be carried out before demolition work takes place and a Demolition Method Statement must be developed based on the structural engineering survey and include:

- Scope of Work.
- Termination of services requirements.
- Construction vehicles and plant and equipment to be used.
- Personnel Involved.

- Procedural steps to be followed.
- PPE Requirements.
- Signage requirements.
- SHE measures to be applied.
- Waste Management and housekeeping measures to be applied.
- Emergency Procedures applicable.
- Training to be rendered.

The Proposed Demolition Plan must be signed off by the Structural Engineer and the CHSR **PRIOR** to Demolition Work being conducted.

<b>10.14.</b>	<b>Delivery and Placing of Containers. Park homes etc.</b>
---------------	--

The PC must ensure compliance with OHS Act, Sec 8 and Cr 22. The items must be placed according to the predetermined positions indicated on the Site layout Diagram. Soil conditions, overhead hazards etc need to be taken into consideration when doing Risk Assessments and developing the required method statements. Only trained competent workers and supervisors may be used to execute and supervise the work operations.

<b>10.15.</b>	<b>DSTI's</b>
---------------	---------------

The Daily Safe Task Instruction, DSTI, forms a critical part of the Risk Management process No work may be conducted on site without a valid DSTI signed off by the relevant signatories. Supervisors must have the competency to be able to complete DSTI's correctly and the work area must be inspected at the end of the shift.

A DSTI is a pre-start discussion amongst the members of a work team, led by the appointed supervisor, aimed at anticipating hazards and potential risks associated with the activities planned for the day or shift, and ensuring that the necessary control measures are in place to prevent incidents.

At the start of each day or shift, prior to the start of any work, each appointed supervisor must inspect the work area which he is responsible for and ensure that it is safe. He must then conduct a DSTI with his work team specifically concerning the tasks that they will be performing during the day or shift. The relevant SWMS/SWP for the activity must be used as the basis for the discussion. The correct work method must be reiterated, and the identified hazards, risks and control measures must be discussed with the team allowing team members to contribute to the discussion.

Any team member arriving late must first be taken through the information that was discussed prior to his arrival before being permitted to start working. If the work method changes or scope changes after activities have already begun, the DSTI must be revisited and updated with the team, and the changes must be signed off by the relevant CHSO.

Every member of the work team must sign the DSTI attendance register. The attendance records must be kept and maintained in the contractor's SSHSF.

<b>10.16.</b>	<b>Electrical connections</b>
---------------	-------------------------------

The PC must implement and comply with OH&S Act, Electrical Installation Regulations and Construction Reg 24. All electrical installations must be carried out by an appointed and qualified certified Electrical Installation Electrician. A Certificate of Compliance (COC) must be issued and kept on the SSHSF. Temporary Electrical Installations must be inspected on a weekly basis and recorded in an appropriate register, which must be kept in the SSHSF.

<b>10.17.</b>	<b>Emergency drills and evacuations and Procedures</b>
---------------	--

The PC must develop, implement, test, and maintain an Emergency Response Plan, incorporating emergency evacuation procedures that focuses specifically on the contractor's team and work activities. The plan must be risk-based and must detail the procedures that must be followed when responding to all potential emergency scenarios such as a medical emergency including first aid response, a fire, an explosion, a hazardous substance spill, rescue from height, rescue from a confined space, etc.

Consideration must be given to the procedures of other occupants on the premises and their emergency procedures to ensure that in the event of an emergency that the PC's Emergency procedure does not hinder or clash with their procedures. Details of any arrangements with external emergency response service providers must be included.

The plan must be adequately resourced to ensure effective implementation. These resources must include appropriate personnel, external emergency response service providers, emergency response equipment, and warning devices. All equipment and warning devices must be identified, maintained, and tested to always ensure availability.

An Emergency Response Team (ERT) responsible for the implementation, management and execution of the Emergency Response Plan must be established. The roles and responsibilities of each team member must be clearly defined in the plan. Each team member must receive appropriate training to ensure that each role is performed competently.

The process for managing incident communication, notification, and reporting must be incorporated into the Emergency Response Plan. The responsible person(s) must be clearly identified, and the protocols for communicating with internal and external stakeholders must be defined.

At project work site:

- A suitable evacuation alarm (siren) must be provided. All persons working in an area where an evacuation alarm is sounded must respond to it immediately.
- Suitable fire-fighting equipment must be provided and maintained, and personnel must be trained in fire-fighting procedures and the use of fire-fighting equipment.

- Suitable first aid equipment and supplies must be provided and maintained, and an adequate number of appropriately trained First Aiders with kits must be in place.
- Emergency assembly points positioned in safe locations away from containers, plant and equipment must be designated and conspicuously signposted. In the event of an evacuation, all persons, personnel, and visitors, must assemble and be accounted for at these emergency assembly points.
- All personnel must receive awareness training on the applicable emergency response procedures, and all visitors entering the site must be properly instructed in these procedures as part of their induction training.
- The emergency response procedures must be displayed on notice boards.
- A Site Layout Plan indicating evacuation routes, emergency assembly point locations, and the positioning of emergency equipment (fire extinguishers, first aid boxes, etc.) must be prominently displayed in all offices, boardrooms, notice boards, and in other locations on the site as may be required.
- An up-to-date list of emergency telephone numbers must be compiled and maintained. A copy of this list must be posted at each site entrance, in each office, and notice board.
- Emergency response drills must be conducted to test the effectiveness of the emergency procedures and equipment, as well as the knowledge and proficiency of the response personnel. Where appropriate, drills must include liaison with and the involvement of external emergency response service providers. A variety of emergency scenarios must be tested including, but not limited to, medical emergencies, fires, rescues, and hazardous substance spills. A drill must be carried out one month after site establishment and six-monthly thereafter. Each drill must be monitored, and the outcomes (highlights and shortcomings) must be documented. Corrective actions must be identified and implemented to address the shortcomings, and the Emergency Response Plan and associated procedures must be amended as required.

<b>10.18.</b>	<b>Environmental Management</b>
---------------	---------------------------------

The PC must take all precautionary steps to prevent any pollution because of his activities. Matters such as waste disposal, cement run-off, not permitting vehicles leaking oil and fuel on site, not permitting disposal of water used for cleaning paintbrushes into normal wastewater disposal lines, not permitting the burning of materials etc must be addressed in his Environmental Management Plan.

Workers must be familiarised with the contents of the Environmental Management Plan as part of the Induction. The PC’s Environmental Management Plan must be submitted with his SSHSP for approval.

<b>10.19.</b>	<b>Edge Protection</b>
---------------	------------------------

Persons falling over open edges can result in severe injuries. The PC’s responsible person must ensure that edge protection forms part of the Fall Protection Plan. Edge protection must be able to withstand the load imposed of an average worker’s weight should the worker lean against such edge protection. All edges which pose a fall risk to persons must be protected. Barricading tape or snow netting is not deemed as suitable edge protection and may only be used to highlight such edges.

Activities, which may create temporary open edges such as the removal of drain covers must be always supervised whilst open or be cordoned off with temporary suitable barricading.

<b>10.20.</b>	<b>Excavations</b>
---------------	--------------------

The PC must implement and comply with Construction Regulation 13 OH&S Act - General Safety Regulation 13. All excavation work must be conducted under the Supervision of an appointed competent person. Excavations must be fitted with barricading which will be able to withstand the load of the weight of an average worker should he lean or accidentally fall against such barricading. Barricading must be constructed to provide access points for workers to enter and exit and the removal of excavated material without leaving other sections of the excavation exposed.

When excavations are necessary across roadways or pathways where necessary, “Detour” notices and detour routes must be provided. Should such Detours have a negative impact on other occupants of the premises the execution of the excavations plus the implementation of detour routes must be communicated to the responsible person for the other occupants of the premises at least 7 working days prior to such excavation work taking place.

Warning signs and flashing warning lights at night must be provided in suitable positions to warn any persons approaching the area of the location and extent of any excavation should such excavations be accessible by other occupants or members of the public. Where the possibility exists of unknown hidden services where excavations are conducted, such risks must be communicated and the required risk reduction measures implemented such as the digging of pilot holes, use of detection equipment and insulated tools.

All excavations must be on register, inspected daily before commencement of work, after inclement weather, certified safe, and recorded accordingly in the appropriate register. No loose material may be stored within 1 meter from the edge of the excavation and more than 45 degrees to the angle of repose.

<b>10.21.</b>	<b>Explosive Actuated Fastening Devices</b>
---------------	---

The PC must implement and comply with Construction Regulation 21. The PC shall not use or permit the use of an explosive actuated fastening device, unless-

- It is provided with a protective guard around the muzzle end, which effectively confines any flying fragments or particles.
- The firing mechanism is so designed that the explosive actuated fastening device will not function unless it is held against the surface with a force of at least twice its weight; and the angle of inclination of the barrel to the work surface is not more than 15 degrees from a right angle, unless the energy of the cartridge is transmitted to the bolts, nails or similar relevant objects by means of an intermediate piston which has a limited distance of travel.
- Only cartridges suited for the explosive actuated fastening device and the work to be performed are used.

- The explosive actuated fastening device is cleaned and examined daily before use and as often as may be necessary for its safe operation by a competent person who has been appointed and certified as being competent.
- The safety devices are confirmed to be in proper working order prior to use.
- When not in use, the explosive actuated fastening device and the cartridges are locked up in a safe place, which is inaccessible to unauthorised persons and adequate control is exercised over the keys and storage area.
- The explosive actuated fastening device is not stored in a loaded condition.
- A warning notice or warning notices are displayed if more than one entrance gives access to a place where the explosive power tool is utilised.
- The issuing, collection and recording in a register of cartridges and nails, used and unused are controlled and done in writing by a competent person who has been appointed in writing.
- Every person using an explosive actuated fastening device has been trained in the operation, maintenance and safety requirements of the equipment and provided with the required PPE.

<b>10.22.</b>	<b>Extreme weather conditions</b>
---------------	-----------------------------------

Adverse weather conditions can lead to loss of life and damage to structures and plant. The PC must develop an emergency plan which stipulates measures how to mitigate the impact such weather conditions can have. The Contractors’ Emergency Plan must include procedures to be followed for adverse weather conditions such as high winds, Lightning, Flooding etc. Response measures must be communicated to the appropriate Supervisory Staff including materials required such as ropes, shutter board etc.

In the event of impending adverse weather or other conditions, Emergency response Staff and Supervisory Staff must be made aware of the impending weather conditions and the possible need to implement the required response measures.

<b>10.23.</b>	<b>Fall Protection Plan and Planner</b>
---------------	---

PC to comply with OHS Act, Sec 8 and CR10. When there is a risk of falling off, into or over a risk assessment must be carried out regardless of the potential fall distance. The PC shall appoint a competent Fall Protection Planner. The Fall Protection Planner shall have the following minimum qualifications:

- Fall Arrest Course (Accredited to SAQA Unit Standard 229998)
- Fall Protection Planner (Accredited to SAQA Unit Standard 229994)

An appropriate, project specific FPP, developed by the appointed competent appointed Fall Prevention Planner must be developed, and submitted as an annexure to the SSHSP when submitting the SSHSP for approval by the CHSR. The following aspects as a minimum must be included in the FPP:

- Risk Assessment identifying areas where a Fall Risk may exist as well as the required mitigating measures e.g., Signage, Edge Protection, Hard Barricading etc.

- Permit system for working at heights.
- Prevention measures for falling tools or equipment, and persons, and link to emergency plan regarding rescue.

<b>10.24.</b>	<b>First Aid Boxes and Equipment</b>
---------------	--------------------------------------

The PC to comply with GSR 3. The contractor shall ensure that enough competent First Aiders is appointed and present on site. All First aiders must have a level 2 First Aid certificate. Where Sub-Contractors are appointed, they need to comply with GSR 3 and have trained, competent First Aiders on site. If they do not have trained competent First aiders, they may enter into a First Aid Agreement with the PC to provide such services, subject to the PC having enough First Aiders on site as well as First Aid Equipment. The written agreement entered with Sub-Contractors must be kept on the PC as well as the Sub-Contractors SSHSF.

Adequately maintained First Aid equipment compliant with Statutory Safety Regulations must be available on site. The contents of First Aider kit must always comply with minimum amount as per Annexure to GSR. Records of First Aid Treatment administered must be kept in an appropriate register.

The Location of the First Aid facilities must be indicated with the required SABS approved Symbolic Safety Signage posted at the entrances to such facilities. The name of the First Aider must be displayed in addition to Symbolic Safety Signage.

<b>10.25.</b>	<b>Fire Extinguishers, Precautions and Fighting</b>
---------------	---

The PC must ensure that the location of fixed Fire Extinguishing Equipment is indicated on his Site Layout plan and in his Emergency Plan. The procedure to be followed in the event of a fire must be translated into the languages of all workers on site, posted on notice boards, communicated to workers and records kept of such communication.

All work involving the generation of a Fire Risk may only be executed upon the issue of a Hot Work permit, which include the presence of Fire Extinguishing equipment and checking for smouldering materials.

Fire precautions on construction sites in addition to the requirements of CR 29 must include Good Housekeeping, the keeping of minimum amounts of Flammable liquids etc. SABS compliant signage such as “No Smoking” “No Naked Flames” etc. posted where appropriate.

Sufficiently trained persons such as Supervisors need to be available on site to be able to perform fire-extinguishing exercises and use equipment correctly. Persons involved with activities such as welding, grinding etc. must be able to perform fire-extinguishing exercises when required.

All Fire extinguishing Equipment must be serviced annually, numbered, on register and inspected by a trained competent person at least every six months. All fire extinguishing equipment which has been

discharged or damaged in any way must be sent off site and be attended to by a SABS accredited Service Agent.

<b>10.26.</b>	<b>Fuel and Flammable liquids</b>
---------------	-----------------------------------

The PC must ensure compliance with OH&S Act - General Safety Regulation 9 and Temporary Storage of Flammable liquids on Construction Sites, Construction Regulation Reg.25.

Storage areas must be provided with a bund wall to contain 110% of the maximum volume of the container/s stored in the area. Drip trays of sufficient size must be provided at tap off points.

Storage Containers must be clearly marked with a “Flammable Liquid, No Smoking & No naked Flame” signs, be clearly marked to indicate contents of the tank and bonded to prevent static electricity sparks being generated. An adequate numbers of dry chemical fire extinguishers, each with a minimum capacity of 4.5kg, must be provided,

Before any fuel driven plant or equipment is refuelled, it must be switched off, and no refuelling may take place where machinery is kept running. Refuelling must take place at designated safe areas and appropriate warning signs installed.

The Contractor must ensure that storage areas must be designated at a safe distance from other buildings. It must be kept free from all combustible materials and must be constructed from brick/mortar/steel, no timber or similar combustible materials may be used.

The following SABS compliant Symbolic Safety Signage need to be displayed: “No Smoking” and” No Naked Flames”, Fire extinguisher and Location signs.

<b>10.27.</b>	<b>General Record Keeping</b>
---------------	-------------------------------

The PC and Sub contractors must keep and maintain Health and Safety records to demonstrate compliance with the Clients SSHSS, OHS Act, Act 85 of 1993 and the Construction Regulations of 2014. The PC must ensure that records of all incidents/accidents, training, inspections, audits etc. are kept in the SSSSF held in the Site Office.

THE SSSSF must always be present on site. The PC must ensure that every sub-contractor opens and maintains his own SSSSF under the control of the PC’s responsible person.

<b>10.28.</b>	<b>Hand Tools</b>
---------------	-------------------

Hand Tools and its use can contribute to accidents and incidents. The PC must ensure that all Hand Tools brought onto and used on site are safe for use. Hand tools must be inspected by an appointed competent person at least once a month and the results of such inspections to be recorded on an appropriate register. If hand tools are found to be unsafe, it needs to be removed, tagged unsafe for use and removed from site.

No Makeshift hand tools may be brought onto and used on site. If found such hand tools must be removed from site with immediate effect and/or disposed of.

<b>10.29.</b>	<b>Hazardous Chemical Substances (HCS)</b>
---------------	--

The PC must comply with the Hazardous Chemical Substances Regulations as published in Government Notice No. R. 1179 dated 25 August 1995 and amendments thereto. No HCS may be permitted to be brought on site without a MSDS. The PC must ensure that all the necessary use and storage precautions are taken and that the required safety equipment, first aid measures etc is available.

All employees required to use HCS, or products containing Hazardous Chemical Substances must be adequately and comprehensively trained with regards to the requirements of the Hazardous Chemical Substances Regulations including the potential sources of exposure and the potential risks to their health caused by exposure.

MSDS's for all Hazardous Chemical Substances must be kept on site in the SSSH and recorded in a HCS Register.

<b>10.30.</b>	<b>Hazard Identification and Risk Assessment (HIRA)</b>
---------------	---

The PC must comply with Sec 8 of the Act and CR 9 by allowing for and ensuring that Site-Specific HIRA's are conducted by an Appointed Competent Person. Supervisory staff must be equipped with the required skills to do HIRA's.

The purpose of a RA is to firstly identify main activities which form part of the construction process, then its sub activities, then the hazards associated with the sub-activities, the risks associated with the sub-activity hazards, then determining the Pure Risk level by using a risk matrix, propose risk reduction/control measures and then re-evaluating the effect such risk reduction/control measures have had on the risk level once again using a risk matrix to calculate the Residual Risk Rating ,which must be as low as reasonably practicable (ALARP) and finally communicating the hazards, residual risks, risk reduction/control measures etc to the workforce. In the form of a SWMS/ SWP.

Please refer to item 9 at the beginning of this document for details regarding the submission of Risk Assessments and the approval process.

The PC and its appointed competent person will be responsible for the evaluation and approval of HIRA's developed by their appointed Sub-Contractors and must be as a minimum of the same standard as required by the CHSA. If at the time of an Audit or any other time being present on site, it is found that HIRA's and/or SWMS/SWP used by Sub-Contractors are of a sub-standard level the CHSR will issue instructions to cease work which is applicable to such sub- standard RA's and/or SWMS until amended to a satisfactory level.

The PC must ensure that all persons who could be negatively affected by hazards and risks associated with construction 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.

If the CHSR identifies alternative hazardous activities or risks for which a Risk Assessment was not performed or was not identified as part of a Risk Assessment Process, the PC will be required to implement corrective measures before being permitted to continue with work. **It must be noted that although the CHSR may approve RAMS, the responsibility rest with the PC as the employer in terms of Sec 8 of the Act to ensure the correctness of such RAMS and the required mitigation measures etc.**

<b>10.31.</b>	<b>Hazards and Potentially Hazardous Situations</b>
---------------	---

The PC must immediately notify other Sub-Contractors and/or occupants of the site where work is being conducted of any hazardous or potentially hazardous situations that may arise during performance of construction activities.

Should a hazardous situation require work stoppages, the work must be stopped, and corrective steps taken such as the conducting of new RA's, amending RA's the development of new SWMS, amendment of existing SWMS's, barricading, signage etc.

<b>10.32.</b>	<b>Health and Safety Audits, Monitoring, Reporting and Statistics</b>
---------------	---

The CHSR shall strive to at least once a month or at closer intervals as determined necessary for the duration of the contract conduct Health and Safety Audits of the work operations. The audit shall be consisting of a detailed audit of physical site activities and administration of Health and Safety. Copies of the audit reports will be forwarded to the Project Leader and the PC within seven working days. Copies of the Audit report must be kept in the SSHSF. The CHSR may at any time visit the site for an Audit without prior notification to the contractor.

The CHSO must conduct monthly Self-Audits including all the sub-contractors on site at the time of the audit as approved at the time of the SSHSP approval. The results of the Self Audits must be made available to all members of the project team at least 7 days before the following progress meeting. At the progress meeting the CHSO must report on his finding and closing out of deviations.

Issues such as injury and incident records e.g., Near misses, First Aid, Medical Cases, and the Disabling Injury Frequency Rates must be included in the audit report. Copies of self-audit reports must be kept in the SSHSF.

<b>10.33.</b>	<b>Health and Safety Disciplinary Procedure</b>
---------------	---

The PC is responsible for maintaining discipline on site in terms of his employees, sub-contractor employees and visitors. In line with this requirement, the PC will be required to have a documented Disciplinary Procedure, which must be communicated to all persons working on site. Where a breach of a Site Health & Safety Rule or The PC's Safety Procedure is identified, the Contractor must ensure that disciplinary action is initiated against such contravening Persons/s in accordance with the documented procedure. Dependent on the nature of the breach and the nature of such presence on site, the process as outlined below could be used:

- First breach – verbal warning/counselling
- Second breach – written warning/counselling
- Third breach - appropriate disciplinary action taken such as Suspension Without Pay/Termination of Service, penalties etc.

All disciplinary steps taken in terms of OHS such as NCR’s issued must be included in the PC’s monthly, SHE Audit report submitted to the CHSR and other team members.

<b>10.34.</b>	<b>Health and Safety Management Information Notice Board</b>
---------------	--

The PC must provide a Safety Management Information Notice Boards (SMI boards) as a minimum near the site office and if possible, in other areas e.g., eating and changing areas, with the following information posted:

- Supervisors Photos and Contact details.
- First Aider Photo and Contact detail.
- Valid, completed DSTI/S for the day’s activities.
- Emergency Procedure.
- Any other information as required by the CHSR.

<b>10.35.</b>	<b>Health and Safety Organogram</b>
---------------	-------------------------------------

An organogram outlining the Health and Safety Management Structure as per appointments under the OHS Act and the Regulations must be included in the SSHSP and kept in the SSHSF. The Organogram must also be displayed in the Site Office.

Any changes to the appointments as per the approved Organogram must result in the Organogram being revised. All previous organograms must be kept in the SSHSF and not be discarded. The initials and Surname of appointees. Including the description of their appointment must be reflected on the Organogram.

<b>10.36.</b>	<b>Health and Safety Plan and Submission</b>
---------------	--

The PC must submit a detailed SSHSP based on this document known as the SSHSS. The contents of the SSHSP can be found under Annexure C of this document. Note must be taken of the required documentation which needs to be submitted as part of the SSHSP.

Failure to submit the required documentation as required by Annexure C, may result in a delay of the SSHSP approval process. When submitting the SSHSP to the Client/or its duly appointed representative the PC’s CHSO must contact the CHSR appointed to this project, who’s contact details can be found under the heading “Item 5.3: The Project Team” to arrange a sit-down meeting to discuss the PC’s SSHSP to work towards approving the SSHSP. **It must be noted that no evaluation or approval of the PC’s SSHSP will take place without engaging with the CHSO.**

<b>10.37.</b>	<b>Health and Safety Policy</b>
---------------	---------------------------------

The Safety, Health and Environment Policy signed by the Chief Executive Officer must form a part of the SSHSP. The policy must outline Health and Safety objectives and set out how they will be achieved and implemented during construction.

The Policy must in addition to being part of the SSHSP and being kept on the SSSHFS also be communicated to all employees, copies of such communication must be kept on the SSSHFS. A copy of the Health and Safety Policy but must also be displayed in the Site Office.

<b>10.38.</b>	<b>Health and Safety Training</b>
---------------	-----------------------------------

The PC must ensure that all site personnel and Visitors attend a site-specific health and safety induction training session before starting work or being permitted entrance onto the site.

Employee Induction training must also include training on the risks associated with the works to be executed, method statements (SWP's) and emergency procedures. Visitor Induction training must include items such as site safety and health risks, steps to follow in the event of emergency, restricted areas and on the site and health and safety rules.

A record of attendance reflecting the signature of all training must be kept in the SSSHFS. Employees and Visitors must carry proof of induction training whilst being on site, which may be a nametag or sticker, displayed on a hardhat. The PC must ensure that none of his employees, or sub-contractor employees, including transport and delivery Contractors entering the site delivering materials and/or equipment, may proceed to enter the Site or any operations area until they have received all training required under applicable laws and regulations, including, but not limited to, work activity inductions and Site-specific induction etc.

Induction Training is generally valid for 1 year, but should the contents of the training previously rendered change then follow up training must be rendered irrespective of the fact that induction training may still be valid.

The PC must prepare and present to all its employees its own Contractors Induction training, explaining the PC's SSHSP, Rules, the obligations imposed by the Occupational Health and Safety Act and Regulations, as well as a Site Specific Induction, which must as a minimum consist of an introductory briefing explaining the nature of the work, the general hazards which may be encountered during the operation, and the particular hazards attached to their own function within the site.

<b>10.39.</b>	<b>Heat Stress and Sun Protection</b>
---------------	---------------------------------------

The PC must ensure compliance with the OHS Act- Environmental Regulations 2(4). Heat stress can form part of many work activities associated with construction work. Where work is of a physical nature,

and/or is conducted in excessive ambient or radiant temperatures the PC must implement measures such as rest breaks, provision of adequate amounts of water, scheduling work to coincide with cooler times during the day such as in the mornings and late in the afternoons.

Workers who are exposed to excessive ambient or radiant temperatures can suffer from a lack of ability to concentrate with resultant injuries becoming a probability.

The PC must ensure that all personnel are protected from excessive sunlight exposure by means of the use of long sleeve shirts, long trousers, brims to safety helmets, UV factored sunscreen and shade structures etc.

<b>10.40.</b>	<b>High Voltage Equipment and installations</b>
---------------	---

In the event where the presence or location of High Voltage Equipment such as underground cables are not known with a high level of certainty, the PC must ensure that the necessary precautionary steps are taken such as the manual digging of pilot holes, use of detection equipment, lock out and isolation at sources, use of insulated tools and equipment etc.

Where work must be conducted in the presence or below overhead lines issues such as the correct lifting of conductive materials, keeping of safe distances to prevent flash over etc must be documented and communicated to employees. No isolation, termination of services may take place without the documented permission of the Electrical Engineer and the issue of an appropriate permit, which will include the necessary lockout, tagging and testing by an appointed competent person.

**No unauthorised person may in any way interfere with or switch off any high voltage or critical electrical supply.**

<b>10.41.</b>	<b>Housekeeping</b>
---------------	---------------------

The PC must implement and ensure compliance with the requirements of Construction Reg. 27.

The PC must ensure that all work areas are kept in a neat and tidy state, free of debris and rubbish, at all times. Unless otherwise directed, the PC must dispose of all debris, rubbish, spoil, and hazardous waste off site in a designated and authorised area or facility.

The PC must keep in mind that poor housekeeping does not only contribute to the creation of an unsafe working environment but also a poor image of the project and its management, as well as the department as the client. In the event where housekeeping standards are not maintained or implemented the CHSR may issue instructions to cease, work until housekeeping is of an acceptable standard without the Client entertaining any extension of time claims or costs claims by the PC. **Keeping the site in a neat and orderly condition at all times is the sole responsibility of the PC.**

Regular safety/housekeeping inspections on an at least a weekly basis to ensure maintenance of satisfactory housekeeping standards must be conducted by the PC and the results of each inspection documented and the recorded. Records of such inspections to be kept on the SSSSF for viewing by the

CHSR. The PC must ensure that all supervisory staff are made aware of their responsibility to monitor and manage housekeeping in their respective areas of responsibility.

DSTI's must make provisions for the checking that work areas are left in a neat and tidy fashion at the end of each shift. The CHSO must on a random basis after signing off on DSTI's at the end of shifts inspect such work areas to verify that such work areas are left in a neat and tidy condition. Should it be found that DSTI's are not a true reflection of the condition the work area was left in, the Supervisor must be engaged regarding the matter and if it is found to be a repeated situation, disciplinary measures must be implemented.

Waste disposal and general refuse disposal areas must be made available and barricaded off. The PC **MUST** ensure that refuse removal frequencies are in line with waste /refuse generation frequencies. If waste/refuse generation rates increase the removal frequencies must increase, no overflowing waste/refuse disposal areas will be tolerated.

Employees must, as part of the hazard communication process on DSTI's be made aware of the hazards and risks created due to poor housekeeping practises. Incidents of poor housekeeping practises and poor levels of supervisory enforcement of good housekeeping practises must be considered as part of offenses which may require steps to be followed as part of the PC's disciplinary process.

<b>10.42.</b>	<b>Incident and Injury Management</b>
---------------	---------------------------------------

The PC must implement and ensure compliance with OH&S Act - General Administrative Regulations 6 and 8. This section must be read in conjunction with item 10.1 Accident, Incident Investigation.

The PC must have in position prior to site establishment and have submitted with his SSHSP for approval by CHSR suitable /sufficiently documented accident/ incident reporting system/procedure that is following all applicable statutory requirements.

Any incident or "near miss" involving the PC or its subcontractor's or any third party's personnel, property, plant or equipment, must with immediate effect be verbally reported to the CHSR by the PC's CHSO whether or not injury to personnel or damage to property or equipment resulted from such incident or "near miss". The verbal reporting must be followed within 48 hours by a brief written report stating the known facts and conditions including a preliminary assessment of the most likely consequence potential of the incident in the circumstances, as well as the preventative measures to be implemented by the end of the shift. The abovementioned procedure does not exempt the PC from providing accident reports required by Statutory Authorities.

In the event of any serious incident resulting in a fatality, or permanent disability, the incident scene must be left untouched until witnessed by a representative of the SAP. This requirement does not mean that First Aid cannot be administered, or the scene be made safe. In the event where items or equipment have to be moved to assist in removing injured person/s photographs detailing the scene of the accident must be taken if possible before the scene is disturbed preclude immediate first aid being administered and the scene being made safe.

Names and contact details of witnesses to the accident must be taken by the CHSO or a SHE Representative delegated with such responsibility by the CHSO ASAP after arriving at the scene of the accident to assist in the accident investigation procedure.

Failure by the PC's SHE Officer to provide the CHSR with the abovementioned report within the specified timeframe as required will result in the Construction Manager (CR 8.1) being required to submit to the CHSR with a letter indicating the reasons as to the required report not being submitted as well as when the report will be submitted which may not exceed 72 hours from the time of the incident. Failure to comply with the abovementioned requirements at the discretion of the CHSR may result in instructions to cease work being issued until the detailed report as required has been submitted.

In the event where an injury has taken place such injury must be managed by ensuring that appropriate medical treatment is provided to ensure that the injured person has the opportunity as far as is reasonably practicable taking the injuries sustained into consideration to return to a level of good medical fitness and be able to resume his normal day to day activities whatever they may be.

The PC must ensure that suitably qualified medical persons/practitioners must treat all injured persons.

<b>10.43.</b>	<b>Induction Training</b>
---------------	---------------------------

Each employee and person wishing to enter the site must attend all mandatory Health and Safety Induction Training applicable to the project. No employee or visitor will be permitted to enter any project work site until he has attended this training. Each employee and visitor must carry proof that he has completed the induction training and may be removed from site if such proof cannot be produced on request.

All visitors must receive a visitor induction briefing before entering any project work site. However, this induction does not permit a visitor to enter a site unescorted.

Visitors must be always accompanied by an appropriately senior employee who has been fully inducted.

<b>10.44.</b>	<b>Ladders, Portable</b>
---------------	--------------------------

The PC must comply with OH&S Act - General Safety Regulation 13A. PC to ensure that:

- All ladders used on the site is constructed and used in compliance with the OH&S Act and Regulations.
- Ladders, which provide access to a working platform, must extend at least one meter above the platform where it provides access, and is secured to prevent slipping.
- Timber ladders must not be painted other than with clear preserving oils, clear varnishes etc.
- Damaged ladders must be removed from the work area, tagged unsafe and removed from site.
- All ladders must be tagged with a clearly visible tag or numbered which is recommended to be positioned below the second rung from the top, logged in a register and inspected by a competent person.

- All portable ladders when in use must be held by an assistant or properly tied down.
- All persons using ladders must be trained in the correct, safe use of ladders.

<b>10.45.</b>	<b>Lighting</b>
---------------	-----------------

The PC must implement and comply with OH&S Act – Environmental Regulations, Schedule E of the Regulation.

The PC must ensure where natural lighting is inadequate to provide workers with a safe working environment. Lighting issues must be addressed by providing artificial lighting in all work areas and walkways.

Portable lights must be of a robust construction have adequate stability and be fitted with a mechanical guard to protect the lamp. No makeshift lights such as overhead florescent tube type of lighting may be positioned on floors or leaned against walls. Cables and plugs must be in a good condition and properly routed, preferably overhead to prevent tripping hazards.

Where work activities include wet processes cables and lights must be suitable to be used in such in wet environments. All lighting must be electrically safe for use in terms of their construction, cables etc.

It must be kept in mind that where lighting is of the “plug in” and “Plug out” type it is classified as Portable Electrical Equipment and must be accordingly numbered, inspected, and recorded on a Portable Electrical Equipment Register.

In the event where night work will be conducted Illumination checks must be performed to ensure conformance to minimum lighting requirements and the provision of emergency lighting must be addressed in the event of power failures.

<b>10.46.</b>	<b>Lifting Machines and Tackle.</b>
---------------	-------------------------------------

The Principal Contractor and Sub-Contractors must ensure that lifting machinery and tackle is inspected before use and thereafter in accordance with the Driven Machinery Regulations as published in Government Notice No. R. 298 dated 26 February 1988 and CR 22.

The PC must take note of the following and apply it as a minimum standard, where it is not possible to meet the standards listed below the CHSR must be engaged regarding the issue.

Each contractor carrying out lifting operations on the project site must develop, document and implement Method Statements (SWP) Procedures that are aligned with the requirements of this standard.

**Design, Manufacturing and Safety Features**

An Equipment Profile (dossier) must be compiled for each crane. A copy must be kept in the cab of the crane and must be kept current.

As a minimum, the design and manufacturing of each crane or hoist used on the project premises must comply with the requirements of the relevant ISO standard or national standards, implementing the most stringent standards.

The Safe Working Load (SWL) must be clearly indicated on each crane, hoist, and item of lifting tackle. If the safe working load (rated capacity) of a crane varies with the conditions of use (i.e. varies with the angle of the boom and the boom length) then the manufacturer's load chart(s) indicating the crane's rated capacity at various boom lengths and angles must be available in the crane cabin. If the crane has a single load chart, it must be displayed in a position visible to the crane operator. If the crane has numerous load charts, they must be easily accessible to the operator.

For each crane or hoist, the manufacturer's operating manual must be available to the operator. The load chart(s) and operating manual for a crane or hoist must be in a language understood by the operator. All lifting hooks must be fitted with a safety latch to prevent the load from accidentally detaching.

Each crane or hoist must be fitted with a load cell (with the mass of the load displayed in the visual range of the operator) and a load limiting device to prevent the crane or hoist from being operated outside of its safe working limits.

Where practicable, each crane must be equipped with an upper hoist limit switch (or anti two-block device) to prevent the hook block from colliding with the drum, and a lower hoist limit switch to prevent the rope on the drum from unwinding completely. These systems must provide both a visual and an audible alarm to the operator.

Under no circumstances may any limit switch or warning device be bypassed, disconnected, or adjusted to lift a load higher (or to lower a load lower) than the respective switches allow. Limit switches MAY NOT be adjusted to stop the hoist at a particular height under normal operating conditions - these are safety devices, and as such, should not be used as operating tools. The same applies to lifting heavier loads.

For a vehicle-mounted crane, the operator control station must be in a position protected from swinging loads and from the crane jib.

A fall protection system must be provided for the assembly, dismantling, operation, maintenance and inspection of any crane where falling from height is identified as a hazard.

Each crane should be fitted with a stability monitoring device to prevent it from toppling over.

Only items of lifting tackle that have been designed and manufactured with adequate factors of safety may be used on site. The following minimum factors of safety with respect to the Safe Working Load must be met:

Ten (10) for natural fibre ropes,  
Six (6) for synthetic-fibre ropes or woven webbing; Six (6) for steel-wire ropes,  
Five (5) for steel chains; and  
Four (4) for high-tensile or alloy steel chains.

An excavator or tractor-loader-backhoe (TLB) may not be used to lift a load unless all of the requirements of this standard as would apply to a crane have been complied with and authorisation has been granted by the nominated project representative.

### **Planning and Risk Assessment**

For each critical lift that must be carried out on site, a documented and detailed lift plan and risk assessment must be prepared to address all associated hazards. Only suitably qualified, competent, and experienced persons (lift planners) may evaluate critical lifts and prepare lift plans.

The lifting supervisor, crane operators, riggers and spotters responsible for carrying out a critical lift must have input into the lift plan and risk assessment and must be consulted before these documents are finalised. All lifting supervisors, crane operators must be appointed in writing. No critical lift may commence until the lift plan and risk assessment has been compiled and approved by the contractor.

#### **Critical lifts include:**

- All multiple (including dual) crane lifts.
- Lifts where the operational arcs of two or more cranes can overlap.
- Lifts over operating facilities where this may endanger personnel.
- Lifts carried out near power lines (over, under, or adjacent to).
- Any lift carried out in close proximity to equipment or a vessel containing a flammable or toxic substance.
- Any lift carried out near an embankment or an excavation.
- Lifts where the centre of gravity of the load could change.
- Any lift where the total weight on the hook exceeds 20 tonnes.
- Lifts near the rated capacity of the crane (i.e., exceeding 85% of the rated capacity at the working radius).
- Any lift when the wind speed (including gusting) exceeds 35 kilometres per hour (if a crane is not fitted with an anemometer, a handheld anemometer must be available).
- Lifts involving a man basket (safety cage).
- Lifts to and from water.
- Lifts requiring specialised equipment or involving complicated lifting or rigging configurations.
- Lifts requiring non-standard rigging or slinging techniques.
- Lifts involving the simultaneous use of more than one hoist on the same crane; and
- Any other lift deemed to be critical by the nominated project management representative or assessed as critical during a risk assessment.

#### **The lift plan for a critical lift must include:**

- General Information - crane manufacturer, crane model, items to be lifted, and reason for lift.
- Lift Data - load weight, lifting block and hook weight, hoist rope weight, rigging weight, total weight, height of lift, radius of lift, surface area of load, and centre of gravity of load.
- Rigging Data - sling material (chain, wire rope, or synthetic), sling diameter, sling length, sling configuration, sling capacity, hook type, shackle size and capacity.

- Lift Computation - boom length, jib length, radius of lift, crane capacity as configured, size of outrigger footplates, and wind speed.
- Proximity to Power Lines and Process Areas- mobile cranes working in proximity to energised power lines must operate under a Permit to Work, which must define exclusion zones and spotter duties.
- Local Hazards and Controls - including the route for the crane, ground stability, proximity of people or equipment, and agreed communication method; and
- Diagrams (sketches) a rigging diagram, and a crane set-up diagram illustrating the positioning of the crane(s) in relation to surrounding structures and the initial and final positions of the load (including crane boom movement).

The use of a crane-suspended man basket (safety cage) may only be considered when all other avenues to safely perform the work (e.g., scaffolding, mobile elevating work platform, etc.) have been exhausted. Cranes used to lift or suspend personnel must be approved as suitable for this purpose.

If a crane must be operated in proximity to energised overhead power lines (or any other exposed electrical conductors) then minimum clearance distances (specified by the electrical power utility or the nominated project management representative) must be observed. Whenever possible, power lines must be de-energised and isolated while lifting operations are carried out.

### **Operation**

At the start of every day or shift, the operator of a crane or hoist must carry out a pre-operation safety check using a prescribed checklist. The specific requirements of the pre-operation safety check (and associated checklist) must be based on:

- A risk assessment that addresses all aspects of safe operation of the crane or hoist; and
- The inspection recommendations of the manufacturer.

### **As a minimum, the pre-operation safety check must include:**

- A thorough visual inspection of all wire ropes, chains, hooks and safety latches, hook blocks, sheaves, hydraulic hoses, electrical cables, and the general condition of the crane or hoist.
- Checks to confirm the serviceability of the operating controls.
- Tests to confirm the correct operation of all limit switches, emergency shutdowns, load indicators, alarms and other safety devices; and
- A thorough visual inspection of all lifting tackle to be used.

### **The operator must:**

- Check for any loose or missing parts.
- Make sure that the wire rope (or chain) of the hoist is properly seated in its drum and sheave grooves without any slack or overlapping.
- Operate each control to make sure it functions properly, releases immediately, and does not stick. Each control must be labelled to indicate its function.
- Listen for any unusual mechanical noises and look for any jerky movements while operating the crane and / or hoist several feet in each direction that it travels.

- Check the functionality of the upper and lower hoist limit switches (if applicable) by slowly raising and then lowering the block to trip the respective switches.
- Check all hooks. Hooks must not be cracked, stretched, bent, or twisted. Each hook must have a safety latch that automatically closes the throat of the hook. If the latch is bent, has a broken spring, or is otherwise damaged, it must be repaired before use. Hooks must rotate freely in the block assembly without any “grinding” felt or heard.
- Check the wire rope by lowering the block to its lowest level and looking for the following signs of damage:
  - Reduced rope diameter. This may indicate that the rope has been stretched, has lost its inner core support, or has worn outside wires.
  - Broken wire strands (any number).
  - Kinked, crushed, cut, or “bird caged” wiring, or wiring with heat damage.
- Check all chains for damage including wear at contact points, cracks, or distorted links (bent, twisted, or stretched). All mechanical coupling links must be inspected to ensure that the linking pins are secure and in good condition. The capacity rating of each chain must be adequate for the load and the attachment method.
- Check the condition and capacity of wire rope and synthetic web slings. Capacity ratings must be legible on the manufacturer’s label. The capacity of the sling being used must be adequate for the load and the attachment method. A sling must be replaced immediately if it is excessively worn.

**The operator must report any fault, defect, or damage to his supervisor immediately.**

A crane or hoist must not be operated if any safety device is out of order or defective, or if any rope, chain, hook, or other component is worn or damaged.

Completed checklists must be made available (on request) for inspection by the nominated project management representative. Wherever possible, these checklists must be kept with the crane or hoist.

All lifting operations must be supervised by suitably qualified, competent, and experienced supervisors.

An effective method of communication between the crane operator and those assisting with the lift must be in place and documented.

**Documented Method Statements (SWP) must be in place to ensure the following:**

- Access into an area where lifting operations are being carried out must be restricted. Such an area (i.e., where there is a risk of a load falling and striking a person) must be barricaded and only authorised persons may enter (i.e. those directly involved with the lifting operations). Warning signage must be conspicuously displayed.
- Where a load is being moved from one location to another (i.e., the lifting operations are not being carried out in a discrete area that can be barricaded), measures must be taken to ensure that all persons in the path of the suspended load are made aware of the approaching hazard and that they move, and remain, well clear of it. All persons potentially affected must be given warning before the load is lifted.
- A lift must be directed and controlled by a single person (a suitably qualified, competent, and experienced rigger).

- Dedicated spotters (one or more, as determined during the risk assessment) must be in place during a lift to observe and provide warning (if necessary) to prevent incidents and ensure that safety protocols are adhered to.
- Before commencing with a lift, it must be verified that the load being lifted is both within the rated capacity of the crane (or hoist) and lifting tackle and within the limits set out in the lift plan and / or risk assessment. The rated load capacities of the crane, hoist, rope, chains, slings, or other components may never be exceeded.
- Only certified lifting tackle may be used to lift a load.
- No tackle that has been used for towing may be used for lifting operations.
- Only an approved material box (skip box) may be used for lifting loose items or materials.
- Before commencing with a lift, it must be verified that no safety devices (including load limiting devices) have been bypassed, overridden, or disconnected.
- To prevent the load from swinging as it is lifted, the hoist must be centred over the load (when using slings or chains) or positioned directly above the lifting point of the load.
- Hoisting ropes must be kept vertical. No side loading of a crane boom is permitted (i.e., a crane may not be used to make a side pull).
- Three full wraps of rope must always remain on the hoisting drum. If a lower hoist limit switch has been fitted, and it is working correctly, it should not be possible to lower the block below the point where less than three full wraps of rope are on the drum.
- Before commencing with a lift, it must be verified that all rigging connections are correct and secure. Slings, chains, or other lifting devices must be fully and securely seated in the saddle of the hook.
- Slack must be removed from the slings, chains and / or hoisting ropes before lifting the load. It must be ensured that multiple lines are not twisted around each other and that the hoist rope is not wrapped around the load.
- To ensure that the load is properly secured and balanced, it must initially only be lifted a few centimetres. Slings must be repositioned if required.
- Before moving a suspended load, it must be lifted high enough to clear all obstructions. The load must only be lifted to the height necessary to clear obstructions, and no higher.
- Directional movement must be made smoothly and deliberately (there must be no sudden acceleration or deceleration of the moving load). Abrupt, jerky movements of the load in any direction must be avoided.
- Tag lines must be used in situations where a load needs to be steadied or guided while suspended.
- When using tag lines to steady or guide a suspended load that is being moved using a crane, personnel on foot must always remain in sight of and in communication with the crane operator (through the rigger), must never walk between the crane and the load, and must always remain clear of the load and the crane (at least 5 metres). The load must be moved at a slow walking speed.
- A suspended load must be always monitored closely.
- If a crane operator's view of a suspended load is unavoidably obscured (completely or partially), or if a suspended load is unavoidably obscuring (completely or partially) a crane operator's view, then suitably positioned spotters must be in place to provide guidance to the crane operator.
- A load MAY NOT be moved over, or be suspended above, any person or any occupied building. No person may walk beneath, or position himself below, a suspended load.
- No person may pass or work beneath the boom of a crane.
- No person may be positioned between a suspended load and a solid object where there is a risk of being crushed should the load swing.

- No person may be positioned within the radius of the boom of a crane unless directly involved with the lift.
- Under no circumstances may any person ride on a crane's hook or on a load.
- No load may be left suspended unless the operator is at the controls and is monitoring the load. In such a situation, the load must be kept as close as possible to the ground or floor to minimise the possibility of injury should the load drop.
- The controls of a crane or hoist may never be left unattended while a load is suspended. If it becomes necessary to leave the controls, the operator must lower the load to the ground or floor.
- No lifting may be carried out using a mobile crane unless the outriggers have been deployed and are locked in position.
- Load spreaders or packing under the outriggers must be used irrespective of the underfoot conditions.
- Before a mobile crane is moved into position to carry out a lift, the area must be inspected by a suitably qualified person who must verify that the underfoot conditions are satisfactory. If any uncertainty exists, DCP (Dynamic Cone Penetration) testing must be carried out. For critical lifts, ground compaction must be assessed using suitable instrumentation (e.g. Troxler).
- When using a mobile crane, slewing to test the effectiveness of the outriggers must be carried out prior to commencing with a lift.
- Under no circumstances may a mobile crane (or vehicle-mounted crane) travel with a suspended load.
- Slew pins must be securely in place while a mobile crane is travelling.
- Unauthorised use of a crane or hoist must be prevented by removing the keys, locking the cabin, isolating the controls, etc. when lifting operations have been completed.
- When not in use, lifting tackle must be stored off the ground and must be protected from the elements (rain, harsh sunlight, etc.) and contamination (dust, solvents and other chemicals) in order to prevent damage and / or deterioration.

A crane or hoist or an item of lifting tackle may only be used for the purposes for which it was designed.

### **Inspection, Testing and Maintenance**

Any crane or hoist brought onto the project premises must have a current test certificate and record of inspection as well as a suitable checklist (derived from the crane or hoist manufacturer's inspection recommendations) for use by the operator(s) when carrying out pre-operation safety checks.

A register of all cranes, hoists and lifting tackle brought onto the project premises must be compiled and maintained.

Each crane, hoist and item of lifting tackle must have a unique identification code or number, which must be referenced in the register.

For each crane, hoist and item of lifting tackle, the following documentation must be kept on site and must be made available (on request) to the nominated project management representative for inspection:

- Test records and certificates.
- Inspection records.
- Maintenance records; and
- Details of any modifications or repairs made.

All cranes, hoists and lifting tackle must be inspected, tested, and confirmed fit for purpose (i.e. safe for use):

- Before being operated or put into service.
- Before being returned to service following any repair or modification; and
- Periodically as follows (unless local regulations require examination more frequently):
- Each crane or hoist (including all ropes, chains, hooks or other attaching devices, sheaves, brakes and safety devices that form an integral part of the crane or hoist) must be thoroughly examined by a competent, experienced person every 6 months.
- Each crane or hoist must be subjected to an annual performance test (i.e., load test) by a competent, experienced person; and
- All lifting tackle must be thoroughly inspected by a competent, experienced, and appointed person every 3 months.

The system of inspection and testing must provide verification that each crane or hoist is able to function to its design specifications, and must verify the integrity of:

- Mechanical and electrical components.
- Controls.
- Cables and all lifting attachments.
- Structural components including boom, hoist, brakes, wheels, hooks, baskets, out-riggers, hook-blocks and rails; and
- Load limiting devices, hoist limit switches, alarms or warning devices, and other safety devices and control systems (including independent fail-safe braking systems, devices to stop the crane or hoist such as a dead man's switch, and emergency shut-off switches).

A preventative maintenance system must be in place to ensure that all cranes and hoists are maintained in a safe and serviceable condition.

For any crane or hoist, all inspections, testing, maintenance, and repairs must, as a minimum, be carried out in compliance with the requirements and specifications of the manufacturer as well as all applicable regulatory requirements (in terms of both the frequency of inspection, testing and maintenance, and the physical condition of the crane or hoist).

Repairs to a crane or hoist may only be carried out by competent persons. After repairs have been made, the crane or hoist must be tested and recertified fit for purpose (unless the repairs did not affect the integrity of the lifting mechanism).

Any modification to a crane or hoist must be subject to the approval of the original equipment manufacturer and a rigorous change management process.

Each item of lifting tackle must be tagged following each quarterly (3-monthly) inspection. Details of these inspections must be recorded in the lifting tackle register which must be made available to the nominated project management representative on request.

The following colour coding system is recommended for the tagging of all lifting tackle:

<u>Quarter</u>	<u>Tag Colour</u>
January – March	Blue
April - June	Red
July - September	Green
October - December	Yellow

The tag placed on an item of lifting tackle must be traceable to an entry in the lifting tackle register where the following information concerning the inspection of that item of tackle must be recorded:

- Item description.
- Unique item identification code or number.
- Item owner.
- Item location.
- Date of inspection.
- Name and signature of competent person who carried out the inspection; and
- Any comments concerning the inspection.

Any item of lifting tackle that is found to be damaged or defective must be removed from service (and tagged, “Out of Service”) immediately and must then either be repaired and recertified (if possible) or destroyed to prevent further use.

Similarly, any lifting tackle that is known (or is suspected) to have been overloaded must be removed from service immediately and destroyed to prevent further use.

If an item of lifting tackle is removed from service or destroyed (scrapped), this must be indicated in the lifting tackle register.

Any item of lifting tackle without a tag or with an out-of-date inspection may not be used.

### **Training and Competency**

Only suitably trained, competent, and experienced persons are permitted to:

- Evaluate and plan critical lifts.
- Supervise lifting operations.
- Operate cranes and hoists.
- Use lifting tackle, and rig (sling) loads.
- Provide signals for controlling lifts; and
- Inspect, maintain, or test cranes, hoists and lifting tackle.

Each operator must meet the competency requirements for the particular class or type of crane or hoist to be operated. Depending on the project location and applicable legislation, operators may need to hold a certificate of competency issued by a recognised training institution.

The PC must ensure that no employees are required or permitted to lift or move by hand any object that is likely to create a risk of injuries being sustained by such employees. The shape weight etc of the items to be lifted must be considered and where required issues such as training in correct lifting methods, use of PPE use of alternative lifting methodologies must be considered.

Any handling or lifting task that can only be done manually must be planned and rehearsed before the task is done. If more than one person is involved in a task a communication procedure must be agreed in advance. Lowering the load must be done in a controlled manner. Dropping a load is dangerous and must be avoided.

As a guideline 25 kg is the limit of what a person can safely handle. Where there are loads exceeding 25 kg the risk of handling the load must be mitigated to assure minimal potential for any injury.

When mechanical lifting aids are provided, they should be used.

Extra care should be taken when lifting awkwardly shaped objects.

Position the feet correctly. The feet should be placed hip-width apart to provide a large base. One foot should be put forward and to the side of the object, which gives better balance.

Bend or 'unlock' the knees and crouch to the load. The weight will then be safely taken down the spine and the strong leg muscles will do the work.

Get a firm grip. The roots of the fingers and the palm of the hand should grip the load. This keeps the load under control and permits it to be distributed more evenly.

The following should be considered with conducting the Risk Assessment with regards Manual Handling and take into consideration the task factors, physical demands and tools involved in the task:

- Load weight / frequency.
- Hand distance from lower back.
- Asymmetrical trunk / load.
- Postural constraints.
- Grip on the load.
- Floor surface.
- Environmental factors.
- Carry distance.
- Obstacles in route the load must be carried.

**Team Manual Handling:**

- Load weight.
- Hand distance from lower back.
- Vertical lift region.
- Trunk twisting / sideways bending.
- Postural constraints.
- Grip on the load.
- Floor surface.

- Environmental factors.
- Communication, co-ordination, and control.

<b>11.48.</b>	<b>Maintenance</b>
---------------	--------------------

All equipment and structures on site, whether it is fixed or temporary must be maintained at intervals no longer than that recommended by the manufacturer, under a planned maintenance system to ensure the safety of personnel who are responsible for operating or using the equipment.

Proof of all current tests and maintenance certificates relating to cranes, lifting beams, pulley blocks, lifting gear and slings must be kept on site in the SSHSF and be available for inspection by any person authorized to do so.

<b>10.49.</b>	<b>Medical Fitness/ Fitness for work</b>
---------------	--

The PC must ensure compliance with CR 7(1) (g) and that all his personnel as well as those of Sub-Contractors appointed by him are healthy and medically fit for their respective assignments and keep proof of such medical fitness on the SSHSF. The PC must ensure that all persons required to have a certificate of medical fitness must be in possession of such certificates prior to being permitted to assume their duties on site. Should employees be found on site without a valid medical fitness certificate at the time of the CHSR conducting an audit, such employee must be removed from site and the CHSR may at his discretion issue instructions to cease work.

All medicals to include the Annexure 3 form as per the Construction Regulations 2014 signed and stamped by the occupational medical practitioner. The PC must ensure that only suitably qualified occupational health practitioners' issue medical certificates.

Should a worker's scope of work change, or he be required to work outside the scope of work for which his medical certificate has been issued, he may not be permitted to do such work until an updated medical fitness certificate has been issued.

The PC must develop and implement a programme to manage employee fitness for work for all employees working on the project. Working hours must be managed in compliance with applicable legislation. An exit medical from a previous project or site must not be deemed as a valid medical.

The medical examinations carried out for all drivers and operators must include testing and assessment for medical conditions that could affect the safe operation of vehicles or equipment. Specific testing and questioning must be carried out to determine if an individual:

- Suffers from epilepsy or any other medical condition deemed to be a risk by the occupational medical practitioner.
- Makes use of chronic medication that could affect performance
- Is colour-blind.
- Has poor day or night vision.

The medical examinations carried out for employees that are required to work at height must include testing and questioning to determine if an individual suffers from epilepsy, hypertension (high blood pressure) or any other medical condition deemed to be a risk (with regard to working at height) by the occupational medical practitioner.

<b>10.50.</b>	<b>Method Statements, Safety (SMS)/ Safe work procedures (SWP)</b>
---------------	--

SMS's/SWP must be in line with the associated Risk Assessments. The SMS's/SWP's must detail in a step- by- step and methodical manner on how the task is to be done from beginning to the end and must indicate what tools/equipment will be used at each stage and/or how the work area is to be accessed. The Task Items listed in the SMS's/SWP must tie up exactly with the task items being assessed in the Risk Assessment document.

**Acceptance of a SMS by the CHSR does not relieve the PC of his responsibility for ensuring full compliance with SSHSS and any applicable legislation.**

<b>10.51.</b>	<b>Noise</b>
---------------	--------------

The PC must implement and comply with OH&S Act - Environmental Regulation 7 and the Noise Induced Hearing Loss (NIHL) 2003 Regulations.

The PC must meet statutory requirements on limitation of noise emitted by machines and equipment. When personnel are required to operate such equipment, noise level exposure at the operator position must not exceed an equivalent level of 85-dB (A) or more during normal working conditions without the required mitigating measures being implemented.

Employees working in the vicinity must not be subjected to an equivalent continuous level of 85-dB (A) during normal operating conditions. The PC must comply with time periods and PPE requirements where applicable.

Consideration must be taken of the fact that the sound level at any works/site boundary caused by mobile equipment must not exceed the night time background level pre-existing the operation of the equipment. **At no time must the noise emission of the equipment or activities cause the sound level at the nearest residence, hospital ward or adjacent structure to exceed 40-dB (A).**

Sound levels must be measured in accordance with SANS 10083, with due allowance being made for tonal or impulsive components. A plot plan of project or plant must be drawn up to identify the measuring points with date, time, and frequency duration of measurement.

Symbolic safety signs, warning employees and visitors regarding the hazard of noise in the area, shall be erected at all entrances to the area and in a position where it must be clearly visible.

<b>10.52.</b>	<b>Notices</b>
---------------	----------------

If the PC receives any notice issued by any relevant Government Authority concerning Health and Safety, he must immediately upon receipt of such notice comply with the requirements of such notice. The PC must provide the CHSR with copies of any such notices, correspondence or directions of whatsoever nature issued by the abovementioned Government Authority concerning Health and Safety within 2 hours of the dispatch and/or receipt of such notice, correspondence, or direction.

<b>10.53.</b>	<b>Notification of Construction Work/ Construction Permit</b>
---------------	---

#### **Notification of Construction Work**

The PC must submit an Annexure 2, “Notification of Intention to Commence Construction Work” to the closest Department of Labour office, have it stamped provide the CHSR with a copy. A copy must be kept on the SSSSF for inspection purposes. Submitting a copy to the CHSR does not constitute permission to proceed with construction work.

Should construction work extend past the completion date reflected on the submitted Annexure A the PC must inform Department of Labour accordingly and file the amended Annexure A on the SSSSF.

**It must be noted that no work of any nature may take place on site until permission to proceed with site Handover has been received from the Project Leader after receipt of letter from CHSR**

<b>10.54.</b>	<b>Occupational Hygiene (Personal Hygiene and infectious Disease Management)</b>
---------------	--

The PC must ensure that its personnel and subcontractor’s personnel is able to maintain and maintains high standards of hygiene, personal and in connection with the performance of the work. All work areas must be kept in a clean and tidy state. Waste disposal must be facilitated by providing sufficient waste collection receptacles and the correct disposal frequencies to prevent waste build up.

Employees must be trained on the contents of the Personal Hygiene and Infectious Disease Management Plan which must identify any anticipated hazardous biological agents which may be present in the work environment, trained in measures to protect themselves in terms of personal hygiene and provided with the necessary means to minimise the risk of contracting the harmful effects associated with such hazardous biological agents.

All Resting and Eating areas must be kept in a clean, tidy condition as well as being positioned away from contaminants and hazards. No eating and drinking may take place outside the designated eating or in office areas. Facilities for hand washing must be made easily accessible for persons to wash hands when leaving the construction area and entering the construction site offices.

<b>10.55.</b>	<b>Permit to work</b>
---------------	-----------------------

The PC must implement a permit-to-work system to control identified high-risk activities such as:

- Major lifting operations.
- Hot works.
- Cold work in areas where operational plant or equipment can pose a threat.
- Working in confined spaces.
- Excavation work (cable clearance permit).
- Use of a hazardous substance, e.g., lead.
- Roof work etc.

Permits to work must list the specific conditions and hazards involving the specific task. Only authorized competent persons may issue and sign off Permits-to-work.

<b>10.56.</b>	<b>Personal Protective Equipment (PPE)</b>
---------------	--

The PC must implement and comply with OH&S Act – General Safety Regulation 2. It must be kept in mind that PPE must only be the last resort in addressing risks. All Contractors’ personnel on site and visitors, must always use the following minimum personal safety equipment which must be compliant with relevant SABS codes. Each item of PPE supplied for use on the project site(s) must be designed and manufactured in accordance with the relevant South African National Standard, ISO standard, or other recognised international standard.

**Visitors (minimum PPE)**

- Hard Hat,
- Reflective vest and
- Safety Boots.

**If required due to on-site risks,**

- Eye Protection,
- Hearing Protection,
- Respiratory Protection

**No Visitor, regardless of title or position may be permitted to enter the construction site without the minimum PPE which is a Hardhat, Reflective Vest and Safety Boots. Should the CHSR when present on site find any person without the minimum PPE he may issue instructions to cease construction work.**

On site Workers.

- Suitable protective clothing (Overalls for all employees working on-site)
- Personnel exposed to noise levels exceeding 85dB (A), SANS 11451 approved hearing protection.

- Gloves, (Type appropriate to risks, or recommended by product manufacturers).
- Eye Protection/Face shields, (Appropriate to risks, or recommended by product/equipment manufacturers).
- Leather spats, (Appropriate to risks, or recommended by product/equipment manufacturers).
- Safety harnesses, (Where work is conducted from a Fall Risk Position).

Additional PPE requirements must be determined through hazard identification and risk assessment. This hazard-specific PPE (such as hand protection, hearing protection and respiratory protection) must be worn as required (e.g., when in a certain area, when performing a certain task, or when working with a certain substance).

The correct PPE must always be worn:

- In accordance with site requirements (as indicated at the entrances to a project site and at the entrances to buildings and/ or designated areas on the premises).
- In zoned areas (e.g., noise zones and respirator zones).
- As required by a Safe Work Procedure, a risk assessment, or a Material Safety Data Sheet (MSDS).

PPE must be provided to the employees by the PC and Contractor at no cost to the employee. Due to hygiene risks associated with interchanging PPE Site visitors wishing to gain access to the site must have their own personal PPE.

**Should a worker not have the required PPE he may not be permitted to work.** Employees must be trained in the correct use and how to take care of PPE. Supervisors need to as part of the Pre-Shift inspections when conducting DSTI's check that employees have the required PPE and that it is in a good condition.

If an item of PPE has worn out, has become damaged, or is found to be defective in any way, it must be replaced by the contractor. Employees must be provided with facilities which enable them to store their PPE e.g., lockers.

Employees who wear prescription spectacles (i.e., require corrective lenses) must make use of either:

- Prescription safety glasses (with permanent fixed side shields) that conform to the requirements of a recognised national or international standard (e.g., CSA, ANSI, or equivalent), or
- Over-spec safety glasses or goggles.

Any person who refuses to wear PPE as required must be removed from the site.

Symbolic signs indicating mandatory PPE requirements must be prominently displayed at the entrances to a project site and at the entrances to buildings and / or designated areas on the premises where additional PPE is required. These signs must comply with SANS 1186.

The PC must ensure the:

- Control the issuing and replacement of PPE.
- Maintenance of a register as proof that items of PPE have been issued to Individuals with signatures of receipt of PPE.
- Keeping of adequate quantities of replacement PPE on site.
- Carrying out of regular inspections to ensure that PPE is being used correctly, is being maintained in a good, serviceable, and hygienic state, and is not being shared between employees.

<b>10.57.</b>	<b>Plant and Machinery</b>
---------------	----------------------------

The PC must ensure that he controls **all plant and equipment entering and exiting the site**. Daily monitoring of all plant and equipment is required prior to commencing work, on issue and prior to use. A full list of hired and own plant must be available for inspection at each audit.

All daily inspection records are to be filed in the SSHSF and must not be more than one week behind. Only competent, medically fit plant operators must be permitted to operate plant. Medical certificates of fitness must be filled in the SSHSF. No unauthorized person may be permitted to operate or use plant.

Lifting equipment, plant or material that require annual load testing by an AIA, are to comply with the Driven Machinery Regulations (2015). Operators must be adequately trained and certified to operate mobile cranes or crane trucks. Certificates and registers are to be placed in the SSHSF. Each contractor making use of plant and machinery on the project site must develop, document, and implement SWMS that will ensure the safe use and operation of such equipment.

For all plant and machinery, the following documentation must be kept in the Equipment Profile:

- Test records and certificates.
- Inspection records.
- Maintenance records; and
- Details of any modifications or repairs made.

<b>10.58.</b>	<b>Planned Task Observations</b>
---------------	----------------------------------

### **PLANNED TASK OBSERVATIONS**

All contractor and sub-contractor supervisors must perform Planned Task Observations (PTO's) to verify that the control measures that have been identified in SWMS's (and associated Risk Assessments) are being adhered to and are being properly implemented, and to provide guidance where deviations are noted.

Each supervisor must complete at least one PTO per day involving one or more employees in his work team.

When an unsafe act or condition is identified, the supervisor must coach the work team to correct the act or condition in line with the Safe Work Procedure.

Where valid changes to the work method are identified, the supervisor must ensure that the SWMS/SWP and Risk Assessment are updated to reflect the current practice.

<b>10.59.</b>	<b>Pneumatically powered tools and equipment</b>
---------------	--

Compressed air and associated tools may only be used when compliant with the OHS Act, DMR 14. Air to operate pneumatic tools may only be supplied from compressors or compressed air lines. No homemade compressors may be used on site. All airlines must be in a good working condition and fitted with suitable clamps to prevent accidental connection. Compressed air may not be used for general cleaning including the cleaning of overalls.

Pneumatic powered tools must only be driven by filtered compressed air with an in-line lubrication system or be lubricated prior to use if there is no in-line lubrication system. When using pneumatic powered tools, the designated tool pressure must be attained using a regulator.

Pneumatic powered tools must be disconnected when not in use. They must not be disconnected from the air supply until all the residual pressure has been released or contained by a shut-off device. Hoses must not be kinked as a means of containment.

Employees operating pneumatic powered tools, and any potentially affected employee in the vicinity of use, must wear suitable PPE.

All rotary compressed air tools (e.g., drills) must have the rated revolution per minute (RPM) permanently marked on the casing. Only attachments of compatible RPM must be used with these machines.

The actual RPM of the tool must be checked every three months to ensure that the speed is as rated by manufacturers specifications.

Pneumatic powered tools must be secured to the air supply hose by an approved positive means to prevent the tool from becoming accidentally disconnected. Safety clips or retainers must be securely installed and maintained on pneumatic impact (percussion) tools to prevent attachments from being accidentally expelled.

All pneumatically driven nailers, staplers, and other similar equipment provided with automatic fastener feed, which operate at more than 100 kPa pressure at the tool, must have a safety device on the muzzle to prevent the tool from ejecting fasteners unless the muzzle is in contact with the work surface.

If an impact wrench is used, the sockets must be impact rated.

Compressed air must not be used for cleaning purposes except where reduced to less than 30 kPa, and then only with effective chip guarding and personal protective equipment in place. The 30 kPa requirement does not apply to concrete form, mill scale and similar cleaning purposes. Compressed air must not be pointed at any part of the body or used for cleaning clothing.

Airless spray guns of the type which atomize paints and fluids at high pressures must be equipped with automatic or visible manual safety devices which will prevent pulling of the trigger to prevent release of the paint or fluid until the safety device is manually released. A diffuser nut which will prevent high

pressure, high velocity release while the nozzle tip is removed, plus a nozzle tip guard which will prevent the tip from coming into contact with the operator, or other equivalent protection must be provided in lieu of the above.

Abrasive cleaning nozzles must be equipped with an operating valve, which must be held open manually to enable operation. A support must be provided on which the nozzle may be mounted when it is not in use.

<b>10.60.</b>	<b>Portable Electrical Tools</b>
---------------	----------------------------------

The PC to ensure compliance with EMR 10. PC to ensure safe Portable Electrical Equipment is used on site. The PC is required to inspect/have inspected by an appropriately qualified person all portable electrical equipment as follows:

- Supply cabling distribution boards, fixed lighting, and portable appliances on a monthly basis or more frequently if required by frequency of use.
- Extension leads, welding machines, compressors, pumps, and portable hand- tools on a weekly basis.

All sub-Contractor equipment must be inspected and tested at the same intervals as indicated above. The PC must implement a management system to ensure effective inspection and control over equipment such as a monthly colour coding tagging system. Tagging must be durable and be able to withstand the stressors associated with working in a construction environment.

A record book/register must be kept reflecting the following:

- Item unique number.
- Items inspected.
- Deviations identified.
- Signature Of Inspector.
- Date of inspection.

In addition to the abovementioned, the PC must ensure the following:

- That only trained authorized persons use the Tools.
- That equipment is inspected at the start and end of each shift and included in the DSTI.
- That damaged, unsafe equipment is removed from service, tagged unsafe for use until repaired and returned to service.

<b>10.61.</b>	<b>Public Safety and Security</b>
---------------	-----------------------------------

**Hoarding/Fencing**

The PC must hoard/enclose the construction site to prevent unauthorised entry and disruption to the site where required. The hoarding must be as follows:

- The hoarding/ enclosure must be at least **1.8-meter-high** and must enclose the entire parameter of the site.
- It must be constructed of a material, which must be able to prevent unauthorised persons from entering the site such as welded mesh/ diamond mesh and 80% shade cloth.
- A Lockable gate must be at least 1.8 meters in height as well a security staff member to control access.
- Hoarding parameters must be as per project’s decanting plan.

**Warning / informative signs**

The entrance of the site must have easily visible construction safety warning signs posted which must contain as a minimum of the following information:

- Construction activities ahead/ Construction Site.
- No unauthorised entry.
- Different Types of Personal Protective Equipment required for the site as per risk assessments.
- Speed limit (10 km/h), unless otherwise stipulated.
- Visitors to report to the site office.
- Where applicable the Construction Permit Number issued by DEL.

Appropriate warning signs must also be posted in different locations of the site to create awareness of danger e.g., demolition in progress sign, required PPE and deep excavations signs etc.

Informative signs indicating the Emergency Assembly Point/s, location of fire extinguishing equipment and first aid equipment must be displayed where required.

**Location of site office**

The location of the site office should be in an area that will not require visitors to pass through or enter areas where construction work is active and will not require the re-location of the office as the project progresses. The location of the site office must be included in the Site Layout Plan submitted with the SSHSP.

<b>10.62.</b>	<b>Risk Assessment of Plant and Equipment</b>
---------------	---

The Pc must ensure that Risk assessments of plant and equipment is undertaken and documented before arrival at site, after major service, after modification, and before use in an unusual operating mode or conditions. The RA’s must be undertaken by a suitably qualified and experienced person.

RA’s for equipment mobilising to Site must be conducted prior to the equipment arriving on Site, and must consider, where applicable, potential for entanglement in moving parts, crushing or striking by moving or falling objects, cutting or stabbing by sharp objects, high pressure fluids, electrical shock or burns, burns from hot or cold surfaces, slips, trips and falls, ergonomic design of access and egress , seating, vibration, noise, exhaust fumes, etc.

The identification of hazards should consider normal operations, abnormal or unusual operations, breakdowns, and servicing operations. Particular attention must be given to fall protection attachment points when there is a requirement to work where a fall risk exists for activities such as repairs to

equipment due to breakdowns. Where repairs to earthmoving equipment must take place on site the risk assessments must include provisions to deal with oil, diesel, and coolant spillages.

The PC must maintain all Plant and Equipment in good order and condition. Where equipment becomes inoperable due to breakdowns or other reasons and is being replaced by other equipment the same RA' requirements will be applicable to such replacement equipment.

The CHSR may inspect items of plant or equipment brought to site by the PC for use on site. Should the CHSR deem that it is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, he must advise the Contractor in writing and the Contractor must forthwith remove or have repaired the item from the site and replace it with a safe and adequate substitute which does not entitle the PC to any additional claims or extension of time in respect of delays caused by the CHSR's instructions.

<b>10.63.</b>	<b>Roof Work</b>
---------------	------------------

The PC must ensure compliance with OH&S Act - General Safety Regulation 10. Safe access for gaining access on to roofs must be provided which can be ladders, scaffolding, man-cages, or elevated work platforms. Man-cages and elevated work platforms may only be used where scaffolding, and ladders is not suitable.

A lifeline, consisting of a steel wire rope, the diameter which has been calculated to suit the span and the number of persons attached to it must be erected on the ridge of the structure including the use of a mechanical device, e.g., turnbuckle, for tensioning the wire rope.

The lifeline to be erected/installed, must be recorded on register, and checked daily by a suitably qualified, competent, appointed person. Employees working on the roof must be clipped onto the lifeline via their safety harnesses. No work may be permitted during rain or windy conditions more than 30 kph.

Roof structures must not be overloaded with bundles of roofing materials. Only bundles for immediate use must be stacked onto the roof structure. Bundles must be sufficiently secured to the structure to prevent it from being blown away or falling off. No materials may be permitted to be stored on the roof structure over weekends or holidays.

<b>10.64.</b>	<b>Safety meetings: Pre-start, Review etc.</b>
---------------	--

The PC must ensure compliance with OH&S Act, Section 19. Weekly Toolbox meetings must be conducted with employees. Topics for Toolbox Meetings must be pertinent to the site, equipment used, activities performed, SHE committee resolutions. Records of contents of Toolbox Meetings as well as attendance records must be kept on the SSSSF.

The PC must conduct at least one formal Health and Safety Meeting per month or at shorter intervals if required by the CHSR. Safety Representative Inspection reports contents must be discussed in addition

to items such as Safety Statistics for the Month, PPE Issues, training requirements, CHSR Audit reports and results etc.

Daily Safe Task Instructions (DSTI) briefings must take place with each work team before the start of each shift. Hazards and risks as well as the required risk reduction measures must be communicated to workers. The Supervisor, CHSO and workers must sign the DSTI before work commences. At the end of the shift after the required close out check and signing, the DSTI's must be signed off and filed.

Weekly Safety Review Meetings of all safety related aspects of the week must be conducted. OHS must be a standing item on Planning and Progress Meeting Agenda's and attended by the CHSO.

<b>10.65.</b>	<b>SHE Representatives and Committees</b>
---------------	---

The PC and Sub-Contractors to comply with Section 16 and 17 of the Act by allowing for and ensuring that Health and Safety Representative(s) whom, after consultation, have been appointed and trained to carry out their functions.

The appointments must be in writing and the Health and Safety Representative must carry out regular inspections, keep records and report all findings to the CHSO. The CHSO must co-ordinate at least monthly H&S Committee meetings and attend all H&S committee meetings held by the Contractors. The CHSO shall further ensure that H&S is discussed at all internal production or progress meetings. Issues arising from the H&S committee meetings are to be discussed at internal meetings, as well as all H&S related issues, incidents, non-conformances, and penalties issued (if applicable).

Feedback to the CHS committee and close out of findings is imperative. Minutes of meetings must be kept for all H&S interventions and meetings. Minutes of meetings must be filed on the SSHSF.

<b>10.66.</b>	<b>CHSO Roles and Responsibilities</b>
---------------	--

**The PC must ensure that the CHSO performs the following duties:**

- Assist and co-ordinate the development of the SSHSP.
- Attend Project Planning Meetings.
- Assessment and approval of Sub-Contractors SSHSP's.
- Facilitation of Site HS Meetings.
- Identification of Hazards and risks relevant to the construction project through regular co-ordinated site inspections.
- Establish and maintain HS communication structures, systems, and distribution of HS specific documents to sub-contractors, compiling of project specific emergency preparedness documentation and supervising testing and evaluation of emergency preparedness plans.
- Conducting of induction training sessions.
- Evaluation of compliance by sub-contractors to project specific HS Plans and Client specification through inspections and audits.
- Overseeing the reporting and investigation of project related incidents.
- Overseeing the maintenance of all HS related records.

- Participation in management reviews of HS Systems.
- Analysis of trend analysis to identify system deficiencies and incident trends, outline relevant improvements and incorporate changes into the HS management system.
- Reviewing and updating the SHE Plan.
- Ensuring that all staff, visitors, sub-contractors etc comply with the site rules and procedures.
- Ensure that no new workers or Contractors commences work without prior approval of their SSHSP or any other documentation as per required applicable legislative documentation.
- Ensuring that no work will be permitted to be performed without a valid RA and where required Method Statement as agreed with CHSR until such documentation has been approved by the CHSR.
- Any other duties as agreed between Construction Manager and/or CHSR.

**The CHSO may not be removed or replaced without the approval of the CHSR, nor may the site be left unattended for more than 1 day without adequate, competent cover.**

<b>10.67.</b>	<b>Signage</b>
---------------	----------------

The Pc must ensure that signage is posted on site as per site risks, legislative requirements e.g., General Safety Regulations or SANS, prohibiting entrance, specifying PPE requirements, location of First Aid Station and Fire Fighting Equipment etc. Signage must be noted on the site layout plan indicating where fixed/temporary signage is required.

Temporary electrical signage is to be included for the temporary electrical supplies. All rules or signage provided by the PC must to be adhered to. Where possible wording on signage must be in English and isiZulu.

<b>11.68.</b>	<b>Site Clearance</b>
---------------	-----------------------

Site Clearance activities will vary depending on the condition of the site in terms of it being overgrown, if trees must be removed if redundant materials must be removed from site etc. All site clearance activities irrespective of what it entails must be conducted under supervision and subjected to the Risk Assessment Process as well as the development of SMS's (SWP's).

Where the site is overgrown with vegetation, RA's must make provisions for the presence of snakes, poisonous vegetation, sharp objects, open trenches and excavations and insects. All tools, equipment vehicles and machinery must be in a safe working condition and operated by trained competent persons. Employees must be provided with the required PPE.

<b>10.69.</b>	<b>Site Establishment</b>
---------------	---------------------------

Site establishment can only be deemed complete when the site is enclosed, signage is posted, welfare facilities have been provided, containers have been placed etc. Upon site establishment being deemed as complete the PC must refer to the "Site Establishment Checklist" under item 12.6.1 which can be

found under Annexures at the end of this document. Only once all items have been ticked as being present/completed can the PC proceed with other construction activities.

The checklist as indicated above must be signed by the CHSO and the CR8.1/CR8.7 and submitted to the CHSR. Should the CHSR upon conducting a site visit/audit and find that site establishment was not completed before commencing with other construction activities the CHSR may issue instructions to cease construction work until all outstanding items have been attended to.

<b>10.70.</b>	<b>Site Layout Plan</b>
---------------	-------------------------

The PC must ensure that a Site Layout Plan is developed and submitted with the SSHSP as indicated in Annexure C of this document. This document must indicate items such as Location of the Site Office, Laydown areas, Location of welfare facilities, Traffic routes, location of first aid and emergency equipment etc. After Site establishment and as the project progresses the plan must be updated if required and a copy provided to the CHSR. The Location Plan must be displayed at the entrance to the site as well as at the site office.

<b>10.71.</b>	<b>Site Specific Health and Safety Rules</b>
---------------	--

The PC must provide and ensure implementation and compliance with the following Site-Specific Health and Safety Rules and requirements:

- Safe Access and Egress to be provided to and from work areas.
- Good Housekeeping and Stacking Practices to be implemented and always maintained.
- Continuous cleaning to take place especially at the end of the shift and be recorded in DSTI “close out “Section.
- Safe and orderly routing of electrical cables and air hoses to prevent tripping of persons must be always enforced.
- Rigging Studies must be conducted for all heavy and/or difficult lifts.
- No lifting of loads in windy conditions exceeding 30 km/h depending on RA, Rigging Study, dimensions and weight of the load and lifting capability of the crane.
- Prohibition of certain activities in wet conditions e.g. un-shored excavations, use of portable electrical equipment, elevated work, roof work etc.
- Employees may not be transported on the back of a bakkie and or truck, unless fitted with a canopy and separated by means of a barrier from tools and equipment.
- All elevated work must include compulsory use of Lifelines (unless secured to an approved fixing point), Safety Harnesses & Fall Arrestors including a height rescue system and training of rescuers. To comply with SABS-EN –353-355,358,360-365,795,813&SABS033, 1833, 341,564-567,892,1891,12277 and 4878 -Fall Right SA standards or equivalent - always attached in elevated positions and use of double lanyards.
- Scaffolding must comply with SANS 10085 standards. Scaffold inspectors and Erectors may not be the same person. Access ladders must be erected on the inside of frames, staggered every 2 meters with a safe landing platform. Trapdoors must be provided on working platform. Scaffold must remain tagged “Unsafe for use” until certified “Safe for use”. If modified to be re-tagged “Unsafe for use: until certified ‘Safe for use”.

- Where required workbenches must be provided for onsite work.
- Barricading must be able to sustain loads imposed on it, should a fully grown person fall against it or lean against it, solid frame covered with orange netting to highlight presence.
- Tools and equipment used in working at heights to be secured by use of lanyards/Tool belts.
- Minimum PPE required to permit entry onto site: Safety boots, Hard Hat and Reflective Vest.
- When grinding, welding and gas cutting operations take place Shields and extinguishers must be used to contain sparks and control fire spread. Fire watchers to be posted whenever Hot Work is conducted.
- Guide ropes must be used whenever lifting operations are conducted.
- Flagmen must wear reflective vests.
- Heavy mobile plant and earth moving equipment must be fitted with rotating lights and operated with lights on and functional reverse hooters and/back up alarms.
- Concrete buckets to be fitted with safety Chains and opening wheels.
- All portable generators and welding machines with electrical outlet sockets must be fitted with earth leakage switches.
- All electrical items used in wet conditions must be fitted with waterproof caravan type plug fittings.
- No machinery e.g. grinder designed with guards may be operated without guards unless approved by CHSR.
- All Self- Propelled mobile machines must be fitted with Fire Extinguishers, Revolving Lights and Back-up and Reverse Hooters.
- All oxygen –acetylene cylinders must be fitted with Flashback Arrestors and proper, good condition hoses and clamps in a trolley equipped with a fire extinguisher.
- Supervision ratios between Foreman and workers not to exceed 1:15 ratio.
- Staff to always wear appropriate PPE with sufficient replacements to being available.
- All employees on site to carry identification e.g. ID card reflecting the following information:
  - Initials and surname.
  - Designation.
  - Company number.
  - Name of Employer,
  - and proof of induction, sticker on hardhat unless otherwise agreed with CHSR.

Welfare Facilities to:

- Be protected from environmental conditions such as rain, sun, and wind.
- Tables and Chairs to be provided in eating areas.
- Refuse bins for disposal of food containers and food scraps.
- Hand washing facilities.
- Portable toilets 1:10 ratio.
- Separate male and female toilets with doors that can be locked from the inside.
- Running water, soap, and toilet paper to be always available at toilets.
- All facilities to be always kept in neat hygienic condition.

<b>10.72.</b>	<b>Smoking on site</b>
---------------	------------------------

The PC may not permit any person to smoke on site unless in designated area, which has clearly been identified by means of signage being posted indicating it as the designated smoking area which has been selected in accordance with applicable legislative requirements. Applicable receptacles must be

provided for the disposal of cigarettes butts to ensure good housekeeping standards are maintained and prevent accidental fires being started.

<b>10.73.</b>	<b>Speed Restrictions and Protections</b>
---------------	---

The maximum speed limit on site shall be limited to 10 km/h unless otherwise agreed upon with the CHSR. Vehicle movement routes on site must be clearly indicated where applicable and indicated on the Site Layout Plan.

Signage to ensure the safe movement of vehicles on site, as well as to ensure the health and safety of all employees and visitors on site, must be displayed in strategic locations.

<b>10.74.</b>	<b>Stacking and Storage of Materials</b>
---------------	--

The PC must ensure compliance with CR 28 and General Safety Regulations 8. Stacking and Storage must take place under the supervision of an appointed competent person.

Storage areas must be designated, kept neat and under control. Inspections of stacking and storage areas must be done and recorded on a register which must be kept on the SSHSF. Adequate stacking, storage and lay down areas must be provided on site. If unauthorized persons can enter an area where materials are stacked, such area must be barricaded off to prevent access to such area. Stacks should not exceed the height to width ratio of 3:1.

Hazardous chemical substances must be stored in dry storeroom as per the specifications of their material safety data sheets.

No materials may be stored outside the site perimeter, unless agreed to in writing with the CHSR and Project Leader.

<b>10.75.</b>	<b>Structures and Temporary Works</b>
---------------	---------------------------------------

The Principal Contractor must ensure that the provisions of CR 11 & 12 are adhered to.

A Competent Temporary Works Designer must be appointed as per CR 12(1). All temporary works must be erected under the supervision of the appointed Temporary Works Supervisor who will be responsible to certify that the structure is suitable to withstand the loads imposed on it when concrete is poured. No concrete may be poured until authorised to do so by the Temporary Works Supervisor in writing.

All temporary works structures must be inspected by the Temporary Works Supervisor/s after concrete pouring and thereafter daily until the concrete has cured.

Temporary works materials or sections may only be removed or dismantled upon receiving authorisation from the appointed Temporary Works Supervisor in conjunction with the Structural Engineer.

Records of all inspections and authorisation to dismantle temporary works materials must be kept in the SSHSF.

<b>10.76.</b>	<b>Sub-Contractors</b>
---------------	------------------------

All Sub – Contractors shall be responsible for their own Health and Safety on site. The PC shall sign Section 37(2) mandatory agreements with the Sub – Contractors for the works, which stipulate the arrangements and procedures to ensure compliance by the Sub-Contractor and his/her employees with the requirements of the OHS Act, Act 85 of 1993, CR and the SSHSS.

All subcontractors must have their own SSHSP applicable to the scope of work they will be performing on site, which has been approved in writing by the PC's CHSO. Records of such approval letters must be kept on the PC's as well as the Sub-Contractors SSHSF.

The PC **may not** permit any Sub-Contractor to start working on site without his SSHSP being approved. The PC's failure to ensure compliance with any of the abovementioned and to monitor Sub – Contractor's compliance on site may be seen as failure by the PC to enforce good SHE Practises, Compliance with the Act, CR and this SSHSS and may result in the CHSR issuing instructions to cease work.

<b>10.77.</b>	<b>Transportation of Workers</b>
---------------	----------------------------------

The PC and Sub-Contractors shall not:

- Transport persons together with goods or tools unless there is an appropriate area or section of the vehicle separated/partitioned off from the area where workers are seated in which to store such goods or tools.
- Transport persons on the back of trucks except if a proper canopy (properly covering the sides and top) has been provided with suitable seating areas.
- Permit workers to stand or sit on the edge of the transporting vehicle.
- Transport workers in light duty vehicle (LDV) unless they are closed / covered and have the correct number of seats for the passengers.
- No driver may transport more than six people on the back of a 1-Ton LDV and more than four passengers on the back of a ½-Ton LDV.
- The driver of any LDV may not permit more than two passengers to occupy the cab of any LDV. Drivers of such vehicles must have a valid driver's license for the code of vehicle being driven by them.

<b>10.78.</b>	<b>Trespassing</b>
---------------	--------------------

The PC and his employees may not trespass on any land/area outside the limits of the site, as indicated at the time of Site Handover, and must communicate such requirement to his sub-contractors. The PC must ensure that all fences are maintained during the Contract.

The PC and his employees are required to work only in the specified construction areas and access to these areas is only by specified routes. Should access routes change due to work related issues on site such routes with applicable restrictions must be communicated to the employees. Changes in routes must go with the required barricading and signage to prevent unauthorised persons from using such routes to access the site where such routes may enable unauthorised persons from entering the site,

Where changes in routes may have a negative impact on the day-to-day functions of persons other than that of the PC such changes in routes must take place in consultation with such affected parties.

<b>10.79.</b>	<b>Toolbox Talks</b>
---------------	----------------------

The contractor must prepare a Toolbox Talk on a weekly basis and must share it with all personnel for which the contractor is responsible (including all sub-contractors). Toolbox Talks must address health and safety issues that are relevant to the work performed on the project site and must include information and / or knowledge sharing, lessons learnt from incidents that have occurred, information concerning specific hazards and / or risks and control measures to prevent injury, etc.

Attendance records must be kept and maintained in the contractor's SSHSF.

<b>10.80.</b>	<b>Vehicles and Traffic Management</b>
---------------	--

The PC must ensure compliance with OHS Act- Construction Regulations 23 and that all vehicles entering the site, moving around on the site, parked on site, and exiting the site does so in a safe manner. In addition to the abovementioned, the following must be adhered to:

- Vehicles parked outside the site area must be parked in such a way as to not obstruct the movement of public vehicles nor put the public in danger in any way.
- Contractor's vehicle drivers must comply with all safety direction and speed signs.
- Drivers must ensure that vehicle loads are properly secured before setting the vehicle in motion.
- The Contractor must only permit the authorized, necessary number of vehicles on site.
- Traffic rules and signs such as speed signs; stop signs must be always obeyed.
- No vehicles may be left with the engine running or the keys in the ignition.
- Warning signage must be posted on the outside of site entrances of the site to make road users aware of vehicles entering or exiting the site.

<b>10.81.</b>	<b>Ventilation</b>
---------------	--------------------

The PC must implement and comply with OH&S Act - Environmental Regulation 5. Any activity/task, which generates excessive dust such floor sanding, or fumes, such as welding where natural ventilation is not sufficient to ensure the provision of a safe working environment must include the use of an exhaust extraction system. Care must be taken to ensure that outlets of exhaust extraction system do not pose a risk to the health and safety of other persons on or outside the site or contaminate other ventilation system intakes.

<b>10.82.</b>	<b>Vibration</b>
---------------	------------------

As far as is reasonably practicable, exposure to vibration must be eliminated. However, if this is not possible, short-term solutions to decrease exposure include:

- Reducing the vibration levels.
- Removing the person from the vibrating equipment / tools.
- Reducing the period that the person works with the vibrating equipment e.g., at least 40 minutes break after 20 minutes working with a machine that vibrates excessively.

**To reduce exposure to vibration:**

- Consider buying equipment that operates effectively at lower speeds.
- Buy equipment with built-in damping materials.
- Buy lighter tools if they are available - they require less of a grip.
- Maintain the equipment.
- Make sure equipment is balanced and there are no worn parts.
- Use remote controls when they are available.
- Workers must be informed to reduce their grip on the equipment when it is safe. The less time they have their hands on the equipment the better. They need to relax their hands during these brief breaks.

<b>10.83.</b>	<b>Visitors to Site</b>
---------------	-------------------------

The PC must ensure that all Visitors to the site are subjected to a site-specific safety induction training session prior to being allowed access to site. Visitors are required to conform to the Site PPE requirements and should arrive at site with the appropriate PPE, with the minimum being safety boots/shoes, hard hat and a vest.

Visitors must not be permitted to roam around on site without being accompanied by a representative of the PC, so as to make them aware of on-site hazards, risks, No-Go areas etc.

<b>10.84</b>	<b>Waste Management</b>
--------------	-------------------------

The PC must ensure that a Waste Management Plan must be developed which must be submitted with the SSHSP as indicated in Annexure C. It must be kept in mind that a site with areas overflowing with waste creates health hazards, attracts rodents and a poor image of the company.

Sufficient receptacles and designated stored areas must be provided which must be cleared frequently. Consideration must be taken of the types of waste generated and where required waste separation must form part of the Waste Management Plan. Environmentally hazardous waste such as empty paint tins, fluorescent light fittings, asbestos etc must be disposed of in line with applicable legislative requirements.

<b>10.85.</b>	<b>Water Management</b>
---------------	-------------------------

The PC must keep in mind that South Africa is a country with limited water resources. Water may only be obtained on site, as per contract stipulations. The PC may not make unauthorised water connections. Where water is brought onto site by means of water tankers the PC must ensure that the water is suitable for its intended use.

The PC must communicate to all workers the importance of water conservation and management. Run-off water from washing and cleaning activities must be managed in a controlled manner to not create areas where water becomes stagnant contributing to the creation of areas for mosquitos to breed. Run-off water must also not contribute to the creation of slippery surfaces. It is recommended that taps are of the press-button type to reduce water wastage.

No hazardous substances such as paints, oils etc may be disposed of into drains, and sewers.

<b>10.86.</b>	<b>Welding, Grinding, Cutting etc.</b>
---------------	--

The PC must comply with the requirements of the OHS Act-Construction Regulation 29. The Pc must also ensure the following:

- That all equipment used is in a safe working condition.
- That Hot Work Permits have been issued by the appointed Competent Person.
- That where required the necessary screens have been erected to protect against harmful rays and sparks.
- The presence of close proximity fire extinguishing equipment.
- Dampening down takes place where required.

<b>10.87.</b>	<b>Welfare Facilities</b>
---------------	---------------------------

The PC must implement and comply with Construction Regulation 30. PC to ensure:

- Sufficient chemical ablution facilities on site where connection to existing sewer system is not possible.
- Separate facilities must be provided for males and females with gender signs posted at entrance or on door.
- Ablutions must be serviced weekly as a minimum.
- Safe drinking water must be provided to employees.
- Safe, clean storage areas for workers personal belongings and clothing to be provided.

<b>10.88.</b>	<b>Working at Heights</b>
---------------	---------------------------

The PC must implement and comply with OH&S Act - General Safety Regulation 6 & Construction Regulation 10. **Note:**

The following must be implemented in conjunction with the requirements for Elevated Work and the Fall Protection Plan as covered earlier in this document:

- If personnel are required to work in any area, which is not guarded, which has a fall risk, either above or below ground, fall protection equipment must be provided and utilised by the personnel. Fall protection includes Safety harnesses and double lanyards with the correct hooks, approved lifelines, or other approved means.
  - All harnesses must comply with SABS/EN/EC Standards and must be in a "good state", inspected using a comprehensive inspection checklist, and "in-date" as per manufacturing guideline.
  - All persons working in a fall risk position, e.g., scaffolding, formwork/false work, support work, roof work, etc. must be trained for working at heights with a minimum of an Accredited Fall Arrest Course compliant to applicable SAQA Unit Standards.
  - The supervisor of the work relating to the fall risk area must be trained at a minimum level of a SAQA Accredited Fall Arrest and Basic Rescue Course.
  - A Rescue Kit (Contents of the Rescue Kit as per the Fall Protection Plan, and as determined by the type of working from a fall risk position that is being conducted on site) must be always available on site.
  - The site must have at least one Accredited Fall Arrest Rescue Co-Coordinator on site who will coordinate the rescue operation.
-

**11. Baseline Risk Assessment**

Please note that this is a Baseline Risk Assessment, Contractor to perform detailed Issue-Based and Continuous Risk Assessments.

**NGWELEZANE HOSPITAL : - CONSTRUCTION OF NEW ORTHOTICS AND PROSTHETICS CENTRE WITH PARKING AREA (COMPLETION CONTRACT)**

<b>Reference Number:</b>	047874	<b>Name of Risk Assessor:</b>	Nhlanhla Mbatha	<b>Revision:</b>	2	<b>Date:</b>	26/11/2025
--------------------------	--------	-------------------------------	-----------------	------------------	---	--------------	------------

	Likelihood		Consequence		Risk Value = Likelihood x Consequence	Risk Ranking	
Could happen, but probably wont	Rare	1	Insignificant	1	Minor injury, discomfort, no medical treatment or first aid required	0-5	1
Not likely to occur under normal circumstances	Unlikely	2	Minor	2	Injuries or illness requiring medical treatment, off site, temporary impairment	6-10	2
May occur at some stage	Possible	3	Moderate	3	Injuries or illness requiring hospitalisation	11-16	3
Expected to occur at some stage	Likely	4	Major	4	Injuries or illness resulting in permanent impairment	17-20	4
Expected to occur regularly under normal circumstances	Almost certain	5	Severe	5	Fatality	21-25	5

Ref Nr	Activity	Potential Hazard	Potential Risk	S	H	E	Pure Risk	Mitigation Measures	Residual Risk	Risk Ranking
1.1.	Vehicles accessing and exiting the site	1. Vehicles can run out of control due to Mechanical failure etc. 2. Medically unfit operator.	1.Collisions with pedestrians, buildings, other vehicles. 2. Medically unfit	x			4x5=20	Vehicle Maintenance records plus pre-trip inspection to be available before permitting vehicle on site.	2x5=10	2

		<ul style="list-style-type: none"> <li>3. Load falling off vehicle.</li> <li>4. Incompetent operator.</li> <li>5. Vehicle leaking fuel and oil.</li> </ul>	<ul style="list-style-type: none"> <li>operator could cause collisions, death, injury etc.</li> <li>3. Striking persons, other vehicles, or structures etc.</li> <li>4. Incompetence can lead to collisions, death, injury etc.</li> <li>5. Contamination of natural resources, roadway damage etc.</li> </ul>				<ul style="list-style-type: none"> <li>Medical fitness certificate to be available before site.</li> <li>Load securing must be inspected before trip and before entering the site etc.</li> <li>Driver proof of competence before entrance to site etc.</li> <li>Maintenance records, pre-trip inspections etc.</li> </ul>		
1.2.	Manual Offloading of materials	<ul style="list-style-type: none"> <li>1. Sharp Edges</li> <li>2. Incorrect Lifting methods</li> <li>3. Hands caught between surfaces.</li> <li>4. Flammable substances</li> <li>5. Spillage of fuel</li> </ul>	<ul style="list-style-type: none"> <li>1. Cuts to hands etc.</li> <li>2. Back strain, injury</li> <li>3. Bruising, Fractures</li> <li>4. Fires, Explosions, Burns.</li> <li>5. Contamination of Soil etc.</li> </ul>	X		3x3=9	<ul style="list-style-type: none"> <li>Use of hand protection.</li> <li>Training in correct lifting methods etc.</li> <li>Awareness training etc</li> <li>Storage in correct sealed containers.</li> <li>Storage in correct Sealed containers etc.</li> </ul>	2x1=2	1
1.3.	Placement of Containers	<ul style="list-style-type: none"> <li>1. Defective lifting equipment can fail when used.</li> <li>2. Uncontrolled movement of Load.</li> <li>3. Persons under suspended load.</li> <li>4. Incorrect placement of</li> </ul>	<ul style="list-style-type: none"> <li>1. Load can detach strike persons, damage container.</li> <li>2. Load can strike persons or property.</li> <li>3. Load can crush persons etc.</li> <li>4. Re-positioning of load=re-exposure to risks etc.</li> </ul>	X		3x5=15	<ul style="list-style-type: none"> <li>Load test certificates for lifting equipment.</li> <li>Use of guide ropes.</li> <li>Barricading lifting zone.</li> <li>Competent supervision.</li> <li>Planning site Office area layout beforehand etc.</li> </ul>	2x2=4	1

		containers. Temperatures.								
1.4.	Erecting fencing/Barricading /Hoarding	<ol style="list-style-type: none"> <li>1. Manual Handling of material.</li> <li>2. Material may have sharp edges</li> <li>3. Persons/limbs being struck with tools/items.</li> <li>4. Unknown location of underground services.</li> <li>5. Hot Environmental Temperatures.</li> </ol>	<ol style="list-style-type: none"> <li>1. Physical exertion and muscular strain.</li> <li>2. Cuts to hands skin Penetrations.</li> <li>3. Bruising, fractures etc.</li> <li>4. Accidental contact with electricity/water supplies, etc.</li> </ol>		x		3x3=9	<p>Training in correct lifting methods.</p> <p>Use of correct hand protection.</p> <p>Training and competent supervision etc.</p> <p>Reference to drawings, use of detection equipment etc.</p> <p>Adequate water supplies, use of sunscreen creams etc.</p>	1x1=1	1
1.5.	Stacking and Storage	<ol style="list-style-type: none"> <li>1. Collapse of stack.</li> <li>2. Incorrect dismantling of stacks.</li> <li>3. Incorrect storage of Flammable materials</li> <li>4. Incorrect storage of HCS.</li> </ol>	<ol style="list-style-type: none"> <li>1. Collapsing material may injure persons, cause tripping hazards.</li> <li>2. Stacks collapse and cause hand or feet injuries.</li> <li>3. Exposure to sun or ignition sources with risk of fire or explosion.</li> <li>4. Chemicals can react to others or environmental factors with risk of fire or explosion, etc.</li> </ol>	X			3x3=9	<p>Inspection of stacks, use of checklist, supervision.</p> <p>Training, Supervision.</p> <p>Supervision, close proximity fire extinguishers, signage etc.</p> <p>Reference to MSDS's, Supervision etc.</p>	1x1=1	

1.6.	Temporary Service Connections	1. No information available to ensure safe termination for connection to energy sources. 2. Poor quality connections, exposed wiring etc.	1. Contact with energy sources, resulting in burns, death. 2. Accidental contact with energised systems etc	x			4x4=16	Obtain drawings, engage with designer on required information, use of testing equipment. Survey condition, Use of testing equipment, Use of required PPE etc	2x2=4	1
TOTALS			PURE RISK				98	RESIDUAL RISK	52	
<b>MAIN ACTIVITY</b>	<b>SCAFFOLD, SCREEN, BARRICADING SIGNAGE, ERECTION, ETC</b>									
Ref Nr	Activity	Potential Hazard	Potential Risk	S	H	E	Pure Risk	Mitigation Measures	Residual Risk	Risk Ranking
2.1.	Collection and placement of materials	1. Struck by 2. Sharp edges, 3 Physical exertion, 4. Manual handling etc.	1. Abrasions 2.Cuts 3.Muscular strain 4. Fractures etc.	x			4x5=20	HIRA, Competent Supervision and Management, Insulated tools ,Lock out, testing and tagging , permit issue, PPE etc	2x3=6	2
2.2.	Erection of scaffolding structure/s and hoarding	1.Falls from height, dropping of items 2. Sharp edges, 3.Scaffolding collapse, struck by falling items etc.	1. Back strain, 2. Bruising, 3. cuts, 4.Abrasions, 5.Fractures, death	x			3x3=9	Competent person to erect and Supervision of scaffolding. Use of scaffolding. Checklist, etc	1x1=1	1
2.3.	Erection of barricading	1.Hidden services 2. Physical exertion, 3.Struck by sharp edges etc.	1.Abrasions 2.Cuts 3.Muscular strain, 4. Fractures, 5. Electrocutation etc.	x			4x4=16	Scaffold to be securely tied to the structure. Use only scaffold is a 'Safe to use' sign is displayed.	3x3=9	2

2.4.	Fitment of signage	1.Physical exertion, 2. Sharp edges etc.	1.Muscular strain, 2.Cuts etc.	x			2 x2=4	HIRA, Supervision, PPE, Safe Systems of work etc.	1 x1=1	1
TOTALS			PURE RISK				52	RESIDUAL RISK	27	
<b>MAIN ACTIVITY</b>	<b>PREPARATION OF SITE AREA</b>									
Ref Nr	Activity	Potential Hazard	Potential Risk	S	H	E	Pure Risk	Mitigation Measures	Residual Risk	Risk Ranking
3.1.	Off-loading materials and equipment.	1.Struck by falling objects 2.Caught between surface, 3. Defective lifting equipment 4.Sharp edges	1.Fractures, death 2.Abrasion, bruising 3. Failure of lifting equipment can result in the load detaching causing, injuries, damage and even death. 4.Cuts	x			4x4=16	Supervision, safe systems of work , signage and barricading, training etc	3x3=9	2
3.2.	Demolition / Removal of old park homes.	1.Falling debris 2.Live electrical cables 3. Working at height 4. Noise from heavy machinery 5. Dust and debris 6. Structural instability	1.Fracture, 2.Electrocution 3. Falling from height. 4. Hearing loss without ear protection. 5. Respiratory issues or poor visibility. 6. Unexpected collapse during demolition	x	x		4x5=20	HIRA, Competent Management, Competent Supervision, safe systems of work, Medical Fitness Certificates, continuous housekeeping signage and barricading, training. PPE. Training; reflector vest, use of dust mask, barricading, signage and safe systems of work and supervision, etc.	3x3=9	2

3.3.	Clearing of construction rubble /Levelling and compaction the site mechanically.	1 Sharp objects. 2. Dust exposure 3. Uneven/unstable ground 4.Underground and above ground electrical connections, 5.Person struck by Machines, etc.	1. Cuts 2.Dust inhalation 3. Trips, sprains, falls 4. Electrocutions and burns 5. Fractures, death, etc.	x			3x3=9	Flagman, traffic control, reverse hooters reflective vest, proper barricading, signage and safe systems of work and supervision. Supervision, safe systems of work , signage and barricading, training etc	1x2=2	1
TOTALS			PURE RISK				RESIDUAL RISK			
<b>PILING</b>										
Ref Nr	Activity	Potential Hazard	Potential Risk	S	H	E	Pure Risk	Mitigation Measures	Residual Risk	Risk Ranking
4.1.	Off-loading and setting up piling equipment	1.Struck by falling objects 2.Caught between surface, 3.Unsafe lifting position , 4.sharp edges	1.Fractures, death 2.Abrasion, bruising 3. Failure of lifting equipment can result in the load detaching causing, injuries, damage and even death. 4.Cuts	x			4x4=16	Supervision, safe systems of work , signage and barricading, training, etc	3x4=12	2
4.2.	Pile foundation drilling / insert of steel casing into ground.	1.Struck by tools, 2.Uneven ground surfaces, 3.Sharp objects 4.Exposed illegal connections	1.Bruising 2. Trips, sprains, falls 3.Cuts 4.Electrocution 5. Serious injury or fatality from contact	x			4x4=16	Training; reflector vest, use of dust musk, barricading, signage and safe systems of work and supervision	3x3=9	1

		5. Rotating drill tools 6. Manual handling	with rotating rig. 6. Musculoskeletal							
4.3.	Drilling of excavations using a rig machine.	1.Noise 2.Dust 3.Heated surfaces 4.HCS 5.Moving machinery 6. Unidentified underground services 7. Struck by rotating machinery. 8. Slips, trips, falls near excavation or around spoil. 9. Manual handling, etc.	1.Noise induced hearing loss 2.Dust inhalation 3.Burns 4.Dermatitis 5.Fractures , death 6.Electrocution, explosion, flooding 7. Crush or impact Injuries 8. Fractures, sprains 9. Musculoskeletal, etc.	x			4x5=20	HIRA, Competent Management, Competent Supervision, safe systems of work, maintenance records. Competent Operators. Medical Fitness Certificates, continuous Housekeeping signage and solid barricading, training. PPE etc.	4x5=25	2
4.4.	Making of Longitudinal & spiral reinforcement	1.Physical exertion 2. Cuts, 3. Being struck by moving equipment 4. Poor working posture, etc.	1.Muscular strain 2, Sharo edges 3. Fractures 4. Musculoskeletal injuries, etc.	x			4x5=20	HIRA, Competent Management, Competent Supervision, safe systems of work, maintenance records. Tools and equipment inspections, Competent Operators Medical Fitness certificates, continuous Housekeeping. PPE, etc.	3x3=9	2
4.5.	Pouring of wet concrete into a tube.	1.Abrasive surfaces 2.Poor working posture 3.Hot climatic conditions	1. Abrasions 2.Muscular strain 3.Heat exhaustion	x			4x5=20	HIRA, Competent Management, Competent Supervision, safe systems	3x3=9	2

		4.Cement Dust 5.HCS etc	4. Lung Infection 5.Dermatitis, etc.					of work, maintenance records. Tools and equipment inspections, Competent Operators Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE etc.		
4.6.	Levelling and compaction the site mechanically.	1. Moving plant (roller, compactor, dozer) 2. Uneven or unstable Ground. 3. Vibration during Compaction 4. Noise, 5.Dust 6.Contact with moving Parts 7. Manual handling 8. Flying debris/stones during compaction, etc.	1. Struck-by or run-over, fatal crush injuries. 2. Machine overturning, slips, trips. 3. Hand-arm vibration, whole-body vibration, operator fatigue. 4. Noise induced hearing loss, 5.Dust Inhalation 6. Entanglement, crush Injuries 7.Strains, sprains, 8. Eye/face injuries, etc.	x			4x5=20	HIRA, Competent Management, Competent Supervision, safe systems of work, maintenance records. Tools and equipment inspections, Competent Operators Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE etc.	3x3=9	2
TOTALS		PURE RISK					124	RESIDUAL RISK	85	

**PROTECTION OF UNSTABLE BANKS**

Ref Nr	Activity	Potential Hazard	Potential Risk	S	H	E	Pure Risk	Mitigation Measures	Residual Risk	Risk Ranking
5.1.	Setting out foundations	1.Manual Handling 2.Dust 3.Flying particles 4. Sharp objects 5.Tripping 6.Hazardous chemical substances, etc	1. Muscular strain 2. Dust inhalation 3.Eye injuries 4. Cuts 5.Falls, slip 6.Dermatitis etc	x			3x2=6	HIRA, Competent Management, Competent Supervision, safe systems of work, Medical Fitness Certificates, continuous housekeeping signage and barricading, training. PPE etc.	1x1=1	2
5.2.	Excavation for Surface Trenches(manually)	1.Physical exertion 2.Sharp edges 3.Dust 4.Abrasive materials 5.Hot climatic conditions 6.Bump against, etc.	1.Muscular strain 2.Cuts, lacerations 3. Dust inhalation 4.Abrasions 5.Heat exhaustion 6. Bruising etc.	x			4x3=12	HIRA, Competent Management, Competent Supervision, safe systems of work, Tools and equipment inspections, Competent Operators Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE etc.	3x3=9	2
5.3.	Excavation of Surface Trenches (mechanical)	1.Noise 2.Dust 3. Heated surfaces 4.HCS 5.Moving machinery 6. Trench collapse 7. Falling into trench 8. Vibration from	1.Noise induced hearing loss 2.Dust inhalation 3.Burns 4.Dermatitis 5.Fractures , death 6. Entrapment or crush injuries, fatality	x			4x5=20	HIRA, Competent Management, Competent Supervision, safe systems of work, maintenance records, Competent Operators Medical Fitness Certificates, continuous housekeeping signage and	3x3=9	2

		Machinery 9. Flying debris / materials. 10. Manual handling, etc.	7. Falls, fractures, serious injury 8. Hand–arm or whole-body vibration 9. Eye and face injuries, 10. Muscular strain, etc.					solid barricading, training. PPE etc.		
5.4.	Backfilling and levelling	1.Noise 2.Hot climatic conditions 3.Heated surface 4.Vibration 5.Moving equipment and machinery 6. Dust, etc.	1.Noise induced hearing loss 2.Heat exhaustion 3.Dermatitis 4. Burns 5.Work related upper limb disorder 6. Dust inhalation, etc.	x			3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE etc.	2x2=4	1
5.5.	Compaction	1.Noise, 2.Dust 3.Vibration 4.Heated surfaces, 5.High impact moving components, etc.	1.Noise induced hearing loss, 2.Dust Inhalation 3.White finger syndrome 4.Burns 5. Fractures etc.	x			4x5=20	HIRA, Competent Management, Competent Supervision, safe systems of work, maintenance records. Tools and equipment inspections, Competent Operators Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE.	3x3=9	2
5.6.	Cement mixing	1.Abrasive surfaces 2.Poor working posture 3.Hot climatic	1. Abrasions 2.Muscular strain	x			4x5=20	HIRA, Competent Management, Competent	3x3=9	2

		conditions 4.Cement Dust 4.HCS etc.	3.Heat exhaustion 4.Dermatitis 5. Lung Infection etc				Supervision, safe systems of work, maintenance records. Tools and equipment inspections, Competent Operators Medical Fitness Certificates, continuous Housekeeping signage, barricading, training, PPE. etc.		
5.7.	Soil poisoning	1.HCS 2.Hot climatic conditions etc	1.HCS ingestion, inhalation and absorption 2. Heat exhaustion etc.	x		3x5=15	HIRA, Competent Management, Competent Supervision, safe systems of work, MSDS. Tools and equipment inspections, Competent Operators Medical Fitness Certificates, continuous housekeeping, signage, barricading, training. PPE etc.	3x3=9	2
5.8.	Steel reinforcement	1.Physical exertion 2. Cuts, 3.Fracture 4. Poor working posture	1.Muscular strain 2.Dematitis 3. Dehydration	x		3x2=6	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE etc.	2x1=2	1

5.9.	Temporary works /Formwork	1.Physical exertion 2. Cuts, 3.Fracture 4. Poor working posture 5.Wood dust	1.Muscular strain 2.Dematitis 3. Dehydration 4. Respiratory infection	x			3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE etc.	3x1=3	1
5.10.	Concrete Pouring	1.HCS, 2. Physical exertion 3.Repetitive motion, 4.Hot climatic conditions etc	1.Dermatitis 2.Muscular strain 3.Heat exhaustion etc.	x			2x2=4	HIRA, Competent Management, Competent Supervision, safe systems of work, maintenance records. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE etc	1x1=1	1
TOTALS			PURE RISK				121	RESIDUAL RISK	56	
<b>CONSTRUCTION OF NEW BUILDINGS</b>										
Ref Nr 6	Activity	Potential Hazard	Potential Risk	S	H	E	Pure Risk	Mitigation Measures	Residual Risk	Risk Ranking
6.1.	Setting out foundations	1.Manual Handling 2.Dust 3.Flying particles	1. Muscular strain 2. Dust inhalation 3.Eye injuries	x			3x2=6	HIRA, Competent Management, Competent Supervision, safe systems	1x1=1	2

		4. Sharp objects 5. Tripping 6. Hazardous chemical substances, etc	4. Cuts 5. Falls, slip 6. Dermatitis etc				of work, Medical Fitness Certificates, continuous housekeeping signage and barricading, training. PPE etc.		
6.2.	Excavation for Surface Trenches(manually)	1. Physical exertion 2. Sharp edges 3. Dust 4. Abrasive materials 5. Hot climatic conditions 6. Bump against, etc.	1. Muscular strain 2. Cuts, lacerations 3. Dust inhalation 4. Abrasions 5. Heat exhaustion 6. Bruising etc.	x		4x3=12	HIRA, Competent Management, Competent Supervision, safe systems of work, Tools and equipment inspections, Competent Operators Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE etc.	3x3=9	2
6.3.	Excavation of Surface Trenches (mechanical)	1. Noise 2. Dust 3. Heated surfaces 4. HCS 5. Moving machinery 6. Trench collapse 7. Falling into trench 8. Vibration from Machinery 9. Flying debris / materials. 10. Manual handling, etc.	1. Noise induced hearing loss 2. Dust inhalation 3. Burns 4. Dermatitis 5. Fractures , death 6. Entrapment or crush injuries, fatality 7. Falls, fractures, serious injury 8. Hand–arm or whole-body vibration 9. Eye and face injuries, etc.	x		4x5=20	HIRA, Competent Management, Competent Supervision, safe systems of work, maintenance records, Competent Operators Medical Fitness Certificates, continuous housekeeping signage and solid barricading, training. PPE etc.	3x3=9	2
6.4.	Soil poisoning	1. HCS	1. HCS ingestion, inhalation and	x		3x5=15	HIRA, Competent Management, Competent	3x3=9	2

		2.Hot climatic conditions etc	absorption 2. Heat exhaustion etc.				Supervision, safe systems of work, MSDS. Tools and equipment inspections, Competent Operators Medical Fitness Certificates, continuous housekeeping, signage, barricading, training. PPE etc.		
6.5.	Steel reinforcement	1.Physical exertion 2. Sharp edges 3. Cutting rebar (manual or machine) 4. Handling long reinforcement bars 5. Trip hazards from scattered rebar 6. Struck-by loads, etc. 7.Poor working posture.	1.Muscular strain 2.Cuts 3. Flying metal Fragments 4. Sharp edges 5. Slips, trips, falls 6.Bruising, 7. Muscular strain, etc.	x		3x2=6	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE etc.	2x1=2	1
6.6.	Formwork	1.Physical exertion 2. Cuts, 3.Fracture 4. Poor working posture 5.Wood dust 6.Lifting and lowering of materials	1.Muscular strain 2.Dematitis 3. Dehydration 4. Respiratory infection 5. Lung damage 6. Falling of material, et.	x		3x2=6	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	2x1=2	1
6.7.	Concrete pouring	1.Hazardous chemical 2.Manual handling,	1.Hazardous chemical substances contact with	x		3x2=6	HIRA, Safe Work Procedures, PPE, Use of correct lifting and lowering	2x2=4	1

		3.Use of Vibrating equipment, 4. Physical exertion, 5.Repetitive motion, 6.Hot climatic conditions etc	skin, 2.Sprains and strains 3.Wrist and arm twisted. 4.Muscular strain 5.Tendinitis 6.Heat exhaustion, etc					procedures. Ensuring use of adequate workers to assist with lifting and lower or lifting equipment and materials. Competent supervision etc		
6.8.	Foundation Brick Work	1.Abrasive surfaces 2.Poor working posture 3.Hot climatic conditions 4.Cement Dust 4.HCS etc	1. Abrasions 2.Muscular strain 3.Heat exhaustion 4.Dermatitis 5. Lung Infection, etc.				3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	2x2=4	<b>1</b>
6.9.	Backfilling and levelling	1.Noise dust, 2.Hot climatic conditions 4.Heated surface 5.Vibration 6.Moving equipment and machinery	1.Noise induced hearing loss. 2.Heat exhaustion 3.Dermatitis 4. Burns 5.Work related upper limb disorder 6.Fractures, death, dust inhalation, burns, etc.	x			3x2=6	HIRA, Competent Supervision, Method statements, Safe Work Procedures, Competent Scaffold Erectors and Inspectors, Safe Methods to lift and Lower materials, Good Housekeeping on platforms and surrounding work area, etc	2x2=4	1
6.10.	Compaction (Mechanical	1.Noise, 2.Dust 3.Vibration 4.Heated surfaces, 5.High impact	1.Noise induced hearing loss, 2.Dust Inhalation 3.White finger syndrome	x			4x5=20	HIRA, Competent Management, Competent Supervision, safe systems of work, maintenance records. Tools and	3x3=9	2

		moving components, etc.	4.Burns 5. Fractures etc.				equipment inspections, Competent Operators Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE.		
6.11.	Cement mixing	1.Abrasive surfaces 2.Poor working posture 3.Hot climatic conditions 4.Cement Dust 4.HCS etc.	1. Abrasions 2.Muscular strain 3.Heat exhaustion 4.Dermatitis 5. Lung Infection etc	x		4x5=20	HIRA, Competent Management, Competent Supervision, safe systems of work, maintenance records. Tools and equipment inspections, Competent Operators Medical Fitness Certificates, continuous Housekeeping signage, barricading, training. PPE etc	3x3=9	2
6.12.	Erect scaffold for brick work	1.Manual handling 2.Fall from heights 3.Collapse of unstable scaffolding 4.Incompetent scaffold erectors/ supervisors/ inspectors 5. Working at height 6. Electrical hazards 7.Improper loading of scaffold with bricks/materials	1. Strains, sprains 2.Fracture, death 3. Fatality, Fracture, 4. Scaffold collapse, Dropped-object hazards, Falls from height. 5. Falls from height 6.Electrocution 7. Overloading leading to collapse	x		4x5=20	1All scaffolding to be erected as per SANS 10085. Required PPE to be used. Fall arrest equipment to be used for height work. Design plan to be provided for all scaffolding erection. Required scaffold forms to be provided for all scaffolding. Correct category of scaffold to be erected for brickworks. Required appointments to be in	3x3=9	2

							file. All works to be supervised.			
6.13.	Brickwork Brick work for super structure	<ol style="list-style-type: none"> <li>1. Working at height.</li> <li>2. Falling objects</li> <li>3. Manual handling</li> <li>4. Contact with cement</li> <li>5. Dust generation</li> <li>6. Sharp/rotating tools.</li> <li>7. Slips, trips, falls</li> <li>8. .HCS,</li> <li>9. Hot climatic conditions</li> </ol>	<ol style="list-style-type: none"> <li>1. Falls from scaffold</li> <li>2. Bricks/tools falling on Workers</li> <li>3. Strain, sprains,</li> <li>4. Skin burns, dermatitis, eye irritation</li> <li>5. Respiratory irritation, long-term lung issues.</li> <li>6. Cuts, abrasions, eye injury.</li> <li>7. Fracture</li> <li>8. Dermatitis</li> <li>9. Heat exhaustion, etc.</li> </ol>	x			4x5=20	<p>HIRA, Competent Management, Competent Supervision, safe systems of work, maintenance records.</p> <p>Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping, signage, barricading, training. PPE etc.</p>	3x3=9	2
6.14.	Fitting of doors /windows into frames /openings	<ol style="list-style-type: none"> <li>1. Struck by Items</li> <li>2. Hands Caught in between areas</li> <li>3. falling objects</li> <li>4. sharp edges</li> <li>4. Noise, Dust, etc</li> </ol>	<ol style="list-style-type: none"> <li>1. Dermatitis</li> <li>2. Muscular strain</li> <li>3. Abrasions</li> <li>4. Heat exhaustion</li> </ol>	x			4x5=20	<p>HIRA, Competent Management, Competent Supervision, safe systems of work, maintenance records.</p> <p>Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping, signage, barricading, training. PPE etc.</p>	3x3=9	2
6.15.	Installation of steel roof trusses	<ol style="list-style-type: none"> <li>1. Working at height</li> <li>2. Struck by, hands caught between</li> <li>3. Falling from the roof</li> <li>4. Sharp edges</li> </ol>	<ol style="list-style-type: none"> <li>1. Falls from height</li> <li>2. Bruising</li> <li>3. Fracture, death</li> <li>4. Cuts</li> <li>5. Fracture</li> </ol>	x			4x5=20	<p>HIRA, Competent Management, Competent Supervision, safe systems of work, maintenance records.</p>	3x3=9	2

		5.Slips, trips 6.Manual handling 7. Noise 8.Dust etc.	6.Muscular strain 7.Noise induced hearing Loss 8. Dust inhalation, etc.				Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping, signage, barricading, training. PPE etc.		
6.16.	Water proofing	1. Chemical burns, skin irritation, toxic fume. 2. Fire/explosion, burns, inhalation of fumes. 3. Working at height 4. Manual handling 5.Sharp edges 6. Working in confined spaces. 7. Heat stress, etc. 8. Physical exertion 9. Poor working posture Etc.	1. Dermatitis, eye injuries, breathing difficulty. Serious 2.Burns, fire outbreak, respiratory irritation 3. Fall from height 4.Strain & sprain 5. Cuts, 6. Poor ventilation, toxic vapor, Asphyxiation, loss of consciousness 7. Heat exhaustion, 8. Muscular strain 9.Physical exertion, etc.	x		3x4=12	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE etc.	2x1=2	1
6.17.	Fitting of roof sheets (Metal Roof Sheeting)	1. Working at height 2.Struck by, hands caught between 3. Falling from the roof 4.Sharp edges 5.Slips, trips 6.Manual handling 7. Noise 8.Dust 9. Struck by, hands	1. Falls from height 2.Bruising 3.Fracture, death 4. Cuts 5.Fracture 6.Muscular strain 7.Noise induced hearing Loss 8. Dust inhalation, 9.Bruising, abrasion,	x		4x5=20	HIRA, Competent Management, Competent Supervision, safe systems of work, maintenance records. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping, signage,	3x3=9	2

		caught between, etc.	etc.					barricading, training. PPE etc.		
6.18.	Plastering	<ol style="list-style-type: none"> <li>1. Contact with cement, dust inhalation.</li> <li>2. Flying debris,</li> <li>3. Manual handling</li> <li>4. Working at height</li> <li>5. Falling debris/materials</li> <li>6. Dermatitis from being exposed to cement, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Skin burns, dermatitis, respiratory issues</li> <li>2. Eye injury</li> <li>3. Muscular strain</li> <li>4. Falls from height</li> <li>5. Eye injuries, head injuries</li> <li>6. Respiratory condition due to dust inhalation.</li> </ol>	x			2x2=4	Safe systems of work, training , PPE, Good Housekeeping Practises, Supervision; etc.	1x2=2	1
6.19.	Painting	<ol style="list-style-type: none"> <li>1. Chemical exposure</li> <li>2. Paint fumes</li> <li>3. Repetitive motion,</li> <li>4. Hazardous chemical Substances</li> <li>5. Use of ladders</li> <li>6. Poor ventilation, fume etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Skin irritation, eye injuries, respiratory problems.</li> <li>2. Inhalation of fumes.</li> <li>3. Dermatitis</li> <li>4. Lung Infection</li> <li>5. Falls from the ladder</li> <li>Dizziness, fainting, respiratory distress, etc.</li> </ol>	x			4x5=20	HIRA, Competent Management, Competent Supervision, safe systems of work, maintenance records. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping, signage, barricading, training. PPE etc.	3x3=9	2
TOTALS		PURE RISK		277			RESIDUAL RISK		142	

MAIN ACTIVITY	CONCRETE SLABS UPPER FLOORS									
	Ref Nr	Activity	Potential Hazard	Potential Risk	S	H	E	Pure Risk	Mitigation Measures	Residual Risk
7.1.	Erection of scaffolding structure for temporary works	1. Falls from height, dropping of items 2. Sharp edges, 3.Scaffolding collapse, struck by falling items etc.	1. Fractures, death 2.Cuts 3.Fracture, bruising	x			3x3=9	Safe system of work, use of fall arrest equip, erection of safe scaffolding, Supervision, etc.	1x1=1	1
7.2.	Steel reinforcement	1.Physical exertion 2. Sharp edges 3. Cutting rebar (manual or machine) 4. Handling long reinforcement bars 5. Trip hazards from scattered rebar 6. Struck-by loads, etc. 7.Poor working posture.	1.Muscular strain 2.Cuts 3. Flying metal Fragments 4. Sharp edges 5. Slips, trips, falls 6.Bruising, 7. Muscular strain, etc.	x			3x2=6	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE etc.	2x1=2	1
7.3.	Water proofing	1. Chemical burns, skin irritation, toxic fume. 2. Fire/explosion, burns, inhalation of fumes. 3. Working at height 4. Manual handling 5.Sharp edges 6. Working in confined spaces. 7. Heat stress, etc.	1. Dermatitis, eye injuries, breathing difficulty. Serious 2.Burns, fire outbreak, respiratory irritation 3. Fall from height 4.Strain & sprain 5. Cuts, 6. Poor ventilation, toxic vapor, Asphyxiation,	x			3x4=12	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE etc.	2x1=2	1

		8. Physical exertion 9. Poor working posture Etc.	loss of consciousness 7. Heat exhaustion, 8. Muscular strain 9. Physical exertion, etc.							
7.4.	Concrete pouring	1. Hazardous chemical 2. Manual handling, 3. Use of Vibrating equipment, 4. Physical exertion, 5. Repetitive motion, 6. Hot climatic conditions etc	1. Hazardous chemical substances contact with skin, 2. Sprains and strains 3. Wrist and arm twisted. 4. Muscular strain 5. Tendinitis 6. Heat exhaustion, etc.	x			3x2=6	HIRA, Safe Work Procedures, PPE, Use of correct lifting and lowering procedures. Ensuring use of adequate workers to assist with lifting and lower or lifting equipment and materials. Competent supervision etc	2x2=4	1
7.5.	Install of fascia/ barge boards/ gutters	1. Fall from heights 2. Manual handling 3. Use hand tools 4. Dust 5. Sharp edges, 6. Working at height 7. Noise, etc. 8. Trip, slip 9. Falling items, 10. Using power tools, etc.	1. Fracture, broken Bones 2. Sprain & strain 3. Abrasion 4. Dust inhalation 5. Cuts, 6. Falls from height, 7. Noise induced hearing loss, 8. Falls 9. Fracture, Head injuries, 10. Electric shock, etc.	x			3x2=6	HIRA, Safe Work Procedures, PPE, Use of correct lifting and lowering procedures. Ensuring use of adequate workers to assist with lifting and lower or lifting equipment and materials. Competent supervision etc	2x2=4	1
7.6.	Fitting of gutters, down pipes; etc.	1. Fall from heights 2. Manual handling 3. Use hand tools 4. Dust 5. Sharp edges, 6. Working at height	1. Fracture, broken Bones 2. Sprain & strain 3. Abrasion 4. Dust inhalation 5. Cuts,	x			3x2=6	HIRA, Safe Work Procedures, PPE, Use of correct lifting and lowering procedures. Ensuring use of adequate workers to assist with lifting and lower	2x2=4	1

		7. Noise, etc. 8. Trip, slip 9. Falling items, 10. Using power tools, etc.	6.Falls from height, 7. Noise induced hearing loss, 8. Falls 9.Fracture, Head injuries, 10.Electric shock, etc.					or lifting equipment and materials. Competent supervision etc		
	TOTALS		PURE RIS	45			RESIDUAL RISK	23		
<b>MAIN ACTIVI TY</b>	<b>PARKING AREA</b>									
<b>Ref Nr 8</b>	<b>Activity</b>	<b>Potential Hazard</b>	<b>Potential Risk</b>	<b>S</b>	<b>H</b>	<b>E</b>	<b>Pure Risk</b>	<b>Mitigation Measures</b>	<b>Residual Risk</b>	<b>Risk Rankin g</b>
8.1.	Setting out foundations	1.Manual Handling 2.Dust 3.Flying particles 4. Sharp objects 5.Tripping 6.Hazardous chemical substances, etc	1. Muscular strain 2. Dust inhalation 3.Eye injuries 4. Cuts 5.Falls, slip 6.Dermatitis etc	x			3x2=6	HIRA, Competent Management, Competent Supervision, safe systems of work, Medical Fitness Certificates, continuous housekeeping signage and barricading, training. PPE etc.	1x1=1	2
8.2.	Excavation for Surface Trenches(manually / mechanical)	1.Physical exertion 2.Sharp edges 3.Dust 4.Abrasive materials 5.Hot climatic conditions 6.Bump against, 7. Noise 8. Moving machinery	1.Muscular strain 2.Cuts, lacerations 3. Dust inhalation 4.Abrasions 5.Heat exhaustion 6. Bruising 7. Noise induced hearing loss 8. Entrapment or crush	x			4x3=12	HIRA, Competent Management, Competent Supervision, safe systems of work, Tools and equipment inspections, Competent Operators Medical Fitness Certificates, continuous housekeeping signage,	3x3=9	2

		9. Vibration from machinery 10. Manual handling, etc.	injuries, fatality 9. Eye and face injuries, 10. Muscular strain, etc					barricading, training. PPE etc.		
8.3.	Sub-base/Base Layer Installation.	1.Dust, 2.Manual handling 3. Abrasive surfaces 4.Poor working posture 5.Hot climatic conditions 6. Sharp edges,etc.	1.Dust inhalation 2.Muscular strain 3. Abrasions 2.Muscular strain 3.Heat exhaustion 6.Cuts,etc.	x			3x4=12	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	3x2=6	2
8.4.	Steel reinforcement	1.Physical exertion 2. Cuts, 3.Fracture 4. Poor working posture, etc.	1.Muscular strain 2.Dematitis 3. Dehydration 4.Abrasion surface, etc.	x			3x2=6	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE etc.	2x1=2	1
8.5.	Backfilling and levelling	1.Noise 2.Hot climatic conditions 3.Heated surface 4.Vibration 5.Moving equipment and machinery 6. Dust, etc.	1.Noise induced hearing loss 2.Heat exhaustion 3.Dermatitis 4. Burns 5.Work related upper limb disorder 6. Dust inhalation, etc.	x			3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage,	2x2=4	1

							barricading, training. PPE etc.		
8.6.	Compaction	1.Noise, 2.Dust 3.Vibration 4.Heated surfaces, 5.High impact moving components, etc.	1.Noise induced hearing loss, 2.Dust Inhalation 3.White finger syndrome 4.Burns 5. Fractures etc.	x			4x5=20 HIRA, Competent Management, Competent Supervision, safe systems of work, maintenance records. Tools and equipment inspections, Competent Operators Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE.	3x3=9	2
8.7	Cement mixing	1.Abrasive surfaces 2.Poor working posture 3.Hot climatic conditions 4.Cement Dust 4.HCS etc.	1. Abrasions 2.Muscular strain 3.Heat exhaustion 4.Dermatitis 5. Lung Infection etc	x			4x5=20 HIRA, Competent Management, Competent Supervision, safe systems of work, maintenance records. Tools and equipment inspections, Competent Operators Medical Fitness Certificates, continuous Housekeeping signage, barricading, training, PPE. etc.	3x3=9	2
	Construction of parking area	1.Physical exertion 2. Cuts, 3.Fracture 4. Poor working posture	1.Muscular strain 2.Dematitis 3. Dehydration 4. Respiratory infection	x			3x3=9 HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections,	3x1=3	1

		5.Wood dust						Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE etc.		
	TOTALS		PURE RISK	94			RESIDUAL RISK	44		
<b>MAIN ACTIVI TY</b>	<b>MECHANICAL WORK - &amp; FIRE EQUIPMENT INSTALLATION, HAVC AND AIR - CONDITIONING</b>									
<b>Ref Nr 9</b>	<b>Activity</b>	<b>Potential Hazard</b>	<b>Potential Risk</b>	<b>S</b>	<b>H</b>	<b>E</b>	<b>Pure Risk</b>	<b>Mitigation Measures</b>	<b>Residual Risk</b>	<b>Risk Rankin g</b>
9.1.	Termination of services electrical & water	1. Elevated work 2. Electricity 3.Incompetent Workers, 4. Failure lockout tag, 5. Physical exertion 6.Slipping of tools etc.	1. Falling from elevated position = injuries 2. Accidental contact with supply = electrocution 3.Poor termination, incorrect termination of supply. 4. Failure to lock out and tag = accidental energising of circuit. 5. Muscular strain 6.Bumping hands against = bruising etc.	x			3x4=12	HIRA, Method Statements, Safe work Procedure, Competent Supervision, PPE, Training, Permit issue Proof of competency etc.	1x4=4	1
9.2.	Electrical consumption	1. Faulty wiring / damaged insulation 2. Improper earthing	1. Electric shock, short circuit, fire 2. Electric shock	x			3x2=6	HIRA, Competent Management, Competent Supervision, safe systems	2x1=2	1

		3. Poorly maintained electrical panels.	3. Electrocution					of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.		
9.3.	Extraction systems	1.Working at heights 2.Working in confined 3. Manual handling 4. Physical exertion 5.Electricity, etc,	1. Fractures or death. 2. Oxygen deficiency, Fire or explosion 3. Sprains and stains 4. Muscular strain 5.Electrocution, burn, etc.	x			4x3 =12	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	3 x 3 = 9	2
9.4.	Air Filtration	1.Working at heights 2.Working in confined 3. Manual handling 4. Physical exertion	1. Fractures or death. 2. Oxygen deficiency, Fire or explosion 3. Sprains and stains 4. Muscular strain	x			2 x 3 = 6	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	4x3 =12	3
9.5.	Manual and handling of equipment.	1.Physical exertion, 2Sharp edge 3.Hands caught between surfaces. 4.Bumping against surfaces 5.Incorrect lifting practises	1.Muscular strain 2.Cuts 3.Brusing, 4.Lower back injuries 5. Falling of equipment. 6. Incompetent operator could injure himself and	x			3x2=6	HIRA, Competent Management, Competent Supervision, safe systems of work, Tools and equipment inspections, Competent Operators Medical Fitness Certificates, continuous	2x2=4	1

		6. Incompetent operator, etc.	other workers, etc.				housekeeping signage, barricading, training. PPE etc.		
9.6.	Piping Selection	1 Trips & falls. 2. Bumping against Equipment 3. Falling objects 4. Manual handling ,etc.	1. Falls, Back strain 2. Bruising 3. Bruising, fracture 4.Muscular strain	x		2 x 3 = 6	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	4x3 =12	3
9.7.	Fitting of cables, manual call points, optical smoke detectors and sirens	1. Elevated work 2.Incompetent drill operator 3.Unsafe Drilling machine 4.Noise 5.Dust etc.	1. Falls =fractures, bruising etc. 2. Drill jamming, twisting =tendon injuries, falling, fractures, bruising etc. 3. Exposed wiring = electrocution etc. 4. Noise induced hearing loss etc. 5. Dust inhalation =silicosis etc.	x		3x3=9	HIRA, Method Statement, Safe Work Procedures, Competent supervision, Use of tool belts, Training, Tool inspections, Ladder inspection, PPE etc.	2x3=6	2
9.8.	Cutting and insertion of cables	1. Elevated work 2.Physical exertion 3.Sharp edges 4. Dust etc.	1. Falls =fractures, bruising etc. 2. Muscular strain 3.Cuts 4.Dust inhalation	x		3x3=9	HIRA, Method Statement, Safe Work Procedures, Competent supervision, Use of tool belts, Training, Tool inspections, Ladder inspection, PPE etc.	2x3=6	2

9.9.	Active fire protection	<ol style="list-style-type: none"> <li>1. Electricity</li> <li>2. Test heat detectors</li> <li>3. Noise exposure</li> <li>4. Working at height</li> <li>5. Replace sprinkler head</li> <li>6. Noise</li> <li>7. Moving parts / sharp edges</li> <li>8. Overpressure</li> <li>9. Trip / slip</li> <li>10. Struck by flying items, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Shock, burns</li> <li>2. Burns</li> <li>3. Hearing discomfort</li> <li>4. Fall, back injury, Fracture</li> <li>5. High pressure, slip,</li> <li>6. Noise induced hearing Loss</li> <li>7. Cuts,</li> <li>8. Explosion, injury</li> <li>9. Sprain 7 strain</li> <li>10. Eyes and face injury, etc.</li> </ol>	x		4 x3 =12	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	3 x 3 = 9	2
9.10.	Passive fire protection	<ol style="list-style-type: none"> <li>1. Electricity</li> <li>2. Test heat detectors</li> <li>3. Noise exposure</li> <li>4. Working at height</li> <li>5. Replace sprinkler head</li> <li>6. Noise</li> <li>7. Moving parts / sharp edges</li> <li>8. Overpressure</li> <li>9. Trip / slip</li> <li>10. Struck by flying items, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Shock, burns</li> <li>2. Burns</li> <li>3. Hearing discomfort</li> <li>4. Fall, back injury, Fracture</li> <li>5. High pressure, slip,</li> <li>6. Noise induced hearing Loss</li> <li>7. Cuts,</li> <li>8. Explosion, injury</li> <li>9. Sprain 7 strain</li> <li>10. Eyes and face injury</li> </ol>	x		4 x3 =12	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	3 x 3 = 9	2
9.11.	Installation of hot water reticulation	<ol style="list-style-type: none"> <li>1. High water Temperature</li> <li>2. Electrical faults</li> <li>3. Confined space</li> <li>4. Pipe failure</li> </ol>	<ol style="list-style-type: none"> <li>1. Burns</li> <li>2. Electric shock or fire</li> <li>3. Exposure to hazardous gases</li> <li>4. Pipe rupture or leaks.</li> </ol>	x		4x3 =12	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness	2 x 3 = 6	3

							Certificates, continuous housekeeping signage, training. PPE etc.		
9.12.	Fire Protection	1. Overloaded electrical circuits 2. Manual handling 3. Elevated work 4. Trip & fall 7. Hands caught in between pipes 8. Sharp edges, etc.	1. Electrocution, burn 2. Muscular strain 3. Fall from height 4. Fracture, strain & Sprain 5. Bruising 6. Cuts	x		3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	2x2=4	2
9.13.	Fire Suppression	1. Overloaded electrical circuits 2. Manual handling 3. Elevated work 4. Trip & fall 7. Hands caught in between pipes 8. Sharp edges, etc.	1. Electrocution, burn 2. Muscular strain 3. Fall from height 4. Fracture, strain & Sprain 5. Bruising 6. Cuts	x		3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	2x2=4	2
9.14.	Smoke Extraction	1. Falls 2. Struck by falling objects 3. Sharp edges 4. Elevated work hazardous, 5. Manual Handling 6. Sharp edges, etc	1. Back strain, 2. Fractures 3. Cuts 4. Fall from heights 5. Muscular strain 6. Cuts, etc,	x		3x4=12	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	1x2=2	1
9.15.	Sprinkler Protection	1. Falls 2. Struck by falling objects 3. Sharp edges	1. Back strain, 2. Fractures 3. Cuts	x		3x4=12	HIRA, Competent Management, Competent Supervision, safe systems	1x2=2	1

		4.Elevated work hazardous, 5.Manual Handling 6.Shaarp edges, etc	4.Fall from heights 5.Muscular strain 6.Cuts, etc,				of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.		
9.16.	Fire Detection	1.Falls 2.Struck by falling objects 3.Sharp edges 4.Elevated work hazardous, 5.Manual Handling 6.Sharp edges 7.Electricity, etc	1. Back strain, 2.Fractures 3.Cuts 4.Fall from heights 5.Muscular strain 6.Cuts, 7.Electricution, etc,	x		3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	1x2=2	2
9.17.	Cold water supply	1.Manual handling, 2.Struck by falling items 3.Sharp edges 4. Abrasion 5.Trips & falls, etc.	1.Strain & sprain 2.Fractures 3.Cuts 4.Abrasion, bruising 5. Bruising, etc.	x		3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	1x2=2	2
9.18.	Hot water supply	1.Manual handling, 2.Struck by falling items 3.Sharp edges 4.Cuts & abrasion 5.Trips & falls 3.Noise etc.	1.Back strain 2.Dust inhalation 3.Muscular strain 4.Eye injuries 5. Noise etc	x		3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	1x2=2	2

9.19.	Brazing / welding of Pipework.	<ol style="list-style-type: none"> <li>1. Gas torches / electric Welders.</li> <li>2. Flammable substances,</li> <li>2.Heated surfaces,</li> <li>3.Toxic vapours, etc</li> </ol>	<ol style="list-style-type: none"> <li>1.Electrocution or burn Injuries.</li> <li>1.Fire and explosion resulting in death and/or injury,</li> <li>3.Inhalation of toxic vapours etc.</li> </ol>	x			3x2=6	<p>HIRA, Competent Management, Competent Supervision, safe systems of work, Tools and equipment inspections, Competent Operators Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE. Ensure only qualified personnel carryout brazing or welding,</p>	2x2=4	1
9.20.	Refrigerant works / gas Brazing.	<ol style="list-style-type: none"> <li>1.Storage or handling of pressurised containers</li> <li>2. Toxic Vapours</li> <li>3. Physical exertion</li> <li>4.Electrocution</li> <li>5.Working from height, et.</li> </ol>	<ol style="list-style-type: none"> <li>1.Sudden release of pressurised gas.</li> <li>2. Respiratory tract irritation</li> <li>3.Muscular strain</li> <li>4.Burn / fire</li> <li>5.Fall / fracture, etc.</li> </ol>	x			3x2=6	<p>HIRA, Competent Management, Competent Supervision, safe systems of work, Tools and equipment inspections, Competent Operators Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE. Ensure gas is stored as per regulations and manufacturer indications, bottles are not manhandled and used correctly.</p>	2x2=4	1

9.21.	Installation of fire protection and detection systems.	<ol style="list-style-type: none"> <li>1. Working from a fall risk position.</li> <li>2. Manual handling</li> <li>3. Falling of materials, Tools</li> <li>4. Physical exertion</li> <li>5. Excessive temperatures In ceiling voids</li> <li>6. Unsafe/ incorrect positioned ladders.</li> <li>7. Poor working posture</li> <li>8. Poor illumination.</li> <li>9. Electricity, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Falls, fractures, death etc.</li> <li>2. Fatigue, muscular strain.</li> <li>3. Head and other body parts injuries.</li> <li>4. Fatigue, muscular strain</li> <li>5. Heat exhaustion, dehydration, reduced concentration levels.</li> <li>6. Falls, fractures death etc.</li> <li>7. Musculoskeletal injuries,</li> <li>8. Eye strain, falls,</li> <li>9. Electrocutation, etc.</li> </ol>	x			3x4=12	HIRA, Competent Management, Competent Supervision, safe systems of work, Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE. Ensure appropriately qualified staff deals with refrigerants. Dispose of refrigerants at respective banks.	1x4=4	1
9.22.	Fire Services	<ol style="list-style-type: none"> <li>1. Falls</li> <li>2. Struck by falling objects</li> <li>3. Sharp edges</li> <li>4. Elevated work hazardous,</li> <li>5. Manual Handling</li> <li>6. Sharp edges, etc</li> </ol>	<ol style="list-style-type: none"> <li>1. Back strain,</li> <li>2. Fractures</li> <li>3. Cuts</li> <li>4. Fall from heights</li> <li>5. Muscular strain</li> <li>6. Cuts, etc,</li> </ol>	x			3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	1x2=2	2
9.23.	Sewer Drainage	<ol style="list-style-type: none"> <li>1. Possible presence of sharp edges.</li> <li>2. Possible inhalation of harmful bacteria.</li> </ol>	<ol style="list-style-type: none"> <li>1. Risk of sustaining cuts resulting in bacteria entering skin and or blood stream</li> </ol>	x			3x4=12	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and	1x2=2	1

		<p>3. Possible ingestion of harmful bacteria could take place</p> <p>4. Possible presence of methane gas</p>	<p>causing infections such as hepatitis.</p> <p>2. Risk of respiratory Infections</p> <p>3. Risk of intestinal infections resulting in diarrhoea.</p> <p>4. In the presence of an ignition source could lead to explosion etc</p>					<p>equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.</p>		
9.24	Manual positioning of equipment	Physical exertion, poor lifting practises, sharp edges, etc.	Physical exertion, poor lifting practises, sharp edges, etc.	x			2x4=8	<p>HIRA, Method Statements, Safe Work Procedures, Competent Employees and Supervision, Training in correct lifting practises, use of lifting aids etc.</p>	2x2=4	2

9.25.	Installation of HVAC system	<ol style="list-style-type: none"> <li>1. Manual handling of HVAC</li> <li>2. Working at height</li> <li>3. Electrical</li> <li>4. Hot works (brazing / welding pipes)</li> <li>5. Confined space work</li> <li>6. Sharp edges</li> <li>7. Lifting heavy Equipment</li> <li>8. Noise</li> <li>9. Slips, trips, and falls</li> <li>10. Dust, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Muscular strain</li> <li>2. Falls from height</li> <li>3. Electric shock or Burns.</li> <li>4. Fire or burns</li> <li>5. Asphyxiation, heat Stress</li> <li>6. Cuts</li> <li>7. Equipment drop</li> <li>8. Noise induced hearing Loss</li> <li>9. Injuries from uneven surfaces or clutter</li> <li>10. Dust inhalation, etc.</li> </ol>	x			3x4=12	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	1x2=2	1
9.26.	Installation of ventilation	<ol style="list-style-type: none"> <li>1. Manual handling of HVAC</li> <li>2. Working at height</li> <li>3. Electrical</li> <li>4. Hot works (brazing / welding pipes)</li> <li>5. Confined space work</li> <li>6. Sharp edges</li> <li>7. Lifting heavy Equipment</li> <li>8. Noise</li> <li>9. Slips, trips, and falls</li> <li>10. Dust, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Muscular strain</li> <li>2. Falls from height</li> <li>3. Electric shock or Burns.</li> <li>4. Fire or burns</li> <li>5. Asphyxiation, heat Stress</li> <li>6. Cuts</li> <li>7. Equipment drop</li> <li>8. Noise induced hearing Loss</li> <li>9. Injuries from uneven surfaces or clutter</li> <li>10. Dust inhalation, etc.</li> </ol>	x			3x4=12	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	1x2=2	1

9.27.	Installation of Air-conditioning	<ol style="list-style-type: none"> <li>1. Manual handling of HVAC</li> <li>2. Working at height</li> <li>3. Electrical</li> <li>4. Hot works (brazing / welding pipes)</li> <li>5. Confined space work</li> <li>6. Sharp edges</li> <li>7. Lifting heavy Equipment</li> <li>8. Noise</li> <li>9. Slips, trips, and falls</li> <li>10. Dust, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Muscular strain</li> <li>2. Falls from height</li> <li>3. Electric shock or Burns.</li> <li>4. Fire or burns</li> <li>5. Asphyxiation, heat Stress</li> <li>6. Cuts</li> <li>7. Equipment drop</li> <li>8. Noise induced hearing Loss</li> <li>9. Injuries from uneven surfaces or clutter</li> <li>10. Dust inhalation, etc.</li> </ol>	x			3x4=12	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	1x2=2	1
9.28.	Supply air pressure.	<ol style="list-style-type: none"> <li>1. Manual handling of HVAC</li> <li>2. Working at height</li> <li>3. Electrical</li> <li>4. Hot works (brazing / welding pipes)</li> <li>5. Confined space work</li> <li>6. Sharp edges</li> <li>7. Lifting heavy Equipment</li> <li>8. Noise</li> <li>9. Slips, trips, and falls</li> <li>10. Dust, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Muscular strain</li> <li>2. Falls from height</li> <li>3. Electric shock or Burns.</li> <li>4. Fire or burns</li> <li>5. Asphyxiation, heat Stress</li> <li>6. Cuts</li> <li>7. Equipment drop</li> <li>8. Noise induced hearing Loss</li> <li>9. Injuries from uneven surfaces or clutter</li> <li>10. Dust inhalation, etc.</li> </ol>	x			3x4=12	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	1x2=2	1

9.29.	Emergency lighting	<ol style="list-style-type: none"> <li>1. Working from a fall risk position</li> <li>2. Manual handling</li> <li>3. Falling materials, tools</li> <li>4. Physical exertion</li> <li>5. Unsafe/ incorrect positioned ladders.</li> <li>6. Poor working posture</li> <li>7. Poor illumination.</li> </ol>	<ol style="list-style-type: none"> <li>1. Falls, fractures, death etc.</li> <li>2. Fatigue, muscular strain etc</li> <li>3. Head and other body parts injuries.</li> <li>4. Fatigue, muscular strain</li> <li>5. Falls, fractures death etc.</li> <li>6. Musculoskeletal injuries, cramping etc.</li> <li>7. Eye strain, falls, etc.</li> </ol>	x			3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	1x2=2	2
9.30.	Lift Installations	<ol style="list-style-type: none"> <li>1. Working from a fall risk position</li> <li>2. Manual handling</li> <li>3. Falling materials, tools</li> <li>4. Physical exertion</li> <li>5. Unsafe/ incorrect positioned ladders.</li> <li>6. Poor working posture</li> <li>7. Poor illumination.</li> <li>8. Falling objects</li> <li>9. Electrical</li> <li>10. Slips, trips, and falls</li> <li>11. Exposure to noise and vibration, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Falls, fractures, death etc.</li> <li>2. Fatigue, muscular strain etc</li> <li>3. Head and other body parts injuries.</li> <li>4. Fatigue, muscular strain</li> <li>5. Falls, fractures death etc.</li> <li>6. Musculoskeletal injuries, cramping etc.</li> <li>7. Eye strain, falls,</li> <li>8. Tools or materials dropped into shaft or from height.</li> <li>9. Electric shock, burns, or electrocution</li> <li>10. Strain &amp; sprain</li> </ol>	x			3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	1x2=2	2

			11. Noise induced hearing loss or discomfort, etc.							
9.31.	Connection of supplies (electrical)	1. Electricity 2. Wrong full connections 2. Sharp edges, 3. Physical exertion 4. Poor working posture etc.	1. Electrocution, death 2. Accidental tripping of essential supplies 3. Cuts 4. Muscular strain, etc	x			3x3=9	HIRA Method Statements, Safe Work procedures, Competent Supervision and Management, Insulated tools, Lock out, testing and tagging , permit issue, PPE etc.	1x2=2	2
9.32.	Commissioning and testing	1. Poor working posture, 2 Elevated works 3. Sharp edges 4. Physical exertion etc.	1. Muscular strain, 2. Falling from elevated position resulting in fractures or death etc 3. Cuts. 4. Musculoskeletal injuries, etc.	x			3x2=6	HIRA, Method Statements, Safe Work Procedures, Competent Employees and supervision, Training, Fall prevention Plan, etc.	1x1=1	1
9.33.	Marking and Signposting	1. Struck by hand tools, 2. Tripping, 3. Sharp edges, etc.	1. Abrasions 2. Strain & sprain 3. Cuts, etc.	x			3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	1x2=2	2
TOTALS			PURE RISK				389	RESIDUAL RISK	148	

MAIN ACTIVITY	ELETRICAL WORK – EXTERNAL CABLING AND INTERNAL									
	Ref Nr 10	Activity	Potential Hazard	Potential Risk	S	H	E	Pure Risk	Mitigation Measures	Residual Risk
10.1.	Disconnection of services	1.Electricity 2. Wrong full connections 3.Sharp edges, 4.Physical exertion 5. Poor working posture etc	1. Electrocution, death 2. Electric shock, burn 3.Cuts 4.Muscular strain, 5. Muscular strain ,etc.	x			3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections. Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	1x3=3	1
10.2.	Barricading / fencing site off	1.Manual handling 2.Struck by items 3.Sharp edges 4.Physical exertion 5.Tripping hazards 6. Hidden services, etc.	1.Muscular strain 2.Brusing, fractures 3.Cuts, abrasion 4.Dehydration, muscular strain. 5.Fractures, grazing 6. Electrocution, death etc.	x			3x4=12	HIRA, Competent Management, Competent Supervision, safe systems of work, competent operators, Cable Detection Equipment usage, Medical Fitness Certificates, signage and barricading, training. PPE etc.	1x2=2	1
10.3.	Electrical Connection to the Site Office	1.Electricity 2. Wrong full connections 3.Sharp edges, 4.Physical exertion 5. Poor working posture etc	1. Electrocution, death 2. Accidental tripping of essential supplies 3.Cuts 4.Muscular strain, 5.etc.	x			4x5=20	HIRA Method Statements, Safe Work procedures, Competent Supervision and Management, Insulated tools. Lock out, testing and tagging. Permit issue, PPE etc.	2x3=6	2

10.4.	Electrical Terminations and Connections.	1.Electricity 2. Wrong full connections 3.Sharp edges, 4.Physical exertion 5. Poor working posture etc	1. Electrocution, death 2. Accidental tripping of essential supplies 3.Cuts 4.Muscular strain, 5.etc.	x		4x5=20	HIRA Method Statements, Safe Work procedures, Competent Supervision and Management, Insulated tools. Lock out, testing and tagging. Permit issue, PPE etc.	2x3=6	2
10.5.	Excavation (manual)	1.Physical exertion 2.Sharp edges 3.Dust 4.Abrasive materials 5.Hot climatic conditions 6.Bump against, etc.	1.Muscular strain 2.Cuts, lacerations 3. Dust inhalation 4.Abrasions 5.Heat exhaustion 6. Bruising etc.	x		3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work, competent operators, Cable Detection Equipment usage, Medical Fitness Certificates, signage and barricading, training. PPE etc.	2x2=4	1
10.6.	Laying of underground Cable	1.Poor working posture, 2.Dust 3.Restricted working space 4.Abrasive surfaces 5.Sharp edges, etc.	1.Muscular strain 2.Dust Inhalation 3.Bruising 4.Abrasive 5. Cuts etc.	x		2x3=6	HIRA, Competent Management, Competent Supervision, safe systems of work, competent operators, Cable Detection Equipment usage, Medical Fitness Certificates, signage and barricading, training. PPE etc.	1x2=2	1
10.7.	Grinding	1. Flying particles 2.Electricity 3.Vibration 4.Noise 5. Dust 6.High speed rotating components, etc.	1. Eye injuries 2.Electrocution 3. White finger Syndrome 4.Noise induced hearing loss 5. Dust inhalation	x		3x4=12	HIRA, Competent Management, Competent Supervision, safe systems of work, competent operators, Cable Detection Equipment usage, Medical Fitness Certificates, signage	2x2=4	1

			6.Cuts etc.					and barricading, training. PPE etc.		
10.8.	Drilling and chasing	1.Repetitive motion 2.Sharp edges 3.Struck by 4.Noise, 5. Flying particles 6. Noise, etc.	1.Muscular strain 2.Cuts 3.Fractures 4.Noise induced hearing Loss. 5. Risk of flying particles entering the eyes and penetrating the skin. 6.Nosie induced hearing loss, etc.	x			3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work, competent operators, Cable Detection Equipment usage, Medical Fitness Certificates, signage and barricading, training. PPE etc.	1x1=1	1
10.9.	Wiring	1.Muscular exertion, 2.Bumping against sharp surface 3.Electriciy, etc.	1.Muscular strain, 2. Abrasions 3. Electrocuton, etc.	x			3x2=6	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	2x1=2	1
10.10.	Fitting of fixtures	1.Electricity 2.Sharp edges 3.Abrasion surface 4.Dust inhalation 5.Bumping against 6.Struck by flying items, etc.	1.Electrocuton, 2.Cuts 3.Abrasions, 4.Dust inhalation 5.Bruising 6.	x			3x2=6	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections. Medical Fitness Certificates, continuous	2x2=4	1

							housekeeping signage, training. PPE etc			
10.11.	Installation of Electrical panels and switchgear.	<ol style="list-style-type: none"> <li>1. Electricity</li> <li>2. Muscular exertion,</li> <li>3. Bumping against sharp surface</li> <li>4. Handling and positioning panels/switchgear</li> <li>5. Exposure to live parts, arc flash</li> <li>6. Sharp edges</li> <li>7. Exposure to noise during installation</li> <li>8. Working at height, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Electrocution</li> <li>2. Muscular strain,</li> <li>3. Abrasions</li> <li>4. Manual handling injuries (sprains, crushed fingers, back injury)</li> <li>5. Electric shock, burns, fatality</li> <li>6. Cuts</li> <li>7. Hearing loss or Discomfort</li> <li>8. Falls from height, fracture, death, etc.</li> </ol>	x			3x4=12	HIRA, Competent Management, Competent Supervision, safe systems of work, competent operators, Cable Detection Equipment usage, Medical Fitness Certificates, signage and barricading, training. PPE etc.	1x2=2	1
10.12.	Cable Pulling and Trenching.	<ol style="list-style-type: none"> <li>1. Trips, falls,</li> <li>2. Manual handling</li> <li>3. Excavation / trenching for cables</li> <li>4. Cable pulling</li> <li>5. Dust and airborne Particles</li> <li>6. Cable damage during pulling, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Falls, Back strain</li> <li>2. Muscular strain.</li> <li>3. Burial, crushing injuries, fatalities.</li> <li>4. Back strain, muscle injuries, hand injuries.</li> <li>5. Respiratory irritation, eye injury.</li> <li>6. Electrical faults, etc.</li> </ol>	x			3x4=12	HIRA, Competent Management, Competent Supervision, safe systems of work, competent operators, Cable Detection Equipment usage, Medical Fitness Certificates, signage and barricading, training. PPE etc.	1x2 =2	2
10.13.	Cutting and insertion of cables	<ol style="list-style-type: none"> <li>1. Elevated work</li> <li>2. Physical exertion</li> <li>3. Sharp edges</li> </ol>	<ol style="list-style-type: none"> <li>1. Falls =fractures, bruising</li> <li>2. Muscular strain</li> </ol>	x			3x3=9	HIRA, Competent Management, Competent Supervision, safe systems	2x3=6	2

		4. Dust etc.	3.Cuts 4.Dust inhalation				of work. Tools and equipment inspections. Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc		
10.14.	Fitting of cables	1.Working from elevated position. 2.Electricity. 3.Manual handling, 4.Repetitive motion. 5.Sharp edges 6.Uncontrolled movement of Materials. 7.Physical exertion etc.	1.Falling from elevated position resulting in fractures or death. 2.Electrocution 3.Muscular strain 4.Tendinitis 5.Cuts 6.Uncontrolled movement of material being lifted striking persons or structure, etc.	x		3x3=9	HIRA, tag and lock, Method Statements, Safe work Procedures. Fall Prevention Plan, Use of Fall arrest equipment, Training, Competent supervision etc.	2x3=6	2
10.15.	Work in a live Environment.	1. Live electrical circuits 2. Noise 3. Slips, trips, and falls 4. Manual handling, 5.Working form height, etc	1. Electric shock, burns, electrocution, or fire 2.Noise induced hearing Loss 3. Bruises, sprains, or Strains 4.Muscular strain 5.Falls, fracture, etc.	x		4x5=20	HIRA, Method Statements, safe Work Procedures, Competent supervision, Training, Inspection of tools. Provide signs and training of workforce on working near live equipment and isolate if necessary.	2x5=10	2
10.16.	Fitting of new DB Boards Switches, light fittings plug points and wiring, etc.	1.Elevated work 2.Physical exertion, 3.Incompetent operator 4.Unsafe Portable	1. Falls from height fractures . 2.Tendinitis 3.Fractures, sprains as	x		3x3=9	HIRA, Competent Management, Competent Supervision, safe systems	1x3=3	2

		<p>electrical tools, 5. Noise 6. Dust 7. Vibration 8. Manual handling, etc.</p>	<p>result of lack of control of machine by the incompetent operator. 4. Electrocution due to contact with exposed wiring etc. 5. Noise induced hearing loss. 6. Dust inhalation 7. White finger syndrome 8. Muscular strain, etc.</p>				<p>of work. Tools and equipment inspections. Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc</p>		
10.17.	Fitting of circuit breakers, switched socket outlets	<p>1. Live circuits / wires 2. Sharp edges, screwdrivers, cutters 3. Incorrect installation or loose connections 4. Contact with live Conductors 5. Slips, trips, falls 6. Exposure to live circuits 7. Manual handling 8. Malfunctioning breakers or sockets ,etc</p>	<p>1. Electric shock, burns, Fatality 2. Cuts, puncture wounds 3. Overheating, fire, 4. Electric shock, burns 5. Bruises, fractures 6. Electric shock, arc Flash 7. Strain, sprains 8. Fire, equipment d Damage, etc.</p>	x		3x4=12	<p>HIRA, Competent Management, Competent Supervision, safe systems of work, competent operators, Cable Detection Equipment usage, Medical Fitness Certificates, signage and barricading, training. PPE etc.</p>	1x2 =2	2
10.18.	Installation of LV panel	<p>1. Fall from ladder 2. Electrical 3. Sharp edges 4. Live circuits 5. Manual handling 6. Short circuit or overload</p>	<p>1. Fractures, fatality 2. Electric shock, burns 3. Cuts, abrasions 4. Electric shock, burns 5. Back strain, muscle Injuries 6. Fire, property damage</p>	x		3x4=12	<p>HIRA, Competent Management, Competent Supervision, safe systems of work, competent operators, Cable Detection Equipment usage, Medical Fitness Certificates, signage</p>	1x2 =2	2

							and barricading, training. PPE etc.			
10.19.	Replacing of transformers, switchgear, generator and power factor.	<ol style="list-style-type: none"> <li>1. Electric shock, arc flash</li> <li>2. Earthing installation</li> <li>3. Falling objects</li> <li>4. Lifting and moving heavy equipment</li> <li>5. HV cable termination</li> <li>6. Incorrect wiring, short circuit</li> <li>7. Poor working posture,</li> <li>8. Elevated works</li> <li>9. Sharp edges</li> <li>10. Physical exertion, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Burns, electrocution</li> <li>2. Electrocution</li> <li>3. Fractures, bruising</li> <li>4. Equipment tipping, crush injury</li> <li>5. Electric shock, burns, Fatality</li> <li>6. Arc flash, burns</li> <li>7. Muscular strain,</li> <li>8. Falling from elevated position resulting in fractures or death etc</li> <li>9. Cuts.</li> <li>10. Musculoskeletal, etc.</li> </ol>	x			4x5=20	<p>HIRA, Method Statements, safe Work Procedures, Competent supervision, Training, Inspection of tools.</p> <p>Provide signs and training of workforce on working near live equipment and isolate if necessary.</p>	2x5=10	4
10.20.	Conduit and Raceway Installation.	<ol style="list-style-type: none"> <li>1. Working at heights</li> <li>2. Sharp edges,</li> <li>3. Flying debris</li> <li>4. Power tool use</li> <li>5. Manual handling, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Falls, fracture, death.</li> <li>2. Cuts</li> <li>3. Eye injury</li> <li>4. Noise exposure</li> <li>5. Muscular strain. etc.</li> </ol>	x			3x4=12	<p>HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.</p>	1x4=4	2
10.21.	Installation of Generator and UPS.	<ol style="list-style-type: none"> <li>1. Defective lifting</li> <li>2. Manual handling</li> <li>3. Sharp edges</li> <li>4. Working at heights</li> <li>5. Dust,</li> <li>6. Noise</li> </ol>	<ol style="list-style-type: none"> <li>1. Failure of lifting equipment can result in the load detaching causing, injuries,</li> </ol>	x			4x5=20	<p>HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness</p>	2x5=10	2

		<ul style="list-style-type: none"> <li>7. Physical exertion</li> <li>8. Poor working Posture, etc.</li> </ul>	<ul style="list-style-type: none"> <li>damage and even death.</li> <li>2. Muscle strain</li> <li>3.Cuts</li> <li>4. Falls, fracture, death.</li> <li>5.Lung infection</li> <li>6.Nosie induced hearing loss</li> <li>7. Physical exertion,</li> <li>8. muscular strain, etc.</li> </ul>				Certificates, continuous housekeeping signage, training. PPE etc.		
10.22.	Installation of mini substation	<ul style="list-style-type: none"> <li>1. Electric shock, arc flash</li> <li>2. Earthing installation</li> <li>3. Falling objects</li> <li>4. Lifting and moving heavy equipment</li> <li>5. HV cable termination</li> <li>6. Incorrect wiring, short circuit</li> <li>7.Poor working posture,</li> <li>8.Elevated works</li> <li>9.Sharp edges</li> <li>10.Physical exertion, etc.</li> </ul>	<ul style="list-style-type: none"> <li>1. Burns, electrocution</li> <li>2. Electrocution</li> <li>3.Fractures, bruising</li> <li>4. Equipment tipping, crush injury</li> <li>5. Electric shock, burns, Fatality</li> <li>6. Arc flash, burns</li> <li>7.Muscular strain,</li> <li>8.Falling from elevated position resulting in fractures or death etc</li> <li>9.Cuts.</li> <li>10.Musculoskeletal, etc.</li> </ul>	x		3x4=12	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	1x4=4	2

10.23.	Handling and fitting of Fluorescent tubes (emergency lighting) etc.	<ol style="list-style-type: none"> <li>1. Fragile glass, breakage</li> <li>2. Mercury exposure</li> <li>3. Strain from lifting arms Overhead</li> <li>4. Exposure to live circuits</li> <li>5. Falling from ladder or scaffold</li> <li>6. HCs</li> <li>7. Sharp edges</li> <li>8. Incorrect disposal etc</li> </ol>	<ol style="list-style-type: none"> <li>1. Cuts, eye injuries</li> <li>2. Poisoning, eye Irritation</li> <li>3. Muscle strain, shoulder injuries</li> <li>4. Electric shock, arc Flash</li> <li>5. Bruises, fractures</li> <li>6. Contaminated with HCS</li> <li>7. Cuts</li> <li>8. Contamination of natural resources etc.</li> </ol>	x			3x4=12	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	1x4=4	2
10.24.	Fitting of emergency lighting	<ol style="list-style-type: none"> <li>1. Elevated work</li> <li>2. Physical exertion</li> <li>3. Electric shock, arc flash</li> <li>4. Sharp edges</li> <li>5. Manual handling</li> <li>6. Exposure to live circuits</li> <li>7. Falling from ladders or Scaffolding</li> <li>8. Contact with live Conductors, etc</li> </ol>	<ol style="list-style-type: none"> <li>1. Falling from height</li> <li>2. Muscular strain</li> <li>3. Burns, electrocution</li> <li>4. Cuts</li> <li>5. Strain, sprains</li> <li>6. Electric shock, arc Flash</li> <li>7. Bruises, fractures,</li> <li>8. Electric shock, burns Etc.</li> </ol>	x			3x4=12	HIRA, Method Statement, Safe Work Procedures, competent Scaffold erectors/Inspectors, Correct positioning of ladders, assistant to hold ladders, fall restraint equipment if working off roof, Competent supervision, Training, PPE etc.	1x4=4	2

10.25.	Installation of lighting	<ol style="list-style-type: none"> <li>1.Elevated work</li> <li>2.Physical exertion</li> <li>3. Electric shock, arc flash</li> <li>4. Sharp edges</li> <li>5. Manual handling</li> <li>6. Exposure to live circuits</li> <li>7. Falling from ladders or Scaffolding</li> <li>8. Contact with live Conductors, etc</li> </ol>	<ol style="list-style-type: none"> <li>1. Falling from height</li> <li>2.Muscula strain</li> <li>3. Burns, electrocution</li> <li>4.Cuts</li> <li>5. Strain, sprains</li> <li>6. Electric shock, arc Flash</li> <li>7. Bruises, fractures,</li> <li>8. Electric shock, burns etc.</li> </ol>	x			3x4=12	HIRA, Method Statement, Safe Work Procedures, competent Scaffold erectors/Inspectors , Correct positioning of ladders, assistant to hold ladders, fall restraint equipment if working off roof ,Competent supervision, Training ,PPE etc.	1x4=4	2
10.26.	Installation of trunking	<ol style="list-style-type: none"> <li>1. Use of hacksaw, cutter, or power tools</li> <li>2. Dust</li> <li>3.Noise</li> <li>4.Lifting of trunking</li> <li>5.Sharp edges, trapped fingers</li> <li>6. Live electrical wires</li> <li>7. Drilling, cutting</li> <li>8.Elevated work</li> <li>9.Physical exertion</li> <li>10. Manual handling</li> <li>11Falling from ladders or Scaffolding, etc.</li> </ol>	<ol style="list-style-type: none"> <li>1. Cuts, eye injuries</li> <li>2.Dust inhalation</li> <li>3.Noise induced hearing Loss</li> <li>4. Muscle strain, back Injury</li> <li>5.Cuts, pinching</li> <li>6. Electric shock</li> <li>7.Hearing damage, respiratory irritation</li> <li>8. Falling from height</li> <li>9.Muscula strain</li> <li>10, Sprain &amp; strain</li> <li>11.Bruises, fractures, etc</li> </ol>	x			3x4=12	HIRA, Method Statement, Safe Work Procedures, competent Scaffold erectors/Inspectors , Correct positioning of ladders, assistant to hold ladders, fall restraint equipment if working off roof ,Competent supervision, Training ,PPE etc.	1x4=4	2
10.27.	Installation of lightning and earthing protection system.	<ol style="list-style-type: none"> <li>1.Elevated work</li> <li>2.Physical exertion</li> <li>3. Electric shock, arc flash</li> <li>4. Sharp edges</li> <li>5. Manual handling</li> <li>6. Exposure to live circuits</li> </ol>	<ol style="list-style-type: none"> <li>1. Falling from height</li> <li>2.Muscula strain</li> <li>3. Burns, electrocution</li> <li>4.Cuts</li> <li>5. Strain, sprains</li> <li>6. Electric shock, arc</li> </ol>	x			3x4=12	HIRA, Method Statement, Safe Work Procedures, competent Scaffold erectors/Inspectors , Correct positioning of ladders, assistant to hold	1x4=4	2

		7. Falling from ladders or Scaffolding 8. Contact with live Conductors, etc	Flash 7. Bruises, fractures, 8. Electric shock, burns etc.				ladders, fall restraint equipment if working off roof ,Competent supervision, Training ,PPE etc.		
10.28.	Installation of fire smoke detectors, heat and multi-sensor detectors, sirens, strobes	1.Falls 2.Struck by falling objects 3.Sharp edges 4.Elevated work hazardous, 5.Manual Handling 6.Sharp edges 7.Electricity, etc	1. Back strain, 2.Fractures 3.Cuts 4.Fall from heights 5.Muscular strain 6.Cuts, 7.Electricution, etc,	x		3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	1x2=2	2
10.29..	Installation of CCTV system	1.Elevated work 2.Physical exertion 3. Electric shock, arc flash 4. Sharp edges 5. Manual handling 6. Exposure to live circuits 7. Falling from ladders or Scaffolding 8. Contact with live Conductors, etc	1. Falling from height 2.Muscula strain 3. Burns, electrocution 4.Cuts 5. Strain, sprains 6. Electric shock, arc Flash 7. Bruises, fractures, 8. Electric shock, burns etc.	x		3x4=12	HIRA, Method Statement, Safe Work Procedures, competent Scaffold erectors/Inspectors , Correct positioning of ladders, assistant to hold ladders, fall restraint equipment if working off roof ,Competent supervision, Training ,PPE etc.	1x4=4	2
10.30.	Commissioning and testing	1.Poor working posture, 2 Elevated works 3.Sharp edges 4.Physical exertion 5.Electrocution, etc.	1.Muscular strain, 2.Falling from elevated position resulting in fractures or death etc 3.Cuts. 4.Musculoskeletal Injuries 5.Burn, etc.	x		3x2=6	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous	1x1=1	1

								housekeeping signage, training. PPE etc.		
	TOTALS		PURE RISK	337			RESIDUAL RISK	213		
<b>MAIN ACTIVITY</b>	<b>PLUMBING</b>									
Ref Nr 11	Activity	Potential Hazard	Potential Risk	S	H	E	Pure Risk	Mitigation Measures	Residual Risk	Risk Ranking
11.1.	Excavation (manual)	1. Physical exertion 2. Sharp edges 3. Dust 4. Abrasive Materials 5. Hot climatic Conditions 6. Bump against, etc.	1. Muscular strain 2. Cuts, lacerations 3. Dust inhalation 4. Abrasions 5. Heat exhaustion 6. Bruising etc.	x			3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work, Tools and equipment inspections, Competent Operators Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE etc.	2x2=4	1
11.2.	Chiselling and chasing	1. Repetitive motion 2. Sharp edges 3. Struck by 4. Noise, 5. Flying particles etc.	1. Muscular strain 2. Fractures 3. Noise induced hearing loss etc.	x			3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	1x1=1	1

11.3.	Laying of underground sewer line	1.Poor working posture, 2.Dust 3.Restricted working space 4.Abrasive surfaces 5.Sharp edges etc.	1.Muscular strain 2.Dust Inhalation 3.Brusing 4. Grazing 5. Cuts etc.	x	x		2x3=6	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	1x2=2	1
11.4.	Backfilling and levelling	1.Noise dust, 2.Hot climatic conditions 4.Heated surface 5.Vibration 6.Moving equipment and machinery	1.Noise induced hearing loss 2.Heat exhaustion 3.Dermatitis 4. Burns 5.Work related upper limb disorder 6.Fractures, death, ,dust inhalation ,burns, etc.	x			3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, barricading, training. PPE etc.	2x2=4	1
11.5.	Sanitary Fittings	1.Abrasive surfaces 2.Poor working posture	1. Abrasions 2.Muscular strain	x			3x2=6	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	2x1=2	1
TOTALS			PURE RISK				39	RESIDUAL RISK	18	

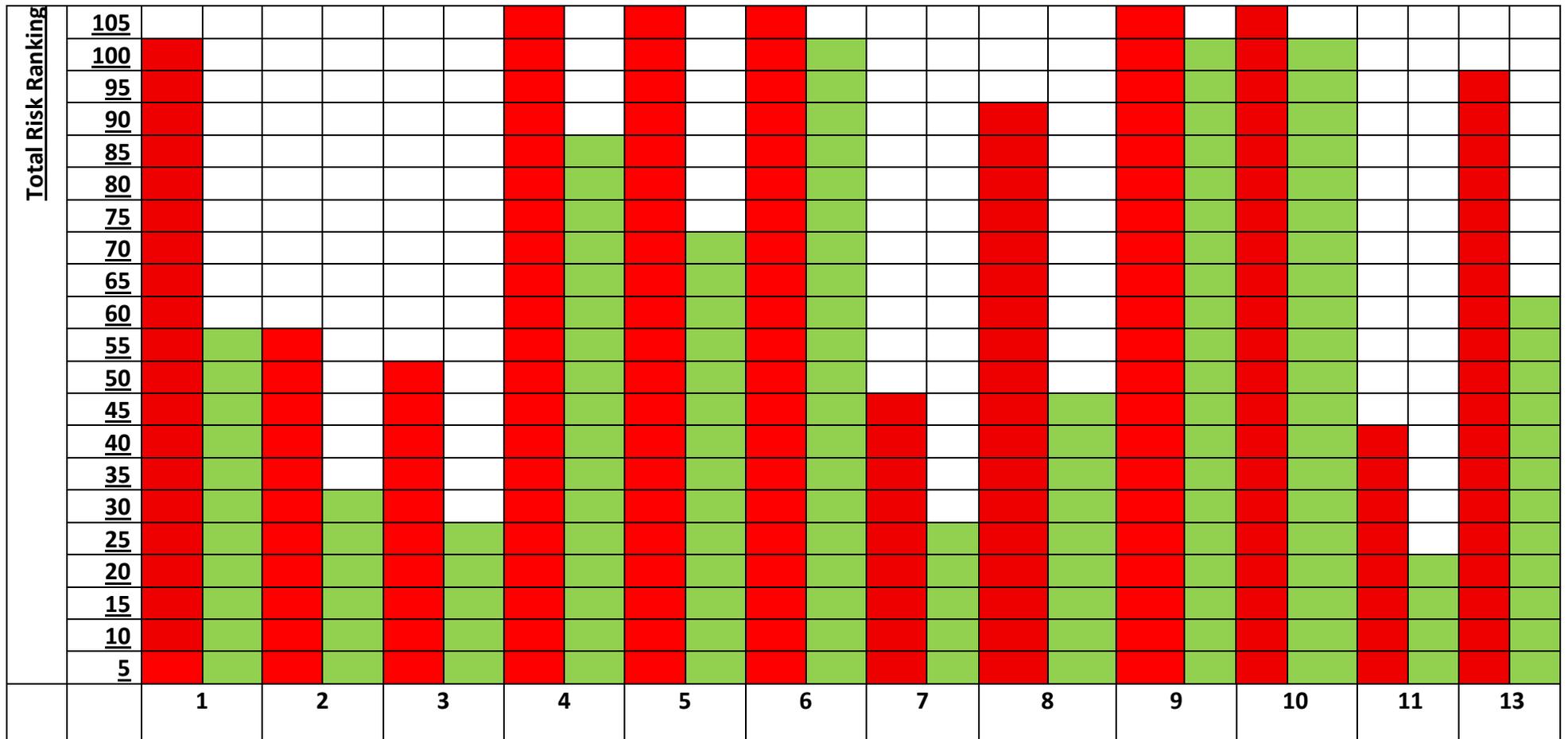
MAIN ACTIVITY	GENERAL SITE ACTIVITIES									
Ref Nr	Activity	Potential Hazard	Potential Risk	S	H	E	Pure Risk	Mitigation Measures	Residual Risk	Risk Ranking
12.1.	Sweeping	1.Repetitive motion 2.Dust, 3. Excessive environmental temperatures etc.	1.Muscular strain, 2.Dust inhalation 3.Heat exhaustion etc.	x			2x3=6	Safe systems of work, training, PPE, Good Housekeeping Practises, Supervision; etc.	2x2=2	2
12.2.	Lifting and lowering	1.Heavy loads difficult to grasp items 2.Incorrect lifting methods, caught between etc.	1.Muscular strain, 2.lower back injuries , etc.	x			3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	2x2=2	2
12.3.	Painting	1.Poor working posture 2.Repetitive motion 3.Hazardous chemical substances etc.	1.Dermatitis 2. Muscular strain etc.	x			3x3=9	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	1x2=2	2

12.4.	Ladder work	1. Elevated position, 2. Incorrect positioning, 3. Poor location slippery surfaces etc.	1. Fractures 2. Death etc.	x			3x3=9	HIRA, Training, PPE, safe systems of work and supervision etc.	1x4=4	2
12.5.	Use of Portable Electrical equipment	1. Electricity, 2. Faulty equipment, 3. High speed rotating equipment, 4. Tripping 5. Vibration, 6. Noise etc.	1. Electro-caution 2. Cuts, 3. Abrasions 4. Noise induced hearing loss etc.	x			2x3=6	Safe systems of work, training, PPE, Good Housekeeping Practises, Supervision; etc.	1x4=4	2
12.6.	Driving vehicles on site	1. Collisions 2. Flammable substances etc.	1. Fractures 2. Death, etc.	x			3x4=12	HIRA, Competent Management, Competent Supervision, safe systems of work. Tools and equipment inspections, Medical Fitness Certificates, continuous housekeeping signage, training. PPE etc.	3x3=9	2
12.7.	Extension cords	1. Electricity 2. Tripping hazards	1. Electrocutation, 2. Fractures etc	x			3x3=9	Safe systems of work, training, PPE, Good Housekeeping Practises, Supervision; etc.	1x4=4	2
12.8.	Hand tools	1. Tripping 2. Struck by items 3. Bumping against, 4. Abrasions 5. Sharp edges	1. Cuts 2. Bruising 3. Foreign material in eyes etc.	x			3x3=9	HIRA, Training, PPE, safe systems of work and supervision etc.	1x4=4	2

		6.Caught between surfaces 7. Flying metal particles etc								
12.9.	Scaffolding erection, dismantling	1.Falls from height, 2. Dropping of items, 3.Sharp edges, 4. Scaffolding collapse, etc	1.Back strain, 2.Bruising 3.Cut 5. Broken bones, 6.death etc.	x			5x4=20	Safe systems of work, training, PPE, Good Housekeeping Practises, Supervision; etc.	2x3=6	2
TOTALS			PURE RISK				95	RESIDUAL RISK	58	

OHS, Construction Phase Risk Profile

<u>Pure risk</u>	
<u>Residual Risk</u>	



**CONTRACTORS HEALTH AND SAFETY DECLARATION FOR TENDERS**

Project Name: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)

WIMS Number: 047874\_\_\_\_\_.

Client: \_\_\_\_\_

**INTRODUCTION**

In terms of Construction Regulation 5(1) (h) of the Construction Regulations of February 2014 a Contractor may only be appointed to perform construction work if the Client is satisfied that the Contractor has the necessary competencies and resources to carry out the work safely in accordance with the Occupational Health and Safety Act, Act 85 of 1993 and the Construction Regulations of February 2014. In line with this requirement the Contractor is required to read through this document carefully, sign it and submit it with his/her Tender.

**DECLARATION**

I the undersigned hereby declare and confirm that I am fully conversant with the Occupational Health and Safety Act, Act 85 of 1993, the Construction Regulations of February 2014 and the Site Specific Health and Safety Specification attached in the tender document.

2. I hereby declare that my company and its employees has the necessary competency and resources to safely carry out the construction work under this contract in compliance with the Occupational Health and Safety Act, Act 85 of 1993, the Construction Regulations of February 2014 and the Construction Safety, Health and Environmental Specification.
3. I hereby confirm that adequate provisions has been made in my tender to cover the cost of all Safety, Health and Environmental duties and responsibilities imposed on me by the Occupational Health and Safety Act, Act 85 of 1993, the Construction Regulations of February 2014 and the Site Specific Health and Safety Specification
4. I confirm that I may not commence with any part of construction work under the contract until the Client has approved my OH&S Plan in writing.
5. I hereby confirm that copies of the following documentation will be kept on site for viewing and inspection purposes for the duration of the construction work:
  - a) Client's Site-Specific Health and Safety Specification
  - b) Approved Construction Occupational Health and Safety Plan

- c) Occupational Health and Safety Act, Act 85 of 1993, and
- d) Construction Regulations of February 2014.
- e) Any other documentation as specified in the SSHSS or as required by the CHSR.

6. I agree that my failure to complete and execute this declaration to the satisfaction of the Client will mean that I am unable to comply with the requirements of the Occupational Health and Safety Act, Act 85 of 1993 and Construction Regulations 2014, and accept that my tender will be rejected.

**Signature**

**Date:**

(Person duly authorised to sign on behalf of Tender)

<b>12.3.</b>	<b>Annexure C: Structure of SSHSP submitted for approval and SSHSF layout requirement.</b>
--------------	--

<u>Number</u>	<u>Item</u>	<u>To be submitted with SSHSP for approval</u>	<u>Comments</u>
1.	INDEX	Yes	None
2.	SSHSP Approval Letter and Appointment letter.	No	To be filled in SSHSF after issuing by CHSR
3.	Letter of Good Standing	YES	To be kept up to date and filled in SSHSF
4.	Signed and dated SHE Management Plan	Yes	To be filled in SSHSF
5.	Organogram	Yes	To be placed on the SSHSF, kept updated
6.	Signed and dated Health and Safety Policies	Yes	To include communication Register and filled in SSHSF
7.	Site Layout Plan	Yes	To be kept updated and filled in SSHSF
8.	Signed and dated Emergency Plan	Yes	To be kept updated and filled in SSHSF
9.	Signed and dated Environmental Management Plan	Yes	To be kept updated and filled in SSHSF
10.	Signed and dated Personal Hygiene and Infectious Disease Management Plan.	Yes	To be kept updated and filled in SSHSF.
11.	Signed and dated Fall Prevention Plan	Yes	To be reviewed prior to work being conducted, and filled in SSHSF with communication record.
12.	Demolition Plan	No	To be submitted to CHSR and Structural Engineer for approval

			before work commences and filled in SSHSF with communication record.
13.	Two signed and dated risk assessments of priority risks as per the risk profile.	Yes	To be submitted with SSHSP for evaluation. To be filed in SSHSF and reviewed prior to work being conducted.
14.	Two signed and dated Method Statements/ Safe Work Method Statements for the two priority risk assessments as per item 11.	Yes	To be submitted with SSHSP for evaluation. To be filed in SSHSF and reviewed prior to work being conducted.
15.	Risk assessments and Method Statements.	Yes	To be kept on SSHSF with communication records
16.	Daily Safe Task Instruction (DSTI)	Yes	To be signed off at the start and end of shift with communication record, to be kept in SSHSF.
17.	Induction Course	Yes	To be reviewed, kept updated and include communication record register. Filled in SSHSF.
18.	Toolbox talks	Yes	To include communication register and filled in SSHSF.
19.	PPE Issue Record	Yes	To include training in correct use etc and filled in SSHSF.
20.	Sub – Contractor Monthly Audit records	No	To be discussed at SHE Committee meeting, closed out and kept on SSHSF.
21.	External Audit Reports	No	To be discussed at SHE Com Meetings, Internal Meetings etc and filed in SSHSF.
22.	Self-Audit Format	Yes	To be completed on a monthly basis, forwarded to team members at least 7 days before progress meeting, to report on close out at the meeting. Filed on the SSHSF.
23.	Sub- Contractor Appointments and scope and list	No	To be kept on SSHSF

24.	Section 37(2) Agreements	No	To be kept on SSHSF.
25.	Copy of Construction Regulations	Yes	To be kept on SSHSF.
26.	Construction Manager (CR 8(1))	Yes	Including CV / Proof of Competency. To be kept in the SSHSF.
27.	Assistant Construction Manager (CR 8(2))	Yes, if applicable	Including CV / Proof of Competency. To be kept in the SSHSF.
28.	SHE Officer (CR 8(5))	Yes	Including CV / Proof of Competency and SACPCMP Registration. To be kept in SSHSF.
29.	Construction Supervisor (CR 8(7))	Yes	Including CV / Proof of Competency. To be kept in SSHSF.
30.	Assistant Construction Supervisor (CR 8(8))	Yes, if applicable.	Including CV / Proof of Competency. To be kept in SSHSF.
31.	Risk Assessor (CR 9 (1))	Yes	Including CV / Proof of Competency. To be kept in SSHSF.
32.	Fall Prevention Planner (10 (1)(a))	Yes	Including CV / Proof of Competency. To be kept in SSHSF.
33.	Temporary Works Designer (CR 12(1))	No	Including CV / Proof of Competency. To be kept in SSHSF.
34.	Temporary Works Supervisor (CR 12(2))	No	Including CV / Proof of Competency. To be kept in SSHSF
35.	Excavation Supervisor (CR 13(1)(a))	Yes	Including CV / Proof of Competency. To be kept in SSHSF
36.	Demolition work Supervisor (14(1))	Yes	Including CV / Proof of Competency. To be submitted with Demolition Plan. To be kept in SSHSF
37.	Scaffold Supervisor (CR 16(1))	No	Proof of Competency. To be kept in SSHSF
38.	Scaffold Erector (CR 16 (2))	No	Proof of Competency. To be kept in SSHSF
39.	Scaffold Inspector (CR 16(2))	No	Proof of Competency. To be kept in SSHSF

40.	Suspended Platform Supervisor (CR 17(1))	No	Proof of Competency. To be kept in SSHSF
41.	Material Hoist Inspector (CR 19(8)(a))	No	Proof of Competency. To be kept in SSHSF
42.	Bulk Mixing Plant Supervisor (CR 20(1))	No	Proof of Competency. To be kept in SSHSF
43.	Construction vehicle and Mobile Plant Operator (CR 23(1)(d))	No	Proof of Competency, medical fitness etc. To be kept in SSHSF
44.	Temporary Electrical Installation Inspector (CR 24(d))	No	Proof of Competency. To be kept in SSHSF
45.	Stacking and storage Inspector (CR 28 (a))	No	Appointment, to be kept in SSHSF
46.	Fire Equipment Inspector (CR 29(h))	No	Including basic Fire Fighting Training proof of competency
47.	Fire Team Member (CR 29 (i))	No	Including basic Fire Fighting Training proof of competency
48.	Portable Electrical Equipment Inspector (EMR 9)	No	Appointment to be kept in the SSHSF
49.	Accident Incident Investigator (GAR 9(2))	Yes	Including CV / Proof of Competency. To be kept in SSHSF
50.	First Aider GSR (3(4))	No	Including at least Level 2 First Aid Competency. To be kept in the SSHSF
51.	Welding/Flame cutting equipment Inspector (GSR 9)	No	Appointment to be kept in the SSHSF
52.	Ladder Inspector (GSR 13 (a))	No	Appointment to be kept in the SSHSF.
53.	Hazardous Chemical Substances Supervisor (HCSR 3(3))	No	Appointment to be kept in the SSHSF.
54.	Hand Tool Inspector (Sec 8(2)(a))	No	Appointment to be kept in the SSHSF.
55.	SHE Representative (Sec 17)	No	Including proof of Competency. To be filled in SSHSF



**HEALTH AND SAFETY IMPLEMENTATION AND MANAGEMENT COSTING**

Due to the nature of this project, the contractor must keep this page updated as work progresses. Items may be added or deleted if required

ITEM	DESCRIPTION	UNIT	QUAN - TITY	MONTHS (Indicative)	RATE	AMOUNT (a)x(b)
<b>1</b>	<b><u>MEDICALS</u></b>					
1.1	Pre-employment medical	Nr.				
1.2	Psychological medical for working at heights	Nr.				
1.3	Psychological medical for working motorized equipment & construction machinery	Nr.				
1.4	Medical for working asbestos	Nr.				
1.5	Routine medical as per requirement of job activities	Nr.				
1.6	Re-medicals - yearly	Nr.				
	<b>OTHER ITEMS</b>					
	<b>TOTAL</b>					
<b>2</b>	<b><u>PERSONAL AND GENERAL PROTECTIVE EQUIPMENT</u></b>					
2.1	Overalls Blue					
2.2	Hard Hats					
2.3	Safety Boots/Shoes. Steel toecap Gumboots					
2.4	Gloves					
2.5	Hearing Protection					
2.6	Eye Protection					

2.7	Reflective vests					
2.8	Orange Star Netting - 1.2m High	m				
2.9	Orange Plastic road cones	Nr.				
2.10	Plastic Reinforce Caps(Rebar)	Nr.				
2.11	Dust masks	Nr.				
	<b>OTHER ITEMS</b>					
	<b>TOTAL</b>					
<b>3</b>	<b>FIRE FIGHTING</b>					
3.1	Fire extinguishers - 4.5Kg	Nr.				
3.2	Training	Nr.				
3.3	Surveys	Nr.				
3.4	Other - Drip trays	Nr.				
	<b>OTHER ITEMS</b>					
	<b>TOTAL</b>					
<b>4</b>	<b>HEALTH AND SAFETY PERSONNEL</b>					
4.1.	Full Time Safety Officer	Nr.				
4.2.	Full time Safety Representatives if required	Nr.				
4.3.	Fire Watchers	Nr.				
4.4.	First aiders	Nr.				
4.5.	External auditors costs	Nr.				
4.6.	Occupational hygienist	N/A				
4.7.	Construction Phase SHE Plan					

	<b>OTHER ITEMS</b>					
	<b>TOTAL</b>					
<b>5</b>	<b>FACILITIES</b>					
5.1	Provision of ablution facilities	Nr.				
5.2	Service and maintenance of ablution facilities	Nr.				
5.3	Provision of eating areas	Nr.				
5.4	Cleaning of Lay down and other storage areas	Nr.				
5.5	Wash hand basin	Nr.				
5.6	Hot and Cold running water	Nr.				
	<b>OTHER ITEMS</b>					
	<b>TOTAL</b>					
<b>6</b>	<b>FALL PREVENTION / PROTECTION</b>					
6.1	Safety harnesses with double lanyards	Nr.				
6.2	Lanyard extenders	Nr.				
6.3	Scaffold hooks	Nr.				
6.4	Lifelines and vertical fall arrest systems	Nr.				
6.5	Scaffolding – material, erection, and inspection (Estimate for project)	Nr.				
6.6	Temporary hand railing material and kick flats	Nr.				
6.7	Inspection for approval of equipment (AIA)	Nr.				
6.8	Chin Straps/Toolbags/Wrist straps	Nr.				
	<b>OTHER ITEMS</b>	Item				
	<b>TOTAL</b>					

<b>7</b>	<b>VEHICLE / MOBILE EQUIPMENT UPGRADE FOR USE ON SITE</b>					
7.1	Raised lights	Nr.				
7.2	Rotating orange light	Nr.				
7.3	Flag as per procedure	Nr.				
7.4	Fire extinguisher - 4.5Kg	Nr.				
7.5	First aid box	Nr.				
7.6	Reflector tape	m				
7.7	Danger Tape	Rolls				
7.8	Signage	Nr.				
7.9	Roll over & fall over protection	N/A				
7.10	Safety belts for all passengers (LDV)	N/A				
7.11	Wheel; Chocks	N/r				
7.12	Directional control Signage	N/r				
	<b>OTHER ITEMS</b>					
	<b>TOTAL</b>					
<b>8</b>	<b>LIFTING MACHINERY AND EQUIPMENT</b>					
8.1	Annual inspections and load testing as per legal requirement	Nr.				
8.2	Certification of all lifting gear during the project	Nr				
8.3	Third Party Inspections	N/r				
8.4	Inspections for approval of equipment (AIA)	N/r				
8.5	Slings	N/r				
8.6	Chains	N/r				
	<b>OTHER ITEMS</b>					

	<b>TOTAL</b>					
<b>9</b>	<b>INSURANCES</b>					
9.1	COVID cover for the project	Nr.				
9.2	Liability insurances	Nr.				
	<b>TOTAL</b>					
<b>10</b>	<b>FIRST AID</b>					
10.1	First aid boxes	Nr.				
10.2	Rescue equipment and stretchers	Nr.				
10.3	Replenishment of boxes and other supplies	Nr.				
10.4	Hazchem Spill kits	Nr.				
	<b>OTHER ITEMS</b>					
	<b>TOTAL</b>					
<b>11</b>	<b>TRAINING</b>					
11.1	SHE Representative	Nr.				
11.2	Supervisor A2 (No cost)	Nr.				
11.3	First Aid Level 1	Nr.				
11.4	Fire Fighting	Nr.				
11.5	Legal Liability	Nr.				
11.6	Scaffold Inspector					
11.7	Scaffold Erector					
11.8	Basic Working at Heights					
	<b>OTHER ITEMS</b>					
	<b>TOTAL</b>					

<b>12</b>	<b>SIGNAGE</b>					
12.1	All signage as required by law: regulatory, warning and information	Nr				
	<b>OTHER ITEMS</b>					
	<b>TOTAL</b>					
<b>13</b>	<b>ELECTRICAL</b>					
13.1	Locks required for lockouts	Nr.				
13.2	Tags	Nr.				
13.3	Permit books	Nr				
13.4	Callipers	Nr				
13.5	Key safes	Nr				
<b>13</b>	<b>ELECTRICAL</b>					
13.1	Locks required for lockouts	Nr.				
13.2	Tags	N/r				
13.3	Permit Books	N/r				
13,4	Callipers	N/r				
13.5	Key Safes	N/r				
	<b>OTHER ITEMS</b>					
	<b>TOTAL</b>					
<b>14</b>	<b>PLANT &amp; SCAFFOLDING</b>					
14.1	Telescopic Hoist	month				
14.2	TH-Driver	month				
14.3	Scaffolding	month				

	<b>OTHER ITEMS</b>					
	<b>TOTAL</b>					
<b>15</b>	<b>ASBESTOS WORK</b>					
15.1.	Appointment of AIA					
15.2.	Supply and installation of warning signage and barriers					
15.3.	Asbestos removal					
15.4.	Packaging, labelling, and transport of asbestos waste to approved disposal facility					
15.5.	Provision of <b>PPE</b> for all personnel (disposable coveralls, gloves, respirators)					
15.6.	Air monitoring and clearance testing					
15.7.	Site decontamination and final cleaning					
15.8.	Submission of completion and clearance report					
	<b>OTHER ITEMS</b>					
	<b>TOTAL</b>					

## T2.32 - OHSE CLIENT SPECIFIC REQUIREMENTS

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>
<b>Tender no:</b>	<b>ZNTU04271W</b>
<b>Project Code:</b>	<b>WIMS047874</b>

"Note: Refer to attached Occupational Health and Safety Specification (OHSE SPEC) & Baseline Risk Assessment for WIMS 047874: Ngwelezane Hospital: Orthotics & Prosthetics Centre with Parking Area (Completion Contract for WIMS 047874)."

**T2.33 - BASELINE RISK ASSESSMENT**

<b>Project title:</b>	<b>Ngwelezane Hospital: Construction of New Orthotics and Prosthetics Centre with Parking Area (Completion Contract)</b>		
<b>Tender no:</b>	<b>ZNTU04271W</b>	<b>Project Code:</b>	<b>WIMS047874</b>

"Note: Refer to attached Occupational Health and Safety Specification (OHSE SPEC) & Baseline Risk Assessment for WIMS 047874: Ngwelezane Hospital: Orthotics & Prosthetics Centre with Parking Area (Completion Contract for WIMS 047874)."

### T2.34 - Functionality Criteria

The threshold score, below which tenderers are eliminated from further consideration, should be minimum 70%

#### TENDER EVALUATION CRITERIA AND SCORING

The weighting for Functionality out of 100 sub-points is as follows:

Evaluation Criteria	Deliverables	Points	Sub-Points	Sub-Criteria
1. Financial Standing	The submission of all financial requirements stipulated in the tender	29 Points	5 Sub-points (5 points)	Proof of working capital (latest three months bank statement) of at least 1.5% of the tender project value as reflected in the Form of Offer. (5 points)
			5 Sub-points (5 points)	Annual Financial Statement 2025. (5 points)
			5 Sub-points 5 points - (1 point per letter x5)	Letters of credit reference from suppliers (not older than six months). Letters to be stamped by supplier, signed and credit limits stipulated with combined value of R2,000,000.00 for the 5x letters for the main contractor (Suppliers such as roof sheeting supplier, concrete supplier, bricks supplier, reinforcement supplier, general building materials supplier.)  1x Letter - 1 point 2x Letters - 2 points 3x Letters - 3 points 4x Letters - 4 points 5x Letters - 5 points
			4 Sub-points 4 points - (1 point per letter x4)	Provide Sub-Contractor Letters of credit reference from suppliers (Two for electrical sub-contractor such as cable supplier, light fittings supplier and two for mechanical sub-contractor such as aircon supplier, ducting supplier) (not older than six months). Letters to be on stamped by supplier, signed and credit limits stipulated with the minimum combined value of R500,000.00 for two electrical subcontractors and minimum combined value of R500,000.00 for two mechanical subcontractors.  1x Letter - 1 point 2x Letters - 2 points 3x Letters - 3 points 4x Letters - 4 points
			5 Sub-points (5 points)	Letter of intent from the Contractor to appoint the proposed Electrical Sub-Contractor for this project with confirmation from Sub-Contractor indicating willingness to go into contract with the Contractor upon award of this project. (5 points)
			5 Sub-points (5 points)	Letter of intent from the Contractor to appoint the proposed Heating, Ventilation and Air-Conditioning (HVAC) Sub-Contractor for this project with confirmation from Sub-Contractor indicating willingness to go into contract with the Contractor upon award of this project. (5 points)

2.	Competency, Experience and Resource Capacity	Tenderer to demonstrate their technical competency, human resource capacity and relevant project experience	36 Points	9 Sub-points 9 points - (3 points per project x3)	Schedule of projects of similar value (7GB and above) and nature (similar health care project) (projects in the last 5 years)  List of three (3) similar projects completed in the CIBD General Building Works (GB) and specific reference to: Project name, description (type/nature), duration (start & completion dates), Project value and name and contact details of the Client and Principal Agent.  1x Project - 3 points 2x Projects - 6 points 3x Projects - 9 points
				9 Sub-points 9 points - (3 points per certificate x3)	Attach x3 Completion Certificates for the above listed projects, signed by the Institution / Client / Engineer / Principal Agent indicating successful completion of the above-projects.  1x Certificate - 3 points 2x Certificates - 6 points 3x Certificates -9 points
				6 Sub-points 6 points - (2 points per letter x3)  (Only reference letter provided on the attached pro-forma template will be adequate)	Provide 3 No. reference letters for above-listed projects either from the Client / Consultants/ Project Manager. Commenting on bidder's positive performance.  1x Letter - 2 points 2x Letters - 4 points 3x Letters - 6 points
				2 Sub-points (2 points)	List one (1) similar Heating, Ventilation and Air-Conditioning (HVAC) Installation (minimum of 3ME CIDB grading) successfully completed: Project name, type (nature) / description & value of Heating, Ventilation and Air-Conditioning (HVAC) Installation; Project duration (indicating the start & completion dates); Name of Principal Consultant / Project Manager / Client. If you are subcontracting then you need to provide company profile for subcontractor. (2 points)
				2 Sub-points (2 points)	Provide a reference letter for the above - listed Heating, Ventilation and Air-Conditioning (HVAC) Installation from the Client / Consultants / Project Manager, commenting on bidder's positive performance. (2 points)
				2 Sub-points (2 points)	Provide a Completion Certificate for the above - listed Heating, Ventilation and Air-Conditioning (HVAC) Installation, signed by the Institution / Client / Engineer / Principal Agent indicating successful completion. (2 points)

				2 Sub-points (2 points)	List one (1) similar Electrical Installation (minimum of 4EB CIDB grading) successfully completed: Project name, type (nature) / description & value of electrical installation; Project duration (indicating the start & completion dates); Name of Principal Consultant / Project Manager / Client. If you are subcontracting then you need to provide company profile for subcontractor. (2 points)
				2 Sub-points (2 points)	Provide a reference letter for the above-listed Electrical Installation from the Client / Consultants / Project Manager, commenting on bidder's positive performance. (2 points)
				2 Sub-points (2 points)	Provide a Completion Certificate for the above listed Electrical Installation, signed by the Institution / Client / Engineer / Principal Agent indicating successful completion. (2 points)
3.	Tenderer's Project Management Structure and Organogram and Experience of Resources Proposed for the Project	A tenderer that submits a detailed project organogram that sets out the roles and responsibilities of each proposed team member, which is backed up By their curriculum vitae that demonstrate extensive experience, together with a project implementation structure shall be allocated maximum sub-points. In all other instances zero (0) sub-points shall be allocated.	19 Points	6 Sub-points (6 points)	Submission of a project specific organogram including the following roles: 1. Construction Manager 2. Site Agent 3. Safety Officer 4. Foreman 5. Electrician 6. Heating, Ventilation and Air-Conditioning (HVAC) Installer  Organogram to indicate the individual's role specific to this project, whether management / technical staff, having the following Information: Name and surname; Number of years of experience; Role & capacity; Minimum years of experience: 5 years. (6 points)
				13 Sub-points (12 points)	CV's with references, experience and relevant qualifications of personnel Involved In the project as per the Project-specific organogram. Minimum years of experience: 5 years.  (To obtain points, a person must have relevant experience in the area of construction being considered) 1. Construction Manager (Pr CM) (2 points) 2. Site Agent (Diploma / Degree in Building) (2 points) 3. Safety Officer ( 3 points) 4. Foreman (NQF 5 and also manage labour intensive construction project) (2 points) 5. Electrician (Wiremen license / NQF 3) (2 points) 6. Heating, Ventilation and Air-Conditioning (HVAC) Installer (NGF 3) (2 points)  (13 points)
4.	Tenderers ability to provide a Letter of Intent for the provision of a guarantee	Original letter of intent on a bank's letterhead.	5 Points	5 Sub-points (5 points)	Letter from a registered financial institution confirming intention to issue a provision of a 10% bank guarantee. (5 points)

5.	Methodology and Approach	Detailed method statement and programme to be submitted.	11 Points	5	Sub-points (5 points)	Submission of a detailed project-specific Method Statement.  Detailed statement of the proposed methodology of the construction works applied to this project, describing the process/approach for completion of the works and the required timelines, taking into account the context of the site and nature of the project. The following must be considered:  <ul style="list-style-type: none"> <li>- Site organization including material storage, handling and distribution. (1 point)</li> <li>- OHS management and compliance. (1 point)</li> <li>- Productivity maintenance and management through programming, progress tracking. Etc. (1 point)</li> <li>- Site documentation control and management. (1 point)</li> <li>- Resourcing strategy Including resource deployment plan. (1 point)</li> </ul> (5 Points)
				6	Sub-points (6 points)	Submission of a detailed project-specific Works Programme.  Detailed programme of work which should outline the following: List of activities from Inception to completion, with key milestones and duration or time frames (considering site establishment, scaffolding, roofing). Indication of all trades and critical path (start to finish relationships between activities). (6 points)

**TENDER EVALUATION CRITERIA AND SCORING PRICE AND SPECIFIC GOALS**

Evaluation Criteria	Deliverables / Goal	Points	
Price	A maximum of 90 Points is allocated for Price.		Points
Specific Goal 1	Ownership by Black People	2	Points
Specific Goal 2	Ownership by People who are Women	2	Points
Specific Goal 3	Ownership by People who are Youth	2	Points
Specific Goal 4	Ownership by People living with Disabilities	2	Points
Specific Goal 5	Promotion of enterprises located in the uMhlathuze Local municipal area for work to be done or services to be rendered	2	Points

**Functionality Criteria - Item 2**

**BID - Details of Previous Similar Project Experience**

**To be completed by reference and returned**

Project Name Completed: ..... Value R .....

Client Name: ..... Year: .....

Please verify that information provided by the respondent in Part A above is correct. Comment alongside if necessary		Comments
<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Please score and comment on the attributes listed below	Score out of 10	
Overall project planning by contractor		
Ordering of materials and long-lead materials		
Compliance with construction programme		
Application of resources to project		
Site management and reporting		
Contractual acumen		
Administration of sub-contractors (nominated, selected, domestic)		
Payment of sub-contractors and Suppliers		
Quality of workmanship and quality assurance testing		
Total score (sum of all scores)		

Referee name: ..... Referee signature: .....

Designation: ..... Business entity / Client stamp

Date: .....

Tel: .....

**PART A**

**T2.35 INVITATION TO TENDER - SBD 1**

**YOU ARE HEREBY INVITED TO TENDER FOR REQUIREMENTS OF THE KWA-ZULU NATAL DEPARTMENT OF WORKS**

<b>TENDER NUMBER:</b>	ZNTU04271W	<b>CLOSING DATE:</b>	10/03/2026	<b>CLOSING TIME:</b>	11:00
-----------------------	------------	----------------------	------------	----------------------	-------

**DESCRIPTION**

**THE SUCCESSFUL TENDERER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT**

TENDER RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE TENDER BOX SITUATED AT *(STREET ADDRESS)*

**SUPPLIER INFORMATION**

NAME OF TENDERER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER	CODE	NUMBER
------------------	------	--------

CELLPHONE NUMBER

FACSIMILE NUMBER	CODE	NUMBER
------------------	------	--------

E-MAIL ADDRESS

VAT REGISTRATION NUMBER

<b>TCS PIN:</b>	<b>CSD No:</b>
-----------------	----------------

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE (Tick YES or NO)	Yes	B-BBEE STATUS LEVEL SWORN AFFIDAVIT (Tick YES or NO)	Yes
	No		No

If YES, State the name of the verification agency accredited by SANAS

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes	NO	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES	YES	NO
[IF YES ENCLOSE PROOF]			(IF YES ANSWER PART B:3 BELOW)		

<b>SIGNATURE OF TENDERER</b>	<b>DATE</b>
------------------------------	-------------

**CAPACITY UNDER WHICH THIS TENDER IS SIGNED**  
 (Attach proof of authority to sign this tender; e.g. resolution of directors, etc.)

<b>TOTAL NUMBER OF ITEMS OFFERED</b>	<b>TOTAL TENDER PRICE (ALL INCLUSIVE)</b>
--------------------------------------	---

TENDERING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

**PART B**

**TERMS AND CONDITIONS FOR TENDERING - SBD 1**

**1. TENDER SUBMISSION:**

- 1.1. TENDERS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE TENDERS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL TENDERS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE
- 1.3. TENDERERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO TENDERING INSTITUTION.
- 1.4. WHERE A TENDERER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE TENDER DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO TENDERING INSTITUTION.
- 1.5. THIS TENDER IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT ARE THE CLAUSES CONTAINED IN THE GENERAL CONDITIONS OF CONTRACT (2010) (SECOND EDITION) PUBLISHED BY THE SOUTH AFRICAN INSTITUTION OF CIVIL ENGINEERING. COPIES OF THESE CONDITIONS OF CONTRACT MAY BE OBTAINED THROUGH MOST REGIONAL OFFICES OF THE SOUTH AFRICAN INSTITUTION OF CIVIL ENGINEERING, OR BY VISITING THEIR WEBSITE AT WWW.SAICE.ORG.ZA; AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

**2. TAX COMPLIANCE REQUIREMENTS**

- 2.1 TENDERERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 TENDERERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 [APPLICATION FOR TAX COMPLIANCE STATUS \(TCS\) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.](http://www.sars.gov.za)
- 2.4 TENDERERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE TENDER.
- 2.5 IN TENDERS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE TENDERER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.

**3. QUESTIONNAIRE TO TENDERING FOREIGN SUPPLIERS**

3.1. IS THE TENDERER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	YES		NO	
3.2. DOES THE TENDERER HAVE A BRANCH IN THE RSA?	YES		NO	
3.3. DOES THE TENDERER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	YES		NO	
3.4. DOES THE TENDERER HAVE ANY SOURCE OF INCOME IN THE RSA?	YES		NO	

**IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE TENDER INVALID.**

## T2.36 THE CIDB BUILD PROGRAMME

**This document must be signed and submitted together with your tender**

### INTRODUCTION

In terms of sections 5(2) of the Construction Industry Development Board Act, 2000 (Act no.38 of 2000) (the Act), the Construction Industry Development Board is empowered to promote best practice Standards. This best practice Standard for developing skills through infrastructure contracts, establishes the minimum contract skills development goals to be achieved in the performance of such contracts relating to the provision of workplace opportunities, linked to or leading to:

- a) a part- or full occupational qualification registered on the National Qualification Framework;
- b) a trade qualification leading to a listed trade (GG No. 35625, 31 August 2012);
- c) a national diploma registered on the National Qualification Framework; and
- d) registration in a professional category by one of the professional bodies listed in the standard

**The contractor shall achieve in the execution of this contract the Contract Participation Goals (CPG) relating to the engagement of targeted enterprises as established in the CIDB Standard for Indirect Targeting for Enterprise Development through Construction works Contracts Published in Government Gazette No 48491)**

### Requirements

#### Contract skills development goal (CSDG)

1. The contractor shall attain or exceed the contract skills development goal in the performance of the contract or the execution of an order.
2. The contract skills development goal shall be expressed as in 3 for engineering and construction works and design and build and services contracts.
3. In the case of engineering and construction works contracts, design and build contracts and services contracts the contract skills participation goals, expressed in Rand, shall be no less than the sub-total multiplied by a percentage (%) factor given in **Table 1** for the applicable class of construction works used in the application of the Construction Industry Development Regulations, issued in terms of the Construction Industry Development Board Act of 2000.

#### **The Contractor undertakes to submit the following Enterprise Development Forms:**

Form ED 105P: Project Interim Report

Form ED 104P: Enterprise Development Declaration

Form ED 101P: Project Completion Report ; and the Professional Project Leader is required to approve these forms.

#### **The Contractor undertakes to submit the following Skills Development Forms:**

Form SD 101P: Project Completion Report

Form SD 102P: Notification of the Issue of Cancellation / Termination of Contract

Form SD 104P: Project Training Plan; and the Professional Project Leader is required to approve these forms.

**TABLE 1**

<b>Class of construction works as identified in terms of Regulation 25(3) of the Construction Industry Regulations 2004</b>		<b>Construction skills Development Goal (CSDG) %</b>
<b>Designation</b>	<b>Description</b>	
CE	Civil Engineering	0.25
EE	Electrical Engineering works (buildings)	0.25
EP	Electrical Engineering Works (Infrastructure)	0.25
GB	General Building	0.50
ME	Mechanical Engineering Works	0.25
SB	Specialist	0.25

**The Standard for developing skills through infrastructure contracts obligation agreement is between the KwaZulu Natal Department of Public Works and Infrastructure and the successful Tenderer (contractor)**

Tender number:	_____	Closing date:	_____
Name of tenderer:	_____		
Postal address:	_____		
Signature:	_____	Name (in print):	_____
Date:	_____		