



# Safety, Health, Environment and Quality Policy for Construction and Maintenance Programmes

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## APPROVAL SIGNATURE RECORD

APPROVALS	NAME	SIGNATURE	DATE
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## 1. POLICY REFERENCES

This Level 2 Policy makes reference to:

- DBSA Policy Framework;
- Occupational Health & Safety Policy;
- Supply Chain Management Policy;
- Infrastructure Delivery Framework;
- Construction and Maintenance Procedures; and
- DBSA Human Capital Policy.

## 2. DEFINITIONS AND ABBREVIATIONS

TERM	DESCRIPTION
"Client"	means any person for whom construction work is being performed;
"Construction agent"	means an "agent" as per the Constructions regulations which means a competent person who acts as a representative for a client; the agent contemplated must herein must manage the health and safety on a construction project for the client; and be registered with a statutory body approved by the Chief Inspector as qualified to perform the required functions, <i>i.e. the Construction Manager / Agent registered by the SACPCMP</i> ;
"Competent person"	means a person who—  (a) has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and is



familiar with the Act and with the applicable regulations made under the Act;

"Construction manager" means a competent person responsible for the management of the physical construction processes and the coordination, administration, and management of resources on a construction site;

"Construction site" means a work place where construction work is being performed;

"Construction supervisor" means a competent person responsible for supervising construction activities on a construction site;

"Construction work" means any work in connection with the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure; or the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system; or the moving of earth, clearing of land, the making of excavation, piling, or any similar civil engineering structure or type of work;

"Construction work permit" means a document issued in terms of regulation 3;

"Construction work" means any work in connection with the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure.

"Contractor" means an employer who performs construction work;

"DBSA" means the Development Bank of Southern Africa;

"Design" in relation to any structure, includes drawings, calculations, design details and specifications;

"Designer" means:

*(a) competent person who prepares a design; checks and approves a design; arranges for a person at work under his or her control to prepare a design, including an employee of that person where he or she is the employer; or designs temporary work, including its components;*

*(b) an architect or engineer contributing to, or having overall responsibility for a design;*

*(c) a building services engineer designing details for fixed plant; (d) a surveyor specifying articles or drawing up specifications; (e) a contractor carrying out design work as part of a design and building project; or (f) an interior designer, shop-fitter or landscape architect;*

**"fall protection plan"**

means a documented plan, which includes and provides for all risks relating to working from a fall risk position, considering the nature of work undertaken; the procedures and methods to be applied in order to eliminate the risk of falling; and a rescue plan and procedures;

**"fall risk"**

means any potential exposure to falling either from, off or into;

**"IDD"**

means Infrastructure Delivery Division;

**"IOD"**

means Injury on Duty;

**"health and safety file"**

means a file, or other record containing the information in writing required by these Regulations;

**"health and safety plan"**

means a site, activity, or project specific documented plan in accordance with the client's health and safety specification;

**"health and safety specification"**

means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work;

**"H&S"**

means Health and Safety;

"law"	is construed as any law including common law, statute, constitution, decree, judgment, treaty, regulation, directive, by-law, order or any other measure of any government, local government, statutory or regulatory body or court having the force of law; and
"NCR"	means a Non-conformance report to record findings and to make clear and concise definition of the problem so that management can initiate corrective action.
"SHEQ"	means Safety, Health, Environmental and Quality;
"Parties"	means DBSA and any Role Player and Party means, as the context requires, any one of them;
"Person"	is construed as a reference to any natural or juristic person, firm, company, corporation, government, state, agency or organ of a state, association, trust or partnership (whether or not having separate legal personality).
"Person day"	means one normal working shift of carrying out construction work by a person on a construction site;
"Principal contractor"	means an employer appointed by the client to perform construction work also referred to as PC;
"Provincial director"	means the provincial director as defined in regulation 1 of the General Administrative Regulations, 2003;
"PSP"	means Professional Service Provider.
"Safety Consultants"	are a person/company that has been trained and are knowledgeable about safety issues in a wide variety of work environments. The consultant's primary responsibility is to inspect workplaces to ensure they comply with state legislation;



"Structure"	means any building, steel or reinforced concrete structure (not being a building), railway line or siding, bridge, waterworks, reservoir, pipe or pipeline, cable, sewer, sewage works, fixed vessels, road, drainage works, earthworks, dam, wall, mast, tower, tower crane, bulk mixing plant, pylon, surface and underground tanks, earth retaining structure or any structure designed to preserve or alter any natural feature, and any other similar structure; any falsework, scaffold or other structure designed or used to provide support or means of access during construction work; or any fixed plant in respect of construction work which includes installation, commissioning, decommissioning or dismantling and where any construction work involves a risk of a person falling;
"SACPCMP"	means SA Council for Project and Construction Management Professions; statutory body approved by the Chief Inspector;
"The Act"	means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);
"16(1)"	means Chief Executive officer shall as far as is reasonably practicable, ensure that the duties of his employer, as contemplated in this Act, are properly discharged.
"16(2)"	means without derogating from his responsibility or liability in terms of subsection (1), a chief executive officer may assign any duty contemplated in the said subsection, to any person under his control, which person shall act subject to the control and directions of the Chief Executive officer.

### 3. INTRODUCTION

The Development Bank of Southern Africa complies with the Occupational Health and Safety Amendment Act, No. 181 of 1993, the Compensation for Occupational Injuries and Diseases Act No 130 of 1993 and all

relevant regulations. This policy focuses on the importance of the Construction Regulations of 2014 and the potential risks of non-compliance for the Development Bank of Southern Africa.

Occupational health and safety concerns are the direct accountability of the Chief Executive Officer as the 16.1 appointee in terms of the legislation and the responsibility of the 16.2 appointments within their areas of responsibility. In terms of the DBSA OHS Policy the Chief Executive Officer may delegate some of the responsibilities. The full roles and responsibilities for appointees 16.1 and 16.2 in terms of this policy are outlined under item 6 in this policy.

#### 4. SCOPE

This policy applies to all DBSA employees, both part time and full time employees as included in the employment contract not excluding Consultants, contractors and legal entities doing business on behalf of DBSA. This policy applies to all facilities, divisions, clusters and business units, at all locations of the DBSA.

The Infrastructure Delivery Division is responsible for the execution of infrastructure projects in different sectors for all three spheres of government, including Health Facilities, Roads, Industrial Parks, Education Facilities, and Energy. The IDD Construction and Maintenance Delivery Unit act as an Implementing Agent on behalf of these Clients, managing and executing infrastructure projects.

#### 5. OBJECTIVES

The overall objective of this policy is aligned to the DBSA OHS policy which ensures the protection of the health and safety of its employees at work. This SHEQ Policy therefore has been developed to:

- Ensure that there is compliance with legislation and DBSA policies to protect the health and safety of the DBSA staff, its stakeholders, the assets of the company, and the environment.
- Ensure service delivery and customer satisfaction while maintaining high standards of compliance within the agreed to deadlines.

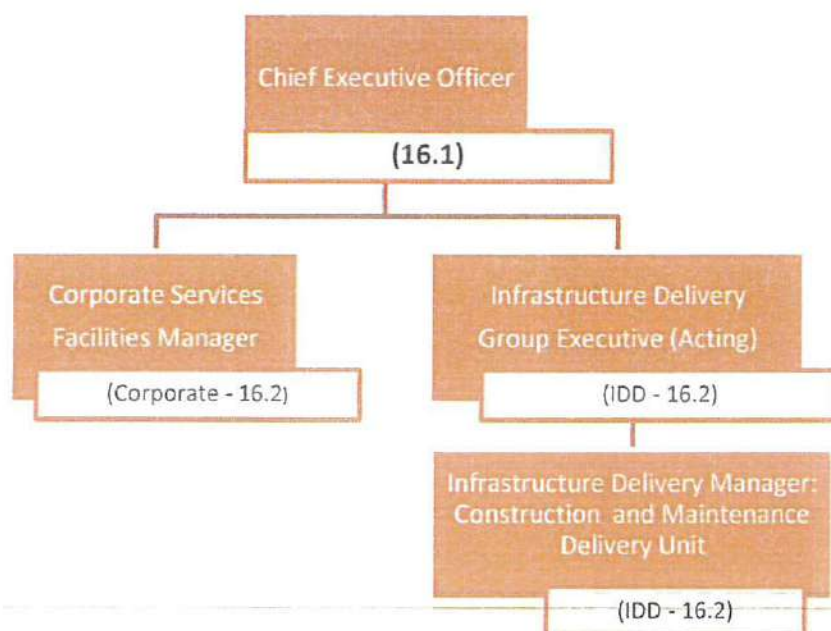
The policy achieves the above objectives by clearly defining the legal parameters within which each role player/partner is supposed to operate, prescribing the minimum compliance requirements and standards of operation and providing optimum health and safety standards for all involved.

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## 6. ROLES AND RESPONSIBILITY

The governance, responsibilities and accountabilities in relation to the implementation of this policy are directly aligned to the DBSA OHS Policy as approved on 5/06/2014. In terms of legislation the Chief Executive Officer as a 16.1 appointee is accountable for occupational health and safety. However in terms of the DBSA OHS Policy approved on 5/06/2014, the CE may assign any duty to any person under his control which person shall act subject to his control and directions. Hierarchy reflected in the diagram below will apply:



**ORGANOGRAM 1: OHS STRUCTURE**

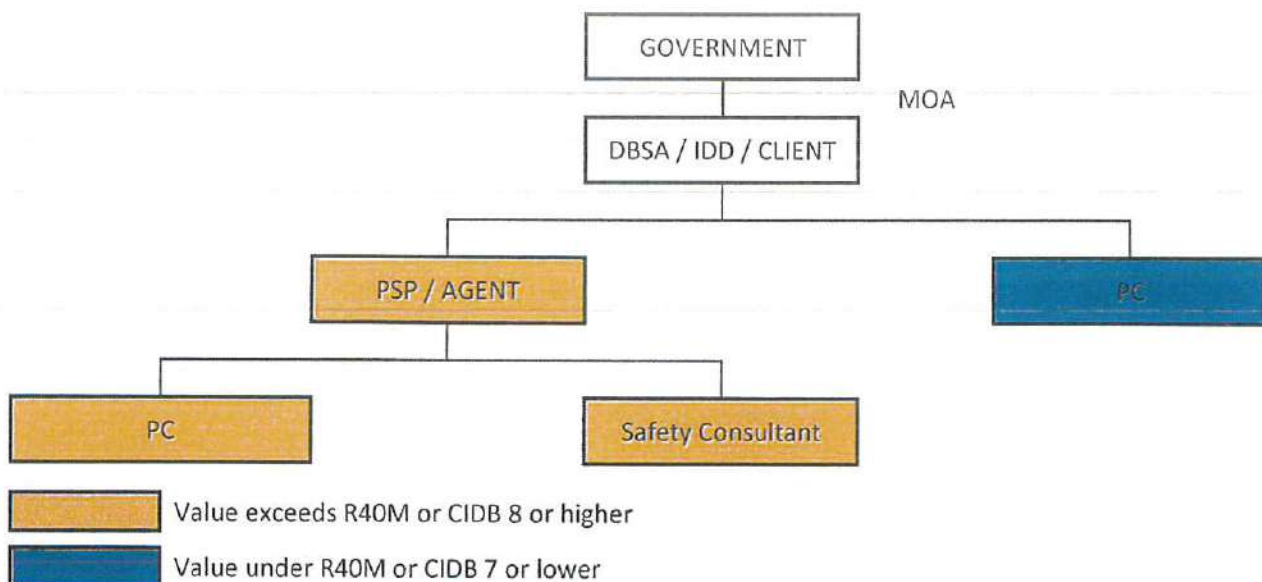
Below is the summary of the roles and responsibilities of the 16.1 and the 16.2 appointees

Role	Responsibilities
<b>Chief Executive Officer as the 16.1 appointee.</b>	<ul style="list-style-type: none"><li>• The Chief Executive Officer shall as far as is reasonably practicable ensure that the duties of the DBSA as contemplated in the OHSA are properly discharged.</li><li>• Without derogating from his accountability or liability, the Chief Executive Officer may assign any duty contemplated in this section, to any person under his control, which person shall act subject to the control and directions of the chief executive officer.</li></ul>

Role	Responsibilities
	<ul style="list-style-type: none"> <li>However, such delegation does not relieve the Chief Executive Officer of any accountability or liability under the OHSA.</li> </ul>
<b>Group Executive and Construction and Maintenance Delivery Manager as the 16.2 appointees</b>	<ul style="list-style-type: none"> <li>The 16.2 appointees are a legal appointment. They are responsible for the duties under section 8 of the OHSA.</li> <li>Due to the nature of the Infrastructure Delivery Division business the Group Executive is the 16 (2) appointee for the Infrastructure Delivery Unit.</li> <li>The Construction and Maintenance Delivery Manager is the 16.2 appointee for the Construction projects.</li> </ul>

### Keys to Success

Each Role Player / Party must clearly understand their respective duties and responsibilities. Health and safety issues present significant risks to our individual businesses and to DBSA. The DBSA Corporate OHS Policy is a commitment to manage the health and safety risks associated with our activities. An integrated management system focus on the systematic identification, management, and improvement of the areas of our business that can present Health and Safety risks. The DBSA Health and Safety management system standard provides the minimum requirements for establishing and maintaining our management system. The organogram below indicates the IDD MOA relationship with clients including government entities and appointed service providers.

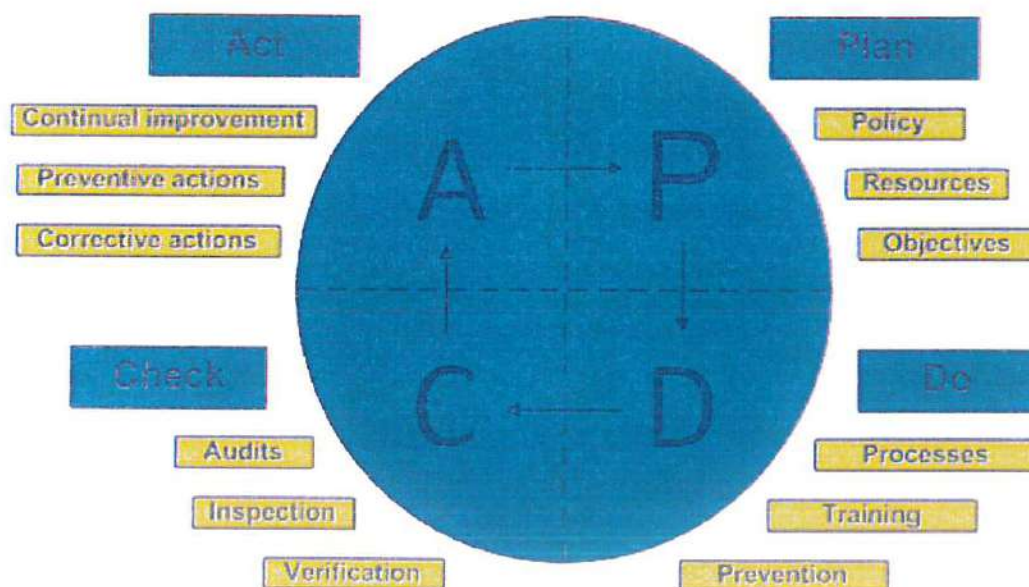


**ORGANOGRAM 2: ROLES AND RESPONSIBILITIES**

## 7. POLICY PRINCIPLES

In addition to the Corporate OHS Policy principles the following apply:

In order to implement the general provisions of this policy, the IDD Construction and Maintenance Delivery Unit will integrate and/or incorporate safety, health, environment and quality through the plan-do-check-act (PDCA) quality cycle in its activities as shown below:



### 7.1 Supply Chain Management

The Development Bank of Southern Africa, as a state owned entity is required to comply with the relevant legislation and regulations with regards to procuring any goods, services or works. The Construction Regulations require the Employer (Client) to prepare tender requirements and issue such requirements to tenderers during the tender phase.

The IDD Construction and Maintenance Delivery Unit shall develop these Site Specific Health and Safety specifications and Baseline Risk Assessment and provide them to all tenderers when tenders are issued for construction work.



It is the responsibility of the Supply Chain Management unit to ensure that all Health and Safety requirements and Site Specific Health and Safety specifications and Baseline Risk Assessment forms part of the tender packs for any construction projects.

## **7.2 Risk Management**

All health and safety risks shall be identified and appropriately mitigated following the DBSA's risk management methodologies.

## **7.3 Training**

All employees, contractors, and visitors to project site(s) need to be made aware of the Health and Safety risks that they may encounter while carrying out their work activities and must be provided with the relevant training. The type of training required can range from general Health and Safety awareness training through to highly specific competency based training – provided to employees and contractors whose roles on site require them to fully understand and be involved with the management of Health and safety risks.

## **7.4 Medical surveillance programme**

Contractors shall submit details of their employee health and wellness programme as part of their health and safety plan. The contractor must ensure that his/her employees and subcontractor employees shall be registered on a medical surveillance programme and shall be in possession of a valid medical health certificate in the form of Annexure 3 into Construction regulation 7(8). The certificate of fitness shall be relevant to the type of work (risk-based) that the employee will be carrying out.

DBSA personnel visiting project sites shall be registered on a medical surveillance programme and shall be in possession of a valid medical health certificate in the form of Annexure 3 into Construction regulation 7(8). The certificate of fitness shall be relevant to the type of work (risk-based) that the DBSA employee will be carrying out.

## **7.5 Internal Reporting, Notification & Delegation**

The DBSA IDD SHEQ Policy Framework supports the action management process through its work flow notifications and internal reporting. These include:

- Reporting on any non- conformances and incidents directly to the appointed 16 (2) of the unit;
- Reporting incidents in Monthly reports and Incident register signed off by the appointed 16 (2);
- Monthly reports/Quarterly reports will be submitted to Risk & Compliance unit.

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- The SHEQ Specialists form part of the quorum of the monthly Corporate Health & Safety committee and are required to attend.

## 7.6 Non-compliance and Penalties:

DBSA will view the following at-risk behaviour in a very serious light:

- Disregarding any requirements contained in SHEQA, this document, site specific health and safety requirements and plan;
- Performing an unsafe act or creating an unsafe condition that could pose a danger to themselves or to others; and
- A Principal Contractor allowing any of their employees or sub-contractors employees (including casual labourers, or labour broker employees) to work on any site without ensuring that each employee has received proper training.

*NB! If any of the above are noted, it may result in cancellation of the contract.*

## 8. POLICY ENFORCEMENT AND SANCTIONS

It is the responsibility of the appointed 16 (2) as well as all employees, appointed Professional Services Providers and Principal Contractors of IDD Construction and Maintenance Delivery Unit to ensure Legal compliance is adhered to in order for a safe and healthy working environment on all construction project sites.

Unacceptable performance of health and safety duties will not be tolerated and will be reported to the relevant line manager or executive in charge. These cases will be dealt with following the human capital disciplinary procedures.

## 9. LEGAL FRAMEWORK

The directives from which this policy is derived are:

- Occupational Health and Safety Act 85 of 1993, as amended and the regulations;
- Compensation for Occupational Injuries and Diseases Act 130 of 1993, as amended;
- Construction Regulations, 2014
- Basic Conditions for Employment Act 75 of 1997, as amended;
- Labour Relations Act 66 of 1995, as amended;
- Hazardous Substance Act 15 of 1973 as amended;

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- General Administration Regulations 2003;
- National Water Act 36 of 1998;
- National Building Regulation act 103 of 1977;
- National Environmental Management Act 107 of 1998;
- Environmental Conservation act 73 of 1989;
- National Health Act 61 of 2003;
- OHS Roles and Responsibilities and Legal appointments;
- OHSAS 18001: Occupational Health and Safety Management Systems – Requirements.

## 10.DBSA POLICY STATEMENT

The Corporate Occupational Health and Safety Policy Statement outlines the intentions and principles in relation to the DBSA's overall safety and health performance.

Section 7 of the OHSA states, "An employer shall prominently display a copy of the health and safety policy statement signed by the chief executive officer, in the workplace where his employees normally report for service."

This Policy Statement supports the Corporate Occupational, Health & Safety Policy which outlines how the DBSA maintains an effective and compliant Health and Safety System aligned to the relevant legislation, regulations and standards, signed by the Chief Executive Officer and displayed in all the DBSA building reception areas. The DBSA Executive Management is committed to ensuring the health and safety of all employees and to the continual improvement and maintenance of the Health & Safety System.

### INTENT

The Development Bank of Southern Africa is committed to managing OHS (Occupational, Health, and Safety) issues as an integral part of our business in compliance with national laws, regulations and international standards. In particular, it is our policy to assure the OHS integrity of our processes and facilities at all times. We will carry out our intent by adhering to the following principles:

#### (1) COMPLIANCE

The Development Bank of Southern Africa will comply with all laws, guidelines and regulations applicable to its business and activities and will implement programs, standards, procedures and training to ensure employee compliance. Measuring and monitoring will be performed to ensure sustainability in all areas of the business activities. Compliance with OHS standards will be the basis of the training and performance measurements of all employees and will be foremost in audits and reviews.

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## **(2) RISK REDUCTION, PREVENTION & RESOURCE MANAGEMENT**

The Development Bank of Southern Africa will seek opportunities beyond regulatory compliance requirements by continuously reducing risk to the health and safety of our employees, the surrounding community and the environment. OHS standards will be based on our policy and the risk impacts of our business activities. The DBSA will employ management systems and standards specifically designed to prevent activities and/or conditions that pose a threat to OHS. We will provide safe and hygienic working conditions and ensure that our employees remain healthy. We will ensure that we are well prepared for all emergencies.

The DBSA will strive to minimize pollution emissions into the air, land or water through the safe use of chemicals/hazardous materials and will employ cleaner technologies where practically possible. We will minimize the quantity and toxicity of waste generated and will ensure the safe treatment and disposal thereof. We will implement, sustain and ensure continuous recycling of waste wherever possible. The DBSA will manage scarce resources, such as water, energy and land in a responsible manner.

## **(3) COMMUNICATION**

The DBSA will communicate our commitment to OHS performance to all our employees, vendors, contractors, customers and the surrounding community. DBSA will solicit their input in meeting our OHS goals and in turn will offer assistance in meeting their goals; and where possible assist in their OHS compliance.

## **(4) CONTINUOUS IMPROVEMENT**

DBSA will set objectives and targets for continuous improvement and will measure the OHS progress of the company and review that progress annually. DBSA will continuously seek opportunities to improve our OHS performance and the development of our employees. DBSA shall ensure that updating of legal requirements is managed and sustained.

To achieve these objectives, the full participation and co-operation of all employees is essential and detailed in the annexures of this policy and procedures of the Health & Safety System. This Policy is categorized as a level 2 policy and will be reviewed as per the Policy Framework or when significant changes occur.

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## 11. POLICY ADMINISTRATION

### Policy Compliance

Consistent compliance with this policy is essential to its effectiveness. The Construction and Maintenance Delivery Unit, appointed Professional Services Providers and Principal Contractors are expected to adhere to this policy.

### Policy Revision

The Construction and Maintenance Delivery Unit SHEQ Policy is reviewed every three years or at planned intervals whenever changes occur as per the Policy Framework or legislation.

### Policy Owner

Contact Person: SHEQ Specialist: Construction and Maintenance Delivery Unit

Policy Owner: Manager: Construction and Maintenance Delivery Unit

Executive Sponsor: Acting Group Executive Infrastructure Delivery Division

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