



ADDITIONAL SPECIFICATION

SI: HEALTH AND SAFETY

TENDER FOR THE “REPAIR, UPGRADE AND/OR NEW INSTALLATION OF INTEGRATED SECURITY SYSTEMS AND MAINTENANCE AT MDANTSANE CORRECTIONAL FACILITY, EASTERN CAPE”

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Preamble

This site-specific health & safety specification has been compiled under the guidelines of the Constitution of the Republic of South Africa, the Disaster Act and Regulations, the Correctional Services Act, the Occupational Health & Safety Act no. 85 of 1993 as amended (the Act) as well as the Construction Regulations 2014. It must be noted that the specification is an administration instrument and should be used on site to comply with the aforementioned laws, acts, rules or regulations etc in their entirety whether this is implied or stated expressly in this document. Should there be an omission, or any contradiction between this document and the laws, acts, rules or regulations stated herein etc then the laws, acts, rules or regulations etc prevail. Similarly, where this document is mute on a specific health & safety requirement, the laws, acts, rules or regulations etc must be used as the minimum requirement. Should you be uncertain about the specification or any elements contained therein, do not hesitate to contact the health and safety agent.

KEY REFERENCE (Laws, Acts, Rules & Regulations that form part of the specification)

1. The Constitution of the Republic of South Africa
2. Minimum Physical Security Standards
3. Correctional Services Act (Act 111/1998), as amended
4. Rules and regulations for all Contractors and service providers at departmental correctional centres
5. Occupational Health and Safety Act No. 85 of 1993 and Regulations (as amended)
6. Compensation for Injury and Occupational Diseases Act No. 100 of 1993 (as amended)
7. Building agreement as between the Client and the Principal Contractor
8. Prison Incident Management, United Nations
9. South African Roads Traffic Safety Manual (SARTSM) Chapter 2, Volume 13 of 1999
10. Road Traffic Safety Act No. 93 of 1996 (as amended)
11. Construction Specifications & Standards 6.0 for Southern Africa. Hans Wegelin 6th Edition 2010 SANS Code 10400
12. SANS 10400

13. Construction Regulations 2014
14. The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises"
15. The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended and the municipal by laws and any special requirements of the local supply authority
16. The Fire Brigade Services Act 1987, Act 99 of 1987 as amended
17. The National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended and relevant proclaimed Regulations (SABS 0400)
18. The Post Office Act 1958 (Act 44 of 1958) as amended
19. The Electricity Act 1984, Act 41 of 1984
20. The Regulations of Local Gas Board(s), including Publications of the SABS Standards and Codes of Practice, with specific reference to GNR 17468 dated 4th October 1997
21. Legislation pertaining to water usage and the environment
22. Legislation governing the use of equipment, which may emit radiation (e.g., X-Rays etc.)
23. Common Law
24. Case law relevant to the works

Key Definitions

“Agent” – means any person who acts as a representative for a client with respect to health and safety matters related to the works.

“Client” – means any person for whom construction work is performed I.E., the Employer appointing the PC.

Any word or expression to which a meaning has been assigned in the Occupational Health and Safety Act (Act No. 85 of 1993) accompanied by the Construction Regulations (2014) shall have the meaning so assigned to it unless the context otherwise indicates.

“Criminal Record”- A list of a person's previous criminal convictions, including pending cases, reported misdemeanors etc.

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

"Construction site" means a workplace where construction work is being performed i.e., the site indicated in the site layout plan.

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

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

"Contractor" –means an employer who performs construction work;

"Correctional Centre/Facility and or Prison" means any place established under this Act as a place for the reception, detention, confinement, training or treatment of persons liable to detention in custody or to placement under protective custody, and all land, outbuildings and premises adjacent to any such place and used in connection therewith and all land, branches, outstations, camps, buildings, premises or places to which any such persons have been sent for the purpose of incarceration, detention, protection, labour, treatment or otherwise, and all quarters of correctional officials used in connection with any such correctional centre, and for the purpose of sections 115 and 117 includes every place used as a police cell or lock-up

"Designer" means-

a competent person who-

- prepares a design.
- checks and approves a design.
- arranges for a person at work under his or her control to prepare a design, including an employee of that person where he or she is the employer; or
- designs temporary work, including its components.
- an architect or engineer contributing to, or having overall responsibility for a design.

- a building services engineer designing details for fixed plant.
- a surveyor specifying articles or drawing up specifications.
- a Contractor carrying out design work as part of a design and building project; or an interior designer, shopfitter or landscape architect;

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

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

- all risks relating to working from a fall risk position, considering the nature of work undertaken.
- the procedures and methods to be applied to eliminate the risk of falling; and
- a rescue plan and procedures.

"Health and Safety File" –means a file, or other record containing the information in writing required by the Construction Regulations as detailed in this site-specific specification

"Health and Safety Plan" –means a site, activity or project specific documented plan in accordance with the client's health and safety specification.

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

inmate" means any person, whether convicted or not, who is detained in custody in any correctional centre or remand detention facility or who is being transferred in custody or is en route from one correctional centre or remand detention facility to another correctional centre or remand detention facility

“Method Statement” –means a document detailing the key activities to be performed in order to reduce as reasonably as practicable the hazards identified in any risk assessment;

"Principal Contractor" (PC) means an employer appointed by the client to perform construction work

“Risk Assessment” –means a program to determine any risk associated with any hazard at a construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard.

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

"Structure" means—

any building, steel or reinforced concrete structure (not being a building), railway line or siding, bridge, waterworks, reservoir, pipe or pipeline, cable, sewer, sewage works, fixed vessels, road, drainage works, earthworks, dam, wall, mast, tower, tower crane, bulk mixing plant, pylon, surface and underground tanks, earth retaining structure or any structure designed to preserve or alter any natural feature, and any other similar structure;

- any falsework, scaffold or other structure designed or used to provide support or means of access during construction work; or
- any fixed plant in respect of construction work which includes installation, commissioning, decommissioning or dismantling and where any construction work involves a risk of a person falling;

NB

- Due to the high-level risk involved in this facility, the principal Contractor / Contractor is advised to establish a disciplinary and dismissal procedure for personnel who do not adhere to these procedures including inter alia the correctional services rules and regulations
- Employees, suppliers and consultants (public) must be informed of the risks of entering the Prison facility in writing. Proof of the same must be kept in the Contractors health and safety file. Furthermore, the Contractor must inform the public how to react in the event of an emergency on site, an attack or escape by an inmate etc in writing and keep proof of the same on file. Further, a constructionworks related site induction must be undertaken. The process must be concluded whereupon an indemnity agreement is signed absolving the Employer or agent from any liability as so caused by the signatory's presence on site.

"Sally Ports" these are security points of entry to various areas of the Mdantsane Correctional Center. The sally ports generally comprise of a structural steel framework with mesh panel inserts and large sliding gates on gate crawlers operated from the main control room. The roofs to the Sally ports are made of IBR sheeting or other equally approved material over the structural steel framework. Fence installations extend around the various centres within the facility. The fencing comprises of steel mesh straight fence panels of various sizes. Concrete plinths to be cast on the perimeter of the fence line to conclude the installation including various snags for rectification.

The Purpose of the Site-Specific Health and Safety Specification (SSHSS)

The SSHSS is a project specific document prepared by the Client pertaining to all health and safety requirements to be met by the Principal Contractor and his/her Contractors for this specific project. The SSHSS highlights the health and safety aspects to be implemented by the Principal Contractor over and above the minimum requirements of

current laws. The Principal Contractor is responsible for all health and safety concerning the execution of the works as described hereto accompanied by the applicable health and safety legislation. A Mandatory Agreement in terms of Section 37.2 of the OHSA as well as an agreement to adhere to the Clients rules and regulations will be signed between the Principal Contractor and Client prior to the commencement of any works.¹

In brief the SSHSS serves the following:

- To indicate the scope of work and how it impacts on health and safety
- To indicate the required submissions on health and safety matters (Principal Contractor and Contractors);
- To indicate the safety considerations affecting the project specific site
- To indicate the safety considerations concerning the project environment
- To indicate the risks associated therewith and the health and safety aspects of the associated buildings, structures and equipment
- To indicate the processes and procedures involved in submissions and requests of health and safety matters
- To ensure the Principal Contractor (and his /her Contractor) are fully aware of what is expected with regards to the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Construction Regulations 2014 made there-under including the applicable safety standards, and in particular in terms of Section 6,7 and 8 of the construction regulations (2014).
- To inform the Principal Contractor that the Occupational Health and Safety Act, 1993 (Act 85 of 1993) in its entirety shall apply to the contract to which this specification document applies as well as the Construction Regulations 2014 promulgated on 07 February 2014.

¹ Mandatory Agreement to be signed and attached in health and safety file

- To establish the minimum requirements of the Principal Contractor's (and his /her Contractors) health & safety plan/s.
- To provide the PC with a comprehensive qualitative risk assessment, indicative systems of work and method statements

PROJECT SUMMARY

The project will be executed at the **MDANTSANE CORRECTIONAL CENTER**. The Prison provides humane incarceration of inmates, rehabilitation and social reintegration of offenders. The primary security objective of the facility is to provide safety of the public, employees and offenders. Security is also a key aspect of the safety deliverable of the works and the Contractors works must not directly or indirectly contribute to the risk of an attempted escape, escape, incident or accident on site. The Contractor must uphold these objectives from inception to handover of the works².

The project comprises the construction of fencing and building works mainly in the form of sally ports at height³ and other ancillary services. The following is a high-level summary of work to be conducted by the Contractor as indicated in the designs⁴

Construction of the following;

Mdantsane Correctional Centre

- Integration and installation of fire detection system
- Proposed building structures (solid)
- Existing building to be demolished
- Proposed covered roadway

² The Department of Correctional Services

³ The Principal Agents

⁴ As defined in the Construction Regulations

- Outer prison fencing (bow type at 4.5m height)
- Inner prison fencing (taut wire at 2.7m height)
- Dividing fence (welded mesh at 4.5m height)
- Sewer and storm-water pipe
- External Works i.e., roadworks etc

The sally port will have a guard house with security access controls to a main control room. The guard house buildings comprise of brick walls with glazed security windows and a timber or steel roof structure on metal or other equally approved sheeting.

Site Plan



The works will only commence after the Department of Labour issues a work permit for the site. In turn, the entire works are to be divided into sub sections with a permit to work system for every work section. All employees to obtain security clearance. Ad hoc searches to be conducted for contraband etc by Contractor, prison staff and or employer Health and Safety Agent



Permit Board and Compulsory Signage – Signage must be erected to identify all works. Permit to work required and displayed in each work area. Tool inventory to be undertaken before each shift and displayed. No tools to be left on site.

⁵ The above locations are indicative and are subject to change by the PA and or Correctional Facility

- Main entrance – Site movement and traffic control plan to be discussed and signed off with Prison facility. Contractors' workers to be in official overall or work suit outfit in one uniform colour (not orange).
- Identity tag for employees with the following details: - Colour passport photograph - Name & Surname of Employee - Employee ID no. - Name of Company
- Hard hat colour coded as follows - White for general workers - Red for management & design team - Blue for visitors
- This extends to management staff. Name tags and photo identity documents to be in right breast pocket and clearly visible

Contractor to submit schedule of employees and consultants to be involved in the works with certified copies of identity documents to prison management and security. Prison security to have a file of personnel involved in the project. Daily COVID 19 screening and clearance forms to be submitted to prison security and filed before employees enter site. Roll call to be conducted between 7.00 am and 8 am. Workers must enter site in a co-ordinated manner via Contractors' vehicle and exit in the same manner with a full body count. No one may enter the site on foot and walkabout. Furthermore, none of the consultants or sub-contractors entering site may do so without a full certificate of clearance issued by the Contractor. These parties (in particular female or vulnerable persons) must be accompanied by the Contractor's security staff to work sections

HIGH RISK ISSUES

The Principal Contractor / Contractors (Contractor)s is obliged to demonstrate in the health and safety plan who the following risks will be eliminated as a consequence of the works:

- Inmates escaping and harming the public
- Injury to inmates and jail staff because of unsafe conditions
- Inmates and prison staff being victimized by inmates
- Damage to prison facilities or equipment

The health and safety plan must clearly indicate how the works will be conducted with the following objectives addressed

1. Safety – how will the Contractor provide a safe environment for the prison community?
2. Order – What are the activity-based outcomes and how will accountability be achieved?
3. Security – How will project participants be kept safe for all work activities i.e., construction works, site visits, inspections etc (project programme activity specific detail is required)
4. Administration – What documentation is required for all activities i.e., external and internal permits, roll call templates, search procedure (female v male etc)
5. Emergencies – What will be done if there is a prison lockdown or an escape
6. Report daily and weekly incidents, accidents, near misses etc (Liase with agent to compile template)
7. How will designs and specifications be kept safe and secure in light of the fact that the site is a national key point

In order to address the above matters, the Contractor must as a minimum allow for the following:

- Private security industry regulation authority registered security personnel with no previous or pending criminal records
- A fulltime watchman to assist the site security personnel. The duties of the watchman shall be as follows

- Task and activity observation and reporting
- Assisting Prison and Contractor security to maintain security check points and dealing directly with suppliers, employees etc for security purposes
- Patrolling work sections on foot and ensuring employees are working safely and securely, as well as following and enforcing site visitor check-in procedures
- Permitting authorized visitors and stopping unauthorized visitors' access, to the works
- Preventing property damage
- Reporting any potential safety hazards or risks
- Keeping alert and detecting offenses, vandalism, trespassing, theft, damages
- Reporting incidents to the police and prison security
- Maintaining rules and policies by requiring employees and Contractors to show their badges and IDs when entering the prison property
- Inspecting vehicles and personal bags as employees leave the site
- Conducting ad hoc searches

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- The works must be separated into identifiable work areas e.g., Area A1, A2, B1, B2, C1 etc or as per the names preferred by the Prison Authorities. The site will be operated on a permit to work system. Each separate identifiable work area requires an internal permit. Each permit to work must be signed off by the Contractor and authorised prison authority before work proceeds. The permit must declare the scope of works, the tools to be used (type and no.), the number of personnel involved, their identity numbers, the duration of the work, the risks inherent and the proposed safe work procedure
- No employees will be recruited on site. All employees must be subjected to police / and or prison security clearance. No employee with an existing criminal record or pending criminal matter must be allowed on site

- The Contractor/s staff must be kept separate from the workforce of other Contractors. No exchange of employees or assistance (lending a hand) will be permitted
- Tool management – A tools inventory must be compiled and updated daily. A tools audit must be conducted before and after every shift to account for all work tools. All audit outcomes must be filed and any missing tools must be immediately reported to prison authorities with a full description of the tool and the employee who was assigned the tool with an including the possible area in which it was lost
- Escape by one or more prisoners as occasioned by the Contractors or his personnel's negligence and how personnel on site will be protected from harm
- Socio / political threat on and off site and how personnel on site will be protected from harm
- Escape by one or more prisoners not so caused by the Contractor and how personnel on site will be protected from harm
- Lockdown of the facility and how the works and personnel will be kept safe
- Unauthorized entry into the facility by Contractors' personnel
- Unauthorized movement within the facility by people looking for work or visitors
- Unauthorised entry and movement on site as a result of the construction works
- The prohibited introduction of contraband into the facility by Contractors' personnel – the frequency of ad hoc inspections and personnel search procedure must be detailed
- How inmate assault on Contractors' personnel, client personnel or consultant staff will be eliminated
- How the Contractor will handle unplanned disturbance or riot on site
- How the Contractor will deal with an external attack on the facility

The Principal Contractor must clearly demonstrate how these matters will be dealt with in the health and safety plan in detail including the attachment of templates to deal with the same (e.g., Ad hoc search procedures or tools Audits). Contingency plans must be provided for each instance

Furthermore, the Contractor must undertake a comprehensive study with the assistance of the prison to determine the probable sources of contraband (Contraband Survey) that may arise as a result of the works and how these sources will be eliminated. As such, the contraband survey will form part of the health and safety plan and it must list the type of contraband that is prevalent in the facility and how the works will be managed to ensure that they do not become a source of contraband

The following construction related issues must be addressed in the health and safety plan:

NB: The works entail certain demolitions and removals. All items that will be removed from buildings i.e., bolts, cables, bricks etc are potential weapons or possible escape tools or contraband and must be disposed off immediately or kept in a secure lockable refuse area that is at least 1 km away from the physical reach of inmates and or the public

1. Mobile Vehicles (For lifting or deliveries etc) – The Contractor must warn and/or schedule structured induction sessions for his employees, staff, end-user and interested parties about work on site and the presence, effect and risks posed by mobile vehicles and equipment. Access to and from site must be coordinated and standardized with the prison. All vehicles must have permits to access site. Reversing on site, in particular the main entrance area, or areas that are open to the public should be avoided as it causes a risk of injury to personnel or damage to buildings which may result in security breaches. In the unlikely event that reversing is the only option to manoeuvre this must be done under the care and supervision of a competent traffic controller and flagman. In conclusion, the Contractor must clearly demonstrate how s/he will deal with aspect of the works.

2. Falls – The structures to be completed, renovated are mostly single storey structures. The estimated maximum building heights (sally port) exceeding **4 to 12** metres or higher at most and will entail work at height. As a result, the health and safety plan must guard against falls and present a detailed fall protection plan that details the type of fall arrest and prevention systems to be used e.g. scaffolding, ladders etc. The

Contractor must appreciate that work at height equipment may be used as a means of escape or as weapons. Ladders and scaffolding etc must therefore be removed or dismantled after work is completed or be shifted to an extent that it can be used for other purposes by inmates or the public. The Contractor must clearly demonstrate how s/he will deal with aspect of the works.

3. Electrical and Mechanical Installation - New electrical and mechanical installations will have to be put in place. In certain instances, connecting to existing services or replacement of old and outdated installations will be required. The Contractor must undertake a survey of existing installations with the assistance of the relevant professional and indicate how he will guard against damaging infrastructure, causing accidents and or incidents in this regard. The contractor must appreciate that damaging infrastructure may lead to security breaches e.g., loss of power or provision of power where it is not required. This may enable inmates to escape or contemplate escaping. The Contractor must clearly demonstrate how s/he will deal with aspect of the works.

4. Falling material and collapses – The Contractor will have to erect scaffolding for the works. Tools and various work objects will probably be placed on these platforms thereby presenting a risk of falling material and collapses. These temporary structures must also be erected by specialists and certified as being fit for use. The Contractor must clearly demonstrate how s/he will deal with this aspect of the works.

5. Trips – The Contractor will have to manage his/her access routes as there is a possibility that people may trip in footpaths. The Contractor must clearly demonstrate how s/he will deal with this aspect of the works.

6. Manual handling- The Contractor is expected to use manual labour for various trades such as laying of brickwork, paving and or concrete work (repairs and new work), loading of rubble etc. The Contractor must clearly demonstrate how s/he will deal with aspect of the works.

7. Noise and vibrations – High levels of noise are expected as the Contractor will most likely use power tools in the following areas, demolitions etc. The Contractor must clearly demonstrate how s/he will deal with aspect of the works.

8. Chemicals – The Contractor will use several chemicals and solvents for the works. Some chemical may in isolation or combination be used as a means of escape or possibly be harmful to inmates or be used for the purposes of intoxication. The Contractor must submit a schedule of all the chemicals he intends to use before using them on site for the Prison facilities records and approval. Material data sheets are to be supplied to the Health and Safety Agent prior to the commencement of work. The safe work procedures, precautions and ppe indicated in the material data sheet should be adhered to as a minimum. Furthermore, the Contractor must clearly demonstrate how she/he will deal with aspect of the works.

10. Decanting

The Contractor should liaise with the Prison facility via the Principal Agent to coordinate their programmes and compile decanting plans. Contractor to present their decanting plans in the health and safety plan and obtain signed approval from the prison facility

11. Work Section Preparedness

- The Contractor shall set aside and use the following for each work section
- Two-way radio communication
- Cell phone communication
- Uninterrupted power supply/generator
- Emergency lighting/torches
 - o Display Emergency contact numbers for the Prison Authority, Hospital, Ambulance and Police
 - o Fire extinguishers (kept in lockable container)
 - o First aid kit (kept in lockable container)

PROJECT SPECIFIC ADMINISTRATIVE AND LEGAL REQUIREMENTS TO BE IMPLEMENTED BY THE PC			
OHS Act Section/ Regulation	Subject	Requirements	Comment
General Admin Regulations 4	Copy of OH&S Act (Act 85 of 1993)	Updated copy of Act & Regulations available on site. Readily available for perusal by employees.	Contractor to advertise up to end of contract
COID Act Section 80	Registration with Compensation Insurer	Written proof of registration/Letter of good standing available on Site	
Construction Regulations 5(1)	SHE Specification and Program	SHE Spec received from Client and/or its Agent SHE Program developed and updated.	
Section 8(2)(d) of the OHS Act and Regulations 5(1) & 7 of the Construction.	Hazard Identification & Risk Assessment	Identifications of hazards/Recorded Risk Assessment and – Plan drawn up/Updated Risk Assessment Plan available on-Site Employees/Contr actors informed/trained	
Section 16(2)	Assigned duties (Managers)	Responsibility of complying with the OH&S Act assigned to other person/s by CEO.	
Construction Regulations 8(1)	Designation of Person Responsible on Site	Competent person appointed in writing as Construction Manager with job description	
Construction Regulations 8(2)	Designation of Assistant for above	Competent person appointed in writing as Assistant Construction Manager with job description	

Section 17 & 18 General Administrative Regulations 6 & 7	Designation of SHE Representatives	More than 20 employees - one H&S Representative, one additional H&S Rep. for each 50 employees or part thereof. Designation in writing, period and area of responsibility specified in terms of GAR 6 & 7 Meaningful H&S Rep. reports. Reports actioned by Management.
Section 19 & 20 General Administrative Regulations 5	Health & Safety Committee /s	SHE Committee/s established. All SHE Reps shall be members of SHE Committees Additional members are appointed in writing. Meetings held monthly; Minutes kept. Actioned by Management.
Section 37(1) & (2)	Agreement with Mandatories/Contractors	Written agreement with Contractors List of Contractors displayed. Proof of Registration with Compensation Insurer/Letter of Good Standing (COID) Construction Manager designated Written arrangements regarding SHE Reps and Committee (OHS Act Section 17,18) Written arrangements for First Aid (COID)
Section 24 & General Admin. Regulation 8, Construction Regulations 5(3) & COID Act Sect.38, 39 & 41	Reporting of Incidents (Dept. of Labour)	Incident Reporting Procedure displayed. All incidents in terms of Sect. 24 reported to the Provincial Director, Department of Labour, within 3 days. (Annexure 1)(WCL 1 or 2) and to the Client and/or its Agent on its behalf Cases of Occupational Disease Reported Copies of Reports available on-Site Record of First Aid injuries kept
General Admin. Regulations 9	Investigation and Recording of Incidents	All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by investigator designated in writing. Copies of Reports (Annexure 1) available on Site Tabled at H&S Committee meeting Action taken by Site Management.
Construction Regulations 10	Fall Prevention & Protection	Competent person appointed to draw up and supervise the Fall Protection Plan Proof of appointee's competence available on Site Risk Assessment

		carried out for work at heights Fall Protection Plan drawn up/updated and available on Site
Construction Regulations 10(5)	Roof work	Competent person appointed to plan & supervise Roof work. Proof of appointee's competence available on Site Risk Assessment carried out Roof work Plan drawn up/updated Roof work inspect before each shift. Inspection register kept Employees medically examined for physical & psychological fitness. Written proof on site
Construction Regulations 11	Structures	Information re. the structure being erected received from the Designer including: geo-science technical report where relevant the design loading of the structure the methods & sequence of construction anticipated dangers/hazards/special measures to construct safely Risk Assessment carried out Method statement drawn up All above available on Site

		Structures inspected before each shift. Inspection's register kept
Construction Regulations 12	Temporary Works	Competent persons appointed in writing to: <ul style="list-style-type: none"> - Inspect structures - Ensure that design is followed
Construction Regulations 13	Excavations	Competent person/s appointed in writing to supervise and inspect excavation work Written Proof of Competence of above appointee/s available on Site Risk Assessment carried out Inspected: <ul style="list-style-type: none"> - before every shift - after any blasting - after an unexpected fall of ground - after any substantial damage to the shoring - after rain. Inspection's register kept Method statement developed where explosives will be/ are used
Construction Regulations 14	Demolition Work	Competent person/s appointed in writing to supervise and control Demolition work Written Proof of Competence of above appointee/s available on Site Risk Assessment carried out Engineering survey and Method Statement available on-Site Inspections to prevent premature collapse carried out by competent person before each shift. Inspection register kept
Construction Regulations 16	Scaffolding	Competent persons appointed in writing to: <ul style="list-style-type: none"> - erect scaffolding (Scaffold Erector/s) - act as Scaffold Team Leaders - inspect Scaffolding weekly and after inclement weather (Scaffold Inspector/s) Written Proof of Competence of above appointees available on Site. Copy of SABS 085 available on-Site Risk Assessment carried out. Inspected weekly/after bad weather. Inspection register/s kept

Construction Regulations 22/ Driven Machinery Regulations 18 & 19	Lifting Machines	Competent person appointed in writing to inspect Cranes, Lifting Machines & Equipment Written Proof of Competence of above appointee available on Site. Cranes & Lifting tackle identified/numbered Register kept for Lifting Tackle Log Book kept for each individual Crane Inspection: - All cranes - daily by operator - Tower Crane/s - after erection/ 6 monthly - Other cranes - annually by comp. person - Lifting tackle (slings/ropes/chain slings etc.) - daily or before every new application
Construction Regulations 24/Electrical Machinery Regulations 9 & 10/ Electrical Installation Regulations	Inspection & Maintenance of Electrical Installation & Equipment (including portable electrical tools)	Competent person appointed in writing to inspect/test the installation and equipment. Written Proof of Competence of above appointee available on Site. Inspections: - Electrical Installation & equipment inspected after installation, after alterations and quarterly. Inspection Registers kept Portable electric tools, electric lights and extension leads must be uniquely identified/numbered. Weekly visual inspection by User/Issuer/Storeman. Register kept.
Construction Regulations 25	Use of temporary storage of flammable liquids on construction site	Flammable liquids must be stored in a way that it does not cause a fire or explosion hazard, and that the workplace is well ventilated. Suitable notices to be posted.

		falling into water and have a rescue plan in case of such incident happening to prevent drowning.
Construction Regulations 27	Housekeeping	Suitable housekeeping measures must be implemented to reduce the risk of injuries and damage to the structures, machinery, etc. Debris must be removed with a chute from a high place. Construction area must be fenced off.
Construction Regulations 28/ General Safety Regulations 8(1)(a)	Designation of Stacking & Storage Supervisor.	Competent Person/s with specific knowledge and experience designated to supervise all Stacking & Storage Written Proof of Competence of above appointee available on Site
Construction Regulations 29/ Environmental Regulations 9	Designation of a Person to Co- ordinate Emergency Planning and Fire Protection	Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution and fire prevention measures Emergency Evacuation Plan developed: <ul style="list-style-type: none"> - Drilled/Practiced - Plan & Records of Drills/Practices available on-Site Fire Risk Assessment carried out All Fire Extinguishing Equipment identified and on <i>register</i> . Inspected weekly. And inspection register kept. Serviced annually
Construction Regulations 30	Employees Facilities	The Contractor must provide and maintain in hygienic condition facilities for employees that include: <ul style="list-style-type: none"> • Showers (1 for every 15 employees) • Sanitary facilities for each sex (1 for every 30 employees) • Changing facilities for each sex • Sheltered eating areas
General Safety Regulations 3	First Aid	Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed) First Aid freely available Equipment as per the list in the OH&S Act. One qualified First Aider appointed for every 50 employees. (Required where more than 10 persons are employed) List of First Aid Officials and Certificates Name of person/s in charge of First Aid box/es displayed. Location of First Aid box/es clearly indicated.

		Signs instructing employees to report all Injuries/illness including first aid injuries
General Safety Regulations 2	Personal Safety Equipment (PPE)	PPE Risk Assessment carried out Items of PPE prescribed/use enforced Records of Issue kept Undertaking by Employee to use/wear PPE. PPE remains property of Employer, and is not to be removed from the premises GSR 2(4)
General Safety Regulations 9	Inspection & Use of Welding/Flame Cutting Equipment	Competent Person/s with specific knowledge and experience designated to Inspect Electric Arc, Gas Welding and Flame Cutting Equipment Written Proof of Competence of above appointee available on Site All new vessels checked for leaks, leaking vessels NOT taken into stock but returned to supplier immediately Equipment identified/numbered and entered into a register Equipment inspected weekly. Inspection Register kept Separate, purpose made storage available for full and empty vessels

Hazardous Chemical Substances (HCS) Regulations Construction Regulations 25	Control of Storage & Usage of HCS and Flammables	Competent Person/s with specific knowledge and experience designated to Control the Storage & Usage of HCS (including Flammables) Written Proof of Competence of above appointee available on Site Risk Assessment carried out Register of HCS kept/used on Site Separate, purpose made storage available for full and empty containers
Construction Regulations 23	Construction Vehicles and Earth Moving Equipment	Operators/Drivers appointed to: - Carry out a daily inspection prior to use - Drive the vehicle/plant that he/she is competent to operate/drive Written Proof of Competence of above appointee available on Site. Record of Daily inspections kept
General Safety Regulations 13A	Inspection of Ladders	Competent person appointed in writing to inspect Ladders Ladders inspected at arrival on site and weekly thereafter. Inspection's register kept. Application of the types of ladders (wooden, aluminum etc.) regulated by training and inspections and noted in register
General Safety Regulations 13B	Ramps	Competent person appointed in writing to Supervise the erection & inspection of Ramps. Inspection register kept. Daily inspected and noted in register
Asbestos Regulations 2 - 21	Handling, storage, transportation	All applicable requirements as per scope of work; Asbestos regulations 2 - 21

Education & Training



Subject	Requirement
<p>Company OH&S Policy Section 7(1)</p> <p>Company/Site SHE Rules (Section 13(a))</p> <p>Induction & Task Safety Training (Section 13(a))</p>	<p>Policy signed by CEO and published/Circulated to Employees Policy displayed on Employee Notice Boards Management and employees committed. Rules published</p> <p>Rules displayed on Employee Notice Boards Rules issued and employees effectively informed or trained: written proof Follow-up to ensure employees understand/adhere to the policy and rules.</p> <p>All new employees receive SHE Induction Training. Training includes Task Safety Instructions. Employees acknowledge receipt of training. Follow-up to ensure employees understand/adhere to instructions.</p>







General SHE Training (Section 13(a))	All current employees receive specified SHE training: written proof Operators of Plant and Equipment receive specified training Follow-up to ensure employees understand/adhere to instructions.
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Public Safety, Security Measures & Emergency Preparedness

Subject	Requirement
Notices & Signs	Notices & Signs at entrances / along perimeters indicating "No Unauthorized Entry" . Notices & Signs at entrance instructing visitors and non - employees what to do, where to go and where to report on entering the site/yard with directional signs. e.g. "Visitors to report to Office" Notices & Signs posted to warn of overhead work and other hazardous activities. e.g.
Site Safeguarding	General Warning Signs Nets, Canopies, Platforms, Fences etc. to protect members of the public passing / entering the site.
Security Measures	Access control measures/register in operation Security patrols after hours during weekends and holidays Sufficient lighting after dark Guard has access to telephone/ mobile/other means of emergency communication
Emergency Preparedness	Emergency contact numbers displayed and made available to Security & Guard Emergency Evacuation instructions posted up on all notice boards (including employees' notice boards) Emergency contingency plan available on site/in yard Doors open outwards/unobstructed
Emergency Drill and Evacuation	Emergency alarm audible all over (including in toilets) Adequate No. of employees trained to use Fire Fighting Equipment. Emergency Evacuation Plan available, displayed and practiced.

Personal Protective Equipment

Subject	Requirement
PPE needs analysis	Need for PPE identified and prescribed in writing. PPE remain property of Employer, not to be removed from premises GSR 2(4)
Head Protection 	All persons on site wearing Hardhats including Contractors and Visitors (where prescribed)
Foot Protection 	All employees on site wearing Safety Footwear including Gumboots for concrete / wet work and non-slip shoes for roof work. Visitors to wear same upon request or where prescribed

<p>Eye and Face Protection</p> 	<p><u>Eye and Face (also Hand and Body) Protection</u> (Goggles, Face Shields, Welding Helmets etc.) used when operating the following:</p> <ul style="list-style-type: none"> • Angle Grinders • Electric Drills (Overhead work into concrete / cement / bricks) • Explosive Powered tools • Hammers & Chisels • Cutting / Welding Torches • Cutting Tools and Equipment
<p>Hearing Protection</p> 	<p><u>Hearing Protectors</u> (Muffs, Plugs etc.) used when operating the following:</p> <ul style="list-style-type: none"> • Explosive Powered Tools
<p>Hand Protection</p> 	<p><u>Protective Gloves</u> worn by employees handling / using:</p> <ul style="list-style-type: none"> • Cement / Bricks / Chemicals • Hammers & Chisels
<p>Respiratory Protection</p> 	<p>Suitable/efficient prescribed <u>Respirators</u> worn correctly by employees handling / using:</p> <ul style="list-style-type: none"> • Dry cement • Dusty areas • Hazardous chemicals • Angle Grinders
<p>Fall Prevention Equipment</p> 	<p>Suitable <u>Safety harnesses</u> / Fall Arrest Equipment correctly used by persons working on / in unguarded, elevated positions e.g.:</p> <ul style="list-style-type: none"> • Scaffolding • Edge work • Ring beam edges etc. <p>Other methods of fall prevention applied e.g. catch nets</p>
<p>Protective Clothing</p> 	<p>All jobs requiring protective clothing (Overalls, Rain Wear, Welding Aprons etc.) Identified and clothing worn. Disposable overalls when Asbestos is handled.</p>

PPE Issue & Control	<p>Identified Equipment issued free of charge.</p> <p>All PPE maintained in good condition. (Regular checks). Workers instructed in the proper use & maintenance of PPE.</p> <p>Commitment obtained from wearer accepting conditions and to wear the PPE. Record of PPE issued kept on H&S File.</p> <p>PPE remain property of Employer, not to be removed from premises GSR 2(4)</p> <p>Asbestos Regulations, 2001 section 22(b)</p>
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Housekeeping

Subject	Requirement
Scrap Removal System	<p>All items of Scrap/Unusable Off-cuts/Rubble and redundant material removed from working areas on a regular basis. (Daily)</p> <p>Waste removal to comply with Asbestos regulations section 20. Nothing thrown/swept over sides.</p> <p>Scrap disposed of in designated containers/areas</p> <p>Removal from site/yard on a regular basis.</p> <p>Walkways, roadways, doorways to remain unobstructed.</p>
<p>Stacking & Storage</p> <p>(See Section 1 for Designation & Register)</p>	<p><u>Stacking:</u></p> <ul style="list-style-type: none"> * Stable, on firm level surface/base. * Prevent leaning/collapsing * Irregular shapes bonded * Not exceeding 3x the base * Stacks accessible * Removal from top only. <p><u>Storage:</u></p> <ul style="list-style-type: none"> * Adequate storage areas provided. * Functional – e.g. demarcated storage areas/racks/binsetc. * Special areas identified and demarcated e.g. flammable gas, cement etc. * Neat, safe, stable and square. * Store/storage areas clear of superfluous material. * Storage behind sheds etc. neat/under control. * Storage areas free from weeds, litter etc.
Waste Control/Reclamation	<p>Re-usable off-cuts and other re-usable material removed daily and kept to a minimum in the work areas.</p> <p>All re-usable materials neatly stacked/stored in designated areas. (Nails removed/bent over in re-usable timber).</p> <p>Issue of hardware/nails/screws/cartridges etc. controlled and return of unused items monitored.</p>
Contractors (Housekeeping)	Contractors required to comply with Housekeeping requirements.

Working at Heights

Subject	Requirement
Openings	Unprotected openings adequately guarded/fenced/barricaded/catch nets installed
Roof work	Roof work discontinued when bad/hazardous weather Fall protection measures (including warning notices) when working close to edges or on fragile roofing material Covers over openings in roof of robust construction/secured against displacement

Scaffolding / Formwork / Support Work

Subject	Requirement
Access/System Scaffolding	<ul style="list-style-type: none"> • Foundation firm / stable • Sufficient bracing. • Tied to Structure/prevented from side or cross movement • Platform boards in good condition/sufficient/secured. • Handrails and toe boards provided. • Access ladders / stairs provided. • Area/s under scaffolding tidy. • Safe/unsafe for use signs • Complying with OH&S Act/SABS 085
Free Standing Scaffolding	<ul style="list-style-type: none"> • Foundation firm / stable • Sufficient bracing. • Platform boards in good condition/sufficient/secured. • Handrails and toe boards provided. • Access ladders / stairs provided. • Area/s under scaffolding tidy. • Safe/unsafe for use signs • Height to base ratio correct • Outriggers used /tied to structure where necessary • Complying with OH&S Act/SABS 085
Mobile Scaffolding	<ul style="list-style-type: none"> • Foundation firm / stable • Sufficient bracing. • Platform boards in good condition/sufficient/secured. • Handrails and toe boards provided. • Access ladders / stairs provided. • Area/s under scaffolding tidy. • Safe/unsafe for use signs
Mobile Scaffolding	<ul style="list-style-type: none"> • Wheels / swivels in good condition • Brakes working and applied. • Height to base ratio correct. • Outriggers used where necessary • Complying with OH&S Act/SABS 085

Edges & Openings	<ul style="list-style-type: none"> • Edges barricaded to acceptable standards. • Manhole openings covered / barricaded. • Openings in floor / other openings covered, barricaded/fenced. • Stairs provided with handrails.
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Ladders




Subject	Requirement
Physical Condition / Use & Storage	<ul style="list-style-type: none"> • Stepladders - hinges/stays/braces/stiles in order. • Extension ladders - ropes/rungs/stiles/safety latch/hook in order. • Extension / Straight ladders secured or tied at the bottom / top. • No joined ladders used • Wooden ladders are never painted except with varnish • Aluminum ladders NOT to be used with electrical work • All ladders stored on hooks / racks and not on ground. • Ladders protrude 900 mm above landings / platforms / roof. • Fixed ladders higher than 5 m have cages/Fall arrest system

Electricity (as part of, or additional to the manual “Safety & Switching Procedures for Electrical Installations” - see attached document)

Subject	Requirement
Electrical Distribution Boards & Earth Leakage	<ul style="list-style-type: none"> • Color coded / numbered / symbolic sign displayed. • Area in front kept clear and unobstructed. • Fitted with inside cover plate / openings blanked off / no exposed “live” conductors / terminals/Door kept close • Switches / circuit breakers identified. • Earth leakage protection unit fitted and operating. • Tested with instrument: Test results within 15 – 30 milliamps • Aperture/Opening/s provided for the plugging in and removal of extension leads without the need to open the door • Apertures and openings used for extension leads to be protected against the elements and especially rain.
Electrical Installations & Wiring	<p>Temporary wiring / extension leads in good condition / no bare or exposed wires. Earthing continuity / polarity correct:</p> <p>Looking at the open connectors to connect the wiring, the word “Brown” has the letter ‘R’ in it, so the b’R’own wire connects to the ‘R’ight hand connector. “Blue” has the letter ‘L’ in it, so the b’L’ue wire connects to the ‘L’eft hand connector.</p> <p>Cables protected from mechanical damage and moisture.</p> <p>Correct loading observed e.g. no heating appliance used from lighting circuit etc. Light fittings/lamps protected from mechanical damage/moisture.</p>

	Cable arrestors in place and used inside plugs
Physical condition of Electrical Appliances & Tools	<p>Electrical Equipment and Tools: (includes all items plugging in to a 16 Amp supply socket)</p> <p>Insulation / casing in good condition.</p> <p>Earth wire connected/intact where not of double insulated design</p> <p>Double insulation mark indicates that no earth wire is to be connected.</p> <p>Cord in good condition/no bare wires/secured to machine & plug.</p> <p>Plug in good condition, connected correctly and correct polarity.</p>

Emergency and Fire Prevention and Protection

Subject	Requirement
<p>Fire Extinguishing Equipment</p> 	<p>Fire Risks Identified and on record The correct and adequate Fire Extinguishing Equipment available for: Offices General Stores Flammable Store Fuel Storage Tank/s and catchment well Where flammable substances are being used / applied. * Equipment Easily Accessible</p>
<p>Maintenance</p>	<p>Fire equipment checked minimum monthly, serviced yearly</p>
<p>Location & Signs</p>	<p>Fire Extinguishing Equipment: Clearly visible Unobstructed Signs posted including “No Smoking” / “No Naked Lights” where required. (Flammable store, Gas store, Fuel tanks etc.)</p>
<p>Storage Issue & Control of Flammables (incl.</p> 	<p>Storage Area provided for flammables with suitable doors, ventilation, bund etc. Flammable store neat / tidy and no Class A combustibles. Decanting of flammable substances carried out in ignition free and adequately ventilated area. Container bonding principles applied Only sufficient quantities issued for one task or one day’s usage Separate, special gas cylinder store/storage area. Types of Gas Cylinders clearly identified as well as the storage area and stored separately. Full cylinders stored separately from empty cylinders. All valves, gauges, connections, threads of all vessels to be checked regularly for leaks. Leaking acetylene vessels to be returned to the supplier IMMEDIATELY.</p>
<p>Storage, Issue & Control of Hazardous Chemical Substances (HCS)</p> 	<p>HCS storage principles applied: products segregated Only approved, non-expired HCS to be used Only the prescribed PPE shall be used as the minimum protection Provision made for leakage/spillage containment and ventilation Emergency showers/eye wash facilities provided HCS under lock & key controlled by designated person Decanted/issued in containers as prescribed with information/warning labels Disposal of unwanted HCS by accredited disposal agent No dumping or disposal of any HCS on or inside the storage area or anywhere else on the project site All vessels or containers to be regularly checked for leaks</p>

Tools

Subject	Requirement
Hand Tools	<p><u>Shovels / Spades / Picks:</u></p> <ul style="list-style-type: none"> • Handles free from cracks and splinters • Handles fit securely • Working end sharp and true <p><u>Hammers:</u></p> <ul style="list-style-type: none"> • Good quality handles, no pipe or reinforcing steel handles. • Handles free from cracks and splinters • Handles fit securely <p><u>Chisels:</u></p> <ul style="list-style-type: none"> • No mushroomed heads / heads chamfered • Not hardened • Cutting edge sharp and square <p><u>Saws:</u></p> <ul style="list-style-type: none"> • Teeth sharp and set correctly • * Correct saw used for the job
Explosive Powered Tools.	<ul style="list-style-type: none"> • Only used by trained / authorized personnel. • Prescribed warning signs placed / displayed where tool is in use. • Work area must be properly isolated/demarcated during use of tool. • Inspected at least monthly by competent person and results recorded. • Issue and return recorded including cartridges / nails and unused cartridges / nails / empty shells recorded. • Cleaned daily after use.

Transport & Materials Handling Equipment

Subject	Requirement
Site Vehicles	<p>All Site Vehicles, Dumpers, Bobcats, Loaders etc.; checked daily before use by driver / operator.</p> <p>Inventory of vehicles used/operated on site</p> <p>Inspection by means of a checklist / results recorded.</p> <p>No persons riding on equipment not designed or designated for passengers.</p> <p>Site speed limit posted, enforced and not exceeded.</p> <p>Drivers / Operators trained / licensed and carrying proof.</p> <p>No unauthorized persons allowed to drive / operate equipment.</p>

Site Plant and Machinery

Subject	Requirement
Brick Cutting Machine	Operator Trained. Only authorized persons use the machine. Emergency stop switch clearly marked and accessible. Area around the machine dry and slip/trip free/clear of off-cuts All moving drive parts guarded/electrical supply cable protected Operator using correct PPE - eye/face/hearing/foot/hands/body.
Electric Arc Welder	Welder Trained. Only authorized / trained persons use welder. Earth cable adequately earthed to work. Electrode holder in good condition/safe Cables, clamps & lugs/connectors in good condition. Area in which welding machine is used is dry/protected from wet. Welder using correct PPE - eye/ face/foot/body/respirator. Correct transparent screens & warning signs placed
Concrete Mixer / Batch Plant	Top platform provided with guardrails. Dust abatement methods in use. Operators using correct PPE - eye / hands / respirators. All moving drive parts guarded. Emergency stops identified / indicated and accessible. Area kept clean/dry/and free from tripping and slipping hazards. Operator's overseer identified and crane signals displayed and used.

Plant & Storage Yards/Site Workshops Specifics

Subject	Requirements
Section 8(2)(1) General Machinery Regulation 2(1): Supervision of the Use & Maintenance of Machinery	Person/s with specific knowledge and experience designated in writing to supervise the Use & Maintenance of Machinery. Critical items of Machinery identified/numbered/placed on register/inventory. Inspection/maintenance schedules for abovementioned. Inspections/maintenance carried out to above schedules. Results recorded.
General Machinery Regulation 9(2): Notices re. Operation of Machinery	Schedule D Notice posted in Work areas.
Pressure Equipment Regulation 13(1)(b): Supervision of the Use & Maintenance of Vessels under Pressure or Pressure Equipment	Person/s with specific knowledge and experience designated in writing to supervise the Use & Maintenance of Pressure Equipment. Pressure Equipment identified/numbered/placed on register/Manufacturers plate intact. Inspection/maintenance carried out according to schedule.

	Results recorded/Test certificates available.
Lock-out Procedure	Lock-out procedure in operation
Ergonomics	Ergonomics survey conducted – results on record. Survey results applied.
Demarcation & Color Coding	Demarcation principles applied All services, pipes, electrical installation, stop-start controls, emergency controls etc. colour coded to own published or SABS standard Employees trained to identify colour coding
Portable & Bench Grinders	Area around grinder clear/trip/slip free Bench grinders mounted securely/grinder generally in good condition/No excessive vibration On/Off switch/button clearly demarcated/accessible Adequate guards in place Tool rest – secure/square/max. 2 mm gap, perpendicular to drive shaft Stone/disk - correct type and size/mounted correctly/dressed Use of Eye protection enforced
Battery Storage & Charging	Adequately ventilated, ignition free room/area/no smoking sign/s Batteries placed on rubber/wooden surface Emergency shower/eye wash provided No acid storage in area Prescribed methods in place and adhered to when charging batteries
Ancillary Lifting Equipment	Chain Blocks/Tirfors/jacks/mobile gantries etc. identified/numbered on register Chains in good condition/links no excessive wear/checked daily Lifting hooks – throat pop marked/safety latch fitted SWL/MML marked/displayed
Presses/Guillotines/ Shears	Only operated by trained/authorised persons Interlocks/lock-outs fitted/PPE worn or used at all times

Workplace Environment, Health and Hygiene

Subject	Requirement
Lighting	Adequate lighting in places where work is being executed e.g. stairwells and basements. Light fittings placed / installed causing no irritating/blinding glare. Stroboscopic effect eliminated (not only reduced) where moving objects or machinery is used
Ventilation	Adequate ventilation / extraction / exhausting in hazardous areas e.g. chemicals / adhesives
Noise	Tasks identified where noise levels exceeds 85 dB at any one time. All reasonable steps taken to reduce noise levels at the source. Hearing protection used where noise levels could not be reduced to below 85 dB.
Heat Stress	Measures in place to prevent heat exhaustion in heat stress problem areas e.g. steel decks, when the WBGT index reaches 30. (See Environmental Regulation 4) Cold drinking water readily available at all times.
Ablutions	Sufficient hygiene facilities provided - 1 toilet per 10 employees (National Building Regulations prescribe chemical toilets for Construction sites) Toilet paper available. Sufficient showers provided. Facilities for washing hands provided. Soap/cleaning agent available for washing hands. Means of drying hands available. Lock-up changing facilities / area provided. Ablution facilities kept hygienic and clean.
Eating / Cooking Facilities	Adequate storage facilities provided. Weather protected eating area provided, separate from changing area. Refuse bins with lids provided. Facilities kept clean and hygienic.
Pollution of Environment	Measures in place to minimize dust generation. Accumulation or littering of empty cement pockets, plastic wrapping / bags, packing materials etc. prevented. Spillage / discarding of oil, chemicals and diesel into storm water and other drains or into existing or newly dug holes/cavities on site expressly prohibited.

Hazardous Chemical Substances	All substances identified and list available e.g. acids, flammables, poisons etc. Material Safety Data Sheets (MSDS) indicating hazardous properties and emergency procedures in case of incident on file and readily available. Substances stored safely. Expiry dates meticulously checked where applicable.
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The principal Contractor must request, study, understand, review and adopt the existing correctional services policies rules and regulations that are available on this link http://www.dcs.gov.za/?page_id=172. The Principal Contractor must therefore ensure that all necessary health and safety provisions are catered for in terms of the Employers existing or implied health and safety policies. In all activities the PC must therefore provide

- a safe place of work
- provide safe plant and equipment
- provide a safe system of work
- provide competent criminal record free employees including the provision of adequate supervision, instruction and training

In order to implement these safety requirements, the Principal Contractor must (provide a plan that indicates how he/she will deal with the following items) as applied to his own work and that of subcontractors and suppliers (Contractors):

- Follow the principal or health and safety liason (Prison) or representative's health and instructions at all times
- Report arrival and departure from site always to the Health and Safety liason (Prison) or representative. Overtime work if any must be budgeted for in the tender document and undertaken only upon written approval by the Prison facility
- Discuss the proposed works programme, layout of services, workplace equipment functions and disturbance levels (noise etc), placement of equipment with the prison facility and principal agent and seek approval thereof in writing
- request, study, understand review, adopt and implement the existing health and safety provisions
- Present, discuss and seek approval from the prison for the emergency plan procedures

- Present, discuss and seek approval from the Prison Manager for the Contractor/s security plan
- Provide the Prison Manager with the project hazard identification and risk assessment profile in a tabulated format and obtain written approval thereof
- Carry out regular audits and inspections and report findings to the Prison Manager via the Agent
- Liaise with the Prison 's health and safety officers or Prison Manager at all times regarding the execution of the works, the impact on the daily activities of the Prison as well as the adequacy of the health and safety provisions thereof.
- Obtain sign off for access and ingress prior to the commencement of work activities.
- Report suspected or actual hazards to the Prison 's health and safety liaison or representative and/or Prison Manager immediately
- Report the presence of unknown persons on site immediately
- Report work-related injuries or near miss or concerning incidents to the health and safety agent and health and safety representative or liason and complete requisite paperwork
- Cooperate with the Prison Manager and other members of the management team, the health and safety representative and liason, health and safety committee members (where applicable) – at all times
- Conduct ongoing and “refresher” training concerning health and safety on site to workers and prison facility staff
- Provide and maintain a functional Prison environment where the staff, and visitors are not exposed to hazards
- Request for the clients list of notifiable diseases and periods of exclusion thereof e.g., COVID 19

DECLARATIONS

To this end, the health and safety plan must contain an express declaration that the Principal Contractor/ Contractor has received, studied, reviewed and discussed the designs and specification information listed below⁶

Document Type	Declaration	Principal Contractor /Contractor Name Surname & Signature	Drawing/Document No's
Bills of Quantities	I have obtained, studied, reviewed, discussed, filed, will use and update		
Building Condition Assessment	I have obtained, studied, reviewed, discussed, filed, will use and update		
Structural Survey	I have obtained, studied, reviewed, discussed, filed, will use and update		
Demolition's drawings	I have obtained, studied, reviewed, discussed, filed, will use and update		
Architectural Drawings	I have obtained, studied, reviewed, discussed, filed, will use and update		
Structural drawings	I have obtained, studied, reviewed, discussed, filed, will use and update		
Electrical Drawings	I have obtained, studied, reviewed, discussed, filed, will use and update		
Plumbing and Drainage drawings	I have obtained, studied, reviewed, discussed, filed, will use and update		
Finishes schedules	I have obtained, studied, reviewed, discussed, filed, will use and update		
Detail and fixing drawings	I have obtained, studied, reviewed, discussed, filed, will use and update		

⁶ In signing the mandatory agreement, the Contractor agrees that he has been furnished with all design information required of him to commence with the works and that he has reviewed the designs

The Principal Contractor shall demonstrate to the Client's Health and Safety Agent that they have the necessary competencies and resources to carry out the work safely. In this respect, the health and safety plan must be accompanied by priced health and safety Bills of Quantities – (refer to attached health and safety bills of quantities) that cater for the provision of adequate health and safety during construction. If a health and safety budget was submitted at tender a breakdown is required

Adequate health and safety can only be achieved on this construction site if all stakeholders adopt the participative approach, that is, if everyone buys into the health and safety management plan. In order for this project to achieve this primary goal the health and safety of all, i.e., Contractor's employees, consultants, prison community, etc must be catered for in accordance to the requirements demands and obligations of the Occupational Health and Safety Act, 85 of 1993 and the Construction Regulations, 2014. As a primary measure the Contractor must issue a printed health and safety motto in English, Afrikaans and IsiXhosa to everyone who will enter the site that reads as follows:

My Health and Safety on and off the site is my responsibility, The Health and Safety of everyone on site is everyone's responsibility, everyone must report. Unsafe Acts or incidents and Unsafe Conditions to their superior immediately

It is critical for the Contractor to familiarize him/herself with the site and any other unique attributes that are present prior to preparing the Health and Safety plan in response to this specification. To this end, the health and safety plan must contain a declaration of a confirmed site visit by the Principal Contractor/Contractor.

LEGAL APPOINTMENTS REQUIRED FOR THIS PROJECT

The contracting organization is deemed to have the following designated personnel (table below). The competencies of these personnel (CV's and Certified qualification certificates) must be submitted to the agent for review and thereafter filed in the site Health and Safety plan and file bundle.

ITEM	CONSTRUCTION REGULATION	APPOINTMENT	RESPONSIBLE PERSON	REQUIRED
1.	5(1)(h)	Principal Contractor has adequate competencies and resources	Client / Agent	OHS budget and project specific organogram, CVs & qualifications
2.	6	Designer	Client / Agent	Appointment letters, CVs, qualifications incl temporary works
3.	7(1)(c)(v)	Contractor	Principal Contractor	Appointment letters
4.	7(2)(c)	Contractor / Sub-Contractor	Contractor	Appointment letters, CVs, qualifications incl temporary works
5.	8(1)	Construction Manager	Principal Contractor	Appointment letters, CVs, qualifications x 1
6.	8(2)	Assistant Construction Manager	Principal Contractor	Appointment letters, CVs, qualifications x 1
7.	8(6)	Construction Safety Officer	Principal Contractor & Contractor	Appointment letters, CVs, qualifications x 1
8.	8(7)	Construction Supervisor	Construction Manager	Appointment letters, CVs, qualifications for each activity
9.	8(8)	Assistant Construction Supervisor	Principal Contractor & Contractor	Appointment letters, CVs, qualifications for each activity
10.	9(1)	Person to carry out risk assessment	Principal Contractor & Contractor	Appointment letters, CVs, qualifications. Experience in previous similar projects
11.	9(4)	Trainer/Instructor	Principal Contractor & Contractor	Appointment letters, CVs, qualifications

12.	10(1)(a)	Fall protection officer	Principal Contractor & Contractor	Appointment letters, CVs, qualifications. Experience in previous similar projects
13.	11(2)	Competent structure inspector	Owner	Appointment letters
14.	6(2) & 12(1)	Temporary Works Designer	Principal Contractor & Contractor	Appointment letters, CVs, qualifications
15.	12(2)	Temporary Works Supervisor	Principal Contractor & Contractor	Appointment letters, CVs, qualifications
16.	13(1)(a)	Excavation supervisor	Principal Contractor & Contractor	Appointment letters, CVs, qualifications
17.	13(2)(b)(ii)(bb)	Professional engineer or technologist	Principal Contractor & Contractor	Appointment letters, CVs, qualifications
18.	13(2)(k)	Explosives expert	Principal Contractor & Contractor	N/A
19.	14(1)	Supervisor demolition work	Principal Contractor & Contractor	Appointment letters, CVs, qualifications
20.	14(2) + (3)	Demolition expert	Principal Contractor & Contractor	N/A
22.	16(1)	Scaffold supervisor	Principal Contractor & Contractor	Appointment letters, CVs, qualifications. Experience in previous similar projects
24.	17(2)(c)	Compliance plan developer	Principal Contractor & Contractor	Appointment letters, CVs, qualifications. Experience in previous similar projects

In addition, the organization must provide an organogram for the works. The organisation must indicate the hierarchy of roles and responsibilities for this project based on the requirements indicated below

PARTY IN PROJECT ORGANOGRAM	RESPONSIBILITIES	REQUIRED
OHS Agent	The Agent shall ensure that the Principal Contractor, appointed in terms of Construction Regulation 5(1) (k), implements and maintains the agreed and approved Health and Safety Plan. Failure on the part of the Client or Agent to comply with this requirement will not relieve the Principal Contractor from any duties under the Act and Regulations.	Periodic audits and document verification twice a month on dates indicated by the Agent
Principal Contractor	The Chief Executive Officer of the Principal Contractor in terms of Section 16 (1) of the OHS Act to ensure that the Employer (as defined in the Act) complies with the Act.	The pro forma Legal compliance Audit may be used for this purpose by the Principal Contractor or his/her appointed Contractor.
Person responsible for Health and Safety Section 16(2)	OHS Act (85 /1993), Section 16 (2) appointee/s as detailed in their respective appointment forms shall regularly, in writing, report to management on health and safety matters or deviations identified during routine or ad hoc inspections/ audits.	All reports shall be made available to the Principal Contractor to become part of their site records (Health & Safety File).
Construction Manager Or Assistant	The Construction Manager and Assistant Construction Supervisor/s appointed in terms of Construction Regulation 8 shall regularly, in writing, report to their managers on health and safety matters or deviations identified during inspections.	All reports shall be made available to the Principal Contractor to become part of site records (Health & Safety File).
SHE Representatives	All Health and Safety Representatives (SHE-Reps) shall act and report as per Section 18 of the OHS Act. She Representatives shall inspect and monitor activities on a daily basis and report findings to the Client and Health and Safety manager immediately. These safety representatives have the right to stop any unsafe work or work due to unsafe conditions	Report findings and reasons and make available in health and safety file

The appointed Principal Contractor shall submit to the Client his project- and site-specific Occupational Health and Safety Plan and H&S File for evaluation and approval at least 30 working days prior to his intended commencement of the works. Once the Principal Contractor's H&S Plan and H&S File has been approved for implementation, H&S Compliance Monitoring and monthly Audits of the Principal Contractor's performance will be carried out at least once a month. To this end the Principal Contractor must submit a template of its own internal compliance audit checklist for consideration and approval by the client's agent.

The Client is required to stop work which is not in accordance with the approved H&S Plan or which poses a threat to the health and safety of persons. Any delays and other costs incurred by the Principal Contractor resulting from non-compliance(s) to OHS legal and contractual obligations will be at the Principal Contractor's expense and no claims will be entertained in this regard. The OHS act together with its applicable Regulations forms part of this project- and site-specific Occupational Health and Safety Specification.

HAZARD IDENTIFICATION AND RISK ASSESSMENT

The risk assessment should include the following:

- (a) the identification of the risks and hazards to the health and safety to which persons (staff, workers, consultants, prisoners) may be exposed;
- (b) the analysis and evaluation of the hazards identified;
- (c) a documented plan and safe working procedures to mitigate, reduce or control the risks identified; and
- (d) The monitoring and review plan of the risks and hazards.
- (e) The relevant personal protective equipment or clothing.

Access and Site Establishment

Access to the site shall be through controlled access managed by permanent traffic accommodation officers. The attention of the worker or visitor must be drawn to a

site notice board with contains a map of the site. The map must clearly indicate the safe zones and current work zones and the means to access to the site office. The notice board must contain a list of site rules. Rule no.1 shall read, "**Report to the site office**". The site office establishment shall be on level ground in a location that is as far away as reasonably practicable from the works. The Principal Contractor must install a permit system for access and egress to and from the site. As a result, **the Principal Contractor and his work staff are limited to the construction site only.** If the Principal Contractor or his/her workforce is found beyond the demarcated boundaries of the site they will be trespassing on the client's property. The Client reserves the right to apply a trespassing fee of **R 2 000.00** rand per person found trespassing.

Environment

The Contractor must abide by the strict environmental management objectives that the Client abides by as per the National Environmental Management Act⁷. The Principal Contractor shall ensure that the management of the works is complimentary and supportive of the client's objectives. The Contractor must as far as is reasonably possible ensure that there is minimal, dust, waste, hazardous chemical substances and flammable substances on or stored on site. Waste shall be sorted by type, securely stored on site, and disposed of routinely in an approved manner. Any leaks or spills of hazardous chemical substances shall be cleaned up immediately using appropriate spill clean-up kits provided and maintained by the Principal Contractor. If leaks or spills take place on soil then the contaminated soil shall be removed. The clean-up of hazardous chemical substances will generate hazardous waste which shall be disposed of in an approved manner. Nothing contained in or omitted from this concise specification, or the client's Environmental policy shall relieve the Principal Contractor of any of his/her obligations or liabilities as stated in the National Environmental Management Act (Act 107 of 1998). As a result, the Contractor must, using and Environmental Management Plan clearly demonstrate how s/he will deal with aspect of the works.

⁷ Act 107 of 1998

Traffic Accommodation

The Principal Contractor shall ensure that normal operations including access and egress remain operational. Should there be a need for abnormal work or loads that require unique road usage the Principal Contractor must apply for a road closure permit/s were applicable. This application must be submitted 5 working days before such event. To this end the Principal Contractor must always ensure that vehicles and pedestrian traffic is effectively and efficiently accommodated. Where necessary the Principal Contractor shall isolate the construction activities from the client's activities using SABS approved construction safety fencing and prominently displayed information and warning signs (and flagmen where required). The construction safety fencing shall be secured in such a manner that it will not be displaced by more than 150mm (in the vertical or horizontal plane) when a force of **2 KN** (approx. 204 kg) is applied to it. Provision may need to be made to 'open' the construction safety fencing in order to allow the Clients vehicle traffic through. Information signs shall include information relating to deviations or alternate routes due to the construction activities. Warning signs shall include those relating to overhead work, work at height, noise, construction vehicles, mobile plant and machinery in operation. Traffic accommodation as stated by the South African Road Traffic Signs Manual (SARTSM), Volume 2, Chapter 13, (Roadwork's: published by the Government Printing Works) must be observed for any construction activity that is related to this project. A traffic accommodation officer should be positioned to deal with traffic.

Compulsory Personal Protective Equipment and Clothing

The Principal Contractor shall ensure that all persons (entering and or working on the site) are wearing at least the following SANS approved Personal Protective Equipment and Protective Clothing that are in a good condition:

- Hard hat;
- Snake Gaiters where there is a risk of snake bites
- Overalls with a permanent name tag;

- Safety shoes, and
- Hi-viz reflective zip-up vest
- Hand Sanitizer with at least 70% alcohol in all work sections
- COVID 19 Mask

All other Personal Protective Equipment and Protective Clothing to be provided and maintained as identified in Principal Contractors' and any (Sub-)Contractors' or suppliers' Risk Assessments. Spares must be kept on site for workers, impromptu visits by the Client or his representative/s.

Summary of Health and Safety Obligations and Duties

The Principal Contractor and each Contractor working on the site must prepare a Health and Safety Plan to address and manage all applicable sources of risk as per items identified above as well as any other sources of risk which will or may be identified during the Contractor's own risk assessments. The Principal Contractor shall incorporate these into a single Health and Safety Plan for the execution of the works. Should any further risks be identified in the course of the construction work, such risks must be assessed and addressed in the amended Health and Safety Plan/s which must then be submitted to the clients for approval.

- The Principal Contractor shall keep, and on demand make available, a copy of health and safety laws on site at all times and in addition to that he/she will introduce and maintain a file titled "Health and Safety File", or other record in permanent form, which shall contain all relevant aspects and information as contemplated in the Construction Regulations.
- He/she will make this file available to the Client, DoI or his representative whenever necessary or on request to an interested party
- Provide a budget for health and safety
- The project under control of the Principal Contractor shall be subject to periodic health and safety audits that will be conducted by the Client at intervals agreed

upon between the Principal Contractor and the Client, provided such intervals will not exceed periods of one month.

- The Principal Contractor is to ensure that he/she and all persons under his control on the construction site shall adhere to the above specifications.
- The Principal Contractor should note that he/she shall be held liable for any anomalies including costs and resulting deficiencies due to delays caused by non-conformance and/or non-compliance to the above Health and Safety Specifications and the Health and Safety Plan based on these specifications.

In brief, the Health and Safety Plan⁸ must address the following matters:

Legal appointments required by the Act and any Regulations under the Act.

Procedures for compliance with all requirements of the Act and in particular Sections 8 and 9 of the Act.

Undertaking and procedure to stop any work which endangers the safety or health of any person.

System for recording and reporting of incidents both internal and external to the Department of Labour.

Copy of the Act and its Regulations to be kept on the site and to be readily available to employees.

Incident register to be kept on the site.

Employment of only persons who are competent and have the necessary knowledge, training, qualifications and experience to perform the required construction work safely and effectively.

Appointment of only competent, knowledgeable, trained, qualified and experienced persons to supervise the construction work.

Procedures and arrangements for first aid facilities on the site.

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Contractor to Note: The Health and Safety File will remain the property of the Client and/or its Agent on its behalf throughout the period of the project and shall be consolidated and handed over to the Client and/or its Agent on its behalf at the time of completion of the project.

Procedures and arrangements for prompt reporting of injuries and other losses/incidents.

Emergency plans to deal effectively with potential site emergencies.

Use of effective processes for the identification and close out of root causes of incidents and accidents.

Attendance by all Contractors of monthly site health and safety meetings.

Demonstration by all Contractors of their health and safety monitoring and auditing systems to ensure compliance with their Health and Safety Plans, as part of their Health and Safety Plans.

Effective site health and safety induction programme for all workers on the site

Additional duties of Principal Contractor

- a. The Principal Contractor must notify the Department of Labour of the intention to carry out construction work.
- b. The Principal Contractor must coordinate the activities of all Contractors and sub-Contractors in the interests of health and safety.
- c. The Principal Contractor must carry out all other duties described in Regulation 5 of the Construction Regulations 2014.
- d. The Principal Contractor must register in terms of the Compensation for Occupational Injuries and Diseases Act or any other compensation fund approved by the Commissioner for its workmen, and provide to the Client proof thereof and also that it is in good standing with the Compensation Commissioner or approved insurer.

Health and Safety File Index Guide

- i. Police Clearance certificates for staff members and non sex offender status certification
- ii. Details of the client, that is the person commissioning the construction work, for example their name, representative and contact details;
- iii. Details of the Principal Contractor;
- iv. Details of the construction project, for example address of the workplace, anticipated start and end date and a brief description of the type of construction work that the H&S plan will cover;
- v. Details on how sub-Contractors will be managed and monitored, including how the Principal Contractor intends to implement and ensure compliance

with the H&S plan such as checking on the performance of subcontractors and how non-compliance will be handled; and

- vi. Details on how the risks associated with falls, falling objects, moving plant, electrical work and all high-risk construction work that will take place on a construction project will be managed.
- vii. Copy of OH&S Act (updated) (General Administrative Regulation 4.)
- viii. Proof of Registration and good standing with a COID Insurer (Construction Regulation
- ix. Project organogram
- x. Record of survey – contraband, tools etc
- xi. Appointments – in terms of the Construction Regulations
- xii. Notification of Construction Work
- xiii. H&S Specifications
- xiv. H&S Plan – Principal Contractor, Contractor & Sub-Contractors
- xv. Proof of Periodic Audits
- xvi. List of all Contractors (accountable to Principal Contractor) on site
- xvii. Contractor Agreements
- xviii. Type of work done on site (Scope of Works as per the Tender)
- xix. Health and safety budget as tendered (Preliminaries and General)
- xx. Records of drawings (Architectural, civil etc), designs, materials used and similar information concerning the completed structure
- xxi. Input by Construction Safety Officer
- xxii. Risk Assessment
- xxiii. Copy of Risk Assessment
- xxiv. Proof of H&S Induction Training
- xxv. Proof of training on Hazards and Work-Related Procedures
- xxvi. Fall Protection Plan
- xxvii. Designer notice to Contractor of dangers and hazards relating to construction work
- xxviii. Drawing's
- xxix. Records of Inspections of structures
- xxx. Method Statement
- xxxi. Operational Compliance Plan
- xxxii. Certificates, design calculations, sketches and test results
- xxxiii. Examination results
- xxxiv. Register for control of cartridges/nails studs – explosive powered tools
- xxxv. Record of Temporary Electrical Installation Inspections
- xxxvi. Record of Electrical Machinery Inspections
- xxxvii. Proof of Training
- xxxviii. Evacuation Plan
- xxxix. H&S Rep & Committee Members details
- xl. H&S Committee Meetings' Minutes
- xli. Other appointments in terms of H&S Act
- xlii. Details of Inspections (by DoL)
- xliii. Recording and Investigation of Incidents
- xliv. Action taken on all incidents
- xlvi. Certificates of Competency in First Aid
- xlvi. Record of Medical Surveillance

xlvi. Proof of compliance with Major Hazard Installation requirements

Agreement Framed In Terms of Section 37 (2) of the Occupational Health and Safety Act

PREAMBLE

(Note that where the term Contractor is used in this document this shall also be taken to mean Principal Contractor where applicable.)

Nothing contained in or omitted from this Health and Safety Specification, or the Health and Safety Plan based on this specification, shall relieve the Principal Contractor of any of its obligations or liabilities. The Client shall not be liable for any civil claim because of anything contained in or omitted from this Health and Safety Specification.

The Contractor and his/her witnesses are to sign two copies, initial each page and return these copies to the clients Health and Safety Agent.

I, the undersigned, in my capacity as the authorised officer of, and as such representing the under mentioned contracting firm, hereby acknowledge that I have read and understood the attached site specific health and safety specification for the project and confirm that I, as well as my construction supervisor have studied, reviewed and discussed the project designs and specifications as provided by the relevant experts for the project to enable us to allow for all health and safety requirements. Having read and understood the specification and designs we hereby confirm that I /we agree to abide by these regulations in all respects. I/we acknowledge that I am a mandatory in terms of the Occupational Health and Safety Act and agree to comply with the Act and Safety Regulations. To this end, I will comply in full with the Occupational Health and Safety Act and in particular with the Construction Regulations 2014.

The Contractor hereby indemnifies the Client and Health and Safety Agent against any liability, loss, claim or proceedings whatsoever, whether arising in Common Law or by Statute; consequent personal injuries or the death of any person whomsoever (including claims by employees of the Contractor and their dependents); or

consequent loss of or damage to any moveable or immoveable property arising out of or caused by or in connection with the execution of the Contractor's contract with the Company.

The Contractor agrees:

- To ensure all employees receive the necessary training before commencing work and carry such proof of training with them.
- To ensure provision of welfare facilities as per Construction Regulation 28.
- To provide the Client with a fully documented Safety, Health and Environment (SHE) plan and specifications.
- To provide risk assessments, safe work procedures and method statements.
- To provide first aid facilities and first aiders as per General Safety Regulations.
- To comply with the hazardous chemical substance regulations and where applicable lead and asbestos regulations.
- To comply with environmental requirements as per the environmental impact study and the environmental regulation for workplaces.
- To keep on site the written appointment for supervision of construction work.
- To provide written designation of health and safety representatives and minutes of all meetings, whether site or separate, regarding occupational health and safety.
- To provide all legal safety and health documents and registers as required by the Act and Regulations, including a copy of the Occupational Health and Safety Act.
- To comply with Construction Regulation 22, Electrical Machinery Regulations, and Electrical Installation Regulations regarding temporary electrical installations on site.
- To comply with Construction Regulations relating to construction vehicles.
- To prepare a fully documented fall protection plan.
- To comply with General Safety Regulation 2 regarding protective clothing and equipment.
- To report all incidents and accidents and occupational diseases as per Section 24 of the OHS Act and Regulation 6 of the General Administrative Regulations.
- To comply with the General Safety Regulations

- This should be read in conjunction with Construction Regulation 27 regarding the appropriate measures to be taken to avoid the risk of fire and explosion (see Construction Regulation 27).
- To ensure that when using scaffolding and ladders, he complies with Construction Regulation 10 and others.
- That good housekeeping be done, including monitoring of stacking and storage and temporary storage of flammable materials as per Construction Regulations 25 and 26.
- That where explosive power tools are used, correct training is given, registers kept and precautions exercised.
- That excavation work is done in accordance with Construction Regulation 11.
- That demolition work is done in accordance with Construction Regulation 12.
- That when erecting or using scaffolding, in addition to the Construction Regulation requirements, SANS code 85 is complied with.

SIGNATURE OF PRINCIPAL CONTRACTOR
NAME IN BLOCK LETTERS

WITNESS

NAME IN BLOCK LETTERS

DATE



SIGNATURE OF HEALTH AND SAFETY AGENT (**A MOYO**)

Administrative & Legal Requirements

Subject	Requirements
Notice of carrying out Construction work	Department of Labour notified Copy of Notice available on Site
Copy of OH&S Act (Act 85 of 1993)	Updated copy of Act & Regulations on site. Readily available for perusal by employees.
Registration with Compensation Insurer.	Written proof of registration/Letter of good standing available on Site
H&S Specification & Programme	H&S Spec received from Client and/or its Agent on its behalf OH&S programme developed & Updated regularly
Hazard Identification & Risk Assessment	Hazard Identification carried out/Recorded Risk Assessment and – Plan drawn up/Updated RA Plan available on Site Employees/Sub-Contractors informed/trained
Assigned duties (Managers)	Responsibility of complying with the OH&S Act assigned to other person/s by CEO.
Designation of Person Responsible on Site	Competent person appointed in writing as Construction Supervisor with job description
Designation of Assistant for above	Competent person appointed in writing as Assistant Construction Supervisor with job description
Designation of Health & Safety Representatives	More than 20 employees - one H&S Representative, one additional H&S Rep. for each 50 employees or part thereof. Designation in writing, period and area of responsibility specified in terms of GAR 6 & 7 Meaningful H&S Rep. reports. Reports actioned by Management.

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

Cranes & Lifting Machines Equipment	<p>Competent person appointed in writing to inspect Cranes, Lifting Machines & Equipment</p> <p>Written Proof of Competence of above appointee available on Site.</p> <p>Cranes & Lifting tackle identified/numbered</p> <p>Register kept for Lifting Tackle</p> <p>Log Book kept for each individual Crane</p> <p>Inspection: - All cranes - daily by operator</p> <p>Tower Crane/s - after erection/ 6 monthly</p> <p>Other cranes - annually by comp. person</p> <p>- Lifting tackle (slings/ropes/chain slings etc.) - daily or before every new application</p>
Designation of Stacking & Storage Supervisor.	<p>Competent Person/s with specific knowledge and experience designated to supervise all Stacking & Storage</p> <p>Written Proof of Competence of above appointee available on Site</p>
Designation of a Person to Co-ordinate Emergency Planning And Fire Protection	<p>Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution and fire prevention measures</p> <p>Emergency Evacuation Plan developed:</p> <p>Drilled/Practiced</p> <p>Plan & Records of Drills/Practices available on Site</p> <p>Fire Risk Assessment carried out</p> <p>All Fire Extinguishing Equipment identified and on register.</p> <p>Inspected weekly. Inspection Register kept</p> <p>Serviced annually</p>
First Aid	<p>Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed)</p> <p>First Aid freely available</p> <p>Equipment as per the list in the OH&S Act.</p> <p>One qualified First Aider appointed for every 50 employees. (Required</p>

	<p>where more than 10 persons are employed)</p> <p>List of First Aid Officials and Certificates</p> <p>Name of person/s in charge of First Aid box/es displayed.</p> <p>Location of First Aid box/es clearly indicated.</p> <p>Signs instructing employees to report all Injuries/illness including first aid injuries</p>
Personal Safety Equipment (PSE)	<p>PSE Risk Assessment carried out</p> <p>Items of PSE prescribed/use enforced</p> <p>Records of Issue kept</p> <p>Undertaking by Employee to use/wear PSE</p> <p>PSE remain property of Client, not to be removed from premises GSR 2(4)</p>
Inspection & Use of Welding/Flame Cutting Equipment	<p>Competent Person/s with specific knowledge and experience designated to Inspect Electric Arc, Gas Welding and Flame Cutting Equipment</p> <p>Written Proof of Competence of above appointee available on Site</p> <p>All new vessels checked for leaks, leaking vessels NOT taken into stock but returned to supplier immediately</p> <p>Equipment identified/numbered and entered into a register</p> <p>Equipment inspected weekly. Inspection Register kept</p> <p>Separate, purpose made storage available for full and empty vessels</p>
Inspection of Ladders	<p>Competent person appointed in writing to inspect Ladders</p> <p>Ladders inspected at arrival on site and weekly thereafter. Inspections register kept</p> <p>Application of the types of ladders (wooden, Aluminium etc.) regulated by training and inspections and noted in register</p>
Ramps	<p>Competent person appointed in writing to supervise the erection & inspection of Ramps. Inspection register kept.</p> <p>Daily inspected and noted in register</p>

Baseline Risk Assessment

The following baseline risk assessment is a preliminary risk assessment based on the proposed scope of work. The Principal Contractor must submit a detailed risk assessment which address the items below as a minimum. The principles to be used are as follows:

- elimination
- substitution
- changing work methods/patterns
- reduced or limited time exposure
- engineering controls (e.g. isolation, insulation and ventilation)
- good housekeeping
- safe systems of work
- training and information
- personal protective equipment
- welfare
- monitoring and supervision
- review

Issue	Hazards and Issues	Typical Management and Control Strategies
<p>Accidents that involve staff, inmates, or others present in the facility.</p> <ul style="list-style-type: none"> ■ Accidents that involve the facility or other jail property, including vehicles. ■ Illnesses affecting staff, inmates, or others in the facility because of conditions in the facility eg COVID 19 ■ Violation of the jail's legal duty to protect and provide due care to inmates. 	<ul style="list-style-type: none"> ■ Injury, illness, or death of staff, inmates, and others present in the facility. ■ Health care expenses for injured or ill inmates and workers' compensation benefits for injured staff. ■ Damage to prison property. ■ Loss of valuable employee services because of missed work time and time spent dealing with claims. ■ Lawsuits against the prison to compensate visitors for injuries and the resulting expenses for legal fees and increased insurance premiums. 	<ul style="list-style-type: none"> • elimination • substitution • changing work methods/patterns • reduced or limited time exposure • engineering controls (e.g., isolation, insulation and ventilation)
Riot/Strike or lock out/down	Hazards associated with disorderly conducted e.g. vandalism, breakout	Obtain daily news feed regarding community activities Shutdown and secure site
Fire Protection	Bushfire, property damage, environmental damage	<p>Firefighting equipment such as fire extinguishers, Site clearing (where permitted) Training and induction Liaison and consultation with authorities Liaison and consultation with landowners and councils</p>

Issue	Hazards and Issues	Typical Management and Control Strategies
General building - Concrete Formwork and Reinforcement Brickwork Roof work Tiling Paving Plumbing and Drainage External works	Working at Height Moving Objects Slips, Trips, & Falls Noise Hand Arm Vibration Syndrome Material & Manual Handling Collapse Asbestos	Prevent exposure Substitution Engineering controls PPE Inspection of equipment Use of correctly rated equipment Training Qualified personnel Procedures Minimize required access to height
Protection of the Public - construction workers, staff, students	Excavations Plant and machinery Access to construction sites Vehicle access Hazards associated with welding activities Crossing roads etc Hazards associated with building trades	Security of plant and equipment Signage Barricading and barriers Traffic management Notifications and planning Training of personnel Qualifications of personnel Security personnel Identification of high-risk areas/locations
Power lines and Adjacent Infrastructure Including Underground Power	Induced voltage Touch and Step potential Fault currents Electrical storms and lighting Excavations hitting services	Identification of power lines and underground services Notification to power local authorities and Eskom Supervision Working outside Exclusion zones Procedures for working in storms Earth mats Engineering review of work adjacent to or under power lines Spotters

Issue	Hazards and Issues	Typical Management and Control Strategies
Excavations	Public, personnel and fauna injury Traffic hazards Night-time hazards Underground services such as power, water, telecommunications Pipe damage	Barricading and barriers Notification Minimize open trench Procedures and processes to avoid trench entry Lighting Surveillance and/or security Shoring Minimize trench depth where possible
Lifting of Materials	Falling objects Swinging objects	PPE Inspection of equipment Use of correctly rated equipment Training Qualified personnel Procedures Minimize required access to height
Handling of Chemicals	Spillage Fire Injury Environmental damage	Procedures Compliance with legislative requirements MSDS Correct storage Handling procedures PPE Material handling equipment

Issue	Hazards and Issues	Typical Management and Control Strategies
Site Communication	Lack of understanding of procedures	Meetings Records Newsletters Toolbox meetings Committee Meetings and distribution of minutes Supervisor Meetings Hazard reports/alerts
Incident Reporting and Investigations	Lack of learning from incidents	Reporting procedures Training and induction Training for investigators Records Investigation processes Corrective action database/list Responsibilities assigned
Competency	Incidents and injury Inefficient processes Property and equipment damage	Pre-employment processes Interview and/or reference checks On-the-job evaluation of skills Inductions Development of skills matrices Training records Training programs
Management of Change	Lack of review of implications when changing process and plant	Procedures Review of change implications prior to implementation Communication of change Document control processes Change control register

Issue	Hazards and Issues	Typical Management and Control Strategies
Fitness for Work	Personnel putting themselves and others at risk Impaired judgement	Evaluation of cycle breaks in early stages of project development Fit for Work policies Rehabilitation services Drug and alcohol testing programs Provision of exercise facilities Management of hours of work Management of extremes of climate Camp/accommodation Fatigue minimization measures
Vehicles and Driving	Third party road users Road quality Fatigue Vehicle type and setup Remote travel Terrain Effects of drugs/alcohol	Training, competence, attitude and assessment Work Scheduling Vehicle maintenance Vehicle type, setup and equipment Project vehicle speeds (ROW) Licensing Fit for Work Policy Fatigue management Refer to relevant legislation and statutory authorities
Trip, Slip and Fall Hazards	Uneven ground Access and egress from plant and vehicles	PPE, especially appropriate footwear Awareness Lighting Housekeeping OHS Inspections Use of handrails and ladders

Issue	Hazards and Issues	Typical Management and Control Strategies
Electrical Equipment	Electric shock	Pre-use inspections Earthing Portable RCDs Housekeeping Test and tagging program Tagging and isolation Resuscitation qualified electrical personnel All electric leads kept dry All electric leads kept insulated Avoid live work situations Protect overhead cables Maintain safe clearances – exclusion zones
Use of Plant	Plant defects Pinch points Crush points Noise exposure Dust exposure Rollover	Shut down plant for maintenance Plant risk assessments conducted Plant noise surveys Wheeled plant to be fitted with Roll-Over Protection Sealed cabins PPE and hearing protection
Manual Handling	Crushing injuries Pinch injuries Posture strain Repetitive strain Vibration Hand tools Power tools Load handling	Manual handling training PPE – gloves Hand and power tool training Load handling – team lifting Mechanical devices Team lifting

Important Contact Details

The Principal Contractor is to add all the important contact information about essentials services, support and assistance.

SERVICE	NUMBER	CONTACT PERSON
Hospital		
Ambulance		
Water		
Electricity		
Police		
Fire Brigade		
Engineer		

COVID 19

CORONA VIRUS OUTBREAK

On March 11, 2020, the World Health Organization (WHO) declared that an outbreak of the viral disease COVID 19 – first identified in December 2019 in Wuhan, China – had reached the level of a global pandemic. Citing concerns with “the alarming levels of spread and severity,” the WHO called for governments to take urgent and aggressive action to stop the spread of the virus.

The regulations seek to ensure that we, as a country, implement appropriate measures to contain the outbreak of COVID-19. These measures have far- reaching implications for employers.

On March 15, 2020, the Minister of Co-Operative Governance and Traditional Affairs, designated under Section 3 of the Disaster Management Act, 2002 (act No.57 of 2002), published in Government Gazette No. 43096 the Regulations, setting out the necessary steps to prevent an escalation of the disaster or to alleviate, contain and minimise the effects of the disaster.

Furthermore, the Department of Employment and Labour has appealed to employers to use the prescriptions of the Occupational Health and Safety (OHS) Act of 1993 in governing workplaces in relation to Coronavirus Disease 2019 COVID–19.

The Department wishes to appeal to employers who have not prepared for pandemic events to prepare themselves and their workers as far in advance as possible of potentially worsening outbreak conditions. The Department advises employers to “go back to basics” by conducting hazard identification and risk assessment to determine the level of risk exposure and communicate to all workers.

International human rights law guarantees everyone the right to the highest attainable standard of health and obligates governments to take steps to prevent threats to public health and to provide medical care to those who need it. Human rights law also recognizes the context of serious public health threats and public emergencies

KEY REFERENCES

- Occupational Health and Safety Act No. 85 of 2003 and Regulations (as amended)
- Compensation for Injury and Occupational Diseases Act No. 100 of 1993 (as amended)
- GN R.398 of Government Gazette 43148 under section 3 of the Disaster Management Act, 1957 (Act 57 of 2002) as amended on 25 March 2020 wherein essential services are defined in Annexure B (see Addendum 1)
- Department of Employment and Labour: Covid-19 Guideline
- World Health Organisation (WHO)
- National Institute for Communicable Diseases (NICD) (South Africa)
- Centre for Disease Control and Prevention (CDC) Criteria for Return to Work for Healthcare Personnel with Confirmed or Suspected COVID-19 (Interim Guidance).
- US Centre for Disease Control. Available from: <https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/hcp-return-work.html> (accessed 30 March 2020)
- NICD COVID-19 PUI criteria for testing: <http://www.nicd.ac.za/diseases-a-z-index/covid-19/> (Version 11, 2 April 2020)
- NICD Clinical management of suspected or confirmed COVID-19 disease Version 3 (accessed 30 March 2020) van Someren Gréve F, Ong DSY. Seasonal respiratory viruses in adult ICU patients. Netherlands Journal of Critical Care.
- Risk assessment and management of exposure of health care workers in the context of COVID-19 Interim guidance. World Health Organization. 19 March 2020. Available from: [https://apps.who.int/iris/bitstream/handle/10665/331496/WHO-2019-nCovHW_risk assessment-2020.2-eng.pdf](https://apps.who.int/iris/bitstream/handle/10665/331496/WHO-2019-nCovHW_risk%20assessment-2020.2-eng.pdf) (accessed 30 March 2020)

1.0 COVID-19 POLICY

A Covid-19 Company / Site Policy is required including the objectives per the Health & Safety Act.

1.1 WORK PROCEDURES

- The contractor shall ensure that employees are screened for COVID-19 related symptoms and report such symptoms to a designated person and / or occupational health practitioner prior to entry into the workplace or work area in order for a decision to be made as to the staff member's continued attendance at work.
- At the start of a shift and prior to ending the shift, the Contractors designated persons and / or occupational health practitioner shall check with employees whether they have experienced sudden onset of any of the following symptoms: cough, sore throat, shortness of breath or fever/chills (or 38.0 C measured temperature if this is available at the worksite), in the past 24 hours as outlined in the symptom monitoring sheet. These are the current criteria for the identification of persons under investigation (PUI).
- Should an employee report any of the abovementioned symptoms, the contractor shall immediately provide an employee with a surgical mask and referred to the designated staff at the workplace so that arrangements can be made for COVID-19 testing at the closest testing centre.
- Should an employee report any symptom based on the attached monitoring sheet, s/he the contractor shall provide such employee with a surgical mask and referred to their identified Occupational health service provider, or primary care clinic for further clinical evaluation and requirement for COVID- 19 testing if indicated.
- On receiving their results, the Contractors Occupational Health Service Provider, or Primary Care Clinic supporting the employee shall notify the contractor so that the employee is managed accordingly. The contractor shall proactively take steps to obtain this information to avoid any delays in reporting.
- The contractor shall ensure that the employee shall be managed according to either scenario 1 or 2.
- Scenario 1: worker with a confirmed positive COVID-19 test

- To remain consistent with the advice in the NDOH clinical management of COVID-19 disease Guideline scenario 1 (COVID-19 confirmed in a worker), will require self-isolation of staff member for 14 days after symptom onset (mild cases) and 14 days after clinical stability (severe cases). Should an early return to work policy be needed in future owing to severe workforce shortages, the US CDC criteria may be reconsidered.
- Scenario worker with current flu-like symptoms
- Consider latest NICD and international criteria (US CDC): any staff in with direct COVID-19 contact who develops an acute respiratory infection (e.g. cough, shortness of breath, sore throat) with or without fever or history of fever (e.g. night sweats, chills) is a suspected COVID19 case. Complete NICD PUI form and select appropriate essential worker tick box PLUS notify to NICD. Perform SARS-COV-2 RT-PCR testing. For staff, with a negative RT-PCR test, but high-risk COVID-19 exposure and COVID-19 compatible symptoms, discuss with occupational health/infectious diseases regarding the need for further testing and/or self-quarantine. If an alternate diagnosis is made (e.g., influenza), the criteria for return to work should be based on that diagnosis and duration of infectivity for other respiratory infections.

A positive COVID-19 test in an employee shall require all potential contacts in the prison workplace to be assessed using scenarios 3 or 4

- Scenario 3: High risk, confirmed COVID-19 exposure, asymptomatic. High risk exposure: close contact within 1 metre of a COVID-19 confirmed case for >15 minutes without PPE (no face cover/eye cover) or with failure of PPE and/or direct contact with respiratory secretions of confirmed COVID-19 case (clinical or laboratory). Line manager to assess and confirm COVID-19 exposure risk (if uncertain, refer to WHO tool for assessing exposure risk). Notify exposure to NICD. Staff member to perform daily symptom self-check and complete symptom monitoring form until 14 days since last COVID-19 exposure. If asymptomatic through day 7, consider for return to work, following a negative RT-PCR on day 8
- Scenario Low risk, suspected COVID-19 exposure, asymptomatic. Low risk exposure: 1 metre away from a COVID-19 confirmed case for <15 minutes OR within 1 meter but wearing PPE (face cover, eye cover). Also consider lower risk if COVID case was wearing a surgical mask (source control). Line manager to assess and confirm COVID-19 exposure risk (if uncertain, refer to WHO tool for assessing exposure risk). For low-risk exposures to a confirmed COVID-19 positive case, worker can continue to work with self-monitoring (twice daily temperature and daily symptom check) for 14 days after last COVID-19 exposure. (use symptom monitoring form below)

All employees on returning to work after isolation or quarantine period, should follow general work restrictions that include:

- undergo medical evaluation to confirm that they are fit to work wearing of surgical masks at all times while at work for a period of 21 days from the initial test implement social distancing measures as appropriate (in the case of health workers avoiding contact with severely immunocompromised patients) adherence to hand hygiene, respiratory hygiene, and cough etiquette continued self-monitoring for symptoms, and seek medical re-evaluation if respiratory symptoms recur or worsen

1.2 ROLE PLAYERS TO COVID-19 POLICY & PLAN OF CONTRACTOR

- The Contractor shall establish a COVID 19 committee which shall deal with all COVID 19 related matters which shall inter alia include the handling of cross contamination and infection on-site. The team should also be available for answering workers' concerns and communicating accurate media updates etc concerning the COVID 19
- With employees, site visitors and others coming to site from unknown origins, it is imperative that the Covid-19 plan is drafted with the identification of the care/support individuals to form this team, as these individuals will be required to avail themselves, as per the procedure put into place
- The role-players will also be expected to deal with issues of resources, and maintaining of resources, e.g., using a glove, then re-using a glove is not permitted. Using a glove then taking off a hand where the hand is bare and infecting then the hand is also not correct.

All these controls need monitoring by role-players.

1.3 RISK ASSESSMENT & RISK ASSESSMENT REVIEWS

Planning for COVID-19 involves constantly updating health and safety plans to address the specific exposure risks, sources of exposure, routes of transmission, and other unique characteristics of respiratory infections (i.e., compared to influenza virus outbreaks)

Covid-19 measures require that the HIRA considers how COVID 19 infection may be eliminated or mitigated by

- Not spreading the Virus
- Not cross-contaminating
- Stringent Hygiene Practices
- Supply of COVID 19 PPE
- Good Health Practices at home
- Adequate sanitiser supply at all points of contact i.e., gates

1.4 MEDICALS

The Principal Contractor / Contractors shall include, the following, Covid-19 Health & Safety arrangements in their plans in details

- COVID 19, screening process
- Isolation and Management Process (in the event of suspected or infected cases)
- Isolating employees from hazardous risk areas
- Provide information, instruction and training on Occupational Hygiene & Management;
- Training concerning COVID 19 infection and contamination prevention and control
- Taking off and disposal of correct and identified personal protective equipment (PPE), provide adequate IPC and PPE supplies (masks, gloves, goggles, gowns, hand sanitizer, soap and water, cleaning supplies) in sufficient quantity to healthcare or other staff caring for suspected or confirmed

1.5 PENALTIES TO NON-COMPLIANCE

- The client will apply a penalty of R 1 000 FOR EACH documented non-compliance. A fine of R 5 000 will be charged for repeated non-conformances.