CLIENT HEALTH AND SAFETY SPECIFICATION FOR THE INSTALLATION OF AIR CONDITIONERS

DE005

OCTOBER 10, 2026

Document Control Sheet

DOCUMENT NAME	**SITE SPECIFIC HEALTH AND SAFETY SPECIFICATION (SSHSS)**		
AUTHOR	DEVAC (Pty) Ltd	**DOC NO**	DE005 / RA-01
PROJECT NAME	AIR-CONDITIONERS – Supply, Installation, Testing, Commissioning and Servicing	**COMMENCEMENT DATE**	To be confirmed
ADDRESS / SITE	George Municipality – Directorate Community Services (as per Work Allocation DE005)		
Pr. CHS AGENT	De Munck Menderoi	**WORK ALLOCATION NO**	DE005
SCOPE SUMMARY	Supply, installation, testing and commissioning of 12 000 BTU and 9 000 BTU Midea Extreme inverter split air-conditioning units (indoor & outdoor) including 1-year compressor and parts warranty. Servicing of existing VRV air-conditioning system (inspection, cleaning of units/filters/coils, functional testing, minor adjustments).		
ESTIMATED DURATION	2 months (including pre- and post-construction)		

Signing of the Original Document
We, the undersigned, accept this document as a stable work product to be placed under formal change control as described in our internal Procedure for Controlled Documents.

Original	**Prepared by**	**Reviewed by**	**Approved by**
Date: **10 October 2026**	De Munck Menderoi	Sophia Fanelo	Sophia Fanelo
	Signature	**Signature**	**Signature**

This document must be read together with the Client Baseline Risk Assessment (DE005 / RA-01) and the Technical Specification & Pricing Schedule for Air-Conditioning Equipment.

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INTRODUCTION

A responsible Occupational Health and Safety management system is essential to protect the Client, consultants, contractors, employees, visitors and the public and to provide a work environment that encourages a health and safety culture.

Purpose

The purpose of this Site-Specific Health and Safety Specification (SSHSS / CHSS) is to ensure that all Contractors (Principal Contractor, Contractors, Subcontractors, Service Providers and Suppliers) achieve and maintain an acceptable level of Occupational Health and Safety performance whilst conducting work for or on behalf of George Municipality.

These specifications have been prepared in terms of the Occupational Health and Safety Act 85 of 1993 and the Construction Regulations 2014, and must be complied with. They form part of the tender requirements and carry equal weight to the contract documents as far as enforcement and compliance are concerned.

Scope

This document applies to the supply, installation, testing, commissioning and servicing of air-conditioning equipment under Work Allocation DE005 at sites under the control of George Municipality – Directorate Community Services.

The Principal Contractor is required to use this specification when developing its Health and Safety Plan and related documentation for implementation on site. Adherence is mandatory before commencement and for the duration of the works. Failure to adhere may result in work stoppage, penalties or contractual breach.

Interpretation

Compliance with the OHS Act and Regulations is in addition to the requirements of this SSHSS and remains the Contractor's responsibility. The Client will monitor compliance but will not prescribe how such compliance is achieved. Where this specification is silent, the OHS Act and Regulations take preference.

1. PROJECT INFORMATION

1.1 General description of the type of work activities

The works comprise the supply, delivery, installation, testing and commissioning of inverter split air-conditioning units and the servicing of an existing Variable Refrigerant Volume (VRV) system, as follows:

- Item 1: Supply, installation, testing and commissioning of thirteen (13) complete 12 000 BTU inverter split air-conditioning units (matching indoor and outdoor units), including mounting brackets/supports, refrigerant piping, insulation, condensate drainage, interconnecting electrical/control cabling, wall penetrations, pressure/leak testing, evacuation, commissioning, demonstration and handover of documentation.
- Item 2: Supply, installation, testing and commissioning of one (1) complete 9 000 BTU inverter split air-conditioning unit (same scope as Item 1).
- Item 3: Complete servicing of the existing VRV air-conditioning system – inspection of indoor and outdoor units, cleaning of surfaces, filters and accessible coils, inspection and clearing of

condensate drainage, visual inspection of pipework and electrical connections, functional testing, minor operational adjustments, and submission of a detailed service report. Major repairs, component replacement and refrigerant recharge are excluded and must be quoted separately if required.

Associated activities include site access and induction, manual handling and lifting of units, working at height (ladders and elevated outdoor unit positions), electrical isolation and connections, drilling and wall/ceiling penetrations, handling of refrigerants and cleaning chemicals, use of hand and power tools, pressure testing and commissioning, transportation and off-loading, housekeeping and waste management.

1.2 Location of the works

Works will be performed at sites under the control of George Municipality – Directorate Community Services (locations as allocated under Work Allocation DE005).

1.3 Project programme / schedule

Estimated duration is approximately two (2) months (including pre- and post-construction activities). The Principal Contractor shall prepare a detailed programme once appointed. Official start date will be confirmed after approval of the Health and Safety Plan and site handover.

1.4 Existing services and site conditions

The Principal Contractor shall take all necessary precautions to protect existing electrical, water and other services. Scanning for concealed services is mandatory before any drilling or penetration work. Coordination with building management is required to minimise disruption to municipal operations and occupants.

2. CLIENT'S REQUIREMENTS FOR HEALTH AND SAFETY MANAGEMENT ON THE PROJECT

The Principal Contractor's Health and Safety Plan shall address the following requirements. The structure follows the CIDB Standard for Health & Safety Plans and Auditing Requirements.

2.1 Health and Safety Responsibilities

The Principal Contractor shall establish a clear organisational structure (organogram) showing the allocation of H&S responsibilities. The organogram and all legal appointments shall be kept up to date in the H&S File.

As a minimum the following appointments are required (written appointments with acceptance signatures):

- Construction Manager – CR 8(1)
- Construction Supervisor(s) – CR 8(7)
- Construction Health and Safety Officer – CR 8(5)
- Risk Assessor – CR 9(1)
- Fall Protection Plan Developer – CR 10
- Competent person(s) for electrical work, refrigerant handling (SANS 10147), ladder/scaffold inspection, first aid, fire equipment, incident investigation, and any other high-risk activities identified

Each appointment letter shall indicate the legal reference, names and designations of appointer and appointee, site address, period of validity (not exceeding 3 years), duties, acceptance signature and relevant training certificates.

All employees (including those of subcontractors) shall hold valid medical certificates of fitness specific to the construction work to be performed.

2.2 H&S Goals

The project team commits to the implementation of Health, Safety and Environmental standards. Goals include (but are not limited to):

- Zero lost-time injuries and zero reportable incidents
- 100 % compliance with this SSHSS, the approved H&S Plan and legal requirements
- Site supervisor present on site at all times during work
- All personnel wearing the minimum required PPE as determined by risk assessments
- Daily Safe Task Instructions (DSTIs) / toolbox talks conducted for high-risk activities
- Prompt reporting of near-hits, unsafe acts and unsafe conditions
- Monthly Client audits and weekly internal inspections

The Principal Contractor shall monitor and review these goals, targets and key performance indicators and report progress to the Client.

2.3 Hazard Identification and Risk Assessments (RAMS)

The Client has prepared a Baseline Risk Assessment (Document DE005 / RA-01, October 2026) covering the following task areas:

- 1. Site Access, Preparation & Housekeeping
- 2. Manual Handling & Lifting of Units / Materials
- 3. Working at Heights / Use of Ladders & Access Equipment
- 4. Electrical Work & Isolation
- 5. Drilling, Cutting & Wall / Ceiling Penetration
- 6. Handling of Refrigerants & Hazardous Chemical Substances
- 7. Use of Hand Tools & Power Tools
- 8. Servicing of Existing VRV Air-Conditioning System
- 9. Testing, Commissioning & Handover
- 10. Transportation & Off-Loading of Equipment

The Principal Contractor shall take cognisance of and incorporate this Baseline Risk Assessment into its own construction risk assessments and method statements (RAMS). Site-specific risk assessments shall be developed for all high-risk activities and reviewed whenever the activity, hazards or conditions change.

Should work commence without an approved risk assessment, or should the risk assessment not reflect the activities being undertaken, the Client may instruct the work to be halted immediately with no claim for lost time or costs.

Risk assessments shall follow the hierarchy of controls and include a clear risk-rating matrix (severity × likelihood).

2.4 Design Information

Any design information, manufacturer installation instructions and residual risk information relevant to the air-conditioning units and associated works shall be obtained and incorporated into the H&S Plan and method statements. Design changes or variation orders that have H&S implications shall be managed through formal liaison with the Client.

2.5 Communication and Consultation

Arrangements shall be in place for regular liaison between all parties on site to exchange H&S information, ensure security, coordinate emergency procedures, enforce site rules, coordinate shared equipment, and investigate incidents. Site induction, toolbox talks and DSTIs shall ensure that information is understandable and accessible to all workers.

2.6 Co-operation between Contractors

Where more than one contractor is present, the Principal Contractor shall ensure co-operation and coordination of preventative and control measures, especially where work by one party may affect another. Subcontractors' H&S Plans shall be reviewed and approved by the Principal Contractor before they commence work.

2.7 H&S Monitoring

The Principal Contractor shall indicate how H&S performance (including that of subcontractors and suppliers) will be measured and monitored. This includes daily supervision, weekly inspections, Planned Task Observations (PTOs) and monthly internal audits.

2.8 H&S Inspections

The Principal Contractor shall conduct periodic site audits and document verification. The Client will audit the implementation of the H&S Plan at least monthly (or as agreed) using a checklist aligned with the CIDB Standard.

2.9 H&S Review

The H&S Plan shall be reviewed and updated as the work progresses or when conditions change. The Principal Contractor shall review subcontractors' H&S Plans to ensure they respond to this SSHSS.

2.10 Training and Attestation

All personnel shall undergo site-specific **induction** before commencing work. Records of induction, toolbox talks, DSTIs and competency training shall be maintained. Workers shall be made aware of the parts of the H&S Plan applicable to their work.

2.11 Purchasing

Procedures shall ensure that contractors, suppliers and manufacturers have the necessary competence and resources. Pre-qualification of subcontractors shall include verification of COIDA good standing, medicals, training and equipment.

2.12 Site Rules

Specific site rules (including permit-to-work requirements, PPE rules, smoking restrictions, speed limits, no-go areas, etc.) shall be established, communicated and enforced. Non-compliance may result in removal from site.

2.13 Permits

Where required, the following permits shall be obtained before the relevant work begins: Hot Work Permit (brazing/soldering), Electrical Isolation / LOTO Permit, Working at Heights Permit, and any other permit required by the Client or legislation. Construction Work Notification (CR 4) shall be submitted where applicable.

2.14 Site Security, Access and Transport Arrangements

Access shall be controlled. All personnel shall sign in/out and receive induction before entering the work area. Work areas shall be demarcated with barriers/cones and appropriate signage. Coordination with building management is required. Vehicle movements for deliveries and off-loading shall be controlled (banksman/spotter where necessary).

2.15 Deliveries

Deliveries shall be planned to minimise disruption. Loading/unloading areas shall be designated and secured. Refrigerant cylinders shall be transported upright with valve protection caps and secured.

2.16 Construction Employees' Facilities

Adequate welfare facilities (toilets, washing facilities, drinking water, rest areas) shall be provided or arranged in accordance with Construction Regulation 30 and the Facilities Regulations.

2.17 Waste

Waste (general, recyclable and hazardous, including packaging, off-cuts and used cleaning materials) shall be segregated, stored securely and disposed of correctly. Daily clean-up is required. Refrigerant recovery shall comply with environmental and SANS 10147 requirements.

2.18 Personal Protective Equipment

As a minimum: safety shoes, high-visibility vest, and hard hat where overhead risk exists. Task-specific PPE (eye protection, gloves, hearing protection, respiratory protection, fall-arrest equipment, voltage-rated gloves, chemical-resistant gloves, etc.) shall be provided, maintained and used as required by the risk assessment. PPE issue and inspection registers shall be maintained.

2.19 Working Hours

Normal working hours shall be agreed with the Client. Night work, weekend work or work during holidays requires prior arrangement and additional controls (lighting, supervision, fatigue management).

2.20 Notice Boards

Arrangements shall be made for the display of notifiable particulars and site safety information on notice boards where required.

2.21 Emergency and First Aid

Adequate first-aid facilities and trained first-aiders shall be available. Emergency procedures (fire, electrical incident, refrigerant release/asphyxiation, fall from height, medical emergency) shall be documented, communicated and practised. Contact details for emergency services shall be displayed.

2.22 Medical Certificates

All employees engaged on the project shall hold valid medical certificates of fitness specific to the construction work to be performed. Certificates shall be available in the H&S File.

2.23 Medical Surveillance

Where risk assessments indicate the need (e.g. exposure to refrigerants, noise, dust, or work at height), appropriate medical surveillance shall be arranged and records maintained.

2.24 Reporting of Fatalities, Permanent Injuries and Occupational Diseases

Procedures shall be in place for reporting fatalities, permanent injuries and occupational diseases to the Provincial Director in accordance with Section 24 and 25 of the OHS Act and the General Administrative Regulations. Near-hits and incidents shall be investigated and reported to the Client.

2.25 Method Statements (RAMS)

Safe work method statements shall be prepared for all high-risk activities identified in the Baseline Risk Assessment and any additional hazards identified on site. Method statements shall be approved before the work begins and shall be reviewed when conditions change.

2.26 Health and Safety File

The Principal Contractor shall compile and maintain a Health and Safety File that is available on site at all times. At practical completion a consolidated H&S File shall be handed over to the Client (see Section 4).

2.27 Hand Tools and Power Tools

All hand and power tools shall be inspected before use. Defective tools shall be removed from service. Guards shall be in place on power tools. RCD protection shall be used. Tool registers shall be maintained.

2.28 Registers and Checklists

The Principal Contractor shall maintain the statutory and project-specific registers and checklists appropriate to the works (examples: Daily Safe Task Instructions, Ladder Inspection, Electrical Tools, Fall Protection, Fire Equipment, First-Aid Box, PPE Issue, Scaffold/Access Equipment, Hazardous Chemical Substances, Incident Register, etc.).

2.29 Legal Appointments

A full set of written legal appointments (with acceptance) shall be maintained in the H&S File. Appointments shall be updated when personnel change.

2.30 Health and Safety Budgets

The Principal Contractor shall make adequate financial provision in its tender for all health and safety measures required by this SSHSS, the Construction Regulations and the approved H&S Plan (PPE, training, medicals, safety officer time if required, fall-protection equipment, first-aid facilities, signage, barriers, administration of the H&S File, etc.).

3. ENVIRONMENTAL RESTRICTIONS AND EXISTING ON-SITE RISKS ARRANGEMENTS

The Principal Contractor's H&S Plan shall specifically address the following risks that are relevant (or potentially relevant) to the air-conditioning installation and VRV servicing works. Controls shall be based on the Baseline Risk Assessment and the hierarchy of controls.

3.1 Fall Protection and Fall Prevention

A Fall Protection Plan (CR 10) shall be prepared and implemented for any work where there is a risk of falling from height (including work from ladders above 2 m and elevated outdoor unit positions). Prefer scaffolding, MEWP or secured platforms where practicable. Edge protection or full-body harness with suitable anchor points shall be used where required. Tool lanyards shall be used. Areas below shall be barricaded.

3.2 Roof Work / Elevated Outdoor Units

Where outdoor units are installed on roofs or elevated structures, specific method statements and fall-protection measures shall be implemented. Fragile materials (if present) shall be identified and protected.

3.3 Falling Objects

Measures shall prevent injury from falling tools, materials or units (tool lanyards, exclusion zones, hard hats, secure storage on elevated platforms).

3.4 Structures and Temporary Supports

Mounting brackets and supports for indoor and outdoor units shall be designed and installed to manufacturer requirements and structural capacity. Temporary supports during positioning shall be used.

3.5 Temporary Works

Any temporary works (scaffolding, platforms, propping) shall be designed, erected, inspected and approved by competent persons.

3.6 Excavations and Ground Conditions

Not expected to be a significant activity for this scope. If any excavation is required (e.g. for drainage or cable routes), CR 13 requirements shall apply in full.

3.7 Scaffolding, Ladders and Access Equipment

Industrial-rated ladders (non-conductive where electrical risk exists) shall be selected, inspected before use, placed on firm level ground, and used with three-point contact. Scaffolding (if used) shall comply with CR 16 and SANS 10085.

3.8 Electrical Installations and Machinery

Only competent and authorised electrical personnel shall perform isolation and connections. Formal Lock-out / Tag-out (LOTO) procedures shall be followed. Test for dead before work. Use insulated tools and appropriate PPE. Scan for existing services before drilling. RCD protection on portable equipment. Certificate of Compliance (COC) shall be issued where required by SANS 10142-1.

3.9 Flammable and Hazardous Materials / Refrigerants

Refrigerant handling shall comply with SANS 10147. Only competent handlers shall work with refrigerants. Cylinders stored upright, secured, in well-ventilated areas away from heat. Correct gauges, hoses and recovery equipment. MSDS available. No smoking. Hot Work Permit for brazing/soldering. Fire extinguisher and fire watch required. Cleaning chemicals used according to MSDS with appropriate PPE and ventilation.

3.10 Housekeeping and General Safeguarding

Clear walkways maintained. Daily clean-up. Work areas demarcated. Coordination with building occupants to minimise nuisance (dust, noise).

3.11 Stacking and Storage

Materials, units and cylinders stored securely. Cylinders upright and restrained. No obstruction of emergency routes.

3.12 Fire Precautions

Hot Work Permit system. Adequate fire-fighting equipment available and inspected. Emergency plan communicated. Combustibles cleared from hot-work areas.

3.13 Construction Employees' Facilities

As per Section 2.16.

3.14 Manual Handling of Materials

Two-person lifts or mechanical aids for units. Training in correct lifting techniques. Plan routes and resting points. Assess load weight before lifting.

3.15 Noise and Vibration

Hearing protection where noise levels require it. Rest breaks for vibrating tools. Maintain tools to minimise vibration.

3.16 Traffic Planning / Vehicle Movements

Controlled vehicle access for deliveries and off-loading. Banksman/spotter during reversing. Exclusion zones.

3.17 Control of Dust

Dust extraction or wet methods when drilling. PPE (dust mask/respirator) as required. Barriers and dust sheets to protect occupants.

3.18 Confined Spaces

Not expected to be a primary activity. If any work in confined spaces arises, full confined-space procedures and permits shall apply.

3.19 Hand Tools and Power Tools

As per Section 2.27.

3.20 Client Activities / Operational Buildings

Work will take place in operational municipal buildings. Coordination with building management is mandatory. Noisy or dusty work scheduled outside peak occupancy where possible. Barriers and signage to protect the public and occupants.

4. HEALTH AND SAFETY FILE REQUIREMENTS

The Principal Contractor shall compile and maintain a Health and Safety File that is available on site at all times for inspection by the Client, inspectors or other authorised persons. At practical completion a consolidated H&S File shall be handed over to the Client.

The H&S File shall include (as a minimum) the following:

- 4.1 Details of the H&S Practitioner / person responsible for preparing and maintaining the file
- 4.2 Contact details of the H&S Practitioner and key project personnel
- 4.3 Copy of any Construction Work Permit or Notification of Construction Work
- 4.4 Complete contact details for Client, Principal Contractor, Contractors and major suppliers
- 4.5 Physical address of the construction site(s) and site office
- 4.6 Nature of the work (description matching Section 1)
- 4.7 Commencement and planned completion dates
- 4.8 List of Contractors appointed by the Principal Contractor
- 4.9 Procedures to ensure the Principal Contractor maintains the H&S File
- 4.10 Updated record of any as-built information relevant to the installations
- 4.11 Details of any structural loadings or supports relevant to outdoor unit mounting
- 4.12 Details of potential residual hazards (e.g. location of refrigerant pipework, electrical isolators)
- 4.13 General details of construction methods and materials used
- 4.14 Equipment and maintenance information for the installed units
- 4.15 Maintenance procedures and requirements provided by the manufacturer
- 4.16 List and proof of appointments of each contractor and competent persons
- 4.17 Procedures to approve, monitor and review all Contractors' H&S files
- 4.18 Operating manuals, warranty documentation and maintenance schedules
- 4.19 Details of location and nature of relevant utilities and services (electrical, drainage)
- 4.20 Responsible person for as-built / residual risk information
- 4.21 Procedures for marking-up drawings or records to as-built status
- 4.22 Procedures to pass residual risk information to those who need it (future maintenance)
- 4.23 General record keeping (inductions, medicals, training, inspections, audits, incidents)
- 4.24 Unanticipated hazards (including adverse weather)
- 4.25 Occupational Health and Safety Signage
- 4.26 Occupational Safety records
- 4.27 Registers and checklists
- 4.28 CIDB-aligned H&S Plan audit records
- 4.29 Non-compliance records and corrective actions
- 4.30 Project Close-Out Requirements (final H&S File handover, residual risk register, lessons learned)

5. PROJECT REVIEW

Provision shall be made for ongoing project review and the application of lessons learned. The Principal Contractor shall evaluate the continuing competence of its own team and any subcontractors.

At practical completion a close-out review shall be conducted and residual risk information formally handed over to the Client.

6. ACKNOWLEDGEMENT BY PRINCIPAL CONTRACTOR

The Principal Contractor acknowledges receipt of this Site Specific Health and Safety Specification (DE005 / CHSS-01) and the associated Client Baseline Risk Assessment (DE005 / RA-01), and undertakes to develop and implement a Health and Safety Plan that fully responds to these documents and all applicable legal requirements.

Name of Principal Contractor: _____

Name of Authorised Representative: _____

Signature: _____ Date: _____

ANNEXURES

Annexure A – Client Baseline Risk Assessment DE005 / RA-01 (October 2026) – to be attached / issued with this SSHSS.

Annexure B – Technical Specification and Pricing Schedule – Supply, Installation, Testing, Commissioning and Servicing of Air-Conditioning Equipment.

Annexure C – Mandatory Agreement (Section 37(2) of the OHS Act) – template to be completed by the Principal Contractor.

Annexure D – Acknowledgement of SSHSS (this Section 6 form).

— END OF SITE SPECIFIC HEALTH AND SAFETY SPECIFICATION —

Document DE005 / CHSS-01 | Revision 1 | 30 October 2026

Aligned with CIDB Standard for Health & Safety Plans and Auditing Requirements and Construction Regulations 2014