



RISK MANAGEMENT - TECHNICAL

PROJECT DESCRIPTION: **OHSE AGENT SERVICES – EAST LONDON STATION
FENCING**

END USER : **PRASA TECHNICAL RISK**

1. OBJECTIVE OF THE PROPOSED PROJECT

To ensure PRASA deliver a safe project by achieving the following:

- On time Construction Permit application as per Construction Regulations 2014.
- Heritage permit issued.
- Formulation of SHE specifications and monitoring thereof.
- Daily compliance with the Health, Safety Specification and Environmental Plan by means of expert advice;
- Regular audits and advise on corrective actions to be taken.
- Reporting and incident investigation of all Health, Safety incidents and Environmental impacts to various Departments and Institutions.
- Monitoring of OHSE until completion stage.



2. SCOPE OF WORK AND AREAS OF FOCUS

The OHSE Agent Services are required to oversee all SHE related activities until rehabilitation.

The breakdown of the scope per phase for this project is as follows:

Scope Phase	Scope Description	
	Safety/Health	Environment
Pre-Construction	Draw Baseline Risk Assessment and Review Safety Health and Environmental Plans Ensure risk control strategies and safe work procedures are developed	
	Prepare Occupational Health Safety Specifications	Terrestrial ecological studies to be done by Environmental Specialist/Scientist – registered with SACNASP (South African Council for Natural Scientific Professions)
	Application for construction Permit to the Department of Labour. Review Safety Files as per Safety file guidelines Ensure section 37.2 of construction regulations is adhered to.	Generate Environmental Management Plan (EMP) for duration of the project .
Construction	Induction and Training on SHE issues with regard to construction site	
	SHE Monthly Inspections & Monitoring • Ensure occurrence management and contingency plans are integrated with contractor SHE Plan • Generate EMP for duration of the project; and • Ensure compliance to EMP (Environmental Management Plan) • Conduct and monitor and review risk assessments • Approve method statements • Conduct incident investigations as and when incidents occur	



Scope Phase	Scope Description	
	Safety/Health	Environment
	Generate Safety Health and Environmental (SHE) statistics and submit monthly SHE report; and Ensure construction is in accordance with the Health and Safety specifications.	
	Conduct audits as per Construction Regulations Ensure legal compliance to NEMA, Construction Regulations 2014 and Occupational Health and Safety Act, No. 85 of 1993 as amended	
Rehabilitation	Ensure rehabilitation of project site is done.	
	Close out report	

a. Details On The Preferred Solution

Occupational Health, Safety and Environmental (OHSE) Services.

b. Scope of work for the Proposed Project

- i. Full time safety officer (PR registered) on site to ensure SHE compliance day to day
- ii. Draft site-specific Safety Health and Environmental Specification.
- iii. Construction Permit application on behalf of PRASA
- iv. Apply for Heritage approval
- v. Draft and Review Risk Registers as an when required
- vi. Ensure that the agreement in terms of Section 37.2 of the OHS Act is done
- vii. Assess the contractors Health and Safety Plan, which would be prepared based on the Health and Safety Specification. Ensure that the said Health and Safety Plan complies with the specification, and addresses all the identified and likely hazards that could be encountered while performing the work, and has included safe work procedures (method statements) to mitigate, reduce or control the hazards identified.
- viii. Should the Plan not comply fully, the Agent will be required to direct the contractor to make the necessary changes so that the approved Health and Safety Plan is compliant to the specification and other legislative requirements.



- ix. Ensure that the Health and Safety Plan and all the other required record documents (e.g. Appointments, Inspection, Compliance Certificates, “as built” documents, etc.) are kept in the Contractor’s SHE File on site.
- x. Conduct inductions as and when required
- xi. Ensure that the said EMP complies with the specification, has addressed all the identified and likely hazards that would be encountered while performing the work, and has included safe work procedures (method statements) to mitigate, reduce or control the hazards identified.
- xii. Occupations and permit management, including adherence of high voltage and lock-out procedures.
- xiii. OHSE Agent together with the PRASA team will scrutinize the construction process flow or program to ensure that interface is identified and that procedures are in place that will provide safe railway operations in accordance with SANS 3000.
- xiv. Ensure care is taken not to interfere or damage any services within the immediate environment.
- xv. Audit the Contractors work on a monthly basis to ensure compliance to the agreed (Occupational Health, Safety and Environmental (SHE) Plan, and that any sub-contractors also comply with the agreed plan. Furthermore, stop the Principal Contractor and or its sub-contractor(s) should they not comply with the agreed safe working procedure.
- xvi. Attend project meetings and produce report for each meeting.
- xvii. Ensure all sub-contractor’s SHE Files are approved as per PRASA SHE File Guidelines.
- xviii. Ensure that the Principal Contractor has corrected the defects reported in the Client’s monthly inspection audit.
- xix. Ensure that, should any changes be brought about to the design or construction, sufficient SHE information is available to the Principal Contractor to execute work. (method statements to be approved.
- xx. Ensure that the contractors comply with the Construction Regulations of 2014, Occupational Health and Safety Act 85 of 1993, NEMA 107 of 1998 and its Regulations and Heritage Act 25 of 1999.
- xxi. Take reasonable steps to ensure co-operation between all contractors appointed by the Principal Contractor to enable each of the contractors comply with SHE



Specification, Environmental Management Plan (EMP), Construction Regulation, NEMA and all its Regulations.

- xxii. Where a client requires additional work to be performed as a result of a design change or an error in construction due to the actions of the client, the OHSE Agent must ensure that sufficient safety information is available to execute the required work safely (task risk assessment).
- xxiii. Where a fatality or permanent disabling injury occurs on a construction site, the OHSE Agent must ensure compliance to Section 24 of the OHS Act, in accordance with Regulations 8 and 9 of the General Administrative Regulations, 2013. Furthermore, OHSE Agent must compile an incident report that includes the measures that the contractor must implement to ensure a safe construction site as far as is reasonably practicable.
- xxiv. The Agent shall be familiar with the restrictions to access and other matters as stated but not restricted to the SPK 7/1 (Specification for Works on, Over, Under or Adjacent to Railway Lines and near High Voltage Equipment) and E4E [Safety Arrangements and Procedural Compliance with the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and Applicable Regulations.
- xxv. The Agent shall ensure that the Principal Contractor complies with all contract and legislation issues, especially the OHS Act 85 of 1993, Construction Regulation 2014 and NEMA 107 of 1998 and its Regulations.
- xxvi. The Agent shall coordinate all SHE interactions between the Contractors and the Technical and Operating Departments of Metrorail for the entire duration of the work, occupations and be responsible for ensuring safe execution of construction work, by co approving the method statements.
- xxvii. Track expiry of site access and ensure application for site access renewal is done in advance
- xxviii. Evaluate the Principal Contractor's consolidated SHE File before handover to PRASA.
- xxix. Ensure the entire construction site – i.e. campsite, laydown areas, adjacent areas, etc. are cleared and rehabilitated.
- xxx. Submit Close Out Report at the end of the project.

c. Other related projects in the vicinity

Depot Upgrade.



3. TECHNICAL SPECIFICATIONS RELATED TO THIS PROJECT

3.1 TECHNICAL STAFF REQUIREMENTS

The appointed OHSE Company/organisation will be required to provide qualified and experienced professional staff with the following key professional expertise:

- a. Construction Health and Safety Agent (PrCHSA) - SACPCMP
- b. Construction Health and Safety Officer (CHSO) - SACPCMP

Details of the minimum qualifications for the professional staff listed above are outlined below.

3.1.1 CONSTRUCTION HEALTH AND SAFETY AGENT (PrCHSA)

The desired minimum qualifications for the Agent are as outlined below:

- National Diploma/B Tech in Safety Management,
- 4years or more post-graduation related experience as an Agent
- South African Council for the Project and Construction Management Professions (SACPCMP) Registration

3.1.2 CONSTRUCTION HEALTH AND SAFETY OFFICER (CHSO)

The desired minimum qualifications for the Construction Health and Safety Manager are as outlined below:

- National Higher Diploma in Safety Management,
- 3years or more Post-Graduation related experience as a Construction Safety Officer
- Registration with SACPCMP

4. TIME FRAMES / PROGRAMS

The planned duration for this project is expected to last for a period of **Seven (7) months**.

5. Bill of Quantities

Attached Annexure A



6. REQUIREMENTS

- a. Supply us with your company's CV (inclusive of all key personnel) as per item 3 above.
- b. Supply us with certified copies of qualification and registration as per item 3 above.
- c. Supply us with referral letters of your completed works as per below table.

NB: Please ensure you supply separate teams if you are tendering for more than one project

Suppliers must state particulars of the works successfully carried out

CLIENT	TEL. NUMBER	NATURE OF WORKS	VALUE OF OHSE WORKS FOR WHICH SUPPLIER WAS DIRECTLY RESPONSIBLE	CONTRACT/ PROJECT PERIOD

Table 6.1



7. EVALUATION MATRIX : Technical requirements

	Yes	No	Comments by PRASA OFFICE
1. Company CV			
2. Employees CV			
3. Employees qualification and registration (certified and valid)			
3.1 -PrCHA (SACPCMP) registration numbers to be verified online by PRASA			
3.2 CHSO (SACPCMP) registration numbers to be verified online by PRASA			
4. Letter of award as per table 6.1 above on the client's letter head (min 2 letters)			
5. Letter confirming completion of the project as per table 6.1 or referral letter – min 2 letters)			
6. Project plan highlighting milestones and timeframes for the duration of the project			

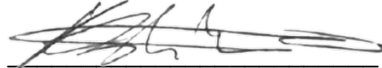


RECOMMENDATION AND APPROVAL REQUEST FOR QUOTATION FOR APPOINTMENT OF AN OHSE AGENT FOR EAST LONDON STATION FENCING PROJECT.

RFQ COMPILED BY:

Signature	:		<u>29 September 2021</u>
Name	:	Hermina Monama	Date
Designation	:	Acting Senior Manager Risk	

RFQ SUPPORTED BY:

Signature	:		<u>29 Sep. 2021</u>
Name	:	Khuliso Tshiongo	Date
Designation	:	Project Manager	