

# **AMENDED CONSTRUCTION HEALTH AND SAFETY BASELINE SPECIFICATION**



# TABLE OF CONTENTS

- 1. INTRODUCTION**
- 2. REFERENCES**
- 3. AMENDED CONSTRUCTION HEALTH AND SAFETY BASELINE SPECIFICATION**
- 4. RISK ASSESSMENT**
  - 4.1. HIRA Methodology
- 5. ENGINEERING CONTROLS**
  - 5.1. Ventilation
  - 5.2. Physical Barriers
  - 5.3. Adaption of workstations to increase social distancing
- 6. ADMINISTRATIVE CONTROLS**
  - 6.1. Screening
  - 6.2. Communication and information strategies
  - 6.3. Role of health and safety committees
  - 6.4. Security & Access Controls
  - 6.5. Induction
  - 6.6. Employee Medicals
  - 6.7. Education & Training Program
  - 6.8. Facilities
  - 6.9. Reporting of incidents for regulatory purposes
  - 6.10. Medical Surveillance (Tracing, Screening & Testing)
- 7. HEALTH AND SAFE WORK PRACTICES**
  - 7.1. Waste Disposal
- 8. PPE**
- 9. PROVISION OF SAFE TRANSPORT FOR EMPLOYEES**
  - 9.1 Transportation of Safe Transport for Employees
  - 9.2 Travelling to and from Construction sites
- 10. GENERAL**
- 11. ACCEPTANCE**
- 12. COVID-19 START UP CONSTRUCTION CHECKLIST**
  - 12.1 *Annexure A – Construction Checklist*

## **1. INTRODUCTION**

Empowered by section 27(2) of the Disaster Management Act 57 of 2002, (DMA), President Ramaphosa declared a national state of disaster. The declaration of a national disaster meant that the government determined the medical emergency (international pandemic) posed by the COVID-19 virus, precipitated special circumstances beyond what is provided for in existing legislation in order to prevent the threat of the virus to the healthcare system, the economy and the people of South Africa.

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for all employers to plan and ensure preparedness for COVID-19.

The Development Bank of Southern Africa, (DBSA) needs to ensure that everything reasonable practicable is being done at all construction projects to protect the employees, stakeholders, service providers, contractors and the community which could be negatively impacted by the Construction activities so as to minimise the spread of any infectious disease such as the Coronavirus COVID-19.

The Professional Service providers, Service Provider and contractors shall be responsible for the Health & Safety on all construction/maintenance and health and safety requirements of any activities may not be compromised during this time. If any activity cannot be undertaken in a health and safety manner due to lack of suitable qualified personnel being available or social distancing being implemented, the activity should not commence.

## **2. REFERENCES**

The Department of Employment and Labour has appealed to employers to use the prescriptions of the Occupational Health and Safety Act, Act 85 of 1993 in particular the Hazardous Biological Agents Regulations governing workplaces in relation to Coronavirus Disease 2019 cause by the SARS-CoV-2 and the COVID-19 Consolidated Directions on Occupational Health and Safety in Certain work places

The OHS Act read with the Hazardous Biological Agents Regulations requires the employer to provide and maintain as far as is reasonably practicable a working environment that is safe and without risks to the health of employees.

Section 8(2)(b) requires steps such as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard before resorting to personal protective equipment (PPE). However, in the case of COVID19, a combination of controls is required, although the main principle is to follow the hierarchy of controls.

Section 14 of the Occupational Health and Safety, (OHS) Act obliges employees to take reasonable care for health and safety of him- or herself and others who may be affected by their acts or omissions. This obliges employees to comply with any duty or requirement imposed by the employer or any other person by OHS Act to co-operate with the employer or person to enable that duty or requirement to be performed or complied with. Employees are also required by OHS Act to carry out lawful orders and obey the health and safety rules and procedures laid down by is employer or by anyone authorized by his employer in the interest of health and safety.

However, before the implementation of control measures, current risk assessments need to be reviewed and updated, considering the new hazards posed by exposure to COVID-19 in the workplace. This is in accordance with all above mentioned references.

### **3. AMENDED CONSTRUCTION HEALTH AND SAFETY BASELINE SPECIFICATION**

The Amended Health and Safety Baseline specification document provides Professional service providers, stakeholders, Service Providers with guidelines to respond safety, effectively, and efficiently to the COVID-19 outbreak aligned to Government and other leading local authorities until Regulations are implemented.

### **4. RISK ASSESSMENT**

The Service Provider/Contractor significant health and safety requirements and aspects of the construction project must focus on the following Pre-Construction Start-up:

#### **4.1 HIRA Methodology**

The HIRA methodology is to provide specific focus on COVID-19 and adapt the measures required and taking into account the specific circumstances of the workplace.

The Service Provider must focus on the identification of different exposure level, high contact activities and identification of vulnerable workers e.g. immunocompromised employees and employees 60 years and above and special measures for their protection, including protection against unfair discrimination or victimization.

### **5. ENGINEERING CONTROLS**

#### **5.1. Adaption of workstations to increase social distancing**

The Service Provider must as far as practicable, minimize the number of workers on at the workplace at any given time through rotation, staggered working hours, shift systems, remove working arrangements or similar measures in order to achieve social distancing practice of work stations spaced at least 1.5 metres apart.

### **6. ADMINISTRATIVE CONTROLS**

#### **6.1. Screening**

Screening of all employees entering the Construction site is vital in ensuring that all the DBSA Construction site remains COVID-19 free. The Service Providers preventative control measures must include:

- Travel declaration questionnaire must be completed by all security personnel, professional teams, client teams, Service Provider employees and contractors before entering the site gate.
- Adequately train (directly or indirectly) identified employee/s to perform daily workplace COVID-19 symptom screening. The average normal body temperature is generally accepted as (37°C).
- Provide compulsory medical screening equipment example: No-contact Thermometers.
- Provide prescribed personal protective equipment (PPE) to those assigned to perform the screening. Face Shields and masks will be made available to screening personnel.

- All required items to operate safely must be available at the screening desk, these includes, hand sanitizers, pens for filling in registers and travel declaration questionnaire Should employees or visitors fail the questionnaire to be completed they should not be allowed to enter site.
- Any employee/team member displaying a temperature between 37.5°C and 37.9°C will be isolated and place either next to the Security Guardhouse or in his/her vehicle until second temperature testing is done.
- The employee/team member temperature will be taken again after 15 min. If the temperature has increased the person will be required to leave and go to the closest Clinic, access to site will be denied.
- If the employee/team member temperature has decreased to an acceptable/normal level, access will be granted.
- Any employee/team member with a temperature of 38°C or above will be denied access and will be required to leave immediately and be advised to visit a Doctor;
- All cases where persons were denied access a detailed register kept on site of the date, name of contractor, name of employee, contact number.
- Service Provider should keep record of all such screening, and should an employee show any positive symptoms related to COVID-19, then such an employee must be isolated from other employees, provided with gloves and mask, and the **Department of Health Hotline 0800 029 999** immediately contacted.

## 6.2. Communication and information Strategies

The Service Provider must provide workers with information that raises awareness in any form or manner, including where reasonably practicable leaflets and notices placed in conspicuous places in the workplace informing workers of the:

- dangers of the virus
- manner of its transmission
- the measures to prevent transmission such as personal hygiene
- social distancing
- use of masks
- cough etiquette
- where to go for screening or testing if presenting with the symptoms

### **6.3. Security & Access Controls**

Public access to any construction site is to be limited at all times, and non-essential visitors are not to be allowed entry. Service Provider must ensure access to site are managed at all times. The following aspects must be included in the Health and Safety plan:

- Introduce staggered start and finish times to reduce congestion.
- Monitor site access points to enable social distancing.
- Require all workers to wash and clean their hands before arriving at security control to sign in the register.

### **6.4. Induction**

The Service Provider must ensure induction to all security personnel, professional teams, client teams, Service Provider employees and contractors educating all on COVID-19 signs, symptoms, processes on site, social distancing before entering the site gate and a register must be provided to sign.

### **6.5. Employee Medicals**

Service Provider must ensure that all employees medical certificates of fitness are still valid. In a case where medicals expired, the Service Provider must provide a list of which employees, occupation and when they will be scheduled for medicals.

### **6.6. Facilities**

Service Provider must ensure that sanitizers must be one that has at least 70% alcohol content and is in accordance with the recommendations of the Department of Health. The Service Provider must ensure there are sufficient quantities of hand sanitizer based on the number of workers or other persons who access the workplace at the entrance of, and in, the workplace which the employees and other persons.

The Service Provider must ensure that there are:

- adequate facilities for the washing of hands with soap
- clean water available on site
- only paper towels are provided to dry hands after washing



- the use of fabric towelling is prohibited the workers are required to wash their hands and sanitize their hands regularly while at work
- the workers interacting with the public are instructed to sanitize their hands between each interaction with public
- surfaces that employees and teams come into contact with are routinely cleaned and disinfected.

Provision of such facilities for safekeeping to be accompanied with a procedure which includes:

- Employees should avoid bringing personal items to site.
- Food bought from home must be placed in an enclosed container, packet, and returned home for cleaning.
- Do not share any food or water.
- Training and awareness to address the importance of good hygiene practice.
- Apart from extra clean personal clothing no other personal belongings allowed on site accept if kept in area provided by the Service Provider or in the designated works area.
- Employees should also be required to stay on site once they have entered it and avoid using local shops.
- Consider increasing the number or size of facilities available on site if possible, especially depending on the amount of employees currently and taking into account the social distancing requirements of 1.5m
- The capacity of each rest area should be clearly identified at the entry to each facility, and where necessary attendants provided to supervise compliance with social distancing measures.
- Break times should be staggered to reduce congestion and contact at all times.
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.
- Frequently clean surfaces that are touched regularly.
- Hand cleaning facilities or hand sanitiser should be available at the entrance to any facility where people eat and should be used by employees when entering and leaving the area.
- All rubbish should be put straight in the bin and not left for someone else to



clear up.

- Tables should be cleaned between each use.
- Crockery, eating utensils, cups etc. should not be used unless they are disposable or are washed and dried between use.

Service Provider must ensure that social distancing measures are implemented through supervision in common areas.

### **6.7. Reporting of incidents for regulatory purposes**

If a worker has been diagnosed with COVID-19, the Service Provider must-

- Report it to the Department of Health, the Department of Employment and Labour and DBSA
- Investigate the cause including any control failure and review its risk assessment to ensure that the necessary controls and PPE requirements are in place; and
- It must give administrative support to any contact-tracing measures implemented by the Department of Health.

### **6.8. Medical Surveillance Programme**

Service Provider must ensure that all employees on site undergo routine medical examinations specific to the work to be performed taking into account the hazard and risk exposures. This is to address pre-employment examination, periodic examination as required, and exit examinations.

Where medical examinations are governed by legislation, the Service Provider to ensure that legislative requirements are complied with by all employees.

Service Provider must ensure that all the employees performing work on site are declared medically fit for the work they are to perform.

Copies of valid medical certificates of fitness to be available in the occupational health and safety file.

## **7. HEALTH AND SAFE WORK PRACTICES**

### **7.1. Deep Cleaning at Construction Sites**

The Service Provider must ensure that the construction site, particularly in communal areas such as security access control room, working areas, ablution facilities, welfare facilities, eating facilities, hand washing facilities and Construction vehicles or mobile plant

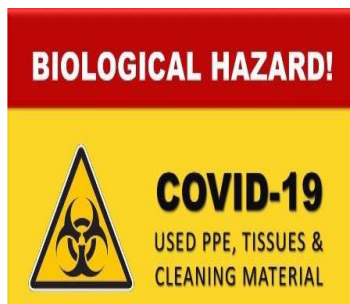
are disinfected and cleaned, regularly, in addition, this must include, all touch points such as taps, toilets flushers and seats, door handles and push plates, handrails and corridors, lift and hoist controls, machinery and equipment controls, eating area chairs, telephone equipment, keyboards, photocopiers and other office equipment.

Employees that are appointed to conduct deep cleaning must be trained on all the Health and Safety protocols, including the Handling of Hazardous Chemical Substances, the Material Safety Data sheet and must be provided with the correct PPE and supervision in accordance with Regulations for Hazardous Biological Agents 4 Information and Training.

## 7.2. Waste Disposal

Service Provider must ensure that all waste is disposed in the correct and required manner. All disposal masks and gloves are biological waste and must be disposed:

- Separate waste bins (must be labeled) for used PPE (gloves, masks) must be supplied by the Service Provider.
- Dust masks and Gloves to be disposed as hazardous waste.



- Waste must be disposed at a registered waste facility.
- Proof of waste disposal must be kept for record keeping.
- Employees handling waste must comply to the PPE requirements before handling such.

## 8. PPE

Service Provider must ensure that all accessing the Construction site will be required to sanitize or wash hands at the entry and exit point of the site. The Service Provider is responsible to issue the appropriate PPE as per the job description and according to HIRA critical task activities, with a minimum of two cloth masks which complies with the requirements set out in the Guidelines

issued by the Department of Trade, Industry and Competition. Before construction, the Service Provider must ensure that he has made arrangements for PPE to be available at site with construction start-up. The Service Provider must enforce that:

- No employees are allowed to share any of their PPE.
- PPE must be worn at all times on site.
- PPE such as face masks is required for all employees or member entering the site, the said masks are to be worn on site.
- Masks should fit properly, completely covering the face from bridge of nose to chin.
- Always clean hand before putting on or removing face masks.
- Only touch the cord or elastic at the back when removing the masks.
- Service Provider must ensure that a PPE procedure are implemented for the usage and the disposing (if applicable) of PPE.
- Service Provider must ensure that the employees are informed, instructed, trained how to use the mask correctly.

## **9. PROVISION OF SAFE TRANSPORT FOR EMPLOYEES**

### **9.1 Transportation of Employees**

Wherever possible Service Provider employees must travel to site alone making use of their own transport. If Service Provider employees have no option but to share transport the following must be adhered to:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time as per Government guidelines.
- Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- The vehicle should be cleaned regularly, using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.
- Hand cleaning facilities must be provided at entrances and exits.

## 9.2 Travelling to and from Construction site

Professional teams, Service Provider management and DBSA project team to minimize travelling to site. Work from home should be priority as far as reasonably practicable especially for office staff. Progress and Technical meetings must be scheduled through available technology platforms such as Microsoft teams, Zoom or Skype.

Professional teams travelling to sites by vehicle will be limited to 2 persons, if 1 person drives/operate the vehicle and another person need to be seated at the back. If the vehicle is a single cab, strictly only 1 person will be allowed in the vehicle. Bus services and e-hailing services shall not carry more than 50% of the licensed capacity and taxi services shall not carry more than 70% of the licensed capacity.

All Vehicles/public transport must be disinfected. Before entering public transport ensure to sanitize or wash your hands with soap, as soon as arrival on site ensure to wash your hands with soap or sanitize before entering the construction area.

## 10. GENERAL

Compliance to the OHS Act 85 of 1993 and its regulations should not be limited to this amendment made to the Health and Safety Baseline Specifications. The amendment must be read in concurrence with the existing Baseline Health and Safety Baseline Specifications, COVID-19 Consolidated Directions on Occupational Health and Safety in Certain work places and Section 27 (2) of the Disaster Management ACT, 2002 (ACT NO. 57 OF 2002).

In terms of the Government Notice, No R. 480 of 29 April 2020, the COVID-19 Ready Workplace Plan must be in place before the reopening of any project, it should also include the following information that must be submitted to the appointed Construction Health and Safety Agent, Health and Safety Consultants or the appointed DBSA SHEQ Specialist:

1. The planned date the construction site will open;
2. The hours it will be open
3. A timetable setting out the phased return of employees to enable appropriate measures to be taken to avoid and reduce the spread of the virus;

4. List of employees who can work from home, employees who are 60 years or older and those with comorbidities.
5. Proof of Appointment of a COVID-19 compliance officer responsible for the duties as outlined in regulation 16(6) of the said Notice.

Once construction has commenced the appointed Construction Health and Safety Agent, Health and Safety Consultant or the DBSA SHEQ Specialist will conduct a compliance audit to ensure compliance. Due to the Risk level of COVID-19 spreading in the communities, all non-compliant site will be stopped with immediate affect.

## 11. ACCEPTANCE

Hereby I confirm that I have read and understood and confirm my intention to comply with all the legal requirements set out under the OHS Act 85 of 1993 and its regulations, COVID-19 Consolidated Directions on Occupational Health and Safety in Certain work places, Section 27 (2) of the Disaster Management ACT, 2002 (ACT NO. 57 OF 2002) and this amendment to the Baseline Health and Safety Specification:

THUS AGREED TO AND SIGNED AT \_\_\_\_\_ on this the \_\_\_\_\_ day  
of \_\_\_\_\_ 2021, in the presence of the undersigned witness:

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness Name \_\_\_\_\_

Signature \_\_\_\_\_

**Signed on behalf of (Service Provider)**