



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

FINANCE
SUPPLY CHAIN MANAGEMENT

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14 DECEMBER 2021

NOTICE TO TENDERERS NO.1

44 pages

NOTICE TO TENDERER

TENDER NO: 156Q/2021/22

BOX NO: 129

CLOSING DATE: 19 January 2022

DESCRIPTION: UPGRADING OF VARIOUS ROADS IN BISHOP LAVIS AND ASSOCIATED WORKS.

This Notice to Tenderers (NTT1) is to be recorded on schedule 24: Record of addenda to Tender Documents issued to Tenderers and bound into the tender document.

This Notice to Tenderers advises of the following:

1. Minutes of the Non-compulsory Tender Clarification Meeting
2. Amendments to the Tender Document

Yours Sincerely,

David Abrahams

.....

For: Basil Chinasamy

Director: Supply Chain Management

ACKNOWLEDGEMENT OF RECEIPT FOR AND ON BEHALF OF THE TENDERER: TENDER NO 156Q/2021/22

At on this Day of 2021

Signature:

Name of Signatory:
(In ink and capitals)

TENDERER:
(Name of firm in ink and capitals)

CIVIC CENTRE IZIKO LOLUNTU BURGERSENTRUM
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Making progress possible. Together.

CONTRACT NO: 156Q/2021/22: REHABILITATION OF VARIOUS ROADS IN BISHOP LAVIS AND ASSOCIATED WORKS

Minutes of the virtual non-compulsory clarification meeting held on Friday 3 December 2021

1. ATTENDANCE

1.1 The clarification meeting was held virtually.

2. WELCOME & INTRODUCTION

2.1 Welcoming by Gunther Rohlandt (GR) and Andrew Cleghorn (AC).

2.1.1 This tender clarification meeting is non-compulsory, but strongly recommended.

2.1.2 The Employer noted that the discussion at this meeting is not considered contractual. Only the information in the tender document and the official Notice to Tenderers issued by the City of Cape Town is contractual. Information becomes contractual only once issued formally by means of the Notice to Tenderers.

2.1.3 Introduction to the City of Cape Town's team in attendance:

Gunther Rohlandt (GR) City of Cape Town Project Manager

Jurgen Gentz (JG) City of Cape Town

Lizemari Campher (LC) City of Cape Town

2.1.4 Introduction to the Consulting Engineering team in attendance:

Employer's Agent HHO Consulting Engineers Don Hugo (DH)

Subconsultant Knight Piesold Consulting Andrew Cleghorn (AC)
John de Villiers (JdV)
Frederik Snijders (FS)

2.2 Tender information

Tender advertisement: 19 November 2021

CIDB Contractor grading: 7CE or higher

Tender closing date: 19 January 2022

Tender closing time: 10h00

Tender box and address: Tender Box 129 at the Tender & Quotation Box Office, 2nd Floor (Concourse Level), Civic Centre, 12 Hertzog Boulevard, Cape Town.

3 PROJECT DESCRIPTION

AC commenced with the clarification meeting presentation and discussed the project background and the scope of works as per the Description of Works on pages 166 to 173 of the Contract Document, with reference to the following items:

3.1 Background information on project

- 3.1.1 A previous similar project ended abruptly in 2018 after approximately 17 months of roadworks. As part of that project the wearing course of eight (8) roads with concrete bases were milled off and the roads received crack and seat treatment and sealing of joints and cracks. The roads are currently trafficked. Repairs or replacement of the joint and crack sealing works may be required before these roads receive asphalt surfacing.

3.2 The location and layout of the site

- 3.2.1 The project is located within the Cape Town suburb of Bishop Lavis. As per the layout drawing, the major roadworks scope of works are as follows:

- Cold in situ recycling (CIR) and resurfacing with asphalt (Indicated as red on the locality plan).
- Crack and seat and resurfacing with asphalt (green).
- Resurfacing with asphalt only (blue).
- Various roadworks including traffic calming works (yellow).
- Associated works.

3.2.2 CIR and resurface with asphalt

The existing asphalt will be milled off to a depth of 20mm. The existing base will be recycled to a depth of 220mm. The nominal add mixtures will be 3% bitumen emulsion and 1% cement. A 20mm thick sacrificial layer will be milled off followed by a new asphalt surfacing layer of 40mm thick COLTO continuously graded medium wearing course using AE-2 modified binder or 50/70 penetration grade bitumen, as per the Description of Works.

3.2.3 Crack and seat and resurface with asphalt

The existing asphalt surfacing will be milled off to an approximate depth of 40mm. The existing base will then be cracked by means of a purpose-built, self-propelled falling weight machine, according to D2004 in the Specifications. The existing concrete base will then be seated using a 25 ton, or heavier, pneumatic tyre roller (PTR). Prior to surfacing, the cracks and joints in the concrete base will be sealed, according to D2005 in the Specifications. An asphalt levelling layer (scratch coat) will be constructed, as instructed by the Employer's Agent. These roads will be resurfaced by a 40mm thick COLTO continuously graded medium asphalt surfacing using AR-2 modified bitumen rubber binder.

3.2.4 Base replacement and resurfacing with asphalt

The intersection of Owen Road and 35th Street will be milled to a depth of 150mm. A new 100mm thick COLTO 50/70 bitumen treated base (BTB) will be constructed followed by 50mm thick COLTO continuously graded medium asphalt surfacing using AE-2 modified binder.

3.2.5 Various roadworks including traffic calming works

Traffic calming works will be implemented along Lavis Drive, Kasteelberg Road, 15th Street and Koppiesdam Road. Traffic calming works include three (3no) new raised intersections and five (5no) new speed humps. The raised intersections will consist of a new 150mm thick COLTO 50/70 BTB (paved in two 75mm layers) followed by two layers of 40mm thick COLTO continuously graded medium asphalt surfacing using AE-2 modified binder. The speed humps will be constructed with COLTO continuously graded medium asphalt surfacing using AE-2 modified binder.

The intersections of Koppiesdam Road and 11th Street, 13th Street and 15th Street will be resurfaced by milling to a depth of 40mm and replacing this with a 40mm thick layer of COLTO asphalt surfacing (using 50/70 penetration grade bitumen binder). New entrances to the sports grounds will be constructed at each of these three intersections. The layerworks of the entrances will consist of a 150mm thick subbase layer of G4 material, followed by a 150mm thick base layer of G4 material and surfaced with a 40mm thick COLTO asphalt surfacing (using 50/70 penetration grade bitumen binder).

15th Street will be aligned with League Road at the junction with Lavis Drive in order to intersect Lavis Drive perpendicularly. The new layerworks for the extents of the realigned section of road will consist of a 150mm thick subbase layer of G4 material, followed by a 150mm thick base layer of G4 material. The entire road will then be resurfaced with 40mm thick COLTO asphalt surfacing (using 50/70 penetration grade bitumen binder).

A new road will be constructed to provide access from Lavis Drive to the Apostolic Church. The layerworks of this road will consist of a 150mm thick subbase layer of G4 material, followed by a 150mm thick base layer of G4 material and surfaced with a 40mm thick COLTO asphalt surfacing (using 50/70 penetration grade bitumen binder). The road will receive new kerbs, channels and sidewalks on both sides.

Several bellmouths of roads adjoining Lavis Drive will be constructed as part of the project works. The layerworks of these bellmouths will consist of a 150mm thick subbase layer of G4 material, followed by a 150mm thick base layer of G4 material and surfaced with a 40mm thick COLTO asphalt surfacing (using AE-2 modified bitumen binder). The bellmouths will receive new kerbs, channels and sidewalks.

3.2.6 New parking bays, sidewalks and stormwater infrastructure

New parking bays and sidewalks will be constructed along Lavis Drive, Kasteelberg Road, and portions of adjoining roads with new layerworks as indicated on the Drawings. The works will also include demolition and removal off site of existing kerbs, channels, sidewalks and stormwater infrastructure and construction of new

kerbs and channels and stormwater infrastructure.

3.2.7 Associated works

Associated works consist of, but not limited to, the following:

- Demolition and replacement of existing damaged stormwater infrastructure.
- Installation of new future service ducts.
- Installation only of new traffic signal detection equipment at three intersections (City to supply equipment).
- Cleaning of existing stormwater systems.
- Roadmarking.

4. TENDER DATA

Attention was drawn to the following items in the tender document:

4.1 Page 6: Tenderers must have an estimated CIDB contractor grading of 7CE or higher.

4.2 Page 7 Clause C.2.1.4.4: Local content is applicable to this tender for the following sectors:

- | | |
|--|------|
| • Steel products and components for construction | 100% |
| • Plastic pipes | 100% |
| • Cement | 100% |

AC reminded the Contractors of the importance to study the terms and conditions as stated in the Local Content Declaration within Annexure C returnable documents.

4.3 Page 8 Clause C.2.1.4.6: Pre-qualification criteria for preferential procurement is applicable to this tender. Only those tenderers who meet the pre-qualification criteria will be declared responsive. A tenderer subcontracting a minimum of 30% to an EME or QSE which are at least 51% owned by black people. Schedule 26 must be completed and must add up to at least 30%.

4.4 Page 8 Clause C.2.1.4.8: Key staff requirements for Contract Manager and Site Agent/ Construction Manager. Tenderers are to submit CV's of the nominated key staff and must complete Schedule 12 clearly.

5 CONTRACT DATA

Attention was drawn to Part C1 Agreements and Contract Data:

5.1 Page 136 Clause 1.1.1.14: The Time for achieving Practical Completion is 20 (twenty) calendar months, inclusive of the 14-day period referred to in Clause 5.3.2 (page 139), inclusive of non-working days referred to in Clause 5.8.1 and inclusive of special working days.

6 SCOPE OF WORKS

Attention was drawn to Part C3 Scope of Work.

- 6.1 Page 180 Clause 3.4.9 a): Metered standpipe water allowed for in use with construction. The use of non-potable water is preferred.
- 6.2 Page 190 Clause B1204: Programme of work. It is a requirement of this project that the CIR and resurfacing works on Myrtle Road, Lavis Drive (including the traffic calming works), John Ramsey Avenue, Tafelberg Road, Kasteelberg Road and Olyfberg Road are prioritised. The programme shall indicate that these works will be carried out during the first 12 months of the project.

The following traffic accommodation and work time restrictions shall apply:

- CIR work shall be carried out during the day Monday to Saturday, by means of one-way stop-go traffic accommodation between the hours of 08:30 and 16:30 to allow for lane width construction and one-way traffic on the remaining lane. The full width of the road shall be open to traffic during peak times and at night.
- Crack and seat treatment will be carried out during the day, Monday to Saturday, by means of one-way stop-go operations between 08:00 and 17:00 to allow for lane width construction and one-way traffic on the remaining lane. The full width of the road shall be open to traffic at night.
- Work on the intersection of 35th Street and Owen Road shall be carried out during the day, Monday to Saturday, between the hours of 08:30 and 16:30, by means of selective lane closures and deviations to allow for work on portions of the intersection. The full intersection shall be open to traffic at night.
- Installation of services ducts at intersections shall be carried out during the day between the hours of 08:30 and 16:30, Monday to Saturday, by means of either single lane closures or one-way stop-go traffic accommodation to allow for lane width construction and traffic on the remaining lane. The full width of the road shall be open to traffic at night.
- Construction of raised intersections and speed humps shall be carried out by means of day-time short-term single lane closures or one-way stop-go traffic accommodation between the hours of 08:30 and 16:30 to allow for half-width construction. The full width of the road or intersection shall be open to traffic at night.

- 6.3 Page 211 Item B16.03: Overhaul on reclaimed asphalt (RA) material to asphalt plant in excess of 5.0km free-haul.

AC noted that RA from this project shall only be used in bituminous mixtures produced for this project.

- 6.4 Page 239 Items B42.01 and B42.02: Asphalt base and surfacing.

Attention was drawn to the unit of measurement and calculation of quantities under

these two items. The unit of measurement will be tons. Quantities shall be calculated from the final dimensions and density of the completed layer and shall exclude wastage and the cut back asphalt material removed during construction of the joints.

6.5 Page 261 Clause D2004: Cracking and seating plant.

AC informed the meeting of the minimum specifications of the crack machine under Clause D2004 (b) in the Specifications.

6.6 Page 261 Clause D2005: Crack and seating of the concrete bases.

AC noted that the crack machine should be capable of cracking the existing concrete slab, which is up to 220mm thick, into small sections. The sections shall not exceed 600mm x 600mm and shall not be less than 400mm x 400mm on average, as per Clause D2005 (a) in the Specifications.

6.7 Page 266 Clause 3.5.2: Minimum targeted labour contract participation goal (CPG_L)

It was noted that the minimum CPG_L for this project is 3%.

6.8 Page 268 Clause 3.5.4: Minimum targeted enterprises contract participation goal (CPG_E)

It was noted that the minimum CPG_E for this project is 4%.

6.9 Page 270 Section E: Environmental Management Specification.

It was noted that a Site-specific Environmental Management Specification by *Ecosense Consulting Environmentalists* will be issued with Notice to Tenderers No.1. The price provided under Item E8.01 for Contractor's Obligation in terms of Environmental Management shall include full compensation for the requirements of the site-specific Environmental Management Specification.

Tenderers are requested to attach the site-specific Environmental Management Specification by Ecosense at the back of the Tender Document after Section C4 Site Information.

6.10 Page 293 Section H: Health and Safety Specification

It was noted that a Site-specific Health and Safety Specification by *Safetycon* will be issued with Notice to Tenderers No.1. The price provided under Item H10.01 for Contractor's Obligation in terms of Health and Safety Management shall include full compensation for the requirements under the revised Health and Safety Management Specification.

Tenderers are requested to attach the site-specific Health and Safety Specification by Safetycon at the back of the Tender Document after Section C4 Site Information.

7. **BILLS OF QUANTITIES**

7.1 Page 39 Item A.1: Employment of a Community Liaison Officer.

7.2 Page 40 Item A.6: Appointment of a Public Relations Services Provider.

AC informed the meeting that the project is located within a sensitive and high safety risk area. This should be considered with pricing. It is very important that the Contractor works closely together with the Public Relation Service Provider and CLO on this project.

7.3 Page 48 Item D.3: Traffic Safety Officer.

AC informed the meeting that the provision for a TSO will be a full-time job (24 hour and 7 days).

8. **QUESTIONS**

8.1 Q: Can completed recycled base layers be trafficked the same day?

A: Yes. The 20mm thick sacrificial layer makes provision for being trafficked on the same day. The sacrificial layer will be milled off and new base layer can then receive asphalt surfacing once the moisture content of the base layer is acceptable.

9. **GENERAL**

9.1 Meeting closed.

Minutes by Frederik Snijders.

CITY OF CAPE TOWN

**DIRECTORATE: DEPARTMENT ROADS
INFRASTRUCTURE MANAGEMENT**

CONTRACT NO. 156Q/2021/22

**REHABILITATION OF VARIOUS ROADS IN
BISHOP LAVIS AND ASSOCIATED WORKS**

ADDENDUM NO. 1

ADDENDUM NO. 1

AMENDMENTS TO TENDER DOCUMENT

1. NTT 1.1

Subitem B14.03 (b) has been removed from the Specifications. Please replace page 200 with page 200A, as per the attached.

2. NTT 1.2

New section: A Site -specific Environmental Management Specification is attached. Tenderers are requested to attach this Environmental Management Specification by Ecosense Consulting Environmentalists to the back of the Tender Document after Section C4 Site Information.

3. NTT 1.3

New section: A Site-specific Health and Safety Management Specification is attached. Tenderers are requested to attach this Health and Safety Specification by Safetycon to the back of the Tender Document after Section C4 Site Information.

SECTION 1400: HOUSING, OFFICES AND LABORATORIES FOR THE ENGINEER'S SITE PERSONNEL

B 1406 MEASUREMENT AND PAYMENT

Item	Unit
------	------

B 14.01 Offices and laboratory accommodation

Add the following new subitem:

"(g) Conference room.....m²"

The unit of measurement shall be the square metre of each item provided, measured in accordance with the authorised inner dimensions.

Item	Unit
------	------

B 14.02 Offices and laboratory furniture

Add the following new subitems:

"

(g) Kitchen tables..... number (No)

(h) Kitchen chairs..... number (No)"

The unit of measurement shall be the number of items supplied. The tendered rate shall include full compensation for the supply, operation and maintenance of the items required.

Item	Unit
------	------

B 14.03 Office and laboratory fittings, installations and equipment

(a) Items measured by number

Add the following new subitems:

(xx) Electric kettle.....Number (No)

(xxi) Rain gauge.....Number (No)

(xxii) Electronic LED minimum and maximum temperature gauge.....Number (No)

(xxiii) White board (1.5m x 1.2 m) complete with set of non-permanent marker pens, magnetic eraser and mounted against a wall.....Number (No)

The unit of measurement shall be the number of items supplied. The tendered rate shall include full compensation for the supply, operation and maintenance of the items required.

- i. Construction access to this site shall be clearly indicated on the Site Plan. Construction vehicles and delivery vehicles are not to hinder the access of other road users in the area and shall be restricted to the designated access routes.
- ii. Appropriately secure transported materials to ensure safe passage between destinations. This includes clearing running boards of loose debris before vehicles leave site and covering trucks carrying sand with shade cloth/canvas covers to avoid loss en-route.
- iii. Any lost materials or mud dragged onto the surrounding roads as a result of the contractors' activities shall be cleared immediately. Any kerb damage or other damage caused to adjacent roads/services must be repaired to a condition similar to the original by the responsible Contractor.

- i. All unsecured work site boundaries and any protected features on site such as mature trees shall be secured just prior to and throughout the construction phase with minimum 1.8m high temporary fencing/hoarding, or as otherwise agreed with the Project Manager. Refer to the Site Plan. Tree fencing shall be located a minimum of 2 meters from the trunk of the tree/s.
- ii. No staff, materials, equipment, damage or dumping of materials or waste is allowed outside of the agreed work site boundaries / inside no-go areas except where used to specifically rehabilitate/repair/landscape an area off-site.

- i. Site offices, stores and laydown areas will be established inside a hoarded work area, at a location most practical to the works and authorized by the Project Manager/Resident Engineer.

4. Housekeeping

i. Keep the site neat and tidy throughout the construction process.

5. Plant and Fuel Handling

- i. Carry cans of fuel shall be stored in leak-proof drip trays in a locked, ventilated store in the construction storage area, well away from combustible materials. No bulk fuel storage (more than 200 l) but excluding mobile fuel tankers shall take place on this site without the required approvals from the municipal fire officials (obtained by the Contractor).
- ii. Maintain all vehicles and equipment in a good condition in order to minimize the risk of leakage and possible contamination of the parking/paved areas, stormwater or adjacent roads by fuels, oils and hydraulic fluids.
- iii. Mop up or treat (bio-remediate) any spills immediately.
- iv. Provide drip trays (placed strategically to avoid accidental spillage of oils and fuels onto the ground) for all vehicles/plant requiring engine servicing, refuelling or which leak when are parked on site/at the site camp as well as for any static plant/equipment e.g. generators and concrete mixers.

- i. The Contractor shall provide for the Project Manager/Resident Engineer approval a Waste Management Plan indicating the anticipated construction waste types, sorting and storage and disposal/recycling methods and waste destinations.
- ii. The Contractor shall provide sufficient bins/skips on site in which to store the solid waste. Bins shall not be allowed to become overfull. Bins/skips/waste stockpiles must be covered with lids/shade cloth to prevent redistribution of the waste in high wind conditions where this is a risk due to the type of waste stored. Waste storage areas must be contained in the Contractor's site boundary and for which location must be approved by the Project Manager/Resident Engineer.
- iii. No littering on site - litter shall be collected daily into bins or more frequently as required to prevent it from blowing onto adjacent properties. Food waste and any other waste types that could attract vermin/pests, shall be removed from site minimum weekly.
- iv. Waste shall be disposed of at licensed waste disposal sites. Recyclable/re-usable waste shall be stored/bagged separately for recycling. No waste may be disposed of on/by burning.
- v. The Contractor is responsible for maintaining records to demonstrate that waste has been lawfully disposed of by the Contractor – this shall be kept on the Contractor's site file. Records shall detail who removed the waste (Contractor directly or a third-party service/provider), date removed from site, type, quantity and destination/treatment of waste e.g. recycling/landfill, and where obtainable, receipt/s proof of delivery to a licensed landfill or waste management service provider.
- vi. Stockpile all building rubble in central locations on site and remove this as soon as it constitutes a practical risk. Keep down building rubble to a minimum to minimize dumping costs and allow for recycling e.g. at a crusher site or to be used as fill material.
- vii. Hazardous demolition or construction waste e.g. asbestos, fuel/oil contaminated waste etc., requires special handling and disposal per legislation and safe disposal receipt shall be copied to the Project Manager.

- i. **Fire** - Advise the relevant authority of a fire as soon as one starts and do not wait until it can no longer be controlled. All site staff to be made aware of the procedure to be followed in the event of a fire.
- ii. **Spills** - Mop up all fuel/oil/hazardous chemical spills and keep all contaminated earth and mop up materials in a sealed drum for removal to a hazardous waste disposal site periodically/at end of contract. Alternatively, treat in-situ with a bio-remedial product. Sewage spills may be treated with lime in-situ. Report all spills and treatment to the Project Manager.

- i. Store unused cement in a secure weatherproof location (e.g., container store).
- ii. Avoid cement contaminated runoff into the stormwater system/off-site/onto parking/paved areas and roads.
Create/provide an impermeable plastic/plastic-lined sump to hold any cement contaminated water e.g. from washing the concrete mixer/equipment/ready mix trucks to keep the waste localized & facilitate clean up.
- iii. Remove any concrete spills from paved or road surfaces immediately.
- iv. No mixing/ placing concrete products on unpaved/ exposed topsoil/ future landscape areas.
- v. Collect empty cement bags from the working areas at the end of every day and store in a windproof container and remove from site for disposal on a regular basis.

- i. No paint products, chemical additives or solvents such as thinners and turpentine or any other hazardous substances may be disposed of on site or into the sewer or stormwater system.
- ii. Store all hazardous waste/contaminated substances e.g. solvent based paints, service oils etc. in sealed drums that are placed within a drip tray/bund and remove off the site to Vessershok hazardous waste disposal site or have collected by an accredited hazardous waste disposal service provider. Waste manifests and the related safe disposal receipt copies shall be submitted to the Project Manager/Resident Engineer for all hazardous wastes disposed of by the Contractor.

- ✓ Protection of all properties beyond the road reserve boundary from personnel and plant entry irrespective of whether or not the boundary is fenced
- ✓ Protection of vegetation found within that area of the road reserve which falls outside the designated work area as indicated on the drawings.
- ✓ Storage and stockpiling of materials within the road reserve
- ✓ Water conservation – The use of portable (drinking) water for construction works may not be allowed.
- ✓ Stormwater/Erosion control
- ✓ Control of dust and windblown sand nuisance
- ✓ Noise control
- ✓ Traffic congestion by construction vehicles



- i. Provide at least one flush toilet for every 30 contract personnel or alternatively 1 chemical toilet for every 15 site personnel (serviced weekly). Work may not commence/continue without adequate facilities on site.
- ii. Toilets must have doors and locks and portable toilets shall be placed on level ground and secured. Keep toilets in a clean, neat and hygienic condition. Toilet paper and hand washing facilities shall be provided at all times. Chemical toilets shall be serviced a minimum of once per week and servicing slips shall be kept on the Contractor's site file.
- iii. Any sewage leaks/spills shall be treated immediately with an appropriate bio-medical product or lime and the cause repaired immediately. Contaminated soils shall be removed from site to a licensed landfill site.

- i. Store materials neatly on site/at the site store (not outside of the agreed work/camp site boundaries and not in no-go areas).
- ii. No material stockpiles are to be located close to or in such a way as to impede stormwater channels or clog ditches.
- iii. Locate stockpiles of erodible materials such as sand in sheltered positions and where required cover with plastic/shade cloth during the night and in use to prevent wind/air erosion (and embankment loss of cost material).
- iv. Stockpiles, trenches and earthworks must be stabilized/shored/ laid back to ensure that they are stable. Soil/sand stockpiles shall be no higher than 2 meters.
- v. Recover topsoil from areas to be built on whenever feasible (suitable quality, quantity and accessibility). The material can be used for landscaping.

i. Working hours shall be limited to those specified in the Contract documentation. Special restrictions may be applicable e.g. during exam times. Working hours shall not be exceeded by the Contractor without first obtaining the express permission of the Project Manager/ Resident Engineer. The Contractor shall notify the Project Manager/Resident Engineer in advance if any particularly disruptive activities are planned e.g. noise, service cuts who shall in turn defer or undertake liaison with the relevant parties as may be necessary. The Contractor shall ensure that all settings on all hoisters and sirens, maintain vehicles' and equipment exhaust systems silencers correctly.

ii. Should the occupants of any of the adjacent buildings complain about excessive noise caused by the works the Contractor shall be required to immediately stop, complainant and investigate the cause and implement any required mitigation measures to remedy the situation as is possible, practical and reasonable.

- i. Rescue and relocate to safety any small animals e.g. frogs that have become trapped on site. Avoid trap hazards e.g. trenches without sloped exit, sumps, drains etc.

- i. Stormwater shall not be directed or be left uncontrolled such that it causes damage, pollution or nuisance to neighbouring areas or roads or erodes material stockpiles or impacts negatively on the receiving stormwater system or environments e.g. through carried sediment.
- ii. Rain/ground water discharged from the works must be of an acceptable quality i.e. free of significant sediment loads or pollutants before it enters any stormwater system. Overland disposal outlet points (permitted within the boundaries of the site only) shall be stabilized against erosion e.g. using a bidum lined outlet sump.

- i. As a result of the construction activities shall be controlled at all times and the Contractor shall be responsible for any clean up actions/costs related to damages suffered by third parties due to inadequate dust control on the site.
- ii. Avoid handling and transport of erodible materials under high wind conditions where a visible dust plume is present and is affecting neighbouring land users.
- iii. Stockpiles that may give rise to dust must be covered with bldum/shade cloth/plastic etc. Where required and they will be effective, shade cloth screens shall be erected to contain dust e.g. adjacent to sensitive areas or around a drilling operation. Only non-potable water may be used for dust suppression via water tanker/sprinklers.

- i. No smoking is allowed near combustible materials e.g. fuel and paint stores. All cigarette butts shall be completely extinguished and then placed in the waste bins provided on the site (and not disposed of anywhere else).
- ii. No open fires will be allowed on site.

- i. The contractor shall take cognizance of applicable municipal water restrictions and shall thus avoid wasteful practices on site and apply for any Council exemptions that may be required.
- ii. The use of portable (drinking) water for construction works may not be allowed. Contractor is required to make adequate provision of water for the construction works.

- i. All temporary structures, equipment, excess materials, waste and facilities used for construction purposes are to be removed from site upon completion of the project, to the satisfaction of the Project Manager.
- ii. Where required, the contractor shall employ a suitably qualified person to repair/rehabilitate any area, service or structure damaged by construction activities.

- i. The Principal Contractor/s (direct client appointments) will be responsible for the implementation of this CEMP on the site during the construction phase by the Contractor's staff as well as his subcontractors.
- ii. Daily site inspections will be undertaken by the Principal Contractor's foreman to ensure that the requirements of this CEMP are implemented.
- iii. Average fortnightly but minimum monthly site inspections are to be undertaken by the Project Manager/Resident Engineer or an appointed Environmental Site Manager, to monitor compliance with the CEMP and advise on remedial actions where required.
- iv. The Contractor shall be required to provide environmental awareness training to all site staff (including sub-contractors) outlining the requirements of the CEMP and the sensitivities of the site and immediate environment. This may be combined with site Safety, Health & Environment inductions and toolbox talks.
- v. The CEMP is to be included in all tender/contract documentation (including sub contracts) for the construction project. The CEMP shall be printed to A1 format and displayed on site at the Site Office.
- vi. The Project Manager/Resident Engineer may request method statements to address any further environmental mitigation measures not currently covered in this CEMP.

i. Should the conditions in this CEMP not be upheld, the Project Manager/Resident Engineer may take whatever reasonable steps to enforce such conditions, including recommending the issue of penalties or a stop works order for breach of this approved CEMP (which is part of the construction contract).

- i. The Principal Contractor is responsible for the payment of any penalties issued by the Project Manager/Resident Engineer for CEMP contraventions as a result of his staff's activities or those of his subcontractors.
- ii. All collected penalties shall be accounted for and shall either be retained from the contract fees or paid directly by the contractor, in both cases as a donation to a local environmental cause as agreed between the Client, Project Manager and Contractor.
- iii. Penalty amounts shall be guided by the following table. Amounts are per incident, unless otherwise indicated. Where there are ranges, the penalty amount depends on the severity of the contravention and will be established by the Project Manager.

a	Failure to address an oil leak from machinery/vehicle / failure to have a drip tray under static portable plant	R500 – R 2000/incident
b	Inadequate litter control/waste management on site	R100 – R 1000 p/ day
c	Per incident - contractor worker/s not making use of the abatement facilities or littering on site	R100
d	Per incident - making a fire on site	R200 – R1000
e	Failure to provide a Method Statement required by the Project Manager prior to commencing with the activity for which the MS is required	R 250 per day
f	Releasing a pollutant into the environment e.g. stormwater system through negligence	R200 – R10 000
g	Undue contamination of soil or water with cement products	R200 - R1000
h	Failure to implement adequate dust control leading to complaints	R100 – R 1000 p/day
i	Inadequate erosion control (wind/water) or negative erosion related impact on stormwater system / neighbouring areas/roads	R100 – R 2000 per day
j	Failure to mop up/treat a fuel/chemical spill	R200 – R5000 per day
k	Causing undue noise/ nuisance/traffic/parking disruption to users of the surrounding area	R500 per hour
l	Failure to erect no-go fencing or damage to an area/feature outside of the designated working area (site/camp boundaries)	R200 – R10 000
m	Damage to feature or environment where repair is required by external contractors	Cost of repair
n	Failure to clean a spill/load loss on a road	R100 – R 2000 p/day

Environmental Site Manager (if one is appointed to the project alternatively note Project Manager/Resident Engineer as proxy **ESM**)—responsible for the monitoring of the project compliance with CEMP requirements and reporting of significant contraventions/environmental impacts/incidences to the Project Manager.

To be confirmed by Project Manager

Project Manager/Resident Engineer – responsible to ensure and enforce the Contractor's compliance with the requirements of the CEMP

To be confirmed by Project Manager

Principal Contractor—responsible for the implementation of this CEMP by all Contractor staff and sub-contractors.

To be confirmed by Project Manager

**THIS DOCUMENT IS TO BE PRINTED TO A1 FORMAT & LAMINATED TO A1 FORMAT
BY THE CONTRACTOR AND KEPT VISIBLE ON SITE DURING CONSTRUCTION**
*This document has been produced by Ecoseene cc for our client project sites and
may not be used by other parties without express authorization.*



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CONSTRUCTION HEALTH AND SAFETY SPECIFICATION

REHABILITATION OF VARIOUS ROADS, BISHOP LAVIS REV: 002

CONSTRUCTION HEALTH AND SAFETY SPECIFICATION IN TERMS OF: CONSTRUCTION REGULATION 2014

CLIENT:

CITY OF CAPE TOWN

PROJECT NAME:

**REHABILITATION OF VARIOUS ROADS
BISHOP LAVIS**



DATE:

11 JUNE 2021



CONSTRUCTION HEALTH AND SAFETY SPECIFICATION

REHABILITATION OF VARIOUS ROADS, BISHOP LAVIS REV: 002

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PROJECT DETAILS

Client Details

City of Cape Town Transport
Gunther Rohlandt
Parow Civic Centre
Tel: 0214448884

OHS Agent Details

Safetycon cc
Unit 111, 1st Floor, The Cliffs
Tyger Falls, Tyger Waterfront
Carl Cronje Drive
Bellville
7530
Tel: 0219141350
Cell: 0845283003
Mail: jaques@safetycon.co.za

Site Address

Bishop Lavis, Cape Town, Western Cape.

Short Description of Project

This is the rehabilitation of various roads in Bishop Lavis.



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1. DEFINITIONS

The following definitions will apply to the Safety Management Plan, acronyms given hereunder shall apply:

Construction / Building Work (as defined by the Occupational Health and Safety Act: Construction Regulations 2014):

Means any work in connection with –

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

Hazard Identification and Risk Assessment and Risk Control (HIRA)

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

Site

Means the area in the possession of the Principal Contractor / 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 Principal Contractor / Contractor and approved for such use.

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. (OHSA)

Hazard

Means a source of or exposure to danger (source which may cause illness, injury or damage to persons, or property)

Risk

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

Hazardous Chemical Substances (HCS)

Means any toxic, harmful, corrosive, irritant or asphyxiant substance, or a mixture or substances for which an occupational exposure limit (OEL) is prescribed, or an occupational exposure limit is not prescribed, but which creates a hazard to health.

Principal Contractor

Means any employer who performs construction work and is appointed by the client to be in overall control and management of a part of or the whole of a construction site.

Contractor

Means “Subcontractor” and is appointed as such by the Principal Contractor.



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Health and Safety Plan

This is a documented plan whereby the Principal Contractor/Contractor indicate their intention to ensure the protection of employees and members of the public against hazards identified during the risk assessment process.

Client

This is the person/s or company for which construction work is being performed. For the purpose of this document the client will be as per the project details list on page five of this document.

Health and Safety File

This is a compilation of all health and safety documentation relevant to this particular project as well as all other documentation required by this document.

2. REFERENCE DOCUMENTS

The following reference documents were used to compile this specification:

- Occupational Health and Safety Act, (Act No. 85 of 1993).
- Compensation for Occupational Injury and Diseases Act.
- Construction Regulations 2014.
- All Regulations as specified under the headings General, Health Mechanical and Electrical.
- All other relevant Health and Safety Legislation.

3. PURPOSE

The purpose of this document is to outline the health and safety requirements for all tendering Principal Contractors/Contractors to ensure adequate provision is made for protecting all employees and members of the public from hazards encountered through the construction process, on this project.

This document must form the basis for the development of a site-specific health and safety plan required from all Principal Contractors/Contractors. It will also be the standard towards which all audits will be done by the OHS Agent.

4. SCOPE

The requirements stipulated in this document will be applicable to all Principal Contractors/Contractors engaged on this project, with no exceptions, and will be valid from the date of appointment to the final completion date as stipulated by the Principal Agent or Client.

5. CLIENTS OBJECTIVES AND TARGETS

The following objectives and targets have been set by the client for this particular project. It is the responsibility of all Principal Contractors/Contractors to work in such a manner to achieve these objectives and targets.

5.1 Health and Safety Objectives

It is the wish of the client to achieve the following:

- To put into practical effect the commitment made by the Principal Contractor in their own health and safety policy statement.
- To ensure that, where necessary, the changes in attitude of all those involved with the project take place.
- To ensure that high standards of health and safety performance are achieved.



- ## 5.2 Health and Safety Targets

- The achievement of an accident free project, with the prevention of all accidents, and the achievement of a no lost time accident rate.
- The workforce's co-operation in ensuring that safety is everybody's responsibility.
- A proactive approach to health and safety by the construction management team.
- That safe working will be a condition of employment for all contractors used.

6. NON-COMPLIANCE PROCEDURE

The cost for stoppages on site due to non-compliance will be borne by the Principal Contractor/Contractor.

The appointed Safety Officer for the Principal Contractor will be required to draft a close-out report after each audit conducted by Safetycon. The closeout report must address all non-conformities identified during the audit and highlight the measures taken to rectify the non-conformity. This report must be forwarded to Safetycon within twenty-four hours of the date of the audit.

7. EXISTING SITE DETAILS AND DESCRIPTION



Activities and deliveries must be planned as not to obstruct traffic and pedestrian flow. The use of demarcation, signage and flag men must be applied for normal daily activities. The contractor will be required to formulate a Traffic Management Plan for approval.

All existing structures and services will be



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8. SCOPE OF WORKS

This is the rehabilitation of various roads in Bishop Lavis. The works include:

- Traffic accommodation.
- Milling of pavement layers.
- Crack and seal treatment of existing concrete roads.
- Crack and joint sealing and resurfacing with asphalt.
- Cold-in-situ-recycling (CIR) of existing gravel base materials.
- Replacement of kerbs.
- Replacement of channels.
- Road marking.
- Installation of a new service duct.

The full scope of works is available in the tender documents provided.

9. RESPONSIBILITIES

9.1 The Client

In accordance with Occupational Health and Safety legislation the client, as the employer, is ultimately responsible for the acts and omissions of all Principal Contractors/Contractors engaged on this project. The Client is also responsible to ensure that sufficient funds have been made available for the implementation of health and safety requirements on this project.

It is with this responsibility in mind that this document was drafted to ensure all tendering contractors are aware of the requirements placed on them by the client and legislation.

9.2 The Client's OHS Agent

Safetycon cc is the appointed OHS Agent for this project and will represent the Client with all health and safety matters.

The OHS Agent has the responsibility to ensure that all legal requirements as stipulated in the Occupational Health and Safety Act and its Regulations are met and maintained throughout the construction process. This will be done through **fortnightly** site audits which will incorporate a documentation as well as physical inspection. Audit reports will be generated and distributed to all relevant parties within seven days of the audit. ***Ad hoc visits with no notification will be done to ensure compliance are maintained.***

Safetycon Audit Process:

On completion of the audit the auditor will issue the Principal Contractors representative with a Health and Safety Non-Compliance Instruction that details the non-conformities found during the audit. The representative would need to sign the Instruction sheet.

Safetycon will then issue a formal written report to the client and Principal Contractor within seven days of the audit. This report will indicate the compliance percentage obtained by the Principal Contractor.

The Principal Contractor's appointed Safety Officer is then required to furnish Safetycon with a close-out report within twenty-four hours of the audit.

Where a score of less than 80% is obtained, a follow-up audit will be done within seven days of the initial audit to ensure items raised are resolved or in the process of being resolved. The cost for follow-up audit will be borne by the Principal Contractor as per clause 6 of this document.



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9.3 Principal Agent

As the appointed Principal Agent on this project you are required to ensure that all tendering Principal Contractors have received a copy of this specification included in the tender documents.

You are also required to ensure that all tenderers have made sufficient provision for the implementation of health and safety requirements stipulated in this document before appointing them in writing.

9.4 The Designer of Structures

For the purpose of this document it is accepted that the designer is familiar with the requirements placed upon him by Section 6 of the Construction Regulations of 2014.

The designer/s must ensure that they comply with the requirements of the Construction Regulations, Regulation 6 and takes this specification document into consideration. Designers have a duty to assist the Safety Agent before, during and post construction to ensure safe occupation of the structure. The designers' duties include the following:

- To ensure that the applicable safety standards are complied with in the design and take cognizance of ergonomic design principles in order to minimize ergonomic related hazards in all phases of the life cycle of the structure/s.
- To ensure that all relevant health and safety information about the design of the relevant structure/s that may affect the pricing of the construction work is included in the report and made available to the client before the contract is put out to tender.
- To make a report available to the client and the Principal Contractor which indicates the following information:
 - The geotechnical-science aspects, where appropriate.
 - The loading the structure/s is designed to withstand.
 - The method and sequence of the construction process.
- To report to the client in writing of any known or anticipated dangers or hazards relating to the construction work and make available all relevant information required for the safe execution of the work.
- To refrain from including anything in the design of the structure necessitating the use of dangerous procedures or materials hazardous to the health and safety of persons, which can be avoided by modifying the design or by substituting materials.
- To take into account the hazards relating to any subsequent maintenance of the relevant structure and must make provision in the design for that work to be performed to minimize the risk.
- To conduct the necessary inspections at appropriate stages to verify that the construction of the relevant structure is carried out in accordance with the design.

9.5 Professional Team

As the appointed professional for a specific discipline on this project you are responsible for assisting the OHS Agent and Client to ensure any dangerous activity or situation is reported to the OHS Agent as well as the Principal Contractor.

You are also required to comply with all rules stipulated by the Principal Contractor for this specific project.

9.6 Contractor/s

All Contractors will be required to co-operate and assist the Principal Contractor to ensure that all health and safety requirements stipulated in this document as well as those of the Principal Contractor are met.

As a Contractor, you are an employer in your own right and will therefore be required to comply with the Occupational Health and Safety Act as well as the COID Act.



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As a Contractor on this project you are also required to comply with applicable sections under the heading of Principal Contractor where reference is made to Contractors.

The establishment of your own Health and Safety File is a minimum requirement for Contractors on this project. Applications to be indemnified from this requirement can be forwarded to the OHS Agent for consideration. This will be done prior to commencement of work.

9.7 The Principal Contractor/s

9.7.1 Administrative Requirements

9.7.1.1 Hazard Identification and Risk Assessment

The Principal Contractor/Contractor will be required to formulate a risk assessment for all hazards identified through the construction process. Hazards must be assessed in a logical manner to determine their risk. This process must be documented and reviewed monthly by a person with the required competency and knowledge.

Safe Work Procedures must be formulated for high risk items as identified. All Safe Work Procedures must form the basis for task specific training and must form part of the Safety File.

A preliminary risk assessment will be required for approval by the OHS Agent before work may commence. Please refer to Appendix A and C for a baseline risk assessment for consideration.

9.7.1.2 Health and Safety Plan

The Principal Contractor/Contractor will be responsible for ensuring that all requirements stipulated in this document are incorporated and implemented in the formulated site-specific health and safety plan. This plan must include all activities and processes that are going to be engaged in as well as the control measures to mitigate any risk. The Safety Plan must be documented and reviewed monthly or after an incident by a person with the required competency and knowledge and appointed in writing to do so.

The Safety Plan and Risk Assessment must be submitted electronically to the OHS Agent for approval at least seven days before construction work commences. The safety plan and approval letter must form part of the Safety File.

9.7.1.3 Emergency Plan

The Principal Contractor will be required to formulate a site-specific Emergency Plan for this particular project. The emergency plan needs to include procedures for the following:

- Arrangements for fire emergencies.
- Arrangements for first aid and facilities.
- Procedures for evacuation and rescue.
- Traffic arrangements for emergency vehicles.
- Procedures for reporting emergencies.
- Identification and assignment of role-players.
- Relevant contact numbers and how they will be displayed.
- COVID-19 Procedures.

The emergency plan needs to form part of the Safety File but must be communicated to all personnel as well as visitors through the induction training process and must be displayed on the site notice board. This plan must be adopted as the construction process progresses to remain relevant.

This emergency plan must be approved by the OHS Agent for implementation.



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9.7.1.4 Fall Protection Plan

The Principal Contractor/Contractor will be required to formulate a site and task specific fall protection plan that is in line with Section 10 of the Construction Regulations of 2014. This plan must be communicated to all employees working at height and must form part of their training. This plan must be developed by a person with the required competency and knowledge and must be revised monthly, as the risks change or after an incident. The fall protection plan must form part of the Safety File.

This fall protection plan must be approved by the OHS Agent for implementation.

9.7.1.5 Health and Safety File

The Principal Contractor is responsible for the establishment and maintenance of a Health and Safety File. This file will be a compilation of all health and safety documents related to or generated during the construction phase. This file must be kept safe and on site.

On completion of the project the consolidated Safety File must be handed to the Safety Agent for review and presentation to the Client. This file must be in an electronic format CD or DVD. The following items must be available in the consolidated file:

- Baseline Risk Assessment and updates
- Safety Plan with updates
- Safety Policy
- Site Rules Implemented on site
- Letters of Good Standing throughout the project
- Method Statements and Safe Work Procedures Implemented on site
- List of all incidents (near misses, first aid cases as well as accidents)
- Incident Reports
- Close-out reports
- OHS Agent Reports
- Legal Appointments of Principal Contractor
- Medical Certificates of Fitness for Principal Contractor Employees
- CoC's of all Temporary Electrical Installations
- Contractor Appointment Letters and Mandatory Agreements
- Contractors Safety Plan Approval Letters
- Temporary Work Designs and Inspection Registers.
- COVID-19 Documentation.

9.7.1.6 Management of Contractors

It is the responsibility of the Principal Contractor to ensure that all Contractors appointed are made aware of the requirements stipulated in this document and have allowed for sufficient provisions to comply.

The Principal Contractor shall enter into an Agreement with Mandatory in terms of Section 37(2) of the Occupational Health and Safety Act, 85 of 1993, with all other Contractor's appointed by them.

The Principal Contractor shall also be required to appoint its Contractor's in accordance with Construction Regulation 7.

Please note that all Contractors appointed directly by the Principal Agent or Client will be treated as a Principal Contractor and will be treated as such.



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9.7.1.7 Notification of Intention to Commence Construction Work

It is the responsibility of the Principal Contractor to notify the Provincial Director of the Department of Labour, immediately upon receipt of the Letter of Acceptance of the Tender.

A copy of the notification letter to the Provincial Director must be forwarded to the OHS Agent. A copy must also be placed on the Safety file.

9.7.1.8 Compensation of Occupational Injuries and Diseases Act, Act No. 130 of 1993

The Principal Contractor/Contractor shall ensure that a letter of good standing is made available to the OHS Agent prior to work commencing. This could also be a letter of good standing from FEM (Federated Employers Mutual).

A valid copy of this letter must be available on the Safety File.

The Principal Contractor shall ensure that all other Contractors appointed; also comply with the above requirements defined in the COID Act.

No Principal Contractor/Contractor will be allowed to commence work without proof of good standing.

9.7.1.9 Occupational Health and Safety Policy

The Principal Contractor/Contractor will be required to provide a safety policy as well as a COVID-19 Policy as indication of the organizations commitment to the Occupational Health and Safety Act and the prevention of the spread of the COVID-19 virus.

The Policy is to be signed by the Chief Executive Officer of the organization and placed on the Safety File.

9.7.1.10 Health and Safety Meetings

General Safety Meetings:

Where there is more than one Health and Safety Representative appointed on a project or when instructed by the OHS Agent, at least monthly Health and Safety Meetings will be required.

The Principal Contractor will be responsible for the arrangement as well as minuting of such meetings. All contractors involved on the project will be required to attend.

Copies of the minutes must be placed on the Safety File.

9.7.1.11 Record Keeping and Reporting

In accordance with the requirements set out in the Construction Regulations 2014 and the requirement set out in this Specification the Principal Contractor/Contractor must ensure a copy of all Health and Safety records generated during the course of construction are placed on the Safety File and handed over to the OHS Agent upon completion of construction. Please refer to clause 9.7.1.5 above.

All other records must be kept in line with the requirements of the OHS Act 85 of 1993.

9.7.1.12 Incident Reporting

It is the responsibility of the Principal Contractor to ensure that all incidents and near misses are investigated, recorded and reported to the OHS Agent as well as the Department of Labour when required within twenty-four (24) hours. All investigation reports must be completed and forwarded to the OHS Agent within seven (7) working days from the date of the incident. All COVID-19 related incidents must also be reported to the OHS Agent.

Where incident reports cannot be made available within the above stipulated timeframe, extension can be applied for from the OHS Agent.



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The appointed Safety Officer will be required to draft a monthly schedule detailing all near misses and incidents for that calendar month. This list must be forwarded to Safetycon each month for record purposes.

Records of incidents as well as investigation reports must form part of the Safety File.

9.7.1.13 Internal Audits

It is the responsibility of the Principal Contractor to ensure that the appointed Safety Officer conduct at least monthly audits on all contractors as well as its own system. All non-conformities found during the audit must be rectified and placed on the agenda of the monthly safety meeting.

Records of the internal audits must be forwarded to the OHS Agent and placed on the Safety File.

9.7.1.14 Permits / Permit to Work

It is the responsibility of the Principal Contractor to ensure that all permits required are applied for before the work commence. These permits include but are not limited to:

- Isolation Permits
- Working on or in public areas
- Required by local authority and the client

9.7.1.15 Site Rules

The Principal Contractor will be required to establish site specific rules for this project. Site rules must incorporate the contractor's own rules as well as those specified in this document. These rules must be communicated to all visitors and employees and must be promptly displayed.

Items to be incorporated in the site rules.

- No firearms, alcohol or drugs will be allowed on site.
- No person suspected to be under the influence of alcohol or drugs will be allowed to enter the site.
- All persons with prescription drugs or medication must report this to the Construction Supervisor.
- Existing security measures, if applicable.
- Access to restricted areas.
- COVID-19 Procedures and Controls.

The OHS Agent reserves the right to change these rules as required.

9.7.1.16 Employee Identification

It is the responsibility of each contractor to ensure that their employees are identifiable. All employees will be issued with an overall or other clothing indicating their company name.

All employees to be issued with a reflective vest while on site. *All Construction Managers, Site Supervisors, Safety Officers and Safety Representatives to be issued with a red reflective vest as to be easily identifiable.*

A copy of each employees' ID document must be placed on the Contractors Safety File for record purposes. These records must be kept up to date.

9.7.1.17 Visitors to the Site

All persons not permanently employed on the project will be treated as visitors.

The Principal Contractor is responsible for keeping record of all visitors entering the site. These records must be available always. All visitors must be inducted to the site and made aware of the safety requirements before entering. No person will be allowed on site without the required ppe.



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It will be a requirement for the Principal Contractor to have available at least five (5) new hard hats for visitors to the site.

9.7.1.18 Health and Safety Training

Training of personnel is a legal requirement and a necessity for all Principal Contractors/Contractors.

Training must include the following:

9.7.1.18.1 Induction Training

It is the responsibility of the Principal Contractor to formulate the site-specific Induction Training for this project.

Induction training must include:

- Own requirements as well requirements mentioned in this document.
- Hazardous Areas and activities on the site.
- Storage and control of Hazardous chemicals.
- Site Rules.
- Emergency Procedures.
- Method Statements.
- Welfare facilities.
- COVID-19 Procedures.

Induction training must be attended by all Principal Contractors, Contractors, suppliers and Visitors to the site.

The Principal Contractor must keep a register of all attendees to the induction. All inducted persons must sign the register as proof. Records of this must be available on the Safety File.

All personnel of the Principal Contractor/Contractors must be provided with proof of induction.

9.7.1.18.2 Awareness Training

Weekly awareness training sessions must be conducted by the Principal Contractors nominated person. All persons attending these sessions must sign the attendance register. The subject discussed in these sessions must be noted on the register. COVID-19 preventative measures to be discussed during these sessions.

Records of these must be placed on the Safety File.

9.7.1.18.3 Task Specific Training

All task specific training identified through the risk assessment process as well as required by legislation must be conducted prior to the commencement of that activity or process. Proof of this must be placed on the Safety File.

Task Specific Training will include:

- Safe Work Procedures for dangerous activities.
- Plant Operator Training. (Competency Certificate as well as Medical Certificate required)
- Operators of Machinery.
- Handling of Hazardous Substances.



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9.7.2 Appointments

9.7.2.1 Assignment of Overall Responsibility (Section 16.2)

The Principal Contractor will only be required to comply with this appointment in the event of a Project Manager being assigned to the project by the Chief Executive Officer of the organization.

This appointment, if applicable, must be in writing and placed on the Safety File.

9.7.2.2 Assignment of a Construction Manager (Section 8.1)

The Principal Contractor must in writing appoint one full-time competent person as a Construction Manager for the project. The appointee will have the duty of managing all the construction work on the project.

9.7.2.3 Assignment of a Construction Work Supervisor (Section 8.7)

The Principal Contractor/Contractor shall appoint in writing a Construction Work Supervisor for this project.

The name of this appointee must be made available to the OHS Agent before work commence on site. The OHS Agent has the right to request the qualifications of such an appointee should there be doubt as to his/her ability to manage the project and taking into consideration the nature and scope of the project.

This appointment must be in writing and form part of the Safety File.

Should it be required by the Safety Agent a Subordinate Construction Work Supervisor must be appointed to assist the Construction Supervisor with his responsibilities. This appointment if applicable must form part of the Safety File.

9.7.2.4 Appointment of a Safety Officer (Section 8.5)

*The appointment of a **full time**, SACPCMP registered, safety officer is required.* It is compulsory to provide the name, CV and proof of registration of such an appointee before work commences. The OHS Agent has the right to request the qualifications of such an appointee should there be doubt to his/her ability to manage the project and taking into consideration the nature and scope of the project. The OHS Agent also reserves the right to request more frequent visits by the appointed Safety Officer should the safety standards on site not be acceptable.

This appointment must be in writing and form part of the Safety File.

The Safety Officer will be required to implement and maintained the approved Traffic Management plan.

9.7.2.5 Appointment of a Risk Assessor

The Principal Contractor/Contractor shall appoint a competent person in writing at commencement of the project to control the risk assessment process.

This appointment must be in writing and form part of the Safety File.

9.7.2.6 Appointment of a First Aider

The Principal Contractor is to ensure that where there are more than ten (10) employees employed, a qualified First Aider is appointed. The number of First Aiders required must be determined by the Principal Contractor but must be in line with the General Safety Regulations Section 3 and must include contractors on site.

All appointed First Aiders must be in possession of a valid certificate. All appointments and certificates must for part of the Safety File.



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9.7.2.7 Appointment of a Health and Safety Representatives

The Principal Contractor/Contractor shall ensure at least one (1) Health and Safety Representative be nominated, elected and trained to carry out his/her functions in his/her area of responsibility. This shall also be required in areas where less than fifty (50) employees are engaged in activities.

The Principal Contractor/Contractor shall ensure employees elected shall be designated in writing for a specific area and period. All persons appointed as Health and Safety Representatives must be in possession of a Health and Safety Representative Certificate. The designated persons shall be required to conduct monthly inspections within their area of responsibility.

The designated person/s shall be permitted to participate in the Health and Safety Meetings.

All appointment letters as well as competency certificates must form part of the Safety File.

9.7.2.8 Appointment of an Emergency Co-ordinator

The Principal Contractor must appoint a person in writing to act as the Emergency Co-ordinator. The Emergency Co-ordinator will be required to affect the Emergency Plan as formulated by the Principal Contractor.

This appointment must form part of the Safety File.

9.7.2.9 Site Specific Appointments

The Principal Contractor/Contractor will be required to appoint a competent supervisor or inspector for all high-risk activities or machinery as stipulated in this document. These appointments are specified under the physical applications section of this document.

9.7.2.10 COVID-19 Compliance Officer

The Principal Contractor will be required to appoint a compliance officer in terms of the Government Gazette No. 11128 of 04 June 2020 to implement and manage all COVID-19 procedures and controls on site.

9.7.3 Physical Requirements

9.7.3.1 Site Establishment

The Principal Contractor will be required to provide the following details for site establishment before commencement as part of their Safety Plan.

- Demarcation (Hoarding) of the site or work area.
- Access for vehicles (Plant and deliveries).
- Establishment and placement of a site office, storage areas and parking areas.
- Establishment of fresh water and electricity to the site.
- Establishment of welfare facilities for employees.
- Establishment of communication (Telephone, email, Fax).
- Safety Signage.
- Acknowledgment of existing services and their protection.
- COVID-19 Procedures and Controls.

The Principal Contractor will be required to display a site plan indicating the layout of the site. Emergency planning can be done on this plan for training purposes as well. This plan must be updated as the site conditions change.

Welfare facilities must comply with at least the following:

- Resting and eating area with protection from the elements.
- Storage of personal items of personnel.



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- Toilet facilities sufficient for the number of employees on site and properly maintained.
- Fresh water for drinking as well as washing of hands.

9.7.3.2 First Aid Facilities

It is the responsibility of the Principal Contractor to ensure that when five (5) or more persons are employed a first aid box with at least the content as stipulated in the Annexure to the GSR 3 is available on site. The first aid box needs to be of sufficient size for the number of employees working on the site and must be easily reachable and secured. Depending on the site layout it might be required to have more than one first aid box available. The required signage must be in place. The name of the person in control of the first aid box must be displayed and communicated.

The Principal Contractor is to communicate this requirement to contractors as required.

9.7.3.3 Housekeeping

It is expected of the Principal Contractor to maintain a high standard of housekeeping on this site. Planning of storage areas and the demarcation of rubble areas is a requirement and must be incorporated on the site plan as discussed under "Site Establishment". Piling of rubble will be allowed but must be controlled by removing materials on a regular basis.

Walkways and general work areas must be kept neat and clean of rubble and any other materials. Where chutes are used for the removal of rubble from higher levels, the area must be demarcated and kept clear with signage placed.

9.7.3.4 Stacking of Materials

Should it be a requirement to stack any material on the site the following must be complied with:

- The area must be demarcated and sufficient for the materials.
- The area signed.
- Surfaces must be level.
- The height may not exceed three times the base width.
- Access must be clear and maintained.
- Where materials are stacked on decks or exposed platforms, materials must be tied down or secured to prevent it from blowing down in windy conditions.
- A Stacking Supervisor must be appointed in writing.
- Daily checks on the stacked materials must be done by the appointee and record of such inspections must be kept.

9.7.3.5 Hazardous Chemical Substances (HCS)

The Principal Contractor will be responsible to ensure the following:

- All HCS brought to site must have a Material Safety Data Sheet (MSDS).
- All persons handling HCS's must have proof of training with regards to the handling of such substances and in possession of the required ppe.
- All HCS must be stored in a secured area that is sufficiently ventilated.
- Signage to be placed at the entrance to such a storage area.
- All empty containers must be removed from site.
- The First Aider must be made aware of all HCS's and the required treatment.
- An HCS Supervisor must be appointed in writing and must be in control of all substances issued and stored.
- An updated list of all Hazardous Chemical Substances on site must be kept.



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9.7.3.5.1 Hazardous Biological Agents (HBA)

The Principal Contractor will be required to formulate a Safe Work Procedure for the prevention and control of the spread of the COVID-19 Virus for approval prior to any construction work commencement. The guidelines for the procedure are as per Annexure C.

9.7.3.6 Flammable Liquids

The storage of any flammable liquids (paint, paraffin, thinners, petrol, diesel etc.) must comply with the following:

- All such liquids must be stored in a flame proof store that can be secured and is sufficiently ventilated.
- The required signage must be erected.
- Firefighting equipment must be placed for easy access.
- All containers used for flammable liquids are to be secured after use and removed from site once empty.
- The storage area must be clean of rags, paper or any other flammable materials.
- When decanting flammable liquids to metal containers, ensure the container is bonded or earthed.
- Persons handling or applying such liquids must be issued with the correct personal protective equipment.
- The person in control of the flammable liquid store or storage must be appointed in writing.
- An updated list of all flammable liquids used on site must be available for audit purposes.

9.7.3.7 Public Health and Safety

It is the responsibility of the Principal Contractor to ensure that all persons that might be affected by the construction activities are protected and kept aware of dangers always. Public protection measures must be evaluated on a regular basis to ensure they are sufficient as the work progress.

Sufficient perimeter fencing/hoarding with the required warning signage must be the first requirement and must be maintained as the site conditions change. All access points to the site must display the required ppe to be worn, no unauthorized access as well as to inform visitors to report to the site office. Site access must be controlled with records kept of all persons entering that are not permanently employed on the project.

The Principal Contractor will have to draft a Traffic Management plan to ensure the safety of all vehicles and pedestrians. Daily inspections on the traffic accommodation must be done with records kept.

Signage must be erected to inform the public of the risk.

9.7.3.8 Fire Equipment and Protection

It is the responsibility of the Principal Contractor/Contractor to ensure that fire protection equipment is available for all hot work or any other activity that might cause a fire. All fire equipment must comply with the following;

- Extinguishers shall be placed in positions to ensure fast and easy access is maintained always.
- Placement of all extinguishers shall be depicted with the required pictograms.
- Extinguishers shall be serviced once annually, and after discharge or visible signs of depressurization.
- The Principal Contractor/Contractor shall ensure all employees are adequately trained in the safe use of the extinguishers and proof of training is kept on site for inspection by the OHS Agent.
- The Principal Contractor/Contractor shall ensure a person is appointed to inspect the extinguishers monthly and the results entered in a register designed for that purpose.

It is a requirement that at least one fire extinguisher is kept in the site office.

9.7.3.9 Occupational Hygiene on Construction Sites

Occupational Hygiene of all workers must be a priority for the Principal Contractor/Contractor. The following must be complied with:

- Workers working with dry cement must be issued with a dust mask.



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- Workers handling mixed cement must be issued with rubber boots and gloves.
- Workers exposed to noisy environments must be issued with ear protection.
- Workers working with vibrating equipment must be issued with insulating rubber gloves.
- COVID-19 Safe Work Procedure as per the Annexure C.

Occupation Hygiene controls must be included in the baseline risk assessment.

9.7.3.9.1 Dust Management

The management of dust on construction sites is vital and must be controlled by the Principal Contractor/Contractor.

Effective dust management controls must be discussed and implemented and must form part of the baseline risk assessment.

9.7.3.9.2 HIV Management

Although a HIV program is not a requirement for this project, it is the responsibility of the employer to ensure that these persons are catered for in the work place.

It is the responsibility of the Principal Contractor/Contractor to ensure that all hygiene hazards encountered on the project are evaluated and controlled.

9.7.3.11 Trenching by hand

All trenches must be demarcated by means of barrier tape. Where trenches are deeper than one meter the same safety requirements as for bulk excavations will apply.

Where excavations are close to vehicle movement, shoring will be required. Illuminated signage must be used in conjunction with required road signage.

9.7.3.12 Electrical Installations and Equipment

All electrical work on this project must be done by a competent electrical company registered with the Electrical Contracting Board of SA and appointed in writing as the Electrical Installations and Machinery Inspector. This appointment must form part of the Safety File.

All electrical work must comply with the following:

- All electrical installations must have an electrical compliance certificate. This will apply to the site office as well.
- All electrical installations (distribution boards) must be fitted with an earth leakage system.
- All temporary lighting must comply with the legal requirements and must be properly fitted or fitted with a tripod.
- All distribution boards must be numbered and tested on a weekly basis.
- All distribution boards must be depicted with the correct signage.
- All electrical leads used must be in good condition and properly insulated.
- All generators used on the project must comply and must be inspected daily.
- Record of all inspections must be kept on the Safety File.

9.7.3.13 Portable Electrical Tools

The Principal Contractor/Contractor must comply with the following:

- A register of all portable electrical tools used on this project must be kept.
- All portable electrical tools must be inspected and tagged prior to use and at least monthly with a visual check before use by a competent appointed person. (To be done on a register)



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- All contractor portable electrical tools to be inspected and tagged prior to use on site.
- No untagged portable electrical tools will be allowed on site.
- The person responsible for these inspections must be appointed in writing.
- No sub-standard equipment will be allowed on site.
- Hired tools must comply as above.

9.7.3.14 Plant and Machinery

Definition: Plant includes fixtures, fittings, implements, equipment, tools and appliances and anything which is used for any purpose in connection with such plant.

9.7.3.14.1 Construction Plant

The Principal Contractor/Contractor will be required to formulate a safe work procedure for all Plant activities.

All Plant must comply with the following:

- The OHS Act requirements in relation to operation and maintenance thereof.
- Maintenance of the vehicles must be of a high standard always.
- All plants shall be fitted with back-up alarms and audible indicating devices.
- Ensure that all construction plants moving parts are adequately protected.
- Pre-start inspections shall be conducted on all motorized equipment daily and deviations found during such inspections shall be recorded.
- Construction plant identified for use shall be operated by a trained and authorized operator who must be appointed in writing.
- All operators of plant must be in possession of a medical certificate as well as a valid operator's certificate. (These documents must be placed on the Safety File.)
- All construction plant shall be operated under the direct supervision of a person competent to identify potential hazards in the work being done.
- Work involving the use of construction plant shall be conducted in accordance with an approved safe work procedure.
- The Principal Contractor/Contractor shall ensure all operators are equipped with the necessary PPE namely; safety shoes, overall, safety glasses, gloves and hardhats.
- All Plant shall be fitted with an extinguisher where practicable.
- Record of all daily pre-start inspections must be placed on the safety file.
- All persons working close to mobile plant must wear a reflective vest.

The Principal Contractor/Contractor shall ensure that all the equipment moving to and from site is adequately secured, and that all Principal Contractor/Contractors abide by this requirement.

9.7.3.14.2 Hired Plant and Machinery

The Principal Contractor/Contractor shall ensure the following criteria are adhered to when considering hired plant and machinery:

- Hired plant must be checked for safety compliance prior to being accepted for use on site.
- Should hired equipment be accompanied by an operator, the Principal Contractor/ Contractor shall ensure that the operator's competency be verified, and the operator undergoes an induction training session.
- The Principal Contractor/Contractor shall ensure the operators of hired plant attend weekly toolbox talks in conjunction with the Principal Contractor / Contractor site personnel.
- The Principal Contractor/Contractor shall ensure that all operators are equipped with the required PPE before commencing work on site.

Should a deviation be identified, the OHS Agent reserves the right to order the removal of such equipment from site.



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9.7.3.15 Medical and Psychological Fitness

The Principal Contractor/Contractor must provide proof of medical fitness for all staff on site. The safety plan must stipulate the requirement and process for identification of medical fitness and must be in line with the approved risk assessment. Proof that staff was evaluated for any underlying conditions as per their last medical certificate must be provided.

Psychological fitness for plant operators to be available on file.

9.7.3.16 Vessels under Pressure (VuP) or Gas Bottles

The Principal Contractor/Contractor shall ensure they comply with the requirements of Vessels under Pressure Regulations, with specific reference to the following:

- Ensuring all Equipment owned and hired-in Vessels under pressure, comply with the 36-month pressure vessel inspection, and a certificate of testing is available on site for inspection by the OHS Agent.
- Ensuring that all personnel who shall use this equipment are competent and trained.
- Ensuring the users of this equipment is issued with the required PPE.
- Ensuring the area is adequately identified as a noise area and warnings are posted if applicable.
- Ensuring daily pre-start inspections are carried out on all the equipment and the findings recorded.
- Ensuring the correct fire prevention and fighting equipment is available.
- Ensure proper use and storage of gas during construction which may include trolleys upon which bottles are moved and chains to prevent bottles falling over.

9.7.3.17 Bulk Mixing Plant

All Batch Plant must comply with the following:

- All batch plant operations must be done under the supervision of a competent person appointed in writing.
- Placement of batch plant must be in accordance with the manufacturer specification.
- Access to the plant must be kept clear.
- The operator and inspector of such plant must be appointed in writing. Proof must be placed on file.
- All batch plant needs to be inspected daily and records of these inspections must form part of the Safety File.
- All persons involved in the process need to wear the correct ppe.



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ANNEXURE C:

CONSTRUCTION HEALTH AND SAFETY SPECIFICATION COVID-19

1. INTRODUCTION

COVID-19 will remain a risk, particularly in the Construction Industry for months to come. Employers need to ensure that employees are protected and to minimise the risk of spread of infection as far as reasonably possible. This includes procedures at the workplace as well as the consideration of employees travelling to and from work. This Annexure to the Specification was drafted to be in line with the Government Gazette No. 11128 Vol. 660 dated 4 June 2020. The normal health and safety requirements and procedures must not be compromised but must be adjusted to include the requirements of the COVID-19 epidemic.

2. AIM

The aim of this guideline is to enable:

Early and timeous identification and diagnosis of workers at risk of COVID-19 infection.
Early referral for appropriate treatment, care and timeous return to work of affected workers.
The protection of other unaffected workers, visitors and clients on site.
To be legally compliant with Government Regulations.

3. STANDARD OPERATING PROCEDURE

These Standard Operating Procedure is based on the guidelines from the National Institute of Communicable Diseases (NICD), National Institute of Occupational Health (NIOH) and Department of Employment and Labour (DEL) that are aligned with guidelines received from the World Health Organisation and Department of Health.

This document is intended to introduce consistent measures on construction sites of all types and sizes where Safetycon represents its clients, in line with the Government's recommendations on social distancing and ensure employers and individuals make every effort to comply.

In order to commence operations, you are required to undertake a risk assessment in terms of the minimum requirements stipulated taking into account the specific workplace conditions. Based on this risk assessment you need to produce a plan outlining the measures to be put in place for the phased return of your employees. This plan must include:

- The date of reopening and the hours of operations.
- The list/number of employees permitted to return to work and those allowed to work remotely.
- The phased-in return of employees.
- Identification of vulnerable employees.
- The manner in which you will minimize the number of employees at the workplace.
- The measure of daily screening.
- Details of the COVID-19 compliance officer.

Where it is not possible to comply fully with social distancing guidelines in relation to a particular activity, take all the mitigating actions reasonably practicable to reduce the possible risk of transmission.

Employees should be screened for COVID -19 related symptoms as described in (7) prior to entering the construction site or be able to report related symptoms to a designated person in order for a decision to be made as to the staff member's continued attendance at work. Employees with symptoms of COVID-19 should be instructed not come to work and must follow the Government guidelines. Example Questionnaire attached for screening purposes.

Reporting to the employer of possible exposure or symptoms at home must be allowed for and must be managed as prescribed. Employees must be instructed to report any of the following symptoms while at work:



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Cough - Sore Throat - Shortness Of Breath - Fever/Chills ($\geq 38^{\circ}\text{C}$ measured temperature) - All in the past 24 hours.

Employees over the age of 60 should be allowed to work remotely where possible, where not, those employees should be managed in accordance with the guidelines from the Department of Health.

Management should consult Medical Practitioners regarding vulnerable employees (those with underlying illnesses) as per the latest Medical Certificate of Fitness to determine if those employees are at high risk of contracting COVID-19.

Should an employee report any additional symptoms, s/he should be provided with a surgical mask and referred to the occupational health clinic, family practitioner or primary care clinic for where self-isolation is not possible. Guidelines must be provided to such an employee on the process to be followed.

A positive COVID-19 test in an employee will require the following:

- Inform the Department of Health and Department of Labour.
- Informing the client and safety agent.
- Report the incident to the COVID-19 hotline.
- Review the controls and PPE requirements which will include the Risk Assessment where appropriate.
- Determine the need to close the works area for decontamination based on an incident-based risk assessment.
- Provide administrative support for contact-tracing.

Dividing the workforce into teams must be considered as this will allow for easy contact tracing in the event of a positive test.

4. SHORT GUIDELINES FOR WORKFORCE

- Keep Social Distancing at one and a half meters at all times.
- Do not share cutlery, crockery or anything that can facilitate the spread of the virus.
- Wear your mask at all times. When removing for lunch or tea, ensure that it is placed safe for re-use.
- Avoid touching your eyes, nose and mouth where possible. Wash or sanitize your hands prior to removing your mask.
- Cough or sneeze in your mask, if not possible, make use of a tissue which must be disposed of.
- Wash your hands as frequent as possible for no less than 20 seconds. If not available use sanitizer.
- Do not crowd or gather if it can be avoided.
- If you do not feel well, do not come to work, inform your manager.
- If you become ill during working hours, report this to your manager immediately.

5. TRAVEL TO AND FROM WORK

- Where possible employees should travel to site alone using their own transport. If not possible:
- Journeys should be shared with the same individuals and with the minimum number of people at any one time.
- Good ventilation may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.
- Sites should consider:
- Parking arrangements for additional vehicles.
- Arrangements to provide transport for employees taken ill while at work.
- Where public transport is the only option:
- Changing and staggering site hours to reduce congestion on public transport.
- Avoid using public transport during peak times (05:45 - 7:30 and 16:00 - 17:30)
- Where site provides transport, the above guidelines apply with a occupancy rules of 70%
- as with public transport applies.



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6. DRIVING AT WORK / BETWEEN DESTINATIONS

- When travelling at work or between destinations, employees should travel alone. If employees have no option but to share a vehicle, then they should:
- Share with the same individuals and with the minimum number of people at any one time.
- Wherever possible maintain a distance of one and a half meters and avoid touching their faces.
- Maintain good ventilation.
- Regularly clean the vehicle using gloves and standard cleaning products, with particular emphasis on handles and other surfaces which may be touched during the journey.

7. SCREENING AT SITE ACCESS POINTS

- All employees and visitors must be screened daily when entering the premises with a non-contact thermometer.
- Employees are to keep a distance of one and a half meters while waiting for access.
- Employees with a temperature of $\geq 38^{\circ}\text{C}$ must be placed in isolation and the COVID-19 hotline phoned for direction.
- Safe transport should be provided to the nearest testing centre or home to such employees.
- The above will apply each time someone enters the site.
- A questionnaire is to be completed daily on entering the workplace as per the attached example.
- If a worker presents with COVID-19 related symptoms or advises the employer of these symptoms the employee must not be permitted to enter the workplace.
- Records of these must be kept as proof of compliance.

8. SITE ACCESS AND EGRESS POINTS

- Stop all non-essential visitors and deliveries.
- Introducing staggered start and finish times where possible to reduce congestion and contact.
- Plan site access and egress points to enable social distancing – change the number of access points, either increase to reduce congestion or decrease to enable monitoring, including in the case of emergencies.
- Allow plenty of space between people waiting to enter site.
- Use signage:
- such as floor markings, to ensure one-and-a-half-meter distance is maintained between people when queuing.
- reminding employees not to attend if they have symptoms of Coronavirus (COVID-19) and to follow guidelines.
- Remove or disable entry systems that require skin contact.
- Require all employees to sanitize or wash their hands for 20 seconds using soap and water when entering and leaving the site.
- Regularly clean common contact surfaces such as turnstiles.
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.
- Where loading and offloading, drivers should remain in their vehicles. Where drivers are required to exit their vehicle, they should wash or sanitize their hands before handling any materials.

9. REGULAR HAND WASHING

- Allow regular breaks to wash hands.
- Provide additional hand washing/sanitizing facilities to all welfare facilities.
- Provide additional hand washing/sanitizing facilities throughout the site.
- Ensure adequate supplies of soap and fresh water are readily available and kept topped up at all times.
- Provide hand sanitizer where hand washing facilities are unavailable.
- Regularly clean the hand washing facilities.
- Provide sufficient rubbish bins for hand towels with regular removal and disposal as hazardous biological waste.
- Display the guideline posters for hand washing and sanitizing at all washing/sanitizing stations.



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10. TOILET FACILITIES

- Restrict the number of people using toilet facilities at any one time.
- Where reasonably possible the capacity of toilet facilities should be increased.
- Enforce washing or sanitizing hands before and after using the facilities.
- Enhance the cleaning regimes for toilet facilities, particularly door handles, locks and the toilet flush.
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned after each use and emptied more frequently.
- The capacity of each toilet facility should be clearly identified at the entrance to the facility, and where necessary attendants provided to supervise compliance with social distancing measures.

11. REST AND EATING AREAS

- Where possible, employees should be encouraged to bring their own food. They should also be required to stay on site once they have entered, avoid using local shops.
- Where there are no practical alternatives, workplace canteens and informal food caravans may remain open to provide food to staff with appropriate adjustments for social distancing. Canteens should provide a takeaway service providing pre-prepared and wrapped food only.
- Increasing the number or size of facilities available on site if possible.
- The capacity of each resting/eating areas should be clearly identified at the entry to each facility, and where necessary supervision provided to supervise compliance with social distancing measures.
- Break times should be staggered to reduce congestion.
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.
- Frequently clean surfaces that are touched regularly, using standard cleaning products.
- Hand cleaning facilities or hand sanitizer should be available at the entrance to any room where people eat and should be used by employees when entering and leaving the area.
- A distance of one and a half meters should be maintained between users.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- Tables should be cleaned between each use or as often as reasonably possible.
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use. Employees should bring their own where possible.

12. CHANGING FACILITIES AND SHOWERS

- Increase the number or size of facilities on site where reasonably possible.
- Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of one and a half meters.
- Restrict the number of people using these facilities at any one time.
- Introduce staggered start and finish times to reduce congestion and contact.
- Introduce enhanced cleaning of all facilities throughout the day and at the end of each day.
- Provide sufficient rubbish bins in these areas with regular removal and disposal as hazardous biological waste.

13. WORK PLANNING TO AVOID CLOSE CONTACT

- Where it is not possible to comply fully with social distancing guidelines in relation to a particular activity, take all the mitigating actions reasonably practicable to reduce the possible risk of transmission through a risk assessment process and possibly adjusting the Safe Work Procedure.
- Sites and work need to be planned and organised to avoid crowding and minimise the risk of spread of infection.
- Sites should train and instruct the workforce of the specific control measures necessary to protect them, their colleagues and families. Employees to be reminded of their responsibility with regards to COVID-19.
- Reusable face shields should be worn in environments/situations where the prescribed masks are cannot be worn due to the requirement of task specific PPE.



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- Avoid where reasonably practicable congregating or heavy traffic work in stale or low air flow environments such as basements or ensure proper ventilation is provided where reasonably possible.
- Safe management of tools and equipment must be considered. Tools and equipment to be used by one user or where not possible cleaning procedures to be introduced between users.

14. OFFICES AND OTHE WORK STATIONS

- Where reasonably possible offices, workstations and meeting areas must be arranged to allow for one and a half meters social distancing. Where this is not possible, the installation of physical barriers must be considered.
- Offices and meeting areas to be cleaned at least twice per day with common touch areas to be cleaned more frequently.
- Meeting areas to be ventilated or where not possible the number of attendants to be reduced.
- Meetings to be kept to a minimum or to be done remotely where possible.

15. CHANGE MANAGEMENT AND DOCUMENTATION

Documentation such as Policies, Safe Operating Procedures, Risk Assessments and Audit Sheets must be adjusted to allow for the COVID-19 requirements as required.

Specific Administrative Requirements:

- Every employer must undertake a risk assessment to give effect to the minimum measures required by the Directive.
- The appointment of a COVID-19 Compliance Officer to oversee the implementation of the plan, the adherence to the measures implemented as well as the appointing of employees to perform this function where the employer has more than on workplace.
- Ensure that the measures required are complied with through monitoring and supervision.
- Minimize the number of workers at the workplace through rotation, staggering working hours, remote working or similar measures to achieve social distancing.
- Provide information and awareness to all employees.
- Records must be kept as proof of compliance.

16. PROCESS FOR REACTIVATION

The following documentation must be adjusted to include the above requirements and submitted for approval through the Principal Agent prior to starting on site:

- Safety Policy Document
- Safe Operating Procedures for COVID-19
- Communication procedure of the implementation plan
- Risk Assessment for COVID-19
- Safety Plan Adjusted for COVID-19
- Induction Training and how this will be communicated.
- Procedure for issuing of relevant PPE.



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17. COVID-19 RISK ASSESSMENT

ACTIVITY	POTENTIAL HAZARD	CONSEQUENCE	PREVENTATIVE MEASURES	CONTROLS	RISK RATING
1. Travelling to and from Work	• Possible contact with the virus. • Possible spread of the virus.	• Contracting and/or spreading the virus.	• Office and support staff to remain working remotely where possible. • Make use of own transport where possible. • Where public transport is used, employees must be instructed on the requirements to protect themselves. • Staggering of starting and finishing times of trades to reduce congestion on public transport during peak times.	• Management to determine which staff can operate remotely. • Arrangements to be made for more parking on or close to the site. • Parking requirements and numbers to be determined prior to start-up. • Inductions to cover travel to and from work. • Public transport availability to be established.	HIGH
2. Driving vehicles/ Operators of Machinery	• Possible contact with the virus. • Possible spread of the virus.	• Contracting and/or spreading the virus.	• Drivers/Operators to be issued with sanitizer. • Hands to be cleaned prior to entering and on exiting. • Only one driver/operator per vehicle/machine. • Cabs to be cleaned after the shift. • Travel between destinations must be minimised with the number of occupants kept to a minimum. • Normal adherence to the social distancing and hygiene requirements.	• SWP to be adjusted and training provided. • Display of posters to inform.	HIGH



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ACTIVITY	POTENTIAL HAZARD	CONSEQUENCE	PREVENTATIVE MEASURES	CONTROLS	RISK RATING
3. Site Access	• Infected employee or visitor gain access to site. • Congestion at entry points.	• Contracting or spreading of the virus among the workforce.	• Stop all non-essential visitors and deliveries to site. • Screening with a non-contact thermometer at entry gates and exists. • Questionnaires to be completed on site entry. • Introduction of staggered start and finish times for various trades to reduce congestion on site and access points. • The availability of more access points to reduce congestion. • Monitoring of access points to enable social distancing. • The provision of sanitizer or soap and water at access points. • The provision of prescribed masks/shields at access points. • Regular cleaning of common contact surfaces. • Employees to remain on site until the end of their shift. • Remove/Disable all entry systems that require contact.	• Safe Operating Procedures to be established to allow for safe access to site. • Drivers of delivery vehicles must remain in their vehicles. • Delivery schedules to be determined and arrangements made. • Procurement of a non-contact thermometers. • Safe Operating Procedure to be established for employees/visitors that measure $\geq 38^{\circ}\text{C}$. • Record of all questionnaires to be kept. • Work teams to be kept as small as possible and try not to change team members.	HIGH
4. Site Conditions/Facilities	• Poor Hygiene practises can cause possible contact with the virus on contaminated surfaces.	• Contamination and spread of the virus.	• Provide additional welfare facilities to prevent overcrowding and maintain good hygiene practices. • Provision of additional disinfectant and/or hand washing facilities at toilets and eating areas. • Regular cleaning of welfare facilities.	• Arrangements to be made for more toilets, resting and eating areas. • Capacity of each facility must be established to ensure social distancing. • Capacity of each to be displayed at entrance.	HIGH



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ACTIVITY	POTENTIAL HAZARD	CONSEQUENCE	PREVENTATIVE MEASURES	CONTROLS	RISK RATING
			• Restrict number of employees per facility. • Provision of sufficient rubbish bins for the disposal of waste and hand towels. • Staggering of lunch and tea times to prevent overcrowding. • Instructions to employees to provide their own meals from home. • Employees to provide their own crockery and eating utensils. • Provision of sufficient portable water for drinking. • Move work stations and desks in offices to allow for social distancing. • Regular cleaning of offices, meeting rooms and common contact areas. • Provide well ventilated facilities and meeting areas. • Avoid portable toilets where possible. • The use of Hoists and lifts must be limited to the transport of materials.	• Provide hand towels to prevent reuse of towels. • Canteens must implement the required Safe Operating Procedure as per Government Requirements. • Allowance for more office space where staff cannot be accommodated to allow for social distancing. • Safe Operating Procedure must be implemented and include the regular cleaning of kettles, refrigerators and microwaves etc. must be implemented.	
5. Construction Activities	• Exposure to the virus through asymptomatic carrier.	• Possible spread of the virus among the workforce.	• Activities/Trades should be staggered to prevent overcrowding. • Activities that require close contact or working in teams where social distancing is not possible should be closely monitored and supervised. • Employees to be allowed to take more frequent breaks to wash hands. • Availability of Emergency Services must be confirmed.	• Arrangements to be made with Contractors. • Provide additional Supervision to ensure compliance. • Additional First Aiders to be provided where high risk activities are performed. • First Aid arrangements to be made between Contractors.	HIGH



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ACTIVITY	POTENTIAL HAZARD	CONSEQUENCE	PREVENTATIVE MEASURES	CONTROLS	RISK RATING
				- Safe Work Procedures for High Risk Activities must be re-evaluated to ensure they are effective and employees can work safely. - Breaks to be taken every 15-20 minutes. - Sanitizer/Water and soap to be placed throughout the site to allow for washing of hands.	
6. Personal Hygiene and Contact	- Exposure to the virus through asymptomatic carrier. - Poor Hygiene practises can cause possible contact with the virus on contaminated surfaces.	Contamination and spread of the virus.	- COVID-19 Inductions must be prepared. - Training to be presented to all with records kept. - Management and Employees to be issued with the required face masks/shield and other personal protective equipment as per the risk assessment. - Social distancing must be maintained at all levels. - Meetings and training other than the Inductions, should be cancelled where possible or held outside where possible. - Safe Work Procedure for the reporting of high temperature or a persistent cough at work must be implemented.	- Inductions should cover all aspects and preventative measures of the COVID-19 virus. - The Process for maintenance and re-issue of COVID-19 and general PPE must be determined and communicated. - Single use PPE must be disposed of after each shift. - Cleaning of meeting rooms and general areas must be maintained.	HIGH
7. Change Management	Exposure to the virus through the lack of sufficient controls.	Contamination and spread of the virus.	Management to be briefed on the requirements and controls to be implemented.	All COVID-19 records to be kept as proof of compliance.	



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ACTIVITY	POTENTIAL HAZARD	CONSEQUENCE	PREVENTATIVE MEASURES	CONTROLS	RISK RATING
			• Inductions to be developed for COVID-19 requirements. • Risk Assessments to be adjusted to include the COVID-19 requirements. • Safety Work Procedures to be adjusted to include the COVID-19 requirements. • Audit Sheets to be adjusted to include the COVID-19 requirements. • Company Health and Safety Policies to be adjusted to include COVID-19 requirements.		HIGH

EMPLOYEE QUESTIONNAIRE:

Surname			First Name			Date:	
Contact Cell number							
Alternative contact number					Job Title		
Next of Kin or Alternative Contact (Please provide name, relationship and contact details)							
Work address & details:							
Home address:							
Days post exposure	1	2	3	4	5	6	7
Date: DD/MM							
Document morning + evening	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM	AM / PM
Temperature (no meds)	I	I	I	I	I	I	I
Symptoms (Circle Y or N)	Daily	Daily	Daily	Daily	Daily	Daily	Daily
Fever/Chills	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Cough	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Sore throat	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Shortness of breath	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Body aches	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Nausea/vomiting/diarrhoea	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Fatigue/ weakness	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Exposure History:							



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10. ACCEPTANCE BY PRINCIPAL CONTRACTOR

It is a requirement that the Project Manager of the Principal Contractor sign this document as an indication of the acceptance of the terms and conditions as placed upon them by the client through this specification.

Project Manager / Principal Contractor:

Name

Sign

Date

Client Representative:

Name

Sign