

**PROJECT SPECIFIC SAFETY, HEALTH AND ENVIRONMENT SPECIFICATION**

**FOR**

**SUPPLY AND DELIVERY OF SACP SYSTEM CONSUMABLE MATERIALS AND MONITORING POINTS ALONG  
THE COMBINED SYSTEM OF RAND WATER PIPELINE NETWORK**

**DATE OF COMPILATION** : 15 April 2025

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**NOTE TO MANUFACTURERS AND THEIR SUPPLIERS:**

*The SHE specifications are Rand Water's minimum requirements. The manufacturer is expected to develop a SHE plan which meets these requirements contained herein, as well as all the relevant applicable legislation and methods to be used in the execution of the works. Rand Water in no way assumes the manufacturers legal responsibilities. The manufacturer is and remains accountable for the quality and the execution of his Safety, Health and Environmental programme, and that of any Suppliers. This SHE specification reflects minimum requirements and should not be construed as all-encompassing or fixed in terms of this or other amendments made during the project. The manufacturer must take into account all information in this document and ensure that their tenders include adequate resources and competence to deal with the matters detailed herein so that all relevant contents are dealt with in a way which is in compliance with legislation.*

## TABLE OF CONTENTS

|                                                                          |           |
|--------------------------------------------------------------------------|-----------|
| <b>LIST OF ABBREVIATIONS .....</b>                                       | <b>3</b>  |
| i.    OMISSIONS FROM THIS SHE SPECIFICATION .....                        | 3         |
| <b>PART A – SITE SPECIFIC SHE REQUIREMENTS .....</b>                     | <b>4</b>  |
| 1.    PROJECT AND SCOPE OF WORK DETAILS .....                            | 4         |
| 1.1    Project Title as per Tender Document: .....                       | 4         |
| 1.2    Project description/detailed scope of work: .....                 | 4         |
| 1.3    Programme details: .....                                          | 4         |
| 1.4    Site Details: .....                                               | 4         |
| 1.5    SHE File Contents .....                                           | 4         |
| 1.6    Required SHE File Contents .....                                  | 4         |
| 1.7    Project and Site Requirements .....                               | 6         |
| 1.8    SHEQ POLICY .....                                                 | 6         |
| 1.9    SHE FILE submission at the end of the project .....               | 6         |
| 2.    ROLES AND RESPONSIBILITIES .....                                   | 6         |
| 2.1    Client .....                                                      | 6         |
| 2.2    Manufacturer Responsibilities: .....                              | 7         |
| 3.    HOURS OF WORK .....                                                | 8         |
| 4.    RISK MANAGEMENT .....                                              | 8         |
| 5.    MANAGEMENT OF ALCOHOL AND SUBSTANCE ABUSE .....                    | 8         |
| 4.1    Legal Compliance .....                                            | 8         |
| 4.2    Non Conformances / Work Stoppage .....                            | 9         |
| 4.3    Penalties .....                                                   | 10        |
| 5.1    Client Site Induction /Site .....                                 | 11        |
| 5.2    Other Training .....                                              | 11        |
| 6.    ACCESS CONTROL TO THE CONSTRUCTION SITE .....                      | 11        |
| 7.    COMPENSATION ISSUES .....                                          | 11        |
| 8.    MEDICAL SURVEILLANCE PROGRAMME .....                               | 11        |
| 9.    EMERGENCY PREPAREDNESS AND RESPONSE .....                          | 12        |
| 10.   SHE INCIDENT MANAGEMENT (MANUFACTURERS) .....                      | 12        |
| 11.   COST OF HEALTH AND SAFETY .....                                    | 12        |
| <b>ANNEXURE A: BILL OF QUANTITIES FOR HEALTH AND SAFETY .....</b>        | <b>13</b> |
| <b>PART B – GENERAL CLIENT REQUIREMENTS .....</b>                        | <b>13</b> |
| 1.    MANUFACTURERS RESPONSIBILITIES .....                               | 13        |
| 2.    EMERGENCY PREPAREDNESS AND RESPONSE .....                          | 14        |
| 3.    SHEQ INCIDENT MANAGEMENT (MANUFACTURER AND SUB- CONTRACTORS) ..... | 15        |
| 4.    OPERATIONAL CONTROL REQUIREMENTS .....                             | 17        |
| a.    Construction Vehicles and Mobile Plant .....                       | 17        |
| b.    Personal Protective Equipment .....                                | 19        |

## LIST OF ABBREVIATIONS

|         |                                                                |
|---------|----------------------------------------------------------------|
| AIA     | Approved Inspection Authority                                  |
| BOQ     | Bill of Quantities                                             |
| BRA     | Baseline Risk Assessment                                       |
| CC      | Compensation Commissioner                                      |
| DEL     | Department of Employment and Labour                            |
| FEMA    | Federated Employers Mutual Association                         |
| GAR     | General Administration Regulations                             |
| GSR     | General Safety Regulations                                     |
| HIRA    | Hazard Identification Risk Assessment                          |
| NDoH    | National Department of Health                                  |
| NICD    | National Institute of Communicable Diseases                    |
| NIOH    | National Institute for Occupational Health                     |
| SHE     | Safety, Health and Environment                                 |
| OH      | Occupational Health                                            |
| OHS Act | Occupational Health and Safety Act No. 85 of 1993 (as amended) |
| OHSAS   | Occupational Health and Safety Specification                   |
| PM      | Project Manager                                                |
| PPE     | Personal Protective Equipment                                  |
| RHCS    | Regulations for Hazardous Chemical Substances                  |
| RW      | Rand Water                                                     |
| NRTA    | National Road Traffic Act                                      |

*The employer, must ensure compliance to the Occupational Health and Safety Act 85 of 1993 while the service provider is entering Rand Water project sites. The employer must ensure compliance with all prescribed requirements ensuring that the service provider's service is safe and without risk to employees or community while transporting material and complies with the National Road Traffic Act.*

### i. OMISSIONS FROM THIS SHE SPECIFICATION

*By drawing up this SHE specification Rand Water has endeavoured to address the most critical aspects relating to SHE issues in order to assist the manufacturer in adequately providing for the health and safety of employees on site.*

*Should Rand Water not have addressed all SHE aspects pertaining to the work that is tendered for, the manufacturer needs to include it in the SHE file and inform Rand Water of such issues when submitting the file for review.*

## PROJECT GOALS

Rand Water is determined that the highest H&S standards will prevail throughout the project and is committed to ensuring the following goals on the project is achieved:

- ZERO incidents for the duration of the Project.
- ZERO exposure of employees and visitors to Occupational Health Risks for the duration of the Project.
- ZERO harm to the environment.
- Good Quality Service and Quality End Product.
- Compliance to all applicable Legal and Client Requirements at all times.

Good and Transparent relations with the community and other interested parties around the Project

## PART A – SITE SPECIFIC SHE REQUIREMENTS

### 1. PROJECT AND SCOPE OF WORK DETAILS

#### 1.1 Project Title as per Tender Document:

SUPPLY AND DELIVERY OF SACP SYSTEM CONSUMABLE MATERIALS AND MONITORING POINTS  
ALONG THE COMBINED SYSTEM OF RAND WATER PIPELINE NETWORK

#### 1.2 Project description/detailed scope of work:

The Service Provider or Contractor shall supply and deliver the Cathodic Protection equipment (monitoring points, cables, consumables etc.) to Rand Water Eikenhof as per the detailed Bill of Quantities' (BOQ) and Rand Water Cathodic Protection System Technical Specification 7.5 rev 3.

#### 1.3 Programme details:

|                                                                  |                                                                                |
|------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Time allowed for preparation of SHE plan/file after tender award | 1 week                                                                         |
| Approval date of SHE Plan                                        | Within 3 days after submission but subject to content as per this requirements |
| Induction dates                                                  | To be advised after approvals of SHE plan/file                                 |
| Anticipated Commencement date of work on site                    | TBA                                                                            |
| Estimated Project completion date or project duration            | 3 months                                                                       |

#### 1.4 Site Details:

**Locality of the works:** The delivery destination of SACP system consumable materials and monitoring points will be at various RW construction / project sites. Details of delivery / transportation will be communicated via the RW project manager.

#### 1.5 SHE File Contents

The service provider must have a SHE file in which records of this specification are kept. All information required in the specification and file, for the duration of the service providers' contract is to be recorded in the file.

A copy of the file must be kept with the contractor. The file must be available on request for audit and inspection purposes.

The completed SHE file (i.e. hard and soft copy) shall be handed over to the Client at the end of the contract.

#### 1.6 Required SHE File Contents

| Description                                        | After Award - Comprehensive SHE File |
|----------------------------------------------------|--------------------------------------|
| Company Profile                                    | x                                    |
| SHEQ Policy                                        | x                                    |
| Contact List including Emergency Numbers           | x                                    |
| Rand Water Project Scope of Work                   | x ( RW to issue)                     |
| Rand Water SHE Specification                       | x ( RW to issue)                     |
| SHE Plan Approval Memorandum                       | x ( RW to issue)                     |
| Workman Compensation COID: Letter of Good Standing | x                                    |

|                                                                                                                                                                            |                                    |                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------|
| 37.2: Written Agreement (between RW and Service provider)                                                                                                                  |                                    | x ( RW to issue) |
| 37.2: Manufacturers Written Agreement (if service provider is appointed to deliver material then this agreement should be between the contractor and the service provider) |                                    | N/A              |
| List of Sub-Contractors / suppliers (if applicable)                                                                                                                        |                                    | x                |
| Certificates of Competencies (PDP / Drivers Licence – code 14)                                                                                                             |                                    | x                |
| Certificate of Fitness                                                                                                                                                     |                                    | x                |
| List of Authorised vehicles with copies of licence discs.                                                                                                                  |                                    | x                |
| List with all authorised drivers with copies of valid certified ID / Passport Documents & work permits                                                                     |                                    | x                |
| SHE Management System that will cover Emergency Preparedness and Response Management, Incident Management and Pipe delivery to site.                                       |                                    | x                |
| <i>Legal Appointments: As required by the OHS ACT &amp; Other Regulation e.g.</i>                                                                                          |                                    |                  |
| Reg.                                                                                                                                                                       | Appointment                        |                  |
| Section 16(1)/<br>responsible person                                                                                                                                       | 16(2) Top Management               | x                |
|                                                                                                                                                                            |                                    |                  |
| Risk Assessment (transporting and off-loading of material)                                                                                                                 |                                    | x                |
| Safe Work Procedures                                                                                                                                                       |                                    | x                |
| Load Test & Inspection Test Certificates (e.g. Lifting equipment and Tackle)                                                                                               |                                    | x                |
|                                                                                                                                                                            |                                    |                  |
| <b>Mandatory Registers Required for All Contracts:</b>                                                                                                                     |                                    |                  |
|                                                                                                                                                                            | Incident recording Register        | x                |
|                                                                                                                                                                            | First Aid Box Inspection Register  | x                |
|                                                                                                                                                                            | Fire equipment inspection Register | x                |
| Non-conformance Reports (Work Stoppages & Penalties /Spot fines)                                                                                                           |                                    | x ( RW to issue) |

## 1.7 Project and Site Requirements

- Work taking place within a National Key Point will have the following additional requirements:

| Item                                                               | Requirement:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Site Risk Control Documentation Requirements (Where Applicable) | List the required Site Risk Control documentation to be completed by the Service provider: <ul style="list-style-type: none"><li>Written Agreement</li><li>Verification of the approved SHE file by Rand Water SHEQ.</li><li>Verification of the approved manufacturer SHE file by PC.</li><li>Security clearance of all foreign nationals</li><li>Site induction</li><li>Site access certificate</li><li>Work permits as and when required.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| • General Project Site Rules                                       | <ul style="list-style-type: none"><li>ALL employees may NOT:</li><li>Partake, possess or sell drugs or alcoholic beverages on site.</li><li>Indulge in practical jokes, horseplay, fighting or gambling</li><li>Destroy or tamper with safety devices, symbolic signs, fire extinguishers.</li><li>Bring onto site or have in your possession a firearm, lethal weapon.</li><li>Assault, intimidate or abuse any other person.</li><li>Operate construction equipment (vehicles or plant) without the necessary training and authorization.</li><li>Enter any area unless authorized to do so by the person in charge</li><li>Negligently, carelessly or wilfully cause damage to property of others.</li><li>Refuse to give evidence or deliberately make false statements during investigations.</li><li>Smoke on site unless in a designated smoking area.</li><li>Use cell phones on site</li><li>Take site photos with electronic device unless permission is given</li><li>All Vehicles should be switched off when parked and during offloading/loading</li><li>Perform work unless authorised to do so</li><li>Wander off but remain in designated areas.</li><li>Engage in horseplay.</li></ul> |

## 1.8 SHEQ POLICY

The service provider shall have a SHEQ Policy authorised by their OHSA Section 16(1) / 16(2) appointee that clearly states overall SHEQ objectives and commitment to improving Safety, Health, Environment and Quality performance in the Project.

A zero tolerance approach will be taken to any non-conformances or non-compliance throughout the project. This is to ensure that **every person** who works on or visits RW project site **returns home safely to their families**.

## 1.9 SHE FILE submission at the end of the project

The SHE file will commence before the service provider starts to deliver SACP consumable materials and monitoring points and must be maintained. The SHE file must be available on request for audit and inspection purposes. Regular scanning of documents and records is required as a form of archiving for inclusion in the consolidated SHE file at the end of the project.

The SHE file (i.e. hard and soft copy) is to be handed over to the RW PM at the end of the project. Further requirements regarding the content of the consolidated SHE files will be provided to the service provider during the project.

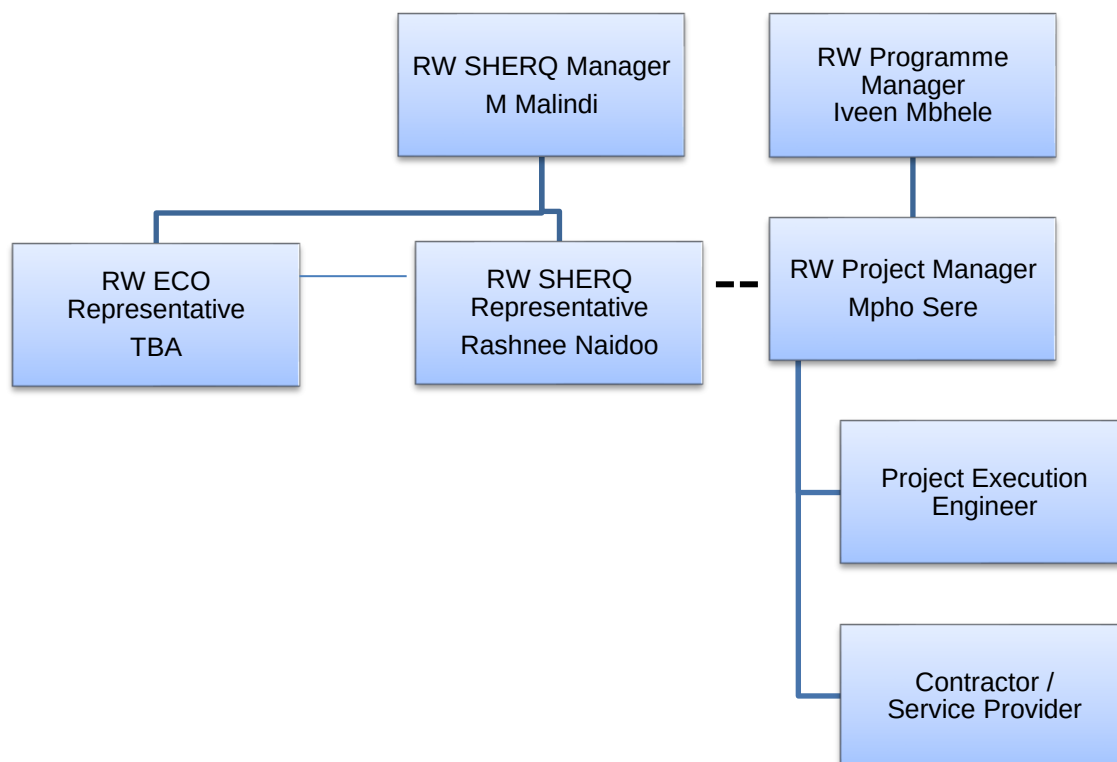
## 2. ROLES AND RESPONSIBILITIES

### 2.1 Client

The Client for this project is Rand Water

The Client Organogram will be provided by the RW PM and updated from time to time. The project and site records will be kept up to date and referenced in correspondence between parties.

The Rand Water Client Project Organogram is:



**\*Details of contact persons per site will be communicated once the delivery schedule has been finalized.**

#### Rand Water Responsibilities:

|                                   |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Client/ RW Project Manager</b> | Mpho Sere      | <p>The RW PM is accountable for the overall management of the project, on and off-site. The PM is the delegated responsible person appointed in terms of the OHSA, Section 16(2), and FIDIC by the Engineer.</p> <p>The PM will ensure that all the statutory requirements, RW requirements are adhered to by the service provider.</p> <p>The PM will coordinate and authorise any transportation / delivery of material to Rand Water sites. The PM will give the service provider contact details of site personnel where the material is to be delivered as well as the details of the exact location of the site.</p> |
| <b>RW SHEQ Representative</b>     | Rashnee Naidoo | The RW SHEQ representative is responsible for the overall management and coordination of work systems of all SHE issues on the project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>RW ECO Representative</b>      | TBA            | The RW ECO representative is responsible for the overall management and coordination of work systems of all environmental issues on the project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

#### 2.2 Service Provider Responsibilities:

The service provider carries primarily accountability and responsibility for ensuring full compliance to the provisions of the OHSA as contemplated by Section 37(2) written agreement as well as section 10 of the OHSA.

### 3. Hours of Work

The hours of work for the site are:

- Project Sites: Mon- Fri (07h00 – 17h00)
- Rand Water Sites: Mon – Thur (07h00 – 16h00)  
Fri (07h00 – 14h00)

All work conducted on site shall be in accordance with the Basic Conditions of Employment Act. The service provider is required to timeously notify their RW PM/ of any work that needs to be performed after **hours**. Application forms for working after hours including breakdown/emergency projects can be acquired from the PMs.

### 4. RISK MANAGEMENT

#### Site Specific Health and Safety Hazards

In complying with the requirements of the OHS Act, the Rand Water Site/ Project Manager, Relevant Site Risk Control/SHEQ team will outline the site specific health and safety hazards pertaining to the environment and physical conditions that the service provider will be exposed to in performing his work on site.

This section shall be reviewed by the Project Manager, the client and/or agent to make it project/site specific.

The Rand Water Project Manager will make all reasonable efforts to ensure that the information provided is complete and correct. However, the service provider shall make his own assessment of the hazards and risks associated with the work under the Contract.

It is the duty of each service provider to ensure that all the hazards are identified during transporting of material and during the use of transporting machinery, and the risk assessment is communicated to the driver / operator. This risk assessment shall form part of the SHE file that will be subject for by both the Client representative and/or the Relevant Site Risk Control/SHEQ team.

Prior to transporting material, the service provider or the Rand Water Representative may identify emerging hazards and risks due to locality of the works. When transporting abnormal load using a lowbed a **permit** has to be acquired in order to comply with the “ **National Road Traffic (Act 93 of 1996)**”. Service provider to comply with abnormal load permit conditions. The standard permit conditions indicate “how and when” abnormal loads can be transported by imposing movement and warning conditions. The purpose of the standard permit conditions is to:

- Regulate the conveyance of abnormal loads.
- Protect the road infrastructure (pavements, bridges and other road infrastructure); and
- Establish a safe environment for other road users.

For each such newly identified hazard or risk, the service provider will review the risk assessment, as well. The service provider will prepare and re-submit the risk assessment to the Rand Water Project Manager for approval.

The service provider shall not proceed with the work/operation in hazardous areas until the Client/Agent's/SHE representative has reviewed the Risk Assessment and has approved and signed the revised SHE plan.

**Additionally, the service provider must review relevant risk assessment when an incident has occurred on the RW site as contemplated in (OHS ACT 85 of 1993) and submit for approval.**

### 5. MANAGEMENT OF ALCOHOL AND SUBSTANCE ABUSE

No person RW (employees, visitors) shall report for duty or continue with his/her duties, if under the influence. In this instance, the driver / operator or assistant may not consume or have in possession alcohol or drugs/controlled substances while on the RW site. If there is reason to suspect an individual is under the influence, the individual shall comply to undergo random or specific alcohol testing if required.

#### 4.1 Legal Compliance



The following legislation has been identified, but is not limited to, potentially having an impact on the project:

- Agricultural Pests Act 36 Of 1993;
- Basic Conditions of Employment Act No. 75 of 1997 (as amended);
- Constitution of the Republic of South Africa (Act 108 of 1996);
- Conservation of Agricultural Resources Act (Act 43 of 1983);
- COID Act 130 of 1993;
- Disaster Management Act (Act 57 of 2002);
- Employment Equity Act No. 55 of 1998 (as amended);
- Environment Conservation Act (Act 73 of 1989);
- Hazardous Substances Act (Act 15 of 1973);
- Health Act ( Act 63 Of 1977);
- Labour Relations Act No.66 of 1995 (as amended);
- National Environmental Management Act (Act 107 of 1998);
- National Environmental Management: Waste Act 59 of 2008;
- National Environmental Management: Biodiversity Act 10 of 2004;
- National Environmental Management: Protected Areas Act 57 of 2003;
- National Forest Act( Act 84 of 1998);
- National Road Traffic Act (Act 93 of 1996);
- National Water Act (Act 36 of 1998);
- National Veld and forest fire Act ( Act 101 of 1998);
- Occupational Health and Safety Act (Act 85 of 1993) and its Regulations;
- Water Services Act ( Act 108 of 1997);
- Any other applicable South African legislation at a national, provincial and local authority level;
- Applicable South African National Standards (SANS);
- Applicable international standards;
- National Key Points Act (Act 102 of 1980), and
- Applicable By-laws.
- Guidelines and directives issued by the DEL and NdoH
- National Road Traffic Act

The service provider shall compile their own lists of all applicable legislation and standards that may have an impact on the scope of work.

#### **4.2 Non Conformances / Work Stoppage**

The Client/Agent's representative reserves the right to stop work and issue a work stoppage non-conformance report whenever safety, health or environmental violations are observed for service provider. Expenses incurred as a result of such work stoppage and standing time shall be for the service provider's account. Any non-conformances/findings/observations found in these audits/inspections on suppliers shall be raised and discussed with the relevant manufacturer (with whom the supplier is contracted with).

The conditions that lead to work stoppages are based on:

- Management of change – this is when there are changes to the scope of work, and/or amendments with regards to Rand Water rules and regulations and/or legislative amendments.
- Unsafe acts/behaviours by the driver / operator or assistant;
- Unsafe conditions due to transportation / truck load or lack of / expired / invalid documentation;

The process to be followed to ensure the worksite is rendered safe:

- The relevant activity must be stopped;
- The Rand Water site/project manager and service project shall immediately remove the workforce from the work area and correct the health and safety or environmental deficiencies by allowing only the people in the area that are competent to make the area safe.
- Service provider shall ensure that no other work is being performed during this time. Should the estimated time from the outset to make the area safe where life threatening/imminent danger situations exist, then the area will be barricaded and a sign placed with the wording "Unsafe Area – Authorized Access Only".
- The Rand Water Site/Project Manager shall review the affected parts/sections of the SHE specification with the purpose of providing sufficient SHE information to the manufacturer when necessary.

Before the workforce is allowed back in the area, manufacturer and his suppliers shall ensure:

- Investigation of the work stoppage by the relevant persons and corrective actions taken documented on the work stoppage form;
- Sign off of the “Work Stoppage report” issued by the Rand Water Site/Representative/SHEQO to declare the person/plant/ is safe for work.

### 4.3 Penalties

The Client, SHEQ Representative or anyone observing an unsafe act or practice reserves the right to stop work, and issue non-conformances when SHE violations are observed, for service provider. Expenses incurred as a result of such work stoppage will be for the service provider's account.

Penalties shall be enforced on the service provider for SHE related non-conformances identified for both the manufacturer and/or his/her supplier(s) pertaining to Rand Waters SHE requirements.

Penalties applied will be according to the following tables and where issued, the amount indicated on the non-conformance will be deducted from the certificate of the service provider. Failure or refusal on the part of the manufacturer or their suppliers to take the necessary steps to ensure the safety of workers and the general public in accordance with these specifications or as required by statutory authorities or ordered by the engineer, shall be sufficient cause to apply penalties.

| <b>SHERQ-Contractor Management</b>                                                                                                              | <b>Value Of Contract (Excl. VAT.) in millions R</b> |                |                 |                  |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|----------------|-----------------|------------------|------------|
| <b>DELAYS ON ITEMS ATTRACTING PENALTIES</b>                                                                                                     | <b>&lt;1</b>                                        | <b>≥1&lt;5</b> | <b>≥5&lt;20</b> | <b>≥20&lt;50</b> | <b>≥50</b> |
| a)SHE non conformances, corrective and preventative actions not resolved within the agreed target dates exceeding 5 days (Rands /per day delay) | 1,000                                               | 5,000          | 10,000          | 10,000           | 10,000     |
| b)Non-reporting of SHE incidents and statistics within the required timeframe within 24 hours ( Rands/per day delay)                            | 1,000                                               | 5,000          | 10,000          | 10,000           | 10,000     |
| c) Repeat SHE non conformances (Rands/per day delay)                                                                                            | 2,000                                               | 10,000         | 20,000          | 20,000           | 20,000     |
| d) Overtime Work without the required approvals (Rands)                                                                                         | 2,000                                               | 10,000         | 20,000          | 20,000           | 20,000     |

Over and above the details relating to the penalties noted in the RW SHE Management System, and Tender document, spot fines will be issued as follows, according to 'minor', 'medium' or 'severe' non-conformances.

| <b>MINOR:</b>                                                       |      |       | <b>MEDIUM</b>                                                                                              |       |       | <b>SEVERE</b>                                                                         |        |        |
|---------------------------------------------------------------------|------|-------|------------------------------------------------------------------------------------------------------------|-------|-------|---------------------------------------------------------------------------------------|--------|--------|
| Value of Contract (Excl VAT.) in millions R                         |      |       | Value of Contract (Excl VAT.) in millions R                                                                |       |       | Value of Contract (Excl VAT.) in millions R                                           |        |        |
| <1                                                                  | ≥1<5 | ≥5<20 | <1                                                                                                         | ≥1<5  | ≥5<20 | <1                                                                                    | ≥1<5   | ≥5<20  |
| Penalty: R5/count                                                   |      |       | Penalty: R/count and a non-conformance                                                                     |       |       | Penalty: R/count, a non-conformance and/or activity stoppage                          |        |        |
| R 10                                                                | R 25 | R 50  | R 25                                                                                                       | R 250 | R 500 | R 250                                                                                 | R 2500 | R 5000 |
| Non-use of PPE supplied                                             |      |       | Toilets not supplied or regularly serviced; lack of drinking water                                         |       |       | Contractors working without Health and Safety Plan approval                           |        |        |
| Non completion of registers for plant and equipment on site         |      |       | Contractors not audited                                                                                    |       |       | Workers transported in contravention of the OHS plan or legal requirements            |        |        |
| Lack of H&S signage at work areas                                   |      |       | Working without training or the appropriate, approved H&S method statements                                |       |       | Invalid Letters of Good Standing                                                      |        |        |
| Tools and equipment identified in poor condition during inspections |      |       | Legal non-conformances identified during the previous audit and not addressed within the agreed time frame |       |       | Non-compliance with traffic accommodation requirements: layout or physical conditions |        |        |
|                                                                     |      |       | No monthly OHS report at site meeting to report on                                                         |       |       | Any serious breach of legal requirements                                              |        |        |
|                                                                     |      |       | No certificates of fitness for workers as required                                                         |       |       |                                                                                       |        |        |

Absence of the reference to a possible penalty for non-conformance does not mean one cannot be issued. All aspects will link to legal non-compliance or risks identified in the SHE Specification or work being done at the time. The 2 forms of penalties will be used together, with immediate penalties issued as they apply.

Failure to comply with any/all of the above will result in a penalty being issued as indicated in the table. The details of the penalty issued shall be recorded on form SAM SHE 01033 F Notice to Penalise Contractor due to SHE Non-Conformances by the relevant SHEQ representative, signed off by the Project Manager, SHEQ Manager, Construction Services Manager and finally approved by the Programme Manager.

## **5.1 Client Site Induction /Site**

The service provider shall ensure that all employees, accessing RW sites have undergone the relevant SHEQ induction programme prior to commencing work on site. On-site induction training will be completed by RW or relevant contractor.

The relevant RW site Risk Control/SHERQ Officer shall keep a database of all records pertaining to induction and will inform manufacturers of pending expiry though the overall responsibility of maintaining current induction cards still lies with the manufacturer. All induction cards issued must be returned on completion of the project to the Issuer.

### **Note:**

- No work shall commence without the required inductions provided by the Client / relevant contractor.

## **5.2 Other Training**

All Operators, Drivers and users of vehicles, mobile plant and other equipment must be competent and in possession of valid proof of training and experience. All employees in jobs requiring training in terms of the OHSA and Regulations must be in possession of valid proof of training (code 14 drivers licence and PDP). All records to be kept in the SHE file and kept up to date.

## **6. ACCESS CONTROL TO THE CONSTRUCTION SITE**

### **• Site Access**

The service provider is to strictly adhere and are subjected to all security requirements on the premises, as laid down by the Client/Agent or relevant contractor. Security requirements shall be highlighted at the induction given by the Client/Agent or Site Risk Personnel / contractor.

All personal service provider items to be declared at entry and pass-out to be obtained for non-declared items by Site personnel are required when exiting the premises.

Upon completion of a job, firing or leaving the service provider organisation, the induction cards issued where applicable to a specific site to the contractors must be returned to the Client/Agent's Representative and or the protective services office. Under no circumstances is the card allowed to be used by another person other than the person issued with the card.

All those who access site are required to strictly adhere to all security requirements on the premises, as laid down by the Client / relevant contractor.

Security requirements shall be included at Client and relevant contractor's induction training.

## **7. COMPENSATION ISSUES**

The service provider must submit proof of registration and letter of good standing (LoGS) with the compensation fund or with a licensed compensation insurer for his company and each of his suppliers. Record of validity must be maintained. Work is to be stopped where manufacturers / suppliers are identified with expired LoGSs).

The Letter of Good Standing must reflect the name of the manufacturer and/or supplier Company and the nature of business. No one organization may carry the liability or cover for another.

Failure to comply with the requirements will be regarded as a serious offence.

## **8. MEDICAL SURVEILLANCE PROGRAMME**

The manufacturer must ensure that all persons coming to site to work shall be in possession of a valid medical certificate of fitness (CoF). The CoF is also required that is relevant to the type of work (risk based) that the employee will be

conducting. CoFs will be placed in the SHE File and be able to at all times cross reference with lists of those authorised to make deliveries to site.

An employer shall not permit an employee who has been certified unfit for work to work until deemed fit by the Occupational Health Practitioner (OHP).

**Note:** RW will only accept medical certificates of fitness issued by an Occupational Health Practitioner (means an occupational medicine practitioner or a person who holds a qualification in occupational health recognized as such by the South African Medical and Dental Council as referred to in the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act 56 of 1974), or the South African Nursing Council as referred to in the Nursing Act, 1978 (Act 50 of 1978). An example of an approved medical certificate can be requested from SAM SHEQ)

Failure to comply with the requirements will be regarded as a serious offence.

## 9. EMERGENCY PREPAREDNESS AND RESPONSE

RW / the relevant service provider at the project site where material is delivered will provide and co-ordinate an overall emergency plan should the emergency take place within their site. This will be communicated during the induction training. The service provider will develop their own emergency response plan submit this plan as part of the SHE Management System. The emergency plans will be adapted to complement the RW emergency plan once on site should the delivery trucks / drivers trigger the emergency situation. The service provider will ensure that their employees and service providers are trained on the emergency plan. The plan is to detail how emergencies will be managed, taking into account the risk of the works emergency cover and responses.

## 10. SHE INCIDENT MANAGEMENT (MANUFACTURERS)

A procedure for reporting, investigation and record keeping of incidents and accidents is to be provided in case an incident occurs at a Rand Water project site or within a RW operational site. The service provider shall report and investigate all incidents/accidents including near miss incidents, fatalities occurring on the RW site.

All corrective actions shall be closed out within 1 month. If this is not practicable within the time frame, then it is to be submitted at a later date agreed to by the RW PM.

### Note:

- Providing the accident/incident investigation report does not exempt the service provider from providing accident reports required by Statutory Authorities, in particular, the service provider's responsibility for reporting accidents in accordance with the requirements of the OHSA and COID Act. The Client shall participate in any accident/incident investigation if the accident/incident is directly linked to any activity within the scope of the construction project. RW further reserves the right to conduct an independent investigation in any incident and a RW SHEQO should be included on the team.

## 11. COST OF HEALTH AND SAFETY

The payment items for Occupational Health & Safety are contained in the Commercial Part of the Tender Document i.e. Bill of Quantities. A pro-forma BOQ is attached to this SHE Specification as a guide to the items the Contractor should allow for in his pricing.

| Item                                                         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Unit     |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Preparation of Project Specific Health and Safety Plan /file | The rate for this item must cover all expenses incurred in preparing the manufacturer's project specific Health and Safety Plan as required by this document                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Lump Sum |
| Provision of Personal Protective Equipment (PPE)             | <p>The rates for these items shall include for the procurement, delivery, storage, distribution and all other actions required for the supply of PPE to the employees of the manufacturer, full or part time, requiring them.</p> <p>Items listed will include, among others which may be noted, are: hard hats, reflective vests, reflective bibs, high visibility overalls, protective foot wear, fall arrestor harness and tethers, gloves, ear muffs, earplugs and dust masks of appropriate type. Normal items such as standard overalls, waterproof clothing, gum boots and standard workshop safety equipment such as welding masks and goggles.</p> | Lump Sum |

|                                                                                              |                                                                                                                                                                                                                                                                                                                                                                         |          |
|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| Costs of Medical Surveillance                                                                | This item shall covers all costs in involved in the obtaining of certificates of fitness                                                                                                                                                                                                                                                                                | Lump Sum |
| Provision of First Aid Boxes including emergency safety equipment such as fire extinguishers | The rate for this item shall cover all costs incurred in the provision and maintaining of first aid boxes as well as other emergency safety equipment which includes, but will not be limited to the provision of fire extinguishers for all delivery vehicles.                                                                                                         | Unit     |
| Submission of the Health and Safety File (hard and soft copies)                              | Expenditure under this item shall be made in accordance with the general conditions of contract.<br><br>This amount will be paid only once the Manufacturer has met all his obligations in respect of the Occupational Health and Safety Act and the has submitted his Health and Safety File complete as envisaged on this specification to the Client's satisfaction. | Lump Sum |

## Annexure A: BILL OF QUANTITIES FOR HEALTH AND SAFETY

This is an example, the bill and **rates must appear in the Main Bill of Quantities**

| ITEM NO | DESCRIPTION                                                                                                       | UNIT     | QUANTITY | RATE | TOTAL |
|---------|-------------------------------------------------------------------------------------------------------------------|----------|----------|------|-------|
| C.01    | Preparation of the manufacturer's site specific Health and Safety Plan                                            | lump sum | 1        |      |       |
| C.02    | Provision of Personal Protective Equipment (PPE)                                                                  | lump sum | 1        |      |       |
| C.03    | Cost of medical certificates of fitness                                                                           | lump sum | 1        |      |       |
| C.04    | Provision of First Aid Boxes to GSR requirements and other emergency safety equipment such as fire extinguishers. | lump sum | 1        |      |       |
| C.105   | Submission of the Health and Safety File (hard and soft copies)                                                   | lump sum | 1        |      |       |

## PART B – GENERAL CLIENT REQUIREMENTS

### 1. SERVICE PROVIDER RESPONSIBILITIES

|                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Service provider's drivers</b>                  | <p><b>Note: No work may commence and or continue without the presence of appointed Management and Supervision appointees during performance of the contracted work.</b></p> <p>The truck driver must make sure that the truck has been handed over to the responsible site personnel as indicated by the RW PM.</p> <p>The driver must ensure all material is offloaded before leaving the site and to ensure all items belonging to the driver are neatly packed away and taken off site.</p>                                                                                                                                                                                                         |
| <b>Service provider</b>                            | <p>a) The service provider is directly accountable for the actions of his drivers. The service provider will also be responsible for initiating any remedial action (recovery plan) that may be necessary to ensure that the driver complies with all requirements.</p> <p>b) The service provider shall ensure that the drivers appointed have the necessary competencies and resources to perform the work safely.</p> <p>c) Where the service provider appoints another driver to drive a truck or lowbed, the particular driver's information will immediately be added to the SHE File and RW SHE representative informed in order for the driver to be inducted before commencing with work.</p> |
| <b>Employees On The Project / Service provider</b> | <p>a) The service provider is responsible for adequately informing his employees of all relevant information of the Rand Water issued SHE requirements.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>b) Employees are responsible for their own health and safety and that of their co-workers in their area. They must be made aware of their responsibilities during induction and awareness sessions some of which are:</p> <ul style="list-style-type: none"> <li>• Familiarising themselves with their workplaces and SHEQ procedures. <ul style="list-style-type: none"> <li>• Working in a manner that does not endanger them or cause harm to others.</li> <li>• Keeping their work area tidy.</li> <li>• Reporting all incidents/accidents and near misses.</li> <li>• Protecting fellow workers from injury.</li> <li>• Reporting unsafe acts and unsafe conditions.</li> <li>• Reporting any situation that may become dangerous.</li> <li>• Carrying out lawful orders and obeying SHEQ rules.</li> </ul> </li> </ul> <p>c) It must be highlighted to all employees, that anyone who becomes aware of any person disregarding a safety notice, instruction or regulation shall immediately report this to the person concerned. If the person persists, stop the person from working and report the matter to the Rand Water Project Manager/Agent and the manufacturer immediately.</p> <p>d) No person shall damage, alter, remove, render ineffective, or interfere with anything that has been provided for the protection of the site, or for the health and safety of persons.</p> <p>e) No person under the influence of alcohol, drugs or medication (in a state of intoxication) or any other condition that may render him incapable of controlling himself or of other persons under his charge shall be allowed to enter the site. Any person required to take medication shall notify the relevant responsible person as well as the potential side effects of the medication.</p> <p>f) Employees shall not wear an ear plug intended for music or use a cell phone whilst performing work activities.</p> <p>g) All safety and warning signs must be obeyed at all times.</p> <p>h) Entering or leaving the Site may only be done via the official designated walkways, do not take short cuts. Follow designated walkways to and from your work place. Walk, do not run, and be alert for motor vehicle traffic and mobile equipment.</p> <p>i) All employees must adhere to the SHE and other site specific rules.</p> <p>j) If any of the service provider's <b>has transgressed any of the requirements of the SHE requirements, or site rules</b>, then the <b>employee will be removed from site and his/her site access revoked</b>. The service provider must follow a process of disciplinary action which shall include re-training/inducting the employee (at the cost of the service provider) and provide proof thereof to the Rand Water site/Project Manager and upon the satisfaction of the Rand Water Site/Project Manager will the employee be allowed back on site.</p> |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 2. EMERGENCY PREPAREDNESS AND RESPONSE

The service provider is to adhere to the RW / Principal Contractor project site emergency plan. The service provider and his suppliers are to develop their own emergency response plan should an event arise when delivering material to site.

Using the Rand Water **Site** specific emergency plan where applicable, the service provider will develop their own emergency response plan (as a guideline) and submit this plan to the Rand Water Project Manager for approval. It may be decided that one site specific emergency response plan be used for the service provider to ensure that employees are trained on this plan.

### Emergency Care

- A list of emergency numbers must be available to the driver in every truck. The service provider must ensure that his employees are familiar with the emergency numbers.
- Service provider shall have one first aid box for every truck.
- Minimum contents of a first aid box as per OHS Act as per (OHS ACT-GSR 3)
- The service provider shall ensure that alternative arrangements shall be made for possible incidents occurring after normal working hours.
- Where services are not available from the medical centre or where there is no medical centre, the service provider shall make alternative arrangements for any medical assistance.
- Emergency hospital care must be accessed preferably in a private hospital, but at the nearest hospital.

### 3. SHEQ INCIDENT MANAGEMENT (SERVICE PROVIDER)

The service provider shall compile and implement procedure for Reporting and investigation of incidents – This document sets out the procedures to be followed when reporting, recording and investigating incidents that occur on a RW /construction site.

The service provider shall report all incidents/accidents as required in terms of legislation including near miss incidents, first aid, medical treatment, lost time incidents (lost time injuries and fatalities); Section 24 and 25 incidents; electrical contact; property damage; crime, chemical spillage and other environmental incidents immediately.

Where a **fatality or permanent disabling injury occurs** at a construction site, service provider must provide the **Provincial director with a report contemplated in section 24 of the Act**, in accordance with regulations 8 and 9 of the General Administrative Regulations 2013 and that the reports included measures that the contractor intends to implement to ensure a safe construction site as far as is reasonably practicable.

All fatal incidents, employee and contractor incidents, shall be reviewed by the committee within one week after the incident and the members of the Project Progress meeting notified of corrective actions taken. Preliminary investigation information shall be shared.

An incident portfolio of evidence and a comprehensive and detailed investigation report shall be submitted to the Rand Water project manager/ SHEQ Officer within 7 days after the incident which shall include: Date, time and place of incident; Description of incident; Root cause of incident/accident; Type of injury (if any); Medical treatment provided (if any); Persons involved; Names of witness/s; Corrective action to prevent recurrence (with clear deadlines and responsible persons). It is required that all corrective action is closed out within 3 months. If this is not practicable within the time frame, then it is to be submitted at a later date agreed to by the Rand Water Project Manager.

The service provider shall ensure that all accidents/incidents are investigated by him/her and are discussed at the SHE committee meeting held on site. Accidents/incidents shall be investigated and recorded in terms of the requirements of the Occupational Health and Safety Act, the National Environmental Management Act and National Water Act as applicable.

Please note that providing the Accident/incident investigation report does not exempt the service provider from providing accident reports required by Statutory Authorities, in particular, the service provider's responsibility for reporting accidents in accordance with the requirements of the OHS Act and COIDA Act.

The Client/Agent shall be allowed to participate in any accident/incident investigation if the accident/incident is directly linked to any activity within the scope of the construction project.

The manufacturer shall keep on site/workplace a record of all accidents and incidents reported in the form of the OHS Act Annexure 1 investigation form as referenced in the OHS Act. (Incident Investigation Report)

Rand Water reserves the right to conduct an independent investigation in any incident.

Investigation Teams below are expected as a minimum for the to establish for incidents and accidents. In addition to the service provider investigations, Rand Water will also, separately, conduct its own separate investigation especially for disabling injuries, fatalities, serious environmental legal contraventions, and damages to Rand Water property. The service provider would be required to co-operate with the Rand Water investigation Team.

Parties to be involved in the investigation are as follows:

| Incident Type                     | Definition                                                                                                            | Chairman:                                                           | Attendees:                                                                                                                                                                                           |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>First Aid Injuries</b>         | An incident in which an injured person is treated at the incident scene by the first Aider and released back for duty | Supervisor of Injured Person / Service Provider Relevant Supervisor | Service provider/s and their sub-contractor/s <ul style="list-style-type: none"><li>• SHE representative</li><li>• Construction Safety Officer</li><li>• Injured</li></ul>                           |
| <b>Medical Treatment Injuries</b> | An incident in which an injured person is treated by the OHP/Medical doctor and released back for duty                | Service Provider / Contractor OHS Act Section 16(2) appointee       | <u>Service Provider/s and / or their sub-contractor/s</u> <ul style="list-style-type: none"><li>• SHE representative</li><li>• Construction Safety Officer</li><li>• Injured (if possible)</li></ul> |

|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                          | <ul style="list-style-type: none"> <li>• Witness (if any)</li> <li>• Supervisor of the injured</li> </ul> <u>Rand Water</u> <ul style="list-style-type: none"> <li>• RW Project Representative</li> </ul>                                                                                                                                                                                                                                                                                                                                                             |
| <b>Disabling Injuries Including Occupational Diseases</b> | <p>Incident which arises in the course of duty which results in any occupational illness/ injury/ diseases, and giving rise to any related temporary or permanent disablement as determined by the Medical practitioner. The DI will be further classified as disabling in the event of one or more of the following criteria are applicable:</p> <ul style="list-style-type: none"> <li>– The injured person is unable to continue performing his normal duties and tasks for which he/she was employed for 14 days or more,</li> <li>– The loss or more than one day or shift following the day or shift during which an incident occurred, inclusive of weekends, and schedule off-duty days,</li> <li>– All fractures and amputations</li> <li>– A person becomes unconscious, irrespective of the duration, as the results of workplace exposure or any incident,</li> <li>– An occupational illness which necessitates medical treatment and or restricted work and /or days/shifts off-duty,</li> <li>– Compensable occupational diseases recorded as a single DI on the day of diagnosis.</li> <li>– Any damage to the bone such as closed fracture, amputation of the fingertip etc.</li> </ul> | Service Provider's OHS Act Section 16(2) appointee       | <u>Service Provider/s and / or their sub-contractor/s</u> <ul style="list-style-type: none"> <li>• SHE Representative</li> <li>• Construction Safety Officer</li> <li>• Injured (if possible)</li> <li>• Witness (if any)</li> <li>• Supervisor of the injured</li> <li>• OHS Act Section 16(2) of the injured</li> </ul> <u>Rand Water</u> <ul style="list-style-type: none"> <li>• Rand Water Site Project Manager</li> <li>• Rand Water SAM SHEQ Representative</li> <li>• Rand Water Site Risk Representative</li> <li>• Corporate SHEQ Representative</li> </ul> |
| <b>Fatalities</b>                                         | An incident that occurs at work or arising out of, or in connection with the activities of persons at work, or in connection with the use of plant or machinery, in which, or in consequence of which a person dies,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Service Provider's OHS Act Section 16(2) appointee       | <u>Service Provider/s and / or their sub-contractor/s</u> <ul style="list-style-type: none"> <li>• SHE Representative</li> <li>• Construction Safety Officer</li> <li>• Injured (if possible)</li> <li>• Witness (if any)</li> <li>• Supervisor of the injured</li> <li>• OHS Act Section 16(2) of the injured</li> </ul> <u>Rand Water</u> <ul style="list-style-type: none"> <li>• Rand Water Program Manager</li> <li>• Rand Water Project Manager</li> <li>• Rand Water SAM SHEQ /Corporate Risk/Site Risk Representative</li> </ul>                              |
| <b>Near Miss Incidents</b>                                | An incident that has the potential of causing an injury or negative impact to the environment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Service Provider/s Construction Supervisor 8.7 appointee | <u>Service Provider/s and / or their sub-contractor/s</u> <ul style="list-style-type: none"> <li>• Person/s affected by near miss</li> <li>• SHE representative</li> <li>• Construction Safety Officer</li> <li>• Supervisor of the area</li> <li>• Manufacturer 's OHS Act Section 16(2) appointee</li> </ul>                                                                                                                                                                                                                                                        |



|                                                   |                                                                                                                                                                    |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Environment Incidents</b>                      | An event resulting in temporary or permanent cumulative or immediate adverse effects on the environment, e.g. an oil or chemical spillage, or release of toxic gas | Service Provider/s<br>Construction Supervisor 6.1 appointee | <u>Service Provider/s and / or their sub-contractor/s</u> <ul style="list-style-type: none"> <li>• SHE representative</li> <li>• Construction Safety Officer</li> <li>• Witness (if any)</li> </ul> <u>Rand Water</u> <ul style="list-style-type: none"> <li>• Site Project Manager/Representative</li> <li>• ECO where applicable</li> <li>• Rand Water SAM SHEQ Officer/Corporate Environmental Advisor (in the event of major environment incidents)</li> </ul>                                                                                                                                                                                                   |
| <b>Damage To Rand Water/ Third Party Property</b> | Property damage is damage to or the destruction of Rand Water property, caused either by a person or by natural phenomena.                                         | Service Provider/s<br>Construction Supervisor 8.7 appointee | <u>Service provider/s and / or their sub-contractor/s</u> <ul style="list-style-type: none"> <li>• SHE representative</li> <li>• Construction Safety Officer</li> <li>• Witness (if any)</li> </ul> <u>Rand Water</u> <ul style="list-style-type: none"> <li>• Rand Water Site Project Manager</li> <li>• Rand Water SAM SHEQ Officer</li> <li>• SAM SHEQ Risk Control Investigator</li> </ul>                                                                                                                                                                                                                                                                       |
| <b>Crime</b>                                      | An action or omission that constitutes an offense that may be prosecuted by the state and is punishable by law                                                     | Service provider/s<br>Construction Supervisor 8.7 appointee | <u>Service provider/s and / or their sub-contractor/s</u> <ul style="list-style-type: none"> <li>• SHE representative where applicable</li> <li>• Construction Safety Officer</li> <li>• Witness (if any)</li> </ul> <u>Rand Water (Where applicable)</u> <ul style="list-style-type: none"> <li>• Rand Water Site Project Manager</li> <li>• Rand Water SAM SHEQ Officer</li> <li>• SAM Risk Control Investigator</li> <li>• Detective (SAPS)</li> <li>• Suspect(s)</li> <li>• Witness (if any)</li> </ul> <ul style="list-style-type: none"> <li>• Protective Services Official (if possible)</li> <li>• Service provider and / or their sub-contractor</li> </ul> |

- All investigation teams must include at least 1 person (from both the Rand Water and Service provider) that is competent in Incident Investigation.
- Service provider shall ensure the incident/accident scene is not disturbed until after the investigation unless it is done to prevent further injury or for rescue purposes (OHS Act, Section 24(2) applies). Investigation shall begin promptly after the incident/accident. Where applicable and with proper authorization, photographs may be taken of the scene of the incident as well as any equipment involved in the incident. The investigation report shall be submitted to Rand Water Project Manager, within 3 days after the incident occurred unless proof can be given that due to technical or other difficulties, more time is needed.
- It is essential that the service provider demonstrate that corrective action has been taken and that correction action is communicated to all manufacturers staff affected.
- Feedback on the status of close out of corrective actions must be communicated at the following forums: Site Progress Meeting, Project Progress Meeting and at service provider SHE Meetings.

#### 4. OPERATIONAL CONTROL REQUIREMENTS

##### a. Construction Vehicles and Mobile Plant

- a) The service provider / employees shall comply with the available site traffic plan (circular movement) to ensure the safe movement of all Construction related mobile plant.

- b) The service provider shall comply with the Contractors' / site's pedestrian and vehicle routings as part of the site traffic plan to demonstrate the route employees may proceed when coming on or going off shift
- c) All motor vehicles operated by service provider within the area shall, in all respects, comply with the Road Traffic Ordinance and Road Traffic Act. Designated drivers shall be in possession of a driver's licence, valid for the class of vehicle as well as an operator certificate where applicable. The driver's license shall be kept by the person so authorised and shall produce such card on request.
- d) All drivers of construction vehicles and mobile plant to have medical certificates of fitness. Each Project site will have system/ process to manage vehicle access to site.
- e) The service provider shall attach identification markers on all of his/her vehicles that are permitted to enter the site.
- f) The speed limit within the bounds of the construction site is 30 km/h. The relevant sites must be informed where there are many vehicles that will enter a single project site within a shift / day.
- g) No drivers or operator may talk on cell phones or two way radios whilst driving, unless a hands free kit is used.
- h) It is the responsibility of the driver to ensure:
- He / She and his/her passengers wear seat belts whilst the vehicle is in motion.
  - Comply with all safety, direction and speed signs.
  - Ensure that vehicle loads are properly secured and loaded onto vehicles.
  - Ensure that vehicles are not overloaded.
  - **Ensure that no minors are included in the vehicle passengers to enter a RW project / operational site.**
- i) All requirements with regard to the transportation of tools/equipment/material and persons on the back of construction vehicles must be adhered to:
- No Personnel to be transported in the back of construction vehicles with tools.
  - Tools, equipment and material to be secured in order to prevent movement;
  - Fixed and firmly secured seats with seat belts – adequate for the number of passengers being transported;
  - The driver and all passengers to be seated with seatbelts fastened whilst the vehicle is in motion (National Road Traffic Act no 93 of 1996).
- j) The manufacturer shall ensure that his employees and those of his suppliers do not.
- Ride on back of any trucks
  - Leave vehicles unattended with the engine running.
  - Park vehicles in unauthorised zones/areas.
- k) Rand Water reserves the right to search any vehicle on the premises or when entering or leaving the premises.
- l) The service provider shall be solely responsible for the safety and security of any of his vehicles on the premises.
- m) A current maintenance logbook is required for all trucks, and shall be available for inspection at any time. The logbook shall be located in the cabin of the crane truck
- n) Service provider is to ensure that visibility (e.g.: switching on of lights, reflectors, barricades equipped with lights, etc.) is enhanced on all Construction Vehicles and Mobile plants in order to identify the location of the vehicles or plant.
- o) The service provider must maintain his vehicles in roadworthy condition and a valid license. These vehicles shall be subject to inspection by the Client/Agent's representative. Vehicles which are not roadworthy will not be allowed onto the site. If mobile plant equipment is used on the public road, the same requirements as for vehicles apply and should be adhered to.
- p) In the event where the manufacturer and his sub-contractor do not own the equipment, the manufacturer is still responsible for ensuring all conditions are complied with by all of his suppliers or hire companies.

- q) Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to lash all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material.
- r) All servicing and repairs must be carried out by the service provider.
- s) Every mobile machine whose vision is impaired when reversing must have a siren/hooter, which sounds, when the machine is reversing. This includes trucks.
- t) Operators have great difficulty in seeing light vehicles behind their machines. Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine.
- u) Drip Trays to be placed under the vehicles where are possible leaks to avoid soil and ground pollution.

#### **b. Personal Protective Equipment**

In terms of Section 8 of the OHS Act, the duty of the employer is to take steps to eliminate or mitigate (hierarchy of control measures) any hazard or potential hazard to the safety or health of employees before resorting to PPE.

manufacturer employees and his sub-contractor employees at the construction site, including visitors, shall use the following SANS or the relevant internationally recognised authority approved risk based PPE at all times, as a minimum:

- Head protection (Hard hat).
- Steel toe capped safety boots.
- Eye protection.
- Long sleeved and long pants protective clothing. *NB: At least two of each to be issued to each employee.*
- High visibility vests.
- Refer to General Safety Regulation 2 of the OHS Act- if there are particular activities/areas/risk assessments that require a specific type of PPE, then that specific PPE requirement must be adhered to (e.g.: for dusty environments – eye goggles; for welding – welding helmet; etc.).

The service provider shall ensure that his employees understand why the personal protective equipment is necessary and that they use them correctly.

Strict non-compliance measures must be administered to any employee not complying with the use of PPE and shall be removed from the Site.

PPE shall be worn in any designated area requiring such a PPE.

Issue, Replacement and Control of PPE: The service provider must provide a detailed programme on the issuing, maintenance and replacement of PPE for all his employees and suppliers on site. The service provider is required to keep an updated register of all PPE issued to staff, including that of his sub-contractors