

12.1.8 Previous work - Defects (B3.6)			
No specific information			
12.1.9 Services - known (B3.7)			
Care should be taken not to remove or damage any services and to notify the Principal Agent immediately. Points of connections will be on site by the principal agent			
12.1.10 Protection of trees (B3.9)			
Care should be taken not to damage any trees			
12.1.11 Inspection of adjoining properties (B3.11)			
Care should be taken not to damage any adjoining properties and liaison between the contractor and the representative/Agent is of the paramount important			
12.1.12 Enclosure of the works (B6.2)			
The contractor shall provide, erect, alter as necessary, maintain, remove and make good on completion of the works suitable hoardings, complete with gantries, fans, safety screens, barriers etc. as necessary for the enclosure of the works and protection of the public, all to the satisfaction of the employer Representative/Agent and Local Authority			
12.1.13 Offices (B6.4.3)			
Specific requirements	N/A		
12.1.14 Main notice board (B6.5)			
No			
12.1.15 Sub-contractors notice board (B6.6)			
No			
12.1.16 Water (B7.2)			
Option A (by contractor)			
12.1.17 Electricity (B7.3)			
Alternative selected: A			
12.1.18 Telecommunications (B7.4)			
Alternative selected: A			
12.1.19 Ablution facilities (B7.5)			
Alternative selected: A	Item		
Carried to Collection Summary - Section 1: Preliminaries			R
Section 1 - Preliminaries			

12.1.20 Protection of existing/sectionally occupied works (B11.2)				
N/A				
12.1.21 Special attendance (B9.2)				
Subcontractor (1) details:				
No special attendance will be needed				
12.1.22 Protection of the works				
Yes	Item			
12.1.23 Disturbance (B11.5)				
Yes				
12.1.24 Enviromental disturbance (B11.6)				
Yes				
<b><u>SECTION C: SPECIFIC PRELIMINARIES</u></b>				
99 Clause C1 - Proprietary branded products				
The contractor shall take delivery of, handle, store, use, apply and/or fix all proprietary branded products in strict accordance with the manufacturers' instructions after consultation with the manufacturer's authorized representative				
F:..... V:..... T:.....	Item			
100 Clause C2 - Overtime				
Should overtime be required to be worked for any reason whatsoever, the costs of such overtime are to be borne by the contractor unless the principal agent has specifically authorized and indicated in writing, prior to the execution thereof costs for such overtime will to be borne by the employer				
F:..... V:..... T:.....	Item			
101 Clause C3 - As-built drawings				
The position of construction breaks and the extent of individual concrete pours are to be recorded by the contractor on the structural engineer's drawings and are to be submitted to the principal agent and the structural engineer for their records				
F:..... V:..... T:.....	Item			
Carried to Collection Summary - Section 1: Preliminaries				R
Section 1 - Preliminaries				

102 Clause C4 - Site instructions

All site instructions issued on site shall be recorded in writing within seven (7) calendar days in site instruction book (A4 size) and triplicate carbon format), which is to be provided and maintained by the contractor. The said site instruction book shall be kept on site at all times for the exclusive use of recording site instructions only

Site instructions may be issued by the architect or any of the consultants only. Copies of the site instructions are to be submitted to the architect and quantity surveyor within seven (7) calendar days of such recording in the site instruction book

F:..... V:..... T:.....

Item

103 Clause C5 - Labour record

At the end of each week the contractor shall provide the principal agent with a written record, in schedule form, reflecting the number and description of tradesmen and labourers employed by him and all subcontractors on the works each day

F:..... V:..... T:.....

Item

104 Clause C6 - Plant record

At the end of each calendar week the contractor shall provide the principal agent with a written record, in schedule form, reflecting the number, type and capacity of all plant, excluding hand tools, currently used on the works

F:..... V:..... T:.....

Item

105 Clause C7 - Non-cession of monies

The contractor shall not cede nor assign his rights or claims to any monies due or to become due to him under this contract

F:..... V:..... T:.....

Item

106 Clause C8 - Occupational Health and Safety Act

In terms of the Occupational Health and Safety Regulations promulgated on 18 July 2003, it will be expected from the contractor to comply fully with and adhere to all such regulations pertaining to this project as no claims in this regard will be entertained

F:..... V:..... T:.....

Item

**SUMMARY OF CATEGORIES**

Category : Fixed R:.....

Category : Value R:.....

Category : Time R:.....

Carried to Collection Summary - Section 1: Preliminaries

R

Section 1 - Preliminaries

Bill No	SECTION 1	Page No	Amount
	<u>COLLECTION SUMMARY -SECTION 1: PRELIMINARIES</u>		
1	Preliminaries	1	R .....
		2	R .....
		3	R .....
		4	R .....
		5	R .....
		6	R .....
		7	R .....
		8	R .....
		9	R .....
		10	R .....
		11	R .....
		12	R .....
		13	R .....
		14	R .....
		15	R .....
		16	R .....
		17	R .....
		18	R .....
		19	R .....
		20	R .....
		21	R .....
	Carried to Final Summary - All Units		R _____
	Section 1 - Preliminaries		

**SECTION 2**

**BILL NO.1**

**ALTERATIONS**

**NOTE:** Tenderers are advised to study the General Preambles for Trades 2017 before pricing this bill

**REMOVAL OF EXISTING WORK**

Carefully take down and remove existing gates, fence, guides etc. including cutting joints

1	5000 x 1800mm high steel gate (Vehicle Access Gates) including hinges, locks and all necessary accessories including making good (New vehicle access gate elsewhere)	No	2
2	1200 x 1800mm high steel gate (Pedestrian Access Gates) including hinges, locks and all necessary accessories including making good (New vehicle access gate elsewhere)	No	2
3	Pre-cast concrete wall approximately 1800mm high including precast concrete posts	m	53
4	Diamond mesh fence approximately 1800mm high including steel posts, etc.	m	285
5	Barbed wire on top of existing brick wal	m	193

Carried to Collection Summary

R

Section No. 2  
Bill No.1:  
Alterations

<u>SECTION NO. 2</u>		
<u>BILL NO. 2</u>		
<u>THE FOLLOWING WORK IN PERIMETER WAL/FENCING</u>		
<u>EARTHWORKS (PROVISIONAL)</u>		
<u>Excavation in earth not exceeding 2m deep</u>		
1 Trenches	m³	179
2 Holes	m³	23
<u>Extra over excavations for excavation in:</u>		
3 Soft rock	m³	20
4 Hard rock	m³	10
<u>Extra over all excavations for carting</u>		
5 Surplus material from excavations and/or stock piles on site to a dumping to be located by contractor	m³	103
<u>Risk of collapse of excavations</u>		
6 Sides of trench and hole excavations not exceeding 1.5m deep ;	m²	548
<u>Keeping excavations free of water</u>		
7 Keeping excavations free of all water other than subterranean water	Item	1
<u>EARTH FILLING, ETC.</u>		
<u>Earth filling obtained from excavations and/or prescribed stock piles on site uncompacted</u>		
8 Backfilling to trenches, Holes, etc.	m³	99
<u>Test Blocks</u>		
Carried Forward to Collection		
R		
Section 2		
Bill No. 2		
Earthworks		

<u>SECTION NO. 2</u>				
<u>BILL NO. 3</u>				
<u>CONCRETE, FORMWORK AND REINFORCEMENT</u>				
<u>UNREINFORCED CONCRETE</u>				
<u>15Mpa/19mm concrete</u>				
1	Surface blinding under footings and bases	m³	14	
2	Strip footings and bases	m³	10	
<u>REINFORCED CONCRETE</u>				
<u>25Mpa/19mm concrete</u>				
3	Strip footings	m³	61	
<u>Test Blocks</u>				
4	Making and testing 150 x 150 x 150mm concrete strength test cubes	No	3	
<u>REINFORCEMENT (PROVISIONAL)</u>				
<u>Mild steel reinforcement to structural concrete work</u>				
5	8mm Diameter bars	t	0,4	
6	10mm Diameter bars	t	3,35	
<u>High tensile steel reinforcement to structural concrete work</u>				
7	12mm Diameter bars	t	2,97	
Carried Forward to Collection				R
Section 2				
Bill No. 3				
Concrete, Formwork and Reinforcement				

SECTION NO. 2

BILL NO. 4

MASONRY

Foundations (Provisional)

Brickwork of NFX bricks in Class II mortar

1 Brick piers

m<sup>3</sup> 9

2 One brick walls

m<sup>2</sup> 164

Superstructure

"Terracota Satin" or similar approved face bricks pointed with recessed horizontal and vertical joints

3 Extra over brickwork for face brickwork in brick piers

m<sup>3</sup> 41

4 Extra over brickwork for face brickwork in one brick wall

m<sup>2</sup> 711

Brick-on-edge header course copings, sills, etc of "Teracota Satin" face bricks pointed with recessed joints on all exposed faces

5 230mm copings on top of one brick walls

m 338

BRICKWORK SUNDRIES

Brickwork reinforcement

6 150mm Wide reinforcement built in horizontally

m 2729

Holes, etc.

7 Cutting into 230mm brick wall for and fitting around holes 50mm diameter U-pvc pipes at 600mm centres

No 563

Carried Forward to Collection

R

Section 2  
Bill No. 4  
Masonry



SECTION NO. 2

BILL NO. 5

WATERPROOFING

One layer of 375 Micron brickgrip damp proof course embosed under coping

1 In walls

m<sup>2</sup>

74

10,00

Carried Forward to Collection

R

Section 2  
Bill No. 5  
Waterproofing

SECTION NO. 2

BILL NO. 6

METALWORK

Burglar bars, Security gates, etc.

Purpose made security burglar gates formed of 30 x 6mm flat framing all round fixed to brickwork with M10 bolts with tack welds on each bolt spaced at 300mm centres maximum to the vertical frame and 350mm centres maximum to the horizontal frame. The frame is to be filled in with 12mm diameter mild steel round bars spaced at 100mm centres welded to top and bottom of frame and supported with 30 x 6mm horizontal flat bar for every 1000mm height and welded to vertical round bars using the face area of the flat bar complete all in accordance with the Architectural Specifications and Burglar Proofing detail.

Burglar gates to Aluminium shopfront and doors

1	Burglar gate suitable for door opening size 2300 x 1700mm high fittedd with self-closing mechanism complete with elctromagnetic locking system	No	5
2	Burglar gate suitable for door opening size 1700 x 2350mm high fittedd with self-closing mechanism complete with elctromagnetic locking system	No	1
3	Burglar gate suitable for door opening size 900 x 2100mm high fittedd with self-closing mechanism complete with elctromagnetic locking system	No	1
4	Security gate (CSC exit/entrance) to match existing, suitable for door opening size 4000 x 2100mm high fittedd with self-closing mechanism complete with electromagnetic locking system	No	1
5	Security gate (CSC exit/entrance) to match existing, suitable for door opening size 3000 x 2200mm high fittedd with self-closing mechanism complete with electromagnetic locking system to accommodate paraplegic access	No	1

Carried Forward to Collection Summary

R

Section No. 2  
Bill No.6  
Metalwork

**SECTION 2**

**BILL NO. 7**

**FENCING, POSTS, GATES, ETC.**

**Steel Palisade Fencing**

galvanised steel palisade fencing to match existing built into and over an existing facebrick wall to an increased total height similar to existing, all in accordance with the manufacture's recommendations and Specific Architectural drawings.

- 1 1800mm high galvanised steel palisade fencing built over an existing facebrick wall ( Height to be confirmed on site)

m

615

**Mesh Panel Fencing**

**Posts:**

Perimeter fence shall comprise support posts to project 600mm above the top edge of steel mesh panels as support for high tensile steel flat wrap razor wire to achieve an overall minimum height of 3000m. Support post shall be 85mm front face, tapering to 45mm with a depth of 85mm. Posts shall be spaced at 3390mm centre to centre and shall include locking recess mechanism to secure panels. The fence and posts shall be built flush with external fence of the wall, and the wall must not have a foot hold to the street/public side (Refer to Annexure 12).

**Panels:**

Fence panels shall have 70 degrees flanges along the sides, 90 degrees along the top and 30 degrees flange along the bottom. The panel facing the street must be in a horizontal position and the internal panel to be in a vertical position to reduce the aperture size of the panel, fence panels shall be clamber proof with see-through capabilities and have a top coat finish of marine fusion bond coat in dove grey colour or as per approved colour. The mesh strands to be 3mm diameter minimum, cut resistant and with an aperture not exceeding 12mm x 12mm

- 2 Double skin mesh panel fencing manufactured and installed complete all in accordance with the manufacture's specifications and as per Annexure 12 (Perimeter fence detail 1) of Architectural drawings annexed to the bid document (Steel security spikes and Flat wrap razor wire elsewhere)

m

50

**Motorised Sliding Gates, etc.**

Vehicle gate manufactured from similar materials used for perimeter fencing on street boundaries, lockable with heavy duty padlock from the inside premises and fitted with heavy load gate rollers with bearings and spring support, track for gate ect. all in accordance with the manufacture's recommendations and as per Annexure 9 (Vehicle Access Gate Detail) of Architectural drawing.

Carried Forward

R

Section 2

Bill No. 7

Fencing, Gates, Posts, etc

<u>Brought Forward</u>			R
<p>5000 x 2400mm high sliding vehicle access gate to be constructed of square tubing gate frame, Double skin mesh panels with see through capabilities, 3mm minimum diameter mesh strands, cut resistant and with 12mm x 12mm maximum aperture and finished with dove grey or as per approved client colour choice with marine fusion bond top coating and all other fixing materials and accessories to make complete installation. The track for the gate shall consist of 152 x 152mm mild steel H-Section beam, 20 x 3mm mild steel lugs welded along at 600mm centres with 20mm solid mild steel round bars welded on top of square tubing all in accordance with the manufacture's recommendations and as per Annexure 9 (Vehicle Access Gate Detail) of Architectural Drawings and Specification.</p>	No	3	
<p>1200 x 2400mm high Pedestrian gate enabled with <u>paraplegic access</u>, to be constructed of square tubing, including Double skin mesh panels with see through capabilities, 3mm minimum diameter mesh strands, cut resistant and with 12mm x 12mm maximum aperture and finished with dove grey or as per approved client colour choice, marine fusion bond top coating and all other fixing materials and accessories to make complete installation, all in accordance with the manufacture's recommendations and as per Architectural Drawings and Specification.</p>	No	2	
<u>Gate motors, etc.</u>			
<p>D10/1000kg "Centurion" or similar approved Industrial type gate motor with 750 open and close cycle per day, including electrical cabling, break sensor, impact sensor, burglar proof case, anti-theft bracket etc. installed complete and in accordance with the manufacture's recommendations and as per Annexure 12 (Perimeter fence detail) of Architectural Drawings and Specification.</p>	No	3	
<u>Sundry metalwork</u>			
<p>2mm Thick x 100mm high toughened electro galvanized steel security spikes fastened or fixed on top of boundary wall and gate</p>	m	593	
<p>600mm high flat wrap wire fixed together and to top of gate</p>	m	5	
Carried Forward to Final Summary			R
<p>Section 2 Bill No. 7 Fencing, Gates, Posts, etc</p>			

COLLECTION SUMMARY - BUILDING WORKS

Bill No		Page No		Amount
1	Alterations	22		R
2	Earthworks	23		R
3	Concrete, Formwork and Reinforcement	24		R
4	Masonry	25		R
5	Waterproofing	26		R
6	Metalwork	27		R
7	Fencing, Posts, Gates, etc	29		R

Carried to Final Summary

R

Section No.2  
Collection Summary  
Building Works

Sec No	<u>FINAL SUMMARY</u>	Page No	Amount
1	Preliminaries	20	R
2	Building Works	30	R
	<b>Sub-Total</b>		R
	Add: V.A.T @ 15%		R
	<b>TOTAL CARRIED TO FORM OF OFFER</b>		R

**APPOINTMENT OF CONTRACTOR FOR SECURITY UPGRADE AT  
KRAAIFONTEIN POLICE STATION IN WESTERN CAPE PROVINCE**

**BID: 19/1/9/1/02TB(23)**

**PART C**

**CONTRACT**

**PART C 3**

**OCCUPATIONAL HEALTH AND SAFETY**





# HEALTH & SAFETY SPECIFICATION

FOR  
CAPITAL WORKS AND PLANNED MAINTENANCE  
PROJECTS  
MANAGED ON BEHALF OF  
SOUTH AFRICAN POLICE SERVICE  
(THE "CLIENT")

Rev 2: H&S Specification

20 Lockout System.....	34
21. Important Lists & Records to be kept.....	34
<b>1. PREAMBLE</b>	

In terms of Construction Regulation 5(1) (b) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), South African Police Service, as the Client must **prepare a suitable, documented and coherent site specific health and safety specification** for the intended construction work based on the baseline risk assessment.

The Client's further duties are as described in The Act and the Regulations made there-under. The Principal Contractor shall be responsible for the Health & Safety Policy for the site in terms of Section 7 of the Act and in line with Construction Regulation 7 as well as the Health and Safety Plan for the project.

This 'Health and Safety Specifications' document is governed by the 'Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), hereinafter referred to as 'The Act'. Notwithstanding this, cognizance should be taken of the fact that no single Act or its set of Regulations can be read in isolation. Furthermore, although the definition of Health and Safety Specifications stipulates 'a documented specification of all health and safety requirements pertaining to associated works on a construction site, so as to ensure the health and safety of persons', it is required that the entire scope of the Labour legislation, including the Basic Conditions of Employment Act be considered as part of the legal compliance system. With reference to this specification document this requirement is limited to all health, safety and environmental issues pertaining to the site of the project as referred to here-in. Despite the foregoing it is reiterated that environmental management shall receive due attention.

Due to the wide scope and definition of construction work, every construction activity and site will be different, and circumstances and conditions may change even on a daily basis. Therefore, due caution is to be taken by the Principal Contractor when drafting the Health and Safety Plan based on these Health and Safety Specifications. Prior to drafting the Health and Safety Plan, and in consideration of the information contained here-in, the contractor shall set up a Risk Assessment Program to identify and determine the scope and details of any risk associated with any hazard at the construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard. *This Risk*

Rev 2: H&S Specification: 2018

3

## TABLE OF CONTENT

1 Preamble .....	3
2 Scope of health & safety specification document.....	4
3 Purpose .....	5
4 Definitions.....	6
5 Occupational health & safety management.....	8
5.1 Structure and organization of OHS responsibilities.....	8
5.1.1 Overall supervision and responsibilities OHS.....	8
5.1.2 Required appointment as per the construction regulation.....	9
5.2 Communication, participation & consultation.....	10
6 Interpretation.....	11
7 Responsibilities.....	11
7.1 Client.....	11
7.2 Principal contractor.....	12
7.3 Contractor.....	14
7.4 Construction Health & Safety Agent (SACPCMP).....	14
8 Scope of work.....	15
9 Preparing Health & Safety Plan.....	15
10 Health & Safety File.....	17
11 OH&S Goals & Objective & Arrangements for Monitoring & Reviewing OH&S Performance..	18
11.1 Identification of Hazards & development of Risk Assessment, Standard working Procedures (SWP) & Method Statement.....	18
11.1.1. Monthly audit by client and/or its agent.....	18
11.1.2 Health & Safety incident/accident reporting and investigation.....	19
12 Review.....	19
12.1 Site Rules & other Restrictions.....	21
12.1.1 Appointment of Health & Safety Reps.....	22
12.1.2 Duties and functions of the Health & Safety Reps.....	22
12.1.3 Establishment of Health & Safety Committee.....	23
12.1.4 Training & Awareness.....	23
13 Project Site Specific Requirements.....	24
14 Outlined Data References & Information on Certain & Specific Obligatory Requirements to ensure compliance.....	25
15 Principal Contractor General duties.....	29
16. The Principal Contractor Specific Duties.....	29
17 The Principal Contractor Specific Responsibilities with regard to hazardous activities.....	29
18 General Notes to the Principal Contractor.....	30
19 House Keeping.....	31
20 Facilities.....	32

Rev 2: H&S Specification: 2018

2

*Assessment and the steps identified will be the basis or point of departure for the Health and Safety Plan.*

The South African Police Service is tasked to provide accommodation and operational facilities to a very large proportion of its members. A very large number of State employees and public users of the facilities and the services provided there-in directly interacts with the facilities provided by the well-being, health and safety of a great number of people. This Department thus has directly or indirectly, an impact on the Republic of South Africa as well as the National Parliament.

In this a high premium is to be placed on the health and safety of the most valuable assets of the South African Police Service. These are its personnel, the personnel of its Clients and the physical assets of which it is the custodian and may also include the public as well. The responsibilities the Department and relevant stakeholders have toward its employees and other people present in the facilities or on the sites are captured further in this specification document. These responsibilities stem from both moral, civil and a variety of legal obligations. The Principal Contractor is to take due cognizance of the above statement.

Every effort has been made to ensure that this specification document is accurate and adequate in all respects. Should it however, contain any errors or omissions they may not be considered as grounds for claims under the contract for additional reimbursement or extension of time, or relieve the Principal Contractor from his responsibilities and accountability in respect of the project to which this specification document pertains. Any such inaccuracies, inconsistencies and/or inadequacies must immediately be brought to the attention of the Agent and/or Client.

## 2. SCOPE OF HEALTH AND SAFETY SPECIFICATION DOCUMENT

These Specifications should be read in conjunction with the Act, the Construction Regulations and all other Regulations and Safety Standards which were or will be promulgated under the Act or incorporated into the Act and be in force or come into force during the effective duration of the project. The stipulations in this specification, as well as those contained in all other documentation pertaining to the project, including contract

Rev 2: H&S Specification: 2018

4

130



documentation and technical specifications shall not be interpreted, in any way whatsoever, to countermand or nullify any stipulation of the Act, Regulations and Safety Standards which are promulgated under, or incorporated into the Act.

### 3. PURPOSE

The **South African Police Service** is obligated to implement measures to ensure the health and safety of all people and properties affected under its custodianship or contractual commitments, and is further obligated to monitor that these measures are structured and applied according to the requirements of these Health and Safety Specifications.

The purpose of this specification document is to provide the relevant Principal Contractor (and his /her contractor) with any information other than the standard conditions pertaining to construction sites which might affect the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; and to protect persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work during the carrying out of construction work for the **South African Police Service**. The Principal Contractor (and his /her contractor) is to be briefed on the significant health and safety aspects of the project and to be provided with information and requirements on inter alia:

- a) Safety considerations affecting the site of the project and its environment;
- b) Health and safety aspects of the associated structures and equipment;
- c) submissions on health and safety matters required from the Principal Contractor (and his /her contractor); and
- d) the Principal Contractor's (and his /her contractor) health & safety plan.

To serve to ensure that the Principal Contractor (and his /her contractor) is fully aware of what is expected from him/her with regard to the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Regulations made there-under including the applicable safety standards, and in particular in terms of Section 6, 7 and 8 of the construction regulation (2014).

- (a) the erection, maintenance, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure;
- (b) the installation, erection, dismantling or maintenance of a fixed plant where such work includes the risk of a person falling;
- (c) the construction, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or any similar civil engineering structure; or
- (d) the moving of earth, clearing of land, the making of an excavation, piling, or any similar type of work;

**Construction Work Permit** -- means a document issued by the Provincial Director of Department of Labour

**"Contractor"** -- means an employer, as defined in Section 1 of the Act, who performs construction work and includes Principal Contractors.

**"Contract Amount"** Financial value of the contract at the time of the award of the contract, exclusive of all allowance and any value added tax or sales tax which the law requires the employer to pay to the contractor.

**"Practical Completion Certificates"** A certificates issued in terms of a contract by the employer, signifying that the whole of the construction works have reached a state of readiness for occupation or use for the purposes intended, although some minor work may be outstanding.

**"Accident"** -- means unplanned occurrence that happens due to the unsafe condition and may cause injury to a person, damage to the property, material, plant, equipment and the environment;

**"Hazard"** -- means anything including work activities and practices with the potential to cause harm;

**"Risk"** -- means the likelihood that harm will occur and the subsequent consequences.

To inform the Principal Contractor that the Occupational Health and Safety Act, 1993 (Act 85 of 1993) in its entirety shall apply to the contract to which this specification document applies. The Construction Regulations promulgated on 07 February 2014.

### 4. DEFINITIONS - The most important definitions in the Act and Regulations pertaining to this specification document are hereby extracted.

**"Purpose of the Act"** -- To provide for the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work; to establish an advisory council for occupational health and safety; and to provide for matters connected therewith.

**"Health & Safety Specification"** -- means a document that includes information required under the construction regulation and obtained from the clients & designers during the early planning & design stage for a specific project on a specific site for use by the contractors when preparing their tenders or bids to clients.

**"Health & Safety Plan"** -- means a site, activity or project documented plan in accordance with the clients health and safety specification

**"Agent"** -- means any person who acts as a representative for a client;

**"Client"** -- means any person for whom construction work is performed;

**"Construction Health & Safety Agent (SACPCMP)"** -- The person or entity appointed by the client through the Agent and who has a full authority and obligation to act on the clients behalf in terms of the construction regulations;

**"Construction Work"** is defined as any work in connection with --

**"Risk assessment"** -- means a process to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to mitigate, reduce or control such hazards.

**Health and Safety File** -- means a file, or other record containing the information in writing required by Construction Regulations.

### 5. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT

#### 5.1 Structure and Organization of OH&S Responsibilities

##### 5.1.1. Overall Supervision and Responsibility for OH&S

- a) The Client and/or its Agent on its behalf to ensure that the Principal Contractor, appointed in terms of Construction Regulation 5(1)(k), implements and maintains the agreed and approved H&S Plan. Failure on the part of the Client or Agent to comply with this requirement will not relieve the Principal Contractor from any one or more of his/her duties under the Act and Regulations.
- b) The Chief Executive Officer of the Principal Contractor in terms of Section 16 (1) of the Act to ensure that the Employer (as defined in the Act) complies with the Act. The pro forma Legal Compliance Audit may be used for this purpose by the Principal Contractor or his/her appointed contractor.
- c) All OH&S Act (85 /1993), Section 16 (2) appointee/s as detailed in his/her/their respective appointment forms to regularly, in writing, report to their principals on matters of health and safety per routine and ad hoc inspections and on any deviations as soon as observed, regardless of whether the observation was made during any routine or ad hoc inspection and to ensure that the reports are made available to the principal Contractor to become part of site records (Health & Safety File).
- d) The Construction Supervisor and Assistant Construction Supervisor/s appointed in terms of Construction Regulation 8 to regularly, in writing, report to their principals on matters of health and safety per routine and ad hoc inspections and on any



deviations as soon as observed, regardless of whether the observation was made during any routine or ad hoc inspection and to ensure that the reports are made available to the principal Contractor to become part of site records (Health & Safety File).

- e) All Health and Safety Representatives (SHE-Reps) shall act and report as per Section 18 of the Act.

#### 5.1.2 Required appointments as per the Construction Regulations:-

Item	Regulation	Appointment	Responsible Person
1.	3.	Application Construction work permit	Client
2.	5(1)(k)	Principal contractor for each phase or project	Client
3.	5(6)	Construction Health & Safety Agent	Client
4.	7.(1)(c)	Contractor	Principal Contractor
5.	7(3)	Contractor	Contractor
6.	8(1)	Construction manager	Contractor
7.	8(2)	Assistance Construction manager	Contractor
8.	8(5)	Construction Safety Officer	Contractor
9.	8(7)	Construction Supervisor	Contractor
10.	8(8)	Responsible employee	Contractor
11.	9(1)	Competent risk assessor	Contractor
12.	10(1)	Fall protection planner	Contractor
13.	12(1)	Temporal work designer	Contractor
14.	12(2)	Supervisor of temporal work operation	Contractor
15.	12(3)(F)	Competent temporary works inspector	Contractor
16.	13(1)(a)	Excavation supervisor	Contractor
17.	13(2)(k)	Competent person in the use of explosive for excavations	Contractor
18.	14(1)	Competent demolition supervisor	Contractor
19.	14(11)	Explosives expert	Contractor
20.	16(1)	Scaffold supervisor	Contractor
21.	17(1)	Suspended platform supervisor	Contractor
22.	18(1)a	Rope access Supervisor	Contractor

Rev 2 H&S Specification 2018

9

23.	19(6)(a)	Material hoist inspector	Contractor
24.	20(1)	Bulk mixing plant supervisor	Contractor
25.	21(2)(b)	Explosive actuated fastening device inspector	Contractor
26.	21(2)(g)	Explosive actuated fastening device cartridge, nails and studs: issuer & collector	Contractor
27.	23 (1)	Operator : construction vehicle and mobile plant	Contractor
28.	28 (a)	Stacking and storage supervisor	Contractor
29.	29 (h)	Fire equipment inspector	Contractor
OTHER APPOINTMENTS			
	ACT /REGULATION	APPOINTMENT	
1	18(1)	CEO	
2	18(2)	Deputy CEO	
3	17	Health and safety representatives	
4	19	Health and Safety committee members	
5	37(2)	Mandatory agreement	
6	GAR 9(2)	Incident investigator	
7	GSR 3	Competent First aider	
8	GSR 5(1)	Competent Confined space inspector	
9	DMR 18(5)(a)	Lifting machine inspector	
10	DMR 10(5)(a)	Lifting machine entity	
11	GMR 2	Supervisor of machinery	

#### 5.2 Communication, Participation & Consultation

5.2.1 Occupational Health & Safety matters/issues shall be communicated between the Employer, the Principal Contractor, the other Contractors, the Designer and other concerned parties shall be through the H&S Committee or other means determined by the client.

5.2.2 In addition to the above, communication may be directly to the Client or his appointed Agent, verbally or in writing, as and when the need arises.

Rev 2 H&S Specification 2018

10

5.2.3 Consultation with the workforce on OH&S matters will be through their Supervisors and H&S Representatives ('SHE - Reps')

5.2.4 The Principal Contractor will be responsible for the dissemination of all relevant OH&S information to the other Contractors e.g. design changes agreed with the Client and/or its Agent on its behalf and the Designer, instructions by the Client and/or his/her agent, exchange of information between Contractors, the reporting of hazardous/dangerous conditions/situations etc.

#### 6. INTERPRETATION

a) The Occupational Health and Safety Act and all its Regulations, with the exception of the Construction Regulations, distinguish between the roles, responsibilities and functions of employers and employees respectively. It views consultants and contractors as employees of the "owner" of a construction or operational project, the "owner" being regarded as the employer.

b) (The position taken by the Construction Regulations is that the "owner", in terms of its instructions, operates (has to operate) in the role of client as per relevant definition. The contractors working for the "client" are seen to be in two categories, i.e. the Principal Contractor and Contractors.

c) The Principal Contractor has to take full responsibility for the health and safety on the site of the relevant project / contract. This includes monitoring health and safety conditions and overseeing administrative measures required by the Construction Regulations from all contractors on the project site.

#### 7. RESPONSIBILITIES

##### 7.1 Client

a) The Client or his appointed Agent on his behalf will appoint each Principal Contractor for this project or phase/section of the project in writing for assuming the role of Principal Contractor as intended by the Construction Regulations.

Rev 2 H&S Specification 2018

11

b) The Client or his appointed Agent on his behalf shall discuss and negotiate with the Principal Contractor the contents of the health and safety plan of the both Principal Contractor and Contractor for approval.

c) The Client or his appointed Agent on his behalf will take reasonable steps to ensure that the health and safety plan of both the Principal Contractor and Contractor is implemented and maintained. The steps taken will include periodic audits at intervals of at least once every month.

d) The Client or his appointed Agent on his behalf, will prevent the Principal Contractor and/or the Contractor from commencing or continuing with construction work should the Principal Contractor and/or the Contractor at any stage in the execution of the works be found to:

- have failed to have complied with any of the administrative measures required by the Construction Regulations in preparation for the construction project or any physical preparations necessary in terms of the Act;
- have failed to implement or maintain their health and safety plan;
- have executed construction work which is not in accordance with their health and safety plan; or
- act in any way which may pose a threat to the health and safety of any person(s) present on the site of the works or in its vicinity, irrespective of him/her being employed or legitimately on the site of the works or in its vicinity.

##### 7.2 Principal Contractor

a) The Principal Contractor shall accept the appointment under the terms and Conditions of Contract. The Principal Contractor shall sign and agree to those terms and conditions and shall, before commencing work, notify the Department of Labour of the intended construction, Annexure 2 of this construction regulation contains a "Notification of Construction Work" form. The Principal Contractor shall submit the notification in writing prior to commencement of work and inform the Client or his Agent accordingly.

Rev 2 H&S Specification 2018

12

132



- b) The Principal Contractor shall ensure that he is fully conversant with the requirements of this Specification and all relevant health and safety legislation
- c) The Principal Contractor will in no manner or means be absolved from the responsibility to comply with all applicable sections of the Act, the Construction Regulations or any Regulations proclaimed under the Act or which may be applicable to this contract.
- d) The Principal Contractor shall provide and demonstrate to the Client a suitable and sufficiently documented health and safety plan based on this Specification, the Act and the Construction Regulations, which shall be applied from the date of commencement of and for the duration of execution of the works. This plan shall, as appendices, include the health and safety plans of all Sub-contractors for which he has to take responsibility in terms of this contract.
- e) The Principal Contractor shall provide proof of his registration and good standing with the Compensation Fund or with a licensed compensation insurer prior to commencement with the works.
- f) The Potential Principal Contractor shall, in submitting his tender, demonstrate that he has made provision for the cost of compliance with the specified health and safety requirements, the Act and Construction Regulations. (Note: This shall have to be contained in the conditions of tender upon which a tenderer's offer is based.)
- g) The Principal Contractor shall consistently demonstrate his competence and the adequacy of his resources to perform the duties imposed on the Principal Contractor in terms of this Specification, the Act and the Construction Regulations.
- h) The Principal Contractor shall ensure that a copy of his health and safety plan is available on site and is presented upon request to the Client, an Inspector, Employee or Sub-contractor.
- i) The Principal Contractor shall ensure that a health and safety file, which shall include all documentation required in terms of the provisions of this Specification, the Act

Rev 2: H&S Specification 2018

13

- c) H&S responsibilities: Prior to accepting the H&S agent appointment from clients, H&S agents need to ensure that they brief clients fully on the client's particular responsibilities in terms of the OH&SA of 1993 and Construction Regulations as amended from time to time. In the absence of acceptance by clients of these responsibilities, H&S agents will not be able to adequately meet their own H&S responsibilities and duties.
- d) H&S information: H&S agents must provide the designer or design team with all H&S information to enable them to conduct a design HIRA to identify the significant hazards that need to be included in the H&S specification. This information may be gathered from multiple sources such as, for example, discussion with the client, previous historical use of the site or facility, previous surveys and investigations and past H&S files.

## 8. SCOPE OF WORK

These specifications are applicable to the specific scope of work pertaining to the above-mentioned project as detailed in the tender documents.

Construction Regulation 5(1)(g) determines that potential contractors submitting tenders have made adequate provision for the cost of health and safety measures during the construction process. The Principal Contractor shall on tendering make provision for the cost of health and safety measures in terms of his/her documented Health and Safety Plan and measures based on these Health and Safety Specifications during the period of the project. The cost shall be duly quantified and clearly identified for such identifiable purpose.

## 9. PREPARING A HEALTH & SAFETY PLAN

- (a) The level of detail required for a H&S plan will depend on how complex the workplace is (in particular, the number of contractors at the workplace at any one time) and the risks involved in the work. The plan must be easily accessible in a construction site and it must be clearly understood by management, supervisors & workers on construction site.

Rev 2: H&S Specification 2018

15

and the Construction Regulations, is opened and kept on site and made available to the Client or Inspector upon request. Upon completion of the works, the Principal Contractor shall hand over a consolidated health and safety file to the Client.

- j) The Principal Contractor shall, throughout execution of the contract, ensure that all conditions imposed on his Sub-contractors in terms of the Act and the Construction Regulations are complied with as if they were the Principal Contractor.
- k) The Principal Contractor shall from time to time evaluate the relevance of the Health and Safety Plan and revise the same as required, following which revised plan shall be submitted to the Client and/or his/her Agent for approval.

## 7.3 Contractor

The contractor must demonstrate to the Principal Contractor that he has the Necessary competencies and resources to perform the construction work safely.

## 7.4 Construction Health & Safety Agent (SACPCMP)

The construction Health & Safety Agent act as a link between the client, Principal Contractor and the project team members with respect to health & Safety. They are Required to ensure that the client carry out its H&S responsibilities in terms of Legislation as well as to co-ordinate and ensure good H&S practices are maintained Throughout the duration of the project. In many cases this role starts from project Initiation to project close-out.

- a) H&S competence: In the event that the client is unable to satisfy the requirements of the Construction Regulations for whatever reasons, the construction H&S agent may be appointed to perform these functions on behalf of the client. Given the need to appoint a registered construction H&S agent that is competent and adequately resourced with respect to H&S matters.
- b) H&S goals: It is important that the construction H&S agents demonstrate clearly to clients how they are going to contribute to the achievement of any client H&S goals and objectives. They should also set their own H&S goals.

Rev 2: H&S Specification 2018

14

- (b) The plan must be implemented, maintained and kept up to date during the construction of the project.

- (c) The principal contractor should prepare a H&S plan that includes

- project information;
- client requirements for H&S management on the project; Environmental restrictions and existing on-site risks arrangements, imposed by others or developed by the principal contractor, to control significant site H&S risks; H&S file & project H&S review.

- (d) The H&S plan should include the following information:

- details of the client, that is the person commissioning the construction work, for example their name, representative and contact details;
- details of the principal contractor;
- details of the construction project, for example address of the workplace, anticipated start and end date and a brief description of the type of construction work that the H&S plan will cover;
- details on how subcontractors will be managed and monitored, including how the principal contractor intends to implement and ensure compliance with the H&S plan such as checking on the performance of subcontractors and how non-compliance will be handled; and
- details on how the risks associated with falls, falling objects, moving plant, electrical work and all high risk construction work that will take place on a construction project will be managed.

- (e) The H&S plan should also include information on:

- the provision and maintenance of a hazardous chemicals register, safety data sheets and hazardous chemicals storage;
- the safe use and storage of plant;
- the development of a construction project traffic management plan;
- obtaining and providing essential services information – electrical, gas, telecom, water and similar services;

Rev 2: H&S Specification 2018

16

133

- workplace security and public safety; and
- ensuring workers have appropriate licences and training to undertake the construction work.

(f) The H&S plan must contain:

- a general description of the type of work activities involved in the project and not just a description of the facility to be constructed;
- the project program or schedule details, including start and finish dates, showing principal activities;
- details of client, design team, principal contractor, subcontractors, and major suppliers; and
- extent and location of relevant existing records, surveys, site investigation and geotechnical reports, 'as-built' plans, H&S files.

## 10. HEALTH AND SAFETY FILE

- The H&S file is a document prepared by the principal contractor containing important project H&S information for use by the owner of the completed structure after construction has been completed.
- The principal contractor is responsible for producing an H&S file. It contains important project H&S information for use by the owner of the completed structure after construction has been completed. It is essential that the process of compiling the file commences as early as possible to ensure sufficient time to gather the required information.
- The Principal Contractor must, in terms of Construction Regulation 7(2) (b), keep a Health & Safety File on site at all times that must include all documentation required in terms of the Act and Regulations and must also include a list of all Contractors on site that are accountable to the Principal Contractor and the agreements between the parties and details of work being done. A more detailed list of documents and other legal requirements that must be kept in the Health & Safety File.

Rev 2: H&S Specification: 2018

17

5(1)(n) to ensure that the principal Contractor has implemented, is adhering to and is maintaining the agreed and approved OH&S Plan.

- A representative of the Principal Contractor and the relevant Health and Safety Representative(s) (SHE-Reps) must accompany the Client and/or its Agent on its behalf on all Audits and Inspections and may conduct their own audit/inspection at the same time. Each party will, however, take responsibility for the results of his/her own audit/inspection results. The Client and/or its Agent on its behalf may require to be handed a copy of the minutes of the previous Health and Safety Committee meeting reflecting possible recommendations made by that committee to the Employer for reference purposes.

### 11.1.2 Health & Safety incident/accident reporting & investigations

- The Principal Contractor shall report all incidents where an employee is injured on duty to the extent that he/she:
  - dies
  - becomes unconscious
  - loses a limb or part of a limb
  - is injured or becomes ill to such a degree that he/she is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he/she was usually employed

OR where:

- a major incident occurred
- the health or safety of any person was endangered
- where a dangerous substance was spilled
- the uncontrolled release of any substance under pressure took place
- machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects

Rev 2: H&S Specification: 2018

19

- The contractor must ensure that the client's format and layout of the H&S file is adhered to. The contractor must identify the responsible person that will prepare the H&S file and who will be responsible for the drafting of as-built drawings. The contractor must establish procedures:

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

## 11. OH&S GOALS AND OBJECTIVES AND ARRANGEMENTS FOR MONITORING AND REVIEWING OH&S PERFORMANCE

The Principal Contractor is required to maintain an acceptable disabling incident frequency rate (DIFR) and report on this to the Client and/or its Agent on its behalf on a monthly basis.

### 11.1 IDENTIFICATION OF HAZARDS AND DEVELOPMENT OF RISK ASSESSMENTS, STANDARD WORKING PROCEDURES (SWP) AND METHOD STATEMENTS

The Principal Contractor is required to develop Risk Assessments, Standard Working Procedures (SWP) and Method Statements for each activity executed in the contract or project.

The identification of hazards is over and above the hazards identification programme and those hazards identified during the drafting of the Health and Safety Plan.

#### 11.1.1 Monthly Audit by Client and/or its Agent.

The Client and/or its Agent on its behalf will be conducting Periodic Audits at times agreed with the Principal Contractor Audit to comply with Construction Regulation

Rev 2: H&S Specification: 2018

18

- Machinery ran out of control, to the Provincial Director of the Department of Labour within seven days and at the same time to the Client and/or its Agent on its behalf.

- The Principal Contractor is required to provide the Client and/or its Agent on its behalf with copies of all statutory reports required in terms of the Act and the Regulations.

- The Principal Contractor is required to provide the Client and/or its Agent on its behalf with a monthly "SHE Risk Management Report".

- The Principal Contractor is required to provide a s.a.p. the Client and/or its Agent on its behalf with copies of all internal and external accident/incident investigation reports. The Principal Contractor is responsible to oversee the investigation of all accidents/incidents where employees and non-employees were injured to the extent that he/she/they had to receive first aid or be referred for medical treatment by a doctor, hospital or clinic. (General Administrative Regulation 9)

- The results of the investigation to be entered into the Accident/Incident Register listed above. (General Administrative Regulation 9)

- The Principal Contractor is responsible for the investigation of all non-injury incidents as described in Section 24 (1) (b) & (c) of the Act and keeping a record of the results of such investigations including the steps taken to prevent similar incidents in future.

- The Principal Contractor is responsible for the investigation of all accidents relating to the construction site and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.

- Notwithstanding the requirements of Section 24 of the Act, ALL incidents shall be investigated and reported on in writing, irrespective of whether such incident gave rise to injury or damage.

Rev 2: H&S Specification: 2018

20

134



#### (i) Reporting Of Near-Misses

- South African Police Service views the reporting of near misses as a critical component in creating a positive health and safety awareness culture on site.
- South African Police Service retains the right to enforce the reporting of near misses within 24 hours of occurrence.

### 12. Review

The Principal Contractor is to review the Hazard Identification, Risk Assessments and Standard Work Processes at each Production Planning and Progress Report meeting as the construction work develops and progresses and each time changes are made to the designs, plans and construction methods and processes.

The Principal Contractor must provide the Client and/or its Agent on its behalf, other Contractors and all other concerned parties with copies of any changes, alterations or amendments as contemplated in the above paragraph.

#### 12.1 Site Rules and other Restrictions

##### a) Site OH&S Rules

The Principal Contractor must develop a set of site-specific OH&S rules that will be applied to regulate the Health and Safety Plan and associated aspects of the construction. When required for a site by law, visitors and non-employees upon entering the site shall be issued with the proper Personal Protective Equipment (PPE) as and when necessary.

- H&S Representatives must form part of the incident/accident investigating team.

##### 12.1.3 Establishment of H&S Committee(s)

- The Principal Contractor must establish H&S Committees consisting of designated H&S Representatives together with a number of Employers Representatives appointed as per Section 19(3) that are not allowed to exceed the number of H&S Representatives on the committee.
- The persons nominated by the employer on a H&S Committee must be designated in writing for such period as may be determined by him. The H&S Committee shall co-opt advisory (temporary) members and determine the procedures of the meetings including the chairmanship.
- The H&S Committee must meet minimum monthly and consider, at least, an agreed Agenda for the first meeting. Thereafter the H&S Committee shall determine its own procedures.

##### 12.1.4 Training & Awareness

The contents and syllabi of all training required by the Act and Regulations including any other related or relevant training as required must be included in the Principal Contractor's Health and Safety Plan and Health and Safety File.

##### a) Training & Induction

All employees performing work or task on site that potentially impact on H&S must be competent & have the necessary appropriate education, training & experience.

All the training must be closely aligned with the risk profile of the project; procedures must be put in place to ensure that all workers are aware of the consequences of their work activities & benefits of improved H&S performance.

All employees of the Principal and other Contractors must be in possession of proof of General Induction training

#### b) Security Arrangements

The Principal Contractor must establish site access rules and implement and maintain these throughout the construction period. Access control must include the rule that non-employees shall at all times be provided with fulltime supervision while on site. The Principal Contractor must develop a set of Security rules and procedures and maintain these throughout the construction period.

If not already tasked to the H&S Officer appointed in terms of Construction Regulation, the Principal Contractor must appoint a competent person who must develop contingency plans for any emergency that may arise on site as indicated by the risk assessments.

#### 12.1.1 Appointment of Health & Safety Representatives

##### a) H&S Representatives('SHE – Reps')

Where the Principal Contractor employs more than 20 persons (including the employees of other Contractors (sub-contractors) he has to appoint one H&S Representatives for every 50 employees or part thereof. (Section 17 of the Act and General Administrative Regulation 6 & 7.)

H&S Representatives must be appointed in writing and the designation shall be in accordance with the Collective Agreement as concluded between the parties as is required in terms of General Administration Regulation 6.

##### 12.1.2 Duties and Functions of the H&S Representatives

- The Principal Contractor must ensure that the designated H&S Representatives conduct at least a weekly inspection of their respective areas of responsibility using a checklist developed by a Principal Contractor.
- The report must be consolidated and submitted to the Health & Safety Committee.

#### b) Site Specific Induction Training

All employees of the Principal and other Contractors must be in possession of Site Specific Occupational Health and Safety Induction or other qualifying training.

#### c) Other Training

All operators, drivers and users of construction vehicles, mobile plant and other equipment must be in possession of valid proof of training.

### 13. PROJECT/SITE SPECIFIC REQUIREMENTS

The following is a list of specific activities and considerations that have been identified for the project and site and for which Risk Assessments, Standard Working Procedures (SWP), management and control measures and Method Statements (where necessary) have to be developed by the Principal Contractor:

- a) Clearing & grubbing the area/site
- b) Site establishment
- c) Dealing with existing structures
- d) Location of existing services
- e) Boundary & Access control/Public liability exposures
- f) Protection against heat exhaustion, dehydration, wet & cold conditions
- g) Dealing with HIV & aids other related diseases
- h) Use of portable electrical & explosive tools
- i) Any Excavation work and Demolition work
- j) Any welding work
- k) Loading & offloading of trucks
- l) Driving & operations of Construction vehicles & mobile plant
- m) Temporal works and
- n) Construction work as defined in the construction regulation 2014

#### 14. OUTLINED DATA, REFERENCES AND INFORMATION ON CERTAIN AND/OR SPECIFIC OBLIGATORY REQUIREMENTS TO ENSURE COMPLIANCE

##### Administrative & Legal Requirements

OHS Act Section/ Regulation	Subject	Requirements
Construction Regulation 1	Notice of carrying out Construction work	<ul style="list-style-type: none"> <li>Department of Labour notified</li> <li>Copy of Notice Available on Site</li> </ul>
General Admin Regulation 4	Copy of OH&S Act (Act 95 of 1993)	<ul style="list-style-type: none"> <li>Updated copy of Act &amp; Regulations on site</li> <li>Readily available for personal by employees</li> </ul>
Cold Act Section 50	Registration with Compensation Insurer	<ul style="list-style-type: none"> <li>Written proof of registration/Letter of good standing available on Site</li> </ul>
Construction Regulation 9 & 7(1)	H&S Specification & Programme	<ul style="list-style-type: none"> <li>H&amp;S Spec received from Client and/or its Agent on its behalf</li> <li>OH&amp;S programme developed &amp; Updated regularly</li> </ul>
Section 5(2)(d) Construction Regulation 9	Hazard Identification & Risk Assessment	<ul style="list-style-type: none"> <li>Hazard identification carried out/Recorded</li> <li>Risk Assessment and - Plan drawn up/Updated</li> <li>RA Plan available on Site</li> <li>Employees/Sub-Contractors informed/trained</li> </ul>
Section 16(2)	Assigned duties (Managers)	<ul style="list-style-type: none"> <li>Responsibility of complying with the OH&amp;S Act assigned to other persons by CEO</li> </ul>
Construction Regulation 8(1)	Designation of Person Responsible on Site	<ul style="list-style-type: none"> <li>Competent person appointed in writing as Construction Supervisor with job description</li> </ul>
Construction Regulation 8(2)	Designation of Assistant for above	<ul style="list-style-type: none"> <li>Competent person appointed in writing as Assistant Construction Supervisor with job description</li> </ul>
Section 17 & 18 General Administrative Regulations 6 & 7	Designation of Health & Safety Representatives	<ul style="list-style-type: none"> <li>More than 20 employees - one H&amp;S Representative, one additional H&amp;S Rep. for each 50 employees or part thereof</li> <li>Designation in writing, period and area of responsibility specified in terms of GAR 6 &amp; 7</li> <li>Meaningful H&amp;S Rep. reports</li> <li>Reports actioned by Management</li> </ul>

Rev 2 H&S Specification

Section 18 & 20 General Administrative Regulations 5	Health & Safety Committees	<ul style="list-style-type: none"> <li>H&amp;S Committee established</li> <li>All H&amp;S Reps shall be members of H&amp;S Committees</li> <li>Additional members are appointed in writing</li> <li>Meetings held monthly, Minutes kept</li> <li>Actioned by Management</li> </ul>
Section 37(1) & (2)	Agreement with Mandatories/ (Sub-Contractors)	<ul style="list-style-type: none"> <li>Written agreement with Sub-Contractors</li> <li>List of Sub-Contractors displayed</li> <li>Proof of Registration with Compensation Insurer/Letter of Good Standing</li> <li>Construction Supervisor designated</li> <li>Written arrangements re.</li> <li>H&amp;S Reps &amp; H&amp;S Committee</li> <li>Written arrangements re. First Aid</li> </ul>
Section 24 & General Admin Regulation 8 COLD Act Sect 35, 39 & 41	Reporting of Incidents (Dept. of Labour)	<ul style="list-style-type: none"> <li>Incident Reporting Procedure displayed</li> <li>All incidents in terms of Sect. 24 reported to the Provincial Director, Department of Labour, within 3 days. (Annexure 1) (WSGL 1 or 2) and to the Client and/or its Agent on its behalf</li> <li>Cases of Occupational Disease Reported</li> <li>Copies of Reports available on Site</li> <li>Record of First Aid injuries kept</li> </ul>
General Admin Regulation 8	Investigation and Recording of incidents	<ul style="list-style-type: none"> <li>All injuries which resulted in the person receiving medical treatment other than first aid, referred and investigated by investigator designated in writing</li> <li>Copies of Reports (Annexure 1) available on Site</li> <li>Talked at H&amp;S Committee meeting</li> <li>Action taken by Site Management</li> </ul>
Construction Regulation 10	Fall Prevention & Protection	<ul style="list-style-type: none"> <li>Competent person appointed to draw up the Fall Protection Plan</li> <li>Proof of competence/competence available on Site</li> <li>Risk Assessment carried out for work at heights</li> <li>Fall Protection Plan drawn up/updated</li> <li>Available on Site</li> </ul>
Construction Regulation 20 Driven Machinery	Cranes & Lifting Machines/Equipment	<ul style="list-style-type: none"> <li>Competent person appointed in writing to inspect Cranes, Lifting Machines &amp; Equipment</li> <li>Written Proof of Competence of above appointees available on Site</li> </ul>

Rev 2 H&S Specification 2018

26

Regulations 10		<ul style="list-style-type: none"> <li>Cranes &amp; Lifting tackle identified/numbered</li> <li>Register kept for Lifting Tackle</li> <li>Log Book kept for each individual Crane</li> <li>Inspection - All cranes - daily by operator</li> <li>Tower Cranes - after erection/monthly</li> <li>Other cranes - annually by comp. person</li> <li>Lifting tackle (slings, shackles, slings etc.) - daily or before every new application</li> </ul>
General Safety Regulation 8(1)(a)	Designation of Stacking & Storage Supervisor	<ul style="list-style-type: none"> <li>Competent Person/s with specific knowledge and experience designated to supervise all Stacking &amp; Storage</li> <li>Written Proof of Competence of above appointees available on Site</li> </ul>
Construction Regulation Environmental Regulation 9	Designation of a Person to Co-ordinate Emergency Planning And Fire Protection	<ul style="list-style-type: none"> <li>Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution and fire prevention measures</li> <li>Emergency Evacuation Plan developed</li> <li>Drilled/Practiced</li> <li>Plan &amp; Records of Drills/Practices available on Site</li> <li>Fire Risk Assessment carried out</li> <li>All Fire Extinguishing Equipment identified and on register</li> <li>Inspected weekly, Inspection Register kept</li> <li>Serviced annually</li> </ul>
General Safety Regulation 3	First Aid	<ul style="list-style-type: none"> <li>Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed)</li> <li>First Aid freely available</li> <li>Equipment as per the list in the OH&amp;S Act</li> <li>One qualified First Aider appointed for every 50 employees. (Required where more than 10 persons are employed)</li> <li>List of First Aid Officials and Certificates</li> <li>Name of person/s in charge of First Aid boxes displayed</li> <li>Location of First Aid boxes clearly indicated</li> <li>Signs instructing employees to report all injuries/illness including first aid injuries</li> </ul>

Rev 2 H&S Specification 2018

27

General Safety Regulation 2	Personal Safety Equipment (PSE)	<ul style="list-style-type: none"> <li>PSE Risk Assessment carried out</li> <li>Items of PSE prescribed/use enforced</li> <li>Records of Issue kept</li> <li>Undertaking by Employee to use/wear PSE</li> <li>PSE remain property of Employer, not to be removed from premises</li> <li>GS&amp;S 3(b)</li> </ul>
General Safety Regulation 9	Inspection & Use of Welding/Flame Cutting Equipment	<ul style="list-style-type: none"> <li>Competent Person/s with specific knowledge and experience designated to inspect Electric Arc, Gas Welding and Flame Cutting Equipment</li> <li>Written Proof of Competence of above appointees available on Site</li> <li>All new vessels checked for leaks, leaking vessels NOT taken into stock but returned to supplier immediately</li> <li>Equipment identified/numbered and entered into a register</li> <li>Equipment inspected weekly, Inspection Register kept</li> <li>Regulate, purging valve storage available for full and empty vessels</li> </ul>
General Safety Regulation 13A	Inspection of Ladders	<ul style="list-style-type: none"> <li>Competent person appointed in writing to inspect Ladders</li> <li>Ladders inspected at arrival on site and weekly thereafter. Inspections register kept</li> <li>Application of the types of ladders (wooden, aluminium etc.) regulated by training and inspections and noted in register</li> </ul>
General Safety regulation 13B	Ramps	<ul style="list-style-type: none"> <li>Competent person appointed in writing to supervise the erection &amp; inspection of Ramps. Inspection register kept</li> <li>Daily inspected and noted in register</li> </ul>

Rev 2 H&S Specification 2018

28

136

## 15. THE PRINCIPAL CONTRACTOR'S GENERAL DUTIES

- The Principal Contractor shall at all times ensure his status of an "employer" as referred to in the Act, and will abide by his/her responsibilities, duties and functions as per the requirements of the Act and Regulations with specific reference to Section 8 of the Act.
- The Principal Contractor shall keep, and on demand make available, a copy of the Act on site at all times and in addition to that he/she will introduce and maintain a file titled "Health and Safety File", or other record in permanent form, which shall contain all relevant aspects and information as contemplated in the Construction Regulations. He/she will make this file available to the client or his representative whenever necessary or on request to an interested party.
- The project under control of the Principal Contractor shall be subject to periodic health and safety audits that will be conducted by the client at intervals agreed upon between the Principal Contractor and the client, provided such intervals will not exceed periods of one month.
- The Principal Contractor is to ensure that he/she and all persons under his control on the construction site shall adhere to the above specifications.
- The Principal Contractor should note that he/she shall be held liable for any anomalies including costs and resulting deficiencies due to delays caused by non-conformance and/or non-compliance to the above Health and Safety Specifications and the Health and Safety Plan based on these specifications.

## 16. THE PRINCIPAL CONTRACTOR'S SPECIFIC DUTIES

The Principal Contractor's specific duties in terms of these specifications are detailed in the Construction Regulations as published under government notice 07 February 2014, stipulated in Section 7.

## 17. THE PRINCIPAL CONTRACTOR'S SPECIFIC RESPONSIBILITIES WITH REGARD TO HAZARDOUS ACTIVITIES

Rev 2: H&S Specification

- d. The National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended and relevant proclaimed Regulations (SABS 0400)
- e. The Post Office Act 1958 (Act 44 of 1958) as amended
- f. The Electricity Act 1984, Act 41 of 1984
- g. The Regulations of Local Gas Board(s), including Publications of the SABS Standards and Codes of Practice, with specific reference to GNR 17468 dated 4<sup>th</sup> October 1997
- h. Legislation pertaining to water usage and the environment
- i. Legislation governing the use of equipment, which may emit radiation (e.g. X-Rays etc.)
- j. Common Law

## 19. HOUSEKEEPING

Good housekeeping will be maintained at all times as per **Construction Regulation No. 27**. Poor housekeeping contributes to three major problems, namely, costly or increased accidents, fire or fire hazards and reduction in production. Good housekeeping will enhance production time.

In promotion of environmental control all waste, rubble, scrap etc, will be disposed of at a registered dump site and records will be maintained. Where it is found to be impractical to use a registered dump site or it is not available, the Principal Contractor will ensure that the matter is brought to record with the client or his representative, after which suitable, acceptable alternatives will be sought and applied.

Dross and refuse from metals, and waste matters or by-products whose nature is such that they are poisonous or capable of fermentation, putrefaction or constituting a nuisance shall be treated or disposed of by methods approved of by an inspector.

NOTE: No employer (Principal Contractor) shall require or permit any person to work at night or after hours unless there is adequate, suitable artificial lighting including support services in respect of Health and Safety.

Rev 2: H&S Specification: 2018

31

The following examples of activities are identifiable as hazardous in terms of the Construction Regulations. The contractor shall execute the activities in accordance with the following Construction Regulations and other applicable regulations of the Act:

- Fall protection
- Structures
- Excavation work
- Demolition work
- Scaffolding
- Construction vehicles & mobile plant.
- Water environments
- Housekeeping on construction sites
- Fire precautions on construction sites.

This list must not be taken to be exclusive or exhaustive! All of the above requirements will be read in conjunction with the relevant regulations and health and safety standards as required by the Act. All documents and records required by the Construction Regulations will be kept in the Health and Safety File and will be made available at any time when required by the client or his representative, or on request to an interested party.

## 18. GENERAL NOTES TO THE PRINCIPAL CONTRACTOR

### Legal Framework

#### Part of legal obligations

The more important Acts and relevant subordinate/secondary legislation as well as other (inter alia Local Government) legislation that also apply to the State as well as to State owned buildings and premises: -

- a. The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises"
- b. The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended and the municipal by-laws and any special requirements of the local supply authority
- c. The Fire Brigade Services Act 1987, Act 99 of 1987 as amended

Rev 2: H&S Specification: 2018

30

## 20. FACILITIES

The site establishment plan shall make provision for:

### 20.1 Dining room facilities

The contractor shall make provision for adequate dining room facilities for his employees on site.

### 20.2 Change rooms

The contractor shall make provision for adequate change rooms for his employees on site.

### 20.3 Ablution facilities

The contractor shall make provision for adequate ablution facilities for his employees on site.

### 20.4 Smoking Areas

Designated smoking areas shall be established by **Principal Contractor**

### 20.5 Drinking Water Facilities

The provision of drinking water facilities shall be negotiated between the Contractor and client.

### 20.6 Equipment Compliance Certificates

Before equipment is brought on site valid certificates of compliance issued by a competent person shall be presented. The equipment includes but shall not be limited to:

- i. lifting equipment and lifting tackle
- ii. power driven machinery
- iii. electrical equipment
- iv. testing and monitoring equipment

Rev 2: H&S Specification: 2018

32

137



## 20.7 Barricading

All barricading shall be of the rigid type unless the use of non-rigid barricading has been approved in writing by South African Police Service Project Manager. The contractors' barricading standard shall be included in the Health and Safety Plan.

Where more than one contractor is working on a site, the fixed barricading shall be clearly marked with the company's name, site contact person as well as the contact number/s.

## 20.8 Erection of Structures for Logistic Support

Prior to site establishment South African Police Service shall approve the contractor's site plan.

South African Police Service shall approve all structures erected for logistical support by the contractor. These structures include fences, workshops, tool sheds, offices, ablution facilities, etc.

## 20.9 Salvage Yard Management

Depending on the site specific arrangements and procedures, South African Police Service may provide the salvage yard and the resources to manage it.

The salvage yard management shall conform to safety, health and environmental requirements. The contractors are required to move the equipment from the place of work to the salvage yard.

## 20.10 Fall Arrest and Prevention Equipment

Approved fall prevention equipment shall be used at heights of less than 2.0 metres. Above heights of 2.0 metres fall prevention equipment shall include fall arrest Equipment. Users of fall arrest equipment shall, amongst other things be trained in what an appropriate load bearing point is for connecting fall prevention equipment. Any deviation from this requirement shall be negotiated and agreed with South African Police Service in writing.

## 20.11 Hazardous Chemical Substances Waste Removal

South African Police Service shall provide a facility to collect all hazardous chemical waste material. The contractor shall provide adequately marked and sealable containers to transport the hazardous chemical waste from the source to the approved South African Police Service disposal point.

## 20.12 Personal Protective Equipment (PPE)

Personal protective equipment issued shall be specific to the risks associated with the work to be performed and specific to conditions on site and shall comply with South African National Standards (SANS).

## 21. LOCKOUT SYSTEMS

A system of control shall be established in order that no unauthorized person can energize a circuit, open a valve, or activate a machine on which people are working or doing maintenance, even if equipment, plant or machinery is out of commission for any period, thus eliminating injuries and damage to people and equipment as far as is reasonably practicable.

Physical/mechanical lock-out systems shall be part of the safety system and included in training. Lockouts shall be tagged and the system tested before commencing with any work or repairs.

## 22. IMPORTANT LISTS AND RECORDS TO BE KEPT

The following are lists of several records that are to be kept in terms of the Construction Regulations. The lists are:

- List of appointments
- List of record keeping responsibilities
- Inspection checklist

### a) Contractor Risk Assessment Process

The risk assessment process shall include:

- an evaluation of the method of the work to be conducted
- the method statement on the procedure to be followed in performing the task shall be developed
- the risk assessment will also include activities like:
  - Transportation of passengers and goods to and from site
  - Site establishment
  - Physical and mental capabilities of employees
  - Others as may be specified.
- the hazards as listed in the paragraph – Site Specific Health and Safety Hazards
- a review plan for risk assessments shall provide for:
  - the quarterly review of all applicable risk assessments
  - the review of an assessment if there is reason to believe that the previous assessment is no longer valid, or there has been a change in a process, work methods, equipment or procedures and working conditions
  - Risk assessment/s to be reviewed if the outcome of incident investigations and audits etc. requires such action.

A pre - task risk assessment shall be conducted in writing on every task and be facilitated by the team leader. All risk assessments and pre-task risk assessments shall be filed and be available on site.

### b) Risk Profile

All contractors shall submit a risk profile of the work to be conducted with their Health and Safety Plan.

### c) Risk Based Inspection Program

The inspection programme shall be risk based. The inspection plan shall form part of the Health and Safety Plan.

## IMPORTANT CONTACT DETIALS

### (FOR HEALTH & SAFETY ASPECTS ONLY)

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

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



SECTION 37(2) AGREEMENTS  
CONCLUDED BETWEEN  
**SOUTH AFRICAN POLICE SERVICE**  
(Hereinafter referred to as **South African Police Service**)

AND

.....  
(Name of contractor/supplier/Agent)

I, .....  
(name) representing ..... [insert name of  
contractor/supplier], do hereby acknowledge that .....  
[insert name of contractor/supplier] is an employer in his/her own right, with duties as prescribed in  
the Occupational Health and Safety Act No. 85 of 1993 ("the Act"), as amended, and agree to ensure  
that all work will be performed and/or machinery or plant used in accordance with the provisions of  
the Act.

I undertake that ..... [insert name of contractor/supplier]  
shall strictly adhere to, and ensure that his/her employees adhere to, the provisions of the  
Occupational Health and Safety Act, 1993 (Act 85 of 1993).

I have been provided with SHE specifications for project/service ..... [insert  
brief details of project/service, for example, name, contract/project number]  
..... and will comply with the requirements set out in these.

I accept and agree that the SHE specifications constitute arrangements and procedures between  
..... [insert name of contractor/supplier/Agent  
Safety Manager/Safety Officer] and **South African Police Service** which will ensure compliance by  
..... [insert name of contractor/supplier] with the  
provisions of the Act, as contemplated in section 37(2) of the Act.

This agreement constitutes the sole agreement between the parties, and no variation, modification,  
or waiver of any of the provisions of this agreement or consent to any departure from these shall,  
in any manner, be of any force or effect, unless confirmed in writing and signed by both parties, and

such variation, modification, waiver, or consent shall be effective only in the specific instance and  
for the specific purpose and to the extent for which it was made or given.

This agreement is signed on behalf of the parties, each signatory to this warranting that he/she has  
the requisite authority to do so.

Signed this ..... day of ..... 20 ..... at

..... (Place)

(Full name) ..... (Signature) ..... on

behalf of ..... (Supplier/contractor/Agent)

Contractor Responsible Manager (responsible for signing the **South African Police Service**  
contract on behalf of the contractor)

Witnesses

1. ....
2. ....

Signed this ..... day of ..... 20 .....

at ..... (Place)

(Full name) ..... (Signature) ..... on

Behalf of **South African Police Service**.

(Contracts and/or Project Manager or **South African Police Service** representative)

Witnesses

1. ....
2. ....

PROJECT: .....  
(full name AND site address of project)  
(and full or proper description of project)

WCS NO: ..... (works control system number)

**SUPERVISION BY THE SOUTH AFRICAN POLICE SERVICE:**

**Mr /Ms/Me** - CONSTRUCTION PROJECT MANAGER  
(add full details of the project manager)

**Mr /Ms/Me** - CONSTRUCTION MANAGER  
(add full details)

**Mr /Ms/Me** AGENT:  
(full particulars of agent)

**SUPERVISION BY THE PRINCIPAL CONTRACTOR:**

PRINCIPAL CONTRACTOR: (full particulars of principle contractor / contractor)

**Mr /Ms/Me** - CONSTRUCTION HEALTH & SAFETY OFFICER  
(add full details and contact of this officer)

**Mr /Ms/Me** - CONSTRUCTION HEALTH & SAFETY MANAGER  
(add full details of this officer)

139

Mr/Ms/Ms

• CONSTRUCTION MANAGER  
(add full details of the head of the project)