

**Transnet National Ports Authority**  
**Project Health and Safety Site Specification**  
**Upgrade of Island View Seawalls in the Port of Durban**  
**Project Number: XDN.E.0035.HSP.0001**



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## Table Of Contents

<b>1. Purpose</b> .....	<b>6</b>
<b>2. Project Scope for Upgrade of Island view Seawalls</b> .....	<b>6</b>
<b>3. Definitions</b> .....	<b>7</b>
<b>4. Health and Safety Management Plan</b> .....	<b>11</b>
<b>5. Policy</b> .....	<b>12</b>
<b>6. Hazard Identification and Risk Assessment</b> .....	<b>13</b>
6.1 Baseline Risk Assessments.....	13
6.2 Task-Based Risk Assessments .....	16
6.3 Pre-Task Hazard Assessments.....	17
<b>7. Legal and Other Requirements</b> .....	<b>17</b>
<b>8. Objectives</b> .....	<b>17</b>
<b>9. Resources, Accountabilities and Responsibilities</b> .....	<b>18</b>
9.1 Construction Health and Safety Agent (CHSA).....	19
9.2 Construction Manager, CR 8(1) .....	19
9.3 Contractor Health and Safety Manager .....	21
9.4 Contractor Health and Safety Officers, CR 8(5) .....	21
9.5 Construction Supervisors, CR 8(7) & CR 8(8) .....	23
9.6 Health and Safety Representatives .....	24
9.7 First Aiders .....	24
<b>10. Duties of the Designer</b> .....	<b>24</b>
<b>11. Competence, Training and Awareness</b> .....	<b>25</b>
<b>12. Health and Safety Induction Training</b> .....	<b>27</b>
12.1 Specific Training and Competency Requirements .....	27
<b>13. Communication, Participation and Consultation</b> .....	<b>28</b>
13.1 Visible Felt Leadership (VFL).....	29
13.2 Toolbox Talks .....	29
13.3 Daily Safe Task Instructions (DSTI's).....	29
13.4 Health and Safety Suggestions.....	30
13.5 Health and Safety Meetings .....	30
13.5.1 Contractor Health and Safety Meetings.....	30
13.5.2 Site Health and Safety Meetings.....	30
13.6 Health and Safety Performance Boards.....	31
13.7 Health and Safety Management Information Notice Boards.....	31
13.8 Involvement (Other) .....	32
<b>14. Documentation and Document Control</b> .....	<b>32</b>
14.1 Contractor Health and Safety File Requirements.....	32

<b>15. Operational Control .....</b>	<b>34</b>
15.1 Project-Specific Health and Safety Standards .....	34
15.2 Safe Work Procedures .....	34
15.3 Planned Task Observations .....	34
15.4 General Rules of Conduct .....	35
15.5 Site Access and Security .....	36
15.5.1 Access Control .....	36
15.5.2 Trespassing .....	36
15.5.3 Visitors .....	37
15.5.4 Alcohol, Drugs and Other Intoxicating Substances .....	37
15.5.5 Firearms, Ammunition and Offensive Weapons .....	37
15.5.6 Construction Vehicles .....	37
15.6 Supply and Deliveries .....	39
15.7 Mobile Equipment and Light Vehicles .....	39
15.7.1 Light Vehicles .....	42
15.7.2 Mobile Equipment .....	44
15.7.3 Training and Licensing .....	46
15.8 Signs and Notices .....	47
15.9 Machinery .....	47
15.10 Barricading .....	48
15.11 Welding .....	49
15.12 Installation of Bidim geotextile .....	51
15.13 Marine excavation .....	51
15.14 Revetment .....	52
15.15 Placement of rock .....	52
15.16 Excavations .....	52
15.17 Concrete Works .....	56
15.17.1 Concrete Breaking (Rat proofing) .....	56
15.17.2 Pouring of Concrete .....	56
15.18 Demolition work .....	57
15.19 Cranes and Lifting Equipment .....	57
15.19.1 Design, Manufacturing and Safety Features .....	57
15.19.2 Lift Planning and Risk Assessment .....	58
15.19.3 Crane Operation .....	60
15.19.4 Inspection, Testing and Maintenance .....	63
15.19.5 Training and Competency .....	65
15.20 Working at Elevated positions .....	65
15.20.1 Work Platforms .....	65
15.20.2 Fall Protection .....	66
15.20.3 Permitting for elevated work .....	68
15.20.4 Suspended Loads .....	69
15.20.5 Elevating Work Platforms .....	69
15.20.6 Falling Objects .....	70
16. Ladders .....	70
17. Permit to Work .....	72
18. Electrical Safety .....	74
19. Working in operational areas (Island View complex) .....	79
20. Angle Grinders .....	79
21. Hand Tools .....	80

22. Inspection of Equipment and Tools .....	80
23. Ergonomics.....	80
24. Manual Handling .....	81
25. Personal Protective Equipment.....	83
25.1 Head Protection.....	84
25.2 Eye Protection .....	84
25.3 Hearing Protection.....	85
25.4 Respiratory Protection.....	86
25.5 Hand and Arm Protection .....	87
25.6 Foot Protection.....	87
25.7 Clothing .....	88
25.8 Body Protection .....	88
25.9 Electrical Protective Equipment.....	88
25.10 Jewellery.....	89
25.11 Hair .....	89
25.12 Task-Specific PPE .....	89
26. Sun Protection .....	90
27. Fuel / Flammable Liquid Storage and Refuelling .....	90
28. Fire Protection and Prevention .....	92
29. Smoking .....	94
30. Housekeeping .....	94
31. Waste Management.....	95
32. Stacking and Storage of Rock and Sheet piles .....	95
33. Temporary works .....	95
34. Demarcation .....	97
35. Facilities .....	97
36. Medical Surveillance .....	98
37. Occupational Hygiene .....	98
38. Lighting .....	98
39. Hearing Conservation .....	99
40. Hazardous Chemical Substances.....	102
41. Radiation .....	104
42. Thermal Stress.....	105
43. Fitness for Work.....	106
44. HIV / AIDS.....	109
45. Emergency Preparedness and Response .....	109
46. Fire Fighting.....	111
47. First Aid Kits.....	111
48. Management of Change.....	112
49. Sub-contractor Alignment .....	112
50. Measuring and Monitoring.....	113
51. Incident Reporting and Investigation .....	113
52. Non-conformance and Action Management .....	115
53. Performance Assessment .....	116
53.1 Reporting on Performance .....	116
53.2 Safety Audits and Inspections .....	117
54. Management Review .....	118
55. Reference Documents.....	118

***List of Tables***

Table 6-1: Hazard (Energy) Types.....	11
Table 6-2: Consequence Descriptors.....	11
Table 6-3: Likelihood Descriptors .....	12
Table 6-4: Risk Matrix .....	13
Table 12-1: Specific Training and Competency Requirements.....	27
Table 15-1 Colour Coding System for Lifting Equipment .....	73
Table 15-2 Colour Coding System for Electrical Equipment.....	102
Table 16-1 Minimum Requirements to be included when equipping first aid boxes .....	156
Table 24-1: Reference Documents .....	164

## 1. Purpose

This specification identifies the health and safety requirements on the Upgrade of Island view Seawalls for the Port of Durban in line with the Construction Regulations 2014, the CLIENT must prepare a suitable, sufficiently documented and coherent site specific Health and Safety Specification for the intended construction work based on baseline risk assessments, for issue not only to principal contractors for a construction project but now also to the Designer who is obliged by these Regulations to take the Specification into consideration during the design phase and include it in the tender document

It has been derived from leading health and safety practices as well as legislative requirements. All contractors and service providers must take careful note of these requirements and must ensure that adequate budget provision has been made to ensure compliance.

This specification has been compiled to cover a wide range of construction activities. In order to determine which requirements are applicable, the contractor must conduct a health and safety risk assessment specific to the project and specific to the contractor's scope of work. All applicable requirements must be addressed in the contractor's Health and Safety Management Plan.

This specification will be periodically reviewed and updated (if necessary) to address and / or include:

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

## 2. Project Scope for Upgrade of Island view Seawalls

Sea walls play a vital role in controlling changes of coastline caused by marine erosion and deposition as they are structures that provides shoreline protection from waves and retains soil. The deteriorating sea walls around the Port indicate that these walls have fulfilled their service life and need to be upgraded. Once sea walls begin to deteriorate, they are unable to meet the following criteria;

- Ability to withstand the static and hydrodynamic forces.
- Provision of adequate protection to avoid settlement, toe failure, or loss of material from beneath or behind the armouring.

Wind and wave conditions have altered due to the Entrance Channel being deepened and widened. The Island View channel and basin which is in a direct line with the new, widened channel has become much more exposed to adverse wave conditions than in the past. The effects of the new wind and wave conditions on the sea walls need to be investigated. At present, in order to mitigate against risk of the structures collapsing TNPA has placed a maintenance program that ensures that all sea walls in the Port are being inspected and repaired as and when required. Therefore, an opportunity exists for upgrading the sea walls to withstand the adverse wave conditions.

The scope will cover but not limited to the following activities:

- Site Establishment
- Demolition of existing structures,
- Marine Excavation
- Placement of armour rock
- Revetment, Extension of the storm water outfalls

- Scour protection, and
- Grading and levelling of existing revetment with filter rock
- Placing of armour rock
- Installation of Bidim geotextile
- External environmental conditions
- Handling, Storage & disposal of Hazardous chemical substances.
- Working adjacent to existing structures Load limitations for existing Berth structures.
- Existing sea walls and shoreline embankments.

### 3. Definitions

#### **Acceptable Risk**

A risk that has been reduced to a level that can be tolerated having regard for the applicable legal requirements and the Health and Safety Policy adopted for the project.

#### **ALARP (As Low As Reasonably Practicable)**

The concept of weighing a risk against the sacrifice needed to implement the measures necessary to avoid the risk. With respect to health and safety, it is assumed that the measures should be implemented unless it can be shown that the sacrifice is grossly disproportionate to the benefit.

#### **Applicant (Permit to Work)**

A person requesting permission to perform work for which a Permit to Work is required. Applicants must be authorised (in writing) to receive (or accept) Permits to Work and must be competent to do so by virtue of their training, experience and knowledge of the area or plant in which the work is to be performed.

#### **Authorised Person (Permit to Work)**

A person (typically a Project employee or an employee of the client) who has been authorised (in writing) by the nominated project management representative to issue Permits to Work within the scope of his designation. A person may only be appointed to issue Permits to Work if he has undergone training and has been assessed and found competent in systems, plant and equipment operation within the scope of his designation.

#### **Barricade**

A temporary structure that is erected as a physical barrier to prevent persons from inadvertently coming into contact with an identified hazard.

#### **Battering**

Sloping the sides of an excavation to a predetermined angle (usually less than the natural angle of repose) to ensure stability.

#### **Benching**

The creation of a series of steps in the sides of an excavation to prevent collapse.

#### **Consequence**

The outcome of an event expressed qualitatively or quantitatively.

#### **Contractor**

An employer performing construction work, or providing related or supporting services, on a project site.

#### **Competent Person**

A person who has acquired through training, qualification or experience the knowledge and skills necessary to carry out a particular task or fulfil a certain role.

### **Clearance Certificate**

A signed declaration by an Isolation Officer that a specified hazardous energy source associated with a particular system, plant or item of equipment has been isolated in accordance with an approved Isolation and Lockout Procedure.

### **Discipline Lock (many locks with a restricted number of identical keys)**

Attached at a Lockout Station or at a Local Isolation Point in order to lock out a system, plant or equipment. A Discipline Lock (e.g. a Low Voltage Electricity Discipline Lock) is owned by an Isolation Officer who has been authorised in writing to isolate and lockout a particular hazard (e.g. low voltage electricity).

### **Equipment Lock (many locks with one unique key)**

Attached directly to pieces of equipment in order to lock them out. Equipment Locks may only be used by Isolation Officers who have been authorised in writing to perform isolation and lockout procedures. The key must have a solid key ring that fits over an Isolation Bar.

### **Excavation**

Any man-made cut, cavity, pit, trench, or depression in the earth's surface formed by removing rock, sand, soil or other material using tools, machinery, and / or explosives. Tunnels, caissons and cofferdams are specifically excluded and are not addressed in this standard.

### **First-Aid Injury (FA)**

A first-aid injury is any one time treatment and any follow up visit for observation of minor scratches, cuts, burns, splinters and the like which do not normally require medical care. Such treatment is considered to be first aid even if administered or supervised by a medical practitioner.

First aid includes any hands on treatment given by a first aider. (E.g. Band-Aid, washing, cleansing, pain, relief). The following procedures are generally considered first aid treatment:

- Application of Antiseptics.
- Application of Butterfly adhesive dressing or sterile strips for cuts and lacerations.
- Administration of tetanus shot(s) or booster(s). However, these shots are often given in conjunction with more serious injuries, consequently injuries requiring these shots may be recordable for other reasons.
- Application of bandages during any visit to medical personnel.
- Application of ointments to abrasions to prevent drying or cracking.
- Inhalation of toxic or corrosive gas, limited to the removal of the employee to fresh air or the one time administration of oxygen for several minutes.
- Negative X-Ray diagnosis.
- Removal of foreign bodies not embedded in the eye if only irrigation is required.
  
- Removal of foreign bodies from a wound if procedure is uncomplicated, for example by tweezers or other simple technique.
- Treatment for first degree burns.
- Use of non-prescription medications and administration of single dose of prescription medication on first visit for any minor injury or discomfort.

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## **Hazard**

A source of potential harm in terms of human injury or ill health, or a combination of these.

## **Hierarchy of Controls**

A sequence of control measures, arranged in order of decreasing effectiveness, used to eliminate or minimise exposure to workplace health and safety hazards:

- Elimination – Completely removing a hazard or risk scenario from the workplace.
- Substitution – Replacing an activity, process or substance with a less hazardous alternative.
- Isolation (Engineering) Controls – Isolating a hazard from persons through the provision of mechanical aids, barriers, machine guarding, interlocks, extraction, ventilation or insulation.
- Administrative Controls – Establishing appropriate policies, procedures and work practices to reduce the exposure of persons to a hazard. This may include the provision of specific training and supervision.
- Personal Protective Equipment – Providing suitable and properly maintained PPE to cover and protect persons from a hazard (i.e. prevent contact with the hazard).

## **Isolation and Lockout Procedure**

A plant or equipment-specific procedure that describes the method, and sequence to be followed, for rendering equipment, plant and systems safe to work on.

## **Isolation Bar**

A device used at a Lockout Station to which anyone is able to attach a Personal Lock making it impossible for an Isolation Officer to remove the key to the Equipment Locks, thus preventing the de-isolation of a system, plant or equipment while it is still being worked on. A Discipline Lock must always be the first lock attached to an Isolation Bar and last to be removed.

## **Isolation Officer**

A person (typically a Project employee or an employee of the client) who has been authorised (in writing) by the nominated project management representative to perform isolation and lockout procedures. A person may only be appointed as an Isolation Officer if he has undergone training and has been assessed and found competent in the isolation and lockout of systems, plant and equipment within the scope of his designation.

## **Incident**

An event (or a continuous or repetitive series of events) that results or has the potential to result in a negative impact on people (employees, contractors and visitors), the environment, operational integrity, assets, community, process, product, legal liability and / or reputation.

## **Likelihood**

A description of probability or frequency, in relation to the chance that an event will occur.

## **Lost Time Injury (LTI)**

Any occurrence that resulted in a permanent disability or time lost from work of one day/shift or more.

If an employee is injured and cannot return to work in the next shift (will ordinarily miss one whole shift), and the department brings the employee in to only receive treatment by the Supervisor/ Return to Work Coordinator in that shift, this is still considered an LTI.

Lost Time Injury Frequency Rate (LTIFR) - Number of LTIs multiplied by 1 million or 200,000 and divided by labour hours worked.

## **Light Vehicle**

A vehicle that:

- Can be licensed and registered for use on a public road;

- Has four or more wheels, and seats a maximum of 12 adults (including the driver);
- Requires the driver to hold only a standard civil driving licence; and
- Does not exceed 4.5 tonnes gross vehicle mass (GVM), which is the maximum loaded mass of the motor vehicle as specified by:
  - ♦ The vehicle's manufacturer; or
  - ♦ An approved and accredited automotive engineer, if the vehicle has been modified to the extent that the manufacturer's specification is no longer appropriate.

Examples of light vehicles include passenger cars, four-wheel drive vehicles, sports utility vehicles (SUVs), pick-ups, minibuses, and light trucks.

Any vehicle falling outside of this definition must be considered mobile equipment.

### **Medical Treatment Injury (MTI)**

A work injury requiring treatment by a Medical Practitioner and which is beyond the scope of normal first aid including initial treatment given for more serious injuries. The procedure is to be of an invasive nature (e.g. stitches, removal of foreign body).

The following procedures are generally considered medical treatment:

- Application of sutures (stitches).
- Cutting away dead skin (surgical debridement).
- Loss of consciousness due to an injury or exposure in the work environment.
- Positive X-Ray diagnosis (fractures, broken bones etc.).
- Removal of foreign bodies embedded in the eye.
- Removal of foreign bodies from the wound by a physician due to the depth of embedment, size or shape of object or the location wound.
- Reaction to a preventative shot administered because of an occupational injury.
- Sprains and strains - series (more than one) of hot and cold soaks, use of whirlpools, diathermy treatment or other professional treatment.
- Treatment of infection.
- Treatment for second or third degree burns
- Use of prescription medications (except a single dose administered on first visit for minor injury or discomfort.)

### **Mobile Equipment**

A vehicle (wheeled or tracked) that generally requires:

- The driver to hold a specific state or civil license; or
- The operator to hold a nationally recognized certificate of competency.

Examples of mobile equipment include, but are not limited to, dump trucks, water trucks, graders, dozers, loaders, excavators, forklifts, tractors, back-actors, bobcats, mobile cranes, telehandlers, drill rigs, buses and road-going trucks.

### **Near Hit**

An incident that has occurred that did not result in any injuries, illnesses, environmental or property damage but had the potential to cause an injury, illness, environmental or property damage.

### **Personal Lock**

A single lock with one unique key controlled by the owner. Used for personal protection.

## Risk

A combination of the likelihood of an occurrence of a hazardous event or exposure and the severity of injury or ill health that can be caused by the event or exposure.

## Risk Assessment

A process of evaluating the risk arising from a hazard, taking into account the adequacy of any existing control measures, and deciding on whether or not the risk is acceptable.

## Risk Management

The systematic application of management policies, processes and procedures to identifying hazards, analysing and evaluating the associated risks, determining whether the risks are acceptable, and controlling and monitoring the risks on an ongoing basis.

## 4. Health and Safety Management Plan

The contractor must prepare, implement and maintain a project-specific Health and Safety Management Plan. The plan must be based on the requirements set out in this specification as well as all applicable legislation. It must cover all activities that will be carried out on the project site(s), from mobilisation and set-up through to rehabilitation and decommissioning.

The plan must demonstrate the contractor's commitment to health and safety and must, as a minimum, include the following:

- A copy of the contractor's **Health and Safety Policy**;
- Procedures concerning **Hazard Identification and Risk Assessment**, including both Baseline and Task-Based Risk Assessments;
- Arrangements concerning the identification of applicable **Legal and Other Requirements**, measures to ensure compliance with these requirements, and measures to ensure that this information is accessible to relevant personnel;
- Details concerning **Health and Safety Objectives** – a process must be in place for setting objectives (and developing associated action plans) to drive continual improvement.
- Details concerning **Resources, Accountabilities and Responsibilities** – this includes the assignment of specific health and safety responsibilities to individuals in accordance with legal or project requirements, including the appointment of a Project Manager, Health and Safety Officers, Supervisors, Health and Safety Representatives, and First Aiders.
- Details concerning **Competence, Training and Awareness** – a system must be in place to ensure that each employee is suitably trained and competent, and procedures must be in place for identifying training needs and providing the necessary training.
- **Communication, Participation and Consultation** arrangements concerning health and safety, including Safety Observations and Coaching, Toolbox Talks, Daily Safe Task Instructions, project health and safety meetings, and notice boards.
- **Documentation and Document Control** – project-specific documentation required for the effective management of health and safety on the project must be developed and maintained, and processes must be in place for the control of these documents.
- Processes and procedures for maintaining **Operational Control**, including rules and requirements (typically contained in Safe Work Procedures) for effectively managing health and safety risks, particularly critical risks associated with working at heights, confined spaces, mobile equipment and light vehicles, lifting operations, hazardous chemical substances, etc.;
- **Emergency Preparedness and Response** procedures.
- **Management of Change** – a process must be in place to ensure that health and safety risks are considered before changes are implemented.

- **Sub-contractor Alignment** procedures – a process must be in place for the assessment of sub-contractors and suppliers with regard to health and safety requirements and performance (before any contract or purchase order is awarded).
- **Measuring and Monitoring** plans, including a plan for the measuring, and monitoring of employee exposure to hazardous substances or agents (e.g., noise, dust, etc.) to determine the effectiveness of control measures.
- **Incident Reporting and Investigation** procedures describing the protocols to be followed regarding incident reporting, recording, investigation and analysis.
- **Non-conformance and Action Management** procedures concerning the management of corrective actions.
- **Performance Assessment and Auditing** procedures concerning health and safety performance reporting, monthly internal audits to assess compliance with the project health and safety requirements, and daily site health and safety inspections; and
- Details concerning the **Management Review** process followed to assess the effectiveness of health and safety management efforts.

Prior to mobilisation, the Health and Safety Management Plan must be forwarded electronically, and as a hard copy, to the nominated project management representative for review. The plan will be audited for completeness and, if found to be adequate, will be accepted (typically “with comments”). Work may not commence until the plan has been accepted.

Once the plan has been accepted, the contractor must action and resolve any issues within 30 days from the start of work.

If the issues requiring corrective action are not resolved within this 30-day period, the contractor will be required to stop any work related to the outstanding actions until they have been resolved.

Any proposed amendments or revisions to the contractor’s Health and Safety Management Plan must be submitted to the nominated project management representative for acceptance.

Should it be identified that the contractor has overlooked a high-risk activity, and as a result has omitted the activity and associated control measures from the Health and Safety Management Plan, the plan will not be approved.

The contractor shall periodically review the Health and Safety Management Plan and update (if necessary) to address and /or include:

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

## 5. Policy

The contractor must develop, display and communicate a Health and Safety Policy that clearly states the contractor’s values and objectives for the effective management of health and safety. These values and objectives must be endorsed by the contractor’s management representatives and must be consistent with those adopted for the project.

The policy must be signed and dated and must be reviewed annually.

The policy must commit to:

- Compliance with all applicable legal requirements.
- The effective management of health and safety risks.
- The establishment of measurable objectives for improving performance, and the provision of the necessary resources to meet these objectives.

- The prevention of incidents; and
- Achieving continual improvement regarding health and safety performance.

All employees of the contractor as well as the employees of any sub-contractors that may be appointed by the contractor must be made aware of the policy. This must be done through Health and Safety Induction Training and Toolbox Talks.

A copy of the policy must be displayed in each meeting room and on each notice board.

## 6. Hazard Identification and Risk Assessment

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 as low as is reasonably practicable.

The risk assessment processes must be applied to:

- The full life cycle of the project.
- 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 Controls) to ensure that risks are managed to levels that are 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.

### 6.1 Baseline Risk Assessments

Prior to site establishment, the contractor must conduct a detailed Baseline Risk Assessment identifying foreseeable hazards and risk scenarios associated with the contractor's scope of work on the project site(s).

Such baseline risk assessment must ensure a proper analysis of all the activities at the construction site to identify the high-risk activities that must be addressed in the Health and Safety plans of the principal contractor and other contractors. Details concerning proposed control measures must be included. The risk assessment process must be facilitated by a competent person who has been appointed in writing and must involve the participation of the contractor's site management representatives, supervisory personnel and technical experts (as

required). An attendance register must be completed and retained.

The Baseline Risk Assessment must be reviewed and approved by the Project Health safety Representative and Project Construction Manager and must be submitted as part of the Safety file.

When carrying out a Baseline Risk Assessment or a Task-Based Risk Assessment, Hazard (Energy) Types must be specified in accordance with the categorisation detailed in Table 6-1. Risk scenarios must be described indicating the manner in which a person may come into contact with, or be exposed to, a specific hazard.

An initial risk rating must be assigned to each risk scenario without taking any control measures into consideration. Control measures for managing the risks to levels that are as low as is reasonably practicable must then be identified for implementation on the project, and a residual risk rating must be assigned to each risk scenario taking the identified control measures into consideration.

Ratings must be assigned qualitatively using TNPA consequence and likelihood scales and descriptors (i.e. TNPA 5x5 qualitative risk matrix). Refer to Tables 6-2, 6-3 and 6-4.

**Table 6-1: Hazard (Energy) Types**

Gravitational								
Falling or Rolling Object		Person Falling from Height		Slip, Trip or Fall (Same Level)		Collapsing Structure		
Collapsing, Slumping or Flowing Material or Substance								
Mechanical								
Moving Component of Fixed Machinery	Moving Component of Powered Tool	Projectile	Moving Hand Tool	Sharp Object	Moving Mobile Equipment or Light Vehicle	Moving Person	Moving Object (Mechanically or Manually)	
Elastic								
Object under Tension or Compression				Compressed Fluid (Gas or Liquid)				
Acoustic								
Noise								
Vibrational								
Hand / Arm Vibration				Whole Body Vibration				
Electrical								
Electricity				Electro-Magnetic Field				
Radiation								
Ionising Radiation				Non-Ionising Radiation				
Illumination								
Lighting								
Thermal								
Heat				Cold				
Fire								
Fire								
Explosion								
Explosion								
Particulates and Aerosols								
Dust	Fibres	Fume	Spray	Mist	Smoke			
Chemical								
Corrosive Substance	Irritant	Asphyxiant	Narcotic / Anaesthetic	Poison	Allergen / Sensitizer	Carcinogen	Teratogen / Mutagen	Venom
Microbiological								
Virus		Bacterium		Parasite		Fungus		
Weather								
Lightning		High Wind		Flooding		Hail		

Physiological			
Stress		Fatigue	
Ergonomic			
Exertion	Repetitive Movement	Awkward Posture	Awkward Movement

**Table 6-2: Consequence Descriptors**

Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Health	Reversible health effects of little concern, requiring first aid treatment at most.	Reversible health effects of concern that would typically result in medical treatment	Reversible health effects of concern that would typically result in a lost time illness.	Single fatality, or irreversible health effects or disabling illness.	Multiple fatalities or permanent disabling illness to multiple people.
Safety	Low-level, short-term subjective inconvenience or symptoms.  Typically a first aid case requiring no medical treatment.	Reversible injury requiring treatment, but not leading to restricted duties.  Typically a medical treatment case.	Reversible injury or moderate irreversible damage or impairment.  Typically a lost time injury.	Single fatality, or considerable irreversible damage or impairment.	Multiple fatalities or permanent disabling injury to multiple people.

**Table 6-3: Likelihood Descriptors**

Likelihood	Likelihood Description	Frequency	Substance Exposure
Almost Certain	Recurring event during the life-time the project.	Typically occurs more than twice per year.	Frequent (daily) exposure at > 10 x OEL.
Likely	Event that may occur frequently during the life-time of the project.	Typically occurs once or twice per year.	Frequent (daily) exposure at > OEL.
Possible	Event that may occur during the life-time of the project.	Typically occurs once in 5 years.	Frequent (daily) exposure at > 50% of OEL.  Infrequent exposure at > OEL.
Unlikely	Event that is unlikely to occur during the life- time of the project.	Typically occurs once in 10 years.	Frequent (daily) exposure at > 10% of OEL.  Infrequent exposure at > 50% of OEL.
Conceivable but improbable	Event that is very unlikely to occur during the life-time of the project.	Typically occurs once in 100 years.	Frequent (daily) exposure at < 10% of OEL.  Infrequent exposure at > 10% of OEL.

**Table 6-4: Risk Matrix**

Risk Calculator		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	Extreme (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Conceivable but improbable	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

A Risk Register comprised of all significant risks (i.e., risks rated as major or catastrophic) identified for the project will be compiled using the information contained in the project Baseline Risk Assessment as well as the contractor’s Baseline Risk Assessment. Key control measures for managing each of these risks will be specified in the register.

For the significant risks in particular, action plans will be developed for reducing the risk levels (where possible).

The project Risk Register will be reviewed and, if necessary, updated:

- On a quarterly basis during construction.
- When changes are made to a design and / or the construction scope, schedule, methods, etc. that result in a change to the risk profile; and
- Following an incident.

The contractor must ensure that the hazards, risk scenarios and control measures identified in the contractor’s Baseline and Task-Based Risk Assessments are taken into consideration when developing, implementing and maintaining the various elements of the contractor’s health and safety management system for the project (e.g. competence, training and awareness requirements).

All persons potentially affected must be made aware of the hazards, risk scenarios and control measures identified in the contractor’s risk assessments. This must be done through training, Toolbox Talks, and Daily Safe Task Instructions.

## 6.2 Task-Based Risk Assessments

The contractor must carry out detailed project-specific Task-Based Risk Assessments which must be reviewed and approved by TNPA Health and Safety Representative and Project Construction Manager prior to the commencement of any work. The risk assessment process must be facilitated by a competent person who has been appointed in writing.

The contractor’s site management representatives, supervisory personnel, technical experts (as required) and workforce personnel directly involved with the task being examined must participate in the risk assessment process. An attendance register must be completed and retained.

**Please Note:** Under no circumstances may a Contractor Health and Safety Officer perform a risk assessment in isolation. The active participation of all persons referred to above is mandatory.

A Task-Based Risk Assessment must at least:

- Be accompanied by a Safe Working Procedure and a Work Method Statement (describing in sufficient detail how the specific job or task is to be performed in a logical and sequential manner);
- Be submitted for review and approval to TNPA Two weeks prior to the activity. No work must take place without the approved Risk Assessment, Method statement and Safe Work Procedure.
- Provide a breakdown of the job or task into specific steps.
- Identify the hazards and potential risk scenarios associated with each step.
- Include consideration of possible exposure to noise, heat, dust, fumes, vapours, gases, chemicals, radiation, vibration, ergonomic stressors, or any other occupational health hazard or stressor.
- Describe the control measures that will be implemented to ensure that the risks are managed to levels that are as low as is reasonably practicable; and
- Assign an initial risk rating (without taking any control measures into consideration) and a residual risk rating (taking the identified control measures into consideration) to each risk scenario.

A Task-Based Risk Assessment must be reviewed and, if necessary, updated:

- On an annual basis (as a minimum).
- When changes are made to the associated Work Method Statement; and
- Following an incident.

### **6.3 Pre-Task Hazard Assessments**

A pre-task hazard assessment must be completed whenever a change is identified while carrying out an activity. Any deviation from what was discussed during the Daily Safe Task Instruction (prior to the activity commencing), or anything that was not discussed, constitutes a change.

Before carrying out the task that involves the identified change, a few minutes must be spent identifying the hazards and risks associated with that task as well as suitable control measures.

## **7. Legal and Other Requirements**

The contractor must comply with the requirements of all applicable health and safety legislation as well as Transnet National Ports Authority and project-specific standards and procedures.

The contractor must compile and maintain a register of all legal and other requirements applicable to the work that will be carried out and / or services that will be provided.

This register must be updated regularly to ensure that it remains relevant.

Applicable laws and standards must be appropriately communicated to all employees of the contractor (as well as the employees of any sub-contractors that may be appointed by the Contractor) through training, Toolbox Talks, and Daily Safe Task Instructions.

## **8. Objectives**

In order to drive continual improvement, the contractor must set project-specific health and safety objectives and must develop improvement action plans to achieve these objectives. The contractor's objectives must be aligned with the objectives set for the project.

Eliminating health and safety hazards, minimising health and safety risks, preventing incidents, injuries and illnesses, and ensuring legal compliance must be the primary considerations for setting objectives.

When setting objectives, consideration must be given to the following:

- Leading indicators such as inspection findings, audit findings, hazard reporting, and

observations.

- Lagging indicators (i.e., incidents including Near Hits).
- Leading practices and lessons learnt; and
- Injury frequency rates with due understanding that the goal is “no harm”.

The objectives must be specific and measurable. The improvement action plans must specify the resources (both human and financial) required to achieve the objectives, the person’s responsible, and realistic timeframes for completion. The contractor must ensure that adequate resources are allocated and that progress towards meeting the objectives is monitored regularly.

The objectives and associated improvement action plans must be documented and must be communicated to all contractor employees. Furthermore, to ensure that the objectives remain relevant, they must be reviewed on a quarterly basis and whenever significant change has taken place on the project (i.e., changes to activities, scope of work, operating conditions, etc.).

Each contractor employee must have a personal health and safety plan or must be part of a team plan with documented objectives that support the contractor’s Health and Safety Management Plan and the project-level objectives.

Performance reviews must be carried out at quarterly intervals to assess and document performance against these personal or team objectives.

If a reward or incentive scheme is introduced, it must be designed in such a manner that health and safety performance is not compromised to maximise financial reward.

## **9. Resources, Accountabilities and Responsibilities**

The contractor must appropriately allocate resources, responsibility, and accountability to ensure the effective implementation, maintenance and continual improvement of the contractor’s health and safety management system on the project.

For each role that carries health and safety accountability and / or responsibilities (including legislative requirements), a role description detailing the accountability and / or responsibilities must be documented.

All health and safety appointments (i.e. the assignment of specific health and safety responsibilities to individuals in accordance with legal or project requirements) must be done in writing.

Documented proof of each appointment (i.e. a signed appointment letter) must be retained.

The contractor must comply with the requirements of all applicable legislation concerning health and safety related appointments and delegations for the project.

A health and safety organisational chart specific to the project must be documented and maintained. All roles that carry health and safety accountability and / or responsibilities must be included, and all individuals that carry health and safety appointments must be clearly identified.

The provision of dedicated health and safety professionals on the project must be appropriate for the nature and scale of the work to be carried out.

The contractor is solely responsible for carrying out the work under the contract whilst having the highest regard for the health and safety of all persons on the project site(s).

Health and safety is the responsibility of each and every individual on the project site(s), but in particular, it is the responsibility of the contractor’s management team who must set the tone.

Visible commitment is essential to providing and maintaining a safe workplace. The contractor’s managers and supervisors at all levels must demonstrate their commitment and support by adopting a risk management approach to all health and safety issues. These individuals must consistently take immediate and firm action to address violations of health and safety rules and must actively participate in day-to-day activities with the objective of preventing harm.

The contractor’s management representatives are responsible and accountable for health and

safety performance on the project. Key responsibilities include the following:

- Preparing, implementing, and maintaining a risk-based Health and Safety Management Plan specific to the work that will be carried out.
- Establishing, implementing, and maintaining health and safety programmes and procedures to ensure that all work is carried out in compliance with the requirements of this specification, the contract, and all applicable legislation.
- Establishing, implementing, and maintaining effective hazard identification and risk management processes and procedures to ensure that all reasonably foreseeable hazards are controlled to minimise risk.
- Providing the resources necessary to meet the requirements of this specification.
- Ensuring that all contractor employees have clearly defined responsibilities regarding health and safety, and that these responsibilities are clearly communicated and understood.
- Establishing, implementing, and maintaining a system for ongoing training and assessment of skills.
- Establishing, implementing, and maintaining procedures to ensure that only qualified and competent personnel are permitted to work on the project site(s).
- Establishing, implementing, and maintaining effective communication and consultative processes concerning health and safety for the duration of the contract.

Maintaining operational control for the protection of all persons on the project site(s) as well as the public.

- Establishing, implementing, and maintaining effective emergency preparedness and response procedures.
- Establishing, implementing, and maintaining effective management of change processes and procedures.
- Establishing, implementing, and maintaining effective incident reporting and investigation processes and procedures.
- Establishing, implementing, and maintaining effective auditing and inspection processes and procedures.
- Formally reviewing the contractor's Health and Safety Management System annually to ensure that the system continues to be effective in managing health and safety performance and meeting project requirements.

All costs associated with meeting these responsibilities shall be borne by the contractor.

Any cost associated with any work stoppage due to non-compliance with a health and safety requirement shall be for the contractor's account.

## **9.1 Construction Health and Safety Agent (CHSA)**

Upgrade of Island View seawalls in the Port of Durban triggers the appointment of a Construction Health and Safety Agent, Transnet will appoint an Agent and will undertake the responsibility as it stipulated in the Construction Regulations 2014.

## **9.2 Construction Manager, CR 8(1)**

The contractor must appoint a competent Construction Manager registered with the SACPCMP (The South African Council for Project Construction Management Professions) as a Construction Manager who shall be responsible for the successful and safe completion of all work to be carried out by the contractor and must be full time on site.

The contractor's Construction Manager shall be responsible but not limited to:

- Ensuring that a Health and Safety Policy that clearly states the contractor's values and

objectives for the effective management of health and safety on the project is in place and is communicated to all contractor and sub-contractor employees.

- Ensuring that all applicable legal and project health and safety requirements are always identified and complied with.
- Ensuring that effective hazard identification and risk management processes are established and implemented for all work to be carried out by the contractor.
- Participating in the Baseline Risk Assessment for the contractor's scope of work (prior to site establishment).
- Participating in (and approving) all Task-Based Risk Assessments conducted for the work to be carried out by the contractor.
- Driving the achievement of agreed health and safety objectives.
- Ensuring that the necessary resources are made available for the effective implementation of the contractor's Health and Safety Management Plan.
- Ensuring that all work is adequately and competently supervised.
- Ensuring that all contractor employees have clearly defined responsibilities regarding health and safety (assigned in writing), and that these responsibilities are clearly communicated and understood.
- Ensuring as far as is reasonably practicable that each contractor and sub-contractor employee is competent to perform his role and has received appropriate workplace health and safety training and instruction.
- Managing all appointed sub-contractors regarding health and safety performance.
- Establishing and maintaining effective communication and consultative processes to ensure that all contractor and sub-contractor employees are kept up to date with regard to health and safety information (e.g., incidents and lessons learnt, leading practices, hazards, risks and control measures, etc.) and that feedback is provided promptly regarding issues and / or concerns raised;
- Participating in the project's Visible Felt Leadership (VFL) programme.
- Chairing monthly Contractor Health and Safety Meetings and attending monthly Site Health and Safety Meetings.
- Implementing programmes that encourage continual improvement and providing recognition for suggestions made by contractor and sub-contractor employees.
- Implementing the contractor's Health and Safety Management Plan and associated Safe Work Procedures.
- Acting consistently and strictly against any contractor or sub-contractor employee who transgresses a health and safety rule or requirement.
- Ensuring that an effective management of change process is in place.
- Implementing, testing, and maintaining an effective Emergency Response Plan for all contractor and sub-contractor activities, and ensuring that the plan is adequately resourced.
- Ensuring that workplace exposure of contractor and sub-contractor employees to hazardous substances or agents is measured and monitored to determine the effectiveness of controls and compliance with legal (and project) requirements.
- Ensuring that all incidents are reported without delay and are investigated thoroughly.
- Participating in investigations into significant incidents.
- Ensuring that accurate health and safety statistics are maintained, and that health and safety performance reports are compiled as required.

- Providing the necessary resources for regular health and safety audits and inspections to be conducted and supporting the auditing process.
- Participating in health and safety audits and carrying out workplace inspections.
- Ensuring that corrective actions (arising from incident investigations, audits, inspections, etc.) are implemented, and that adequate resources are provided for this purpose; and
- Participating in an annual review of the contractor's Health and Safety Management System.

### **9.3 Contractor Health and Safety Manager**

The Contractor must appoint in writing a Health and Safety manager who is registered as Health and Safety Manager with SACPCMP with a minimum of 10 years of experience in marine/civil construction, with a National Diploma in Safety Management or Environmental Health and experience working with the NEC3 Engineering and Construction Contract.

### **9.4 Contractor Health and Safety Officers, CR 8(5)**

The contractor must appoint a full-time Health and Safety Officer for the duration of the contract who is registered with the SACPCMP (The South African Council for Project Construction Management Professions).

If more than 100 employees are deployed on the project site(s) (directly or through sub-contractors), at least two full-time Health and Safety Officers must be appointed, with an additional Health and Safety Officer appointed for every 100 additional employees thereafter.

The Health and Safety Officer must be on site when work commences at the start of the day and must remain on site until all activities for that day (including the activities of sub-contractors) have been completed. A Health and Safety Officer must be present during all shifts, so if work is carried out over more than one shift per day, the contractor must make provision for an additional Health and Safety Officer.

Each Contractor Health and Safety Officer shall be responsible but not limited to:

- Reviewing all applicable legal and project health and safety requirements and providing guidance to contractor and sub-contractor personnel (particularly the contractor's Project Manager) to help always ensure compliance.
- Assisting with the implementation of effective hazard identification and risk management processes for all work to be carried out by the contractor.
- Participating in the Baseline Risk Assessment for the contractor's scope of work (prior to site establishment) and ensuring that identified control measures are implemented.
- Participating in all Task-Based Risk Assessments conducted for the work to be carried out by the contractor and ensuring that identified control measures are implemented.
- Conducting contractor health and safety induction training for all contractor and sub-contractor personnel.
- Compiling and maintaining all health and safety related documents and records required of the contractor.
- Communicating relevant health and safety information to contractor and sub-contractor personnel (e.g., incidents and lessons learnt, leading practices, hazards, risks and control measures, etc.).
- Carrying out Safety Observations and Coaching (one per day).
- Evaluating (daily) the content of the Daily Safe Task Instructions (DSTI's) conducted by the contractor's appointed supervisors and attending at least one DSTI each day.
- Attending monthly Contractor and Site Health and Safety Meetings.

- Assisting with the implementation of the contractor's Health and Safety Management Plan and associated Safe Work Procedures.
- Carrying out Planned Task Observations on an ad hoc basis.
- Assisting with the implementation, testing and maintenance of an effective Emergency Response Plan for all contractor and sub-contractor activities.
- Responding to workplace incidents (as appropriate).
- Participating in incident investigations.
- Maintaining accurate health and safety statistics (for the contractor and all sub-contractors), and compiling health and safety performance reports as required.
- Auditing the health and safety management system and workplace activities of the contractor and each sub-contractor monthly to assess compliance with the project health and safety requirements; and
- Tracking and reporting on the implementation of corrective actions (arising from incident investigations, audits, inspections, etc.).

The contractor must ensure that each Health and Safety Officer is adequately equipped to enable him to perform his duties effectively. Each Health and Safety Officer must be provided with the following:

- A computer with access to all necessary systems, including access to e-mail and the internet.
- A mobile telephone on contract or with adequate pre-paid airtime; and
- A vehicle where required or instructed by a nominated project management representative (depending on the size and location of the project site(s)).

A Health and Safety Officer must be computer literate, fluent in English, and must have the following minimum qualifications, training, and experience:

- At least 5 years' experience as a Health and Safety Officer on marine construction projects.
- Diploma in Safety Management, SAMTRAC, NEBOSH and or MSRM (Modern She Risk Management) or an equivalent training course as a minimum qualification.
- Experience and appropriate training regarding implementing and maintaining a health and safety management system compliant with national legislation or an international standard.
- Experience and appropriate training regarding construction related hazard identification and risk management processes.
- Competence, experience, and relevant training regarding incident investigation procedures and causation analysis.
- Health and safety auditing experience and training.
- A valid First Aid certificate of competency.
- Fire prevention and protection training; and
- A valid Driving Licence (light motor vehicle).

Before placing a Health and Safety Officer on the project site(s), the contractor must forward a copy of the person's CV to the nominated TNPA Safety Representative and project management representative for review and acceptance.

A proposed candidate shall be interviewed by TNPA safety department and may be rejected or be put on probation, which he/she must be closely mentored and monitored by the contractor's health and safety manager should he/she not meet the experience and / or qualification requirements, or due to poor work performance on previous projects.

## 9.5 Construction Supervisors, CR 8(7) & CR 8(8)

The contractor must ensure that all project and / or construction works are supervised at all times by an adequate number of qualified, competent and appointed supervisors who have experience in the type of work being carried out.

**Note: No work may be carried out without an appointed supervisor being physically present in the work area.**

Each Contractor Supervisor shall be responsible but not limited to:

- Ensuring that all work carried out under his supervision is done so in accordance with the requirements of all applicable legislation, rules, standards, specifications, plans and procedures.
- Participating in Baseline and Task-Based Risk Assessments.
- Ensuring that all employees under his supervision are made aware of the hazards, risk scenarios and control measures identified in relevant risk assessments.
- Ensuring that the control measures stipulated in all relevant risk assessments are in place and are implemented fully for all work carried out under his supervision.
- Ensuring that all employees under his supervision conduct pre-task hazard assessments when necessary.
- Driving the achievement of health and safety objectives set for his team.
- Ensuring that the necessary written appointments are in place for each employee under his supervision (e.g., first aider, mobile crane operator, etc.).
- Ensuring that all employees under his supervision attend all required training.
- Ensuring that no employee carries out any work that he is not competent to perform or has not been appointed to perform.
- Identifying training needs within his team.
- Visible Felt Leadership (one per day).
- Conducting a weekly Toolbox Talk with his team.
- Leading a Daily Safe Task Instruction discussion with his team.
- Attending Health and Safety Meetings as required.
- Maintaining a Health and Safety Management Information Notice Board in the work area for which he is responsible.
- Recording, daily, a description of the day's activities as well as a breakdown (by occupation) of the personnel on site under his supervision (e.g., 5 divers, 2 plant operators, 22 general workers, and 1 supervisor).
- Ensuring that all Safe Work Procedures applicable to the work carried out under his supervision are adhered to and are fully implemented.
- Maintaining discipline and taking the necessary action whenever an employee under his supervision does not adhere to a rule or requirement.
- Carrying out Planned Task Observations (one per day);
- Ensuring that emergency response procedures are understood by all employees under his supervision and that these procedures are followed in the event of an emergency.

- Reporting all incidents immediately, participating in incident investigations, communicating the lessons learnt to all employees under his supervision, and implementing corrective actions where required; and
- Carrying out workplace health and safety inspections.

Each supervisor must accept these responsibilities in writing as part of his appointment.

Each supervisor must be equipped with a mobile telephone to ensure that effective communication can be maintained for the duration of the contract.

## 9.6 Health and Safety Representatives

If 20 or more employees are deployed on the project site(s), a Health and Safety Representative must be elected and appointed. Taking into consideration the number of employees deployed, the geographical area in which the work is taking place, the different work disciplines, and the shift pattern (if applicable), the contractor must ensure that an adequate number of Health and Safety Representatives (at a minimum ratio of one Health and Safety Representative per 50 employees) are elected and appointed to effectively represent all site personnel.

Each Health and Safety Representative must attend an accredited training course for health and safety representatives. The cost of this training shall be for the contractor's account.

The contractor must make the necessary allowances for the Health and Safety Representatives to carry out their duties as specified in the applicable legislation.

The contractor must ensure that an appropriate sticker is affixed to the safety helmet of each Health and Safety Representative for identification purposes.

## 9.7 First Aiders

If 10 or more employees are deployed on the project site(s), at least one trained and competent First Aider must be in place and must be appointed in writing. Taking into consideration the number of employees deployed, the geographical area in which the work is taking place, the different work disciplines, and the shift pattern (if applicable), the contractor must ensure that an adequate number of First Aiders (at a minimum ratio of one First Aider per 50 employees) are in place and have been appointed to administer first aid treatment should this be required.

First Aid training must be done through an accredited training institution. The cost of this training shall be for the contractor's account.

The contractor must ensure that an appropriate sticker is affixed to the safety helmet of each First Aider for identification purposes.

## 10. Duties of the Designer

As per the Construction regulations of 2014, regulation 6(1)(2) a designer shall be appointed in writing and must.

- Ensure that the applicable safety standards incorporated into these Regulations under section 44 of the OHS Act are compiled within the design.
- Take into consideration the health and safety specification submitted by the client.
- Before the contract is put out to tender, make available in a report to the client.
- All relevant health and safety information about the design of the relevant structure that may affect the pricing of the construction work.
- The geotechnical-science aspects, where appropriate; and
- The loading that the structure is designed to withstand.
- Inform the client in writing of any known or anticipated dangers or hazards relating to the construction work and make available all relevant information required for the safe execution of the work upon being designed or when the design is subsequently altered.

- When modifying the design or substituting materials; consider the hazards relating to any subsequent maintenance of the relevant structure and must make provision in the design for that work to be performed to minimize the risk.
- When mandated by the client to do so, carry out the necessary inspections at appropriate stages to verify that the construction of the relevant structure is carried out in accordance with his design: Provided that if the designer is not so mandated, the client's appointed agent in this regard is responsible to carry out such inspections.
- When mandated stop any contractor from executing any construction work which is not in accordance with the relevant design's health and safety aspects: Provided that if the designer is not so mandated, the client's appointed agent in that regard must stop that contractor from executing that construction work.
- When mandated in his or her final inspection of the completed structure in accordance with the National Building Regulations, include the health and safety aspects of the structure as far as reasonably practicable, declare the structure safe for use, and issue a completion certificate to the client and a copy thereof to the contractor; and
- During the design stage, take cognizance of ergonomic design principles to minimize ergonomic related hazards in all phases of the life cycle of a structure.

The designer of temporary works must ensure that.

- All temporary works are adequately designed so that it will be capable of supporting all anticipated vertical and lateral loads that may be applied.
- The designs of temporary works are done with close reference to the structural.
- The designs of temporary works are done with close reference to the structural design drawings issued by the contractor, and in the event of any uncertainty consult the contractor.
- All drawings and calculations pertaining to the design of temporary works are kept at the office of the temporary works designer and are made available on request by an inspector; and

The loads caused by the temporary works and any imposed loads are clearly indicated in the design.

## 11. Competence, Training and Awareness

Each employee (including sub-contractor employees) must be suitably trained and competent, and must understand the health and safety hazards, risks and control measures associated with his work as required by Section 8 of the OHS Act 85 of 1993.

The contractor must implement systems and procedures to ensure that:

- The necessary competencies required by employees are identified (by occupation), along with selection, placement and any training requirements.

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

**Please Note: A formal training needs analysis must be carried out based on the competency profiles and a training matrix must be developed for the project.**

Roles requiring technical certification, registration or licensing are identified and documented, and these roles are filled only by suitably qualified personnel.

- Minimum core health and safety skills required by employees in leadership and supervisory roles are identified and suitable training is provided including hazard identification and risk assessment, incident investigation, and health and safety interactions (i.e., Observation and coaching techniques).
- Competency-based training is provided, and it includes operational controls (procedures and work instructions), management of change, and emergency response.

- All employees 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 is in place for all new employees and visitors (understanding must be assessed).
- Personnel are trained and / or briefed on new or amended standards, rules, safe work procedures, risk assessments, etc.
- Refresher training is carried out as required (e.g., Re-induction following an absence from site).
- Records of education, qualifications, training, experience, and competency assessments are maintained on site for all employees; and
- The effectiveness of training is reviewed and evaluated.

Prior to the commencement of any work, including mobilisation and site set-up activities, the contractor must provide, to the satisfaction of the nominated project management representative, current documentation verifying that the contractor's employees, as well as the employees of any appointed sub-contractors, are competent and have the necessary qualifications, certificates, licences, job skills, training and experience (as required by this specification and applicable legislation) to safely carry out the work that is to be performed.

The Contractor and sub-contractor must ensure that the following training takes place:

- Health and safety induction training pertaining to the hazards prevalent on the site at the time of entry
- Training for all persons required to erect, move, or dismantle temporary works structures and instruction to perform those operations safely
- Training of employees working from a fall risk position
- Training to work or to be suspended on a platform which includes at least:
  - ✓ How to access and egress the suspended platform safely.
  - ✓ How to correctly operate the controls and safety devices of the equipment.
  - ✓ Information on the dangers related to the misuse of safety devices; and
  - ✓ Information on the procedures to be followed in the case of-
    - o an emergency.
    - o the malfunctioning of equipment; and
    - o the discovery of a suspected defect in the equipment.
    - o an instruction on the proper use of body harnesses.
- Training for all operators of construction vehicles and mobile plant.

A contractor must always keep on his or her construction site records of the health and safety induction training and such records must be made available on request to an inspector, the client, the client's agent or the principal contractor.

**Please Note: Only certified copies of certificates, licences, etc. Will be accepted.**

An Employee Profile (dossier) must be completed for each employee who will be performing work on site. All documentation pertaining to an employee's competence (i.e., certified copies of qualifications, certificates and licences as well as proof of job skills, training and experience) must be maintained in this dossier.

If it is determined through observation that an employee is not yet competent to carry out a particular task in a safe and capable manner, the employee will be required to cease work immediately and must either be reassigned or be retrained at the contractor's expense.

The contractor must provide proof that the training institutions and trainers that are used are

appropriately registered with a governing authority (a trainer's registration certificate or registration number alone will not be adequate). The following must be made available for verification purposes:

- Proof of registration of the training institution including the training programmes that the institution is accredited to provide; and
- For each trainer, proof of competency and registration for the specific training programmes presented.

Foreign qualifications held by employees in health and safety critical roles must be verified against the requirements of local legislation.

## 12. Health and Safety Induction Training

Each employee must attend all mandatory Health and Safety Induction Training applicable to the project. No employee will be permitted to enter any project work site until he has attended this training. Each employee must carry proof that he has completed the induction training and may be removed from a site if such proof cannot be produced on request.

Furthermore, employees must attend (where applicable) Area-Specific Health and Safety Induction Training pertaining to the hazards identified in the area(s) where the employees will be working. No employee will be permitted to enter a work area until he has attended the relevant area-specific training.

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.

All employees including visitors, suppliers, etc. must attend a project site specific Safety Induction Training conducted by the contractor's Safety Officer.

The contractor must ensure that the safety induction is site specific and always updated to include all site activities. The safety induction must include TNPA safety induction and be in a power point presentation and must be presented by Contractor's safety officer to all persons coming to site.

The Contractor must ensure that copies of induction registers are submitted to TNPA safety after each induction session.

The contractor's safety induction presentation must be submitted to TNPA for review and approval. The contractor is required to produce identification cards as proof of induction which shall include but not limited to:

- TNPA and Contractor's logos.
- Project name.
- Contractor's Name.
- Employee's full name and Surname.
- Identity number.
- Occupational Medical expiry date.
- Designation; and
- Card expiry date.

### 12.1 Specific Training and Competency Requirements

The following specific training and competency requirements must be complied with.

**Please Note:** An employee must be trained, assessed and found competent before he will be given authorisation to perform certain tasks or fill certain roles.

**Table 12-1: Specific Training and Competency Requirements**

<b>Training</b>	<b>Applicable To</b>
Health and Safety Induction*	All employees
Safety Observations and Coaching (Safety Interactions) *	All employees
Risk Assessment (HIRA)*	All managers and supervisors
Incident Investigation*	All managers and supervisors
Safety Leadership*	All managers and supervisors
Legal Liability*	All managers and supervisors
IRCON*	All managers and supervisors
Health and Safety Rep*	All elected Health and Safety Representatives
First Aid Levels 1, 2 and 3*	All nominated First Aiders
Fire Fighting (Fire Extinguisher Use)*	All employees
<b>Training</b>	<b>Applicable To</b>
Working at Height*	All employees using a safety harness
Confined Spaces*	All Confined Space Entry Officers and Standby Persons
Permit to Work*	All Authorised Persons (i.e., permit issuers) and all Applicants (i.e., employees who will be applying for permits)
Isolation and Lockout*	All Authorised Persons (i.e., persons who authorise work that requires Isolation and Lockout), all Isolation Officers, and all Applicants (i.e., persons who request permission to work on systems or equipment requiring Isolation and Lockout)
Defensive Driving*	All drivers of light motor vehicles (for work purposes)
Mobile Equipment Site* Licence	All mobile equipment operators

Training requirements marked with an \* must be arranged through accredited external training institutions by the contractor.

### **13. Communication, Participation and Consultation**

The contractor 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 with regard to 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 regarding 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 must be achieved as follows:

### **13.1 Visible Felt Leadership (VFL)**

The contractor's supervisory personnel (i.e., managers and supervisors) must participate in the project's Visible Felt Leadership (VFL) programme at least Three times a week for managers and once a day for supervisors. The intention of this programme is to encourage interaction between supervisors and workers concerning health and safety matters to:

- Reinforce behaviours consistent with standards, procedures, and management system requirement.
- Correct behaviours inconsistent with standards, procedures, and management system requirements; and
- Verify whether employees have the necessary training, certification, equipment, etc. to perform the work that they are carrying out.

The information that is gathered must be analysed and any trends that are identified must be acted on to correct unsafe behaviour or conditions.

### **13.2 Toolbox Talks**

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(s) 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 health and safety file.

### **13.3 Daily Safe Task Instructions (DSTI's)**

A Daily Safe Task Instruction (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 for which he is responsible 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 course of the day or shift. The relevant Task-Based Risk Assessment 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 (each team member must be given the opportunity to contribute and participate in the discussion).

Any team member arriving late must first be taken through the information that was discussed (work method, hazards, risks and control measures) before being permitted to start working. If the work method 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 Contractor Health and Safety Officer.

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

The contractor's Health and Safety Officer must evaluate the content of the DSTI's daily to ensure that they are task specific. Furthermore, the Health and Safety Officer must attend at least one DSTI per day prior to the start of work. The Health and Safety Officer may not lead the DSTI discussions, as this is the responsibility of the appointed supervisor. A DSTI close out must be done at the end of every shift or activity.

The DSTI must always refer to the relevant Risk Assessment.

## **13.4 Health and Safety Suggestions**

All employees must be encouraged to submit suggestions to enhance health and safety management on the project site(s). A process must be in place for documenting, evaluating, implementing (as appropriate), archiving, and recognising the improvement ideas.

## **13.5 Health and Safety Meetings**

### **13.5.1 Contractor Health and Safety Meetings**

The contractor must schedule and consistently hold monthly health and safety meetings. These meetings must be chaired by the contractor's Project Manager and the following persons must be in attendance:

- Contractor and sub-contractor management representatives.
- Contractor and sub-contractor supervisors.
- Contractor and sub-contractor appointed Health and Safety (Employee) Representatives.
- Contractor and sub-contractor Health and Safety Officers; and
- The relevant Project Health and Safety Advisor.

The meeting must address the following as a minimum:

- New incidents for the period and corrective actions taken or to be taken.
- Implementation status of outstanding actions associated with previous incidents.
- PTO's and DSTI's carried out for the period and action required to correct trends identified.
- Results of any audits, inspections (including H&S Rep inspections) or site visits carried out.
- A look ahead to ensure that appropriate health and safety planning and preparation is done for upcoming work.
- Risk Assessments, Safe Work Procedures, etc. that are outstanding or due for review (as well as the quality of these documents); and
- Any other health and safety related matter.

The contractor must compile minutes of each meeting and attendance records must be kept. These records must be maintained in the contractor's health and safety file.

### **13.5.2 Site Health and Safety Meetings**

In addition to the Contractor Health and Safety Meetings, the Project will schedule monthly Site Health and Safety Meetings that the contractor must attend. These meetings will be chaired by the Project Construction Manager and the following persons must be in attendance:

- Contractor management representatives.
- Contractor Health and Safety Officers.
- The Project Health and Safety Manager.
- Project Health and Safety Advisors; and
- Client representatives (ad hoc).

The meeting will address the following as a minimum:

- Feedback from the contractor concerning health and safety performance for the period.
- New incidents for the period and corrective actions taken or to be taken.
- Implementation status of outstanding actions associated with previous incidents.

- PTO's and DSTI's carried out for the period and action required to correct trends identified.
- Results of any audits, inspections or site visits carried out.
- A look ahead to ensure that appropriate health and safety planning and preparation is done for upcoming work.
- Risk Assessments, Safe Work Procedures, etc. that are outstanding or due for review (as well as the quality of these documents); and
- Any other health and safety related matter.

### **13.6 Health and Safety Performance Boards**

The contractor must provide and maintain a Health and Safety Performance Board to be approved by the nominated project management representative and to be positioned at the entrance to the contractor's site office area. This board must display the following information as a minimum:

- The contractor's logo.
- Construction Work Permit from DoL.
- Current manpower (heads) on site.
- Man-hours worked for the current month and project to date.
- Lost Time Injury Frequency Rate (LTIFR).
- Dates of last injuries (FAI, MTI and LTI).
- Number of hours worked since the last recorded LTI; and
- Names and contact telephone numbers for the appointed Project Manager and the Health and Safety Officers.

### **13.7 Health and Safety Management Information Notice Boards**

The contractor must provide, for each appointed supervisor, a portable Health, and Safety Management Information Notice Board to be placed in the work area. The following information and documentation, as a minimum, must be posted on these boards:

- The relevant Method Statements, Risk Assessments and Safe Work Procedures for the work that is being performed that day.
- The completed DSTI for the day.
- The most recent Toolbox Talk.
- Where applicable, all required permits and permissions for the work that is being performed.
- Material Safety Data Sheets (MSDS's) for any chemical substances being used.
- The health and safety objectives for the work team.
- Details of the last incident involving the work team.
- The most recent weekly health and safety report.
- Emergency procedures.
- A site plan indicating evacuation routes and emergency assembly point locations.
- First Aider and fire fighter's names and contact telephone numbers; and
- The appointed supervisor's contact details.

### **13.8 Involvement (Other)**

The participation of all contractors (and sub-contractor) employees in activities that promote improvements in health and safety performance must be encouraged. This must include their appropriate involvement in:

- Hazard identification, risk analysis and determining control measures.
- Incident investigation; and
- Reviewing policy and objectives.

All regulations, instructions, signage, etc. must be communicated in a language understood by all employees.

Health and safety personnel must be actively involved in planning activities so that they have the opportunity to highlight hazards and risks associated with upcoming work well in advance to ensure sufficient time to arrange and / or implement the necessary control measures.

## **14. Documentation and Document Control**

The contractor must develop and maintain project-specific documentation required for the effective management of health and safety on the project.

All documents related to the contractor's health and safety management system must be effectively controlled.

The document control process must:

- Provide for the review, revision and version control of documents.
- Uniquely identify documents (as appropriate) to control their use and function.
- Require approval of the documents for adequacy prior to issue.
- Clearly identify changes and record the status of any revisions to documents; and
- Provide for the effective distribution of documents to, and where necessary the timely removal of obsolete documents from, all points of issue and use.

The contractor must establish a process for the systematic control of health and safety records and related data. Controls must be in place for the creation, receipt, secure storage, maintenance, accessing, use and disposal of such records and data.

Each record must be legible, identifiable and traceable, and must contain adequate information and data for its purpose.

The confidentiality and security of records and data must be maintained in a manner that is appropriate for the nature of the records and data, and in accordance with any applicable data or privacy protection legislation.

Personal information originating from medical surveillance and occupational hygiene monitoring must be reported in a form that respects the privacy of the individual but enables management to fulfil their duty of care obligations to employees. The names of individuals must not be disclosed without their written authorisation.

Retention periods for all records (based on legal requirements and / or knowledge preservation considerations) must be established and documented.

### **14.1 Contractor Health and Safety File Requirements**

The contractor must compile and maintain a file containing all necessary health and safety related documentation. The contents of the file will be audited by a Project Health and Safety Representative monthly.

Required documentation includes, but is not limited to, the following:

- 
- Letter of Good Standing from the Workman’s Compensation Commissioner (where applicable).
  - Construction Work Permit from DoL.
  - Proof of Public Liability Insurance.
  - Scope of Work under the contract.
  - List of Contacts and their Telephone Numbers.
  - Health and Safety Policy.
  - Health and Safety Management Plan.
  - Legal Register.
  - Organisational Chart for the project.
  - Appointment Letters (appointment of the contracting company, and appointments for all persons with health and safety related responsibilities).
  - Notifications to the relevant authorities that construction work is in progress.
  - Baseline and Task-Based Risk Assessments.
  - Health and Safety Objectives, and associated Improvement Action Plans.
  - Safe Work Procedures, Work Instructions and Work Method Statements.
  - Planned Task Observations.
  - Fall Protection Plan (for work at heights).
  - A dossier (Equipment Profile) for each fuel-driven vehicle or machine.
  - Inspection Registers, Forms and Checklists (e.g., for portable electrical tools, ladders, safety harnesses, light vehicles, mobile equipment, lifting equipment and lifting tackle, first aid boxes, fire extinguishers, etc.).
  - PPE Issue Registers.
  - Equipment Registers.
  - Material Safety Data Sheets.
  - Emergency Response Procedures.
  - Incident Records.
  - A dossier (Employee Profile) for each employee containing:
    - ◆ A copy of the employee’s Identity Document or Passport.
    - ◆ Certificate of Fitness (Pre-Employment Medical Examination).
    - ◆ Proof of Induction Training.
    - ◆ Other Training Records.
    - ◆ Copies of Qualification Certificates and / or Certificates of Competency; and
    - ◆ Copies of Licences.
  - Health and Safety Meeting Minutes.
  - Health and Safety Performance Reports.
  - Copies of Inspection and Audit Reports; and
  - Daily Safe Task Instructions (DSTI’s) and Toolbox Talks.

The contractor must ensure that an equivalent file is compiled and maintained by each appointed sub-contractor.

## **15. Operational Control**

For project operations and activities, the contractor shall implement and maintain:

- Operational controls, as applicable to the organization and its activities.
- The organization shall integrate those operational controls into its overall OH&S Management System.
- Controls related to purchased goods, equipment and services.
- Controls related to contractors and other visitors to the workplace.
- Documented procedures, to cover situations where their absence could lead to deviations from the OH&S policy and the objectives.
- Stipulated operating criteria where their absence could lead to deviations from the OH&S policy and objectives.

### **15.1 Project-Specific Health and Safety Standards**

Project-specific health and safety standards, incorporating leading practices, legal requirements, and client requirements will be developed and implemented to manage critical risks on the project.

The contractor must comply fully with the requirements of these standards.

The Safe Work Procedures required of the contractor must be aligned with the requirements of these standards.

### **15.2 Safe Work Procedures**

The contractor must develop, document and implement Safe Work Procedures for all activities involving significant health or safety risk. These procedures must detail the control measures required to effectively manage the health and safety risks associated with the work activities.

Each Safe Work Procedure must be consistent with the Task-Based Risk Assessment completed for the activity.

Every person engaged in an activity for which a Safe Work Procedure has been developed must receive suitable training on the procedure.

Furthermore, the contractor must develop, document, communicate and implement formal procedures, work instructions and / or programmes for the operation, maintenance, inspection and testing of all plant and equipment (including protective systems and devices) brought onto the project site(s).

### **15.3 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 Safe Work Procedures (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 Safe Work Procedure and Risk Assessment are updated to reflect the current practice.

TNPA Project representatives will carry out PTO's on contractor employees on an ad hoc basis,

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Should deviations from the contractor's Safe Work Procedures be observed, the work may be stopped until these deviations are rectified.

## 15.4 General Rules of Conduct

All persons are required to conform to the health and safety rules of conduct while on the site. The following acts are prohibited:

- Engaging in practical jokes, horseplay, scuffling, wrestling, fighting, or gambling.
- Assault, intimidation, or abuse of any person.
- No employees/persons shall be transported on the back of a truck or LDV.
- Taking of photographs on the site without approval as Island View complex is a national key point.
- Smoking on the Berths.
- Fishing anywhere within the Island View complex.
- Insubordination towards any supervisor or manager.
- Refusing to carry out a reasonable and lawful instruction concerning health and safety.
- Entry into any restricted area (including barricaded areas), unless authorised to do so by the responsible person.
- Unauthorised use / operation of any equipment or machinery.
- Negligently, carelessly, or wilfully causing damage to any property.
- Destroying or tampering with safety devices, signs, or signals.
- The use of water from fire hydrants or hose reels for any purpose other than extinguishing a fire.
- The wilful and unnecessary discharging of fire extinguishers.
- Refusing to give evidence or deliberately making false statements during incident investigations.
- Bringing alcohol, drugs, or any other intoxicating substance onto site.
- Bringing a firearm, ammunition, or any other offensive weapon onto site.
- Bringing animals onto site.
- Running, except in an emergency.
- The use of an iPod and earphones (or similar) whilst working on site.
- Sleeping on the job.
- Building fires on site, unless in a suitably constructed barbequing facility; and
- Pouring / pumping / flushing any substance (chemical / hydrocarbon / wastewater) into a storm water drain, onto bare soil, or into any area where the substance is not effectively contained.

Any of the above actions may result in the temporary or permanent removal of the offending person(s) from site, as well as possible prosecution. The decision of the nominated project management representative shall be final and binding in respect of any dispute that may arise from the interpretation of these requirements.

Neither Transnet National Ports Authority nor Project will get involved in contractor disciplinary rules and procedures. The contractor will simply be informed (with reasons) that the offending employee(s) will be denied access to the project site. Once the contractor has been informed, the

employee(s) must be removed from the site immediately.

## 15.5 Site Access and Security

The contractor may not hire any security services for the project site unless authorisation has been obtained in writing from a nominated project management representative.

### 15.5.1 Access Control

The contractor must comply with all access control policies, procedures and systems applicable to the project site.

Failure to comply with these requirements will be viewed as a serious safety breach and may result in the permanent removal of the individual(s) / contracting company from site or suspension without payment.

**Note:** All employees must go for TNPA & TNPA safety induction before accessing the site.

After the safety inductions have taken place, Island View access permits valid for a year will be requested on behalf of the contractor by TNPA safety representative through Cutler management. Annual Cutler Permit come at a cost R160 person as of 01 April 2023. The price increases on annually. Weekly permit come at a cost of R50 Per person as from 1 April 2023. There is no fee to be paid for a day permit. The price of these permits will be paid by the contractor. The year permits shall be collected by employees at Cutler office using their ID documents and a fee.

- Site access will be granted to the contractor/Employees once the following requirements have been met:
- Submission of the following documents to TNPA (Induction pack)
  - ◆ Completion of a pre-employment/Entry medical examination specific for Upgrade of Island View project, including chest X-Rays conducted by a registered occupational health practitioner.
  - ◆ Completion of all required project induction training.
  - ◆ Completion of special training / licensing if applicable (e.g., driving/operating licence).
  - ◆ Provision of proof of job / trade-specific qualifications, licences, training, experience and competency (as required); and
  - ◆ Provision of safety related trainings for Managers and Supervisors (HIRA, Legal Liability, IRCON and Incident Investigation)
  - ◆ Provision of relevant signed legal appointments.
  - ◆ Provision of Identity document/Passport (Foreigners)
  - ◆ Provision of Valid work permit for foreigners.

### 15.5.2 Trespassing

The contractor must ensure that no employee (including sub-contractor employees) trespasses on any land lying beyond the boundaries of the project site.

If instructed by a nominated project management representative to do so, the contractor must remove any employee who fails to comply with this requirement from the project.

The contractor's activities must be confined to the specified construction areas, and access to these areas may only be by means of specified routes.

All required barricading (fencing) must be erected and maintained by the contractor.

The contractor must take full accountability of any employees, visitors or suppliers entering their

project site.

### 15.5.3 Visitors

Visitors (including reps and suppliers) must be advised in advance of the mandatory Personal Protective Equipment (PPE) requirements for the site and must arrive with all of this PPE.

Upon arrival, all visitors must report to the Contractor's Safety Office where they must sign in.

All visitors must undergo project specific site safety induction briefing before entering the site.

Visitor's access will be requested on behalf of the contractor by TNPA safety representative through Cutler management, visitors shall go to the Cutler management office with their ID documents to collect the one-day permit and leave the permit with Cutler security when leaving the Island View complex.

Whilst on site, visitors must be always accompanied by an appropriately senior employee who has been inducted fully. The visitor(s) must be met at the Safety Office, and when the visit is over, must be escorted back to the Safety Office.

**Note:** Any request (typically made by a government official) to carry out a site inspection must be referred to the nominated project management representative. The contractor must not arrange any such inspection without prior approval from the nominated project management representative.

### 15.5.4 Alcohol, Drugs and Other Intoxicating Substances

The contractor must ensure that all personnel under his authority do not at any time enter the site or perform any work whilst under the influence of alcohol, a drug, or any other intoxicating substance.

Selling or possessing drugs, alcoholic beverages or any other intoxicating substance on the site is strictly prohibited.

A drugs and alcohol testing program will be implemented. Persons entering the site will be randomly tested. Any person who tests positive for alcohol or drug consumption will be subject to disciplinary action and shall be permanently removed from the site.

Any person has the opportunity to rather report that he/she is under the influence before accessing the project site – in these case the employee may only be send home for the day by the responsible project manager representative but will then be tested for the following five days (each day) on his return to the project site. If it is found that the same person is frequently reporting that he/she is under the influence before even accessing the project site. It shall be the responsibility of the nominated project management representative to take disciplinary action and remove such a person's form the project site.

Should the actions and / or demeanour of an employee suggest possible narcosis or drunkenness, the employee must be removed from the site. This may be done without testing.

**Note:** All personnel involved in an incident / accident must immediately be subjected to an alcohol test and a drug test as part of the investigation.

### 15.5.5 Firearms, Ammunition and Offensive Weapons

Firearms, ammunition, and offensive weapons of any kind are strictly prohibited. No person may enter / will be permitted to enter the site carrying any such item.

### 15.5.6 Construction Vehicles

All vehicles brought onto site must meet all road and safety requirements.

Each vehicle to be used on site must be inspected and approved by the nominated project

management representative before a site access permit will be issued for the vehicle / equipment.

The contractor must allow any vehicle that is brought onto site (including privately owned vehicles) to be searched at any time while on the premises, or when entering or leaving the premises.

The contractor shall ensure that no person/employees are transported on the back of a Truck or Light delivery vehicle even when/if it is outside the parameters of the Island View complex. Adequate and suitable transport with seats and seatbelts must be provided by the contractor.

The contractor is solely responsible for the safety and security of all vehicles (including private vehicles) that he brings onto the site.

All road-going vehicles used by the contractor on the site must be roadworthy and registered with the relevant traffic authority.

A vehicle will not be permitted to enter the site in an un-roadworthy condition. Access will be denied if, for example:

- The vehicle has a defective exhaust system.
- A serious oil or fuel leak is evident.
- The vehicle has unsafe bodywork or is carrying an unsafe load.
- The vehicle is fitted with extraneous or non-standard equipment.
- Passengers are not seated properly.
- The vehicle is not fitted with a seat belt for each occupant; or
- The vehicle has any obvious mechanical defect.
- Pre-inspection requirements are not met.

Overloaded vehicles will not be permitted to enter the site.

The driver / operator of any vehicle / mobile equipment must always carry a copy of his appointment & competency with him.

Each driver / operator must:

- Comply with all site / project rules and regulations pertaining to traffic and the safe operation of vehicles / mobile equipment.
- Obey all road signs.
- Obey all instructions given by security or emergency services personnel.
- Remain within the boundaries of the site; and
- Ensure that the vehicle that he is operating is never overloaded, and that loads are always properly secured.
- Ensure that no vehicle is left with the engine running unattended.

In the interest of safety, only the minimum number of vehicles required by the contractor to complete the work under the contract will be permitted to enter the site.

When not in operation, the contractor's vehicles / mobile equipment must be parked within the boundaries of his lay-down area or yard.

Parking is only permitted in designated parking areas.  
All cars are parked on site at the owner's risk.

In the event of a vehicle accident on site, the driver(s) must report the incident immediately and must remain at the scene until a nominated project management representative arrives, or until a nominated project management representative authorises him to leave (unless, of course, the driver requires medical attention).

## 15.6 Supply and Deliveries

The Contractor shall request through TNPA, the entry permits for all of the Contractor's people working within the Island View complex in accordance with the access control requirements of TNPA and the Island View complex. The Contractor is also required to obtain the relevant permits for his Sub-Contractors and all suppliers. The Contractor is required to make applications for these permits on behalf of his workers, suppliers, and Subcontractors.

Island View year permits will be provided with a fee and one day permits will be provided for free by Cutler management.

Materials deliveries to the project should be done in line with client peak and off-peak period. All contractors should apply prior the exact day of delivery and precautionary measures should be always taken before deliveries and Principal contractor must ensure compliance to the health and safety specifications including health and safety induction requirements.

All machinery being brought to site shall comply with the requirements of OHS ACT 85 of 1993 and its prescribed revised regulations.

## 15.7 Mobile Equipment and Light Vehicles

All Contractors must ensure all applicable legislation concerning mobile equipment and light vehicles are always complied with. (Refer Construction regulation 23, 2014)

Each contractor must provide evidence to the nominated project management representative that all light vehicles and mobile equipment to be used on the project (including, but not limited to, lift and carry cranes (or mobi-lifts), mobile cranes, forklifts, mobile elevating work platforms (e.g. cherry pickers), tractors, dozers, dump trucks, haul trucks, graders, excavators, loaders, back-actors, drill rigs, and road-going cars, light delivery vehicles, and trucks) comply with the requirements of all applicable legislation. This evidence must be provided prior to the equipment being brought onto the project site. The contractor remains responsible for meeting this requirement even if the equipment to be used is leased or provided by a sub-contractor (i.e., not owned directly by the contractor).

An Equipment Profile (dossier) must be compiled for each light vehicle and each item of mobile equipment to be used on the project site.

All mobile equipment and light vehicles (used for work purposes) must be subject to a risk assessment compiled.

The assessment must:

- Involve operators and maintenance personnel who will use and work on the equipment; and
- Address all aspects of safe operation including handling, driver vision, brake failure, tyre blow out, and access and egress for operators and maintenance personnel.

Each light vehicle and each item of mobile equipment must be serviced and maintained as prescribed by the manufacturer of the vehicle or equipment.

No major repairs or services may be carried out on site.

No repairs may be carried out by a driver or operator. Only suitably qualified and competent persons may carry out repair work.

An appropriate pre-operation safety check based on a risk assessment must be carried out for each light vehicle or item of mobile equipment driven or operated for work purposes. For each vehicle or equipment type, an approved checklist must be in place (and must be used). The pre-operation check must include, but not be limited to, inspection and / or testing of the following safety critical features:

- Brakes (testing method must be provided).
- Wheels and tyres (including the spare).
- Lights and indicators.

- Steering.
- Seats and seat belts; and
- Windscreen and windows, including windscreen wipers and washers.

Should any critical feature be defective or damaged, the vehicle or equipment may not be operated until it has been fully repaired.

Supervisors must review the completed checklists daily to satisfy themselves that there are no major deficiencies that could place a driver or operator at risk.

No person may drive or operate any light vehicle or item of mobile equipment without authorisation.

All drivers and operators must be appointed in writing by the contractor.

No driver or operator may be appointed without proof that the individual has been trained, tested and found competent, or is currently licensed.

The appointment letter must specify the type of vehicle or equipment for which authorisation is being given and must clearly confirm that the driver or operator:

- Is 18 (eighteen) years of age or older.
- Has undergone a medical examination and has been declared fit for work by an occupational medical practitioner.
- Has received suitable training and has been found competent or is in possession of a valid driving licence issued by a state, provincial or civil authority that is applicable to the class of vehicle or equipment that is to be driven or operated.

The principal accountability for preventing accidents and incidents lies with the driver or operator of a light vehicle or item of mobile equipment, as he is in full control of any given situation at any given time. It must be stressed to each driver and each operator that safety is his prime responsibility – this must be clearly instructed and understood.

Drivers and operators must be empowered to stop driving or operating immediately should an unsafe condition arise and refuse to drive or operate any light vehicle or item of mobile equipment that is defective and / or has any inoperative safety features. Similarly, a supervisor must never force a driver or operator to drive or operate a defective vehicle or item of equipment.

If a driver or operator does not adhere to the site rules and regulations, his appointment must be withdrawn, and he must not be permitted to continue with his duties. If necessary, site access will be denied (either temporarily or permanently) to any driver or operator who is deemed to not be adhering to site requirements.

No person may drive or operate a light vehicle or item of mobile equipment if he suffers from a medical condition that places both him and those around him at risk of injury.

A fit-for-work policy must be in place, incorporating clearly defined maximum levels of drugs (including prescribed medication) and alcohol permitted in the system of a driver or operator.

Daily alcohol testing and random drug testing must be carried out.

Supervisors must regularly check on the physical condition of drivers and operators during the course of a shift.

A system must be in place to manage driver/operator fatigue.

No eating or drinking is permitted while driving or operating a light vehicle or item of mobile equipment.

A mobile phone, whether hands-free or not, may only be used by the driver or operator of a light vehicle or item of mobile equipment when the vehicle or equipment is stationary and in a safe location.

Behaviour-based observations and coaching must include the operation of light vehicles and mobile equipment.

A site-specific traffic management plan must be compiled by the contractor and submitted to the TNPA project management team for review and approval. The plan must include, but not be limited to, the following:

- Segregation of pedestrians, light vehicles, and mobile equipment where possible (using barriers where feasible).
- Flag man and Stop and Go signs.
- Systems to control the movement of mobile equipment in areas accessible to pedestrians, the movement of mobile equipment into and out of workshops, and pedestrian and light vehicle movement around mobile equipment.
- Setting of appropriate speed limits for vehicle types, road surfaces and environmental conditions.
- Installation and maintenance of road traffic control signs.
- Right-of-way rules (including overtaking restrictions).
- Overtaking protocols.
- Clear communication protocols for interactions between all vehicles and equipment.
- Procedures for light vehicles and / or mobile equipment entering hazardous or restricted areas.
- Standards for safe following distances based on operational circumstances, environmental conditions and near sight (blind spot) limitations of mobile equipment.
- The minimum safe distance to be maintained between light vehicles and mobile equipment (i.e., 50 metres unless positive contact is made).
- Designated parking areas for mobile equipment and light vehicles, including parking associated with maintenance areas.
- Parking procedures (e.g., safe parking distances, safe parking locations, requirements for reverse parking, etc.).
- Systems to control approaching, refuelling, parking, boarding, and disembarking mobile equipment (a driver or operator must exit the cabin and must disembark the vehicle or equipment entirely when his direct involvement with maintenance or servicing is not required).
- Guidelines for abnormal road conditions (e.g., heavy rain, fog, or high winds) providing "go / no go" criteria and contact details for the person(s) responsible for making the "go / no go" decisions.
- Truck loading and unloading procedures to avoid material or objects falling from the vehicle.
- Guidelines for wide or abnormal loads including offsite transport; and
- Systems to control mobile equipment use in the vicinity of overhead power lines.

The design and layout of the road system (including entrance and exit points, intersections, and other potential points of interaction between pedestrians, light vehicles and mobile equipment) must be reviewed periodically.

A risk assessment must be carried out and approved prior to any changes being made to traffic movements or road systems.

Designated walkways (both indoors and outdoors) must be provided for pedestrians, and pedestrians must make use of these walkways. Good lighting must be provided along all walkways, particularly at road junctions. Wherever possible, rigid barricading must be used to

separate pedestrians from moving light vehicles and / or mobile equipment.

No pedestrians are permitted on haul roads (or as far as this can reasonably be achieved in situations where a haul road runs through an area occupied by a local community). All personnel must be transported to site and must be dropped off at a designated area.

Controls must be in place to ensure the safety of people working on roads, including those working on broken-down vehicles.

High visibility clothing must be always worn by all persons whilst on the project site.

Speed limits and traffic rules must be reviewed regularly and must be rigorously enforced. Local traffic rules must be always complied with.

Pedestrians and cyclists must give way to light vehicles and / or mobile equipment except at pedestrian crossings.

All light vehicles and mobile equipment must give way to emergency vehicles.

Pedestrians and light vehicle drivers must be made aware of the blind spots associated with mobile equipment.

The driver or operator of a light vehicle or item of mobile equipment must stop the vehicle or equipment and sound the horn before proceeding at blind corners, where his view of the path or intended path is obstructed, and when entering or leaving a building.

Whenever a light vehicle or item of mobile equipment is stopped or parked, the handbrake (if applicable) must be applied.

Measures (such as chocking or the use of ditches or trenches) must be in place for the immobilisation of parked mobile equipment.

A parked light vehicle must be chocked in situations where the vehicle would roll forwards or backwards if placed in neutral with the handbrake disengaged.

No light vehicle or item of mobile equipment may be left unattended with the engine running or with a key in the ignition.

No light vehicle or item of mobile equipment may be parked to cause an obstruction to any roadway, passage or access way.

No light vehicle or item of mobile equipment may be parked within 50 metres of a loading or off-loading point.

Light vehicles and mobile equipment must be loaded safely. All loads must be secure and must be within the load limit of the vehicle or equipment. A load must be properly secured before the vehicle or equipment is set in motion. Adequate precautions must be taken for any overhanging load.

No unauthorised light vehicle or item of mobile equipment may enter a restricted area or building.

### **15.7.1 Light Vehicles**

All Contractors must ensure that Light vehicles have the following minimum safety features:

- Fixed seats and suitable seats (safety) belts for all occupants (i.e. driver and all passengers);
- Roll-over protection for all vehicles intended to be driven on dirt or steep roads.
- Cargo barriers and load restraints for all vehicles designed for carrying loads (other than passengers), or that are unable to have cargo separated from the occupant-carrying space of the vehicle.
- An air bag on the driver's side, and where available as a manufacturer fitted item, a passenger's air bag.
- A Reverse Alarm.

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All Contractors must ensure that Light vehicles that interact with mobile equipment are equipped or fitted with:

- Systems that enable positive communication with the equipment operators (e.g., a two-way radio).
- A high visibility flag (e.g., a whip flag or buggy whip).
- An amber flashing light (revolving or strobe).
- Reflective taping; and
- High visibility signage (i.e., vehicle call numbers) facilitating easy and positive identification from a reasonable distance.

**Note:** Call number signs and reflective tape (magnetic or adhesive) must be applied to the front, back and sides of each vehicle.

All Contractors must ensure that Light vehicles carry:

- Emergency roadside triangles or beacons (three of either).
- Chock blocks for preventing uncontrolled movement of the vehicle when parked.
- A flashlight.
- A fire extinguisher (2.5kg DCP).
- A first aid kit; and
- Survival or emergency equipment (e.g., a vehicle recovery kit) suitable for the operating environment.

A change management process must accompany all vehicle modifications, including the attachment of any equipment. Examples of changes or modifications include, but are not limited to, any change or modification:

- Made to the overall structure or design of the vehicle body.
- Made to the original manufacturer-fitted type of tyres or wheels.
- Made to the suspension system of the vehicle.
- Made to the mechanical system of the vehicle.
- That may adversely alter the centre of gravity of the vehicle.
- That alters the load carrying capacity of the vehicle; and
- That may affect the ability of the vehicle to withstand a crash (e.g., the fitment of a "bull bar").

Vehicle selection must be based on a risk assessment where consideration is given to the tasks, the application, the environment, roll-over protection and the rating of sturdiness in the event of a crash.

All Contractors must have a formal inspection and preventative maintenance system in place to ensure that vehicles are always maintained in a safe and roadworthy condition and, as a minimum, are serviced in line with the vehicle manufacturer's service schedule. Should any safety critical feature be defective or damaged, the vehicle must be withdrawn from service until it has been fully repaired. Inspection and maintenance must be undertaken on critical features such as:

- Wheels and tyres (including the spare).
- Steering, suspension, and braking systems.
- Seats and seat belts.
- Lights, indicators, and reflectors.

- Windscreen and windows, including windscreen wipers and washers.
- The vehicle structure itself; and
- Other safety-related items on the vehicle body, chassis, or engine, including instrumentation.

Persons may only be transported in vehicles equipped with manufacturer fitted or approved seats and seat belts.

Seat belts must be worn by all occupants of a light vehicle (i.e., the driver and all passengers) always.

Only the driver and one passenger are permitted in the cab (front) of a light delivery vehicle.

No personnel may be transported in the load-bin of a light delivery vehicle, even if the vehicle is fitted with a canopy. Only tools and equipment may be transported in the load-bin. Furthermore, no persons may be transported in a trailer behind a vehicle.

A pre-operation vehicle safety check and familiarisation system must be in place and must be used by the driver. An approved checklist must be used. All vehicle faults that are recorded must be attended to immediately.

All Contractors must have systems in place to ensure that risks associated with vehicle journeys are managed and controlled. The systems must include, but not be limited to:

- Formulation of journey management plans prior to the commencement of new or changed travel activities.
- Identification and monitoring of the risks associated with the various routes, intersections, etc. to minimise the overall exposure.
- Assessment and communication of changed environmental and road conditions at the time of travel.
- Outlining of actions required in the event of an emergency (e.g., collision or breakdown); and
- Provision to manage driver fatigue.

Light vehicle running lights (low-beam headlights) must be always switched on when the vehicle is in operation.

All Contractors must have a system in place to ensure that drivers receive adequate training to ensure that the vehicle intended to be operated or driven can be operated or driven safely. As a minimum, training must include:

- Behaviour-based defensive driving principles.
- Vehicle familiarisation, considering the handling dynamics of the vehicle, maximum number of passengers, load limits and various features.
- Loading and restraining principles where the vehicle to be operated is designed for carrying cargo loads.
- Education and awareness concerning driving and travel risks that may be encountered within the environment where the vehicle may be operated or driven, and the requirements pertaining to traffic rules and speed limits.
- Securing (locking) equipment to prevent unauthorised use.
- Emergency crash and breakdown procedures; and
- Basic mechanical principles, including how to change a tyre and perform an adequate pre-operation check.

A system must be in place to ensure that persons operating any equipment associated with a light vehicle (e.g., vehicle-mounted cranes and winches) are suitably trained and competent.

## 15.7.2 Mobile Equipment

All Contractors must ensure that Mobile equipment have the following minimum safety specifications:

- Fixed seats and seat belts for all occupants.
- Adequate lighting, including headlights, tail, turn and brake lights, and an amber flashing light (revolving or strobe).
- An identified isolation and lockout point.
- Adequate walkways, railings, steps and grab handle combinations, and boarding facilities including an alternative path of disembarking in the event of an emergency.
- Collision-avoidance technology and / or procedures.
- A reversing alarm or warning device.
- Chock blocks for preventing uncontrolled movement of rubber-tyred equipment when parked.
- A horn.
- Effective windscreen wipers.
- Effective guarding on accessible moving parts.
- A speedometer (if the mobile equipment can exceed the lowest applicable speed limit).
- High visibility signage (i.e., mobile equipment call numbers) facilitating easy and positive identification from a reasonable distance; and
- A security system to prevent unauthorised operation.

Mobile equipment must have the following minimum safety specifications, unless a risk assessment stipulates otherwise:

- Approved or certified roll-over protection.
- Fail-to-safe brakes.
- A fire detection and suppression system capable of being activated from both ground level and cabin level (for certain types of mobile equipment, a suitably sized fire extinguisher may be adequate).
- A non-handheld two-way radio or another form of communication.
- Falling object protection (a protective structure over the operator cabin).
- An enclosed and tight-sealing air-conditioned cabin with suitable protective glass; and
- A means of moving supplies and personal items into and out of the operator cabin that enables an operator to continuously maintain three points of contact while boarding and disembarking the equipment (e.g., a backpack or shoulder strap bag).

When purchasing or hiring equipment, the ergonomics of the cabin must be considered, specifically regarding the seating, operator controls and retrofitted devices.

Fleet and control consistency must be considered to minimise the possibility of operator error when changing machines.

For all new (to site) and modified mobile equipment, a formal risk-based selection and acceptance process must be followed prior to the equipment being used on site.

Selection of equipment, and any modification, must be subject to a rigorous change management process.

An inspection and maintenance programme must be in place for all mobile equipment.

A procedure and checklist system, including a brake functionality test, must be in place for pre-operation inspection by the operator. Registers must be maintained and audited and must be kept on the machine.

Procedures must be in place to ensure that mobile equipment is only operated on sufficiently stable surfaces and on gradients that are within the limits of safe operation.

Seat belts must be used in all cases, by all occupants. Apart from the driver or operator, only an appointed flagman may be transported in mobile equipment (except for buses) and **only if** the equipment is fitted with a passenger seat. No passengers are permitted on a lift and carry crane (or mobi-lift), mobile crane, forklift, mobile elevating work platform (e.g., a cherry picker), tractor, dozer, dump truck, grader, excavator, loader, back-actor, drill rig, or similar.

Risk assessments must be carried out as part of the planning process for mobile equipment operations and associated activities, and must consider the following:

- Maintenance activities.
- Risks associated with loading, unloading, towing, and recovering mobile equipment; and
- The risk of fire.

Procedures must be in place for the safe isolation and lockout of mobile equipment.

Where two or more items of mobile equipment must be operated in proximity to each other, or where an item of mobile equipment must be operated in proximity to persons on foot, a risk assessment involving all persons who will be working in the area must be conducted prior to the work commencing. The risk assessment must be approved by the nominated project management representative. In such a work area:

- No item of mobile equipment may be driven to within 5 metres of another item of mobile equipment without the operator first making eye contact with, and signalling his intentions to, the other operator who must acknowledge that he understands and that it is safe to proceed.
- No person on foot may work or be positioned within 5 metres of an item of mobile equipment that is in operation. Before approaching mobile equipment on foot, a person must make eye contact with, and clearly signal his intentions to, the operator of the equipment. The operator must cease to operate the equipment and must indicate that he understands and that it is safe to approach.

In certain circumstances (determined through risk assessment), mobile equipment may only move and operate with dedicated flagmen in place:

- Where flagmen are used, it must be ensured that the flagmen, mobile equipment operators, and all other personnel working in the vicinity of the mobile equipment, receive suitable training regarding signals and signalling to ensure effective communication. The training must be formal and recorded, and competency must be tested.
- A flagman and the mobile equipment operator that he is directing must maintain eye contact. The flagman must never position himself where the equipment operator cannot see him.
- Should a mobile equipment operator lose sight of his flagman, he must stop his activities immediately until contact has been re-established.

Site-specific induction must be carried out prior to a mobile equipment operator starting work on site. Area-specific induction must be carried out prior to an operator starting work in a new area on site.

Operators must report conditions and practices that do not conform to procedure.

### 15.7.3 Training and Licensing

No person may drive a light vehicle or operate an item of mobile equipment unless he has been trained, tested, and found competent, or is currently licensed to drive or operate that specific vehicle or item of equipment. The training must address hazards and risks assessed for:

- That vehicle; and
- The tasks for which it is to be used.

No person may be appointed to drive a light vehicle or operate an item of mobile equipment unless he is in possession of a valid medical certificate of fitness (issued by an occupational medical practitioner).

Each person required to drive a light vehicle or operate an item of mobile equipment on the project site must have a project-specific site licence or appointment to drive or operate that vehicle or item of equipment.

A system must be in place to ensure that the renewal of licences is based on an assessment of competency to drive and / or operate the vehicle or equipment. The frequency of assessment must either be annual or derived from a risk assessment for each vehicle or equipment type.

No training of drivers or operators may be carried out on site unless authorised by a nominated project management representative.

Each person working on or visiting the project site must receive appropriate project-specific induction training concerning road safety and site vehicle hazards.

## **15.8 Signs and Notices**

The contractor must ensure that all required safety signs and notices are prominently displayed in accordance with the applicable legislation and good safety practice.

Signs and notices must be in English as well as any other language(s) commonly spoken on the project site.

All symbolic signs must comply with the applicable national standards.

No person may deface or damage any safety sign or notice. No person may remove or alter any safety sign or notice unless authorised to do so.

## **15.9 Machinery**

The contractor must ensure that all plant and equipment brought onto the site is:

- Appropriate for the type of work to be performed.
- Approved, inspected, tested, numbered, and tagged (if appropriate) before being brought onto site.
- Properly maintained in accordance with the manufacturer's recommendations; and
- Placed on a register and checked at least once per month or as required by the applicable legislation.

The contractor must supply, at his cost, all items of plant and equipment necessary to perform the work and must maintain all items in good working order.

Should any plant or equipment become inoperable for a period that is having or will have a significant impact on the work schedule, the contractor must, on instruction from the nominated project management representative, remove the out of service plant or equipment and replace it with similar fully operational plant or equipment at no additional cost.

No item of plant or equipment delivered to site for use on the contract may be removed from the site prior to the completion of the contract without approval in writing from the nominated project management representative.

Items of plant or equipment brought onto site by the contractor, or his sub-contractors may be inspected by a nominated project management representative. Should the nominated project management representative determine that any item is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the contractor must, on instruction from the nominated project management representative, immediately remove the item from the site and replace it with a safe and adequate substitute.

In such a case, the contractor or his sub-contractor shall not be entitled to additional payments or deadline extensions in respect of any delay caused.

## 15.10 Barricading

All applicable legislation concerning barricading must be always complied with.

Each contractor required to erect barricading on the project site(s) must develop, document, and implement Safe Work Procedures that are aligned with the requirements of this standard.

Barricading must be erected to:

- Prevent persons from making contact with an identified hazard.
- Provide warning of the existence of a hazard.
- Prevent unauthorised access (by people, vehicles, and mobile equipment) into an area where a hazard exists or where a hazardous activity is being carried out.
- Define the boundaries of a hazardous location and / or restricted area; and
- Allow a work team to perform hazardous tasks without persons unfamiliar with the hazard(s) accessing the area.

Although not limited to these situations, barricading must be erected or installed:

- Around excavations (trenches, pits, etc.)
- To protect openings and edges (to prevent persons from falling, all openings and edges associated with floors, stairs, and the open sides of buildings and structures during construction must be protected by sturdy, rigid barriers capable of withstanding a force of at least 110 kilograms applied in any direction at any point)
- To prevent access into areas where overhead work is in progress.
- To route vehicles safety through (or around) construction areas; and
- To protect members of the public who may be in the vicinity of a work or construction site (by preventing access).

In all cases, the erection of barricading must be a temporary measure. It must only remain in place until the hazard is eliminated, or the potentially dangerous situation is rectified.

A barricade must present a sturdy physical barrier to entering an area. Therefore, plastic cones, post, and chain systems, "danger tape" and "snow netting" will not be accepted as barricading and may only be used for the purposes of low-risk demarcation. For example, snow netting may be used for the demarcation of lay down areas.

Acceptable forms of barricading include:

- Hoarding panels (no less than one metre in height) that can be securely fastened together to form a fence line may be used. Hoarding panels may be constructed from a variety of materials (e.g., wooden board, steel sheeting, wire mesh on a steel frame, etc.)
- Wire mesh fencing (no less than one metre in height with sturdy posts spaced at intervals of no more than 3 metres) may be used in certain circumstances, e.g., around excavations.
- Sturdy, rigid, and securely fixed (i.e., bolted, welded, clamped, etc.) metal guard rails may be used, particularly for protecting openings, holes and edges associated with floors, platforms, walkways, etc. The top rail must be positioned at a height of one metre above the working surface, and a mid-rail must be provided.
- Concrete Jersey barriers must be used for the routing of traffic and when work is being conducted in or alongside a roadway.

Regardless of the type of barricade used, the following requirements must be met:

- The installation, alteration and removal of barricades must be supervised by a competent person.
- The barricading must be uniformly and intelligently configured.

- The barricading must be stable, conspicuous, and effective.
- The barricading must surround the work or hazardous area.
- General access requirements around the work or hazardous area (such as pedestrian walkways, operational access, or general thoroughfares) must be taken into consideration when erecting a barricade.
- The extent of the area that is barricaded must be kept to a minimum so as not to unnecessarily restrict access to other areas. If access routes to other areas are blocked by the barricade, alternative routes must be identified and signposted.
- All barricaded areas must have properly designated points of entry and exit for persons and/or vehicles. Each pedestrian access point must be fitted with a self-closing gate. A sign indicating, "DESIGNATED ACCESS POINT – AUTHORISED PERSONNEL ONLY", must be fitted to each gate.
- Additional signage providing warning of specific hazards (e.g., falling objects, electricity, etc.) including, "NO UNAUTHORISED ENTRY", must be attached to all gates and, where required, to the barricading itself. The signage must be visible from all angles and must be large enough to be read from a distance of 10 metres.
- Barricading must be always clearly visible (day and night). If necessary, flashing warning lights must be used.
- Tags must be attached to the barricading displaying the name and cell phone number of the person responsible for the barricade, and specifying the reason for the barricading and the date on which it is scheduled to be removed.
- Should a person require access to a barricaded area, authorisation must be obtained from the person responsible for the erection of the barricade. The hazards that are present and Personal Protective Equipment that must be worn within the barricaded area must be communicated to the person seeking access.
- Each barricade must be listed in a register, and each must be inspected daily to ensure that it is still intact and that its positioning is still effective.
- All barricades must be properly maintained and repaired as required.
- When the work has been completed and the hazard has been eliminated, all barricading must be removed without delay. A barricade may not be left in place if no hazard exists.
- Before a barricade is removed (allowing general access), the area must be inspected by the person responsible for the work that was carried out, to ensure that the area is once again safe. If applicable, the person accepting the area back for general use shall do so on completion of his own safety inspection.
- Authorisation to remove (or modify) a barricade may only be granted by the person responsible for the erection of the barricade.

### **15.11 Welding**

All applicable legislation concerning welding must be always complied with.

All welding machines must be fitted with voltage reducers. (Refer General safety regulation 9, 1986)

The supply cable to every welding machine must be correctly rated and fitted with an approved plug to be used only with an approved matching plug socket.

The electrical circuit to every plug socket must be protected by a correctly rated circuit breaker and a supply voltage rated earth leakage unit.

Welding cables must be properly insulated and correctly rated for the welding machines on which they are to be used.

Welding cable terminals must either be covered with a properly designed, constructed and installed cover so that inadvertent human contact with the terminals is impossible, whether the cables are connected or not, or the welding cables must be fitted with insulated plugs so that inadvertent human contact with any live part is impossible when the cables are plugged into the machine. Also, the plug socket should be such that when the cables are not plugged in, inadvertent contact with a live part of the socket is impossible.

Earth cable clamps and electrode holders must be of an approved type. Earth clamps and electrode holders must be fixed to welding cables with eye terminals and bolts.

All welding machines and safety devices must be subjected to regular planned maintenance and a monthly electrical inspection. The inspection must include a test to ensure that the voltage reducer is functioning properly, by measuring and confirming that the open circuit output voltage is reduced.

Before using a welding machine, the welder must ensure that he is wearing all the required and approved protective clothing and equipment:

- Welding hood.
- Leather welding gloves.
- Safety boots with steel toe protection.
- Flame resistant overalls; and
- Any other clothing or equipment necessary to perform his work safely and efficiently.

Persons assisting the welder must also wear all of the required personal protective equipment.

When changing electrodes or moving the earth clamp, the welder or his helpers must wear gloves to avoid possible skin contact with live electrical parts and to prevent burns.

When attaching welding cables to the terminals of the welding machine, the welder or his helpers must wear gloves, or preferably, the machine should be switched off to avoid possible electric shock.

Helpers who may be holding the work piece being welded must wear gloves and protective goggles.

Where practicable the welder should place protective screens around the area where he is welding, to prevent injury to the eyes of passers-by.

The welder must ensure that the earth cable follows the shortest practical route between the welding machine and the work piece. The earth connection must be directly between the welding machine and the work piece, and no building or other structure must form part of the earth return path.

As far as is practicable, the welder should avoid welding under wet or damp conditions. If this is unavoidable, the following precautions should be taken:

- Use only oil filled or other watertight type welding machine.
- Keep the electrode holder as dry as is practical.
- Keep as dry as possible. Stand on an elevated surface out of the water and wear watertight boots and a rain suit. Also ensure that the gloves are in good condition, free of holes.

Under conditions that result in high perspiration levels, the following measures should be implemented:

- Use an insulated electrode holder.
- Change clothing regularly (if possible).
- Use insulated material like rubber mats and/or timber tuck board to separate yourself from the work piece.

- Wear dry gloves on both hands during welding.
- Use fans and air-conditioning to reduce humidity and temperature; and
- Use an observer capable of responding in an emergency.

When working inside metal vessels or under other conditions where parts of his body may come into contact with conducting surfaces, the welder must take precautions to insulate himself from such surfaces.

When working in confined spaces, the welder must take steps to ventilate the area to prevent inhalation of fumes, which may endanger his health and the health of any assistants.

Engine powered welding machines must not be used in any place that is not very well ventilated since the welder and his helpers may be overcome by carbon monoxide fumes.

The welder should take the necessary precautions when welding objects that may catch alight, explode, or release poisonous fumes or gases.

### **15.12 Installation of Bidim geotextile**

All applicable legislation concerning Bidim installation work must be always complied with.

During the installation of Bidim, Contractor shall comply with all health and safety statutory requirements including relevant sections of this Health and Safety specification and the Occupational Health and Safety Act No.85 of 1993 and Regulations.

Prior to conducting a Bidim geotextile installation the Contractor must take note and address the following in the Health and Safety plan and Risk Assessment:

- Working over water.
- Tides.
- Health hazards such as contact with contaminated risings or groundwater and contact with hazardous materials.
- Transportation of the barge from loading area to activity area.
- Whether conditions when planning to lift.
- working near the pipe racks and or existing structures.
- Noise and vibration.
- Plant instability caused by gradients and barge stability.
- Hazards of buried or overhead services.
- Pipe racks on the Berths.
- Collapse of nearby structures etc.
- Stability of adjacent structures, both their foundations and superstructures.

Risk assessment, method statement and SWP which considers the hazards and risks associated with the circumstances of the Bid installation.

### **15.13 Marine excavation**

Marine excavation is the removal of sediments and debris from the bottom of lakes, rivers, harbours, and other water bodies. It is a routine necessity in waterways around the world because sedimentation—the natural process of sand and silt washing downstream—gradually fills channels and harbours.

The contractor must ensure that all SHE requirements concerning marine excavation are compiled to at all times and must ensure that;

- Marine excavation is not conducted where it will affect operations of the Island View complex.
- Competent employees are appointed to operate dredging equipment.

- Marine excavation equipment is well serviced and in good working condition.
- Working over water procedure is communicated and complied with.

During any marine excavation activity, the Contractor shall comply with all relevant sections of this Health and Safety specification including Occupational Health and Safety Act No.85 of 1993 and Regulations.

### **15.14 Revetment**

The works will include the grading and filling of the existing revetment to create a stable surface on which the new revetment will be constructed on. Thereafter a geotextile layer will be added and covered with selected filter rock and subsequent armor rock layers. The extent of the works will also include the elongation of existing storm water outfalls that are present along the length of revetment. The scope of the works also includes the construction of rock layers under existing berths.

This activity includes the use of the Long Reach Excavator to grade and fill the revetment, it shall also include manual handling and or lifting mechanisms when installing the storm water pipe and adding of geotextile layer by divers. The contractor to ensure that all employees are trained on correct manual lifting techniques and are provided with appropriate hand protection equipment.

Diving regulations must be complied to and implemented when diving operations are conducted on site. Divers must be trained and certified competent and fit for work prior to conducting diving activities.

### **15.15 Placement of rock**

The placement of rock will include scour rock, armour rock and type rock. This activity involves the use of a Barge, stockpile of rock on the barge, movement of the Long Reach Excavator on the barge while placing rock. Contractor shall ensure that the working height of the excavator does not pose a risk of hitting or coming into contact with existing buildings or structures i.e., pipe racks on the Berths.

The contractor must ensure that all activities are conducted under adequate and competent supervision and shall be always monitored closely. The contractor shall ensure that all employees stay away from the rock placing activity.

The contractor must ensure that all activity steps are covered, and control measures are put in place in the Risk assessment, method statement and SWP which include the anchoring of the barge to eliminate movement during activities.

### **15.16 Excavations**

All applicable legislation concerning excavation work must be always complied with. (Refer Construction regulation 13, 2014)

The Contractor will be required to prove services prior to any construction of works. The Contractor shall take the necessary precautions to ensure that the services are not damaged.

Each contractor carrying out excavation work on the project site(s) must develop, document and implement Safe Work Procedures that are aligned with the requirements of the applicable legislation concerning excavation work.

All excavation work must be properly planned. Site-specific conditions and hazards must be considered, including traffic, overhead and buried utilities, proximity to nearby structures, soil properties, presence of surface and / or ground water, position of the water table, and weather conditions.

Excavation work may only be carried out under the personal supervision of a competent Excavation Supervisor who has been appointed in writing.

Before any excavation work is carried out, a Permit to Work authorising the activities must be obtained.

Similarly, no person may enter an excavation unless a Permit to Work has been issued providing authorisation for specific tasks to be carried out within the excavation.

Before issuing a Permit to Work for excavation works, the Authorised Person (i.e., permit issuer) must verify that:

- A detailed Risk Assessment has been conducted for the work to be performed.
- A method statement and Safe Work Procedure is in place; and
- No buried services are present in the area where the excavation works are to be carried out.

As a minimum, the Risk Assessment must consider hazards and risks associated with:

- A person being trapped or buried because of an excavation collapsing.
- A person being struck by an object falling into an excavation.
- A person falling into an excavation.
- A person being exposed to a hazardous atmosphere within an excavation (i.e., an oxygen deficiency, explosive or flammable gases, and / or harmful concentrations of a contaminant).
- Contact with belowground services; and
- Mobile equipment and / or light vehicle movement in proximity to an excavation.

On a plan (drawing) of the work area, the contractor must accurately indicate the position and dimensions of each intended excavation for it to be determined whether buried services would (or may) be encountered, such as electrical cabling, communications cabling, gas, fuel, potable water, fire water, effluent, sewage, or storm water pipelines.

In addition to a desk top review of existing drawings, a field survey must be carried out to verify the presence or absence of buried services. The positioning of all known belowground services must be accurately demarcated in the field before any excavation work commences.

Should there be any uncertainty, a pipe or cable locator must be used to determine if buried services are present, and if so, the positioning of the services.

If buried services are identified (or are suspected to be present) then the excavation plan must be altered if necessary to avoid these services. If the excavation plan cannot be altered, then safe work methods (e.g., careful excavation by hand) must be specified and measures (e.g., isolation and lockout of the service) must be put in place to minimise risk to personnel and prevent damage to the service(s).

Machinery may not be used to excavate material lying within one metre of any belowground service (i.e., cable or pipe).

Excavation work that is carried out must be limited to what is described in the Permit to Work. All controls, precautions and restrictions identified in the Permit to Work (and Risk Assessment) must be strictly observed and fully implemented. The Excavation Supervisor must discuss these controls, precautions and restrictions with all persons who will be carrying out the work.

All excavation work must be carried out by persons who have been trained and are competent to perform the work.

All personnel working in or near any excavation must wear appropriate dust masks and high visibility protective clothing.

Unexpected structures (e.g., tanks, brick work, concrete work, etc.) or services (e.g., cables, pipelines, etc.) as well as unusual conditions (e.g. inconsistent materials, voids, etc.) that are encountered during excavation work must be reported immediately. All work must cease until the nominated project management representative provides authorisation to continue.

If an excavation is more than 1.2 metres deep and people must enter it, then the sides of the

excavation must be suitably battered, benched, or shored, unless a registered professional geo-technical engineer confirms in writing that there is no risk of the excavation collapsing (i.e., that the sides of the excavation are stable without battering, benching or shoring).

If the sides of an excavation are battered (sloped), then this must be done at an angle that is suitable for the given soil conditions (to be determined by a registered professional geo-technical engineer).

When it is not possible to batter (or bench) the sides of an excavation to a safe angle, then the sides of the excavation must be suitably shored.

Shoring may only be installed, altered, or removed under the personal supervision of a competent person using a predetermined safe method. Only approved shoring systems and equipment may be used. Shoring requirements must always be determined and designed by a competent person for the specific conditions encountered at the excavation site.

All material removed from an excavation (spoil) must be placed no closer than three times the depth of the excavation away from the edges of the excavation.

The profile of this spoil must be flattened out to prevent the material from being washed back into the excavation by rainwater.

Scaling must be carried out on the sides of all excavations to remove loose material.

Protective shields or barriers must be erected (when required) between the sides of an excavation and the work area to protect employees from falling, rolling, or slumping rock, soil, or materials.

Persons may not work on the faces (sides) of battered (sloped) or benched excavations at levels above other persons.

Tools, equipment, and materials may not be placed within two metres of the edges of an excavation. Alternatively, a suitable retaining device may be used to prevent tools, equipment, and materials from falling, rolling, or sliding into an excavation.

No vehicle or item of mobile equipment is permitted near an edge of an excavation.

Mobile equipment may not operate in or near an excavation whilst persons are working within the excavation.

To ensure that adjacent structures (such as buildings, walls, or sidewalks) remain stable during excavation work, support systems such as shoring, bracing, or underpinning must be provided if required.

Excavation below or near the base or footing of any foundation or retaining wall is prohibited unless:

- A support system (designed by a registered professional geo-technical or structural engineer) is provided, such as underpinning; or
- A registered professional geo-technical engineer determines that the structure is far enough away from the excavation that no hazard exists.

To prevent persons and / or mobile equipment from accidentally falling into an excavation and to prevent unauthorised entry into an excavation, rigid barricading must be erected around every excavation that is deeper than 500mm. Warning signage must be prominently displayed and, if necessary, flashing warning lights must be used at night.

The barricading must remain in place for as long as the hazard (i.e., the excavation) exists. Sections of barricading around an excavation may only be removed (and then only temporarily) to enable excavation work to continue.

For each excavation more than 1.2 metres deep, safe means of access and egress (e.g., ladders, steps, or ramps) must be provided for persons working in the excavation. Safe entry and exit points must be located every 15 metres along the side(s) of an excavation (i.e., an exit point must not be more than 7.5 metres away from any person working in the excavation).

If a hazardous atmosphere exists within any excavation (i.e., an oxygen deficiency, the presence of explosive or flammable gases, and / or harmful concentrations of a contaminant) or if there is a possibility that a hazardous atmosphere may develop, then the excavation must be declared a confined space.

Furthermore, an excavation must be considered a confined space if any risk of entrapment or engulfment exists. If an excavation is declared a confined space, then all precautions and requirements pertaining to confined spaces must be implemented and complied with.

Internal combustion engines may not be used in or near the edge of an excavation unless the exhaust emissions are ducted away, or suitable mechanical (forced air) ventilation is used to maintain a safe atmosphere within the excavation.

Any water and / or sludge present within an excavation must be removed completely before any work commences in the excavation.

Using ditches, dykes, sumps and pumps, or other suitable means, surface water must be prevented from entering an excavation and areas lying adjacent to an excavation must be adequately drained.

If equipment is used to prevent water from entering an excavation or to prevent water accumulation within an excavation, then the equipment must be monitored by a competent person to ensure that it remains operational and effective.

Suitable lighting must be provided in and around any excavation in which work must be carried out at night.

A high standard of housekeeping must be maintained in and around all excavations.

Tools that are not in use, and materials that are no longer required, must be removed from an excavation to prevent these items from causing injury or being lost (buried).

A register of all excavations must be compiled and maintained.

A competent person (i.e., an appointed Excavation Supervisor) must inspect each excavation as well as the areas around it:

- At the start of each day (or shift) before work commences within the excavation.
- After any alteration is made to the excavation or shoring.
- After rainfall.
- After any blasting activity carried out in the vicinity of the excavation; and
- After any event that may have affected the strength or stability of the excavation or the shoring.

An excavation must be inspected for collapses, signs of instability, failures or signs of overloading of protective systems and equipment, hazardous atmospheres, water accumulation, and any other hazardous condition that may arise.

The sides of an excavation as well as the surface of the ground around the excavation must be carefully inspected for signs of instability including fissures (cracks), slumping, and bulging.

Shoring must be carefully inspected for signs of overloading (e.g., distortion).

If a hazardous condition is identified, no person may enter the excavation until suitable corrective actions have been taken and / or suitable controls have been put in place to either eliminate the hazard or reduce the risks to acceptable levels.

A record of each inspection (including date, time, findings, and signature of the Excavation Supervisor who carried out the inspection) must be captured in the excavations register.

Each inspection record must include a declaration as to whether the excavation is safe to work in or not.

All excavations must be monitored closely throughout each workday (or shift) by the Excavation

Supervisor.

If an excavation has been declared a confined space, a safety observer (who will be able to initiate emergency response procedures if required and identify the location of any trapped or buried persons in the event of a collapse) must be stationed at ground level outside of the excavation whenever work is being carried out in the excavation.

If a hazardous condition is identified while work is being carried out in an excavation, then all persons in the excavation must be evacuated to safety without delay.

Under no circumstances may a person work alone in an excavation that is more than 1.2 metres deep without at least one other person being present in the immediate vicinity of where the work is being carried out.

Excavations must be backfilled as soon as possible, and the material used (usually the original material) must be properly compacted.

Where belowground services are present, the material used to backfill an excavation must be such that the services will not be damaged.

A layer of a material that is dissimilar to the general backfill material must be placed immediately above any buried service.

An excavated area must be restored to its original condition if possible.

## **15.17 Concrete Works**

All applicable legislation concerning concrete work must be always complied with.

### **15.17.1 Concrete Breaking (Rat proofing)**

All applicable legislation concerning concrete breaking must be always complied with.

Prior to any concrete breaking activities, the Contractor must ensure that:

- Inspection of the pneumatic jack hammer and equipment is done regularly to check for defects or damage and ensure that everything is in place and that all safety precautions are being followed.
- Pneumatic jack hammer not in use must be disconnected from their power source.
- Pneumatic Jack hammer operators and adjacent workers will wear dust mask, hearing and eye protection when breaking concrete.
- Appropriate PPE is provided and used by employees operating a pneumatic jack hammer.
- The pneumatic jack hammer shall be moved by using the legs to avoid back strain or injuries.
- The pneumatic jack hammer operator uses the right chisel and/or tip for the material to be broken i.e., using rock point for rock, spade point for asphalt, and chisel point for concrete.
- A broken or cracked point must never be used.
- Operator must shut off the air supply and relieve pressure from the supply hose before changing tool points.
- Operator secures hose ends to prevent whipping if an accidental cut or break occurs.
- If using an electric pneumatic jack hammer, workers must locate the electrical cord on their shoulder to prevent accidental damages to the cord that can cause electrocution.
- Operators are rotated as possible to eliminate fatigue that could lead to accidents.
- The pneumatic jack hammer has extra safety features such as a locking mechanism on the drill bit and a trigger control and automatic release.

### **15.17.2 Pouring of Concrete**

Pouring concrete is fast-paced work. To reduce stress and avoid mistakes, the Contractor must

ensure everything is ready before the truck arrives.

Wet concrete on skin can cause everything from mild redness to third-degree, permanently disfiguring chemical burns. In addition to standard PPE, employees involved in pouring of concrete must:

- Wear eye protection. Sandy concrete splashes can wreak havoc with your eyes.
- Wear long pants and long sleeves to protect the skin.
- Wear tall rubber boots if they must wade in wet concrete.
- Wear appropriate gloves.

If employee's clothes get saturated with wet cement, they must remove them, thoroughly rinse their skin with clean water and change into clean clothes.

### **15.18 Demolition work**

All applicable legislation concerning demolition work must be always complied with. (Refer to Construction regulation 14, 2014)

Demolition works in this project involves breaking of Gabions and Rat proofing which shall be conducted by serviced and well-maintained equipment i.e. Long Reach Excavator or TLB equipped with woodpecker attachment if conducted from the barge, pneumatic jackhammer if conducted from landside.

The contractor shall ensure that the use of LRE and TLB does not pose a risk of hitting buildings or structures e.g., Pipe racks.

The contractor shall ensure that the use of the above-mentioned plant or equipment is always done under adequate and competent supervision, and that equipment is operated by trained and competent operators.

### **15.19 Cranes and Lifting Equipment**

All applicable legislation concerning cranes and lifting equipment must be always complied with. (Refer to Construction regulation 22, 2014 and Driven machinery regulation 18, 1988).

Contractor to also comply to Driven Machinery Regulation 18(11) and General Machinery Regulations.

Each contractor carrying out lifting operations on the project site(s) must develop, document, and implement Risk Assessment, Method statement & Safe Work Procedures that are aligned with the requirements of Cranes and Lifting Equipment.

#### **15.19.1 Design, Manufacturing and Safety Features**

Before any crane or hoist is operated on the project premises (i.e., new to site), it must be formally accepted (authorised) by the nominated project management representative.

The acceptance process must be based on an inspection and risk assessment and must take the cranes or hoist's safety features and cabin ergonomics (if applicable) into account.

The same process must be followed before any crane or hoist is returned to service following any modification or repair.

**Note:** An Equipment Profile (dossier) must be compiled for each crane.

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. In countries where the requirements of a national standard are more stringent than the requirements of the relevant ISO standard, the national standard must apply.

The Safe Working Load (SWL) must be clearly indicated on each crane, hoist, and item of lifting equipment.

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.

Under no circumstances may a load limiting device be bypassed or disconnected to lift a load that exceeds the rated capacity of the crane. Load limiting devices MAY NOT be used to "measure" or "test" the mass of a load – these are safety devices, and as such, should not be used as operating tools.

Each overhead travelling crane (including cranes operated using a manual chain drive) must be fitted with an audible travel alarm or an equivalent warning device.

Anti-collision devices must be fitted to prevent motorised overhead travelling cranes from colliding with each other (where two or more cranes run on the same track) and from colliding with the track end stops or other structures.

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 equipment (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.

**Note:** An excavator may not be used to lift a load unless all the requirements of this standard (as would apply to a crane) have been met, and authorisation has been granted by TNPA Project Manager and Health and Safety representative.

### 15.19.2 Lift Planning and Risk Assessment

For each critical lift that must be carried out on site, a documented and detailed lift plan, detailed

rigging study and risk assessment must be prepared and approved 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, rigging study and risk assessment and must be consulted before these documents are finalised.

All lift planners, lifting supervisors, crane operators, riggers, and spotters (safety observers) must be appointed in writing.

No critical lift may commence until the lift plan, rigging study and risk assessment have been accepted by TNPA project manager & Health and Safety representative and a Permit to Work has been issued.

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 over or adjacent to power lines.
- Any lift carried out near equipment or a vessel containing a flammable or toxic substance.
- 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 30 kilometres per hour.
- 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 Study – 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).

Lifts that are not subject to detailed lift plans (i.e., lifts that are not considered critical) must nevertheless be subject to a risk assessment and be properly planned and executed.

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.

The contractor must be aware and consider pipe racks on the Berths when conducting lifting activities.

Whenever possible, power lines must be de-energised and isolated while lifting operations are carried out.

### 15.19.3 Crane 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 equipment (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. This must be documented and approved by the nominated project management representative.

Documented Safe Work Procedures 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 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 must be in place during lifting operations to observe and provide warning (if necessary) to prevent incidents and ensure that safety protocols are adhered to.
- Prior commencing with a lift activity, it must be verified that the load being lifted is both within the rated capacity of the crane (or hoist) and lifting equipment 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 equipment (tackle) may be used to lift a load.

- No equipment (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.
- Prior 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);
- Two 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 two 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 mobile crane, personnel on foot must always remain in sight of and in communication with the crane operator, 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.
- Except for pick-up and carry operations, 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.
- When using a mobile crane, slewing to test the effectiveness of the outriggers must be carried out prior to commencing with a lift.
- 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 equipment 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 equipment may only be used for the purposes for which it was designed.

**Note:** The Contractor must ensure that no lifting activities takes place when the wind speed is equal or more than 30km/h.

#### 15.19.4 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.

An Equipment Profile (dossier) must be compiled for each crane.

A register of all cranes, hoists and lifting equipment (tackle) brought onto the project premises must be compiled and maintained.

Each crane, hoist and item of lifting equipment must have a unique identification code or number, which must be referenced in the register.

For each crane, hoist and item of lifting equipment, 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 equipment 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, and appointed person every 6 months.
  - ◆ Each crane or hoist must be subjected to an annual performance test (i.e., a load test) by a competent, experienced and appointed person; and
  - ◆ All lifting equipment (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 equipment (tackle) must be tagged following each quarterly (3-monthly) inspection. Details of these inspections must be recorded in the lifting equipment register which must be made available to the nominated project management representative on request.

The following colour coding system must be used for the tagging of all lifting equipment:

**Table 15-1 Colour Coding System for Lifting Equipment**

Quarter	Tag Colour
January – March	Blue
April – June	Red
July – September	Green
October – December	Yellow

The tag placed on an item of lifting equipment must be traceable to an entry in the lifting equipment register where the following information concerning the inspection of that item of equipment 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 equipment 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 equipment 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 equipment is removed from service or destroyed (scrapped), this must be indicated in the lifting equipment register.

Any item of lifting equipment without a tag or with an out-of-date inspection may not be used.

### **15.19.5 Training and Competency**

Only suitably trained, competent and experienced persons who have been authorised in writing by the contractor's Project Manager are permitted to:

- Evaluate and plan critical lifts.
- Supervise lifting operations.
- Operate cranes and hoists.
- Use lifting equipment, and rig (sling) loads.
- Provide signals for controlling lifts; and
- Inspect, maintain, or test cranes, hoists and lifting equipment.

Each operator must meet the competency requirements for the 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.

### **15.20 Working at Elevated positions**

All applicable legislation concerning work performed from an elevated position must be always complied with.

Fall prevention or fall protection measures must be in place whenever the potential exists for a person to fall 1.5 metres or more.

#### **15.20.1 Work Platforms**

Wherever practical, a safe working area must be provided in the form of a work platform with fixed edge protection. This may include:

- A permanent work platform or walkway (i.e., a fixed steel structure).
- A fixed or mobile scaffold; or
- An Elevating Work Platform (EWP) such as a scissor lift, man lift, boom lift or cherry picker.

All work platforms and walkways elevated one metre or more must have complete floors, and edge protection must be in place in the form of toe boards and sturdy guard rails properly secured (i.e., bolted, welded, clamped, etc.) to prevent accidental displacement. Safe means of access and egress must be provided.

Guard rails must be capable of withstanding a force of at least 100 kilograms applied in any direction at any point.

The top rail must be positioned at a height of one metre above the working surface, and a mid-rail must be provided.

### **Floor Openings, Holes and Edges**

Any opening or hole (temporary or permanent) in a floor, platform or walkway must be protected by sturdy guard rails (removable if required) or a cover to prevent a person from stepping into or falling through the gap. Covers must be strong enough to support the loads that will be imposed on them and must be secured to prevent accidental displacement.

Ladder way floor openings and platforms must be protected by guard rails of standard construction and toe boards must be fitted along all edges, except at the entrance to an opening where a gate must be installed and so arranged that a person cannot walk directly into the opening.

When open, hatchways and floor openings must be protected by removable guard rails and toe boards of standard construction. When these openings are not in use, covers of adequate strength must be put in place and must be secured to prevent accidental displacement.

Where doors or gates open directly onto a stairway, a platform must be provided, and the swing of the door or gate must not reduce the effective width of the platform to less than 500mm.

### **Wall Openings**

Wall openings, from which there is a drop of more than one metre, must be guarded as follows:

- When the height and position of the opening in relation to the working surface is such that standard guard rails will effectively eliminate the risk of accidentally falling through the opening, then these must be provided. The bottom edge of the opening must be fitted with a toe board. The guard rails and toe board may be removable if required.
- Alternatively, the opening may be closed using a screen. Wall opening screens must be of such construction and mounting that they can withstand a force of at least 100 kilograms applied horizontally at any point on the near side of the screen. A screen may be of solid construction, of grillwork.

An extension platform outside a wall opening, onto which materials can be hoisted, must have sturdy guard rails (or equivalent edge protection) on all sides. One side of the extension platform may have removable railings to facilitate the handling of materials.

### **Stairways**

Each flight of stairs having four or more risers must be fitted with handrails. Handrails must be installed on both sides of every stairway.

Riser height and tread width must be uniform throughout any flight of stairs, including any foundation structure used as one or more treads.

Stairways must be free of hazardous projections, such as protruding nails. No materials, equipment or waste may be placed on or beneath any stairway.

All stairways must be well lit.

#### **15.20.2 Fall Protection**

(Refer to Construction regulation 10, 2014)

Whenever there is a risk of falling 1.5 metres or more, whenever there is a risk of falling onto dangerous equipment or machinery even if the potential fall distance is less than 1.5 metres, or whenever work must be carried out within 1.5 metres of an opening through which (or an edge over which) a person could fall, no work may commence unless:

- A Fall Protection (and Rescue) Plan is in place (prepared by a competent person appointed in writing, approved by the nominated project management representative, and

implemented by the contractor).

- A detailed task-specific Risk Assessment has been carried out.
- A Safe Work Procedure is in place for the task to be performed.
- A Permit to Work has been obtained; and
- Each person has been provided with suitable fall protection equipment.

Fall protection equipment (either fall restraint or fall arrest equipment) must be always used whilst the work is being carried out.

To prevent persons from falling, fall restraint equipment must be used whenever work must be carried out within 1.5 metres of an opening through which (or an edge over which) a person could fall.

Fall arrest equipment must be used whenever the potential exists for a person to fall 1.5 metres or more. Wind speed must be considered prior to working at heights activity.

A person has been provided with suitable fall protection equipment if he is secured by means of an approved full body harness (well fitted) with two shock absorbing lanyards or an inertia reel (when fall arrest equipment is required) or two short restraining lanyards (when fall restraint equipment is required), double or triple action snap hooks (or karabiner type rings), and secure anchorage points (a person's lanyard may be attached either directly to an anchorage point or indirectly through the use of a variety of systems that incorporate a lifeline).

A dual lanyard system must be used to ensure that at least one connection point is always maintained.

**Note:** When selecting fall arrest equipment, care must be taken to ensure that the potential fall distance is greater than the height of the person plus the length of the lanyard with its shock absorber deployed (taking the height of attachment into account).

Anchorage points must, where practical, be above the head of the person, and must ensure that in the event of a fall the person will neither swing nor touch the ground.

All permanent anchorage points must be designed and approved by a professional structural engineer.

All anchorage points must be periodically inspected and tested by a competent person to ensure that they are secure and can support the required load. A system must be in place to identify anchorage points as authorised for use.

Temporary anchorage points (and lifeline systems) may only be used if a competent person has certified them safe to use.

If an elevating work platform is used, such equipment must be fitted with a fixed anchorage point for the attachment of fall protection equipment.

The use of fall protection (fall restraint or fall arrest) systems must be avoided wherever and whenever possible through design, the installation of physical barriers that protect persons from falling and employing alternative methods of working.

Only if physical barriers protecting against free falls cannot be installed must fall protection equipment be used.

Fall protection (fall restraint or fall arrest) systems are items of personal protective equipment and, if required, must be purchased, installed, and provided to employees.

Prior to commencing with any work at height, an assessment must be conducted to determine if the work requires the use of fall protection equipment, and if so, which fall protection system is the most appropriate for the work.

There must be a system for ensuring that fall protection equipment is:

- Tested and certified for use.

- Inspected by the user before use; and
- Destroyed following a fall or where inspection has shown evidence of excessive wear or mechanical malfunction.

All persons that are required to work at height (to carry out routine or non-routine tasks) must first be trained and certified competent to do so. Furthermore, each person must be in possession of a valid medical certificate of fitness specifically indicating that the person is fit to work at height.

All persons required to use personal fall protection equipment must be trained and certified competent in the correct selection, use, maintenance, and inspection of such equipment.

All fall protection equipment must be thoroughly inspected monthly by competent persons appointed in writing and each item of equipment must be tagged to show when it was last inspected. All inspections must be recorded in a register. On finding defective or damaged equipment, appropriate action must be taken by the competent person (i.e., the destruction of the equipment to prevent further use).

Persons making use of personal fall protection equipment must do so in strict accordance with the instructions or requirements specified by the manufacturer or supplier of the equipment or system.

Specific pre-use inspection, maintenance and fitting protocols must be established in accordance with the manufacturer's requirements or guidelines and these protocols must be followed by all users of the fall protection equipment.

Solvents may not be used to clean fall protection equipment. Only manufacturer-approved cleaning solutions may be used.

No person required to use personal fall protection equipment may work in isolation (a minimum of two persons working together is required).

Competent supervision must be always in place for all work carried out at height. Supervisors must be appointed in writing.

Emergency response (rescue) procedures for the rapid retrieval of suspended persons in the event of a fall from height must be prepared and tested.

**Note:** Even though there is no risk of free fall, fall protection equipment may be required in situations where there is a risk of falling, slipping, or sliding down a slope of more than 45 degrees.

**Note:** The maximum service life of fall protection equipment manufactured of synthetic fibre shall be 5 years from the date of first use and / or manufacture unless otherwise specified by the manufacturer.

A person may climb or descend a ladder without fall protection if he is able to use both hands and legs to do so, faces the ladder, and uses one step at a time. The ladder must be tied off or supported at its base.

### 15.20.3 Permitting for elevated work

The following documentation is required for any work where fall protection is required (i.e., where a risk of falling exists):

- A Fall Protection (and Rescue) Plan.
- A Risk Assessment for the task to be performed.
- A Safe Work Procedure for the task to be performed; and
- A Permit to Work.

As part of the Risk Assessment and planning processes, the following must be considered:

- Hazards relating to accessing the location at height.

- The nature of the work location.
- The nature of the work activities to be undertaken at height.
- Environmental and weather conditions.
- The presence of nearby persons who may be at risk due to falling objects (potentially) or who's activities may be affected by the work being performed at height.
- The selection of fall protection equipment (considering fall clearances) and / or access equipment.
- The selection of anchorage points.
- The load ratings of access platforms, work areas, anchorage points, etc.
- The condition of supporting structures such as roofs.
- The need for the work to be carried out by multiple persons and the means of communication.
- A rescue plan that addresses retrieval or rescue contingencies.
- Working above open furnaces or molten metal.
- Exposure to heat sources.
- The use of a mobile elevating work platform, man basket, suspended scaffold or boatswain's chair; and
- Any other conditions that may affect the safe execution of the task.

#### **15.20.4 Suspended Loads**

The contractor must implement and comply with OH&S Act – Driven Machinery Regulations and Driven Machinery Regulation 18(11).

Contractors and their employees must keep out from under suspended loads, including excavators and must not stand between a load and a solid object where they might be crushed if the load should swing. They must not pass or work under the boom of any crane or excavator.

The Contractor must ensure that crane loads are not carried over the heads of any employees.

**NOTE:** Guide ropes must be used to prevent loads from swinging.

#### **15.20.5 Elevating Work Platforms**

Before hiring or purchasing an elevating work platform (e.g., a scissor lift, man lift, boom lift, cherry picker or similar equipment), the certification of the equipment (with regard to suitability of design and construction) must be verified.

Before using an elevating work platform, verify that the equipment is in good working order and has been serviced regularly. The service record and instruction manual must be kept on site. A system must be in place to ensure that the equipment is maintained and inspected as required by the manufacturer and / or local regulations.

Persons (operators) must be formally trained through an accredited training provider and certified competent in the operation of the equipment. Once a person has been issued with the necessary licence or qualification as required under local regulations, he must be appointed in writing to operate the equipment.

Before using an elevating work platform, the operator must inspect the equipment and a pre-use checklist must be completed.

The operator of an elevating work platform must be in the "basket" unless it can be demonstrated to the satisfaction of the nominated project management representative that this is not possible or practical.

Every person in the “basket” must always keep his feet on the floor.

Every person in the “basket” must be always secured by means of personal fall protection equipment attached to an approved anchorage point, and systems must be in place to prevent tools and equipment from falling.

A mobile elevating work platform must not be driven unless the “basket” has been lowered and secured in a stable position.

Every elevating work platform that is used must be equipped with a dead man’s switch or foot pedal at the operator controls.

An elevating work platform must only be operated on a firm surface with the outriggers extended (where fitted).

### **15.20.6 Falling Objects**

In the process of planning work activities, the risks associated with falling objects (i.e. materials, tools or equipment) must be assessed and appropriate control measures must be identified, implemented, and monitored taking the following hierarchy of controls into consideration:

- Preventing objects from falling – by using containment sheeting, toe boards, lanyards to secure tools (to a person or to the structure), ropes or chains to secure equipment (to the structure), lift boxes, brick cages, etc.
- And by properly securing loads when lifted by crane or hoist;
- Protecting people from falling objects – by establishing barricaded exclusion zones, installing catch platforms or catch nets, displaying warning signage, and posting safety watchers and / or traffic controllers; and
- Personal Protective Equipment (particularly safety helmets and safety boots) – protective equipment is a last line of defence and must be worn.

Where overhead work is being carried out, barricading must be erected around the work area (at the level at which the work is taking place and at every level below including ground level) to prevent persons from entering such an area and potentially being struck by falling objects.

Wherever hazards related to falling objects exist, appropriate warning signage (i.e. “Overhead Work In Progress” and “No Unauthorised Access”) must be prominently displayed.

No items are permitted to lie loose in elevated positions (e.g. nuts and bolts must be securely stored) and good housekeeping standards must be maintained at all times.

No tools, equipment, material, debris, waste, etc. may be dropped from height. Objects must be lowered or chuted to ground level in a safe and controlled manner.

## **16. Ladders**

All ladders used on site must be of sound construction and adequate strength. (refer General safety regulations 5, 1986)

Only non-conductive ladders made of wood or fibreglass may be used for electrical work or work being performed in proximity to energised electrical equipment. Metal ladders and ladders with metal reinforcing may not be used.

The use of makeshift ladders is forbidden.

All ladders must be numbered, listed in a register, and inspected by a competent person on a monthly basis (the results of each inspection must be recorded in the register).

Before using a ladder, the user must inspect it for damage.

Ladders with missing, broken, cracked or loose rungs, split stiles, missing or broken spreaders (stepladders) or any other form of damage or defect may not be used.

A damaged ladder must be removed from service (and tagged, “Out of Service”) without delay and must then either be repaired (if possible) or destroyed to prevent further use.

Persons must receive instruction in the correct use and proper care of ladders.

Ladders may only be used as a means of access and egress. The use of ladders as working platforms is prohibited, except for inspection and carrying out minor tasks (i.e., light work and short duration) such as changing a light bulb.

Ladders may not be positioned horizontally and used as walkways or runways or as scaffolding.

All portable ladders must be fitted with non-skid safety feet (or some other means to prevent the base of the ladder from slipping) and the feet must always be placed (stand) on a firm level surface.

The use of bricks, stones, wood or any other material to level the stiles of a ladder is prohibited. Ladders may not be placed on movable bases such as boxes, tables, trucks, etc.

The base or foot of a ladder must always be secured to prevent it from slipping. The ladder must be held by an assistant if the base cannot be secured in any other way (e.g., tied off).

A straight ladder must extend at least one metre above its support (or above the working platform that it is providing access to). The top of the ladder must be tied off (or otherwise secured to its support) to prevent accidental movement.

A straight ladder must be placed at a safe angle, i.e., tilted at a ratio of approximately 4:1, meaning that the base of the ladder must be one metre away from the wall (or other vertical surface) for every four metres of height to the point of support.

A stepladder may never be used as a straight ladder. A stepladder must be opened fully, and the spreaders must be locked securely.

When using an extension ladder, at least four rungs must always overlap at the centre of the ladder.

Ladders may not be joined together unless they have been specifically designed and manufactured for that purpose.

A suspended ladder (i.e., not standing on a base) must be attached in a secure manner to prevent undue swinging or swaying, and to ensure that it cannot be displaced.

A ladder may not be placed against a window, glass or any other material which is unlikely to withstand the force exerted on it by the top of the ladder.

A ladder may not be placed in front of a door or window that opens towards the ladder unless the door or window has been locked or barricaded.

When a ladder is used near an entrance or exit, the base of the ladder must be barricaded.

Materials and / or equipment may not be placed near the base or landing of any ladder.

When ascending or descending a ladder, a person must always face the ladder and use both hands (i.e., maintain three points of contact).

Nothing may be carried up or down a ladder if it prevents the person from holding on to the ladder with both hands. Tools must always be properly secured. This can be achieved by attaching them to the wrist using lanyards or placing them in a tool belt around the waist.

Tools and materials may also be carried in a bag over the shoulder or hoisted to the landing using a tool bag and rope.

Only one person at a time may use (i.e., be positioned on) a ladder.

No person may stand or step above the third rung from the top of a straight ladder or above the second highest step of a stepladder.

Overreaching from a ladder is prohibited. If the target is not within comfortable reach, the person must climb down and reposition the ladder.

No person may run up or down a ladder or jump from the lower rungs or steps to the ground. All ladders must be properly maintained and cared for.

Ladders must be stored under cover and should be hung in a horizontal position from several brackets.

No ladder may be left lying on the ground or be left exposed to the weather. A ladder left lying on the ground presents a tripping hazard and it may be damaged by vehicles running over it.

No ladder may be left in such a position where it may fall over, be accidentally knocked over, or be blown over by the wind.

Ladders may not be painted, as the paint may conceal damage, defects, labels, or other markings. Instead of paint, clear varnish or wood oil may be used to preserve wooden ladders.

Ladders must be kept clean, as dirt may conceal damage or defects. Oil or grease accumulation on the rungs of a ladder may cause a person to slip.

Before making use of a ladder, each person must try to remove mud, oil, grease, etc. from his boots.

## 17. Permit to Work

All personnel must comply with the Permit to Work system applicable to the project.

A Permit to Work must be obtained before carrying out any work that involves:

- A hazardous energy source or system, including electricity, compressed fluids (e.g., hydraulics and pneumatics), chemical substances (e.g. toxic, corrosive, flammable or explosive gases and liquids), heat (e.g. steam), radiation, and machinery or materials with potential energy (gravitational and elastic) – isolation and lockout may be required;
- Confined space entry.
- Working at height.
- A critical lift.
- Any hot work.
- Demolition.
- Excavation; or
- A service (e.g., water supply, fire suppression systems, etc.).

**Note:** A Permit to Work may only be issued by an Authorised Person and may only be received (or accepted) by an appointed Applicant (see Definitions).

**Note:** Prior to any HOT work activities, the Contractor must apply for a hot work permit at the TNPA fire department.

Each Permit to Work that is issued must refer to an approved Task-Based Risk Assessment for the work that is to be carried out.

The Permit to Work system that is employed must incorporate the following basic procedures:

- Prior to meeting with the Authorised Person, the Applicant must familiarise himself with all the hazards associated with the system, plant, equipment, structure or area on or in which the work must be performed. He must also consider the risks that may arise because of the tasks that will be carried out. A Task-Based Risk Assessment must be in place.
- The Applicant must then request permission to carry out the work and must meet with the Authorised Person to discuss and document the scope of the work as well as the hazards, risks and associated control measures. Isolation and lockout requirements must be identified (if applicable). The isolation and lockout process must be initiated by the Authorised Person who must contact the necessary Isolation Officers.

**Note:** The Applicant must ensure his own safety and that of his team and has the right to accompany the Isolation Officers to verify that all of the necessary locks have been fitted to all of the isolation and lockout points in accordance with the applicable plant or equipment-specific

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#### Isolation and Lockout Procedure.

- Once all of the necessary isolations have been completed and the necessary Clearance Certificates have been issued by the Isolation Officer(s) (if applicable), and the Authorised Person is satisfied that the system, plant, equipment, structure or area is safe to work on or in provided all identified precautions are observed by the Applicant, then he must issue (sign) the Permit to Work to the Applicant;
- The Applicant must accept (sign) the Permit to Work. If equipment has been isolated, the Applicant must attach his Personal Lock to the relevant Isolation Bar (or Local Isolation Point) and must ensure that every other person working on the isolated equipment also attaches his or her Personal Lock to the Isolation Bar (or Local Isolation Point) before starting any work.
- Before commencing with any work, the Applicant must discuss the hazards, risks, control measures, precautions and limitations as stated in the Permit to Work (and associated Task-Based Risk Assessment) with all personnel who will be carrying out the work. A register must be kept and all persons must sign the register once they have been briefed by the Applicant;
- The work performed must be limited to what is described in the Permit to Work.
- When a particular employee has completed his work, he must sign the personnel register to this effect and (if applicable) must remove his Personal Lock from the Isolation Bar (or Local Isolation Point).
- Once all work is complete, the Applicant must:
  - ◆ Ensure that all machine guards have been replaced.
  - ◆ Ensure that all tools and materials have been removed from the work area.
  - ◆ Ensure that the work area is clean and tidy.
  - ◆ Inform the Authorised Person that the work has been completed; and
  - ◆ Sign off the Permit to Work.
  - ◆ Where the work must continue over more than one shift, the Permit to Work must be reviewed at every shift change by an Authorised Person. If the scope of work has changed, the permit must be cancelled and a new permit must be issued.

If any of the original conditions or precautions pertaining to the work is not being complied with, is no longer adequate or is no longer applicable, the Authorised Person must cancel the Permit to Work and must ensure that all work stops until full compliance with either the original or amended (as required) conditions and precautions is achieved and a new permit has been issued.

The Applicant must ensure that the Permit to Work (including the personnel register) is kept where the work is being carried out (i.e., posted on a portable Health and Safety Management Information Notice Board) and that the work is monitored against the permit conditions.

All Permit to Work records must be retained and must be made available for inspection when required.

The implementation of the Permit to Work system applicable to the project must be audited on a regular basis by a nominated project management representative. Furthermore, planned task observations must be carried out periodically.

**Note:** In addition to obtaining Permits to Work as and when required for specific hazardous activities (identified in this standard), each contractor must obtain a General Work Authorisation from a nominated project management representative monthly. A General Work

Authorisation is valid for one calendar month and authorises the contractor's planned work activities. To obtain a General Work Authorisation, the contractor must provide a documented work plan for the month together with the necessary Task-Based Risk Assessments.

## 18. Electrical Safety

All electrical work must be carried out by competent personnel in accordance with all legal requirements, codes, design criteria and safety standards applicable to the project.

Each contractor carrying out electrical work on the project site(s) must develop, document and implement Safe Work Procedures, Risk assessment and method statement.

All persons who will be carrying out electrical work must be certified against the requirements of job and equipment-specific electrical competency standards for the project, which must address job and equipment-specific Safe Work Procedures.

The contractor must adhere to SANS 10142 and Transnet Specification TPD-001-EL&PSPEC.

Each person potentially exposed to electrical hazards must receive electrical hazard training at the commencement of his employment on site and thereafter on an annual basis. The training must address the equipment and conditions specific to the area where the individual will be working. The training material must be documented, and training records must be kept.

### Electrical Installations

Each electrical installation (temporary or permanent) installed or worked on by a contractor must be inspected by a nominated project management representative to ensure that the installation complies with all statutory requirements, codes, design criteria and safety standards applicable to the project. (Refer Electrical installations regulations 2009).

All electrical connections must be done by a MIE (Master Installation Electrician).

A nominated project management representative must approve all electrical work before the installation is energised. Any installation deemed unsatisfactory by a nominated project management representative must be removed, repaired, or modified by the contractor at his expense.

For every permanent or temporary electrical installation, a certificate of compliance must be issued by a competent and appropriately qualified electrician. These certificates must be available for inspection.

Single line diagrams (with supporting documentation) must be produced and maintained for all electrical installations. This information must include system fault calculations, equipment details, electrical protection discrimination curves, and cable ratings.

Work on electrical installations (new installations, and modifications or repairs to existing installations) may only be carried out by qualified and authorised personnel (i.e., electricians).

Electrical safety devices (specifically, earth leakage protection and overcurrent protection) must be installed on all distribution circuits and the settings must be established by suitably qualified personnel.

A suitable numbering and / or labelling system must be used so that each circuit breaker or earth leakage device can be clearly and readily matched with the outlet or equipment that it protects.

To ensure the safety of the user, each distribution panel must be completely enclosed, must be of the dead-front type, and must be properly constructed and earthed.

All electrical cabling must be covered (e.g., in cable trenches) or elevated (in cable trays) to protect it from damage and to eliminate tripping hazards.

All permanent and temporary electrical installations (cabling, sockets, distribution panels, transformers, switchgear, etc.) must be inspected and tested by a competent and suitably qualified electrician monthly. The testing must include a grounding (earthing) continuity test and testing of the electrical safety devices. Details of these inspections and tests

must be recorded in a register which must be made available to the nominated project management representative for inspection.

A rigorous Isolation, Lockout and Permit to Work system must be applied to all electrical work

(i.e., work on electrical installations, machinery, or equipment). All personnel must comply with the system and procedures applicable to the project.

Before any work on an electrical installation or equipment is carried out, the installation or equipment must be de-energised.

No electrical work may be performed live, regardless of the voltage, unless written approval is obtained from the nominated project management representative (a justification as to why it is necessary for the work to be carried out with the equipment in an energised state must be provided). For all energised electrical work, a Safe Work Procedure must be in place and, with the exception of voltage testing and where no tools are used, a Permit to Work (specifically authorising energised electrical work) must be issued. When carrying out any energised electrical work, approved electrically insulated gloves, blankets, mats and other protective equipment must be used.

Control centres, switchgear rooms, substations, generators, transformers, capacitor banks, and other similar electrical plant and equipment must be appropriately guarded and labelled and, except for emergency shut-off mechanisms, must be made inaccessible to unauthorised personnel (i.e., plant or equipment of this nature must be positioned within rooms or fenced enclosures which must be kept locked). Appropriate warning signage must be prominently displayed within, and at all entrances to, these rooms or enclosures. The signage must indicate that unauthorised persons are prohibited from entering, that unauthorised persons are prohibited from handling or interfering with any electrical plant or equipment, the procedure to be followed in the event of a fire, and the first aid procedure to be followed should a person suffer electric shock. Suitable fire-fighting equipment must be provided in all such rooms or enclosures.

All electrical panels must be kept locked (using keyed-alike padlocks). Keys may only be issued to authorised personnel.

All un-insulated (bare) or partially insulated conductors must be enclosed and protected to prevent accidental contact therewith. Measures must be taken to prevent unauthorised access and appropriate warning signage must be conspicuously displayed.

Only authorised persons may enter rooms or enclosures housing electrical plant or equipment, and only authorised persons may access electrical panels or cabinets, and cable ducts or trenches. If any work must be carried out in such an area or on such equipment, a Permit to Work must first be obtained from the nominated project management representative.

No connection to any electrical system may be made without prior approval and a valid Permit to Work from the nominated project management representative.

No electrical equipment or apparatus may be modified without written authorisation from the nominated project management representative.

Conductive ladders may not be used in proximity to non-insulated electrically energised lines or equipment.

All permanent and temporary electrical cables, whether energised or not, must always be handled as if they are energised.

Only appropriately certified intrinsically safe electrical equipment may be used in flammable or potentially explosive atmospheres such as in confined spaces.

Any equipment or structure on which electric charges may accumulate (such as storage tanks) must be grounded (earthed).

Lightning protection must be provided on all tall structures and buildings.

Grounding (earthing) and lightning protection systems and devices must be designed, engineered, selected, and installed based on site-specific requirements.

Before carrying out any excavation work, a Permit to Work (specifically authorising the excavation activities) must be obtained from the nominated project management representative. Such a permit must not be issued until it has been verified that no buried hazards or services exist where the excavation work is to be carried out (refer Construction regulations 2014 section

13).

### **High Voltage Power Lines**

Before any mobile equipment (such as a crane, Tower crane, bulldozer, back-actor, boom truck or drill rig) is mobilised to a work site, an assessment must be carried out (including a thorough inspection of the work site and the access route) to clearly identify any overhead or underground power lines.

A system must be in place to mitigate the risks associated with working near power lines and suitable measures must be taken to prevent personnel or equipment from coming into contact with power lines.

Extreme caution must be exercised where possible, exclusion zones (based on minimum clearance distances specified by the electrical power utility or the nominated project management representative) must be created with rigid barriers and warning signs.

Only in exceptional circumstances, and then only after a detailed method statement and risk assessment has been approved, all necessary mitigation or control measures are in place (including the use of a spotter), and a Permit to Work has been issued by the nominated project management representative, may equipment be operated within one boom length of energised overhead power lines. Suitable protective insulating barriers may need to be used.

If possible, the power lines must be de-energised and isolated while the work is carried out.

All equipment operators and rigging personnel must be trained in the hazards and the applicable safe approach distances (exclusions zones) associated with overhead power lines.

A procedure must be in place for the evacuation of mobile equipment or a vehicle in the event of accidental contact with power lines. All operators must be trained in this procedure and must follow it implicitly.

Scaffolding may not be erected within 5 metres of power lines or overhead track equipment.

### **Portable Electrical Equipment**

Prior to site establishment, each contractor must provide a complete inventory of all portable electrical equipment that he and his sub-contractors intend to use on the site (including plant, machines, appliances, generators, hand tools, lighting, extension cords, etc.). The nameplate data for each item of equipment must be included.

All portable electrical equipment to be used on the site must be supplied and maintained in a serviceable condition.

Any electrical equipment that is in poor condition or is not in proper operating order may not be used. Any electrical equipment that a nominated project management representative deems to be unsafe or unsuitable must be removed from site.

Electrical repair work or diagnostic work on electrical equipment may only be performed by personnel who are competent and authorised to perform this work (i.e., qualified electricians).

Except for double-insulated equipment, all electrical equipment must have an equipment grounding (earthing) conductor that connects the frame of the equipment being utilised to the grounding (earthing) conductor of the electricity supply system.

All electrical equipment and all electricity supply systems used (including generators) must be inspected and tested by a registered and competent electrician to ensure that all equipment is properly grounded (earthed).

All electrical equipment used on site must be supplied electricity through (i.e., must be protected by) an approved and tested residual current device (or earth leakage device or unit). If a socket outlet does not have a residual current device in the circuit, a portable residual current device must be used. Outlets without residual current device protection must be labelled as such.

Any electrical equipment that causes an earth leakage device to trip or deactivate the circuit may not be used again until an electrician has inspected and tested the equipment and has recorded

in a register that the equipment is safe to use.

Interlocks may never be removed or modified, and fuse terminals may never be bypassed to keep current flowing in any circuit.

All generators must be fitted with suitable overcurrent protective devices (i.e., circuit breakers or fuses).

All generators must be used in compliance with the manufacturer's requirements. Any proposed modification to a generator must be authorised in writing by the manufacturer prior to the modification being made.

Each welding machine used on site must be fitted with a Voltage Reduction Device (VRD). If this is not practical (i.e., for arc welding processes other than stick welding), a dead man's (isolation) switch in the electrode circuit (operated by a trained observer) may be used as an alternative. All welding machines must be properly grounded (earthed).

All portable electrical hand tools used on the site must be double insulated. Electrical equipment must be disconnected or unplugged when not in use.

Portable lights must be stable, and each light bulb must be protected by a substantial guard.

Temporary festoon lighting must be double-insulated and must be supported at least 2.5 metres above the floor, if possible.

Handheld lights must be of the all-insulated type and must be extra low voltage (i.e., not exceeding 32V). 120V or 240V handheld lights are not permitted.

Any lighting used in hazardous locations (i.e., potentially explosive atmospheres, confined spaces, and damp or wet areas) must be operated at a maximum of 32 volts, unless earthed and protected by earth leakage devices.

No person may wear a watch or any jewellery or carry any metal objects such as a lighter or keys, while working on any electrical system or equipment.

No person may work on or use electrical equipment if his clothing is wet, or any part of his body is in contact with water.

No person may handle electrical equipment, equipment cords or extension cords with wet hands or if the floor or ground surface is wet.

Fire extinguishers filled with carbon dioxide must be used to fight electrical equipment fires (water may never be used). If possible, the electrical equipment should be de-energised before fire-fighting activities commence (refer to the Fire Protection and Prevention Standard).

When cleaning or performing maintenance work on an item of electrical equipment, the equipment must be unplugged.

Equipment may not be unplugged while that equipment is switched on. Nor may equipment be plugged into a receptacle (socket) with the equipment's switch turned on.

Electrical equipment that has a defective plug or wiring may not be used. Repair work to defective or damaged electrical equipment may only be carried out by a qualified electrician.

Extension cords may be used for temporary applications only. Permanent cabling must be installed for long-term needs.

Extension cords may not be run through doors, windows, ceilings, or holes in walls. An extension cord must be uncoiled completely before it is used.

An extension cord must be of sufficient current-carrying capacity to power the equipment that it is supplying electricity to. Cords must not be overloaded.

Extension cords must be unbroken and continuous (i.e., no joins or splices in the cord are permitted).

Extension cords may not be daisy-chained (i.e., one extension cord plugged into another extension cord).

Extension cords and equipment cords may not be modified to fit a receptacle (socket).

Two-conductor extension cords may not be used. A three-conductor extension cord (i.e., a grounded or earthed cord) must be used even if the equipment that it is supplying electricity to uses a two-prong plug.

Extension cords that are frayed, have insulation tears, cracks, or abrasions, have exposed conductors, or have bent, broken or "spread" plug prongs may not be used.

Extension cords that will be used outdoors must have heavy duty insulation and must be weather and UV resistant.

All cables including data cables and electrical extension cords must be routed neatly, covered, or elevated to protect them from damage and to eliminate tripping hazards.

Each contractor is responsible for protecting his electrical equipment from the weather and from possible mechanical damage.

All portable electrical equipment (including generators) must be inspected, tested, and tagged by a competent and appropriately qualified electrician on a monthly basis. Details of these inspections and tests must be recorded in a register which must be made available to the nominated project management representative for inspection.

The inspection and testing must include a continuity test of the grounding (earthing) conductor (as applicable) and a complete examination of the equipment or system to assure safe use.

The following colour coding system must be used for the tagging of all electrical equipment:

**Table 18-2 Colour Coding System for Electrical Equipment**

Month	Tag Colour	Month	Tag Colour
January	Red	July	Red
February	Blue	August	Blue
March	Orange	September	Orange
April	Green	October	Green
May	White	November	White
June	Yellow	December	Yellow

The tag placed on a piece of equipment must be traceable to an entry in a register where the following information concerning the inspection and testing of that piece of equipment must be recorded:

- Date of inspection and testing.
- Equipment description.
- Equipment owner.
- Equipment location.
- Name, signature, and licence number of the electrician who carried out the inspection and testing; and
- Comments concerning the inspection and testing, and details of any repair work carried out or required.

Any item of electrical equipment that does not pass an inspection or test must be removed from service (and tagged, "Out of Service") immediately and must then either be repaired (if possible) or removed from site.

Any item of electrical equipment without a tag or with an out-of-date inspection or test may not be used.

Any item of electrical equipment found without a tag or with an out-of-date inspection or test must be removed from service until it has been inspected and tested. If it is found that more than one item of equipment being used by a contractor has not been inspected and tested as required, all work with electrical equipment must be stopped until it can be demonstrated to the satisfaction of the nominated project management representative that the contractor's systems and controls are adequate and fully implemented.

In addition to the formal monthly inspections and testing carried out by an electrician, electrical equipment (particularly extension cords, portable hand tools, welding machines, compressors, and pumps) must be visually inspected by the user on a daily basis prior to use. Users must be trained to look for cracks in casings, loose casings, outer cord sheathing that is not being held firmly in position at the equipment, cuts or cracks in cord or cable insulation, exposed conductors, damaged plugs or sockets, and missing covers. Damage and / or defects must be reported immediately.

Personnel must immediately stop using and report any electrical equipment or machinery that is shocking, sparking, overheating, or smoking. Corroded outlets, switches and junction boxes must also be reported.

## **19. Working in operational areas (Island View complex)**

When the Contractor is working near operating cranes, roads, railways or other equipment where a safety hazard exists, the Contractor must:

- Provide Safety Watchers as necessary or as directed by the Transnet National Ports Authority Project Representative.
- Provide, erect and maintain all required barriers, flags, wheel stops, buffer stops, flashing lights or other safety equipment to enable his operations to proceed in a manner which satisfies the Transnet National Ports Authority Project Representative.
- Remove all such protective devices once the hazard has been removed or on completion of the work.

The Contractor must always keep defined access ways clear of objects or obstruction which may endanger the health, safety or welfare of personnel or cause damage to equipment or plant.

The Contractor must provide any temporary protective shielding required for the protection of construction activities from nearby operations, at his expense.

Unauthorised access to TNPA/Island View operations and operating plant and facilities is restricted.

All access to the construction site through defined access roads and all personnel, Contractors, deliveries, visitors, and the like must use only the defined access routes.

## **20. Angle Grinders**

The following personal protective equipment must be worn when using angle grinders:

- Safety helmet.
- Gloves.
- Safety glasses (or safety goggles) and a full-face shield (i.e. double eye protection);
- Overalls with long sleeves and long pants, avoid any form of loose clothing.
- Safety boots with steel toe protection.
- Hearing protection.
- Breathing apparatus where dust or fumes may be generated.
- Where grinding machines are used, a face shield is to be worn as extra protection to the safety glasses; and
- Certain tasks may require the use of a leather apron as determined by a risk assessment.

A 230mm angle grinder may not be used for free cutting purposes. Exceptions may be approved only if alternative methods evaluated proved more hazardous or no alternative exists. The risk assessment for the task must then specifically include mitigating measures to ensure the safest possible way of performing the task.

The use of 230mm angle grinders for grinding purposes is acceptable, however should this form of grinding be required, the 115mm or 125mm grinders would be preferable.

All angle grinders must have a dead man switch incorporated, with a pressure switch in the handle.

A 230mm electrical angle grinder unit must incorporate a soft start to reduce the starting strain and a braking system to reduce run on after the unit has been switched off.

All angle grinders must have a spindle lock to assist with changing the disc or grinding wheel.

Anti-vibration handles are recommended to further reduce the stress if used for extended periods.

Angle grinders must be equipped and operated with disc always guarding.

Angle grinder must not be stored with fitted discs, as this will lead to damaging of the discs.

Before use and mounting of discs it is essential to check the safety codes and specifications printed on the upper side of the disc. Such specifications include the following:

- Revolutions per minute (RPM). The allowable speed of the disc must be equal to or greater than the maximum achievable speed of the grinder.
- Physical dimensions of the disc must meet grinder specification; and
- The disc must be suitable for the material type to be cut / ground as indicated on the disk. Cutting discs must never be used for grinding and vice versa.

It is critical that the correct disc mounting procedure is followed:

- Check that the machine is plugged out.
- Check the machine spindle, backup washer and thread.
- Check the condition of spindle nut - ensure spanner drive holes are not elongated.
- Ensure spindle nut spanner is the tool recommended by machine manufacturers.
- Do not use a hammer, pipe or chisel to tighten the nut, or apply additional mechanical advantage to nut torque. A firm "nip" is sufficient to retain the disc.
- Ensure the spindle diameter is suited to discbore. Excessive clearance will cause the machine to vibrate due to eccentricity.
- Check to see that the nut and backup washer do not "bottom out". This will result in the disc not being correctly clamped on the spindle.
- Ensure the spindle speed is marked on the grinder and that it is less than the allowable disc speed; and
- Fit the disc, with the metal ring or writing to the nut side.

## **21. Hand Tools**

## **22. Inspection of Equipment and Tools**

All tools must be inspected, and results recorded by the user before, during and after use. If any faults are identified, the tool must be taken out of service and not used until repaired. Faulty tools that are not able to be repaired must be tagged "out of service" and removed from site.

## **23. Ergonomics**

Ergonomics can be defined simply as the study of work. More specifically, ergonomics is the science

of designing the job to fit the worker, rather than physically forcing the worker's body to fit the job.

The Contractor must ensure that his employees avoid:

- Repeating the same motion throughout the workday,
- Working in awkward or stationary positions,
- Lifting heavy or awkward items,
- Using excessive force to perform tasks,
- Taking Inadequate recovery time due to overtime, lack of breaks, and failure to vary tasks,
- Awkward postures, or unsupported positions that stretch physical limits,
- Being exposed to excessive vibration, or
- Extreme Temperatures.

## 24. Manual Handling

Any handling or lifting task that can only be done manually must be planned and rehearsed before the task is done. The contractor must train employees on correct manual lifting techniques.

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; and
- Obstacles & route.

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; and
- Communication, co-ordination, and control.

As far as possible, 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 / tools (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.
- Reduce your grip on the equipment when it is safe. The less time you have your hands on the equipment the better. Relax your hands during these brief breaks.
- Take scheduled breaks; and
- Do other tasks that allow you to move away from vibrating tools and equipment.

The workplace must be assessed by a competent person for compliance with good design, layout and practice, to avoid or minimise adverse health consequences due to manual handling and vibration issues.

Quantitative evaluations of vibration produced by specific equipment must include the following measurement parameters: direction of movement, frequency, intensity, and variation with time and duration, as per documented methods.

Employees and contractors must be informed of the results of assessments and instructed in appropriate manual handling techniques, where the risk assessment indicates a need.

Workplace vibration sources that could contribute to the exceedance of an Occupational Exposure Limit (hence potential for impact on worker muscular-skeletal fitness) must be identified and adequately characterised.

Manual handling tasks assessed as having the potential to cause a Lost Time Injury (i.e., with potential for impact on worker muscular-skeletal fitness) must be identified and adequately characterised.

Workplace manual / materials handling tasks risk rated as "significant" must be assessed and recorded to include biomechanical factors (e.g., posture, bending, twisting, repetitive motions,

working overhead, and exerting force away from the body).

## 25. Personal Protective Equipment

All applicable legislation concerning Personal Protective Equipment (PPE) must be always complied with.

As a minimum, the following PPE must be worn by all persons (always including visitors) whilst on a project site:

- Safety footwear with steel toe protection.
- Safety glasses (individuals who wear prescription spectacles must be provided with either over-spec safety glasses or prescription safety glasses).
- Safety helmet (hard hat); and
- High visibility protective clothing with reflective taping (long trousers and long-sleeved shirts with collars and cuffs).
- 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); or
- As required by a Safe Work Procedure, a risk assessment, or a Material Safety Data Sheet (MSDS).

Each contractor must provide each of his employees with all required PPE (at no cost to the employee). The specific PPE that is provided to a particular employee must be based on the nature of that employee's work and the location in which the work is performed (i.e. must be based on the hazards to which the employee is exposed). PPE requirements for a particular job or for a particular area must be determined through a risk assessment for that job or area.

Any employee who does not have all of the PPE that is required for him to perform his duties safely will not be permitted to work.

Each employee must care for his PPE, maintain it in good condition, and inspect it on a daily basis.

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.

PPE must be stored in accordance with the manufacturer's requirements and / or recommendations.

Each employee must receive training in the use, maintenance and limitations of the PPE that is provided to him, and must be made aware of why the PPE is necessary as well as the consequences of not wearing it as instructed (i.e. the potential for injury and / or disciplinary action). Training records must be retained.

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 the applicable national standard (if one exists).

Each contractor must appoint an employee to:

- Control the issuing and replacement of PPE;

- Keep an up-to-date register as proof that items of PPE have been issued to individuals (an employee must sign for the items that he receives);
- Ensure that there is an adequate supply of all required PPE (i.e. maintain PPE stock levels on site); and
- Carry out 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.

### **25.1 Head Protection**

A safety helmet (or hard hat) worn correctly will help protect the head in the event of:

- An employee being struck on the head by a falling or flying object;
- An employee striking his head against a fixed or protruding object; or
- Accidental head contact being made with an electrical hazard.

A safety helmet must be worn at all times on a project site, with the following exceptions:

- Vehicle and equipment operators inside enclosed cabs;
- In offices and in office or administration buildings; and
- At designated lunch and break areas (provided that no work is in progress in the immediate break area).

A safety helmet must be worn in accordance with the manufacturer's requirements.

A safety helmet must be worn directly on the head. The wearing of a cap or other headgear beneath a safety helmet is prohibited unless the items have been specifically designed to be used in combination (i.e. the arrangement is approved by the safety helmet manufacturer).

The suspension system inside a safety helmet (that acts as a shock absorber) may not be removed.

The painting of safety helmets is prohibited.

Safety helmets may only be cleaned using a mild detergent and water. No solvents may be used.

### **25.2 Eye Protection**

If an employee is carrying out, assisting with, or working adjacent to any activity where sparks or projectile particles are being generated, where chemical mists or fumes are being generated, where liquids may splash or spray, where harmful electromagnetic radiation (heat or light) is being generated, or where there is a risk of wind-blown particles entering the eyes, then suitable protective eyewear must be worn at all times (i.e. safety glasses, safety goggles, a face shield, a welding helmet, or a combination of these). Such activities include:

- Working with rotating equipment (e.g. grinders, drills, mills, lathes, and saws);
- Welding and cutting;
- Chipping, chiselling or caulking;
- Using explosive powered tools;
- Abrasive blasting;
- Sanding; and
- Working with chemical substances (e.g. drilling fluids, acids, solvents, paints, pesticides, etc.).

For certain activities, special eye protection is required (e.g. a heat-resistant face shield is required when working near molten metal).

Double eye protection is required for activities such as:

- Grinding, cutting, chipping, chasing and reaming (employees must wear both a full face shield and safety glasses or goggles); and
- Arc welding (welders must wear both safety glasses and a welding helmet). Screens must be erected to protect passers-by, where practical.

Safety glasses must be worn at all times on a project site, with the following exceptions:

- Vehicle and equipment operators inside enclosed cabs with the windows fully closed;
  - In offices and in office or administration buildings;
  - At designated lunch and break areas (provided that no work is in progress in the immediate break area); and
  - When another form of eye protection is required (e.g. safety goggles).
- All safety glasses used on site must have suitable permanent side protection.

In strong sunlight, dark safety glasses should be worn to reduce eyestrain and fatigue. However, caution must be exercised when employees are required to frequently move between outdoor and indoor environments. Dark safety glasses may not be worn indoors or in poor daylight conditions. Prescription spectacles with tinted lenses are prohibited inside buildings or other structures with limited illumination unless the lenses are light-sensing and adjust to changing illumination levels.

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.

The use of contact lenses in certain areas may not be suitable because of increased risk to the eye due to dust or heat.

### 25.3 Hearing Protection

Local regulations concerning occupational exposure to noise and the use of hearing protection must be complied with as a minimum.

“Low noise” tools and machinery must be used wherever possible to reduce noise levels.

Where noise cannot be reduced to an acceptable level through engineering and work practice controls, measures must be put in place to minimise the exposure of employees to the noise (i.e., administrative controls and personal hearing protection).

Areas where it is likely that the 95% upper confidence limit of an eight-hour  $L_{eq}$  mean exceeds 85dB(A), or areas where impulse noise exceeds 140dB(C), must be designated as noise zones.

These noise zones must be clearly demarcated and mapped, signs must be posted, and all employees must be made aware of the requirements for working in such an area.

Suitable hearing protection must be worn in all designated noise zones and when carrying out (or working in the vicinity of) any activity where the noise level exceeds 85dB (A).

Where hearing protection is required, a hearing conservation programme (applicable to all personnel and visitors) must be implemented. The programme must include training in the correct use and proper storage of hearing protection devices as well as replacement requirements. Training must be provided when hearing protection is first issued to an employee and refresher training must be carried out at least annually thereafter. Training records must be retained.

At least two types of personal hearing protection must be made available to employees. The hearing protection devices provided must have adequate noise reduction ratings (i.e., must be able to attenuate the noise level to below 85dB (A)).

Personal hearing protection must be issued on an individual basis and must not be shared.

In addition to personally issued hearing protection, suitable disposable hearing protection must be made available at the entrances to all noise zones.

All Hearing Protection Devices (except for disposable hearing protection) must be properly inspected and cleaned on a regular basis.

## 25.4 Respiratory Protection

Designated areas (respirator zones) must be established where:

- It is likely that the 95% upper confidence limit of a Similar Exposure Group's mean exposure concentration exceeds the relevant Occupational Exposure Limit (OEL) for agents resulting in chronic effects, such as total inhalable dust, respirable dust, respirable crystalline silica, PAH, fluorides, lead, mercury, asbestos or non-asbestos fibrous materials; or
- The concentration of an agent (particulate, vapour or gas) with an acute effect exceeds 50% of the relevant OEL.

**Note:** For a particular hazardous agent, the OEL to be adopted must be either the client's OEL or the OEL specified in local legislation, whichever is the most stringent.

These areas must be clearly demarcated and mapped, signs must be posted, and all employees must be made aware of the requirements for working in such an area.

Suitable Respiratory Protection Devices (RPDs) must be worn in all designated respirator zones and when carrying out (or working in the vicinity of) any activity where the risk assessment has identified the need for respiratory protection.

RPDs must be selected based on:

- The type(s) of airborne contaminants that are present (gases, vapours, and particulates and aerosols including dusts, fumes, sprays, mists, and smoke);
- The potential particulate size distribution;
- Substance toxicity; and
- The likely concentrations.

Compatibility with the work tasks and other PPE, comfort (as it affects wear-time), and the ability to communicate adequately, must also be considered.

The risk assessment and method statement for the work to be performed, the information contained in the relevant Material Safety Data Sheets (MSDSs), and the results of any air monitoring associated with the substances to be worked with or activities to be carried out, must be used to ensure that the most suitable RPD is selected.

Only RPDs certified to a recognised standard and approved by the nominated project management representative may be used.

Where respiratory protection is required, a respiratory protection programme (applicable to all personnel and visitors) must be implemented. The respiratory protection programme must include:

- Periodic inspection of RPDs, including before each use;
- Periodic evaluation (by competent persons) of cleaning, sanitising, maintenance and storage practices;
- Performance of positive pressure and negative pressure fit checks by RPD wearers before each use to ensure that the respirator is functioning properly; and
- Training at first issue of a RPD and regular refresher training thereafter in accordance with regulatory requirements or at least once every two years (the training must cover fit testing, use, cleaning, maintenance, filter cartridge replacement, and storage). Training records must be retained.

RPDs must be used, maintained, and stored in compliance with the manufacturer's requirements as well as the respiratory protection programme.

Suitable facilities must be provided for the cleaning and sanitary storage of RPDs.

As a minimum, qualitative and documented fit testing must be carried out (although quantitative fit testing is preferred) to ensure that the use of negative pressure RPDs (including disposable RPDs) is effective.

Fit testing must be performed by a competent person when an RPD is first issued and must be repeated periodically in accordance with legal requirements or every two years as a minimum. A policy must be in place requiring a clean shaven face when using a negative or neutral pressure RPD for routine tasks (otherwise a positive pressure RPD must be used). A medical evaluation including a pulmonary function test may be required to determine whether or not an individual is medically fit to wear a respirator.

For air-supplied RPDs, breathing air must be effectively filtered and / or isolated from plant and instrument air, and isolated from sources of potential contaminants. The supplied air must be tested to determine if the air quality complies with the requirements of applicable standards for breathing air.

For nuisance dust, dust masks with a protection level of at least FFP2 must be worn.

### **25.5 Hand and Arm Protection**

Gloves must be worn when handling or working with equipment, materials or substances with the potential to cause injury or illness.

Suitable gloves must be selected based on the task to be performed and the specific hazard against which the employee requires protection, such as:

- Sharp edges;
- Sharp points and splinters;
- Abrasive surfaces;
- Hazardous chemical substances (toxic, corrosive, sensitising, etc.);
- Extreme temperatures; and
- Viruses, bacteria and parasites.

### **25.6 Foot Protection**

Safety boots must be worn at all times whilst on a project site, with the exception of offices and office or administration buildings in which closed athletic, business or similar shoes may be worn.

Sandals, slaps, slippers, open-toed and high-heeled shoes are not permitted on any project premises.

Safety boots must provide the following protection:

- Steel toe cap to protect against crushing (impact and compression forces);
- Leather uppers that provide resistance against water penetration and water absorption;
- Slip resistant soles;

And where a risk assessment identifies the need:

- Puncture resistant soles (i.e. steel midsoles) for protection against sharp objects;
- Chemical resistant soles for protection against spilt chemical substances (such as solvents, hydrocarbons, acids, and alkalis);
- Heat resistant soles for protection against hot surfaces or molten metal; or
- Electrical shock resistant soles for protection (insulation) against live electrical conductors.

Gumboots with steel toe caps must be worn when working in water or very wet conditions.

### **25.7 Clothing**

All employees working on a project site must wear high visibility protective clothing with reflective taping. Trousers must be long and shirts must be long-sleeved.

Shirts must be buttoned at the neck and wrists.

Protective clothing must preferably be made of natural fibres.

Short pants, short-sleeved shirts, sleeveless shirts, and vests are prohibited as outer garments (with the exception of a high visibility vest worn over a long-sleeved shirt).

Loose clothing may not be worn where it may become caught in moving machinery or equipment.

For hot work (e.g. welding, cutting, etc.), work in the vicinity of molten metal, and any work carried out in the vicinity of an open flame, the protective clothing worn (shirt and trousers) must be made of a suitable fire retardant fabric. Underwear and socks must be made of natural fibres (preferably wool) or fire retardant fabric.

No employee may tuck his trousers into his boots when working in the vicinity of molten metal.

### **25.8 Body Protection**

Suitable body protection must be provided as required to protect employees against specific hazards. A range of work activities require body protection in one form or another, including but not limited to:

- Working in extremes of temperature, such as firefighting, attending to a heating furnace, working with molten metal, working in refrigerated environments, etc.;
- Hot work (e.g. welding, burning, cutting and grinding);
- Working with hazardous chemical substances (e.g. acids, solvents, pesticides, etc.); and
- Clean up and disposal of hazardous materials and wastes (e.g. asbestos, hydrocarbons, etc.).

A wide variety of protective garments are available, such as firefighting suits, furnace suits, freezer jackets, leather aprons, leather spats, laboratory coats, chemical resistant aprons, chemical resistant (or hazmat) suits, and disposable coveralls.

Suitable items must be selected to provide protection against the specific hazard(s) to which an employee is exposed. Hazards must be carefully identified and characterised to ensure that the correct protection is used.

Body protection must be sized properly to prevent tearing, the parting of seams, tripping, or restriction of movement.

### **25.9 Electrical Protective Equipment**

To reduce the risk of electric shock, electrical insulating equipment appropriate for the voltage that may be encountered must be worn when working on energised electrical installations and when working within two metres of exposed energised conductors.

All rubber electrical insulating equipment (including gloves, sleeves, matting, covers, blankets, and line hoses) must be inspected for damage prior to and after each use, and immediately following any incident that can reasonably be suspected of having caused damage.

Rubber insulating equipment with any of the following defects and / or damage may not be used:

- A cut, rip, tear, hole, or puncture;
- Ozone cutting or ozone checking (i.e. the cutting action of ozone on rubber under mechanical stress causing a series of interlacing cracks);
- An embedded foreign object;

- Chemical deterioration (texture changes) such as swelling, softening, hardening, or becoming sticky or inelastic; or
- Any other defect that damages the insulating properties.

Rubber insulating gloves must be electrically tested before first issue and every 12 months thereafter as a minimum. Insulating gloves must also be given an air test along with the daily inspection. Essentially, this involves filling a glove with air and checking for any holes or leakage.

Insulating equipment that fails an inspection or electrical test may be repaired only as follows:

- Rubber insulating line hose may be used in shorter lengths with the defective portion(s) cut off;
- A rubber insulating blanket may be repaired using a compatible patch that results in the patched area having electrical and physical properties equal to those of the blanket;
- A rubber insulating blanket may be salvaged by cutting the defective area off the undamaged portion of the blanket;
- Rubber insulating gloves and sleeves with minor physical defects, such as small cuts, tears, or punctures, may be repaired by applying compatible patches. The patched areas must have electrical and physical properties equal to those of the surrounding material.
- Repairs to gloves are permitted only in the area between the wrist and the reinforced edge of the opening.

Repaired insulating equipment must be retested before it is put back into use.

Insulating equipment must be cleaned as required to remove foreign substances (using a mild detergent).

Insulating equipment must be stored in such a location and in such a manner so as to protect it from light, temperature extremes, excessive humidity, ozone, and other damaging substances and conditions.

Leather protective gloves must be worn over rubber insulating gloves to provide mechanical protection against cuts, abrasions, and punctures.

Suitable arc flash PPE (e.g. voltage rated gloves, fire retardant clothing, arc rated face shield, arc flash hood, arc flash suit, etc.) must be worn whenever an employee is potentially exposed to an arc flash hazard. The appropriate level of PPE must be worn depending on the task and the potential energy exposure. These PPE requirements must be clearly specified as part of a project-specific arc flash protection programme (refer to the Electrical Safety Standard).

### **25.10 Jewellery**

Necklaces, dangling earrings, and bracelets may not be worn on a project site.

No ring or watch may be worn where there is a risk that it may become caught in machinery or equipment.

No jewellery or other conductive apparel (such as a key chain or watch) may be worn when carrying out energised electrical work.

### **25.11 Hair**

Scalp hair that is longer than the top of the shoulders must be tied up and restrained within the person's safety helmet or within the collar of his or her overalls, shirt or jacket.

For negative or neutral pressure Respiratory Protection Devices, facial hair must not cause the seal between the respirator and facial skin to be broken (or prevent a seal from being formed in the first place).

### **25.12 Task-Specific PPE**

In addition to the standard PPE required for a project site (including a safety helmet, safety glasses, safety boots, and high visibility protective clothing), the following task-specific PPE must be used as a minimum by any person carrying out or assisting with such a task:

- Arc Welding – safety glasses and welding helmet (i.e. double eye protection), respiratory protection against the specific airborne contaminants being generated (fumes, gases, dusts, etc.), leather welding gloves, leather apron, leather spats, leather yoke (for work above shoulder height), and knee pads for welders in kneeling positions;
- Gas Welding, Cutting or Brazing – gas cutting or welding goggles with shade 4 filter lenses and full face shield (i.e. double eye protection), respiratory protection against the specific airborne contaminants being generated (fumes, gases, dusts, etc.), leather gloves (long cuff for welding and cutting, short cuff may be used for brazing), leather apron, leather spats, and leather yoke (for work above shoulder height);
- Grinding – safety glasses or goggles and full face shield (i.e. double eye protection), hearing protection, respiratory protection where dust or fumes may be generated, leather gloves, leather apron, and leather spats;
- Abrasive Blasting – respiratory protection (air-supplied hood), hearing protection, leather gloves, and leather apron.

## 26. Sun Protection

The contractor must ensure that all personnel are protected in sunlight through the use of long sleeve shirts, long trousers, brims to safety helmets and UV factored sunscreen. Shade structures must also be made available to all employees.

The contractor must conduct training and awareness sessions with his employees, advising on the risks associated with working in the heat (including dehydration) and the precautions to be taken (e.g. ensuring adequate fluid intake).

## 27. Fuel / Flammable Liquid Storage and Refuelling

No fuel (diesel, petrol, paraffin, etc.) or any other flammable liquid (paints, solvents, etc.) may be stored on site unless approved in writing by the nominated project management representative.

If the on-site storage of a fuel or a flammable liquid is approved, the contractor must ensure the following:

- The quantity of fuel / flammable liquid to be stored on site must be kept to the minimum that is required;
- The storage area must be located in a well ventilated area at least 10 metres away from any building, drain, boundary or any combustible material;
- If more than 200 litres of fuel / flammable liquid is to be stored, the tank must be installed / the containers must be positioned within a bund (see Definitions);
- If the fuel / flammable liquid are to be stored in bulk tanks / vessels, then the minimum capacity of the bund must be 110% of the volume of the largest tank / vessel.

If many small containers (e.g. 210 litre drums) are to be stored, the bund must be able to contain 25% of the total volume of the stored products;

- The bund must be impermeable. It must have a solid concrete floor and the walls must be constructed out of brick and must be plastered on the inside;
- The bund must be fitted with a lockable drain valve (for draining away rainwater), which must remain locked in the closed position. The valve may only be opened under supervision and in accordance with a written procedure;
- The fuel / flammable liquid storage area may not be used for the storage of any other

materials / equipment, and must be kept completely free of all combustible materials (including rubbish, brush and long grass) at all times;

- Access to the storage area must be controlled (wire mesh fencing and gate);
- Appropriate warning signage (i.e. "Flammable Liquid", "No Smoking" and "No Naked Flames") must be prominently displayed at the storage area. The contents and volume of each tank must be indicated;
- In order to contain spillages, the offloading / refuelling bay at the fuel / flammable liquid storage area must have a solid concrete base surrounded by bund walls, ramps or humps and / or spill trenches (covered with steel grating) that lead into a sump;
- Fuel dispensing pumps must be protected against impact damage;
- All fuel / flammable liquid storage tanks and dispensing equipment must be electrically bonded and properly earthed;
- All electrical installations and fittings must be of an approved intrinsically safe type;
- Two 9kg dry chemical powder fire extinguishers must be mounted in an easily accessible position near the entrance gate to the fuel / flammable liquid storage area. Depending on the size of the storage area, additional fire extinguishers may be required to ensure that an extinguisher is no further than 15 metres away from any point on the perimeter of the storage area;
- A fire extinguisher must be at hand wherever refuelling is carried out;
- Smoking or open flames within 10 metres of a fuel / flammable liquid storage / refuelling area is strictly prohibited;
- No petrol or diesel powered vehicle or equipment may be refuelled while the engine / motor is running;
- Cellular phones must be switched off in fuel / flammable liquid storage / refuelling areas;
- Spill clean-up kits (containing a suitable absorbent fibre product) must be provided;
- Any spillages must be cleaned up immediately and all contaminated cleaning materials must be disposed of in accordance with the applicable legislation;
- If a flammable liquid is spilt or is leaking from a container / vessel, the area must be cordoned off and appropriate warning signage must be displayed to keep unauthorised personnel away from the affected area. Every effort must be made to contain the spillage. All hot work in the vicinity must be stopped immediately. If the spilt product is volatile and the possibility exists that a vapour cloud may form, or if the leak or spillage cannot be contained or stopped, then appropriate emergency response procedures must be activated including the evacuation of all persons in the vicinity. Suitable firefighting equipment must be positioned ready for use should the spilt product ignite;
- The manual decanting of fuel or a flammable liquid from a large container should only be done using a stirrup pump (or similar) or a purpose-made frame which allows the container / drum to tilt for decanting and then return to the upright position;
- Drip trays must be used wherever required;
- All tanks, drums, cans, etc. containing flammable liquids must be tightly closed and properly sealed except for when a container is being filled or when a product is being decanted;
- The transport or storage of corrosive or flammable liquids in open containers is strictly prohibited
- Daily-use quantities of fuel (up to a maximum of 20 litres) must be handled in an approved safety can with a flash arresting screen, spring closing lid and spout cover that will safely relieve internal pressure if the can is exposed to fire;

- Where safety cans may be impracticable, only approved metal containers with screw caps may be used. Each container must be clearly labelled to indicate its contents;
- Only small quantities of flammable liquids (paints, solvents, etc.) may be stored within a building. Each product must be kept either in its original container or in an approved container which must be properly sealed. Each container must be clearly labelled to indicate its contents. When not in use, all such containers must be stored in a well-ventilated steel cabinet which must be kept locked to prevent unauthorised access;
- Not even small quantities of flammable liquids may be stored or dispensed in buildings or places of public assembly, in general warehouses, or in buildings containing sources of ignition such as space heaters, cooking devices, open electric motors, motor vehicles, or where welding, cutting, or grinding activities are being carried out;
- Safe Work Procedures must be compiled for the transportation (including delivery), offloading, storage, handling and use of any fuel / flammable liquid on site;
- All personnel that will be required to work with or may come into contact with a flammable liquid must be made aware of the hazards associated with the product and must be thoroughly trained in the safe transportation, use, handling and storage thereof.

## 28. Fire Protection and Prevention

The contractor must compile a Fire Protection and Prevention Plan for the work that will be carried out on site.

The contractor must assess / survey his area of responsibility and identify locations where the risk of fire is high. Cognisance must be taken of the fact that certain locations may need to be designated as high risk due to the presence of large quantities of flammable or combustible materials / substances (**Island View Pipe Racks**).

For all high risk areas, the contractor must ensure that additional precautions are taken to prevent fires and strict control is exercised over any hot work (i.e. welding, cutting, grinding, etc.) that is carried out.

The contractor must supply and maintain all required firefighting equipment. The type, capacity, positioning, and number of firefighting appliances must be to the satisfaction of the nominated project management representative and must meet the requirements of the applicable legislation. Fire mains, hydrants and hose reels will rarely be available on site, so use must primarily be made of portable fire extinguishers.

Firefighting equipment, fixed and portable, must be strategically located with a view to being able to rapidly deploy the equipment in order to bring potentially dangerous and destructive fires under control while still in their infancy.

All fire extinguishers (and any other firefighting equipment) placed on site must be:

- Conspicuously numbered;
- Recorded in a register;
- Visually inspected by a competent person on a monthly basis (the results of each inspection must be recorded in the register and the competent person must sign off on the entries made); and
- Inspected and serviced by an accredited service provider every six months (the nominated project management representative may require that this frequency be increased depending on the environmental conditions (e.g. high dust levels, water, heat, etc.) to which the fire extinguishers are exposed).

Any fire extinguisher that has a broken seal, has depressurised, or shows any sign of damage must be sent to an accredited service provider for repair and / or recharging. Details must be recorded in the register.

Firefighting equipment may not be used for any purpose other than fighting fires. Disciplinary

action must be taken against any person who misuses or wilfully damages any firefighting equipment.

Access to firefighting equipment, fixed or portable, must be kept unobstructed at all times.

Approved signage must be in place to clearly indicate the location of each permanently mounted fire extinguisher, fire hose reel, etc.

The contractor must ensure that all persons working in / entering his area of responsibility are made aware of where all firefighting appliances and alarm points are located.

The contractor must ensure that his employees (and those of any appointed sub-contractors) are trained in firefighting procedures and the use of firefighting equipment.

The contractor must compile an emergency response procedure detailing the actions that must be taken in the event of a fire or a fire / evacuation alarm (see Section 14). All personnel working within the contractor's area of responsibility must be trained, and all visitors must be instructed, on this procedure. Copies of the procedure must be prominently displayed in the workplace in all languages commonly used on the site.

A person discovering a fire must extinguish the fire if he can do so safely, and then immediately report the incident to his supervisor. If the person cannot extinguish the fire, he must raise the nearest alarm and then report the fire as quickly as possible to his supervisor, the person responsible for the area, and / or Security.

On hearing a fire / evacuation alarm, all persons must make any operational plant or equipment safe, and then proceed to the nearest emergency assembly point and await instructions.

All incidents of fire (including the use or misuse of any firefighting equipment) must be reported to the nominated project management representative immediately. Used fire extinguishers must be replaced by the contractor without delay.

No hot work (i.e. welding, cutting, grinding, etc.) or any other activity that could give rise to a fire may be performed outside of a designated workshop without a Permit to Work having been issued.

Wherever hot work is being carried out, a fire extinguisher must be at hand. Where the risk assessment determines that it is necessary, a fire watch must be stationed.

Supervisors must carry out workplace inspections regularly to ensure adherence to fire prevention measures and procedures.

At the end of every working period (i.e. before each tea / lunch break and at the end of every shift / day), the workplace must be thoroughly inspected to ensure that no material is left smouldering and no condition / situation exists that could give rise to a fire.

The contractor must ensure that all supervisors and all employees carrying out or assisting with any hot work or any other activity that could give rise to a fire have been trained in firefighting procedures and the use of firefighting equipment. The training must be conducted by an accredited training provider.

When using electrical equipment, all cables must be in good condition and the nearest convenient socket must be used.

No power socket may be loaded beyond its rated capacity through the use of adaptors, etc. Makeshift electrical connections are not permitted under any circumstances.

Water-based firefighting equipment must not be used on electrical equipment or burning liquids.

Each vehicle used on site for work purposes and each item of mobile equipment with a diesel or petrol engine must be fitted with a permanently mounted fire extinguisher.

Smoking is only permitted in designated smoking areas. Cigarette ends / butts must be properly stubbed out in the ashtrays provided and never thrown into waste bins.

The contractor must ensure that good housekeeping practices are enforced, as this is crucial to the prevention of fires.

All combustible waste materials must be removed from the workplace on a daily basis (at the end of each shift) and placed in waste receptacles located at least 5 metres away from any structure.

The accumulation of waste materials in out-of-the-way places is prohibited.

Offices, desks, cabinets, etc. must always be kept tidy and uncluttered. Waste paper bins must be emptied regularly.

The storage of combustible materials under stairways or in attics is prohibited.

The storage of any materials against the exterior of a building or any other structure is prohibited.

All walkways, passages and stairways must be kept clear (i.e. must be unobstructed) at all times, as they may need to be used as a means of escape.

The areas around and the routes to all exits, fire escape doors, fire hydrants, fire hose reels and fire extinguishers must be kept clear (i.e. must be unobstructed) at all times.

"No Smoking" signs must be conspicuously displayed in and around all storage areas / rooms. Waste may not be burned under any circumstances.

No flammable liquid (such as petrol, acetone, alcohol, benzene, etc.) may be used for starting fires or as a solvent for cleaning clothes, tools, equipment, etc. Only solvents approved by the nominated project management representative may be used for cleaning purposes.

Whenever any work is carried out involving the use of a flammable substance / material, the area must be cordoned off and appropriate warning signage (i.e. "No Unauthorised Entry", "No Smoking" and "No Naked Flames") must be displayed.

## **29. Smoking**

The contractor must not permit smoking on site (All Berths) except within designated smoking areas selected in accordance with the applicable legislation. Such an area must be clearly demarcated and the required signage must be displayed.

Any person found smoking or discarding a cigarette butt outside of a designated smoking area may be removed (temporarily or permanently) from site.

In all designated smoking areas, adequate non-combustible commercial ashtrays and / or cigarette butt receptacles (butt cans) must be provided.

Ashtrays and other receptacles provided for the disposal of smoking materials must not be emptied into rubbish bins or any other container holding combustible materials.

"No Smoking" signs must be strictly observed.

## **30. Housekeeping**

The contractor must maintain all work areas in a tidy state, free of debris and rubbish. Unless directed otherwise, the contractor must dispose of all debris, rubbish, spoil and hazardous waste off site in a designated and authorised area or facility. The contractor must familiarise himself with the waste management plan for the site including collection and disposal arrangements, and must align his waste management activities accordingly.

In cases where an inadequate standard of housekeeping has developed and compromised safety and cleanliness, a nominated project management representative may instruct the contractor to cease work until the area has been tidied up and made safe.

Neither additional costs nor contract deadline extensions will be allowed as a result of such a stoppage. Failure to comply will result in a clean-up being arranged through another service provider at the cost of the non-complying contractor.

The contractor must carry out housekeeping inspections on a weekly basis to ensure maintenance of satisfactory standards.

The contractor must document the results of each inspection. These records must be

maintained and must be made available to the nominated project management representative on request.

The contractor must implement a housekeeping plan for the duration of the contract ensuring that the site housekeeping is maintained. Furthermore, at the end of every shift, the contractor must ensure that all work areas are cleaned, all tools and equipment are properly stored, and construction rubble is removed.

Where the contractor fails to maintain housekeeping standards, the nominated project management representative may instruct the contractor to appoint a dedicated housekeeping team for the duration of the project at the contractor's expense.

Littering is prohibited.

### **31. Waste Management**

Waste may not be disposed of unless the disposal of that waste is authorised by law. The contractor must therefore ensure that all waste that is generated is handled, stored, transported and disposed of in accordance with the requirements of the applicable legislation / local authority.

No waste may be removed from the project site to a waste storage or disposal facility unless that facility has been approved for use by the nominated project management representative.

An adequate number of waste bins and skips must be provided by the contractor and suitable arrangements must be made to ensure that these bins and skips are emptied regularly.

Hazardous wastes must be kept separate from general wastes.

Waste disposal service providers must be approved by the nominated project management representative before any waste is removed from site. These service providers must be audited on a two-yearly basis (or more frequently if deemed necessary based on risk) in order to ensure compliance with legislation and to help ensure that no liabilities accrue to the project.

### **32. Stacking and Storage of Rock and Sheet piles**

All irregular shaped items will be stacked at floor / ground level in designated stacking areas on a level, firm base capable of withstanding the weight of the commodities being stacked and stacked in such a manner that the items do not topple over or change position due to subsidence or weight transfer when being moved.(refer Construction regulation 28, 2014)

Where these commodities are stacked on shelves or racks, the shelves or racks must be designed to carry the weight of the commodity being stacked.

All racks or shelves where heavy material or commodities are stacked will have a weight carrying limitation clearly marked on the structure and have a safety factor of at least +10% of maximum total carrying capacity.

All materials, commodities or articles, which could be damaged due to inclement weather, must be stored under cover.

Waste material that is combustible must not be allowed to accumulate in sufficient quantities to create a hazard.

No commodities or equipment may be stacked or stored within 500mm of rolling stock tracks or where mobile equipment travels.

The storage of material, small equipment, tools, files and general items in cupboards and on shelves must be neat and controlled at all times. Incompatible substances must not be stored in or on the same cupboard or shelf.

No equipment, tools, files or documents may be stored or stacked on top of cupboards which are higher than 1.5 metres in height.

### **33. Temporary works**

All applicable legislation concerning temporary works must be complied with at all times. (refer

Construction regulation 12, 2014)

A contractor must appoint a competent temporary works designer in writing to design, inspect and approve the erected temporary works on site before use. The temporary works designer must be registered with ECSA and must have a Civil and Structural qualifications.

A contractor must ensure that all temporary works operations are carried out under the supervision of a competent person who has been appointed in writing for that purpose.

A contractor must ensure that all temporary works structures are adequately erected, supported, braced; and

A contractor must ensure that, all temporary works structures are adequately erected, supported, braced and maintained by a competent person so that they are capable of supporting all anticipated vertical and lateral loads that may be applied to them, and that no loads are imposed onto the structure that the structure is not designed to withstand;

All temporary works structures are done with close reference to the structural design drawings, and where any uncertainty exists the structural designer should be consulted;

detailed activity specific drawings pertaining to the design of temporary works structures are kept on the site and are available on request to an inspector, other contractors, the client, the client's agent or any employee;

All persons required to erect, move or dismantle temporary works structures are provided with adequate training and instruction to perform those operations safely;

all equipment used in temporary works structure are carefully examined and checked for suitability by a competent person, before being used;

All temporary works structures are inspected by a competent person

all temporary works structures are inspected by a competent person immediately before, during and after the placement of concrete, after inclement weather or any other imposed load and at least on a daily basis until the temporary works structure has been removed and the results have been recorded in a register and made available on site;

No person may cast concrete, until authorization in writing has been given by the competent person; if, after erection, any temporary works structure is found to be damaged or weakened to such a degree that its integrity is affected, it is safely removed or reinforced immediately;

- adequate precautionary measures are taken in order to
- secure any deck panels against displacement; and
- prevent any person from slipping on temporary works due to the application of release agents;
- as far as is reasonably practicable, the health of any person is not affected through the use of solvents or oils or any other similar substances;
- upon casting concrete, the temporary works structure is left in place until the concrete has acquired sufficient strength to safely support its own weight and any imposed load, and is not removed until authorization in writing has been given by the competent person contemplated in paragraph (a);
- The foundation conditions are suitable to withstand the loads caused by the temporary works structure and any imposed load in accordance with the temporary works design.
- provision is made for safe access by means of secured ladders or staircases for
- a temporary works drawing or any other relevant document includes construction sequences and methods statements;
- the temporary works designer has been issued with the latest revision of any relevant structural design drawing;
- a temporary works design and drawing is used only for its intended purpose and for a specific portion of a construction site; and

- The temporary works drawings are approved by the temporary works designer before the erection of any temporary works.

No contractor may use a temporary works design and drawing for any work other than its intended purpose.

### 34. Demarcation

Temporary demarcation in the form of snow netting may be used to demarcate areas where there is, for relatively simple reasons, restricted access.

Where hazards exist and entry must be specifically excluded for safety or health reasons, hazard tape in any form must not be used in isolation. A robust and substantial barrier of timber, rope or other material must be used in conjunction with barrier tape, to prevent entry to unauthorised persons.

Outside storage areas where it is impractical to use floor demarcation, demarcation may take the form of creosote poles and wire rope or similar. Spans between uprights should be painted yellow.

### 35. Facilities

Sanitary conveniences must be provided and maintained at a rate of at least two shower facilities for every 30 workers, at least one toilet facility for every 10 workers, separate male and female changing facilities and sheltered eating areas with tables and chairs.

Separate toilets, showers and changing facilities for males and females must be provided by the contractor. These facilities must be kept clean and free from odours at all times.

Where chemical toilets are provided, one toilet for every Ten employees must be allocated.

All toilets must be cleaned daily, disinfected and provided with toilet paper by the contractor.

All employees making use of these facilities have the responsibility to help keep the facilities neat, clean and hygienic.

Washing facilities, including soap and towels, must be made available for use by the contractor's employees.

Drainage from all washing / toilet facilities must be properly designed and constructed to prevent employee exposure to waste water (and the associated biological hazards). Waste water may not accumulate or stand in pools at any location on the project site.

No chemicals, except those normally used for domestic cleaning of these facilities, may be stored in the facilities.

No equipment or items (other than those normally associated with hygiene facilities) may be stored in the facilities.

All entrances must be constructed in a way to afford privacy to users.  
Clean drinking water must be provided.

A sheltered (covered) area must be set aside on site to be used as a dining facility (eating area). Adequate seating must be provided for the maximum number of employees. The facility must be kept clean and tidy.

A suitably sized, impervious receptacle (bin) must be provided for the disposal of waste food and other refuse generated at the dining facility. This bin must be emptied and cleaned regularly (i.e. promptly after meal times).

Food may only be consumed in authorised sheltered areas.

Adequate refrigerated storage must be provided to the contractor's employees for the storage of food and drinks. Fridges must not be overstocked and must maintain sufficiently low temperatures.

### 36. Medical Surveillance

The contractor must ensure that all employees under its control and authority are healthy and medically fit for their respective assignments and must certify the same to Transnet National Ports Authority if so requested.

The contractor is responsible for Pre-placement/entry and exit medicals including chest X-Rays conducted by a registered occupational health practitioner.

Contractor must not submit medicals done for other projects, specific entry medicals for Upgrade of Island View Seawalls must be submitted.

Contractor must ensure that any employee leaving site on a permanent basis or for more than 6 months must undergo exit medicals conducted by a registered Occupational health Practitioner.

### 37. Occupational Hygiene

The contractor must ensure that the exposure or potential exposure of his employees to any of the following stressors is assessed and measured (a baseline survey must be carried out by an Approved Inspection Authority - this services to be provided by TNPA):

- Noise;
- Thermal stress (heat and cold);
- Particulates (dust);
- Silica (free crystalline silica);
- Asbestos;
- Gases or vapours;
- Lead;
- Chemicals;
- Ionising radiation;
- Non-ionising radiation;
- Vibration (hand / arm vibration and whole body vibration);
- Ergonomics; and
- Illumination

The Contractor shall apply their emergency preparedness procedures at all times should there be unexpected release of gas.

If it is determined that exposure levels for a particular stressor are unacceptable, then a monitoring and control plan must be implemented to manage any risk of over exposure.

**Note:** Where chemical substances are to be used as part of the construction process, the contractor must ensure that the chemical composition of each substance is known. Carcinogenic (cancer-causing) ingredients must be specifically identified with due understanding that no chemical known to cause cancer will be permitted for use on site (an alternative will need to be sourced).

### 38. Lighting

For all work areas and access ways, if the natural lighting available is inadequate it must be supplemented by artificial lighting to meet the minimum levels required.

A lighting survey to determine luminance must be conducted for all work areas, at least once every two years and prior to work commencing for the first time in any area.

Emergency lighting must be provided in all indoor workplaces that do have adequate natural lighting or in which persons work at night. The emergency sources of lighting that are provided

must be such that, when activated, an illuminance of not less than 0.3 lux is obtained at floor level, to enable employees to evacuate safely.

Where it is necessary to stop machinery or shut down plant or processes before evacuating the workplace, or where dangerous materials are present or dangerous processes are carried out, the illuminance must be not less than 20 lux.

Windows and translucent sheeting must be kept adequately clean and clear of obstructions as far as reasonably practicable. Light fittings, i.e. lenses and reflectors must be kept clean.

If a light intensity meter is used, a valid calibration certificate must be available.

Neon lights must not be installed in areas where moving parts of machinery or equipment cannot be fully guarded, i.e. lathes, bench grinders, etc. in order to eliminate the stroboscopic effect.

No person may use a portable electrical light where the operating voltage exceeds 50 volts, unless:

- It is fitted with a non-hygroscopic, non-conducting handle;
- All metal parts which may become live are protected against accidental contact;
- The lamp is protected by means of a guard firmly attached to the handle; and
- The cable can withstand rough use.

No person may use a portable electric light in damp or wet conditions or in closely confined spaces, inside metal vessels or when in contact with large masses of metal, unless:

- The lamp is connected to a source incorporating an earth leakage; and
- The operating voltage of the lamp does not exceed 50 volts.

### **39. Hearing Conservation**

A hearing conservation program must be implemented and protection against the effects of noise exposure must be provided when the noise exposures equal or exceed an 8-hour time-weighted average sound level of 85 decibels measured on the A-weighted scale of a standard sound level meter at slow response.

For the hearing conservation program to be effective it must include as a minimum:

- Monitoring of the workplace to determine the representative exposure of employees to excessive noise levels;
- An audiometric testing program for employees, which must include:
  - ♦ A baseline audiogram for all employees exposed to noise levels equal to or in excess of the standard;
  - ♦ Annual audiograms for each overexposed employee;
  - ♦ Analysis of audiogram results with retesting and/or referral to an otolaryngologist or qualified physician when a significant threshold shift (STS) occurs; and
  - ♦ Written employee notification of the STS.
- A training program for all employees exposed to noise;
- Provision of personal protective equipment to all affected employees when administrative or engineering controls fail to reduce sound levels to within the levels of the standards.

Monitoring of employee exposures to noise shall be conducted by an Approved inspection Authority.

The monitoring requirement may be met by either area monitoring or personal monitoring that is representative of employee exposures. Personal monitoring is preferred, and may be required based on the type(s) of noise sources.

For purposes of the hearing conservation program, employee noise exposures shall be computed

in accordance with local legislation.

A person-task specification shall be available for every job category and shall be submitted with an employee for audiometric testing.

Audiometric testing and an annual audiogram shall be provided as part of the regular medical examinations.

Audiometric test results obtained from the pre-employment medical examination for a new employee shall be used as the baseline audiogram.

Testing to establish a baseline audiogram shall be preceded by at least 14 hours without exposure to workplace noise.

Hearing protectors shall not be used as a substitute for the requirement that baseline audiograms be preceded by 14 hours without exposure to workplace noise.

Employees shall be notified of the need to avoid high levels of non-occupational noise exposure during this 14-hour period.

Record-keeping for the audiogram shall include:

- Name and job classification of the employee;
- Date of the audiogram;
- The examiner's name;
- Date of the last acoustic or exhaustive calibration of the audiometer;
- Employee's most recent noise exposure assessment.

Audiometric test results shall be maintained in the employee's medical file.

To control noise exposure, its three basic elements shall be examined, i.e. source of the sound, travel path, and effect on receiver or listener. Solution of a given noise problem might require alteration or modification of any or all of these three basic elements.

1) Controlling noise at the noise source can be achieved by the following:

- Select quiet equipment initially. In selecting quiet equipment the following features shall be considered:
  - ◆ Low-noise certification;
  - ◆ Advertisement of "quiet" operation, evidence of noise control design;
  - ◆ Evidence of "lower" and "slower" operating characteristics;
  - ◆ Side-by-side noise testing of equipment; and
  - ◆ "On-site" or "in operation" inspection of mechanical equipment before purchase.
- Reduce operating noise by considering the following control measures:
  - ◆ Reduce impact or impulse noise by reducing weight, size, or height of fall of impacting mass;
  - ◆ Reduce speed in machines and flow velocities and pressure in fluid systems;
  - ◆ Balance rotating parts – to control machinery noise and vibration.
  - ◆ Reduce frictional resistance between rotating, sliding or moving parts in mechanical systems: frequent lubrication, proper alignment of moving parts; static and dynamic balancing of rotating parts; correction of eccentricity or "out-of-roundness" of wheels, gears, rollers, pulley, etc.;
  - ◆ Reduce resistance in air or fluid systems: use of low flow velocities, smooth boundary surfaces of duct or pipe systems, and long-radius turns and flared sections in pipes, etc.,

to reduce turbulence noise;

- ◆ Isolate vibration elements in machinery; install motors, pumps, etc. on most massive part of machine; use belt or roller drives in place of gear trains; use flexible hoses and wiring instead of rigid piping and stiff wiring, etc.
- ◆ Apply vibration damping materials such as liquid mastic; pads of rubber, felt, foam or fibrous blankets; or sheet metal visco-elastic laminates or composites to vibrating machine surfaces.
- ◆ Reduce noise leakage from the interior of machines such as compressors by sealing or covering all openings or applying acoustical materials to machine interiors.

2) Controlling noise in the transmission path can be achieved by the following:

- Separate the noise source and receiver as much as possible.
- Use sound-absorbing materials on ceiling, floor or wall surfaces as close to the machine as possible.
- Use sound barriers and deflectors in the noise path.
- Use acoustical lining on inside surfaces of such passageways as ducts, pipe chases, or electrical channels.
- Use mufflers, silencers or snubbers on all gasoline or diesel engines, regardless of size; and particularly on equipment when large quantities of high-pressure, high-velocity gases, liquids, steam, or air are discharged into the open air; and
- Use vibration isolators and flexible couplers where the noise transmission path is structure borne in character.

3) Protection for the receiver – when engineering controls fail to reduce the levels to within the levels specified in local legislation, the following measures shall be implemented:

- Personal protective equipment shall be provided and replaced as necessary at no cost to employees.
- Supervisors shall ensure that hearing protective devices are worn by all employees who are exposed to a time-weighted average of 85 decibels or greater and who have experienced a significant threshold shift.
- Employees shall be given the opportunity to select their hearing protectors from a variety of suitable protectors; and
- Noise zones shall be indicated by means of signs at every entrance to such zones.

When noise levels exceed 100 dB(A), a combination of earplug and earmuff may be required to achieve protection of the worker.

It is important to note that using double protection will add only 5 to 10 dB of extra attenuation above that of a single Hearing Protection Device.

Where an earmuff and earplugs are used together, OSHA recommends using this simple calculation: Take the higher rating of the two devices and add five.

Hearing Protection Devices should be worn for the full noise exposure period.

Where an audiometry programme is required, it must meet the following standards:

- All testing must be by pure tone audiometry in an audiometry booth or quiet room, with measured noise levels less than 40 dB(A);
- The initial audiogram must be taken prior (minimum of 24 hours) to exposure to significant noise. Further audiograms must be taken periodically; annually where exposures are over 85 dB(A) Leq or where continued deterioration to hearing is occurring; Testing must be

performed by trained and competent personnel.

- Audiometers must be calibrated according to the manufacturer's guidelines. As a minimum these will be a weekly biological calibration using an employee unexposed to noise, or a bio-acoustic simulator, and an annual quantitative check. All results must be documented; and
- Audiograms must be read by trained persons who will identify any increasing hearing loss and then determine if this is noise induced. Any employee with a significant downward shift in one or both ears (measured as an average non-age-adjusted loss from baseline of 10 dB at 2, 3 or 4 kHz) must be retested following removal from noise for a minimum of 24 hours, usually after a days-off period. If the downward shift persists the employee must be reviewed by a physician and improved hearing protection considered.

#### 40. Hazardous Chemical Substances

No chemical substance may be brought onto site unless it has been approved for use by the nominated project management representative and it appears on the Approved Chemical Substances Register which will be made available to all contractors.

The register will contain the following information:

- Trade name / product name of substance.
- Manufacturer / supplier of substance.
- Maximum inventory.
- Storage requirements and precautions.
- Inventory of special emergency items held for handling spillages, fires, etc. (e.g. reagents to neutralise spillages, firefighting foam, etc.); and
- Approved disposal methods.

If the contractor wishes to make use of a chemical substance that does not appear on the register, then the contractor must provide the following information to the nominated project management representative for review PRIOR to bringing the substance onto site:

- A detailed 16-point Material Safety Data Sheet (MSDS) issued by the manufacturer / supplier of the substance.
- The reason for wanting to bring the substance onto site (i.e., the intended use of the substance).
- The proposed method of transportation.
- The proposed arrangements for the safe storage of the substance.
- The quantity to be stored on site.
- The proposed methods for handling / using the substance (including PPE).
- The proposed method of disposal of the waste.
- Proof that the contractor can readily provide the necessary first aid measures as specified in the MSDS; and
- A risk assessment covering the transportation, use, handling, storage, and disposal of the substance with specific reference to the substance's compatibility with other chemicals.

This information must be provided at least five (5) working days prior to the date on which the contractor intends to bring the substance onto site for use.

Any chemical substance brought onto site without adherence to the requirements stipulated above shall be removed from site immediately.

If the nominated project management representative approves the substance for use, the

contractor must ensure that all necessary precautions are taken concerning the transportation, use, handling, storage and disposal of the substance, and that all required PPE and first aid materials / equipment (as stipulated in the MSDS) are readily available on site.

The contractor must ensure that a Material Safety Data Sheet (MSDS) is obtained for each chemical substance brought onto site. A file, or files, containing all the MSDS's must be maintained and must be readily available to all personnel on site (particularly first aiders) as well as other potentially affected parties (e.g., emergency services personnel, persons from the local community, etc.). The MSDS's must be in the language(s) commonly used on site.

The contractor must appoint a trained and competent Hazardous Chemical Substances Coordinator who understands and is able to evaluate the risks associated with a wide variety of substances. This person shall be responsible for:

- Assessing the hazardous properties and risks associated with all chemical substances brought onto site by the contractor and appointed sub-contractors (using the MSDS's).
- Determining precautions and safe practices for transportation, use, handling, storage, and disposal (including PPE requirements) (using the MSDS's).
- Determining first aid and emergency response requirements / procedures (using the MSDS's).
- Maintaining the MSDS file.
- Managing and monitoring the consumption of inventory; and
- Providing an "as needed" service to site personnel and suppliers.

The risks associated with the transportation, use, handling, storage, and disposal of all hazardous chemical substances brought onto site must be assessed and managed by the contractor through a process that incorporates risk reduction using the hierarchy of controls.

Whenever a task-based risk assessment is carried out, consideration must be given to the use of chemical substances (e.g., greases, solvents, etc.).

The contractor must provide Safe Work Procedures for the transportation, use, handling, storage and disposal of all hazardous chemical substances to be used on site.

The contractor must provide his employees with all of the Personal Protective Equipment that is necessary to prevent exposure / injury while handling / using the hazardous chemical substances that they will be required to work with. Appropriate PPE must be selected with consideration given to the potential hazards, permeability, penetration, resistance to damage and compatibility with the work tasks.

The contractor's employees must be trained in the safe transportation, use, handling, storage and disposal of the hazardous chemical substances that they will be required to work with or may come into contact with. The training must specifically address PPE requirements (including the correct selection, fitment and use thereof). All personnel must be trained to understand the potential health effects associated with exposure to hazardous chemical substances and therefore the importance of Safe Work Procedures and PPE. All personnel must be trained on emergency response procedures and first aid measures.

Behaviour-based observations and coaching must include the use / handling of hazardous chemical substances.

An appropriate occupational exposure monitoring and medical surveillance programme must be in place for all personnel potentially exposed to hazardous chemical substances which have the potential to cause immediate or long-term harm.

Emergency showers and eyewash stations must be provided where required by law, or where a risk assessment indicates a need. The emergency showers and eyewash stations must be appropriately located, signposted, and regularly tested and maintained. Employees must receive training on the location and use of the showers / eyewash stations.

An emergency response plan for incidents involving hazardous chemical substances must be in

place.

Regular and appropriately staged emergency drills (possibly involving external spill response and ambulance support services) must be held and lessons learnt must be incorporated into the emergency response plan.

The contractor must provide appropriate storage facilities for all hazardous chemical substances to be used on site. The storage facilities must be secure and protected from damage. They must also be designed for easy access for firefighting purposes.

Where applicable, the storage facility must protect chemical containers from physical damage due to temperature extremes, moisture, corrosive mists or vapours, and vehicles.

The inventory of hazardous chemical substances stored on site must be kept to a minimum. The quantity of each chemical stored must be justifiable.

Storage and segregation requirements for all hazardous chemical substances to be used on site must be based on:

- The quantities of the substances stored.
- The physical state of the substances (solid, liquid or gas).
- The degree of incompatibility; and
- The known behaviour of the substances.

Access to areas where hazardous chemical substances are stored and handled must be limited and controlled.

Every chemical substance container must be adequately and clearly labelled to identify its contents, to indicate precautionary requirements for the substance, and to indicate the date of expiry (if applicable). Pipes used to transfer / convey / distribute chemical substances must be clearly identified (e.g., colour coding). Directional flow must be indicated where practical.

Before any item, equipment or empty container containing a chemical residue is disposed of as general waste, it must be properly decontaminated (where applicable). Before being disposed of, empty chemical containers must also be rendered unusable for carrying water (by puncturing, cutting, or crushing them).

Hazardous chemical substance waste (i.e., redundant / expired hazardous chemical substances, containers containing residues, contaminated items / materials, etc.) must be disposed of in accordance with the applicable legislation.

Maintenance, inspection and testing schedules and procedures must be in place for critical equipment associated with hazardous chemical substances.

A system must be in place to ensure that the risks are assessed before any changes are made to equipment and / or processes for the transportation, storage, handling, use or disposal of a hazardous chemical substance.

A programme must be in place to continually investigate possibilities / opportunities for replacing hazardous substances with safer alternatives.

## **41. Radiation**

The risks associated with ionising (from naturally occurring radioactive minerals (NORM), radon, and man-made sources), ultraviolet (UV) and electromagnetic field (EMF) radiation exposure must be assessed by a competent person.

There must be an inventory of all radiation sources that have the potential to cause adverse health effects. For each radiation source, the type of radiation (e.g., radioisotope, radon, x-ray, EMF, laser, etc.), the strength of the radiation, and the location must be recorded.

Where risk assessment indicates the need, a documented radiation management programme must be developed such that:

- All types of radiation sources are adequately characterised and described.
- Exposures are eliminated or reduced to as low as reasonably practicable (ALARP).
- A clearly defined chain of responsibility (with duties) is provided; and
- Education is provided for employees regarding radiation safety, including the radiation management programme elements.

The ionising radiation management programme must meet all applicable regulatory requirements, and as a minimum must include the following elements (as applicable):

- Surveyed radiation areas and quantification of exposure sources / levels.
- Exposure and medical monitoring programmes based on established investigation levels.
- Transport of radioactive materials in compliance with international radiation transport regulations when no local regulations are in place.
- Waste monitoring and disposal programmes.
- Feedstock and equipment check for naturally occurring ionising radiation.
- Clearance and control procedures for all contaminated materials and equipment leaving or arriving at site (including scrap).
- Leak (wipe) tests on sealed radioactive containment equipment.
- Lock-out procedures for vessels and equipment containing radioactive sources and radon decay product measurement prior to entry.
- Emergency procedures.
- Environmental impact risk assessment (air, water, waste, foods, etc.).
- Product / waste life cycle control; and
- Dose assessment for employees and critical exposure groups, according to documented methods and by a competent person.

Areas with ionising radiation with annual doses greater than 5 milli Sieverts (mSv) must be designated as restricted access or controlled areas. These areas must be identified and mapped, signposted, or otherwise clearly communicated to employees working in the area.

Each person whose potential exposure exceeds 5 mSv per annum or who is a designated radiation worker must undergo periodic personal radiation monitoring and medical surveillance designed to show continued fitness for radiation work.

All sources of ionising radiation must be managed in use and when they are either disposed of or securely stored in accordance with local regulations. Each operation where individual worker's exposures could exceed 5 mSv per annum must have a trained radiation protection adviser or ready access to a trained protection consultant.

There must be documented procedures for the inspection, assessment and maintenance of the controls, and emergency procedures to deal with incidents involving ionising radiation sources including fire and explosions. All controls must be reassessed annually to ensure their continued effectiveness and that operating practices are in accordance with written procedures.

## 42. Thermal Stress

Hot areas or activities where employees have experienced or could experience excessive fatigue, muscle cramp, dehydration, dizziness, and other symptoms of heat stress must be identified and described.

Where a risk of thermal stress is determined, a competent person must conduct monitoring

surveys on site, in consultation with workers.

For defined extreme thermal conditions and job activities, medical examinations must include information about the operator's physiological and biomedical aspects, and an assessment of fitness for the working conditions.

Cold areas or activities where employees have experienced or could experience pain or loss of feeling in extremities, frostbite, severe shivering, excessive fatigue, and other symptoms of cold stress must be identified and described.

Workplace thermal stress levels (temperature, air movement, humidity, etc.), activities (work level, etc.) and conditions (clothing, health, etc.) that have the potential to exacerbate thermal stress effects must be adequately characterised and described. Workplace exposure assessment must be repeated according to regulatory requirements or whenever there is a change in production, work organisation, process or equipment which may impact thermal stress levels.

Detailed heat stress assessment of identified tasks or jobs must be tiered to:

- Commence with the use of a simple heat stress index as a screening tool; then, if necessary.
- Use rational heat stress indices in an iterative manner to determine the 'best' control methods for alleviating potential heat stress; and
- Undertake physiological monitoring when exposure times are calculated to be less than 30 minutes, or where high-level PPE that limits heat loss must be worn.

Detailed cold stress assessment of identified tasks or jobs must be conducted according to current appropriate guidelines that incorporate a cold stress index, to determine the 'best' control methods for alleviating potential cold stress.

When a risk of thermal stress is identified, the following exposure controls must be implemented:

- An acclimatisation period for new workers and those returning from extended leave or sickness.
- Training in the recognition of signs and symptoms of heat or cold stress, emergency procedures and preventative measures.
- Protective observation (buddy system or supervision); and
- A requirement for self-paced working.

The following exposure controls must be considered by a competent person:

- Work / rest regimes and job rotation based on measurements conducted.
- Suitable rest areas with a provision of cool drinking water and cool conditions for high temperatures, or provision of warm drinks and warm conditions for cold temperatures.
- Selection of appropriate clothing or other PPE for extreme temperature conditions.
- The use of engineering controls; and
- Undertake hot / cold tasks during a cooler / warmer time of the day.

Where thermal stress is assessed to be a risk, the operation must develop a suitable emergency response plan.

### **43. Fitness for Work**

The contractor must develop and implement a programme to manage employee fitness for work. All employees working on site for whom the contractor is responsible (i.e., direct employees of the contractor as well as the employees of any appointed sub-contractors) must be subject to this programme.

All safety critical jobs (i.e., roles where fatigue or other causes of reduced fitness for work could lead to serious injury, illness or death to employees, significant equipment / plant damage, or significant environmental impact) must be identified and the risks associated with reduced fitness

for work in these roles must be assessed.

A programme to manage these risks must be implemented, and it must include:

- Mechanisms for managing fatigue, stress and lack of fitness.
- An alcohol and other (including prescription, pharmaceutical or illicit) drugs policy that includes testing.
- An Employee Assistance Programme providing confidential access to resources and counsellors; and
- Training and awareness programmes.

Each employee has an obligation to present himself fit for work at the start of the day / shift, and to remain fit for work throughout the work period. Reporting for work under the influence of alcohol or any other intoxicating substance will not be tolerated.

Any transgression concerning the alcohol and other drugs policy applicable to the project may result in the offending.

Employee's access to the project premises being temporarily or permanently withdrawn.

Alcohol and drug testing on the project premises will be carried out randomly (as employees report for duty and during the day / shift), following significant incidents (all persons involved), and whenever there is reasonable suspicion. Alcohol and drug testing may also be carried out as part of a Pre-Employment Medical Examination.

Sleep deprivation during shift work or from excessive working hours is a known cause of fatigue. Fatigued employees are at increased risk of accidents. Shift system design must consider:

- The effect on worker fatigue.
- The effects of activities carried out during scheduled and overtime hours.
- The impact on sleep cycles of activities such as commuting to and from site; and
- The monitoring and control of working hours.

The contractor is responsible for the administration of the working hours of his employees as well as the employees of any appointed sub-contractors. The maximum working hours per day and the minimum rest times between shifts must be specified in the contractor's Health and Safety Management Plan and must comply with all applicable legislation.

All employees engaged in safety critical jobs must undergo fitness assessments (medical examinations) which must be carried out prior to the commencement of employment on the project, prior to a change in role, periodically based on an employee's individual risk profile, and on termination of employment on the project:

- Pre-Employment Medical Examination – to assess the physical suitability of the person for the role and environment in which he will work (carried out prior to the commencement of employment on the project and prior to induction).
- Periodic (Surveillance) Medical Examination – to assess the ongoing physical condition of an employee to determine if his role is impacting on his health and whether the employee's fitness level is still adequate for the role he holds (these medical examinations are "risk driven" – the specific protocol followed, and the frequency of the examinations will depend on the applicable legal requirements and the employee's individual risk profile as determined by his personal fitness, the nature of his role / duties, and the environment in which he works / occupational health hazards to which he is exposed).

The periodic medical assessment programme must include:

- ◆ The identification of modifiable risk factors that may impact fitness for work.
- ◆ Education and support to maintain health or address identified risk factors; and

- ◆ Education and support to help employees regain their fitness for work.
- Role Change Medical Examination – to assess an employee’s physical suitability for a different role and work environment (carried out prior to a change in role / duties).
- Exit (Post-Employment) Medical Examination – to determine the total physical impact of the work the employee performed (carried out on termination of employment on the project if the employee worked on the project site for more than six months).

**Note:** The results of an Exit Medical Examination from previous employment will not be accepted as a Pre-Employment Medical Examination.

**Note:** The medical examinations described above may only be carried out by an occupational medical practitioner (i.e., a medical doctor who holds a qualification in occupational medicine).

A detailed job (role) description and an exposure profile (noise, dust, heat, fumes, vapours, etc.) must be provided for each employee or group of employees. The medical examinations that an employee undergoes must be based on (i.e., the employee’s fitness must be assessed against) the information contained in these documents as well as the baseline risk assessment for the work. This information must be made available to the occupational medical practitioner performing the medical examination.

For each role, the medical criteria for fitness must be documented and these must be based on an evaluation of the physical and medical requirements for the role.

Depending on the circumstances, certain vaccinations may need to be provided to employees.

The medical examinations carried out for all drivers and operators must include testing / assessment for medical conditions that could affect the safe operation of vehicles or equipment. Specific testing / 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; or
- Has poor day or night vision.

The medical examinations carried out for employees that are required to work at height must include testing / questioning to determine if an individual suffers from epilepsy, hypertension (high blood pressure) or any other medical condition deemed to be a risk (regarding working at height) by the occupational medical practitioner.

Electricians must be tested for colour-blindness.

Regarding the placement of new employees:

- Prospective employees must be referred to a suitable occupational medical practitioner (doctor) for a “Pre-Employment Medical Examination”.
- If an individual is found to be medically “unfit for placement”, the doctor will indicate which work activities cannot be performed by the person.
- The individual may still be employed on the project if his medical restrictions can be accommodated and provided that no legislation is transgressed.

A process must be established to manage medical restrictions that may be placed on an employee. For every employee with a medical restriction, regular follow up visits with the occupational medical practitioner must be arranged to ensure that each case is proactively managed.

An employee in a safety critical job must report (to his supervisor) any condition that might

impair his ability to safely perform the duties associated with his role.

A mechanism must be in place for such reports to be referred to an occupational medical practitioner to determine if the employee is fit to continue with his work.

Proof of all medical examinations (i.e., certificates of fitness signed by an occupational medical practitioner) must be kept on site and these records must be readily available for inspection by the nominated project management representative.

An employee's certificates of fitness must be included in his Personal Profile (dossier). If an Employee Personal Profile (dossier) hasn't already been compiled for a particular employee, then this must be done without delay following the employee's Pre-Employment Medical Examination.

No employee in a safety critical role may commence work on site without proof that he has undergone and passed a Pre-Employment Medical Examination.

Occupational medical examinations and data interpretation may only be carried out by medical practitioners that are appropriately qualified and certified to do so.

Occupational medical data contained in reports to management must be grouped and summarised to ensure that the confidentiality rights of each individual employee are maintained.

All occupational medical data and records must be retained for at least 40 years.

#### **44. HIV / AIDS**

The contractor must assess the risks posed by HIV. Appropriate mitigation strategies must be implemented as required.

Discrimination towards employees based on actual or perceived HIV status is forbidden.

All information on the HIV status and condition of employees and community members, including that relating to counselling, care and treatment and receipt of benefits, must be maintained in medical confidence.

HIV / AIDS screening may not be a requirement for recruitment or a condition of employment.

#### **45. Emergency Preparedness and Response**

The contractor must develop, implement, test, and maintain an Emergency Response Plan incorporating emergency evacuation procedure for the Island View complex that focuses specifically on the contractor's team and work activities.

The Emergency Response plan must be developed taking into consideration of Island View complex operations.

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, flooding, rescue from height, rescue from a confined space, etc.

The contractor's Emergency Response Plan must be aligned with the Emergency Response Plan developed for the project.

Potential off-site emergency scenarios must be included (e.g., emergency scenarios related to the transport of personnel, the transport of hazardous materials, and personnel performing work in remote locations).

Consideration must be given to neighbours, and to the availability and capability of local emergency services. Details of any arrangements with external emergency response service providers must be included.

The Emergency Response Plan must satisfy and comply with all applicable legal requirements.

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.

Accountability for the Emergency Response Plan must be clearly defined. 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.

Emergency evacuation procedures must be developed and included in the Emergency Response Plan.

A copy of the plan must be provided to the nominated project management representative for approval prior to site establishment.

The Emergency Response Plan must be formally reviewed (and amended if necessary) on at least an annual basis, and following any emergency, to ensure that it remains appropriate and effective.

At each project work site:

- A suitable evacuation alarm (siren) must be provided. If work is to be carried out in proximity to an existing operational plant, the alarm provided by the contractor must be distinctly different (in terms of the sound that it generates) to any alarm installed in the operational plant. 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 must be in place.
- Emergency assembly points positioned in safe locations away from buildings, plant and equipment must be designated (and conspicuously signposted). In the event of an evacuation, all persons (i.e., 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.
- The emergency response procedures must be displayed on each notice board.
- A diagram (site 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 buildings and plants, in all offices, on all 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, near each telephone, and on every 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.

#### 46. Fire Fighting

The contractor must ensure that Fire Fighting requirements are met as required. Contractor must train employees as fire fighters and appoint the in writing.

#### 47. First Aid Kits

A suitable first aid kit (i.e., appropriate to the level of training) must be readily available to each First Aider. All kits must be provided and maintained by the contractor.

Considering the type of injuries that are likely to occur in the workplace, each first aid kit must contain suitable equipment and supplies. First aid equipment and supplies required by applicable legislation must be provided as a minimum.

The contents of each first aid kit must be kept clean and dry. Each kit must be contained in either a portable weatherproof case / bag or a steel box mounted to a fixed structure. Access to first aid equipment / supplies must be limited to trained First Aiders only. Access to portable kit bags must be controlled and steel first aid boxes mounted in the workplace must be kept locked.

Approved signage must be in place to indicate the locations of the first aid boxes / bags. A record of each treatment administered must be kept in a suitable register.

The first aid kits must, as a minimum, contain the following equipment and supplies:

**Table 47-1 Minimum Requirements to be included when equipping first aid boxes**

Item 1:	Wound cleaner/ antiseptic – 100ml;
Item 2:	Swabs for cleaning wounds;
Item 3:	Cotton wool for padding – 100g;
Item 4:	Sterile gauze – minimum quantity 10;
Item 5:	1 x Pair of forceps – for splinters;
Item 6:	1 x Pair of scissors – minimum size 100mm
Item 7:	1 x Set of safety pins;
Item 8:	4 x Triangular bandages;
Item 9:	4 x Roller bandages – 75mm x 5m;
Item 10:	4 x Roller bandages – 100mm x 5m;
Item 11:	1 x Roll of elastic adhesive – 25mm x 3m;
Item 12:	1 x Non-allergenic adhesive strip – 25mm x 3m;
Item 13:	1 x Packet of adhesive dressing strips – minimum quantity 10 assorted sizes;
Item 14:	4 x First aid dressings – 75mm x 100mm;
Item 15:	4 x First aid dressings – 150mm x 200mm;
Item 16:	2 x Straight splints;
Item 17:	2 x Pairs large and 2 x pairs medium disposable latex gloves;

Item 18:	2 x CPR mouth pieces or similar devices.
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Additional items / supplies may need to be provided depending on the nature of the workplace (specific hazards) and the level of training of the first aider in position of the kit.

## 48. Management of Change

To ensure that proposed changes do not give rise to unacceptable health or safety risk, the contractor must develop and implement a process for identifying and managing change in the workplace (e.g., changes to scope, schedule, procedures, work methods, site conditions, designs, plans, plant and equipment, materials, processes, etc.) that may impact on health or safety performance.

The management of change process must take into consideration that changes may be planned or unplanned, sudden, or gradual, temporary, or permanent.

The process must aim to ensure that:

- Changes are identified and assessed before they are implemented.
- Careful consideration is given to managing the risks associated with any change.
- Due diligence can be shown to have taken place.
- The number of unsatisfactory or unnecessary changes is minimised.
- The right people are involved in the change process and
- All statutory requirements are met.

All risks associated with a proposed change must be evaluated and ranked. The risks that are ranked as moderate or higher must be managed to prevent serious injury or illness.

It must not simply be assumed that a change will not result in significant risks. All proposed changes must be formally evaluated. The evaluation or review must include:

- An appropriate level of technical expertise.
- The involvement of the workforce potentially affected by the proposed change; and
- Approval of the change by a person with at least the same level of authority as those who control the existing process or item being changed.

## 49. Sub-contractor Alignment

Processes must be in place to ensure that the health and safety risks associated with the procurement of materials, equipment, services, and labour are identified, evaluated, and effectively managed.

A process for evaluating a sub-contractor's (or supplier's) ability to provide materials, equipment, services, and labour that meet defined specifications must be in place. A prospective sub-contractor's health and safety management expertise, experience, and capability (including previous health and safety performance) must be formally assessed prior to any contract or purchase order being awarded.

Each appointed sub-contractor must develop and implement a detailed Health and Safety Management Plan based on the requirements of the contractor's Health and Safety Management Plan and the Health and Safety Specification for the project. This plan must be reviewed and approved by the contractor prior to the commencement of any work.

The properties of all materials provided to the project must be adequately understood, documented, and integrated into operating procedures where exposure to these materials presents a significant health or safety risk.

Procedures, commensurate with the evaluated risk, must be in place for the receiving, storing,

dispatching, and transporting of all equipment and materials.

Before work commences on any contract, all sub-contractor personnel must receive comprehensive orientation and induction training.

All work carried out by a sub-contractor must be managed (activity supervised) throughout the contract period and performance must be reviewed (audited) on a regular basis.

## 50. Measuring and Monitoring

The workplace exposure (or potential exposure) of persons to hazardous substances or agents must be measured and monitored to determine the effectiveness of control measures as well as compliance with legal and other requirements, particularly Occupational Exposure Limits.

All such measuring and monitoring must be carried out by an Approved Inspection Authority (i.e., a specialist service provider that is appropriately registered with a governing authority).

A plan for measuring and monitoring occupational exposure must be developed and it must include:

- Detail of what must be measured and monitored, based on a risk assessment and / or identified legal or other requirements.
- The frequency of measurement and monitoring.
- A description of the necessary equipment.
- Data quality requirements and controls (including details on the sample size for statistical validation and any rejection criteria).
- The sampling and analysis method(s) including any laboratory certification requirements; and
- The competency requirements for persons carrying out workplace monitoring.

Each instrument and item of equipment used for occupational exposure measurement and / or monitoring must be:

- Properly maintained to ensure compliance with legislative requirements.
- Controlled and safeguarded from unintentional adjustments.
- Suitably stored and protected from damage; and
- Calibrated or verified against a traceable standard at specific intervals (calibration records must be retained).

Each analytical laboratory service that is used must have implemented a credible quality assurance or quality control programme.

All monitoring results obtained must be analysed on a regular basis to:

- Identify trends and potential exceedances of legal or other requirements (such as Occupational Exposure Limits).
- Identify inconsistent or unusual results.
- Evaluate the effectiveness of existing control measures.
- Measure performance against stated objectives; and
- Identify continual improvement opportunities.

Each exceedance of a specified requirement or limit must be recorded, investigated, and reported. Appropriate corrective actions must be identified and implemented.

## 51. Incident Reporting and Investigation

The contractor must establish a procedure for the management of all health and safety incidents. (Refer to General administrative regulations 8 & 9, 2003)

This procedure must define the responsibilities, methodologies and processes that must be followed for:

- Reporting an incident.
- Investigating an incident.
- Analysing an incident 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.

**Please Note:** Arrangements must be in place to ensure that proper medical care is provided to any contractor (or sub-contractor) employee that suffers an occupational injury or illness. These arrangements must be described in the contractor's Health and Safety Management Plan.

An incident may have multiple impacts. For each impact, the Actual Consequence and the Maximum Reasonable Outcome must be evaluated. Each impact must be evaluated independently, with the most significant classification forming the primary rating of the incident.

A Near Hit is an incident. All Near Hits must be reported.

Using the defined consequence scales contained in TNPA 5x5 qualitative risk matrix, the Actual Consequence of each impact must be categorised as:

- A Near Hit.
- Insignificant (Level 4; as per TNPA incident level classification guidance).
- Minor (Level 3; as per TNPA incident level classification guidance).
- Moderate (Level 2; as per TNPA incident level classification guidance).
- Major (Level 1; as per TNPA incident level classification guidance); or
- Catastrophic (Level 1; as per TNPA incident level classification guidance).

The Maximum Reasonable Outcome (MRO) is based on a risk evaluation of the maximum reasonable consequence of an impact and the likelihood of the event occurring again given a reasonable failure of existing controls. Using the matrix referred to above, each impact must be evaluated and classified as:

- Low.
- Moderate.
- High; or
- Extreme.

All incidents must be reported to TNPA immediately via phone call or SMS, preliminary details must be recorded and a TNPA occurrence Report must be submitted within 24 hours of the incident.

Depending on the Actual Consequence and Maximum Reasonable Potential Outcome of the impact(s), the relevant internal and external parties must be notified in accordance with specified protocols and timeframes, and legislative requirements.

In the event of a significant incident (i.e., an incident with an Actual Consequence of Moderate, Major or Catastrophic, or a Maximum Reasonable Potential Outcome of High or Extreme, work must cease and must only resume once the necessary actions (including the re-evaluation of any relevant risk assessments) have been taken to eliminate or reduce the risk of recurrence. Work must only be permitted to recommence once formal authorisation has been granted by the TNPA Project Manager. In the case of incidents with an Actual Consequence of Major or Catastrophic, work must not be permitted to recommence until authorisation has been granted by the relevant government authorities (i.e., the South African Police, the Department of Labour, or the Department of Mineral Resources).

The Contractor's Construction Manager must ensure that an investigation is completed for each incident that occurs, and that appropriately senior personnel participate in, and authorise the outcomes of, each investigation. Incident investigations must be facilitated by competent and experienced persons who have been trained in the appropriate incident investigation methodology and who has been appointed in writing.

All significant incidents (i.e., incidents with an Actual Consequence of Moderate, Major, or Catastrophic, or a Maximum Reasonable Outcome of High or Extreme must be investigated using approved Incident investigating techniques. Such an investigation must be facilitated by contractor's trained project representative within 7 calendar days.

For all other incidents (i.e., incidents with an Actual Consequence of Insignificant or Minor, or a Maximum Reasonable Outcome of Low or Moderate other methodologies approved by TNPA Project Health and Safety representative must be used.

Each incident (including Near Hits) must be investigated to a level of detail that is appropriate for the Maximum Reasonable Potential Outcome of the incident.

Each incident must be analysed to determine the root cause, and corrective actions must be identified and prioritised for implementation to eliminate or reduce the risk(s) in order to prevent recurrence of the incident.

For each corrective action, a responsible person must be designated and an appropriate timeframe (target date) for completion of the corrective action must be specified. Progress on implementing corrective actions (i.e., closing incidents) must be monitored and reported on. The implementation of corrective actions must be verified during monthly audits by the Project Health and Safety Advisors but also no later than 30 calendar days after the conclusion of the incident investigation.

The contractor must document the results of each investigation and a report must be submitted to the nominated project management representative within five working days of the incident occurring.

As a minimum, each incident report must include:

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

Each significant incident must be summarised for its lessons learnt following the investigation. This information must be reviewed by the contractor's Project Manager to assure completeness, accuracy and relevance before it is shared with (communicated to) all project personnel.

Refer to the Transnet Occurrence Reporting and Investigation HAS-P-0002.

## **52. Non-conformance and Action Management**

The contractor must establish a process for identifying and recording corrective actions arising from:

- Incident investigations.
- Hazard identification and risk assessment.
- Measurement and monitoring.

- Improvement plans and suggestions.
- Managing change.
- Audits and inspections; and
- Safety observations and coaching (safety interactions).

The contractor must establish a procedure for managing actions that addresses:

- Identification, categorisation, and prioritisation of actions.
- Formal evaluation and approval of actions (management of change process).
- Assignment of responsibilities, resources, and schedules for implementation.
- Implementation of actions.
- Tracking and reporting on implementation status; and
- Monitoring and verifying the effectiveness of the actions.

### **53. Performance Assessment**

The contractor must establish and maintain programmes for measuring and monitoring health and safety performance on a regular basis. Metrics must include leading and lagging indicators and be based on qualitative and quantitative data.

#### **53.1 Reporting on Performance**

Reports summarising the contractor's health and safety performance on the project must be compiled on a weekly and a monthly basis.

The contractor must be prepared to discuss the content of these reports at scheduled health and safety meetings.

The reports must contain the following information:

- Number of contractor and sub-contractor employees on site.
- Total hours worked on site by contractor and sub-contractor employees (by company).
- Number of incidents by category (i.e., Near Hit, FAI, MTI and LTI).
- Lost Time Injury Frequency Rate (LTIFR) (project to date and 12-month rolling).
- Details of all new incidents for the reporting period and the corrective actions taken or to be taken.
- Feedback (progress updates) on all open incidents and outstanding corrective actions.
- Status and feedback on any employee that may have been injured and has not yet returned to work.
- Details of all health and safety training carried out during the reporting period.
- Number of SOC's (Safety Observations and Coaching) carried out during the reporting period.
- SOC trends identified and proposed action for the coming week or month to maintain positive trends and / or address negative trends.
- Details of all audits, inspections and site visits carried out during the reporting period, and the corrective actions taken (or to be taken) to address all non-conformances.
- Feedback (progress updates) on all open non-conformances and outstanding corrective actions.
- Number of Toolbox Talks conducted during the reporting period (monthly).
- Number of Planned Task Observations (PTO's) carried out during the reporting period

(monthly).

- Details of all active risk assessments and Safe Work Procedures highlighting those that are due for review in the coming month (monthly).
- A look ahead (to the coming week, month, or quarter) to ensure that appropriate health and safety planning and preparation is done for upcoming work.
- Challenges faced regarding health and safety; and
- Any other health and safety related information specific to the project that may be required.

Leading indicators (e.g., audit findings, observations, etc.) must be analysed, and any negative trends identified regarding unsafe behaviour or conditions must be appropriately addressed to prevent incidents.

Lagging indicators (e.g., injuries, illnesses, near hits, etc.) must be investigated in detail to determine the root causes.

Corrective actions must be identified, implemented, and integrated into Safe Work Procedures to prevent recurrences.

### **53.2 Safety Audits and Inspections**

On a monthly basis, the health and safety management system and workplace activities of the contractor will be audited by TNPA Health and Safety Representative/Agent to assess compliance with the project health and safety requirements. Any deviation from these requirements (i.e., non-conformance) that places the health or safety of any person in immediate danger will result in the specific activity being stopped until the non-conformance is corrected.

For each non-conformance determined during any audit, the contractor must identify and implement appropriate corrective actions. For each corrective action, a responsible person must be designated and an appropriate timeframe (target date) for completion of the corrective action must be specified.

Progress on implementing corrective actions (i.e., closing non-conformances) must be monitored and reported on. The implementation of corrective actions will be verified during the monthly audits.

Should it be determined that the contractor's level of compliance is unsatisfactory, all work being performed by the contractor on the project site may be stopped (at the contractor's expense) until an investigation into the reasons for the poor performance has been carried out, a corrective action plan has been developed, and corrective actions have been implemented.

In addition to the audit carried out TNPA Health and Safety representative/Agent, the contractor must carry out an internal audit monthly to assess compliance with the project health and safety requirements (including the requirements of this specification and the contractor's Health and Safety Management Plan).

Furthermore, the contractor must ensure that each appointed sub-contractor is audited and measured to the same standard. Copies of these audit reports must be submitted to the Project Health and Safety Advisor monthly.

The contractor must carry out internal health and safety inspections as follows:

- General site health and safety inspections daily; and
- Inspections of plant, tools and equipment prior to establishment or use on site, and at least monthly thereafter.

All audits and inspections must be carried out by competent persons who have been appointed in writing.

A schedule of planned audits and inspections must be compiled and maintained ensuring that:

- All work areas and all activities are covered at regular intervals.
- All applicable legal requirements are complied with; and
- Areas or activities with significant associated hazards or risks receive greater attention.

## 54. Management Review

A review of the contractor’s Health and Safety Management System must be completed annually to ensure that the system continues to be effective in managing health and safety performance and meeting project requirements.

The review must evaluate if there is any need for change and must identify actions to improve the system.

The review must be led by senior management and the following must be considered:

- The suitability of the policy adopted for the project.
- The impact of changing legislation.
- The management of risk.
- Health and safety objectives and performance indicators.
- Changing expectations and requirements of relevant stakeholders.
- Changes to the contractor’s scope, schedule, designs, etc.
- Changes to the contractor’s organisational structure.
- Communication and feedback (particularly from employees, Project representatives, and client representatives).
- The effectiveness of the management of change process.
- Workplace exposure monitoring and medical surveillance.
- The status of corrective actions.
- Performance statistics, including an annual summary of safety statistics, and occupational hygiene monitoring and medical surveillance results.
- Non-conformances (findings) from completed audits.
- Follow up on actions from previous management reviews; and
- Recommendations and opportunities for improving the effectiveness of the management system.

A record of each completed management review must be retained, and it must include all decisions and identified actions concerning alterations, modifications or improvements to the management system that demonstrate a commitment to continual improvement.

## 55. Reference Documents

**Table 55-1: Reference Documents**

Document Identification	Document Title
Occupational health and safety act, 85 of 1993 and Promulgated Regulations	Occupational health and safety act, 85 of 1993 and Promulgated Regulations