



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE FOR OCCUPATIONAL HYGIENE INSPECTIONS

Section 8 of the Occupational Health and Safety (OHS Act number 85 of 1993) requires all employers to provide and maintain a working environment that is safe and without risk to the health of employees.

In order to comply to the above, follow accepted methodologies and procedures to anticipate, recognise, identify, evaluate and prepare recommendations to reduce and/ or minimise exposures to any health risks in the workplace.

1. SCOPE

- a) Occupational Health and Safety Act No. 85 of 1993 Regulation requires that no employee is exposed to noise that exceed the noise standard. Currently, the standard requires the identification of noise where the exposure exceeds the 8-hour equivalent continuous sound pressure level of 85 db (A).
- b) Employees work from 7 am to 4 pm 5 days a week. Maintenance to work overtime for urgent ad periodic maintenance. The National Institute for Occupational Safety and Health (NIOSH) has recommended that all worker exposure to noise should be controlled below eight hours to minimise occupational noise induced hearing loss.

Scope	Quantity
Tourism House (12 641.1m ²)	Open plan working areas in all floors
	Offices in all floors
	Working spaces (e.g. Registries, Library, boardrooms, reception and basement areas)
Compile a Comprehensive Report	One (1) hard, electronic copies and Tracking Dashboard Report.

2. DETAILS OF THE PROPOSAL

- a) The service provider is expected to submit a detailed proposal, submit a project plan, comply to the project plan and provide a report two weeks after completion of the assessment;
- b) The proposal should outline the methodology, human resources, instrument/template and any relevant information to successfully conduct the comprehensive illumination assessment.
- c) Submit a detailed quotation with deadlines aligned to the project planning schedule, a detailed budget breakdown to indicate how they arrived at the final amount.
- d) The quotation should be expressed in South African Rand and include Value Added Tax (VAT).

3. MANDATORY REQUIREMENTS

3.1 The service provider must submit the following together with the proposal:

- (a) Company profile;
- (b) Company registration documents (CK documents);
- (c) Original valid tax clearance certificates;
- (d) Certified copies of the BBEEE certificates;
- (e) Certified copies of the Identity documents;
- (f) Accreditation certificates in the occupational noise assessment issued by authorised bodies
- (g) A sample of a comprehensive occupational noise assessment report of previous work done;
- (h) References of similar work done which includes contact name, position, contact telephone number(s), description of work performed and dates of engagement;
- (i) Details of probable team assigned this task i.e. surname & initials, job title, short resume reflecting professional qualifications and experience;
- (j) Registration as an approved inspection authority in accordance with the Occupational Health and Safety Act.

APPROVED / NOT APPROVED

DEPUTY DIRECTOR-GENERAL: CORPORATE MANAGEMENT (ACTING)
DATE: