

APPENDIX A

EMPLOYER'S OCCUPATIONAL HEALTH AND SAFETY SPECIFICATIONS

PB1. INTRODUCTION

This OHS Specification has been drafted to cover the OHS requirements for the Supplementary Agreement under the original Contract. It includes items B1 to B11 as well as Annexures BA to BG. BF and BG cover OHS requirements for dealing with COVID-19.

PB1.1 LIST OF ABBREVIATIONS

AIA	Approved Inspection Authority
BoQ	Bill of Quantities
CC	Compensation Commissioner
CR	Construction Regulations
DME	Department of Mineral and Energy
DMR	Driven Machinery Regulations
DoL	Department of Labour
FEMA	Federated Employers Mutual Association
GAR	General Administration Regulations
GSR	General Safety Regulations
HIRA	Hazard Identification Risk Assessment
H&S	Health and Safety
MH&SA	Mine Health and Safety Act No. 29 of 1996 (as amended)
OH	Occupational Health
OHSA	Occupational Health and Safety Act No. 85 of 1993 (as amended)
OHSS	Occupational Health and Safety Specification
PSHSS	Project Specific Health and Safety Specification
PC	Principal Contractor
PPE	Personal Protective Equipment
ER	Engineer's Representative
RHCS	Regulations for Hazardous Chemical Substances
SANS	South African National Standards (Authority)
SMME	Small, Micro, Medium Enterprise
SWP	Safe Work Procedure

PB1.2 DEFINITIONS

The definitions used will be those set out in the Regulation of 2014 with the following additions:

Client: Kouga Local Municipality.

Engineer: Means a competent person appointed by the Client to design, supervise and monitor construction on their behalf.

Hazard: Source of exposure to danger

Hazard Identification and Risk Assessment (HIRA) and Risk Control

Means a documented plan, which identifies hazards, assesses the risks and details the control measures and safe working procedures which are to be used to mitigate and control the occurrence of hazards and risks during construction or operation phases.

Health and Safety Agent:

Means any person who acts as a representative for the Client in managing the overall health and safety work as their responsible person.

Health and Safety Plan:

Means a documented plan which answers to the Project Specific Health and Safety Specification; including all the supporting documentation that indicate how the Principal Contractor or Contractor plans to manage H&S for the duration of the Contract.

Induction Training:

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

Risk: Means the probability or likelihood that a hazard can result in injury or damage.

Regulation/s: Shall mean the relevant regulation/s promulgated in terms of the Occupational Health and Safety Act, No. 85 of 1993.

Site: Means the area in the possession of the Principal Contractor for the construction of the works. Where there is no demarcated boundary, it will include all adjacent areas and haul roads which are reasonably required for the activities for the Principal Contractor and approved for such use by the Engineer.

The Act: Means, unless the context indicates otherwise, the Occupational Health and Safety Act, No. 85 of 1993 and Regulations promulgated thereunder, as amended.

PB1.3 KEY ROLEPLAYERS

Client Representatives: _____ (Construction)

_____ (OHS)

Engineer: _____ acting

through a principal, namely _____, or an official authorised in writing.

Engineers Representative The _____ site representative

H&S Agent:**PB1.4 KEY REFERENCES**

Occupational Health and Safety Act No. 85 of 1993 and Regulations (as amended)
Compensation for Injury and Occupational Diseases Act No. 100 of 1993 (as amended)
Committee of Land Transport Officials (COLTO)
South African Roads Traffic Safety Manual (SARTSM) Chapter 2, Volume 13 of 1999
Road Traffic Safety Act No. 93 of 1996 (as amended)

PB2. PURPOSE OF THE OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION (OHSS)

The OHSS is a performance specification to ensure that the Client (KLM) and any bodies that enter into formal agreements with the Client, i.e. Engineers, Principal Contractors (PC) and Contractors, achieve an acceptable level of OHS performance. The Client has a zero tolerance to non-compliance and the endangering of the lives of workers, and the public, thereby being placed at risk.

No advice, approval of any document required by the OHSS (i.e. hazard identification and risk assessment, action plans) or any other form of communication from the Client shall be construed as an acceptance by the Client. Nor shall such communication relieve or absolve the PC from any obligation or from achieving compliance with legal requirements. The PC remains responsible for

achieving the required performance levels and will sign a OHSA S.37.2 mandatory agreement with the Client, included as **Annexure BE** of this Specification.

The H&S Specification highlights the aspects to be implemented over and above the minimum requirements of current legislation. Requirements may be changed should new risks or issues are identified that could not have been foreseen during the design phase of the project.

PB3. IMPLEMENTATION OF THE OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

The project specific H&S specification (PSHSS) forms an integral part of the Contract, and PCs are required to make it an integral part of their Contracts with Contractors and Suppliers. A PSHSS will be available for each level of Contract and Contractor and must be complied with. Failure to do so will be noted as a serious offense, and will result in a fine, stoppage of part of, or the whole works, with no extension of time or allowable claims.

This specification must be read in conjunction with the OHSA, its Regulations (as amended) and any other standards relating to work being done and ensure compliance thereto. The information relative to the scope of the project, the works etc. are detailed in Part C3.1, are to be taken into account when developing the H&S plan and associated documentation. The detailed design risk assessment is included, as is a summary of risks identified in **Annexure BA**.

Should there be design changes, or change in the scope of works, an amended PSHSS may be issued. Where amended PSHSSs are issued, the PC will be required to ensure a resubmission of an amended H&S plan for approval. Further to this, the PC must ensure that a similar system must be implemented between all their Contractors.

The H&S Agent will visit the project at least monthly, or more frequently if deemed necessary to ensure compliance. All activities on the site and all appropriate documentation will be monitored and reported on to the Client and Engineer. Non-conformances will be issued, and fines or work stoppage will be issued where appropriate. Communication between the H&S Agent and the PC will be through the Engineers Representative (ER) as determined at the commencement of the project.

PB4. REQUIREMENTS AT TENDER STAGE

Tenderers are required to submit a pre-tender H&S plan with their Tender submission.

The documentation submitted will be used to assess the competence of the tenderer, as required in the CRs, therefore the information submitted needs to be complete and as close as possible to the final product.

Adequate pricing for H&S is also required, and the appropriate section in the BOQ is to be completed. Failure to do so could result in the Tender being regarded as non-responsive.

The PC shall ensure the following information is submitted as part of the H&S plan with his completed Tender:

- A project specific H&S Plan in line with this project specification which will be subject to approval by the H&S Agent. This must include all supporting documentation as required to verify the H&S system;

- A declaration to the effect that he has the competence and necessary resources to carry out the work safely in compliance with the Construction Regulations 2003;

- A valid Letter of Good Standing;

- At least one copy of minutes of previous Occupational Health and Safety Committee meetings;

- Incident Investigation Reports for other projects of a similar nature undertaken by the tenderer;

- Claims ratio receipt from FEM or the Compensation Commissioner for the previous review period and

- Detailed technical method statements for approval by the ER and appropriate risk assessments and safe work procedures for approval by the H&S Agent:

- Site establishment;

- Traffic accommodation;

- Clearing and grubbing;

- Opening of established borrow pits;

- Haul road construction, and

Construction of the site offices and storage facilities

Further method statements are to be submitted prior to, and during the project will require the approval of the ER before work on that aspect or activity can commence.

PB4.1 Specific Project Risks and Requirements

The aspects covered in **C3.1, C4** and **Annexures BA and BG** of this section have been noted as risk areas in the design hazard identification and risk assessment (HIRA), and are to be noted when developing the H&S plan and associated documentation. The SANS 1200 Standard Specifications and project specifications was used to develop the HIRA, and the same reference format is used. Where particular risks are noted, further requirements may be specified. Identification of low or medium risks does not mean there is no risk involved. In depth HIRAs and management systems are required to limit as much risk as possible as required in OHSA. Requirements for H&S systems, standards, PPE etc. are noted (but are not limited to), and the management thereof should be included in the documentation.

Technical method statements are to be developed for all key activities as they relate to the programme and approved by the ER. HIRA are to be developed using the approved method statements. Method statements are to incorporate the following information: plant, equipment, labour requirements, and the duration of each activity.

H&S method statements and safe work procedures (SWPs) (or safe operating procedures (SOPs)) are to be used by key site staff for daily activities and supervisors to ensure the site, workers and the public are kept safe. The environmental issues may be included but will need to be approved by the Environmental Consulting Officer (ECO).

PB5. GENERAL REQUIREMENTS

PB5.1 Summary of Risks identified during Design

PB5.1.1 General Requirements and Provisions (SANS 1200 AA, AB)

Information under this section cover the start-up aspects of the project, with a number of the activities (excluding establishment) lasting the duration of the contract.

- Telkom and Eskom overhead lines are present, however they will remove their own services where they encroach on the construction;
- Inclement weather condition includes high rain falls, extreme cold and hot temperatures and snow fall in the winter months. The ground in the area contains high amounts of clay and the road surface do become very slippery with the least amount of rain.
- The contractor must be prepared for serious injuries, and have a competent level 3 first aider on site at all time. Full time supervision is required with telephone and transport availability in case of an emergency. The emergency plan must take into consideration the remoteness of the work site and include the emergency services available in the area;
- Lantana and Bugweed are prevalent and will require special handling as the Lantana specifically is poisonous;
- River water is to be treated as contaminated and is not suitable for drinking. Suitable drinking water will need to be made available to those accommodated at site camps and for workers along the route;
- The traffic accommodation will require special management, despite the levels of traffic being relatively low. Competent traffic safety officer (TSOs) and staff to be appointed. Drawings from the SARTSM will be provided by the Consultant and must be used as the daily registers. The TSO is to ensure all work is managed by the appropriate drawing. The aspects as detailed in the tender document will be strictly applied;
- Heavy plant requires competent, fit operators and kept in good working order. Daily records of all plant to be available;
- Clearing and grubbing of all areas will mostly be done by hand.

PB5.1.2 Drainage (SANS 1200 LB, LE)

Drainage structures requiring maintenance may be identified during the project. This may include excavations, some formwork and support work. All designs must be approved by a competent person and managed by a competent supervisor. Many of these activities are LI, and therefore the ergonomic risks have been identified. Attention to the rotation of workers when doing LI activities is required.

- Generally culverts and pipes smaller than 600mm will be removed. Some work could occur on steep slopes and will require the use of machinery;
- Drawings for all structures will be provided if deemed to be required during the project;
- Road crossings, expansion joints and tying into existing structures could require the use of portable electrical equipment or heavy plant. Method statements, risk assessments, daily management of plant and personnel is required;
- Excavations are unlikely to be deeper than 1.5m, and may be dug by hand up to a maximum of 1m where safe to do so;
- Chutes, v-drains, catchpits and manholes will be required, and ergonomic issues are to be taken into consideration. Where SMME's or other contractors are used, the appropriate procedures as required are expected to be followed, and
- Concrete and bitumen berms will be required along the road edges using MC30 or 80/100 penetrating grade asphalt. MSDSs and health risks are to be addressed in the HIRA and medical surveillance programmes.

PB5.1.3 Earthworks and Pavement Layers of Gravel or Crushed Stone (SANS 1200 D, DM, M, ME, MFL)

- All material will be considered as silica containing and require compliance with Government Gazette No. 66 (Feb 2010, No. 32930) is required. Items have been allowed in the BoQ for measuring dust and personal dosimetry for the duration of the contract. Dust levels are to be kept to a minimum relating to haulage. The appropriate PPE is to be issued and the wearing thereof enforced where required, and
- Stockpiling of material for storage or spoil will be allowed in identified areas.

PB5.1.4 Asphalt Surfacing (SANS 1200 MH)

- Thin layer asphaltting has been identified. Hot bitumen application as well as cold bitumen emulsions will be used. The appropriate management of bitumen's are to be addressed for potential emergencies and medical surveillance of workers;
- Dust and fume management is required;
- A range of driven plant (Bob cat and tip trucks) will be used for the milling and fill operation, various hand tools, chip spreaders and boxes, rollers, mixers and hand spraying may be used, and
- Some pre-coating of surfacing aggregate may occur.

PB5.1.5 Ancillary Roadworks (SANS 1200 DK, MM, Project Spec. PA & PB)

Most ancillary work will be done using the LI method. Rotation of labour and addressing of ergonomic issues is required. Where SMMEs are used, full compliance with the DRPW requirements is required.

- Stone pitching, erosion protection, kerbing, and sidewalks;
- Gabion baskets will require placement and filling by hand. Neon green double dipped PVC gloves have been identified as the most appropriate for this task. Use of these or similar is recommended;
- Road signs may be removed and replaced. Pre-cut and drilled poles have been specified;
- Finishing of road reserves, clearing of drains, other stormwater structures will be required to ensure adequate water drainage and;
- Grass cutting and bush clearing to road reserve using brush cutter, chainsaws and bush cutters on tractors as well as hand tools. Small petrol driven tools emit noise which is often over 115dB

PB5.1.6 Specified Hazardous Chemical Substances

The following lists of products or type of substance are what have been identified as likely to be used on the project. Where the PC is likely to supply the product as the product has not been specified, safer alternatives should be considered. Medical surveillance will be required for those

PRODUCT	POTENTIAL HEALTH OR OTHER RISKS
Cement	Hand mixing may occur, will be used for structures, stabilizing. 50kg bags delivered on pallets, ergonomic risk from handling, dust exposure, chromates. Eye, skin and respiratory irritant
Shutter Oil	Usually hand application prior to placing formwork in position. Volatiles present. Skin and respiratory irritant.
Petrol/diesel/lubricants	Storage tanks/bowsers on site. Fire, spillage, fumes
Creosote (pre-treated poles)	Eye and skin irritation and minor burns, carcinogen
Herbicides and ant poison	Type not specified, but will be used. Principal Contractor to ensure use of MSDSs and appropriate protection measures

PB6. NOTIFICATION OF COMMENCEMENT OF CONSTRUCTION WORK

The PC shall notify the Provincial Director of the Department of Labour (DoL) in writing, in the form of the Annexure A in the CRs. This shall occur after award of the contract, but before commencement of construction work. Proof of submission and/or receipt must be provided. Work will not commence without the notification being correctly completed and signed by the Client. The Notification shall only be signed by the Client following the approval in writing by the H&S Agent.

Where changes to the conditions given in the submission are required (i.e. Contractors, completion dates, increase in workers), a revised Annexure A in the CRs must be submitted to the Department of Labour. It is preferable that the completion date includes the defect liability period. A copy of the notification form and any further submissions must be kept in the H&S file.

PB7. HEALTH AND SAFETY PLAN FRAMEWORK

The aspects related to the project outlined in the previous sections are to be taken into account when drawing up the H&S Plan. The PC is required to demonstrate competence by providing a H&S system that will address the requirements of the project.

The current legislative requirements, SANS codes and any other standards that may guide practice are to be taken into consideration. The following aspects must be addressed in the H&S Plan, as they have been identified in the design HIRA, as playing a role in reducing the overall risk of a particular activity, or section of the project. The H&S Agent may from time to time request additions or systems as they relate to the works at the time.

The PC is to prepare one or more site layout drawings to indicate at least the following:

- Positions of emergency personnel and equipment at the site camp, or each fixed working area;
- Traffic routes for plant and pedestrians, parking;
- Storage areas (flammable stores, materials etc.)

Such drawings could be the same as those required by the ECO. Such layouts are to be updated regularly throughout the project.

PB7.1 APPOINTMENT OF COMPETENT SITE PERSONNEL

The CEO (OHSA S16.1) of the PC will take overall responsibility for the appointment of competent site staff for the duration of the project. Should the CEO not be personally involved in the project, the H&S responsibilities are to be delegated to the Site Agent (OHSA 16.2). All other legal appointments are to be made with relevance to the type of work required and kept current with the project programme. The construction team is to ensure the H&S Officer is kept up to date with all planned activities, to ensure all H&S requirements are met.

All construction/technical method statements are to be generated by senior site personnel, and the appropriate risk assessments developed therefrom in conjunction with the H&S Officer.

The Occupational Health and Safety Plan shall include the following, but not be limited to the following key appointments:

PB7.1.1 Construction Supervision

Competent supervisors will be appointed to manage part or all of the works and have training and/or experience in the area of responsibility. All site supervisors must show evidence of basic training in H&S, and an understanding or training in areas of responsibility (i.e. risk assessments, method statements etc.).

Multiple competent supervisors may be appointed where justified by the scope and complexity of the works. Curriculum Vitae (CVs) are to be submitted for approval by the Agent, and/or Client. Each supervisor will be held responsible for the safety of working teams and subordinates, housekeeping and stacking and storage of materials.

PB7.1.2 Construction Health and Safety Officer

The PC will employ at least one competent, part-time H&S Officer for the duration of the contract. The H&S Officer's CV is to be submitted for approval by the H&S Agent, preferably at pre-tender phase. The PC is to ensure adequate resources are provided in order to undertake all responsibilities (i.e., Mobile phone, computer and internet access, vehicle etc.) Qualifications shall include SAMTRAC or similar, with a minimum of two years exposure to Civil Engineering Construction.

The H&S Officer will be held responsible for all H&S on the project. Senior site staff and supervision, Contractors are to follow systems, instructions etc, at all times. No new workers or Contractors may commence work without approval or following the H&S plan as submitted. Failure to do so will be considered a serious offence.

The H&S Officer shall not be the same person as the Traffic Safety Officer but will be responsible for ensuring that daily traffic management is adequately managed for all teams.

A close out meeting will be held at the end of each formal audit by the H&S Agent and findings will be issued in the form of site instructions. Senior site staff will attend the close out meeting.

A monthly report of all H&S activities and incidents is required by the end of the first week of each month, or at a date agreed to by the H&S Agent and the H&S Officer. The H&S Officer will be responsible for collating the H&S documentation (electronically) at the close out of the project. A list of the typical aspects that should be provided is available as **Annexure BC** to this document.

PB7.1.3 Traffic Safety Officer (TSO)

The PC is to appoint a competent TSO. The TSO shall be responsible to the H&S Officer. The CV of the TSO is to be submitted to the Engineer and H&S Agent for approval. Attention is drawn to the project specifications and Scope of Work. Furthermore, no workers will be allowed to be transported in open vehicles, or with plant and materials. Vehicles which are used for the transportation of employees must be designed for this purpose as per Construction regulation 21.1 (a) (c),(e) .2(a),(i) and the National Road Traffic Regulations. Guidance for this can be found on the vehicles licence disc.

Speed controls must be clearly stipulated and managed. Speed limits must be strictly adhered to by all construction traffic. Unreasonable limits may be revised by the Engineer and/or H&S agent. Additional care must be taken where workers and construction traffic interface. This should be in the form of flagmen to direct trucks and adequate signage as directed by the Engineer.

A system of recording daily traffic accommodation is to be provided. Photographs are to be taken following the placement of the accommodation to prove compliance. All daily records are to be signed by the ER.

Monitoring and reporting of road users who do not obey traffic management systems must be reported.

It must be noted that further fines are specified for non-compliances in this PSHSS.

PB7.2 Health and Safety Representatives and Committee

H&S Representatives are to be appointed following the start-up of the project. Representatives from local labour can be appointed to represent such labour for the duration of the contract. Local labour should not be responsible for H&S duties unless appropriate training has been provided and the H&S Officer deems such labour competent to do so. Development in H&S of such labour would be an advantage to the community and the PC. H&S Representatives are to be actively involved with H&S and serve on the H&S Committee.

The H&S Officer shall ensure there is a H&S Committee made up of active, site staff and H&S Representatives, representing each work area, including all Contractors. Meetings will be held at least monthly, and more frequently if so instructed. Key site staff are to be appointed. Issues arising from the H&S Agent audits are to be discussed, as well as all H&S related issues.

Minutes are to be distributed and discussed among all workers and Contractors and records kept thereof. Failure to do so will be deemed to be a moderate offence.

PB7.3 APPOINTMENT OF COMPETENT CONTRACTORS

As this project is considered labour intensive and will require the appointment of SMMEs, strict focus on H&S and compliance is required by the PC. The same H&S standards required of the PC are to be applied to all Contractors.

The H&S Officer is to ensure a Contractors appointment and approval of H&S documentation at least seven (7) working days prior to commencing work. **No Contractor may work under the PCs Compensation registration number.**

Failure to provide written approval of H&S documentation will be considered a serious offense, and could result in aspects of, or all the activities being stopped, and fines implemented.

PB8. GENERAL RISK MANAGEMENT

PB8.1 Health Risks and Medical Surveillance

The specified products have been listed in 5.1.6. As some products have not been identified, the PC is to ensure the H&S Officer and all supervision is responsible for ensuring the safe use of such products, and their inclusion into method statements and risk assessments. The appropriate MSDSs are to be obtained for all products and used to develop the H&S documentation as they relate to the works.

Due to the LI component, ergonomic risks are to be noted and as such all workers (including those of Contractors) are to be included in the medical surveillance programme.

Workers will be exposed to noise, dust and volatiles. Silica and general environmental monitoring for the general contract has been allowed for in the BOQ, as well as the allowance for medical surveillance.

All Permanent employees are to be included in an ongoing medical surveillance programme. Any Temporary or contract employee must undergo entry and exit medical examinations

Environmental monitoring results and risk assessments are to be made available to the occupational health professionals doing the medical surveillance. The use of occupational risk exposure profiling (OREPS) and job descriptions are to be used to determine specific exposures for management.

Medical surveillance will commence at pre-employment. All workers (including Contractors and temporary staff) are required to be in possession of a medical certificate of fitness prior to

commencing work. Entrance medical surveillance is required as well as an exit medical. Arrangements for keeping medical records for the required time is to be noted. It is preferable that the PC has a medical surveillance plan. Full medical records are not to be placed in the H&S file. A procedure for managing the medical records which require safekeeping for prescribed periods are to be addressed.

Given the potential health risks the following aspects are to be included in each medical surveillance intervention:

- Full medical, surgical and occupational history;
- Full physical examination of all systems, and
- Referral if required for the management of identified health issues that may affect the worker.

Specific testing for existing conditions and limitations relative to exposure could include, but are not limited to:

- Audiometry (hearing tests);
- Spirometry (lung function testing);
- Chest Xrays;
- Liver function testing (volatiles), and
- Any other tests identified as relevant

Failure to do so will be considered a serious offence.

PB8.1.1 Noise Risks

All plant and equipment is to be measured for noise levels by an AIA as per the Section 7 c of the noise-induced hearing loss regulations, preferably before the plant is dispatched to site or as soon as the majority of plant is on site (including Contractors). Findings are to be discussed at the H&S Committee and H&S Representatives and Supervisors are to ensure that noise zones identified and wearing of PPE therein is enforced. All plant brought in by plant hire companies is to be compliant with the Noise Induced Hearing Loss Regulations.

Audiometric testing of all workers is to be included in the medical surveillance programme. Double audiometric testing at pre-employment, and single tests thereafter. Audiometry records are to be available in the H&S file.

Suitable SANS approved hearing protective equipment shall be issued and worn. Where several items of construction plant are in operation at or near to each other, the noise zone for the combined plant should be established and suitable hearing protective equipment used within this zone.

Failure to do so will be considered a serious offence.

PB8.1.2 General Environmental Conditions

Compliance with the Environmental Regulations (as amended), among other is required. Environmental monitoring of ventilation, lighting and dusts may be deemed to be required by the Approved Inspection Authority used to measure the environment. Copies of the relevant reports and actions taken in respect thereof are to be placed in the H&S file.

PB8.2 Emergency Procedures

As the site is remote and advanced medical support absent, attention to emergency planning and procedures is very important. The full emergency plan must form part of the supporting documentation with the H&S Plan. The H&S Agents approval of all emergency plans and procedures is required prior to commencement on site. It is advised that the system should be simple and easy for any worker to follow. The plan may be adapted should new information or risks are identified.

First aiders shall be available in each working team, and be able to work as a team when responding to any emergency on the project.

The procedure shall detail the response plan in relation to the works, and include at least (but are not limited to) the following key elements:

- Appointment of a competent emergency response co-ordinator and wardens;

Lists of first aiders, and
Requirement in terms of identified risks:
Fire;
Explosions;
Falls from heights, and
Motor vehicle accidents.

The emergency plan is to ensure the inclusion of local service providers where possible. Such arrangements should be made with these persons prior to the commencement of the project.

The contents of such plan must include:

A list of telephone numbers for the client, the client's health and safety agent, the C.E.O of the Contractor, site management and emergence personnel such as first aiders and fire fighting teams if required.

It must also include local emergency services telephone numbers.

PB8.2.1 First Aiders and First Aid Equipment

Competent, trained First Aiders are to be formally appointed for the project with at least one level 3 first aider assigned to each team. Contractors are expected to ensure compliance and manage their own first aiders and equipment.

The PC shall provide an on-site First Aid Station with first aid facilities, including first aid boxes containing, at least the requirements of manage the type of emergencies identified. It is suggested that all supervisors carry an appropriately stocked first aid kit in their vehicles at all times.

PB8.2.2 Fires and Emergency Management

The PC will ensure that any fire risks will be managed appropriately. Appointed fire fighters could be appointed at offices or areas where fire risks are deemed high. The emergency plan is to include the risk of fire at site camps, on site and related to any specific activities.

Fire extinguishers will be appropriate for the risk and in sufficient numbers to deal with the type of fires that could occur.

The area is in a dry part of the country which is susceptible to fires especially during the summer months, All plant will be fitted with a fire extinguisher.

Whenever refuelling is done, a fire extinguisher must be accessible. This includes small tools such as bush cutters and chain saws.

The notification of emergency services in case of a runaway fire must be noted in the emergency plan.

Fire extinguishers alone may not be enough to put out veld fires and the contractor must explain what measures will be taken including fire-fighting equipment to be provided to site.

PB8.2.3 Incident Management and Compensation Claims

The PC will ensure there is a management system to investigate all incidents. All serious incidents involving any form of disabling injury or fatality are to be reported to the Engineer and H&S Agent telephonically immediately. This shall be confirmed in writing as soon as possible after the incident. Full details are to be included in the H&S meetings, and each site meeting. The details are also to be included in the monthly report.

Failure to comply with emergency provisions will be considered a serious offence, and the operation or project may be stopped if deemed inadequate for the work at the time of assessment or site inspection.

PB8.3 Personal Protective Equipment (PPE) and Clothing

The wearing of the identified SANS approved PPE at all times is non-negotiable. The PC shall ensure that all workers (Including Contractors and other PCs) are issued with and shall wear:

Protective footwear;
Reflective bibs or vests and overalls;
Eye and ear protection, and
any other necessary PPE identified from MSDs or risk assessments.

Adequate quantities of PPE shall be kept on site at all times. This shall include necessary PPE for visitors. The procedure for managing PPE is to be in a formal procedure submitted with the H&S plan for approval.

Any person found on site without the necessary PPE will be removed from site until the PPE is supplied and worn, and fines issued per non-compliance.

PB8.4 Occupational Health and Safety Signage

On-site H&S signage is required. Signage shall be posted up at the site camp entrances, as well as at fixed or temporary working areas and other potential risk areas/operations including vehicles. These signs shall be in accordance with the requirements of the General Safety Regulations or SANS requirements as amended. Signage is to be noted on the site drawings indicating where fixed signage is required.

Signage is to include (but not be limited to) the following:

'no unauthorised entry';
'report to site office';
'site office';
'beware of overhead work';
'hard hat area' or other PPE requirements noted;
First aid box positions (including vehicles), and
Fire extinguishers

Signs shall be posted permanently or temporarily at areas of work on site indicating that a construction site is being entered and that persons should take note of safety requirements.

PB8.5 Induction of Employees and Visitors, General H&S Training

A formal induction programme is to be submitted as an addendum for approval with the H&S plan. Inductions must be carried out for all workers and visitors to the site. Pre-task training is required to ensure workers are familiar with the risks and H&S measures of the work or tasks to be done. Such training is to be done at least daily. Records of inductions and pre-task training is to be kept in the H&S file.

Any person found on site without proof of induction will be removed from site until the proof is supplied and, and fines issued per non-compliance.

PB8.6 The use of Radioactive Equipment

The use of radioactive equipment for the measuring of compaction parameters shall conform to the requirements of the "Code of Practice for the safe use of soil moisture and density gauges containing radioactive sources" as published by the Department of Health: Directorate: Radiation Control Soil revised September 2001. Method statements risk assessments and the appropriate training will be required.

Failure to do so will be considered a serious offence.

PB8.7 Transportation of Workers on Site

Transportation of workers shall comply with the relevant legislative requirements. Vehicles used to transport workers to, from, or on site, shall have secure seats and be covered. The cover shall be securely fixed to the vehicle. No equipment or materials shall be transported in the same vehicle at the same time as workers. Failure to transport workers in a safe manner will be regarded as a serious offence. Tenderers must indicate in their OHS plans what type of transport is envisaged and how this will be managed. The license of the vehicle will be used as the assessment of suitability for the transportation of passengers.

Failure to do so will be considered a serious offence.

PB8.9 Management of Plant and Equipment

Close control of the PCs plant and equipment is required, including that of Contractors.

Daily monitoring of all plant and equipment is required prior to commencing work. Full lists of hired and own plant is to be available at the H&S Agent's audit. All daily inspection records are to be kept in the H&S file. Registers are not to be more than 1 week behind. Plant hire or haulage Contractors are to comply with the requirements, and comply with all H&S standards for the project.

Only competent, fit plant operators are to be used. Medical certificates of fitness are required for all operators. Noise levels are to be displayed on plant.

Any plant or slings used to lift plant or material require annual load testing by an AIA. Operators are to be adequately trained and certified to operate cranes. Certificates and registers are to be placed in the H&S file.

Movement of plant in closures and in confined working areas is to be closely monitored and managed by the TSO and supervisors. The blind spots of plant are to be taken into account and workers and Contractors protected accordingly.

Failure to do so will be considered a serious offence.

PB8.10 Excavations

Excavations are not expected to be at depths greater than a maximum of 1.5m. Shoring may be required in areas where ground water is encountered. The PC is to ensure that the Community Liaison Officer (CLO) and the local community, schools and general public are aware of the dangers of open excavations.

The H&S Officer is to ensure that all Contractors follow the same requirements as they relate to excavations. The Engineer may stop work at any time should the working area be deemed unstable. Method statements are to be approved by the Engineer and risk assessments are required. Workers are to be trained in the risks and protection measures, and the appropriate PPE is to be issued as highlighted in the risk assessments.

A competent person is to be appointed for all excavations. The condition of all equipment must be checked daily prior to work commencing. **Excavations should preferably not be open beyond what can be worked daily.** Where excavations need to remain open, all excavations are to be properly protected. Adequate droppers with 1m high demarcation (approved by the Engineer) and berms are required to be a safe distance from the edge of the angle of repose.

Adequate numbers of ladders are to be available to ensure safe access and egress from excavations. Ladders are required for excavations of greater than 300mm, and the ladder is to extend at least 1m above the edge of the excavation. No wooden ladders are allowed on site. Registers are to be kept current and placed in the H&S file.

Failure to do so will be considered a serious offence

PB8.11 Inclement Weather

Jeffreys Bay normally receives about 315mm of rain per year, with most rainfall occurring during summer. It receives the lowest rainfall (13mm) in July and the highest (44mm) in December. The monthly distribution of average daily maximum temperatures shows that the average midday temperatures for Kirkwood range from 17°C in July to 28°C in February. The region is the coldest during July when the mercury drops to 5°C on average during the night.

The emergency plan is to include how weather extremes are to be managed. The general aspects as detailed in the Environmental Regulations will be applied.

All decisions regarding work stoppage will be decided between the PC, the H&S Officer and the Engineer.

Failure to manage specific conditions or address issues timeously will be considered a serious offence.

PB8.12 Auditing

External auditing by the H&S Agent will be done at least monthly or more frequently if deemed required by the H&S Agent, Client or Engineer. The site will be inspected and the documentation audited relative to the activities and H&S plan. The H&S Officer of the PC must accompany the Client, or the H&S Agent, on all audits and inspections.

The PC will ensure that all their Contractors are audited at least monthly prior to the H&S Agents monthly audits. Audits may be done more frequently where short term contracts are in place, or deemed high risk. Audit results will be acted upon and non-conformances and fines issued. The Client, Engineer or H&S Agent may act or require further outcomes if non-compliances are noted or unsafe acts are noted on site. Internal audits are to include site conditions as well as ensuring H&S files are appropriate, and compliant.

Failure to address findings or non-conformances will be considered a serious offence.

PB8.13 Communication on Site

All communication on site will be done through the Engineer to the PC and be in writing, including the issue and responses to non-conformances and H&S audit results.

Failure to address issues timeously will be considered a serious offence.

PB8.14 Care of Workers on Site (Welfare)

Adequate toilets, clean, safe drinking water and adequate supply for hot summer months and decent shelter will be afforded workers at all times. Toilets will be within reasonable distance of workers, or placed with each working team in safe, with reasonable privacy. Hand washing facilities will be provided. The Environmental and Facilities Regulations will be adhered to at all times.

Failure to address issues timeously will be considered a serious offence.

PB9. HEALTH AND SAFETY FILE

The documentation submitted and approved following the awarding of the contract will be used to form the H&S file. The H&S file is required to be laid out in a logical manner, and documentation filed within the file is to be easily accessible. The following completed information shall be included (but not be limited to):

- The PSHSS;
- The H&S Plan;
- Appointment by Client;
- Mandatory agreement with Client;
- Notification of construction work;
- A record of all working drawings, calculations and design where applicable;
- Detailed list of Contractors with contact details, appointments, Mandatories etc.;
- Record of Competencies
- Training Records.
- Permits;
- Method statements;
- Risk assessments;
- Safe work procedures;
- Emergency and injury management;
- MSDSs;
- Medical surveillance records;
- Registers, and
- Records of audits, minutes etc.

PB9.1 Supporting Documentation

The following list is not absolute, and the PC is expected to assess if further any further information should be submitted as supporting documentation, as it relates to the H&S plan. The inclusion of other, relevant documents is encouraged.

All documents as required by the Act and Regulations, including (but not limited to):

- Proof of registration with the Compensation Commissioner or FEMA;
- Proposed Organogram;
- Appointments under the Regulations;
- Examples of internal audits;
- Inspection registers of plant and equipment;
- Non-conformance system;
- Information relating to hazardous materials used and stored on site with MSDSs;
- All Method Statements, Hazard Identification and Risk Assessments for the project;
- All Health and Safety Plans for the project;
- Examples of minutes of all relevant meetings related to H&S;
- Registers for all plant and equipment
- Incident records, including investigations and results, and
- Medical certificates of fitness and medical surveillance programme.

The H&S File shall be closed out following the hand-over of the project. A list will be made available and the contents will be agreed to between the H&S Agent and the PC towards the end of the project.

PB10. NON-CONFORMANCES

Should, at any time, the works, or part of the works, be stopped due to unsafe acts or non-compliance with the Clients or PCs H&S Plan; neither the PC nor any other Contractor shall have a claim for extension of time or any other compensation.

The following constitute examples of the types of non-conformances that will attract penalties:

Minor: Fine: R50/count	Medium: Fine: R500/count and a non-conformance	Severe Fine: R5000/count, a non-conformance and/or activity stoppage
Hard hat /reflective jacket off. Non-use of PPE supplied	Toilets not supplied or regularly serviced; lack of drinking water	Contractors working without Health and Safety Plan approval
Non completion of registers for plant and equipment on site	Contractors not audited	Workers transported in contravention of the OHS plan or legal requirements
Lack of H&S signage at work areas NOTE See Severe for road signage	Working without training or the appropriate H&S method statements	Invalid Letters of Good Standing
Tools and equipment identified in poor condition during inspections	Legal non-conformances identified during the previous audit and not addressed within the agreed time frame	Non-compliance with traffic accommodation requirements: layout or physical conditions
Minor demeanours not addressed from previous H&S audit	No monthly OHS report at site meeting to report on	Fall protection harness not tied off / not worn
	No certificates of fitness for workers as required	Any breach of legal requirements
	Working without approved method statements	

PB10.1 Failure to Comply with Provisions

Failure or refusal on the part of the contractor to take the necessary steps to ensure the safety of workers and the general public in accordance with these specifications or as required by statutory authorities or ordered by the engineer, shall be sufficient cause for the engineer to apply penalties as follows:

- (i) A penalty as shown in the Table above shall be deducted for each and every occurrence of non-compliance with any of the requirements of the PSHSS.
- (ii) In addition a time-related penalty of R500,00 per hour over and above the fixed penalty shall be deducted for non-compliance to rectify any non-conformance within the allowable time after a site instruction to this effect has been given by the RE or Engineer. The site instruction shall state the agreed time, which shall be the time in hours for reinstatement of the defects. Should the Contractor fail to adhere to this instruction, the time-related penalty shall be applied from the time the instruction was given.

PB11. MEASUREMENT AND PAYMENT

The payment items for Occupational Health & Safety are contained in Sections 1 & 2 of the Bill of Quantities. The same rules are applicable in respect of the pricing of these items as for every other payment item. Attention is drawn to the Pricing Instructions in Part C2.1 of this document.

	Item	Unit
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PB11.1	Preparation of Contractor's Project Specific Health and Safety Plan.....Lump Sum (L.S)	
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The rate for this item must cover all expenses incurred in preparing the Contractor's project specific Health and Safety Plan as required by the Client's project specific Health and Safety Specification in this document

	Item	Unit
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PB11.2	Principal Contractor's initial obligations in respect of the Occupational Health and Safety Act and Construction Regulations.Lump Sum (L.S)	
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The full amount will be paid in one instalment only when the Client's Agent has verified and approved the following

- (a) The Principal Contractor has notified the Provincial Director of the Department of Labour in writing of the project, Annexure A to the Regulations.
- (b) The Principal Contractor has made the required initial Appointments of Employees and Contractors.
- (c) The Client has approved the Principal Contractor's project Health and Safety Plan.
- (d) The Principal Contractor has set up his Health and Safety File.

	Item	Unit
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PB11.3	Principal Contractor's time related obligations in respect of the Occupational Health and Safety Act and Construction Regulations.Month (Mth)	
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The amount shall represent full compensation for that part of the Principal Contractor's general obligations in terms of the Occupational Health and Safety Act and Regulations which are mainly a function of time. Payment will be made when the Client's Agent has verified the Principle Contractor's compliance as part of the audit. This will include the updating and administration of the Health and Safety file

	Item	Unit
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PB11.4	Provision of Personal Protective Equipment (PPE) as required by the Act and Construction RegulationsMonth (Mth)	
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The rate for this item shall include for the procurement, delivery, storage, distribution and all other actions required for the supply of PPE to the employees of the Principle Contractor, full or part time, requiring them. Sub-Contractors are responsible for their on costs in this regard.

Normal items include standard overalls, waterproof clothing, gum boots and standard workshop safety equipment such as welding masks and goggles.

General items may include among others are: hard hats, reflective vests, reflective bibs, high visibility overalls, protective foot wear, fall arrestor harness and tethers, gloves, ear muffs, earplugs and dust masks of appropriate type.

Payment will be made monthly. It is the Principal Contractor's responsibility to ensure compliance at all time. No additional payment shall be made over and above the rate tendered to comply with this requirement regardless of loss or theft of PPE.

Item	Unit
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PB11.5	Provision of full time Construction Health and Safety Officer	Month (Mth)
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The Tender sum shall include for the cost of a Construction Health and Safety Officer on a full time basis, his overheads, transport and all others items necessary for the proper carrying out of his duties, which include the induction and training of all persons on site.

Item	Unit
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PB11.6	Costs of Medical Surveillance	(No)
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This item shall covers all costs in involved in the obtaining of baseline and exit medical certification and conducting medical surveillance for all workers and especially operators of Construction vehicles and mobile plant as contemplated in CR 21(d) (ii); Workers exposed to hazardous chemicals including bituminous fumes, Regulation 7 of the HSCR; for temporary workers and workers exposed to noises at or above the limits given in the Noise-induced Hearing Loss regulations, as stipulated above.

Workers in the permanent employ of the Contractor will only be paid for if their certificates require updating. Chest x-rays will be required in the case of workers who may be exposed to high concentrations of dust (silica).

PB11.6 a) Initial (baseline) medical examinations, including audiometric and lung function testing.

PB11.6 b) Exit examinations.

Item	Unit
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PB11.7	Induction Training	(No)
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This item shall cover all costs incurred for the health and safety inductions as set out on Regulation 7 of the Construction regulations and the proof of induction required. Payment will be made on the figures contained in the induction section of the Health and Safety File.

Item	Unit
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PB11.8	Environmental Monitoring.	(No) of tests)
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PB11.8a) Air quality monitoring

Payment for this item shall cover all costs incurred in testing and monitoring the environment in respect of general health hazards including the presence of hazardous chemicals, as required by the Construction Regulations and the Mine Health and Safety Act.

PB11.8b) Compliance with Amendment of the Occupational Exposure Control Limit for Silica in Table 1 of the Hazardous Chemical Substances Regulations (February 2010)

(No))

1)	Air sampling in situ	(No of tests)
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2)	Analysing samples	(No)
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3) Tests on Workers(No)

The rates for these items shall include for all air monitoring, air sample testing and tests in workers for silica exposure as required by the above amendment. It should be noted that these items must be under the control of an authorised inspection authority which would normally be a registered H&S hygienist or occupational health practitioner familiar with the Hazardous Chemical Regulations and include for all necessary costs in this regard including travelling to and from site and all required reporting.

Item	Unit
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PB11.9 a) Establishment of noise levels(No)

This item shall cover all costs involved in the establishment of noise zones, including any workshops, in terms of Regulation 9 of the Noise-induced Hearing Loss Regulations. Where a zone has previously been established for a particular item of plant within the last two years, the test need not be repeated but must be kept valid for the duration of the Contract.

Item	Unit
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PB11.10 Payment for Health and Safety Representatives at meetings.Lump Sum (L.S)

The rate for this item shall cover the cost to the Contractor of the attendance of Health and Safety representatives at meetings and shall compensate the Contractor for loss of productive time at these meetings

Item	Unit
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PB11.11 Provision of First Aid Boxes.Lump Sum (L.S)

The rate for this item shall cover all costs incurred in the provision and maintaining of first aid boxes as outlined in Paragraph B13007 above.

Item	Unit
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PB11.12 Transportation of Workers.Lump Sum (L.S)

The Lump sum tendered under this Item shall cover all costs involved in the safe transportation of workers as outlined above. Payment will be made in equal amounts for the duration of the contract.

Item	Unit
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PB11.13 Submission of the Health and Safety File.Lump Sum (L.S)

Expenditure under this item shall be made in accordance with the general conditions of contract.

This amount will be paid only once the Principal Contractor has met all his obligations in respect of the Occupational Health and Safety Act and the Construction Regulations and has submitted his Health and Safety File complete as envisaged on this specification to the Client's satisfaction. This must be done prior to the issue of a Certificate of Completion

Notwithstanding any statements in Section 1300 of the COLTO Specifications, should the Certificate of Practical Completion be issued after the Contractual Completion date, no payment will be made under items B13002 and B13003 for the period between the Contractual Completion date and the date of issue of the Certificate of Practical Completion. This, however does not relieve the Principal Contractor of any of his legal responsibilities for Occupational Health and Safety in terms of the Act and Regulations

ANNEXURE BA

DESIGN RISK ASSESSMENT: For Upgrading of Existing Urban Road										1	4	12
Risk Rating multiplier: Low = 1; Medium = 2; High = 3										2	6	18
										3	8	27
				Baseline design risk						Residual risk		
SANS 1200 REF	Design Risks identified as present	Yes / No	Describe the obvious protective measures usually provided by Principal Contractor	Likely consequences of an accident	Frequency of Exposure	Probability of harm	Risk rating and risk category	Extra control measures necessary to reduce risk / Redesign by Client and / or Designer	Likely consequences of an accident	Frequency of Exposure	Probability of harm	Risk rating and risk category
SECTIONS 1 & 2: PRELIMINARY AND GENERAL REQUIREMENTS												
A	Identification and opening of existing services: Overhead Eskom, Telkom lines, underground water, and sewage. Telkom and Eskom will remove own services where required.	Yes	Hand exposure of and protection services. Demarcation of services with candy tape	2	1	1	2	Competent supervision and adequate pre-task training required. All excavations open longer than 24hours to be demarcated with netting or similar, at least 1m away from edge	1	1	1	1

A	Construction plant workshops and camps to be established and maintained by the contractor for the duration of the contract	Yes	A number of camps may be established and maintained for various activities to construct what is required to undertake the works	2	3	3	18	The PC will be required to submit with his pre-tender H&S plan the method statements, risk assessments and supporting documentation to ensure overall activities are managed.	2	3	2	12
A	Traffic accommodation will be required throughout the project. Stop Go areas will be used throughout the project. A number of Intersections through the project.	Yes	SARTSM standards to be used- TSO to have a copy of chapter 13 Use of TSO's to ensure all traffic requirements are met over 24 hour, 7 day periods especially when weather conditions stop work. Planning to include holiday times consideration Demarcation to ensure public walkways identified around schools and clinics	3	3	3	27	Any deviations from construction drawings to be in line with SARTSM Ch 13 Vol 2, and approved by RE. Method statements and risk assessments to reflect management of same. TSOs to be adequately trained and use of drawings to be basis of daily checks. TSOs to report to H&S Officer. Fines to be issued for non-compliances	2	3	3	18
A	Traffic accommodation will be required for the duration of the project, mostly using closures. Appointment of Traffic safety officers (TSOs) for the project.	Yes	Traffic safety teams with appropriately trained TSOs to manage the traffic safety. Management of closures, intersections, any work along route outside of closures requiring drawings or some form of traffic accommodation	3	3	3	27	Adequate competent TSO's and teams to be appointed according to tender document. TSO shall not be H&S Officer. TSO shall report to H&S Officer and RE. Use of traffic drawings to be used as registers, and all or any deviation from drawing to be approved by RE at least 24hrs prior to work commencing	2	3	3	18
SECTION 8 : ROADWORKS												

	Material will require haulage through the project. Material will possibly be collected and stored for use depending on findings of further geotechnical surveys.	Yes	Spoil and fill material will be moved around the site from borrows and storage points. Contractors may be used for haulage.	3	3	3	27	PC will ensure only competent contractors appointed 7 days prior to commencing work, only competent, fit operators to be used	2	3	3	18
	Weather is a factor to be considered, raised temperatures in summer, with high humidity levels. Flash floods could affect low lying areas.	Yes	Work stoppage in rain or following rain that would affect the works	3	3	2	18	Use of weather stations to monitor temperature, Work to be assessed should discomfort index reach 100, work may be stopped at 105 if deemed problematic. Adequate water intake. Monitoring of rainfall, not allowing work to occur downstream or low lying areas when threats of flooding.	2	3	2	12
	Local labour will be used on the project, only core personnel are likely to be permanently employed	Yes	Appointment of local labour and by local Project Steering Committee (PSC) and Community Liaison Officer (CLO)	3	3	3	27	All workers to have medical screening to ensure fit for duty.	2	3	3	18
	Material will require haulage through the project. Material will be collected and placed on the road for spreading	Yes	Spoil and fill material will be moved around the site from borrows and storage points.	3	3	3	27	Reverse alarms and sensors, roll over protection. Appointment of competent supervision and competent, fit operators. Attention to potential of urinary tract infections	2	3	3	18

	All plant will be heavy vehicles, including: tipper trucks, loaders (TLB), rollers, excavator, grader, water truck	Yes	All plant will be checked daily by competent, fit operators and stored in the H&S file.	3	3	2	18	CVs, including training and medical certificates required for all operators. Daily records on H&S file. An updated list of daily plant to be kept available	2	3	2	12
	Cleaning of existing storm water structures, shaping of mitre drains	Yes	Competent supervision, use of grader	3	3	3	27	Check for competence of operators, registers for hand tools, visibility of workers to be ensured, traffic accommodation requirements to be met	2	3	3	18
	All material will be considered silica containing, from borrows, quarries and commercial sources. As such compliance with Govt Gazette No 66 (Feb 2010, No 32930) is required	Yes	Compliance with DMR requirements, COPs, risk assessments, medical surveillance and chest Xrays for all workers, including operators	3	3	3	27	Silica monitoring will be required 6 monthly, Medical surveillance adequately managed. Borrow pit workers will require Chest Xrays as per DMR requirements	2	3	3	18

OTHER ASPECTS CONSIDERED

ANNEXURE BB

EXAMPLE OCCUPATIONAL HEALTH AND SAFETY AUDIT DOCUMENT

PROJECT NAME:	
CONTRACT NUMBER:	
HEALTH AND SAFETY AUDIT No:	
CONDUCTED BY :	
DATE :	

EXECUTIVE SUMMARY

INTRODUCTION AND OVERVIEW

SCORING:

The audit has a scoring schedule, which will be used to deem compliance to what is available on site, and what the appropriate systems need to be to match them. The contractor should aim for a score of 3 on each aspect included in the audit. A low score could result in part or all of the work being stopped until compliance is reached.

Scoring schedule	
If the answer is "No" the rating will be 0	
If the answer is 'not applicable' it will be noted as n/a	
If the answer is "Yes" the following ratings are applicable	
1	Requirements partially met and no implementation.
2	Requirements partially met and partially implemented
3	Requirements fully met and partially implemented
4	Requirements fully met and fully implemented
5	Requirements and implementation exceeds expectation

Key Abbreviations:

Health and Safety	H&S	Occupational Health and Safety Act	OHSA
Occupational Health	OH	Mine Health and Safety Act	MHSA
Construction Regulations	CRs	Driven Machinery Regulations	DMRs
General Safety Regulations	GSRs	Regulations for Hazardous Chemical Substances	RHCSs
Explosive Regulations	ERs	Pressure Equipment Regulations	PERs
Noise Induced Hearing Loss Regulations	NIHLs	Department Mineral and Energy	DMEs
Facilities Regulations	FRs	General Administration Regulations	GARs

Provide a summary of site inspection, significant findings of the site inspection and the audit.

CORE LEGAL RECORDS ON SITE:

This list is not conclusive – to be updated monthly relative to works in progress. However the H&S Officer is to be pro-active and pre-empt requirements with the Construction Supervisor (Site Agent). The content will be linked to the physical conditions, processes and activities noted on site, or programme.

ITEM	Legal Ref	RECORDS TO BE KEPT	SCORE	COMMENTS	By whom	Completion Date	Contractor Close out
1.		Updated project H&S Organogram					
2.	OHSA S. 16 (1) and (2)	CEO and subordinate (if required) CVs on file					
3.	CR 6 (1) and (2)	Designation of Construction Supervisor(s) and Subordinate Person(s) CVs on file					
4.	OHSA S. 17; GAR 7	H&S Representatives appointed Monthly inspections completed Representation from Contractors					
5.	OHSA S. 18; GAR 5	H&S Committee appointed Minutes on file H&S representatives reports discussed Incidents discussed Signed by Chair/CEO Evidence of minutes noted					
6.	GAR 4	Copy of OH&S Act (Act 85 of 1993) Available on site					
7.	CR 4 (c), 5 (f)	Written proof of registration / Letters of good standing available on Site					
8.	OHSA S.37.2	Copy of the Mandatory (S37.2) agreement between the PC and Client					
9.	OHSA S.37.2	Mandatory agreements between PC and contractors					
10.	CR 3(3)	Notification to Provincial Director – Annexure A Available on site					
11.	CR 4(3) 5 (7)	Copy of Principal Contractor's Health & Safety Plan Available on request. Letter of approval from Agent. Health & Safety File opened and kept on site (including all documentation-required in respect of the OHSA & Regulations Available at all times					
12.	CR 5(6) (9)	Copy of Principal Contractor's Health & Safety Plan provided to Contractors Letters of approval for each contractor on file List of Contractors on site					

ITEM	Legal Ref	RECORDS TO BE KEPT	SCORE	COMMENTS	By whom	Completion Date	Contractor Close out
		Verified monthly by Agent					
13	CRs	Copies of technical method statements approved by RE (GCC 12.3.1) Register available, signed by RE					
14	CR 7(2) OHS CR 7(4)	Risk Assessments: Up to date and available on site for inspection Review and monitoring programme adhered to Workers trained in risk assessments					
15	CR 7 (c)	Safe work procedures Procedure List of available SWPs Workers trained in SWPs Proof of training verified					
16	OHS S. 13 CR 7(9)	Induction programme available Proof of induction training available					
17	CR 8	Fall Protection: Appointment of Competent CV on file Included in Risk Assessment Addressed in emergency plan Other: site inspection findings					
18	CR 9(2) (b) (3)	Structural information from Designer: <ul style="list-style-type: none"> • Geo-science technical report • Design loading of the structure • Methods & sequence of construction • Design risk assessment • Addended H&S Specification 					
19	CR 10(1)(d)	Supportwork and Formwork: Competent person appointed: Design Erection, maintenance, use and dismantling CVs available Design drawings available on site Risk Assessment included Registers in line with supportwork and formwork noted in site inspection					
20	CR 11(3)(h)	Excavations: Competent persons appointed					

ITEM	Legal Ref	RECORDS TO BE KEPT	SCORE	COMMENTS	By whom	Completion Date	Contractor Close out
		CVs available Depth of excavations on site, Shoring in use Registers in line with open excavations noted at site inspection					
21	CR 11 (f) GSR 13A	Ladders: Competent person appointed Registers kept Registers for ladders noted on site					
22	CR 17(8)(c) (d)	Material Hoist Competent person appointed CV on file Daily inspection register Maintenance records available					
23	CR 18(9)	Batch Plant: Appointment of Competent person Registers for maintenance, cleaning and repairs Risk Assessment carried out Batch Plant to be inspected weekly by a competent person. Inspections register kept Other					
24	CR 21	Construction Vehicles: Appointment of competent operators Plant Management: Registers on file noting daily inspections Plant and machine lists available Inadequacies noted on site Transportation of workers Registers for sample of vehicles noted on site					
25	CR 22	Temporary Electrical Installations: Appointment of competent person CV on file Services identified and protected Certificates of Compliance for installations Daily electrical machinery registers Weekly temporary electrical installation inspections Quarterly inspections					
26	DMR 18 CR 20	Cranes and Lifting Equipment Competent person appointed CV on file Cranes & Lifting tackle identified/numbered on					

ITEM	Legal Ref	RECORDS TO BE KEPT	SCORE	COMMENTS	By whom	Completion Date	Contractor Close out
		Register Log Book kept for each individual Crane Inspection: - All cranes - daily by operator - Other cranes - annually by comp. person - Lifting tackle(slings/ropes/chain slings etc.)- 3 monthly Risk Assessment carried out Driven Machinery compliance re excavators and TLBs being used Other					
27.	CR 25, 26 ER 6 GSR 8	Housekeeping, Stacking & Storage Supervisor: Appointed per work area CVs Available Include site conditions Spoil areas Register available per area					
28.	GSR 2	PPE: included in Risk Assessment PPE used and enforced Records of Issue kept Training to use (Induction) Registers for condition checks					
29.	GSR 9 HCSRs	Welding/Flame Cutting Equipment Competent Person(s) appointed CVs available Equipment identified/numbered and entered into a register Equipment inspected monthly. Types of welding on site (List)					
30.	RHCSs CR 7; 23 GSR 4	Hazardous Chemical Use and Storage Competent Person/s appointed CVs available Risk Assessments include use of HCSs Register of HCS kept/used on Site Flammable Store Bulk diesel storage Material Safety Data Sheets on file and utilised Other					
31.	PER	Pressure Equipment (PEs): Competent Person/s (AIA) CV and AIA letter					

ITEM	Legal Ref	RECORDS TO BE KEPT	SCORE	COMMENTS	By whom	Completion Date	Contractor Close out
		Risk Assessments include PEs Register of PEs's on Site Inspections & Testing by AIA: - after installation/re-erection or repairs - every 12 - 36 months. - Register/Log kept of inspections, tests. Modifications & repair - Jacking requirements met Inspection Registers					
32	GSR 3	Emergency management: First aiders available through project Level 3 First aid boxes through site Evacuation procedures Registers available (noted on site)					
33	GAR	Incident Management: Emergency co-ordinator appointed and CV available Emergency plan appropriate Emergency level included in Risk Assessments Workers trained Incident reports available and complete					
34	DMR 2	Revolving Machinery Exposed revolving parts to be countersunk, enclosed or guarded Projecting shaft or spindle end be guarded by a cap or shroud					
35		Stop/start controls Controls appropriate Emergency stops/system					
36	CRs RHCSs GSR 2(a) MHSA	Medical Surveillance Programme Pre-placement Periodic Exit Workers at height Plant operators Random drug testing DME Annual Medical report					
37	NIHLRs MHSA/ EnvR	Environmental Monitoring: Noise levels Dust monitoring Lighting and Ventilation					

ITEM	Legal Ref	RECORDS TO BE KEPT	SCORE	COMMENTS	By whom	Completion Date	Contractor Close out
		Temperature Silica Monitoring Report submitted to DoL					
38	RHCSs CR 21 /	Traffic accommodation Competent persons appointed Traffic layouts for site camp indicating routes, direction and pedestrian access etc. Inspection Registers kept Changes and registers signed by RE Other					
39	CR / FRs	Welfare Facilities: Toilets available where crews are working/clean Clean potable water available Adequate eating facilities					
40	CR 28 FacRs	General housekeeping, stacking and storage					
41		HIV AND AIDS PROGRAMME HIV and AIDS Policy and plan available Condoms available Peer review programme available Ongoing training of workers					
42		Other					

RESPONSIBILITY
SIGNATURE
Date:

OHS AGENT SIGNATURE:		
PC SIGNATURE:		
ENGINEER SIGNATURE:		
CLIENT SIGNATURE:		

ANNEXURE BC

CLOSE OUT REQUIREMENTS

The H&S files for the Principal Contractors and all Contractors require closure and handover to the Client at the completion of the project. The following list is an example of what should be included, but is not exhaustive. The OHS Agent or the Client may require further information at the time of completion and the Principal Contractor is to ensure that all instructions are met. Documentation would include all records from the start of the project. Daily or monthly plant inspection records are not required unless they are related to an accident. All records to be in electronic format and submitted to the OHS agent for approval in adequately formatted lists and folders. Layout should be logical and in the same order as in the site files.

Health and Safety close out file requirements include:

- a) Client H&S Specification
- b) Principal Contractor's OHS Plan(s)
- c) Organograms
- d) Legal Appointments
- e) Notification to Department of Labour of commencement of work
- f) Letters of Good Standing for the Project
- g) Full files for all Contractors as well as their close out reports
 - List of Contractors
 - Letters of Approval of Contractors
 - Mandatory Agreements
 - Letters of Good Standing
 - Appointments
- h) Incident Records
- i) Non- Conformance records
- j) Agent's Audits
- k) Method Statements
- l) Risk assessments
- m) Safe work procedures
- n) Medical surveillance certificates of fitness. Medical records are to be kept according to the OH&S Act as amended.
- o) All drawings for temporary structures (suspended beams/scaffolds etc)
- p) Copies of test results, policies and procedures for environmental monitoring (silica, noise, dusts etc.)

Defect and Liability Period

The H&S files are to be kept 'live' for the defect and liability period by the Principal Contractor, including those of their Contractors. Any work required during the defect and liability period will require an assessment of the H&S file by the OH&S Agent prior to any work commencing.

A copy drawing records for the as-builts are to be placed on file by the Designers once complete.

ANNEXURE BD

NON CONFORMANCES

HEALTH AND SAFETY SITE INSPECTION NON CONFORMANCE NO		
AGENT:		PROJECT:
Consultant:		Date and time:
Client		Area:
Contractor:		
ASPECTS NOTED:	COMMENTS:	COMPLETION REQUIRED BY (DATE):
	•	
	•	
	•	
	•	
	•	
PHOTOGRAPHIC EVIDENCE (if available):		
<div>1</div> <div>2</div> <div>3</div> <div>4</div>		
OTHER:		
The following fines are to be applied:		
Signature of RE		
Signature of H&S Officer/Site Agent		
Signature: of H&S Agent		

CLOSE OUT OF CONFORMANCE			
VERIFIED BY AGENT	COMMENTS ON WHAT WAS DONE (ATTACH PROOF IF AVAILABLE)	DATE COMPLETED	
Lack of traffic accommodation of team at Kudu's Drift			
Lack of PPE			
Workers sitting under trucks without hard hats			
PHOTOGRAPHIC EVIDENCE, OR LIST OF ANNEXURE TO PROVE CLOSURE			
SIGNATURE OF H&S OFFICER OR SITE AGENT			
SIGNATURE OF RE			

ANNEXURE BE

C1.3.8 AGREEMENT IN TERMS SECTION 37.2 OF THE OCCUPATIONAL HEALTH AND SAFETY ACT 1993 (ACT NO. 85 OF 1993)

THIS AGREEMENT is made at on this the
..... day of.....in the year..... between

the KOUGA LOCAL MUNICIPALITY

(hereinafter called "the Client") of the one part, herein represented by

.....in his capacity as

and delegate of the Client in terms of the Client's standard powers of delegation pursuant to the provisions of Act No 7 of 1998.

and

(hereinafter called "the Mandatory") of the other part, herein represented by

.....in his capacity as

and being duly authorised by virtue of a resolution appended hereto as Annexure A.

WHEREAS the Client is desirous that certain works be constructed, viz

CONTRACT NO: and has accepted a tender by the Mandatory for the construction, completion & maintenance of such works and whereas the Client and the Mandatory have agreed to certain arrangements and procedures to be followed in order to ensure compliance by the Mandatory with the provisions of the Occupational Health and Safety Act 1993 (Act 85 of 1993 as updated);

NOW THEREFORE THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1 The Mandatory shall execute the work in accordance with the contract documents pertaining to this contract;
- 2 This Agreement shall hold good from its commencement date, which shall be the date determined in terms of the Form of Offer and Acceptance, or other date decided upon, in the Contract Data, to either;
 - a) The date of the final certificate issued or as contained in this **Volume 1** of the contract documents pertaining to this Contract, or
 - b) The date of termination of the Contract;
- 3 The Mandatory declares himself to be conversant with the following:
 - a) All the requirements, regulations and standards of the Occupational Health and Safety Act (Act 85 of 1993 as updated), hereinafter referred to as "The Act", together with its amendments and with special reference to the following Sections of The Act.
 - i. Section 8: General duties of clients to their employees;
 - ii. Section 9: General duties of clients and self-employed persons to persons other than employees;
 - iii. Section 10: General duties of manufacturers and others regarding articles and substances for use at work;
 - iv. Section 37: Acts or omissions by employees or Mandatories, and
 - v. Sub-section 37(2) relating to the purpose and meaning of this Agreement.
 - b) The Contractor shall ensure that he familiarises himself with the requirements of the Company's health and safety specification developed for the project, and that he, his employees and any

other Contractor s employed during the project comply with them. The Contractor shall ensure that all health and safety documentation required by with the Company's health and safety plan is maintained for the duration of the project.

- 4 In addition to the requirements of conditions of contract (as amended by the Contract Data of the contract documents pertaining to this Contract), the Mandatory agrees to execute all the works forming part of this Contract and to operate and utilize all machinery, plant and equipment in accordance with The Act.
- 5 The Mandatory is responsible for the compliance with the Act by all his Contractors, whether or not selected and/or approved by the Client.
6. The Mandatory warrants that all his own and his Contractors' workmen are covered in terms of the Compensation for Occupational Injuries and Diseases Act 1993 as amended, which cover shall remain in force whilst any such workmen are present on site. A letter of good standing from the Compensation Commissioner to this effect must be produced to the Client upon signature of the agreement.
7. The Mandatory undertakes to ensure that he and/or subcontractors and/or their respective clients will at all times comply with the following conditions:
 - a) The Mandatory shall assume the responsibility in terms of Section 16.1 of the Occupational Health and Safety Act. The mandatory shall not delegate any duty in terms of Section 16.2 of this Act without the prior written approval of the Client. If the mandatory obtains such approval and delegates any duty in terms of section 16.2 a copy of such written delegation shall immediately be forwarded to the Client.
 - b) All incidents referred to in the Occupational Health and Safety Act shall be reported by the Mandatory to the Department of Labour as well as to the Client. The Client must further be provided with copies of all written documentation relating to any incident.
 - c) The Client hereby obtains an interest in the issue of any formal enquiry conducted in terms of section 32 of the Occupational Health and Safety Act into any incident involving the Mandatory and/or his employees and/or his Contractors.
 - d) The Mandatory shall conduct such risk assessments, method statements and safe work practices as may be necessary during the course of the contract and shall ensure that all staff are informed of these. Proof of this shall be placed in the project Health and Safety file.
 - e) Adherence to the Contractor's Health and Safety plan must be enforced including the application of penalties for non-conformance as set out in the Client's Health and Safety Specification.

In witness thereof the parties hereto have set their signatures hereon in the presence of the subscribing witnesses:

SIGNED FOR AND ON BEHALF OF THE CLIENT:.....

WITNESS: 1..... 2.....

NAME (IN CAPITALS) 1..... 2.....

SIGNED FOR AND ON BEHALF OF THE MANDATORY:.....

WITNESS: 1..... 2.....

NAME (IN CAPITALS) 1..... 2.....