



TSHWANE AUTOMOTIVE SPECIAL ECONOMIC ZONE

AFRICA'S FIRST AUTOMOTIVE CITY

Health, Safety and Environmental Specification for General Electrical Maintenance at TASEZ

Document Type	Specification
Area of Applicability:	TASEZ (Pty) Ltd
Functional Area:	Zone Operations Division
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Next Review Date:	As an when changes are made to the Service Provider's Scope of Work
Disclosure	Controlled Disclosure

Official Approval

It is hereby certified that:

- The Specification was developed by the SHE Manager under the guidance of the Facilities Manager.
- The Specification will be reviewed as required and updated as necessary, to ensure continuous improvement.
- The implementation of this Specification will be subjected internal audits as part of the monitoring process.

Originator:



Patricia Mandleni:

Health & Safety Manager: Corporate
Services Division

Date: 2023 July 27

Approval:



Mokgadi Donatus:

Facilities Manager: Zone Operations
Division

Date: 2023 July 27

Document History

Table 1: Document History

Date	Rev. No.	Originator	Status or Reason for Change
Upon appointment of service Provider	00	Patricia Mandleni	New Document

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1. Scope

This health, safety and environmental specification has been developed based on the baseline risk assessment in respect of the services that will be provided by a service provider for the Health, Safety and Environmental Specification for General Electrical Maintenance at TASEZ.

. The scope of the of this specification covered the following:

- 1.1 provides the overarching framework within which the Service provider is required to demonstrate compliance with requirements of the:
 - 1.1.1 Occupational Health and Safety Act, 1993 and the regulations promulgated therein.
 - 1.1.2 National Environmental Management Act, 2008
- 1.2 establishes the way the Service Provider is to manage the risk of health, safety and environmental incidents in the execution of the contract.

2. Definitions

Below are TASEZ definitions of terms. Other terms and definitions will be defined in other organisational documents as applicable.

- 3.1. Act: The Occupational Health and Safety Act, 1993 (Act No. 85 of 1993).
- 3.2. Competent person: Any person having the knowledge, training and experience specific to the work or task being performed.
- 3.3. Ergonomics: The application of scientific information concerning humans to the design of objects, systems and the environment for human use in order to optimise human well-being and overall system performance.
- 3.4. Environment: Means the surroundings within which humans exist and that are made up of:
 - 3.4.1. the land. Water and atmosphere of the earth:
 - 3.4.2. micro-organisms, plant and animal life:

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- 3.4.3. any part or combination of (i) and (ii) and the interrelationships among and between them: and the physical, Chemical, aesthetic and cultural properties and conditions of the foregoing that influence human health and well-being:
- 3.5. Hazard: A source of or exposure to danger.
- 3.6. Hazard identification: The identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed.
- 3.7. Safety Health Environmental Plan: A documented plan which addresses hazards identified and includes safe work procedures to mitigate, reduce or control the hazards identified.
- 3.8. Healthy: Free from illness or injury attributable to occupational causes Occupational Health and Safety Specification for Construction Works Contracts.
- 3.9. Incident: Means an unexpected sudden occurrence including a major emission, fire or explosion leading to serious danger to the public or potentially serious pollution of or detriment to the environment whether immediate or delayed.
- 3.10. Inspector: A person designated as such under section 28 the Act.
- 3.11. Major incident: An occurrence of catastrophic proportions, resulting from the use of plant or machinery, or from activities at a workplace.
- 3.12. Pollution: Any change in the environment caused by:
- 3.12.1. Substances;
 - 3.12.2. Radioactive or other waves;

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- 3.12.3. Noise, odours, dust or heat emitted from any activity, including the storage or treatment of waste or substances, construction and the provision of services, whether engaged in by any person or an organ of state, where that change has an adverse effect on human health or well-being or on the composition, resilience and productivity of natural or managed ecosystems, or on materials useful to people, or will have such an effect in the future.
- 3.13. Reasonably Practicable: practicable having regard to:
- 3.13.1. The severity and scope of the hazard or risk concerned
 - 3.13.2. The state of knowledge reasonably available concerning that hazard or risk and of any means of removing or mitigating that hazard or risk
 - 3.13.3. The availability and suitability of means to remove or mitigate that hazard or risk
 - 3.13.4. The cost of removing or mitigating that hazard or risk in relation to the benefits deriving therefrom.
- 3.14. Risk: The probability that injury or damage will occur
- 3.15. Safe: Free from any hazard
- 3.16. Substance: Any solid, liquid, vapour, gas or aerosol, or combination thereof
- 3.17. Suitable: Capable of fulfilling or having fulfilled the intended function or fit for its intended purpose
- 3.18. Workplace: Any premises or place where a person performs work in the course of his employment

3. Abbreviations

- 3.1. **ECO:** Environmental Control Officer or TASEZ designated person responsible for environmental management at TASEZ.
- 3.2. **EMP:** Environmental Management Programme
- 3.3. **HIRA:** Hazard Identification and Risk Assessment
- 3.4. **MSDS:** Material Safety Data Sheet

3.5. **SANS:** South African National Standard

3.6. **SHE:** Safety, Health and Environment

4. Administration

The service provider shall be responsible developing a Health, Safety and Environmental Plan based on this specification. The service provider shall demonstrate compliance with the following requirements:

4.1. Occupational Health and Safety Act, 1993

4.2. Competence of persons carrying out all the maintenance activities on the electrical installations as described in the bid specification.

5. Communication and Participation of Workers

The service provider shall convene health and safety meetings whenever more than two health and safety representatives have been appointed for the site. These meetings shall be attended by all health and safety representatives and persons nominated by the Contractor. Such meetings shall be convened at least once every month to:

5.1. make recommendations to the Service provider regarding any matter affecting the health or safety of persons on the site; and

5.2. discuss any incident on the site in which or in consequence of which any person was injured, became ill or died.

5.3. The service providers shall consult with the health and safety committee on the development, monitoring and review of the risk assessment.

5.4. The service providers shall ensure that minutes of the health and safety committee meetings are kept.

6. Creating and maintaining a Safe and Healthy Work Environment

6.1. General

The service providers shall with respect to the site and the works that are contemplated:

6.1.1. cause a preliminary hazard identification to be performed by a competent person before commencing any physical activity;

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- 6.1.2. evaluate the risks associated with such work constituting a hazard to the health and safety of such employees and the steps that need to be taken to comply with the Act; and
 - 6.1.3. as far as is reasonably practicable, prevent the exposure of such employees to the hazards concerned or, where prevention is not reasonably practicable, minimize such exposure.
 - 6.1.4. Ensure that no structure or part of a structure is loaded in a manner which would render it unsafe.

6.2. Registration with the compensation fund

The service provider shall be registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993);

6.3. Medical Fitness

The service provider must ensure that all his or her employees have a valid medical certificate of fitness specific to the work to be performed and issued by an occupational health practitioner.

6.4. Risk assessment

The Service provider shall before the commencement of any work on site and when carrying out any activities, cause a risk assessment to be performed by a competent person appointed in writing. Such an assessment shall as a minimum:

- 6.4.1. identify the risks and hazards to which persons may be exposed to;
- 6.4.2. analyse and evaluate the identified risks and hazards;
- 6.4.3. document a plan of safe work procedures, including the use of any personal protective equipment or clothing and the undertaking of periodic "toolbox talks" or inductions before undertaking hazardous work, to mitigate, reduce or control the risks and hazards that have been identified;
- 6.4.4. provide a monitoring and review plan.

6.5. SHE Plans

The Service provider shall prior to commencing the works to which this specification applies, submit to TASEZ for approval a suitable and sufficiently documented SHE Plan, based on this specification and the risk assessment that is conducted. The SHE Plan shall as a minimum provide the information:

- 6.5.1. In respect of each of the hazards or aspect associated with work falling within the scope of the contract, provide information as contained in Table 1;

Table 1: Example of the format for a health and safety plan

What are the hazards/aspects relating to the task	What are the risks?	Who or what can be harmed and how?	What are the safe work procedures?	What further actions are necessary to control the risk?	Action by whom	Action when?

- 6.5.2. Outline of the manner in which the Service provider intends complying with the requirements of this specification.
- 6.5.3. The Service providers shall discuss the submitted SHE Plan with TASEZ's SHE Manager, modify such plan in the light of the discussions and resubmit the modified plan for approval.
- 6.5.4. The Service provider shall apply the approved SHE Plan from the date of its commencement and for the duration of the works to which this specification applies.
- 6.5.5. The Service provider shall be subjected periodic audits for compliance with the approved SHE Plan at intervals agreed upon with the SHE Manager, but at least once every month.
- 6.5.6. The Service provider shall update the SHE Plan whenever changes to the works are brought about.

6.6. Personal Protective Equipment and Clothing

The Service provider shall ensure that:

- 6.6.1. all workers are issued with the necessary personal protective clothing;
- 6.6.2. all workers are identifiable at all times by having the company for which they work for printed on the back or front of their overalls; and
- 6.6.3. clear procedures are in place for the replacement of lost, stolen, worn or damage personal protective clothing.

6.7. Management of Subcontractors

The Service provider may only subcontract work in terms of a written subcontract and shall only appoint a subcontractor should he be reasonably satisfied that such a subcontractor has the necessary competencies and resources to safely perform the work falling within the scope of the contract. Such a subcontract shall require that the subcontractor to:

- 6.7.1. Co-operate with the subcontractors far as is necessary to enable both the Service provider and sub-service provider to comply with the provisions of the Act;
- 6.7.2. As far as is reasonably practicable, promptly provide the subcontractor with any information which might affect the health and safety of any person at work carrying out work or any person who might be affected by the work of such a person at work or which might justify a review of the SHE Plan;
- 6.7.3. The Service provider shall provide any sub-service provider who is submitting a tender or appointed to perform a sub-contract falling within the scope of the contract, with the relevant sections of this specification and any work specific information which might be pertinent to the sub-contract;
- 6.7.4. The Service provider shall take reasonable steps as are necessary to ensure:
 - 6.7.4.1. co-operation between all subcontractor to enable each of those subservice providers to comply with

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- the requirements of the Act and associated regulations; and
- 6.7.4.2. that each sub-contractor's health and safety plan is implemented.
- 6.7.5. The Service provider shall conduct periodic audits for compliance with the approved SHE Plan of each and every sub-service provider working on the site at intervals agreed upon with such subcontractors, but at least once per month.
- 6.7.6. The Service providers shall stop any subcontractor from executing construction work which is not in accordance with the Contractor's or subcontractor's SHE Plan for the site or which poses a threat to the health and safety of persons.
- 6.7.7. The Service provider shall ensure that where changes to the works occur, sufficient health and safety information and appropriate resources are made available to subcontractor to execute the work safely.
- 6.7.8. The Service provider shall ensure that:
- 6.7.8.1. every subcontractor registered and in good standing with the compensation fund or with a licensed compensation insurer prior to work commencing on site;
- 6.7.8.2. potential subcontractors submitting tenders have made provision for the cost of health and safety measures during the construction process; and
- 6.7.8.3. every subcontractor has in place a documented health and safety plan prior to commencing any work on site which falls within the scope of the contract.
- 6.7.9. The service providers shall receive, discuss and approve health and safety plans submitted by subcontractors.
- 6.7.10. The service provider shall ensure that all subcontractors are informed regarding any hazard as stipulated in the risk assessment before any work commences, and thereafter at such times as may be determined in the risk assessment.
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- 6.7.11. The service provider shall reasonably satisfy himself that all employees of subcontractors are informed, instructed and trained by a competent person regarding any hazard and the related work procedures before any work commences, and thereafter at such times as may be determined in the risk assessment.
 - 6.7.12. The Service providers shall satisfy himself that ensure that all subcontractor employees deployed in the site are:
 - 6.7.12.1. informed, instructed and trained by a competent person regarding any hazard and the related work procedures before any work commences, and thereafter at such times as may be determined in the risk assessment; and
 - 6.7.12.2. issued with proof of health and safety induction training issued by a competent person and carry proof such induction when working on site.

7. First Aid, Emergency Equipment and Procedures

- 7.1. The Service provider shall where more than five employees are employed at a workplace, provide a first aid box or boxes at or near the workplace which shall be available and accessible for the treatment of injured persons at that workplace. Such first aid boxes shall contain suitable first aid equipment.
- 7.2. The Service provider shall ensure that where there are more than 10 employees employed on the site that for every group of up to 50 employees at that workplace, at least one person is readily available during normal working hours, who is in possession of a valid certificate of competency in first aid.

8. Management of Change

- 8.1. The service provider shall not make any changes to the approved SHE Plan without consulting TASEZ.
- 8.2. Where changes are brought about to the scope of the work, TASEZ will make available sufficient health and safety information and appropriate resources to the service provider to execute the work safely.

9. Environmental Management

The service provider shall comply with the site's Environmental Management Programme which shall be provided to the service provider upon appointment.

10. SHE File Implementation and Maintenance

The Contractor's Health and Safety Policy must be signed by the Chief Executive Officer and should outline the Contractor's objectives and how they will be achieved and implemented:

- 10.1. The Service provider shall submit an organogram, prior to commencement of the work, outlining the Health and Safety Site Team that will be assigned to the project. The organogram shall be updated, when there is a change in the site team.
- 10.2. Copies of certificates of registered personnel responsible for critical operations must be attached in the SHE File;
- 10.3. Proof of all Sub-Contractor's induction training whenever it is conducted;
- 10.4. Copies of the minutes of the Sub-Contractor's health and safety meeting;
- 10.5. Copies of each of the Subcontractor' SHE Policy, signed by the Chief Executive Officer, which outlines the Contractor's objectives and how they will be achieved and implemented;
- 10.6. The SHE Plans of all the Subcontractor;
- 10.7. A comprehensive and updated list of all the Subcontractor employed on site by the Contractor, indicating the type of work being performed by such Subcontractor;
- 10.8. The outcomes of the monthly audits for compliance with the approved SHE Plans of each and every Sub-Service provider working on the site;
- 10.9. Any report made to an Inspector by the health and safety committee;
- 10.10. The minutes of all health and safety meetings and any recommendations made to the Service provider by the health and safety committee;
- 10.11. The findings of all audit reports made regarding the implementation of the Contractor's or a Sub-Contractor's SHE Plan;
- 10.12. Details of induction training conducted whenever it is conducted including the list of attendees;

10.13. The Service provider shall hand over the SHE File to the SHE Manager upon completion of the contract and if relevant, a certificate of compliance accompanied by a test report for the electrical installation in accordance with the provisions of the Electrical Installation Regulations.

Note:

The service provider must complete **Annexure B** SHE Plan Checklist with the SHE File.

11. Approval of the SHE Plan

- 11.1. The Contractor's SHE Plan will be subject to approval by TASEZ, or amendment, if necessary, before commencement of work. The Service provider will not be allowed to commence work, or his work will be suspended if he had already commenced work, before he has obtained TASEZ's written approval of his SHE Plan.
- 11.2. Time lost due to delayed commencement or suspension of the work as a result of the Contractor's failure to obtain approval for his SHE Plan, shall not be used as a reason to claim for extension of time or standing time and related costs.
- 11.3. The Service provider shall demonstrate that he has made provision for the cost of compliance with the specified health and safety requirements, the Act and its Regulations.

Note:

The Service provider shall consistently demonstrate his competence and adequacy of resources to perform the duties imposed on the Service provider in terms of this Specification, the Act and the Construction Regulations.

12. Mandatory agreement in term of Section 37(2) of the Act

- 12.1. The annexures to the Contract Document contain a "Mandatory Form of Authority and Agreement in terms of Section 37(2) of the Occupational Health and Safety Act, No. 85 of 1993" which agreement shall be entered into and duly signed by both the Employer and Service provider prior to commencement with work. A copy of the signed agreement shall be included in the Contractor's SHE Plan.

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- 12.2. Any acceptance, approval, check, certificate, consent, examination, inspection, instruction, notice, observation, proposal, request, test or similar act by either the Employer, any of his agents or the Engineer (including absence of disapproval) shall not relieve the Service provider from any responsibility he has under the Contract, the Act and the Construction Regulations, including responsibility for errors, omissions, discrepancies and non-compliances.

13. Incident Management

- 13.1. The Service provider shall report any health, safety and environmental incident in accordance with section 24 of the Act and section 30(3) of the NEMA to the applicable authorities and shall report the occurrence of such an incident to TASEZ as soon as reasonably practicable.

13.1.1. The Service provider and Sub-Service provider shall investigate all accidents / incidents where employees and non- employees were injured to the extent that he / she / they had to be referred for medical treatment by a doctor, hospital or clinic and results recorded on file.

13.1.2. The Service provider and Subcontractor shall investigate all incidents including unsafe acts/conditions as described in Section 24 (1) (b) & (c) of the Act and keep a record of the results of such investigations including the steps taken to prevent similar incidents in future.

13.1.3. TASEZ reserves the right to hold its own Investigation into any incident or call for an independent external investigation.

14. Inspections, Formal Enquires and Incidents

The Service provider shall inform the relevant safety representative:

- 14.1. beforehand of inspections, investigations or formal inquiries of which he has been notified by an inspector; and
- 14.2. as soon as reasonably practicable of the occurrence of an incident on the site.
- 14.3. The Service provider shall record all incidents and notify the Employer's Health and Safety Agent of any incident, except in the case of a traffic

accident on a public road, as soon as possible after it has occurred and report such incidence to an inspector.

- 14.4. The Service provider shall investigate all incidents and issue the Employer's Health and Safety Agent with copies of such investigations.

15. Public Safety

- 15.1. The Service provider and subcontractor shall be responsible for ensuring that non-employees affected by his/her activities are made aware of the dangers likely to arise from said activities as well as the precautionary measures to be observed to avoid or minimize these dangers.
- 15.2. Appropriate signage shall be posted to this effect and all employees on site shall be instructed on ensuring that non-employees are always protected.
- 15.3. All non-employees entering the site shall receive induction into the hazards and risks and the control measures for these.

16. Service Provider Audits

- 16.1. and appropriate resources to the service provider to execute the work safely.

17. Record Keeping

- 17.1. The Service provider shall keep and maintain SHE records to demonstrate compliance with this SHE Specification and the Act on site and shall make all documents available for inspection by TASEZ, or the Department of Labour's Inspectors.

ANNEXURE A

SHE Inspection Checklist for Approval of Contractor SHE Plan

Name of Contractor	
Type of Business	
Scope of Work	
Applicable Legal Requirements	
Subcontractors performing work	
High-level Method Statement	
Contact Persons	

SHE Inspection Checklist for Approval of Contractor SHE Plan

Name of Contractor	
Type of Business	
Scope of Work	
Applicable Legal Requirements	
Subcontractors performing work	
High-level Method Statement	
Contact Persons	

No.	Requirement	Yes	No	N/A	Comments
1	Letter of Good standing				
2	Proof of UIF				
3	SARS Tax Clearance				
4	Public liability (Business insurance with insurance cover)				
5	Contractor Management (Sub-contractor)				
6	Notification of Construction to Department of Labour				
7	Section 37(2) agreement				
8	Contractor sub-contractor/ appointment				

No.	Requirement	Yes	No	N/A	Comments
9	Organogram- Site specific (Roles & Responsibilities, Competencies, Address, contact details telephone number / cell number / e-mail address).				
10	Name list of all employees of contractor and copy of their Identification Documents				
11	Medical records				
12	Competencies, CV, Certification of employees (validate training records)				
13	EHS Training records				
14	Vehicle Insurance and Driver's Licenses(type)				
15	Contractor EHS policy statement (Signed by 16.1)- Communication				
16	Drug and alcohol policy				
17	Scope of work, Health and safety plan				
18	Project Baseline Risk Assessment (communicated, approved)				
19	Task Specific Risk Assessment Template				
20	Method statement (Reviewed and Approved by Contractor Liaison and Contractor)				
21	Safe Operating Procedures and Communication				
22	Toolbox topics (aligned with the scope of work, permit and Risk Assessment)				
24	EHS Incident reporting procedure				
25	Incident Statistics and man hours (Past 1 year)				
26	Waste Management plan/procedure				
27	Chemical management procedure (SDS, register, training)				
28	Fall protection plan/procedure (statutory inspections)				
29	Emergency preparedness (List of emergency contacts)- align with site specific contact details				
30	Equipment maintenance logs (3rd party if hired, training required)				
31?	Legal inspection registers /all checklists				
	30.1. Portable electrical register				
	30.2 Portable electrical inspection check sheet				
	30.3 PPE Issue register				
	30.4 PPE Inspection Check sheet				
	30.5 Safety harness register				
	30.6 Safety harness inspection register				
	30.7 Hand tools register				
	30.8 Hand tool inspection check sheet				
	30.9 Vehicle inspection Check sheet				
	30.10 Fire fighter inspection Check sheet				
	30.11 First aid inspection check sheet				
	30.12 Step ladder inspection check sheet				
	30.13 Scaffolding inspection check sheet				
	30.14 Stacking and storage inspection check sheet				
31	Legal Appointments				
	31.1 OHS Act Section 16 (1) Appointment				
	31.2 OHS Act Section 16 (2) Assistant to Chief Executive appointment				

No.	Requirement	Yes	No	N/A	Comments
	31.3 CR 8(5) Construction Health and Safety Officer (SACPCMP registered)				
	31.4 CR 8(1) Construction Manager or 8(7) Construction Supervisor Construction				
	31.5 CR 16(1) Scaffold Erector & Supervisor				
	31.6 HCSR 3(3) Hazardous Chemical Substances Co-coordinator (Chemical Handler)				
	31.7 GAR 9(2) Incident Investigator				
	31.8 CR 28(a) Stacking and storage Supervisor				
	31.9 GSR 3 (4) First Aider Appointment				
	31.10 CR 9(1) Person to Perform Risk Assessments (Risk assessor)				
	31.11 Ladder inspector appointment				
	31.12 CR 23(1)(k) Construction Vehicle and mobile plant Operator or Driver				
	31.13 CR 10(1)(a) Competent Person to Prepare a Fall Protection Plan (Fall protection planner)				
	31.14 CR 29(h) Fire equipment inspector				
	31.15 EMR 10 Portable Electrical Equipment Inspector				
	31.16 DMR 18(5) & 18(6) - Lifting Machinery Inspector				
	31.17 DMR 18(11) - Lifting Machinery Operator				
	31.18 OHS Act, Section 17 – Health and Safety Representative				
	31.19 CR 13 (1)(a) Excavation Supervisor				

SHE PLAN APPROVAL

Approved: YES / NO

Checked by		Signature		Date	2023/08/31
Approved by		Signature		Date	2023/08/31