



Health and Safety Specification In terms of OHS ACT 85 Of 1993

Project: GEORGE MAIN LIBRARY: GENERAL BUILDING MAINTENANCE

For: GEORGE MUNICIPALITY - COMMUNITY SERVICES

Project Directory

Project Client

Name: George Municipality 71 York Street George 6530	Contact Details: 044 801 9111
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Designer

Name: Directorate COMMUNITY SERVICES 71 York Street George 6530	Contact Details: 044 801 9111
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OHS

Name: OHS Inc	Contact Details: 082 7717072 admin@ohsinc.co.za
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Other Parties

Name: George Municipality Electrical Dept	Contact Details: 044 801 9222
Name: George Municipality Water Dept	Contact Details: 044 801 9262
Name: George Municipality Civil Engineering Services	Contact Details: 044 801 9111

Project Details

Provisional Start Date:	TBA
Provisional Completion Date:	TBA
Proposed Contract Duration:	TBA
Proposed Project Value:	TBA
Notification of Construction Work:	N/A
Construction Work Permit Application:	YES
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Date Prepared:	16 May 2022

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1. **Purpose**

1. The purpose of this document is to provide health and safety information about specific project risks known by the Client, Designer and Client Agent. These risks are applicable to this project and may not necessarily be common knowledge to the Contractor. The Contractor must take this information into account and ensure that their tenders include adequate resources to deal with the matters detailed in this document. Compliance must be ensured by the Contractor and Appointed Sub- Contractor to all relevant legislation. Safeguarding of employees, sub-contractors and other persons affected by the construction activities must be ensured.
2. Reference should be made to the following documentation in conjunction with this safety specification (including existing surveys, drawings and reports):
 - (a) Engineers Drawings
 - (b) Designers Input
 - (c) Tender Documents
3. Due to potentially dangerous operations being undertaken in construction, there is a possibility of incidents and accident which may lead to injuries or fatalities. In many instances non-compliances to the Occupational Health and Safety Act (OHS Act) has resulted in severe consequences for the parties involved. The Project Client is determined to ensure the highest health and safety standards throughout the Contract.
4. To ensure this The Project Client / Client Agent has prepared and published this document. This document should be used as a guideline for minimum levels of awareness and guidance for health and safety requirements for this Contract. The responsibility for adhering to these requirements rests with the Contractors.
5. **Every Employer will provide and maintain, as far as reasonably practicable, a set working environment that is safe and without risk to the health of his employees. OHS Act 8 (1)**
6. **Compliance with the OHS Act and Regulations will not be limited to this specification and the definitions contained in this document.**
7. **Tenderers are expected to be conversant with the requirements and effect of health and safety legislation, in particular the Construction Regulations, 2014, and the Occupational Health and Safety Act, 85 of 1993. Provision must be made in the tender submission to comply with all legal requirements.**
8. The Contractor's personnel will be responsible implementation all necessary legislative requirements. Document control and record systems associated with the legislation must be kept by the Contractor.
9. This document should be used to assist them Contractor towards achieving compliance with the OHS Act.
10. The Specification will be implemented during construction of the works Project Client / Client Agent has control over.
11. ***The Project Client is committed to ensure compliance to all the relevant legislation regarding Occupational Health and Safety is maintained and no accident occurs.***
12. This document must be used as a means of measuring performance of all parties entering into a contract with the project Client or Contractor in Occupational Health and Safety Standards.

13. The Project Client does not accept any liability which may result from the Contractor failing to comply with the Document; the Contractor remains responsible for achieving the required performance levels.
14. This document forms part of the Contract, and Contractors are required to make it part of their Contracts with Sub-Contractors and Suppliers.
15. ***The successful Contractor will ensure that a Safety Plan complying with all the relevant legal requirements and this document is compiled and approved by the Client/Client Agent before commencement of Construction.***

1.2 PROJECT DETAILS

Description of Work

WALLS EXTERNAL

All surfaces must be clean, firm and thoroughly dry before painting. Fill all defects with the appropriate Polycell filler. For new cement plaster, concrete and bagged walls: Seal with Bonding Liquid or Plaster Primer. The latter will be preferred for coastal regions.

For previously painted cement plaster, concrete and bagged walls in poor condition: Strip paint completely by most appropriate means (e.g. scraping or coarse sanding and proceed as for new surfaces). Allow 16 hours drying time before adding the topcoat of your choice.

Paint the internal walls with SABS approved water-based enamel paint for interior (minimum of 2 coats)

SABS approved water resistance to be used for external walls (minimum of 2 coats to be applied).

ROOF

Service provider to inspect the building roof for any leaks and cracks, make allowance to seal roof/cover all hairline cracks with a Weather tough roof seal material any similar approved Contractor also to investigate, remove debris, chalkiness, loose flaking, clean, trim the leaf's and tree stays if necessary certain portion of stumps to be removed which are causing damages to the roof.

Furthermore, replace damaged tile slates with similar approved new and, the entire roof must be cleaned with the approved equipment and per manufacturers specifications.

Remove all existing asbestos rainwater gutters and downpipes replace with new uPVC guttering and downpipes with all necessary fittings.

WINDOWS

The Service provider must ensure that all the glazing section can open and close properly for ventilation purposes. Wooden Window frame must be sanded, cleaned and varnish with a water-based varnish minimum of 3 coats.

DOORS

The Service provider must repair or supply new ironmongery eg:(locks, hinges, handles & bolts) on all external doors. External doors frames to be sanded and repainted with a paint for 3 coats and the internal and external doors must be sanded, cleaned and varnish with a water-based varnish minimum of 3 coats.

SECURE BACK DOOR

Fixing of gate, the provider to make use of 75mm X 10mm snap-off / security screws, where possible must weld the screws onto the base plate or hinges. The entire screw must be welded, contractor will have sand down the welded area to a smooth finish, apply primer and

allow to dry, and apply at least two (2) coats of a silver (similar colour to Galvanised Steel) rust preventative spray to the welded area.

- Frame – 60mm X 60mm X 3mm Square Tubing.
- Infill Bars – 12mm X 12mm X 3mm spaced no more than 50mm apart. Infill bars must be secured to a brace 20mm X 20mm X 3mm running diagonally from one corner to the other.
- Hinges – 16mm round and 21mm X 2mm tubing mounted onto 200mm X 100mm base plate.

All base plates for hinges and pad locks must be secured to the wall with four (4) security bolts, welded onto the base plate once gate is secured to the wall.

Contractor must allow for box opening for the door handle so that the gate can close properly.

1.3. EXISTING ENVIRONMENT

The work area is located at 4 Caledon St, Campher's Drift, George. All building operations are to be confined within the property boundaries.

Contractor to ensure that the building site is properly secured with controlled access to and from the building site.

The contractor must ensure that all work areas are barricaded and identified with safety warning signs. Principal contractor must ensure that he/she is aware of the requirements of OHS Act 85 of 1993 Section 9 when performing construction work at the area.

9. General duties of employers and self-employed persons to persons other than their employees

- (1) Every employer shall conduct his undertaking in such a manner as to ensure, as far as is reasonably practicable, that persons other than those in his employment who may be directly affected by his activities are not thereby exposed to hazards to their health or safety.
- (2) Every self-employed person shall conduct his undertaking in such a manner as to ensure, as far as is reasonably practicable, that he and other persons who may be directly affected by his activities are not thereby exposed to hazards to their health or safety.

Good housekeeping practices and dust control measures must be enforced, and no building rubble must be left lying around. All work areas must be clearly identified as construction areas and no access allowed signs displayed.

No external visitors will be allowed to visit the construction area unless permission has been obtained from the Client/Client representative.

Contractor will be held liable for any damages to municipal property, directly or indirectly, as a result of the construction process, delivery of materials or as a result of damages caused by any labour or sub-contractors employed by the contractor.

1. Hazards particular to this project Baseline Risk Assessment

1.4 BASELINE RISK ASSESSMENT (See Annexure D)

Significant Risks and Hazards identified by the Client/Designer/Client Agent.

- COVID-19

- Site Establishment
- Use of local labour
- Traffic movement in and around construction area.
- Use of Construction Plant and Equipment.
- Loading and offloading
- Electrical Tools and installations
- Earthing of electrical equipment and installations
- Working close to live electricity (Lockout & Tagout)
- Working at heights
- Use of Scaffolding
- Noise and Dust
- Manual Labour loosening and fastening items
- Manual Handling of general items
- Working with hands
- Use of ladders
- Use of Grinders
- Cutting cement
- Fire
- Hand Tools
- Hazardous Substances (Chemicals and gases)
- Line of fire
- Pinch Points
- Oil Spills
- Ergonomics
- Housekeeping
- Personal Protective Equipment
- Management of Change
- Flammable liquids (Diesel, Petrol, thinners, and paint)
- Stacking and storage of materials in work areas.
- Portable Electrical equipment
- Snakes and insects
- Asbestos work

NOTE:

Please refer to end of Safety Specification for minimum control measures required to address these risks.

The following materials and substances have, or may have, to be used in the works or is present and are identified as potentially posing special health and / or safety hazards during the project. Appropriate measures will need to be specified for their control:

- Petrol
- Diesel
- Hydraulic Oil
- Cement
- Paint
- Thinners
- Paint stripper
- Polyurethane
- Roof Sealant

The following Project Client safety rules and/or requirements are to be observed:

Safety Rules

MANUAL LIFTING	• Keep your back straight, Bend the knees, don't reach and lift, Get help for heavy loads.
FALLS & FALLING OBJECTS	• Wear safety harness at all times when working at heights. • 100% tie of always • Look before you step, keep all work areas clean, stay out from under loads, don't use unsafe ladders.
WORKING WITH ELECTRICITY	• Avoid contact with energized electrical circuits, always use insulated tools, • Always use appropriate insulated rubber gloves and goggles • Follow lock out and tag out procedure requirements. • Never work on energized systems
UNSAFE USE OF TOOLS	• Inspect regularly, report all defects at once, use the right tool safely, Put it away safely
PROTECTIVE EQUIPMENT	• Ensure you use the correct PPE for the job at hand
HOUSEKEEPING	• A clean job is a safe job, use waste bins, Pile materials safe and neat, Remove hazardous debris
TEAMWORK	• Plan all work with safety • Protect fellow workers • Ensure work areas are made safe before work starts

Labour Records

At the end of each week the contractor will provide a written record, in schedule form reflecting the number and description of tradesmen and labourers employed by him and all his sub-contractors on the works each day. The record must also indicate total amount of people on site as well as total hours worked for the week.

Plant Records

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

GENERAL PROJECT INFORMATION

The purpose of this section is to provide general health and safety information about construction risks which are applicable to the construction industry as a whole. The Contractor must take all information in this section into account and ensure that their tenders include adequate resources to deal with the matters detailed below. All relevant risks must be dealt with in compliance with legislation

2. STANDARD OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

2.1. Scope

1. This Section covers the requirements for eliminating and mitigating incidents and within the Contract. The scope addresses minimum legal compliance, hazard and risk management, promotion of a health and safety culture amongst all parties involved in the project and those affected by the activities taking place.
2. Contractors employed by The Project Client / Project Agent must ensure that the provisions of the specifications are applied both on the site and all off site activities relating to this project.
3. The Contractor must enforce the provisions of these Specifications amongst all subcontractors and suppliers for the project.

2.2 Interpretation

2.2.1 Application

1. The Occupational Health and Safety Specification contains clauses that are applicable to building / construction and impose pro-active controls associated with activities that impact on human health and safety as it relates to plant and machinery. Compliance to the requirements of the Act is in addition to the requirements of the Occupational Health and Safety Specification and form part of the Contractor's responsibility. The Client / Client Agent will monitor that the Contractors compliance with the requirements of the OHS Act.

2.2.2 Definitions

For the purpose of this Occupational Health and Safety Specification following the definitions, hereunder will apply:

Agent

means a competent person who acts as a representative for a client;

"approved plan of work"

means a written site -specific methodology as contemplated in regulation 15 that is at least co- signed by the asbestos client, registered asbestos contractor and approved inspection authority

"asbestos"

Means the following fibrous silicates:

- a. Asbestos actinolite, CAS No. 77536 -66 -4;
- b. asbestos grunerite (amosite), CAS No. 12172 -73 -5;
- c. asbestos anthophyllite, CAS No. 77536 -67 -5;
- d. chrysotile, CAS No. 12001 -29 -5 or CAS No. 132207 -32 -0;
- e. crocidolite, CAS No. 12001 -28 -4;
- f. asbestos tremolite, CAS No. 77536 -68 -6; and
- g. any mixture containing these fibrous s

asbestos cement products"

means a range of building materials that were manufactured using moulding and compression techniques, consisting of a hardened mixture of asbestos fibres, cement and water;

"asbestos clearance certificate"

means a written document verifying that the regulated asbestos fibre concentration in the air meets the clearance indicator; "asbestos client" means any person for whom asbestos work is performed;

"asbestos coating"

means a surface coating which contains asbestos for fire protection, heat insulation or sound insulation, but does not include textured decorative coatings;

"asbestos- containing material"

means asbestos as well as any material that contains asbestos and includes asbestos cement products, asbestos coating, asbestos insulation board, asbestos insulation, asbestos textured decorative coatings, asbestos contaminated soil and other asbestos -containing materials;

"asbestos disposal site"

means a site specifically designated for the purpose of asbestos disposal in terms of the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2

"asbestos removal site"

means a workplace where asbestos removal work is performed;

"asbestos removal supervisor"

means a competent person responsible for supervision of physical asbestos work processes and coordination of asbestos removal on an asbestos removal site;

"asbestos risk assessment"

means a risk assessment and risk categorisation of potential exposure to asbestos dust;

"asbestos waste"

means an undesirable or superfluous asbestos or asbestos - containing product or by-product or the undesirable or superfluous asbestos or asbestos -containing emission or residue of any process or activity, which has been-

- (a) discarded by any person; or
- (b) accumulated and stored temporarily with the purpose of discarding it, with or without prior treatment connected with the discarding thereof;

:Type 2 asbestos work"

means -

- (a) the repair or encapsulation of asbestos cement products in a manner that does not require surface preparation; or
- (b) the removal of asbestos cement products or asbestos insulating board; and, requires registration as a type 2 registered asbestos contractor with the chief inspector;

"type 3 asbestos work" means -

- (a) the removal, repair or encapsulation of any asbestos and asbestos -containing material; and, requires registration as a type 3 registered asbestos contractor with the chief inspector

Client

means any person for whom construction work is being performed;

Construction Work (as defined in the Construction Regulations, 2014) means any work in connection with—

- a) the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure; or
- b) the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system; or the moving of earth, clearing of and, the making of excavation, piling, or any similar civil engineering structure or type of work;

Competent person

Means a person who

- (a) has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualifications Framework Act, 2000 (Act No. 67 of 2000), those qualifications and that training must be regarded as the required qualifications and training.
- (b) Is familiar with the Act and with the applicable regulations made under the Act;

Construction Vehicles

Means a vehicle used as a means of conveyance for transporting persons or material, or persons and material, on and off the construction site for the purposes of performing construction work;

Contractor

Means an employer who performs construction work

Fall protection plan

means a documented plan, which includes and provides for-

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

Fall risk

means any potential exposure to falling either from, off or into;

Hazard

Means a source of or exposure to danger which may cause injury or damage to persons or property;

Hazard identification

Means the identification and documenting of existing or expected hazards to health and safety of persons which are normally associated with the type of construction work being executed or to be executed;

Health and safety file

Means a file, or other record containing the information in writing required by these Regulations

Health and Safety Plan

Means a site, activity or project specific document plan in accordance with the client's health and safety specification.

Medical certificate of fitness

Means a certificate contemplated in regulations 7 (8) of the Act

Principal Contractor

Means an employer appointed by the client to perform construction work

Risk

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

Risk assessment

Means a program to determine any risk associated with any hazard at a construction site, in order to identify the steps needed to be taken to remove or control such hazard

Site

Means the area in the possession of the Contractor for the construction of the works. Where there is no demarcated boundary it will include all adjacent areas, which are reasonably required for the activities for the Contractor;

Temporary works

Means any falsework, formwork, support work, scaffold, shoring or other temporary structure designed to provide support or means of access during construction work.

The Act

Means, unless the context indicates otherwise, the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and Regulations promulgated there under.

2.3 General Health and Safety Provisions**2.3.1 Notification of Intention to Commence Construction Work**

1. A contractor who intends to carry out any construction work other than work contemplated in regulation 3(1), must at least 7 days before that work is to be carried out notify the provincial director in writing in a form similar to Annexure 2 if the intended construction work will—
 - (a) include excavation work;
 - (b) include working at a height where there is risk of falling;
 - (c) include the demolition of a structure; or
 - (d) include the use of explosives to perform construction work.
2. A contractor who intends to carry out construction work that involves construction of a single storey dwelling for a client who is going to reside in such dwelling upon completion, must at least 7 days before that work.
3. Proof of submission to DOEL must be provided before work commences.

2.3.2 Assignment of Contractor's Responsible Persons to Supervise Health & Safety**2.3.2.1 Construction Manager CR 8(1)**

1. A principal contractor must in writing appoint one full-time competent person as the construction manager with the duty of managing all the construction work on a single site, including the duty of ensuring occupational health and safety compliance, and in the absence of the construction manager an alternate must be appointed by the principal contractor.
2. Where the construction manager has not appointed assistant construction managers as contemplated in Construction Regulation 8(2) or, in the opinion of an inspector, a sufficient number of such assistant construction managers have not been appointed, that inspector must direct the construction manager in writing to appoint the number of assistant construction managers indicated by the inspector, and those assistant construction managers must be regarded as having been appointed under Construction Regulation 8(2).

3. No construction manager appointed under Construction Regulation 8(1) may manage any construction work on or in any construction site other than the site in respect of which he or she has been appointed.
4. A construction manager must in writing appoint construction supervisors responsible for construction activities and ensuring occupational health and safety compliance on the construction site.
5. **Competency requirements – CV with proof of more than 3 years' experience in the same position, Legal liability training, General OHS Act & Regulations training, Construction Regulations 2014 & HIRA training Certificates**

2.3.2.2 Assistant Construction Manager CR8 (2)

1. A principal contractor must upon having considered the size of the project, in writing appoint one or more assistant construction managers for different sections thereof: Provided that the designation of any such person does not relieve the construction manager of any personal accountability for failing in his or her management duties in terms of this regulation
2. Competency requirements – CV with proof of more than 3 years' experience in the same position, Legal liability training, General OHS Act & Regulations training, Construction Regulations & HIRA training Certificates

2.3.2.3 Construction Safety Officer CR8 (5)

1. A contractor must, after consultation with the client and having considered the size of the project, the degree of danger likely to be encountered or the accumulation of hazards or risks on the site, appoint a full-time or part-time construction health and safety officer in writing to assist in the control of all health and safety related aspects on the site: Provided that, where the question arises as to whether a construction health and safety officer is necessary, the decision of an inspector is decisive.
2. No contractor may appoint a construction health and safety officer to assist in the control of health and safety related aspects on the site unless he or she is reasonably satisfied that the construction health and safety officer that he or she intends to appoint is registered with a statutory body SACPCMP approved by the Chief Inspector and has necessary competencies and resources to assist the contractor. **SACPCMP registration certificate must be provided.**
3. Part Time safety officer will be accepted but must perform site visits once a week for the duration of this project

2.3.2.4 Construction Supervisor CR 8(7)

1. A contractor must, upon having considered the size of the project, in writing appoint one or more competent employees for different sections thereof to assist the construction supervisor contemplated in Construction Regulation 8(7) and every such employee has, to the extent clearly defined by the contractor in the letter of appointment, the same duties as the construction supervisor: Provided that the designation of any such employee does not relieve the construction supervisor of any personal accountability for failing in his or her supervisory duties in terms of this regulation.
2. Where the contractor has not appointed an employee as contemplated in Construction Regulation 8(8), or, in the opinion of an inspector, a sufficient number of such employees have not been appointed, that inspector must instruct the employer to appoint the number of

employees indicated by the inspector, and those employees must be regarded as having been appointed under Construction Regulation 8(8).

3. No construction supervisor appointed under Construction Regulation 8(7) may supervise any construction work on or in any construction site other than the site in respect of which he or she has been appointed: Provided that if a sufficient number of competent employees have been appropriately designated under Construction Regulation 8(7) on all the relevant construction sites, the appointed construction supervisor may supervise more than one site.
4. Competency requirements – CV with proof of more than 3 years' experience in the same position, **Legal liability training**, General OHS Act & Regulations training, **Construction Regulations 2014** & HIRA training Certificates.

The Contractor must submit proof of supervisory appointments and any relevant appointments in writing (as stipulated by the OHS Act), prior to commencement of work

2.3.3 Competency for Contractor's Responsible Persons

1. The Contractor's responsible persons will be competent in health and safety and will have undergone Health and Safety Management Courses.

Typical courses will include, HIRA, Legal liability, Incident Investigation, Construction regulations 2014 and OHS Act training. Proof must also be provided that the relevant appointed responsible person has experience related to the work that will be conducted

Proof of competence in regards to specific work that will be conducted must also be Available, this will include all relevant registrations required to perform electrical work for both the company as well as specific employees identified to perform specialised task.

2.3.4 Compensation of Occupational Injuries and Diseases Act 130 of 1993 (COIDA)

1. The Contractor will submit a letter of good standing with the Compensation Insurer to The Project Client / Client Agent, within 10 working days from receipt of the Letter of Acceptance from The Project Client / Client Agent. This shall be renewed as and when required so as to remain valid for the duration of the Contract **"No letter of Good Standing No work"**

2.3.5 Occupational Health and Safety Policy

1. The Contractor will submit a Health and Safety Policy drafted in line with the OHS Act 85 of 1993 section 7 requirements with the Tender, signed by the Chief Executive Officer.

2.3.6 Health and Safety Organogram

1. The Contractor will submit an organogram to the Client/ Client Agent, outlining the Health and Safety site team appointments as required by the OHS Act. The organogram must include the legal reference under which each person is appointed as well as the persons contact details (Cell phone number and e-mail address).

2.3.7 Risk Assessment for construction work

1. A contractor must, before the commencement of any construction work and during such construction work, have risk assessments performed by a competent person appointed in writing, which risk assessments form part of the health and safety plan to be applied on the site, and must include—

(a) the identification of the risks and hazards to which persons may be exposed to;

- (b) an analysis and evaluation of the risks and hazards identified based on a documented method;
 - (c) a documented plan and applicable safe work procedures to mitigate, reduce or control the risks and hazards that have been identified;
 - (d) a monitoring plan; and
 - (e) a review plan.
- 2. A contractor must ensure that as far as is reasonably practicable, ergonomic related hazards are analyzed, evaluated and addressed in a risk assessment.
- 3. A contractor must ensure that all employees under his or her control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures and or control measures before any work commences, and thereafter at the times determined in the risk assessment monitoring and review plan of the relevant site.
- 4. A principal contractor must ensure that all contractors are informed regarding any hazard that is stipulated in the risk assessment before any work commences, and thereafter at the times that may be determined in the risk assessment monitoring and review plan of the relevant site.
- 5. A contractor must consult with the health and safety committee or, if no health and safety committee exists, with a representative trade union or representative group of employees, on the monitoring and review of the risk assessments of the relevant site.
- 6. A contractor must ensure that copies of the risk assessments of the relevant site are available on site for inspection by an inspector, the client, the client's agent, any contractor, any employee, a representative trade union, a health and safety representative or any member of the health and safety committee.
- 7. A contractor must review the relevant risk assessment—
 - (a) where changes are effected to the design and or construction that result in a change to the risk profile; or
 - (b) when an incident has occurred.

Ergonomic risk assessment Published 6 December 2019

- (1)
 - (a) An employer must, before the commencement of any work that may expose employees to ergonomic risks, have an ergonomic risk assessment performed by a competent person.
 - (b) The ergonomic risk assessment contemplated in paragraph (a) must be performed after consultation with the health and safety committee established in respect of a workplace under the employer's control or the health and safety representatives designated for that workplace or for different sections thereof.
- (2) The ergonomic risk assessment contemplated in subregulation (1) must—
 - (a) be conducted at intervals not exceeding two years; and
 - (b) include—
 - (i) a complete hazard identification;
 - (ii) the identification of all persons who may be affected by the ergonomic risks;
 - (iii) how employees may be affected by the ergonomic risks;
 - (iv) the analysis and evaluation of the ergonomic risks; and
 - (v) the prioritisation of ergonomic risks.
- (3) An employer must review the relevant ergonomic risk assessment made in

- accordance with subregulation (1) if–
- (a) such assessment is no longer valid;
 - (b) control measures are no longer effective;
 - (c) technological or scientific advances allow for more effective control methods;
 - (d) there has been a change in–
 - (i) the work methods;
 - (ii) the type of work carried out; or
 - (iii) the type of equipment used to control the exposure; and
 - (e) an incident occurs or medical surveillance reveals an adverse health effect, where ergonomic risks are identified as a contributing factor.
- (3) A contractor must ensure that all employees under his or her control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures and or control measures before any work commences, and thereafter at the times determined in the risk assessment monitoring and review plan of the relevant site.
- (4) A principal contractor must ensure that all contractors are informed regarding any hazard that is stipulated in the risk assessment before any work commences, and thereafter at the times that may be determined in the risk assessment monitoring and review plan of the relevant site.
- (5) A contractor must consult with the health and safety committee or, if no health and safety committee exists, with a representative trade union or representative group of employees, on the monitoring and review of the risk assessments of the relevant site.
- (6) A contractor must ensure that copies of the risk assessments of the relevant site are available on site for inspection by an inspector, the client, the client's agent, any contractor, any employee, a representative trade union, a health and safety representative or any member of the health and safety committee.
- (7) A contractor must review the relevant risk assessment—
- (a) where changes are effected to the design and or construction that result in a change to the risk profile; or
 - (b) when an incident has occurred.

Issue Based Risk Assessment

1. As circumstances and needs arise, separate risk assessment will need to be conducted. An additional risk assessment will need to be conducted when for example:
 - (a) A new operation introduced onto site
 - (b) A system for work is changed
 - (c) After an accident or a 'near miss' has occurred

Continuous Risk Assessment

1. This should take place continually, as it forms an integral part of day-to-day management.
2. It should be conducted by frontline supervisors on a **DSTI (Daily Safe task instruction)** on site and it is essential that formal training is provided to enable the said personnel to be efficient in conducting said assessment. The Contractor must ensure that the Risk Assessment identifies the hazards present in work activities on site. This must be followed

by an evaluation of the risks involved taking into account those precautions already being taken.

2.3.8 Health and Safety Representative(s) Section 17

1. The Contractor will ensure that a Health and Safety Representative(s) are /is elected for every 20 employees on site and trained to carry out his / her functions. The appointment must be in writing. The Health and Safety Representative will carry out regular inspection, keep records and report to the supervisor to take appropriate action. He / She will attend Health and Safety Committee Meetings. The Health and Safety Representative will be part of the team that will investigate incidents, accidents & non-conformances.

2.3.9 Health and Safety Committee Section 19

1. The Contractor will ensure that monthly health and safety meetings are held, and minutes are kept on record. Meetings must be organized and chaired by the Contractor's Responsible Person. The Contractor will ensure that the *Health and Safety Representative(s)* is/are invited to attend the meeting as observer. Copies of the minutes must be made available to the Client/ Client Agent or Inspector.

2.3.10 Inductions

1. All Contractor's personnel shall undergo induction before commencement of work on the Project Site. Appropriate time must be set aside for training (induction and other) of all employees. Acknowledgement of receiving and understanding the induction shall be signed by all persons receiving this induction.

Prior to induction all Contractor's personnel shall undergo a pre-employment medical examination and be confirmed fit for duty. This examination shall be arranged by the Contractor at the Contractor's cost and a copy of the medical must be available in the safety file at all times

Employees are responsible for their own Health and Safety and that of their co-workers within their work area. They shall be made aware of their responsibilities during induction and awareness sessions which include:

- Familiarising themselves with their workplaces and Health and Safety procedures;
- Working in a manner that does not endanger them or cause harm to others;
- Keeping their work area tidy;
- Reporting all incidents / accidents / occupational ill-health and near misses;
- Protecting fellow workers from injury;
- Reporting unsafe acts and unsafe conditions;
- Reporting any situation that may become dangerous;
- Carrying out lawful orders and obeying HSE rules.
- Reporting to the employer when displaying any COVID-19 symptoms while at work or at home.

The Contractor shall ensure that all Contractor's personnel undergo general work induction with regard to the approved HSE Plan, general hazards prevalent on the Project Site, Construction Risk Assessments, HSE Rules and other related aspects.

The contractor must ensure that as new employees are brought to site during the project they must also undergo inductions before being able to perform any task on site.

Evidence of training skills and competencies shall form part of the Contractor's records. The Contractor shall ensure that all Contractors' personnel are adequately trained in the type of

work / tasks to be performed. This training shall extend to include relevant procedures, Hazard Identification and Risk Assessment. Contractor's personnel shall have the appropriate qualifications and shall work under competent supervision. Copies of records of appropriate training and qualifications for all employees shall be kept and maintained. When there is an amendment to an Act, Regulation, Contractor's HSE Requirements Document and/or HSE Plan, all affected staff shall undergo the relevant re-training.

2.3.11 Medical Surveillance Programme

1. The Client will only accept medicals Conducted by Registered Occupational Health Practitioners who hold valid qualifications in occupational health (AIA Registration).

The Contractor shall ensure that all their Contractor's personnel have undergone a pre-employment medical examination and have available Annexure 3 before starting work on the Project. An exit medical examination shall be done by all employees before leaving the Project Site.

The preemployment and exit medicals shall, as a minimum, be to the standard of what is referred to as 'Red Ticket' medical fitness certification. If the contract is longer than 12 months, then this shall include an annual periodic medical. The medical certificate shall be issued before the employee commences work. If the Contractor does not provide proof of valid certificates of fitness for a Contractor's Employee, then such Contractor's Employee shall not be permitted access to the Project Site.

The medical certificate shall be renewed annually. Exit medicals shall be conducted prior to the termination of the employee's contract for / at the Project Site unless otherwise advised by the Client. The Contractor's Employees shall be issued with the required medical records to prove medical status at the time of exiting the Project Site. The Contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

2.3.11 Awareness

1. The Contractor will conduct, toolbox talks twice weekly and before any hazardous work takes place. The talks will cover the relevant, daily, activity and an attendance register must be kept and signed by all attendees. A record of the content of the topic will be kept on the site health a safety file.

2.3.12 Competency

1. After the Contractor has identified the training to be conducted, based on the Hazard Identification Risk Assessment (HIRA); he / she will send the relevant persons on appropriate courses and keep certificates of training for reference. The Appointed CR 8(1), CR8(7) and CR 8(8) must at minimum have attended the following training courses and have the required competency certificates
 - Legal Liability **
 - Construction Regulations 2014 **
 - HIRA
 - Incident Investigation

2.3.14 General Record Keeping

1. The contractor will keep and maintain Health and Safety records to demonstrate compliance with the Occupational Health and Safety Specification and the Act. The contractor will ensure that all records of incidents, spot fines, training etc. are kept on site. All documents will be available for inspection by The Project Client / Client Agent or Inspectors.

2.3.15 General Inspection, Monitoring and Reporting

1. The Contractor will carry out daily inspections and investigate all incidents and report to The Project Client / Client Agent. The contractor will be required to keep records of all inspections and investigations which were undertaken and any other inspections and investigations by person's authorised to do so.

2.3.16 Internal Audits

1. The Principal contractor's responsible Safety Officer will conduct monthly Health and Safety audits to ensure compliance with the OHS Act 85 of 1993 and Occupational Health and Safety Specification and communicate the findings to the Client Agent on a monthly basis. Records of audits must be kept, and non-conformance reported, investigated and corrective action must be taken to prevent re-occurrence.

2.3.17 External Audits

1. The Project Client / Client Agent will conduct health and safety audits to ensure compliance with the Occupational Health and Safety Act 85 of 1993, Safety Specification and any relevant Health & Safety Legislation. All documentation held by the Contractor will be available for inspection.
2. Audits and Inspections may be conducted on an ad hoc basis without informing the Contractor.
3. **Any findings observed during these audits will be placed on an audit action plan that will show the deviation, the reason for the deviation occurring, the proposed actions that will be taken to correct the deviation, responsible persons name, proposed close out date, actual closed out date and a signature of the contractor's responsible person confirming the close out.**
4. The action plan must be submitted to the Client Agent within 3 days of receiving the audit report

2.3.18 Emergency Procedures

1. The Contractor shall develop his own emergency response plan for both work areas and office areas and submit this plan to the Client Agent for approval. The plan shall be amended as required by the Client/Client Agent. The Contractor shall ensure that all personnel are aware of and trained in the execution of the emergency plan. The procedure will detail the response plan including the following key personnel:
 - (a) List of key personnel,
 - (b) Details of emergency services,
 - (c) Actions or steps to be taken in the event of the emergency; and
 - (d) Information on hazardous materials / situations, including each material's hazardous potential impact or risk on the environment or human and measures to be taken in the event of an accident.

The emergency plan must also include procedure and processes to be followed in the event of electrocution as well as any other emergency situation that may occur while performing electrical works

2. Emergency procedures will include, but will not be limited to, COVID-19, fire, spills, accidents involving employees, use of hazardous substances, electrical shock or contact, etc. The Contractor will advise The Project Client / Client Agent in writing of any on site emergencies,

together with a record of action taken, within 24 hours of the emergency occurring. A contact list of all service providers (Fire Department, Ambulance, Police, Medical and Hospital, etc.) must be maintained and available to site personnel.

3. The Contractor shall be responsible for ensuring that his emergency plan is reviewed annually, and after every incident which caused the emergency plan to be activated. Any changes made shall be briefed to all persons affected.

2.3.19 First Aid Box and First Aid Equipment

1. The Contractor will appoint in writing a First Aider(s). The appointed First Aider(s) are to be sent for accredited first aid training before starting on site, or must be in possession of a valid certificate, of which copies are to be kept on site. The Contractors will provide, on site, First Aid Boxes, adequately stocked at all time, and ensure that the First Aid Box is accessible and fully controlled by a qualified First Aider. In addition, the location of these boxes must be indicated by means of Health and Safety Signage. A picture with the name and contact number of the First Aider on duty must be on displayed in all relevant areas.

2.3.20 Accident / Incident Reporting and Investigation

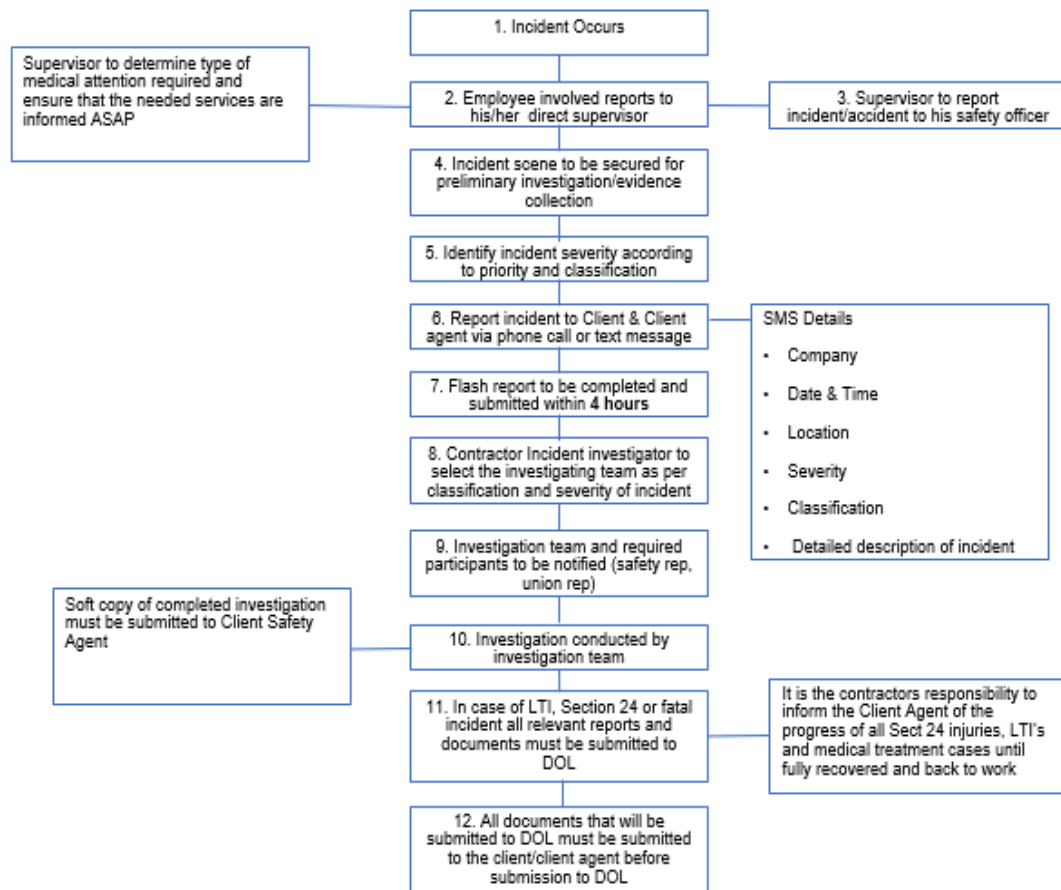
1. The Contractor will in addition to the prescribed requirements of the OHS Act investigate, record and report all reportable incidents. The investigations will be conducted by a qualified (Competence certificate required) person or persons who have sufficient The Contractor will in addition to the prescribed requirements of the OHS Act investigate, record and report all reportable incidents. The investigations will be conducted by a qualified **competent** person or persons who have sufficient knowledge to carry out an investigation. In the case of a serious injury, meaning one in which a loss of man-hours are experienced exceeding 7 days, an independent investigator must be appointed by the Contractor. All incidents on site must be reported to the Client Agent within 1 hour of occurrence by means of a telephone call or text message via cell phone. A flash report will be completed and forwarded to the Client & Client Agent within four hours of incident occurrence.

Preliminary investigations must be submitted to the Client agent within three days of incident occurring, the investigation will be reviewed, and the client agent reserves the right to request changes made to the investigation upon agreement with the contractor. In the event of section 24 and LTI investigations a final investigation report will be compiled and submitted to the Client/Client Agent with a detailed action plan outlining precautionary measures that will be taken to prevent reoccurrences as well as any other actions needed and identified during the investigation process.

The contractor will provide to the Client & Client agent a scanned copy of the full final investigation as well as the following documents.

- Copy of the DSTI
- Copy of the risk assessment at the time of incident as well as a revised risk assessment.
- All appointments and competency certificates of supervision involved as well as injured person.
- Copy of injured person's pre-employment medical
- All medical reports e.g. First medical, follow up medicals as well as final medical and resumption report.
- Annexure 1 report of incident to department of labour
- Detailed action plan addressing all findings made during the investigation
- Proof of all close outs of findings made during the investigation
- Copies of all witness and other statements taken.
- Proof of Incident recall with all employees

Incidents will be managed according to the flow chart bellow



2.3.21 Hazards and Potential Situations Communication

1. The Contractor will immediately notify other Contractors or Sub-contractors of any hazardous or potentially hazardous situations, which may arise during performance of the activities.

2.3.22 Personal Protective Equipment (PPE) and Clothing

1. The Contractor will make provision and keep adequate quantities of SABS approved PPE or clothing on site at all times. These will be analysed by means of the Risk Assessment. The contractor must ensure that a PPE survey is conducted to determine the type of PPE that will be needed and indicate which job category will need what PPE this will include COVID-19. PPE issue records must be available for all PPE issued to employees on site, ensure each employee signs for their PPE

All employees must be trained regarding the use maintenance and limitations of PPE issued for COVID-19 this will include the washing, drying and ironing of face masks

2. The Contractor will clearly outline procedures to be taken when PPE or clothing is:
 - (a) Lost or Stolen
 - (b) Worn Out or Damaged
 - (c) When and where it must be worn or used

2.3.23 Occupational Health and Safety Signage

1. The Contractor will provide adequate on site OHS signage complying with **SANS1186 requirements**. OHS signage will include, but will not be limited to, Construction area, Hard

Hat / Helmet Area; Safety Goggles, Safety Shoes to be worn on site; Dust Masks to be worn in areas where there might be exposure to excessive dust; Ear Plugs / Muffs to be worn where there might be exposure over 85 dBA; Gloves; Safety Goggles; Safety Harness, etc. The Contractor will be responsible to maintain the quality and replacement of signage. Type of signage needed will be determined by the existing hazards and risks on site.

2.3.24 Consolidated Health and Safety File

1. The Contractor will in accordance with Construction Regulation 7(1)e, hand a consolidated health and safety file to the client on completion of construction work, this must include records of drawings, designs, entry/exit medicals, incident investigations, non-conformances raised or received, risk assessments as well as significant information regarding the construction of the completed structure.

2.3.25 Permits

1. The Contractor will issue a permit for all hazardous or dangerous activities to be carried out during construction. The following is a list of hazardous activities which need a permit:
 - (a) Working in Confined Space;
 - (b) Use of a Hazardous Chemical Substance, e.g. Asbestos, Lead;
 - (c) Use of Explosives and Blasting; and
 - (d) Piling.

All relevant required wayleave permits as per the George Municipal processes and procedures.

2.3.26 Contractors

1. The Principal Contractor will ensure that all contractors under his / her control are complying with the Occupational Health and Safety Act 85 of 1993, Client Specification, and any relevant legislation which may relate to the activities directly or indirectly. Each contractor must sign a 37(2) agreement as well as Construction regulations 7(1)(c)(v) contractor appointment before being allowed to perform any work.

2.3.27 Work Stoppage due to non-conformance

The Client Agent and the Client are entitled to stop the execution of the works and issue Nonconformance notices for serious / life threatening Health, Safety or Environmental violations. Any non-conformances / findings / observations found during audits / inspections shall, where practicable, be raised, discussed and resolved directly with the Contractor.

The conditions that can lead to work stoppages include but shall not be limited to:

- Management of change: This is when there are changes to the work environment (e.g. management / supervisory changes) and / or construction work (e.g. modifications to the design) at any phase of the construction period, and / or amendments with regards to the Clients rules and regulations and / or legislative amendments;
- Unsafe acts / behaviours by Contractor's personnel;
- Unsafe conditions resulting from unforeseen hazards, changes in working procedures, unexpected weather conditions and malicious acts of vandalism. In the event of unsafe conditions being identified by any person, the process to be followed shall be:
 - The Client/Client Agent shall be informed immediately.
 - The work activity shall be stopped immediately and conditions made as safe as possible as an interim measure.

- The affected workforce shall be removed from the work area and the Contractor shall correct the Health and Safety deficiencies by allowing only the people in the area that are competent to make the area safe.
- The Contractor shall ensure that no other work is being performed in the area during this time. The area shall be barricaded and a sign placed with the wording “Unsafe Area – Authorized Access Only”. Where necessary guards shall be posted to prevent entry.
- The Client Agent shall review the affected parts / sections of the HSE Plan with the purpose of providing additional HSE information to the Contractor to enable the establishment of a safe working environment.
- The Contractor shall revise the relevant sections in the HSE Plan to accommodate the changes.
- The Client Agent shall review the revised provisions in the HSE Plan to ensure they are adequate and approve it before the work activity is commenced. The work activity / work area shall be subject to additional monitoring in the initial stages to ensure that safe conditions remain.

Before the workforce is allowed back in the area, the Contractor shall ensure:

- The area is re-inspected by the Contractor’s HSE personnel and Construction Supervisor who shall note corrective actions taken;
- Declare the area safe for work by signing off on the “work stoppage” notice issued by The Client Agent and or the Client.

2.3.28 Environmental Management

The Contractor shall comply with all relevant published legislation

2.4 Occupational Safety

2.4.1 Stacking of Materials

1. A contractor must, in addition to compliance with the provisions for the stacking of articles in the General Safety Regulations, 2003, ensure that –
 - (a) a competent person is appointed in writing with the duty of supervising all stacking and storage on a construction site;
 - (b) adequate storage areas are provided;
 - (c) there are demarcated storage areas; and
 - (d) storage areas are kept neat and under control.

2.4.2 Housekeeping and General Safeguarding on Construction Sites

1. A contractor must, in addition to compliance with the Environmental Regulations for Workplaces, 1987, promulgated by Government Notice No. R. 2281 of 16 October 1987, ensure that suitable housekeeping is continuously implemented on each construction site, including –
 - (a) the proper storage of materials and equipment;
 - (b) the removal of scrap, waste and debris at appropriate intervals;
 - (c) ensuring that materials required for use, are not placed on the site so as to obstruct means of access to and egress from workplaces and passageways;
 - (d) ensuring that materials which are no longer required for use, do not accumulate on and are removed from the site at appropriate intervals;
 - (e) ensuring that waste and debris are not disposed of from a high place with a chute, unless the chute complies with the requirements set out in regulation 14(6);

- (f) ensuring that construction sites in built-up areas adjacent to a public way are suitably and sufficiently fenced off and provided with controlled access points to prevent the entry of unauthorized persons; and
- (g) ensuring that a catch platform or net is erected above an entrance or passageway or above a place where persons work or pass under, or fencing off the danger area if work is being performed above such entrance, passageway, or place so as to ensure that all persons are kept safe in the case of danger or possibility of persons being struck by falling objects.

2.4.3 Hazardous Chemical Substances (HCS)

1. In addition to the requirements in the HCS Regulations, the principal contractor must provide proof in the Health and Safety Plan that:
 - (a) Material Safety Data Sheets (MSDS's) of the relevant materials / hazardous chemical substances are available prior to use by the contractor. Mention should be made how the principal contractor is going to act according to special/unique requirements made in the relevant MSDS's. All MSDS's will be available for inspection by the agent at all times.
 - (b) Exposure monitoring is done according to OESSM and by an Approved Inspection Authority (AIA) and that the medical surveillance programme is based on the outcomes of the exposure monitoring.
 - (c) How the relevant HCS's are being/going to be controlled by referring to:
 - i. Limiting the amount of HCS
 - ii. Limiting the number of employees
 - iii. Limiting the period of exposure
 - iv. Substituting the HCS
 - v. Using engineering controls
 - vi. Using appropriate written work procedures
 - (e) The correct PPE is being used.
 - (f) HCS are stored and transported according to SABS 072 and 0228.
 - (g) Training with regards to these regulations was given.
2. The H&S plan should make reference to the disposal of hazardous waste on classified sites and the location thereof (where applicable).
3. The First Aider must be made aware of the MSDS and how to treat HCS incidents appropriately.

2.4.4 Noise Induced Hearing Loss

1. Where noise is identified as a hazard the requirements of the NIHL regulations must be complied with and the following must be included / referred to in the Health and Safety Plan. The Contractor must be able to:
 - (a) Proof of training with regards to these regulations.
 - (b) That monitoring carried out by an AIA and done according to SABS 083.
 - (c) Medical surveillance programme is established and maintained for the necessary employees.
 - (d) Control of noise by means of:
 - i. Engineering methods considered
 - ii. Admin control considered
 - iii. Personal protective equipment considered/decided on

- iv. Describe how records are going to be kept for 40 years.

2.4.5 Construction Plant encompasses all types of plant including but not limiting to, cranes, piling frames, boring machines, and excavators, draglines, dewatering equipment and road vehicles with or without lifting equipment.

1. A contractor must ensure that all construction vehicles and mobile plant –

- (a) are of an acceptable design and construction;
- (b) are maintained in a good working order;
- (c) are used in accordance with their design and the intention for which they were designed, having due regard to safety and health;
- (d) are operated by a person who -
 - i. has received appropriate training, is certified competent and in possession of proof of competency and is authorised in writing to operate those construction vehicles and mobile plant;
 - ii. has a medical certificate of fitness to operate those construction vehicles and mobile plant, issued by an occupational health practitioner in the form of Annexure 3 of Construction Regulation 2014
- (e) have safe and suitable means of access and egress;
- (f) (f) are properly organized and controlled in any work situation by providing adequate signalling or other control arrangements to guard against the dangers relating to the movement of vehicles and plant, in order to ensure their continued safe operation;
- (g) (g) are prevented from falling into excavations, water or any other area lower than the working surface by installing adequate edge protection, which may include guardrails and crash barriers;
- (h) (h) are fitted with structures designed to protect the operator from falling material or from being crushed should the vehicle or mobile plant overturn;
- (i) (i) are equipped with an acoustic warning device which can be activated by the operator;
- (j) (j) are equipped with an automatic acoustic reversing alarm; and
- (k) (k) are inspected by the authorised operator or driver on a daily basis using a relevant checklist prior to use and that the findings of such inspection are recorded in a register kept in the construction vehicle or mobile plant.

2. A contractor must ensure that –

- (a) no person rides or is required or permitted to ride on a construction vehicle or mobile plant otherwise than in a safe place provided thereon for that purpose;
- (b) every construction site is organized in such a way that, as far as is reasonably practicable, pedestrians and vehicles can move safely and without risks to health;
- (c) the traffic routes are suitable for the persons, construction vehicles or mobile plant using them, are sufficient in number, in suitable positions and of sufficient size;
- (d) every traffic route is, where necessary, indicated by suitable signs;
- (e) all construction vehicles and mobile plant left unattended at night, adjacent to a public road in normal use or adjacent to construction areas where work is in progress, have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, in order to identify the location of the vehicles or plant;
- (f) all construction vehicles or mobile plant when not in use, have buckets, booms or similar appendages, fully lowered or blocked, controls in a neutral position, motors stopped, wheels chocked, brakes set and ignition secured;
- (g) whenever visibility conditions warrant additional lighting, all mobile plant are equipped with at least two headlights and two taillights when in operation;
- (h) tools, material and equipment are secured and separated by means of a physical barrier in order to prevent movement when transported in the same compartment with employees;

- (i) vehicles used to transport employees have seats firmly secured and adequate for the number of employees to be carried; and
- (j) all construction vehicles or mobile plant travelling, working or operating on public roads comply with the requirements of the National Road Traffic Act, 1996.

2.4.6 Pressure Vessels Including Gas Cylinders

1. The Contractor will comply with Pressure Equipment regulations, including:
 - (a) Providing competency and awareness training to the operators;
 - (b) Providing PPE or clothing;
 - (c) Providing and maintain appropriate signage in areas Pressure equipment are used;
 - (d) Inspect equipment regularly and keep records of inspections;
 - (e) Providing appropriate firefighting equipment (Fire Extinguishers).

2.4.7 Fire Fighting Equipment & Fire Safety

1. The Contractor will provide adequate, regularly serviced fire extinguishers located at strategic points on site. The Contractor will keep spare serviced portable fire extinguishers. The Contractor will have adequate persons trained or competent to use the Fire Fighting Equipment. Safety signage will be posted; indicating locations of fire extinguishers.

Fire Safety

The Contractor shall develop fire safety and evacuation procedures for any area under his control prior to the commencement of any work thereon. The procedure shall take into consideration the size of the area, types of work being done (e.g. cutting, welding, grinding, etc.), amount of combustible materials present etc. It shall take account of any hot work permit arrangements and all other applicable fire and evacuation procedures. All Contractor's personnel entering and working on the Project Site, shall be trained in fire safety and emergency evacuation and any other duties they are required to perform e.g. Fire Warden.

Existing fire management systems in buildings shall be maintained during construction whenever possible. Any changes shall be approved by the Client before implementation

Fire Safety Plan

The Contractor shall prepare a Fire Safety Plan which shall include:

- a) The designation and organisation of personnel to carry out fire safety duties, including fire watch service, if applicable.
- c) Emergency procedures to be used in the case of fire, including:
 - method of sounding the fire alarm;
 - notifying the fire department;
 - instructions to personnel;
 - fire-fighting procedures;
 - evacuation routes;
 - location of assembly points; and
 - Integration with existing site emergency procedures.
- c) The control of fire hazards in and around buildings.
- d) Maintenance of fire-fighting facilities.
- e) Display in strategic places a site plan that will illustrate the assembly points, locations of means of raising the alarm and extinguisher media. A plan shall be drawn up for

each area under the Contractors control and shall, where appropriate, include office and welfare facilities.

2.4.8 General Machinery

1. The Contractor will comply with the Driven Machinery Regulations, which include inspecting machinery regularly, appointing a competent person to inspect and ensure maintenance, issuing PPE or clothing and training those that use machinery and enforce compliance.

All cherry pickers/Truck mounted elevated work platform that will be used during the project must have the required certificates to proof that load tests has been conducted and that the plant conforms to the requirements of Driven Machinery regulations. All employees that will be operating cherry pickers or similar plant and equipment must be competent to do so and have the required competency certificate as proof. All operators must be appointed in writing and must have a valid medical certificate. Cherry pickers/truck mounted elevated work platforms must only be used for the purpose they have been designed for (as per manufacturers specifications) the safe working load requirements for this plant must not be exceeded and the plant must not be overloaded.

The contractor must provide a safe work procedure for the use of cherry pickers to conduct the task at hand.

2.4.9 Portable Electrical Tools / Explosive Power Tools

1. A contractor must, in addition to compliance with the Electrical Installation Regulations, 2009, and the Electrical Machinery Regulations, 1988, promulgated by Government Notice No. R. 1593 of 12 August 1988, ensure that –
 - (a) before construction commences and during the progress thereof, adequate steps are taken to ascertain the presence of and guard against danger to workers from any electrical cable or apparatus which is under, over or on the site;
 - (b) all parts of electrical installations and machinery are of adequate strength to withstand the working conditions on construction sites;
 - (c) the control of all temporary electrical installations on the construction site is designated to a competent person who has been appointed in writing for that purpose;
 - (d) all temporary electrical installations used by the contractor are inspected at least once a week by a competent person and the inspection findings are recorded in a register kept on the construction site; and
 - (e) all electrical machinery is inspected by the authorized operator or user on a daily basis using a relevant checklist prior to use and the inspection findings are recorded in a register kept on the construction site.

2.4.10 High Voltage Electrical Equipment & Electrical Regulations

High Voltage Electrical Equipment

1. The Contractor will ensure that, where the work is under, on or near high-voltage electrical equipment the Electrical Regulations, together with safety instructions (Regulations of the Owner of the Equipment) are complied with.
2. Such equipment includes: -
 - Eskom and the Local Authority equipment
 - The Contractor's own power supply; and
 - Electrical equipment being installed but not yet taken over from a Contractor by The Project Client / Client Agent.

2.4.11 Public Health and Safety

1. The Contractor will ensure that each person working on or visiting a site, and the surrounding community, will be made aware of the dangers likely to arise from on-site activities and the precautions to be observed to avoid or minimize those dangers. Appropriate health and safety signage will be posted at all times. No visitor will be allowed to be on site without permission of the Construction Supervisor or his/her Assistant. All visitors must complete a visitors register, which should include the name, reason for visit and contact detail of said person. Members of the public will not be allowed to enter the work site as this will be a high risk activity.
2. Both the Project Client / Client Agent and the Contractor have a duty in terms of the OHS Act to do all that is reasonably practicable to prevent members of the public and others being affected by the construction processes to be aware and put preventative measure in place. The public or visitors will go through a brief health and safety induction detailing hazards and risks they may be exposed to and what measures are in place to control these hazards and risks. All visitors must complete a register, which should include the name, reason for visit and contact detail of said person.
3. Construction vehicles, plant equipment and machinery will be moved through a residential area to reach the construction site, therefore needed precautions must be taken to ensure the safety of all road users as well as pedestrians. Consideration must also be given to the fact there is a primary school in the general vicinity of the construction site

2.4.12 Night Work

1. The Contractor will not undertake any night work without prior arrangement and a written permit from The Project Client / Client Agent. The Contractor will ensure that adequate lighting is provided for all night work and failure to do so will result in work being stopped.

2.4.13 Facilities for Safekeeping and Eating Area (Mess Room) for workers

1. There will be a temporary structure to serve as a mess room or eating area.

2.4.14 Fall Protection

1. A contractor must –
 - (a) designate a competent person to be responsible for the preparation of a fall protection plan;
 - (b) ensure that the fall protection plan contemplated in paragraph (a) is implemented, amended where and when necessary and maintained as required; and
 - (c) take steps to ensure continued adherence to the fall protection plan.
2. A fall protection plan contemplated in Construction Regulation 10(1), must include –
 - (a) a risk assessment of all work carried out from a fall risk position and the procedures and methods used to address all the risks identified per location;
 - (b) the processes for the evaluation of the employees' medical fitness necessary to work at a fall risk position and the records thereof;
 - (c) a programme for the training of employees working from a fall risk position and the records thereof;
 - (d) the procedure addressing the inspection, testing and maintenance of all fall protection equipment; and
 - (e) a rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following the incident.

3. A contractor must ensure that a construction manager appointed under regulation 8(1) is in possession of the most recently updated version of the fall protection plan.
4. A contractor must ensure that –
 - (a) all unprotected openings in floors, edges, slabs, hatchways and stairways are adequately guarded, fenced or barricaded or that similar means are used to safeguard any person from falling through such openings;
 - (b) no person is required to work in a fall risk position, unless such work is performed safely as contemplated in Construction Regulation 10(2);
 - (c) fall prevention and fall arrest equipment are -
 - i. approved as suitable and of sufficient strength for the purpose for which they are being used, having regard to the work being carried out and the load, including any person, they are intended to bear; and
 - ii. (ii) securely attached to a structure or plant, and the structure or plant and the means of attachment thereto are suitable and of sufficient strength and stability for the purpose of safely supporting the equipment and any person who could fall; and
 - (d) fall arrest equipment is used only where it is not reasonably practicable to use fall prevention equipment.
5. Where roof work is being performed on a construction site, the contractor must ensure that, in addition to the requirements set out in Construction Regulation 10 (2) and (4), it is indicated in the fall protection plan that –
 - (a) the roof work has been properly planned;
 - (b) the roof erectors are competent to carry out the work;
 - (c) no employee is permitted to work on roofs during inclement weather conditions or if any conditions are hazardous to the health and safety of the employee;
 - (d) all covers to openings and fragile material are of sufficient strength to withstand any imposed loads;
 - (e) suitable and sufficient platforms, coverings or other similar means of support have been provided to be used in such a way that the weight of any person passing across or working on or from fragile material is supported; and
 - (f) suitable and sufficient guard-rails, barriers and toe-boards or other similar means of protection prevent, as far as is reasonably practicable, the fall of any person, material or equipment.

2.4.15 Scaffolding

All scaffolding shall comply with the Construction Regulations¹⁶ as well as SANS 10085. Scaffolding erectors shall have received the training as specified in SANS 10085.

All scaffolding shall be inspected by a competent person on a daily basis prior to commencement of work as minimum and also after inclement weather conditions.

Users of scaffolding shall carry out a visual inspection on a daily basis before use. If unsafe conditions are found or suspected, the scaffold shall be isolated until a thorough inspection has been done.

A visual inspection shall be carried out at the end of the shift and if unsafe conditions are found or suspected the scaffold shall be isolated until the above is applied. An appropriate scaffold tagging system shall be used to confirm the status of scaffolding for use or unsafe for use.

The footing or anchorage points for scaffolds shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose bricks or concrete blocks shall not be used to support scaffolds.

Ladders

Ladders shall not be used as working platforms. The Contractor shall endeavour to use approved and acceptable means of mobile access machinery instead of ladders. Ladders shall be only used for access with the approval of the Client Agent.

2.4.16 Asbestos

An employer or self-employed person must, as far as is reasonably practicable-

- (a) ensure that all asbestos -containing materials at the workplace are identified by a competent person;
- (b) if it is uncertain whether the suspected material contains asbestos, either deem the material to be asbestos -containing material or arrange for a sample of that material to be analysed for the presence of asbestos by a laboratory competent to carry out such analyses;
- (c) if part of the workplace is inaccessible and considered by a competent person as likely to contain asbestos, assume that asbestos is present in that area;
- (d) if no asbestos is identified as per subregulation (a), (b) and (c), ensure that the asbestos -free status of the workplace is substantiated in writing by a competent person: Provided that subregulation (d) does not apply to an employer who occupies or uses a structure as defined in the Construction Regulations, 2003, published as Government Notice R.1010 in Gazette No. 25207 of 18 July 2003, where construction commenced at least three years after promulgation of the Regulations for the Prohibition of the Use, Manufacturing, Import and Export of Asbestos and Asbestos -containing Materials, 2007, published as Government Notice R.341 in Gazette No. 30904 of 28 March 2008, under section 24B of the Environment Conservation Act, 1989 (Act No. 73 of 1

An employer or self-employed person must obtain the services of a competent person to ensure that all materials identified as, or assumed to be, asbestos -containing material, as contemplated in regulation 3, are entered into an inventory of asbestos in place, which is kept at the workplace or premises

With regard to any disagreement as to whether any substance is in fact asbestos, the health and safety representative, health and safety committee or a person nominated by the employees may require that a sample of that substance be taken and definitive identification of the substance be determined by an approved inspection authority, provided that the cost of the identification is borne by the employer.

Where the removal of asbestos or repair of asbestos -containing material is planned, information in the inventory of asbestos in place must be adequately detailed with respect to the work to be carried out.

The employer, self-employed person or asbestos client must ensure that a copy of the inventory of asbestos in place, or relevant part thereof, is-

- a. given to the mandatory before any asbestos removal or repair work commences;
- b. given to the registered asbestos contractor and approved inspection authority before asbestos removal or repair work commences;
- c. readily accessible to employees and health and safety representatives at the workplace;
- d. in the case of transfer of ownership, provided to the new owner of the premises; and
- e. given to the approved inspection authority before asbestos removal or repair work commences.

The mandatory who carries out the removal of asbestos or the repair of asbestos -containing material at a workplace must -

- a. obtain a copy of the inventory of asbestos in place from the employer, self -employed person or asbestos client; and
- (b) if suspected asbestos -containing materials are located on the structure, plant or machinery, inform the employer, self -employed person or asbestos client who must ensure that a competent person determines whether the substance in question is asbestos -containing material.

In the event of work carried out at a workplace and potential exposure to airborne asbestos -

- a. the employer, self -employed person or asbestos client, as the case may be, must ensure that the person authorising such work is given a copy of the inventory of asbestos in place;
- (b) the person authorising the work as contemplated in subregulation (a), from the inventory of asbestos in place, must determine what future task and incident- related potential exposure scenarios are applicable to the work, including identifying recommended controls; and
- (c) the employer, self -employed person or asbestos client, as the case may be, must ensure that the recommended controls are implemented with regard to the work

Asbestos risk assessment (5)

- (1) If asbestos is identified in terms of regulation 3, then the employer or self -employed person must ensure that an asbestos risk assessment is carried out, as far as is reasonably practicable, immediately by a competent person and thereafter at intervals not exceeding 24 months.
- (2) An employer contemplated in subregulation (1) must, before causing an asbestos risk assessment to be made, consult with the relevant health and safety representative or relevant health and safety committee and inform them in writing of the arrangements made for the asbestos risk assessment, give them reasonable time to comment thereon, and ensure that the results of the asbestos risk assessment are made available to them for comment.
- (3) The asbestos risk assessment must, as an outcome, have a risk categorisation based on the potential for exposure to asbestos for each item of asbestos -containing material, which must be derived from the following:
 - a. The health impacts of asbestos;
 - b. the number of persons potentially exposed at the workplace;
 - c. the potential for damage or disturbance of asbestos -containing materials at the workplace, also by maintenance activities, potential incidents and normal occupant activities; and
 - d. the condition of asbestos -containing material, including state of deterioration
- (4) The risk categorisation contemplated in subregulation (3) must be used to determine the need for keeping in place, repairing or removing the asbestos - containing material.
- (5) The asbestos risk assessment for asbestos repair work, as required in subregulations (1), (2) and (3), must include the following:
 - (a) The assessed risk of any asbestos exposure relating to each job step;
 - (b) the controls necessary to reduce the risk of exposure to as low as is reasonably practicable;
 - (c) an indication whether environmental air monitoring is required; and
 - (d) if exposure risk indicates that the OEL may be exceeded, an indication that the employer must obtain the services of an occupational medical practitioner to fulfil the requirements of regulation 17(1)(b).
- (6) The asbestos risk assessment for asbestos removal work, as part of the plan of work as

contemplated in regulation 15 for asbestos -containing materials identified for removal, must consider the following:

- (a) The aspects detailed in subregulation (5);
 - (b) the risk assessment carried out in accordance with regulation 12(2);
 - (c) the potential exposure of persons other than employees;
 - (d) the potential contamination of the air, ground and water;
 - (e) the thorough decontamination of employees and the workplace;
 - (f) the transportation of asbestos -containing materials and asbestos waste; and
 - (g) emergency scenarios.
- (7) An employer or self -employed person must obtain the services of an approved inspection authority that must review and endorse the following at intervals not exceeding six years
- - (a) The inventory of asbestos in place as required by regulation 4; and
 - (b) the asbestos risk assessment as required by subregulation (1) Provided that the review and endorsement are not required if the work was carried out by an approved inspection authority.

Asbestos management plan

- (1) If asbestos -containing materials are identified, as required in regulation 3, the employer or self -employed person must ensure that a written asbestos management plan for the workplace is prepared by a competent person.
- (2) The asbestos management plan must include at least the following:
 - (a) A procedure that contains at least measures related to-
 - (i) the implementation of regulations 3, 4, 5, 8 and 20 at the workplace;
 - (ii) the repair, removal and management of asbestos -containing materials; and
 - (iii) the implementation of the Regulations for Prohibition of the Use, Manufacturing, Import and Export of Asbestos and Asbestos -containing Materials, 2007;
 - (b) where asbestos -containing materials have been identified in the inventory of asbestos in place, a specific procedure which will, as far as is reasonably practicable, reduce the risk of exposure of employees, as well as incidental asbestos exposure, for the following scenarios
 -
 - (i) Incidents;
 - (ii) emergencies;
 - (iii) removal work; and
 - (iv) repair work; and
 - (c) a policy, procedure and implementation plan for phasing out existing asbestos -containing materials at the workplace, which considers the following:
 - (i) The principle of 'reasonably practicable'; and
 - (ii) reasons for decisions.
- (3) The employer or self -employed person must review and, if necessary, revise the asbestos management plan at intervals not exceeding eight years or if any information contemplated in subregulation (2) changes.

Notification of asbestos work - 10

- (1) No employer, self -employed person or asbestos client may carry out any type 1 asbestos work unless the Chief Director: Provincial Operations has been notified in writing of the location, venue and contact details of where the asbestos work will be done, at least seven days prior to commencement of such work.
- (2) No employer, self -employed person or asbestos client may carry out any type 2 or type 3 asbestos work unless the Chief Director: Provincial Operation has been notified, in writing, at least seven days prior to commencement of such work.
- (3) A shorter time period for notification contemplated in subregulations (1) and (2) may be allowed by the Chief Director: Provincial Operations in the event of an emergency.
- (4) Written notification contemplated in subregulation (2) must be provided in the format indicated in Annexure 2.

- (5) The relevant Chief Director: Provincial Operations must ensure that acknowledgement of receipt is provided, in writing, to the employer, self-employed person or asbestos client within the seven day notification period.

Duties of asbestos client for asbestos work - 11

- (1) An asbestos client, employer or self-employed person carrying out type 1 asbestos work must -
- provide an up-to-date inventory of asbestos in place, as contemplated in regulation 4, when asbestos work is planned;
 - ensure that an asbestos risk assessment, as contemplated in regulation 5, is carried out prior to asbestos work;
 - ensure that a written safe work procedure is developed and followed; and
 - as far as is reasonably practicable, provide adequate information, instruction and training, as contemplated in regulation 7, to any person who may be exposed to asbestos as a result of that asbestos work.
- (2) An asbestos client, employer or self-employed person planning type 2 or type 3 asbestos work must -
- provide an up-to-date inventory of asbestos in place, as contemplated in regulation 4, to the registered asbestos contractor and approved inspection authority;
 - if asbestos-containing material intended for removal or repair is not identified in the inventory of asbestos in place, review and update the inventory.
 - ensure that an asbestos risk assessment is carried out prior to asbestos work;
 - appoint, in writing, an approved inspection authority;
 - ensure that the appropriately registered asbestos contractor performs type 2 or type 3 asbestos work as per the asbestos plan of work;
 - ensure that notification of asbestos work is given as contemplated in regulation 10(2);
 - ensure that they have cosigned the asbestos plan of work for the asbestos repair or removal work to be carried out;
 - stop any registered asbestos contractor from executing any asbestos work which poses a health or safety risk to persons until such time that the risk has been appropriately mitigated;
 - before any asbestos work commences on site, ensure that the registered asbestos contractor is registered and in good standing with the Compensation Fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993); and
 - where a fatality or permanent disabling injury occurs during asbestos work, report such fatality or injury to the Chief Director: Provincial Operations as contemplated in section 24 of the Act and in accordance with regulations 8 and 9 of the General Administrative Regulations, 2003.
- (3) After completion of type 2 or type 3 asbestos work, the asbestos client must obtain an asbestos clearance certificate from the approved inspection authority.

Plan of work - 15

- (1) A written approved plan of work, as contemplated in regulation 12(3), must include at least the following:
- Name, contact details and responsibilities of the registered asbestos contractor, approved inspection authority, asbestos waste transporter, asbestos waste disposal site and asbestos
 - client, where applicable;
 - name and contact details of the asbestos removal supervisor for the asbestos work site;
 - details of the asbestos to be removed, including the location, type, estimated quantity and condition of the asbestos;
 - a list of employees' names and identification numbers with verification of valid asbestos training and medical surveillance records for the asbestos work site;
 - expected commencement and completion dates;

- (g) air monitoring method used, and frequency of air monitoring, in accordance with regulation 16;
 - (h) details of how the asbestos removal work will take place, including methods of removal, tools and equipment, and the appropriate personal protective equipment to be used; (h) details relating to the requirements of decontamination facilities and decontamination procedures.
 - (i) details of demarcation, labelling and signage requirements for regulated asbestos areas, asbestos waste and temporary on -site storage areas;
 - (j) procedure for decontamination of the work area, tools and equipment;
 - (k) emergency procedures in the event of uncontrolled asbestos release;
 - (l) method for disposal of asbestos waste;
 - (m) detail of asbestos clearance certification; and specific relevant prohibitions.
- (2) The approved plan of work, as contemplated in regulation 12(3), must contain the signatures of-
- a. the asbestos client accepting the duties as contemplated in regulation 11(2) and (3);
 - b. the registered asbestos contractor accepting the duties as contemplated in regulation 12; and
 - c. the approved inspection authority for asbestos accepting the duties as contemplated in regulation 1

2.5 Occupational Health

1. Exposure of workers to occupational health hazards and risks are very common in any work environment, especially in construction. The occupational hazards and risks may enter the body in three ways:
 - (a) Inhalation e.g. cement dust;
 - (b) Ingestion through swallowing;
 - (c) Absorption through the skin (pores) e.g. painting or use of thinners.
2. All contractors are to ensure that where employees are exposed to airborne contaminants, pre-employment medicals should be conducted to ensure fitness to work under such conditions.
3. All contractors will be responsible for the full cost of medical treatment that his staff may require; the contractor is therefore required to ensure that all his personnel are medically fit.
4. All Contractors should ensure that Occupational Hygiene surveys are conducted as per the Occupational Health and Safety Act to ensure employees is not exposed to hazards. Risk Assessments should identify areas where surveys are to be conducted.

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION REQUIREMENTS FOR CONSTRUCTION

ANNEXURE A

Notification of Intention to Commence Construction / Building work	To be completed and logged with the Department of Labour	Before commencement on site
Assignment of Responsible Person to Manage Building Work	All relevant appointments as per OHS Act	Before commencement on site
Assignment of Responsible Person to Supervise Building Work	All relevant appointments as per OHS Act	Before commencement on site
Medical Certificates of Fitness for all personnel on site	As per specifications and OHS Act	Before commencement on site
Competency for Responsible Persons	As per specifications and OHS Act	Before commencement on site
Compensation of Occupational Injuries and Diseases Act (COIDA) 130 of 1993	COIDA Requirement	Before commencement on site and during construction period
Occupational Health and Safety Policy	Contractor's Responsibility	At tender stage
Health and Safety Organogram.	Contractor's Responsibility	Before commencement on site
Health & Safety Representative	Section 17 OHS Act	Submit as soon as there are more than 20 employees on site

Assignment of Contractor's Responsible Persons

ANNEXURE B

The contractor **will** make the following appointments where applicable and ensure that CV's and competency certificates are attached to the relevant appointments* but are not limited to:

Board Resolution or Declaration of acceptance of responsibilities Section 16.1
(Competent Person for OHS) - OHS 16(2)*
Construction Manager CR 8(1)*
Assistant Construction Manager CR 8(2)*
Construction Safety Officer - CR 8(5)*
Construction Work Supervisor - CR 8(7)*
Construction Work Assistant Supervisor - CR 8(8)*
Risk Assessor - CR 9(1)
Competent Person to perform Risk assessment and procedure training CR 9(3)
Fall Protection Planner CR 10(1)
Scaffold Erector, Scaffold Inspector CR 16(1)
Construction Vehicle & Mobile Plant Operator - CR23(1)(d)*
Temporary Electrical Installation Inspector CR 24
Housekeeping Supervisor – CR 27
Stacking & Storage Supervisor - CR 28(a)
Fire Equipment Inspector - CR 29(h)
Emergency Coordinator - ER 9
H&S Committee Chairperson - OHS 19 (<i>where applicable</i>)
First Aider/s - GSR 3 (Compulsory)
Hazardous Chemical Substance Supervisor - HCS Regulations
Health and Safety Representative - OHS 17(1) (<i>where applicable</i>)
Incident / Accident Investigator - GAR 9(2)
Portable Electrical Equipment inspector EMR 10(4)
Ladder Inspector - GSR 13 A
Section 8 Hand Tool Inspector
GSR 2 PPE Inspector

OTHER Occupational Health and Safety Specification REQUIREMENTS**ANNEXURE C**

The contractor will comply and not be limited to the following requirements:

What	When	Output	Reference information
Awareness training Toolbox talks	Twice a week and before hazardous work is carried out	Attendance Register	
DSTI	Daily before work starts	Signed document	
Health and Safety Committee Meetings	Monthly	Minutes signed by the employer (Contractor) Covering: a) Health and Safety Representative Checklist	
Health and Safety Reports	Monthly	Report covering: a) Incidents/Accidents and Investigations b) Non-conformance c) Health and Safety Training d) HIRA Updates e) Internal and External Audits	Incident reporting and investigation for The Project Client / Client Agent & Contractor form
General Inspections	As per Occupational Health and Safety Specification and OHS Act	Report on Occupational Health and Safety Specification and OHS Act compliance: a) Scaffolding b) Lifting Machinery c) Excavations	
General Inspections	Monthly	Covering: a) Firefighting Equipment b) First Aid boxes c) Portable Electrical Equipment d) Ladders e) Vehicle & plant inspections	
Record keeping	Ongoing	Covering: a) General complaints b) Fines c) General incidents d) MSDS e) Surveillance Medicals f) Inspection Register	
Permits	Before commencement with certain activities	As stipulated by the Occupational Health and Safety Specification and the OHS Act / Construction Regulations	

ANNEXURE D**BASELINE RISK ASSESSMENT**

	HAZARD	RISK	MINIMUM CONTROL MEASURES
1.	Electric Tools and Electrical Installations	Electric shock Fire	• Electric tools and installations to be in safe condition • Inspect electric tools daily before use and monthly by competent person • Do not use electric tools in wet/damp conditions • Use correct protective equipment for working with or on electricity • Electrical installations register must be maintained by competent person after each inspection
2.	Working close to live electricity (Lock out & Tag out Procedure)	Electrical shock	• Ensure that wayleaves are obtained for work to be conducted • Wayleave must always be available on site . • Contractor must comply to wayleave requirements. • Contractor must not move past barriers installed by the client and stay clear of danger areas • Lockout and tagout procedure implemented
3.	Working at heights	Personnel falling form height Falling debris Those beneath being injured	• All persons working at heights must have attended working at heights training and have the required competence certificate • All persons working et heights must receive training on the fall protection plan • All safety harnesses must be inspected by the user before each use and monthly by a competent person all findings noted on an inspection register • All defective equipment must be tagged and removed from service and work area. • All persons working at heights must always wear full body safety harness , ensure 100% hook up • All fall arrest equipment to be correctly stored and maintained
4.	Noise and Dust.	Breathing in dust can cause long term health problems, noise can damage hearing	• Hearing protection, signage indicating high noise zones, regular noise level tests and/or testing as per OHS Act and or when required • Wear dust masks or respiratory masks • Dampen down and minimise dust where possible.

5.	Manual Labour loosening and fastening of items.	Injuries to hands and muscles	• Use correct tool for the job at hand • When using spanners work away from your body • Where possible use ring spanners when tightening bolts. • Do not work in uncomfortable positions.
6.	Manual Handling of General Items	Muscular skeletal injuries if the load is too heavy or awkward Operative falling/tripping Contamination from the substance being carried Fall of material being carried	• Personnel should be aware of safe manual handling techniques • Personnel to wear Personal Protective Equipment when carrying items, e.g. safety footwear and gloves. • Awareness training for correct lifting method, use legs and not your back • Ensure good housekeeping to eliminate tripping/fall hazards. • Employee to get assistance if load is too heavy- team lift if necessary. • Utilise mechanical lifting and carrying aids where possible. • Personnel to ensure access equipment, ladders will take weight of employee and load being carried. • Personnel to ensure item being carried is properly bonded or is not liable to break apart whilst being manually handled
7.	Working with hands	Hand Injuries	• Always wear gloves when working with hands. • Keep hands clear of pinch or crushing areas. • When cutting with Stanley knife cut away from your body. • Always ensure your hands are protected from injuries when using them.
8.	Use of ladders		• Inspect ladder before use and area where ladder is needed • Ladder to be numbered and registered. • Replace all defective ladders. • Determine work to be done and length of ladder needed. • Use ladders specifically designed for electrical work • Good supervision. • Good communication between all parties. • 3 Point contact while climbing up or down a ladder. • No tools or any loose items in hands while climbing. • Only one person on ladder at a time.

			- Ladder to be secured to the structure or kept in position by a second person - Make sure the ladder is long enough, never climb past second last rung of ladder
9.	Use of Grinders	Personnel can sustain injuries when moving parts are properly protected.	- All grinders must be inspected before use by the user. - Grinder to be inspected monthly by a competent person and finding noted on an inspection register. - Use grinding discs for grinding and cutting discs for cutting. - Check all discs before use. And ensure correct RPM and type of disk for activity being done, consult manufacturer's instructions for correct information - Use correct PPE face shield & safety goggles, gloves, safety shoes and overalls. - Ensure grinder is unplugged before changing discs.
10.	Loading & Offloading	Property damage Pinch, cuts and bruises to employees. Falling of tools, loads and equipment. Serious injuries/fatality. Minor to serious hand and finger injuries.	- Ensure area identified for offloading is even and ground conditions stable. - Area must be barricaded and no unauthorised entry allowed - Performing manual loading/offloading comply to manual handling procedure. - Ensure loads are hooked correctly when offloading with mobile crane. - Only use certified lifting equipment. - Only competent person to perform rigging and slinging - No person allowed under suspended loads. - Keep hands away from loads, never place hands under loads when being placed on a surface. - Never exceed crane or lifting tackle SWL.
11.	Fire.	Injuries to workers, pedestrians, residents, road users, damage to property through fire	- No littering on site which could become fire hazard, maintain site in clean condition. - No fires to be lit on site. Always have a serviced fire extinguisher at hand . - No smoking or naked flame near flammable substances - Ensure proper storage/use of Petrol/diesel/flammable substances – post warning notices

12.	Flammable Liquids and Gases (Use of)	Fire Explosion	- No littering on site which could become fire hazard, maintain site in clean condition. - Always have a working fire extinguisher at hand . - No smoking or naked flame near flammable substances or in unauthorised areas - Ensure proper storage/use of Petrol/diesel/flammable substances – post warning notices - Equipment must be in good condition, maintained - Personnel using substances must be trained in safe use and risks
13.	Hand tools	Injuries caused by use of hand tool Impact with the tool Falls due to access problems Contamination with substance being worked	- Inspect hand tools daily before use and complete inspection registers - Use the tool according to manufactures specifications - Tool is in good order and suitably sharp - Personnel must be instructed in tool usage and tool safely - Lighting is sufficient - Access is safe, working platform is secure, leading edge is guarded - Operative is wearing all necessary PPE - No homemade tools allowed on site
14.	Hazardous Substances	Injuries to workers through use of hazardous substances, e.g. injuries to eyes, skin, etc.	- Use substances in accordance with (MSDS) data sheet, particularly reference protective clothing required (example: gloves, goggles, etc.) - Regular inspection of all HCS containers must be conducted. - Any defects or damaged containers must be reported to immediate supervision. - First aider trained in regards to MSDS requirements
15.	Line of fire	Injuries	- Never stand in front of a person using power tools (Grinders) - Unsure at least two meter gap between employees using picks to perform trenching - Never stand in front of a person using a hammer.
16.	Pinch points	Amputation of fingers injuries to fingers	- Always wear gloves - Keep hands clear from pinch point and crushing areas - Use guide ropes to guide loads

17.	Ergonomics	Strains on muscles, joints and nerves	• Make sure that the body is not compromised at all in the work place • Ensure your body position and posture is conducive to comfort and that you have minimal distraction from physical discomfort. • This correct use of the body in the workplace is simply called 'correct ergonomics'.
18.	Housekeeping	Minor to Serious injuries Damage to property Fatality Slip trips and falls	• Equipment shall be stacked properly in a safe place. • All tripping hazards shall be removed from working site. • Designated walkways to be used. • Full waste containers to be emptied on regular basis. • All waste generated to be placed in bins or bags.
19.	Personal Protective Equipment	Injuries or health conditions	• All employees must be issued with the required PPE as identified in risk assessment • All employees to be trained in the use, maintenance and limitations of PPE • Regular PPE inspections conducted by supervision • Damaged PPE must be replaced immediately
20.	Management Of Change	Fatality, serious injuries or property damage	• Each operation to specify and define responsibility of each person involved and responsible for Management of Change. • The description shall also identify the specific documents (i.e. standards, codes of practice, process designs, inspection and approval notices, legislative requirements, etc.) that provide the operational or project engineering basis for changes. • These and every document involved in the change should be attached, if they are not part of a readily accessible standard / procedure. • Details of communications regarding the specific changes must be kept. • Shall be implemented to ensure the change management process is comprehensively managed
21.	Stacking & storage	Injuries and property damage	• Dedicated stacking and storage areas to be identified and used. • Walk ways to be kept clear.

			• Hazardous chemicals to be stored as per OHS Act and MSDS requirements. • No combustible and flammable material to be stored in same area. Articles shall not be stacked higher than three times the shortest base of the article. Secure materials and equipment.
22.	Use of Scaffolding	Unsafe scaffolding Serious injuries / property damage// fatalities	• Scaffold erected according to SANS 10085 and inspected by competent Scaffolding Supervisor/inspector on a daily basis • Safe to work tag (green tag) to be displayed and signed daily by the Scaffolding Supervisor/inspector. • Stop work if scaffold or platform is unsafe / verify that kick boards around entire platform are safe and secure • Toe boards shall be installed on all permanent and temporary edge protection. • No working on wet scaffold platforms. • Safety harnesses to be worn and tied off above 2 m. • Scaffold users to do pre-inspections on the scaffold and report any deviation to the supervisor to correct before use. • All employees working at heights must have • received training from SAQA Accredited Company Unit Standard 229998
23.	Members of Public – Protection of	Injury to member of public and road users from site works	• Barriers and signage to be in place keeping employees as well as members of the public out of work areas • Workers must warn members of works being conducted. • Clear signage must be displayed at all work areas

SAFETY FILE REQUIREMENTS

ANNEXURE E

The contractor must compile his/her safety file according to the index below

Item	Description
1.	OHS Act section 37.2 Mandatory Agreement & CR 5(1)(k) Principal Contractor Appointment
2.	EHS Plan <u>(Approved by Client as well as contractor responsible person)</u>
3.	Contractor Policies & COVID-19 Policy <u>(As well as proof of communication to employees)</u>
4.	Scope of Work & <u>Letter of award of contract</u>
5.	Contractor Public Liability Insurance Cover <u>(Proof of cover and policy number)</u>
6.	Construction Work Permit
7.	Client SHE Specifications <u>(Proof of communication to Construction Manager & Supervision)</u>
8.	Letter of Good Standing with a Licenced Compensation Commissioner (COID)
9.	Organisation Structure <u>(Must indicate legal appointment reference, contact number as well as e-mail address where applicable)</u>
10.	Fall Protection Plan
11.	Induction <u>(Copy of training material and proof of training COVID-19 Included)</u>
12.	Risk Assessments including Baseline Risk assessment <u>(Approved risk assessment by contractor and Agent as well as proof of communication to all employees)</u>
13.	Area Emergency Plan site specific <u>(Proof of communication to employees)</u>
14.	All Safe work procedures relevant to tasks that will be performed tasks identified as medium and high-risk activities during risk assessment process
15.	Appointments Letters <u>(Copy of legal appointments and competency/CV/Certificates)</u>

16.	Site Specific Audits and Internal Audits/Inspection Arrangements <u>(Client as well as internal)</u>
17.	Personal Protective Equipment <u>(Proof of issue as well as monthly inspections by supervision)</u>
18.	Workers Welfare Facilities & Waste Management <u>(Plot plan and inspections)</u>
19.	Toolbox Talks <u>(Topics and proof of communication)</u>
20.	Site EHS Meetings Arrangements
21.	Equipment/Tools Inspections Checklist/Registers
22.	Incident Investigations
23.	Medical Surveillance Certificates <u>(List of employees on site indicating medical status “Fit for work & Medical restrictions) Copies of ID’s included</u>
24.	Copy of the Act & WCL2 Forms
25.	MSDS’S of all chemicals that will be used on site (16 Point MSDS as required by law)
26.	Wayleaves and Permits

**MANDATORY AGREEMENT ON ENVIRONMENTAL, HEALTH AND SAFETY
ISSUES**

ENTERED INTO AND BETWEEN

GEORGE MUNICIPALITY

(Hereinafter referred to as the "Employer")

and

.....

Contractor

Compensation Fund Number:

Whereas the Employer has called for the executing of the following work: **GEORGE MAIN LIBRARY: GENERAL BUILDING MAINTENANCE**, and whereas the Contractor undertook to carry out the work and whereas Employer and the Contractor have agreed to regulate the environmental, occupational health and safety responsibilities as between them, now therefore the undersigned agree to:

Section A: Occupational Health and Safety

- 1) The Contractor warrants that all his and his sub-Contractors' employees are covered in terms of the provisions of the Compensation for Occupational Injuries and Diseases Act 1993, which cover shall remain in force whilst any such employees are present on Employer premises. The Contractor will only allow sub-Contractors on site with the prior written consent of the Employer.
- 2) The Contractor warrants that it is in possession of Public liability insurance cover and any other insurance cover of that will adequately make provision for any possible losses and/or claims arising from his and/or his sub-Contractors and/or his employees' acts or omissions on Employer premises, which shall remain in force whilst he and/or his sub-Contractor and/or his employees are present on Employer premises or which shall remain in force for the duration of his contractual relationship with the Employer, whichever period is the longer.
- 3) The Contractor undertakes to ensure that he and/or his sub-Contractors and/or their respective employees will at all times comply with all the requirements of the Occupational Health and Safety Act, Act 85 of 1993 (OHS-Act) and that he is an employer in his own regard. The Contractor (Mandatory) therefore and Employer therefore enter into this agreement by virtue of Section 37(2) of the OHS-Act, without derogating from this general undertaking, also comply with the following conditions:
 - (a) All work being done will be preceded by hazard identifications and risk assessments and these hazards and risk will eliminated, controlled or mitigated where reasonably practicable.
 - (b) All work performed on Employer premises must be performed under the close supervision of the Contractor's Supervisors on site. Such supervisors are to be conversant with the hazards associated with any work that the Contractor performs on the stated premises as well as the mitigating and controlling measures to be implemented.
 - (c) Contractor employees must be medically fit to perform the work they are required to perform. Proof of completed Annexure 3, medical fitness and biological monitoring is to be provided to the Employer authorised representative on request of the Employer. The contractor is specifically but not exclusively referred to: Hazardous Substances Act, Employment Equity Act, Construction Regulations 2014, Hazardous Chemical Substances Regulations, Lead Regulations, Asbestos Regulations, Hazardous Biological Agents Regulations, Noise Induced Hearing Loss Regulations, etc.

- (d) The Contractor's Chief Executive Officer shall assume the responsibility in terms of Section 16(1) of the Occupational Health and Safety Act. If the Contractor assigns any duty in terms of Section 16(2), a copy of such written appointment shall immediately be forwarded to the Employer, as well as all other appointments made in terms of the Occupational Health and Safety Act.
- (e) The Contractor shall ensure that he familiarizes himself with the requirements of the Occupational Health and Safety Act and that he, his employees and any sub-Contractor comply with its requirements.
- (f) The Contractor shall appoint competent employees who shall be trained and conversant on any Occupational Health and Safety aspect pertinent to them or to the work that is to be performed. No employee will be employed on the site by the Contractor, which has not been employed for at least six months prior to the contract commencing in a similar position by the Contractor.
- (g) The Contractor shall strictly enforce discipline regarding Occupational Health and Safety.
- (h) The Contractor shall ensure that his employees are issued and use the required Personal Protective Equipment (PPE). PPE will only be used as a last resort where other mitigating measures are not reasonably practicable.
- (i) Safe work procedures shall be implemented and enforced; all employees shall be made conversant with the contents of these practices.
- (j) No unsafe or illegal equipment/machinery, personal protective equipment and/or articles shall be used on Employer premises.
- (k) Those incidents and accidents mentioned in the Occupational Health and Safety Act shall be reported by the Contractor to the Department of Labour as well as to the Employer. The Employer shall further be provided with copies of any written documentation relating to any incident.
- (l) All employees of the Contractor shall be made conversant with work-related hazards and procedures to mitigate or eliminate these hazards.
- (m) The Contractor warrants that he shall act as a professional in his field of expertise and has identified all hazards and risks associated with the work to be performed.
- (n) The Employer and Contractor hereby obtains an interest in the issue of any investigation or formal inquiry conducted in terms of the Occupational Health and Safety Act pertaining to any incident involving the Contractor and/or his employees and/or his sub-Contractor/s.

- (o) No use shall be made of any Employer machinery/article/substance or personal protective equipment without written approval and without ensuring prior and during use it is in a proper condition and as such will not cause any risk to the health and safety of any person.
- (p) Work for which the issuing of a permit is required shall not be performed prior to the obtaining of a duly completed and approved permit.
- (q) No alcohol or other intoxicating substance shall be allowed on the Employer's premises. Anyone suspected of being under the influence of alcohol or any other intoxicating substance (including medicines) shall not be allowed on the premises.
- (r) Full co-operation shall be given if and when the Employer's employees inquire into occupational health and safety issues.
- (s) The Contractor will cease dangerous or unsafe work immediately when requested to do so by the Employer or its representatives. The onus still remains on the contractor to enforce health and safety practices.
- (t) The Contractor confirms that he has been informed that he must report to the Employer management (in writing) anything that he deems to be unhealthy and/or unsafe. He has informed his employees and/or sub-Contractors in this regard.
- (u) The Contractor warrants that he shall not endanger the health and safety of Employer employees, members of the surrounding community and/or visitors in any way whilst performing any work on Employer premises.
- (v) The Contractor undertakes to reimburse the Employer for all medical costs incurred relating to any of the Contractor's employees.
- (w) Should the contractor be performing "construction work" as defined in the Construction Regulations 2014 of the OHS-Act, the contractor will therefore ensure full compliance with said regulations

Section B: General and Environmental legal compliance

- 1) The Contractor will ensure compliance to all environmental legislation.
- 2) The Contractor undertakes to comply with all labour related legislation while performing work for the Employer.
- 3) The Contractor will be accountable and liable for all fines, penalties and civil action arising out of his and his employee's, contractor's or agent's acts and omissions. The Contractor will hold the Employer harmless against any such claims or actions.

Section C: Special conditions

- 1) This agreement shall remain in force for the complete duration of the specified work done for the Employer unless revoked in writing.
- 2) The Contractor representative shall be bound *in solidum (jointly and severally)* in terms of this agreement.
- 3) The Contractor undertakes to adhere to all the Employer's rules and regulations as well as all guidelines and other addendums that may be annexed hereto. The Contractor will ensure that all his employees are conversant with these annexures, where applicable.
- 4) "Employer Premises" in this agreement will include Client premises.
- 5) The Employer retains the right to stop any work deemed dangerous regarding the health and safety of employees, Client representatives, public or visitors. Work may also be stopped as a result of legal noncompliance's observed during audits, the contractor will be responsible for any damages and costs suffered as a result of work stoppages.

Date	
Place	
Signed by: Client: George Municipality	Mr.
Date	
Place	
Signed by contractor or his authorized representative:	Mr.
Notes 1. Initial each page and annexures 2. Verify all corporate entity names and site them correctly 3. Verify insurances and COIDA 4. Verify signatory authority 5. Keep original 6. Initial where amended or writing added 7. To be signed before commercial agreement 8. Ensure commercial contract do not override this agreement.	

APPOINTMENT AS THE PRINCIPAL CONTRACTOR OF CONSTRUCTION WORK IN TERMS OF CONSTRUCTION REGULATION 5(1)(k) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, (85 OF 1993) AS AMENDED

NAME OF CLIENT: GOERGE MUNICIPALITY

IN TERMS OF THE ABOVE-MENTIONED ACT:

I/WE(FOR EMPLOYER) having been appointed to ensure full
compliance with the OHSA and Regulations, hereby appoint you
Manager-Section **Full name**

On behalf of.....as Principal Contractor of Construction Work in
terms of the Construction Regulation 5(1)(k). The appointment is for the following project: **GEORGE**

MAIN LIBRARY: GENERAL BUILDING MAINTENANCE

YOUR RESPONSIBILITIES ARE TO:

1. Comply with all the duties imposed on a Principal Contractor by the Construction Regulations.
2. Supervise all Construction work on the premises in accordance with CR 5(1)(k).
3. Ensure compliance with the health and safety specifications prescribed by the client or his agent for this project.
4. Ensure compliance with all the requirements of the National Building Regulations.
5. Ensure that all contractors appointed by yourself, and reporting to you, comply with the requirements as stipulated in the Construction Regulations.
6. Ensure that information and specifications to carry out work safely are communicated to all contractors appointed and reporting to you.
7. To ensure that all records, registers, and documentation are maintained and that all persons appointed to carry out tasks are competent and possess the necessary resources to complete their tasks effectively and in such manner that the health and safety of persons are not compromised.
8. Report to the client as per the agreed safety plan on all deviations and progress.

This appointment will become effective on the date of acceptance thereof and will be valid until completion of the construction work.

Please confirm your acceptance of this appointment by signing and returning to me the duplicate copy of this letter.

Signature:
Manager (George Municipality)

Designation:

Date:

ACCEPTANCE

Iunderstand the implications of the appointment and confirm my acceptance of this appointment. I have studied the relevant sections of the Act and Regulations and understand what is required of me.

Signed:

Date: