



✉ South African Broadcasting Corporation
01 Henley Road
Auckland Park
2006
☎ 011 714 3188

Occupational Health and Safety Specifications

Health and Safety Specification

Project Name: Installation and upgrading of lifts and escalators

Details:

Project Manager: Fikile Manekehla
Contact: 011 475 2866
Cell: 079 475 4569
Email: ManekehlaF@sabc.co.za

Project Safety Officer: Tebello Mofokeng
Contact: 011 714 3188
Cell: 076 094 7210
Email: MofokengTG@sabc.co.za

Principal Contractor:
Construction Manager:
Contact
Cell
Email:

1. **Description of work**

See scope of work (**Annexure A**)

2. **Description of the site**

SABC Auckland Park

3. **Legal requirements**

All Contractors entering into a contract with the Client shall, as a minimum, comply with the:

Occupational Health and Safety Act 85 of 1993 and its Regulations

Compensation of Occupational Injuries and Diseases Act 130 of 1993 (COID)

Applicable South African National Standards

Local by-laws

4. **Potential sources of risk - Baseline Risk Assessment**

The following potential sources of risk to the health and safety of persons have been identified, and must, **as a minimum**, be appropriately addressed by the principal contractor in the principal contractor's Health and Safety Plan. In addition, the principal contractor must perform its own **risk assessments** to enable it to take the necessary precautions to protect the health and safety of persons on site, to comply with the principal contractor's obligations under the Act and all Regulations made thereunder, including the Construction Regulations. All such precautionary measures and procedures must be

included in the principal contractor's Health and Safety Plan, which must be submitted to the SABC for review and approval and where applicable should include detailed plans that address:

- Working at height (fall protection)
- Scaffolding
- Material hoists
- Construction vehicles and mobile equipment
- Electrical installations and electrical machinery
- Demolition work
- Housekeeping
- Stacking and storage practices
- Fire risks and fire precautions
- Welfare facilities on the site
- Hot work (steel cutting and welding)
- Noise
- Portable electrical tools
- Intoxicated persons on site
- Use of ladders
- Dust/ Wind
- Use of Chemicals or Hazardous Substances
- Using sharp tools
- Waste management
- Vehicle safety (Including driver behaviour)
- SABC employees
- Confined spaces
- Manual handling
- Heavy lifting
- Ergonomics
- Lighting
- Temporary structures
- Signs and notices
- Excavations
- Loading and offloading
- Correct use of PPE

NB: It is however pointed out to the Principal Contractor that the list may not be totally comprehensive, and it is the duty of the Principal Contractor to continually ensure that all the hazards are identified, before and during the project, and the necessary activity-based risk assessments are carried out. These risk assessments shall form part of the Safety Plan which will be passed on for approval by The Client/Agent.

5. Health and safety management system

Health and safety philosophy

The SABC is required to ensure a working environment which, as far as reasonably practicable, is safe and without risk to the health of persons on the site.

5.1. Contractor health and safety management system

The principal contractor will ensure and demonstrate to the Client that he, and all contractors to be appointed on this construction project, has adequately allowed for the cost of health and safety measures and resources (personnel) which may be required during the construction work.

Periodic health and safety and documentation verification will be conducted at least once every 30 days

All contractors shall open and keep on site a health and safety file, which must include all documentation required in terms of the Act and its Regulations, which must be made available on request to an inspector, the client, the client's agent or a contractor.

Principal contractor must in writing make all appointments that must be made in terms of the Act and Regulations

No construction manager may manage construction work or work on any construction site other than the SABC's site he/she has been appointed for.

5.2. Appointment of Client's Health and Safety Adviser

The Client will appoint a Health and Safety Adviser who will visit the site regularly to monitor and audit the execution of the contractors' Health and Safety Plans on behalf of the Client, without thereby limiting the contractors' own responsibility for health and safety, or attracting any vicarious responsibility or liability for the contractors' acts or omissions.

5.3. Occupational Health and Safety Act Section 37(2) agreements

The principal contractor as well as all contractors must sign the Client's Section 37(2) agreement before commencement of their particular work.

6. Contractor Health and Safety Plans

Each contractor and sub-contractor working on the site must prepare a Health and Safety Plan to address and manage all applicable sources of risk as per items under point 4 of this specification as well as any other sources of risk which are 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 entire contract works (“the Health and Safety Plan”). Should any further risks be identified in the course of the construction work, such risks must be assessed and addressed in amended Health and Safety Plans which must then be submitted to the Client for approval. The principal contractor shall notify SABC Project Manager of all sub-contractors that will be utilized for the project.

The Health and Safety Plan must also address the following matters:

- 6.1 Legal appointments required by the OHS Act and any Regulations under the OHS Act.
- 6.2 Procedures for compliance with all requirements of the Act and in particular Sections 8 and 9 of the OHS Act.
- 6.3 System for recording and reporting of incidents both internal and external to the Department of Labour.
- 6.4 Copy of the Act and its Regulations to be kept on the site and to be readily available to employees.
- 6.5 Incident register to be kept on the site.
- 6.6 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.
- 6.7 Appointment of only competent, knowledgeable, trained, qualified and experienced persons to supervise the construction work.
- 6.8 Procedures, training and arrangements for first aid facilities on the site.
- 6.9 Procedures and arrangements for prompt reporting of injuries and other losses/incidents.
- 6.10 Emergency plans to deal effectively with potential site emergencies during the duration of the project.
- 6.11 Use of effective processes for the identification and close out of root causes of incidents and accidents.
- 6.12 Attendance by all contractors of monthly site health and safety meetings.
- 6.13 Demonstration by all contractors of their health and safety monitoring and auditing systems to ensure compliance with their Health and Safety Plans.
- 6.14 Effective site health and safety induction program for all workers on the site. All contractors, contractor employees, subcontractor employees, visitors, and other persons are required to undergo induction before entry onto SABC sites.
- 6.15 Provision of SANS and SABS approved PPE to employees

- 6.16 The contracted company must implement a system for regulating visitors and employee access to the premise. The company must ensure that visitors/contractors are adequately inducted and always supervised. General induction should encompass general hazards prevalent on the site, risk assessment, rules and regulations, scope of authority, any hazards associated with the work to be performed, as well as the control measures to be taken and other related aspects. Security requirements shall be highlighted at induction training. All employees must have undergone pre-employment medical examination and have been found to be fit for duty. A copy of the certificate of fitness shall be presented to SABC for permanent record.
- 6.17 Where vehicles are used in connection with this project either for transporting employees or materials, the contracted company must ensure that the vehicles are compliant to South African Road Traffic and Road Transport Legislation and the National Traffic Act. The contracted company must implement systems to monitor and control driver behavior. Under no circumstances will employees be transported at the back of the bakkie or truck. Motor vehicles operated by contractors shall, in all respects, comply with the Road Traffic Ordinance and Road Traffic Act. Designated drivers shall be in possession of a national driver's license issued to the person and valid for the class of vehicle they drive. It is the responsibility of the driver to ensure that:
- He/she and his/her passengers wear seat belts while the vehicle is in motion;
 - He/she complies with all safety, directional, and speed signs;
 - Vehicle loads are properly secured and loaded onto vehicles; and
 - Vehicles are not overloaded.
- All requirements with regard to the transportation of tools/equipment/material and persons on the back of vehicles shall be adhered to:
- Where vehicles do not have sufficient lawful seating, workers may only be transported in busses.
 - Fixed and firmly secured seats with seat belts – adequate for the number of passengers being transported.
 - The driver and all passengers are to be seated with seat belts fastened when the vehicle is in motion.
 - Tools, equipment, and material are to be secured in order to prevent movement.
- 6.18 The contractor shall ensure that his/her employees and those of his/her subcontractors do not park vehicles in unauthorized zones/areas. SABC reserves the right to search any vehicle on the premises or when entering or leaving the premises. The Contractor shall not expose their visitors or suppliers to site hazards. It is, therefore, essential to take all necessary steps to control the entry and movement of non-employees into or onto a construction site or any other workplace and to ensure that persons outside the workplace are not detrimentally affected by the workplace activities.

5. Additional duties of principal contractor

- 7.1 The principal contractor must notify the Department of Labour of the intention to carry out construction work.

- 7.2 The principal contractor must coordinate the activities of all contractors and sub-contractors in the interests of health and safety.
- 5.3. The principal contractor must carry out all other duties described in Regulation 7 of the Construction Regulations 2014.
- 5.4. 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 provides to the Client proof thereof and also that it is in good standing with the Compensation Commissioner or approved insurer.

6. **Attachments / Records** – Not limited to the following:

- 8.1 Client's OHS Act Section 37(2) agreement for principal contractor.
- 8.2 Notification of construction work
- 8.3 Baseline Risk Assessment
- 8.4 Contractors Detailed Risk Assessments, Review plans and method statements
- 8.5 Occupational Safety, Health, Environment and Quality Policy.
- 8.6 Appointments & Organogram
- 8.7 Medical fitness certificate (Annexure 3)
- 8.8 Fall protection and rescue plan
- 8.9 SOPs
- 8.10 Incident management
- 8.11 Emergency preparedness plan
- 8.12 Maintenance plan
- 8.13 Cleaning strategy/plan

7. **General**

- 9.1 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.
- 9.2 The Client shall not be liable for any civil claim because of anything contained in or omitted from this Health and Safety Specification.

The principal contractor shall use the applicable health and safety information in this specification to develop and submit a suitable and sufficient health and safety plan, which will indicate to the SABC the level of compliance with the health and safety requirements. The work performed by the principal contractor and/or his/her subcontractors is subject

to South African legislation as well as SABC's requirements, and the principal contractor shall, at all times, adhere to legislation and SABC's requirements as they relate to his/her work or activities.

On evaluation and discussions by the SABC with the principal contractor, a final accepted health and safety plan will be signed and approved. The principal contractor is, thereafter, required to do the same when procuring from other suppliers. The principal contractor will not be allowed to commence work until the health and safety plan has been approved.

Accompanying General Requirements:

- ⊙ The principal contractor shall be responsible for enforcing and respecting all applicable health and safety rules in performance of all work covered by the contract, particularly those relative to the OHS Act and regulations made under them as well as to SABC requirements.
- ⊙ The principal contractor shall take reasonable steps necessary to ensure the protection of workers, visitors, property, and the public.
- ⊙ The principal contractor shall identify hazards and potentially hazardous work operations. For each work operation identified, the principal contractor shall perform a risk assessment.
- ⊙ The principal contractor shall report to SABC and investigate all accidents/incidents having caused, or having risked causing, losses or injury in order to identify the cause(s) and immediately take appropriate corrective and preventative measures.
- ⊙ The principal contractor shall take all necessary steps to ensure that their workers and persons granted access to the work site and who are under the principal contractor's control or who are present at the principal contractor's request comply with these safety requirements and with the necessary legislative requirements.
- ⊙ The principal contractor shall ensure and demonstrate to SABC that he/she and all suppliers/contractors to be appointed on this project have adequately allowed for the cost of health and safety measures that may be required during the work/services.
- ⊙ The principal contractor shall provide their workers with proper training so that they can perform their work safely. Train all staff to be aware of their own responsibilities for, and to provide information, instruction, and training on, the particular hazards and risks in relation to the scope of work.
- ⊙ The principal contractor shall provide and maintain in proper condition all personal protective equipment for their workers and visitors as well as any other safety or special precaution devices. The principal contractors shall ensure that their workers and all other persons having access to the work site use appropriate personal protective equipment in a safe manner. All equipment brought onto the site (including motorised equipment, cranes, mobile work platforms, etc.) that requires personal protective equipment to be worn during operation shall have the relevant PPE mandatory sign(s) attached. The Principal contractor shall ensure that their workers, subcontractor

employees and all other persons having access to the work site use appropriate personal protective equipment in a safe manner.

- ⊙ The principal contractor is required to take reasonable steps to prevent bodily harm to persons whom he/she has authority to direct in terms of how these persons perform their work or tasks.
- ⊙ The principal contractor is accountable for the management of its subcontractors and principal contractors in order to ensure that the applicable legal and SABC requirements (that are applicable to the main principal contractor during contract execution) are fulfilled by the subcontractors and the principal contractors.
- ⊙ The principal contractor must ensure that all employees (including subcontractors / suppliers) undergo the relevant SABC induction.
- ⊙ Equipment Products, Components and/or Accessories must conform to all applicable Product Safety standards appropriate for intended works.
- ⊙ Life-saving Rules that apply to all SABC employees and contractors/suppliers/vendors. These are as follows:
 - Rule 1 – Open, isolate, test, earth, bond, and/or insulate before touch
 - Rule 2 – Hook up at height
 - Rule 3 – Buckle up
 - Rule 4 – Be sober
 - Rule 5 – Ensure that you have a permit to work (*where required*)
- ⊙ These Cardinal Rules (Life-saving Rules) are non-negotiable health and safety rules that must not be broken under any circumstances. SABC takes a zero-tolerance stance to violation of these rules.
- ⊙ No Illegal drugs, alcohol, firearms, or other dangerous substances shall not be allowed on SABC site. Working under the influence of an illegal drug, alcohol, or other dangerous substance is not permitted.
- ⊙ The principal contractor shall use all symbolic safety signage that conforms to the requirements of SANS and/or applicable legislative requirements. For contractors/suppliers with site establishment: the contractor/supplier company sign shall be posted at its site offices to reflect the name of the company and emergency contact details. The principal contractors shall provide the signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.
- ⊙ When working at height, all precautions including, but not limited to, legislative requirements shall be taken to prevent incidents. All users of height safety equipment for working at height shall be trained, assessed, and declared competent for the specific height safety equipment and associated structures.
- * A task-/job-specific fall protection plan shall be developed and approved by a competent person for any activity where there is a risk of falling.
- * The fall protection plan shall include a task-/job-specific risk assessment and requirements relating to the following:
 - * Training programme for employees working from a fall risk position
 - * Appointments and authorisations

- * The procedure addressing the inspection, testing, and maintenance of all fall protection equipment
 - * The processes for evaluation of the employees' medical fitness necessary to work in a fall risk position and the records thereof (medical surveillance programme)
 - * Equipment use and specification
 - * Fall prevention, fall arrest, and fall rescue
 - * Method statements or safe work procedures/task analysis/work instruction
-
- * The fall protection plan and its requirements shall be integrated into the health and safety plan.
 - * Adherence to the fall protection plan is mandatory.
 - * The fall protection plan shall be suitably amended in accordance with the risk assessment, equipment technology, standards, and legislation.
 - * When working at height, appropriate PPE as determined by the risk assessment and written safe work procedure/task analysis/work instruction shall be used at all times.
 - * The type of personal protective equipment to be used shall be appropriate to the activity and shall provide adequate hand, eye, face, foot, and head protection.
 - * Work restraint methods shall be used before placing workers in fall arrest situations.
 - * "Working at height" shall be indicated on all job specifications of employees who are expected to work at height and shall be taken into account in all medical and psychological assessments/surveillances.
 - * All fall arrest protection equipment shall comply with SANS standards and other recognised international standards.
 - * All height safety equipment purchased shall conform to relevant national standards, international standards, statutory requirements, and approved SABC divisional-specific requirements.
 - * All portable ladders used on the site shall be in compliance with the OHS Act and Regulations as well as applicable National standards.
 - * All scaffolding used shall comply with the OHS Act and Regulations as well as SANS 10085.
 - * High Risk Activities: When the principal contractor and/or his/her subcontractors are working in an area where a high health and safety hazard exists, the principal contractor shall:
 - ensure that permanent and adequate on-site supervision is available for the entire duration of the work that is being conducted;
 - ensure the use of safety standbys in areas of high-risk activities and activities that fall within the scope of the permit-to-work system; and
 - Provide, erect, and maintain all the required barricading, lighting, flags, flashing lights, or other safety control equipment to enable operations to proceed in a safe manner.

- The principal contractor shall maintain, at all times, defined access ways, which are clear of objects or obstructions, so as to allow for emergency vehicle entry.

Work Stoppage

- Any person may stop an activity, unsafe act, or unsafe condition that poses or may pose an imminent threat to the health and safety of an individual or create a risk of degradation of the environment. This includes any unauthorized work or service performed by, or legally or contractually non-compliant acts or omissions by, a vendor or such vendor's subcontractor or supplier.
- Work stoppages that are initiated due to SHE concerns, non-compliance, or poor performance related to the vendor's works or services shall not warrant any financial compensation claim lodged against SABC where the vendor has not met the requirements defined legally or contractually.

ACKNOWLEDGEMENT

I, the undersigned hereby acknowledge that I fully understand the contents of this Health and Safety Specification and the consequences of non-compliance.

Signed at on this day of 20....

(Print Name)

(Signature)

Name & Signature of Service Provider/Contractor Manager

Name of Company

Signed: (for and on behalf of the client/agent)

Date

Place: