





# OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION FOR KHANDISA PRIMARY SCHOOL

**CLIENT: KZN DEPARTMENT OF EDUCATION** 

IMPLEMENTING AGENT: DEVELOPMENT BANK OF SOUTH AFRICA

PROFESSIONAL SERVICE PROVIDER: BHADAMA PROPERTIES AND PROJECTS







This specification has been prepared, in accordance with the requirements of the Occupational Health and Safety Act (Act 85 of 1993) along with the Construction Regulations 2014, to assist all contractors in providing for a Health and Safety management system which is in line with The Client requirements, without derogating from the legal obligations of the responding parties. Contractors however will remain responsible for ensuring the health and safety of their employees and must comply with Construction Regulations 2014.

The project has as its driving force the creation of a construction environment in which the achievement of "Zero Harm" is not only possible but very real. To this end this specification will be the benchmark against which all contractor's Safety Management Plans will be measured. Safety Management Plans which are not in line with the requirements contained in this specification will be rejected and contractors will not be allowed to commence with any works until such time as these have been modified.

Health and safety on KHANDISA PRIMARY SCHOOL construction site can only be assured if all stakeholders buy into a singular management approach, integrating the line accountability of all management staff and workers on site. The management systems provided for in this specification are designed to encourage open and unfettered participation, which will in turn provide for continuous improvement resulting in the completion of a zero harm project.

Accidents and injuries are preventable and all safety management plans must have as its basis the comprehensive identification, assessment and reduction of risk. This project health and safety specification is built on the following safety principals:

All incidents are preventable Visible leadership is implemented and imperative at all levels Sound non-negotiable world class procedures and standards Zero tolerance for unsafe conditions or behaviours

This document sets out the responsibilities, processes and methods that must be complied with to ensure the pro-active management of contractor's occupational health and safety during the construction and commissioning phases of the Project.

In view of the above mentioned, you are herewith presented with the Client Safety Specification for the project; upon the successful awarding of the tender to yourself, you will be required to present BHADAMA PROPERTIES AND PROJECTS with your written Health and Safety Plan indicating how you plan to conform to the Safety Specification on site. Once we have satisfied ourselves that your plan will ensure compliance with the requirements as set out in this specification, Acts and Regulations and Municipal bylaws, approval thereof will be granted and work may commence. (Please note that generic Safety Plans or a Safety Plan that does not address the requirements as per the Client's Safety Specification will not be approved).

Thereafter the OH&S Agent, will conduct regular monthly audits to ensure on-going adherence to the presented Safety Plan. The Construction regulations requires of the Client or the Client's Agent to halt construction if the Safety Plan is not adhered to.

Refer to Annexure "B" of this document for package specific requirements which may be required as part of the tender submission.







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#### 1. INTRODUCTION AND BACKGROUND

In terms of Construction Regulation 5(1) (b) of the Occupational Health and Safety Act, No.85 of 1993 the Client, is required to compile a Health & Safety Specification for any intended project and provide such specification to any prospective contractor who, on appointment shall submit a Health and Safety Plan which shall address the requirements of this specification.

This specification's objective is to ensure that any contractor entering into a Contract with **DEVELOPMENT BANK OF SOUTH AFRICA** achieves an acceptable level of OH&S performance. This document forms an integral part of the Contract. Principal and other Contractors should make it part of any Contract that they may have with their Contractors and/or Suppliers. The requirements, as contained in this specification, along with the inherent responsibilities associated with the Occupational Health and Safety Act and its associated Regulations should be taken into account when costing your portion of the works.

This document does not absolve the client from complying with minimum legal requirements and the client remains responsible for the Health & Safety of his employees and those of his Mandataries. Client or his appointed Agent, reserves the right to audit, monitor and where necessary regulate the site work activities of any principal contractor or principal appointed sub-contractor as per Construction Regulation 5(1) k and 7(1) c (v).

#### OMISSIONS FROM THIS SHE SPECIFICATION

By compiling this Safety, Health and Environmental Specification, the Client has endeavoured to address the most critical aspects relating to Safety, Health and Environmental issues in order to assist the contractor in adequately providing for the health and safety of employees on site. Should Client not have addressed all health and safety aspects pertaining to the work that is tendered for, the contractor needs to include it in the Safety, Health and Environmental Plan and inform Client of such issues when submitting the tender.

# 2. REFERENCES

The Contractor shall in respect of all matters arising in the fulfilment of this Safety and Health Specification comply at his own expense with all laws, regulations, by-laws and requirements of local and or other authorities that may be applicable to the Contract Works. In this regard, special reference is made to the following safety, health and labour legislation, which does not constitute an exhaustive list:

- Occupational Health and Safety Act, Act No 85 of 1993 and regulations 23<sup>rd</sup> Edition (Latest Version)
- Code of Practice: Managing Exposure to SARS COV-2 In the Workplace, 2022
- Compensation for Occupational Injuries and Diseases Act, Act No 130 of 1993
- Hazardous Substances Act, Act No 85 of 1973
- Project and Construction Professions Act, Act 48 of 2000
- National Road Traffic Act, Act No 93 of 1996
- Prevention of Environmental Pollution Ordinance 21 of 1981
- Water Services Act. Act No 108 of 1997







#### 3. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM ELEMENTS

#### 3.1 Scope of Work

- Re-set and paint existing concrete roof tiles, colour to client's recommendation,
- Remove existing rhino board ceiling and replace with new nutec ceiling board,
- Prepare external wall above dado (900mm) to receive paint work,
- Pressure clean external face brick,
- Allow for new x6 timber doors and locksets,
- Prepare x6 steel door frames to receive paint work,
- Prepare x9 concrete columns on verandah
- · Paint all exposed timber work with carbolinium paint,
- Remove and replace damaged vinyl floor tiles,
- Prepare existing concrete verandah floors to receive paint work,
- Supply single steel gates,
- Prepare steel window frames to receive paint work
- Remove and replace existing asbestos roof sheeting
- Demolish and make good certain structures

#### 3.2 Interpretations

# 3.2.1 Application

This specification document is a legal compliance document drawn up in terms of the OHS Act and are therefore binding. All Contractors entering into a Contract with Client shall, as a minimum, comply with the;

- Occupational Health & Safety Act and Regulations (Act 85 of 1993). A current, upto-date copy of the OHS Act and Construction Regulations must be available on site at all times
- Compensation for Occupational Injuries & Diseases Act (Act 130 of 1993). The principle Contractor will be required to submit a letter of Registration and "good-standing" from the Compensation Insurer before being awarded the Contract.
- All relevant Municipal bylaws and National Building Regulations

#### 3.2.2 New Construction Regulations 2014

New construction Regulations 2014 have been promulgated on 7 August 2014.

# 4. DUTIES OF THE DESIGNER

- 1) The designer of a structure must—
  - ensure that the applicable safety standards incorporated into these Regulations under section 44 of the Act are complied with in the design;
  - take into consideration the health and safety specification submitted by the client;
  - before the contract is put out to tender, make available in a report to the client—
  - all relevant health and safety information about the design of the relevant structure that may affect the pricing of the construction work;
  - the geotechnical-science aspects, where appropriate; and







- the loading that the structure is designed to withstand;
- inform the client in writing of any known or anticipated dangers or hazards relating to the construction work, and make available all relevant information required for the safe execution of the work upon being designed or when the design is subsequently altered:
- refrain from including anything in the design of the structure necessitating the use of dangerous procedures or materials hazardous to the health and safety of persons, which can be avoided by modifying the design or by substituting materials;
- take into account the hazards relating to any subsequent maintenance of the relevant structure and must make provision in the design for that work to be performed to minimize the risk;
- when mandated by the client to do so, carry out the necessary inspections at appropriate stages to verify that the construction of the relevant structure is carried out in accordance with his design: Provided that if the designer is not so mandated, the client's appointed agent in this regard is responsible to carry out such inspections;
- when mandated as contemplated in paragraph (g), stop any contractor from executing
  any construction work which is not in accordance with the relevant design's health and
  safety aspects: Provided that if the designer is not so mandated, the client's appointed
  agent in that regard must stop that contractor from executing that construction work;
- when mandated as contemplated in paragraph (g), in his or her final inspection of the completed structure in accordance with the National Building Regulations, include the health and safety aspects of the structure as far as reasonably practicable, declare the structure safe for use, and issue a completion certificate to the client and a copy thereof to the contractor; and
- during the design stage, take cognisance of ergonomic design principles in order to minimize ergonomic related hazards in all phases of the life cycle of a structure.

#### (2) The designer of temporary works must ensure that—

- all temporary works are adequately designed so that it will be capable of supporting all anticipated vertical and lateral loads that may be applied;
- the designs of temporary works are done with close reference to the structural design drawings
- issued by the contractor, and in the event of any uncertainty consult the contractor;
- all drawings and calculations pertaining to the design of temporary works are kept at the office of the temporary works designer and are made available on request by an inspector; and
- the loads caused by the temporary works and any imposed loads are clearly indicated in the design.
- A geo science technical report where appropriate
- The loading the structure is designed to withstand
- The methods and sequence of construction the construction process

#### **5. PRINCIPAL CONTRACTOR**

The Principal Contractor carries prime accountability & responsibility for the health and safety of his/her employees & his/her sub-contractors within his/her working area, as contemplated by Section 37(2) of the OHS Act. None of the additional safety requirements specified by the Client/Agent reduces the Principal Contractor's accountability and responsibility for the health and safety of his employees and sub-contractor employees within his working area. The Principal/Contractor remains an employer in their own right and consequently responsible for the implementation and management of all requirements as per the applicable legislation.







# 1.1 Principal Contractor and Contractor Supervision

- (1) A principal contractor must—
  - provide and demonstrate to the client a suitable, sufficiently documented and coherent site specific health and safety plan, based on the client's documented health and safety specifications contemplated in regulation 5(1)(b), which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the principal contractor as work progresses;
  - open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, which must be made available on request to an inspector, the client, the client's agent or a contractor; and
  - on appointing any other contractor, in order to ensure compliance with the provisions of the Act—
  - provide contractors who are tendering to perform construction work for the principal contractor, with the relevant sections of the health and safety specifications contemplated in regulation 5(1)(b) pertaining to the construction work which has to be performed;
  - ensure that potential contractors submitting tenders have made sufficient provision for health and safety measures during the construction process;
  - ensure that no contractor is appointed to perform construction work unless the
    principal contractor is reasonably satisfied that the contractor that he or she intends
    to appoint, has the necessary competencies and resources to perform the
    construction work safely;
  - ensure prior to work commencing on the site that every contractor is 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;
  - appoint each contractor in writing for the part of the project on the construction site;
  - take reasonable steps to ensure that each contractor's health and safety plan contemplated in sub regulation (2)(a) is implemented and maintained on the construction site:
  - ensure that the periodic site audits and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least once every 30 days;
  - stop any contractor from executing construction work which is not in accordance
    with the client's health and safety specifications and the principal contractor's
    health and safety plan for the site or which poses a threat to the health and safety
    of persons;







- where changes are brought about to the design and construction, make available sufficient health and safety information and appropriate resources to the contractor to execute the work safely; and
- discuss and negotiate with the contractor the contents of the health and safety plan contemplated in sub regulation (2)(a), and must thereafter finally approve that plan for implementation;
- ensure that a copy of his or her health and safety plan contemplated in paragraph (a), as well as the contractor's health and safety plan contemplated in sub regulation (2)(a), is available on request to an employee, an inspector, a contractor, the client or the client's agent;
- hand over a consolidated health and safety file to the client upon completion of the construction work and must, in addition to the documentation referred to in sub regulation (2)(b), include a record of all drawings, designs, materials used and other similar information concerning the completed structure;
- in addition to the documentation required in the health and safety file in terms of paragraph (c)(v) and sub regulation (2)(b), include and make available a comprehensive and updated list of all the contractors on site accountable to the principal contractor, the agreements between the parties and the type of work being done; and ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.
- (2) A contractor must prior to performing any construction work—
  - provide and demonstrate to the principal contractor a suitable and sufficiently documented health and safety plan, based on the relevant sections of the client's health and safety specification contemplated in regulation 5(1)(b) and provided by the principal contractor in terms of sub regulation (1)(a), which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the contractor as work progresses;
  - open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, and which must be made available on request to an inspector, the client, the client's agent or the principal contractor;
  - before appointing another contractor to perform construction work be reasonably satisfied that the contractor that he or she intends to appoint has the necessary competencies and resources to perform the construction work safely;
  - co-operate with the principal contractor as far as is necessary to enable each of them to comply with the provisions of the Act; and
  - as far as is reasonably practicable, promptly provide the principal contractor with any
    information which might affect the health and safety of any person at work carrying out
    construction work on the site, any person who might be affected by the work of such a
    person at work, or which might justify a review of the health and safety plan.
- (3) Where a contractor appoints another contractor to perform construction work, the duties determined in sub regulation (1)(b) to (g) that apply to the principal contractor apply to the contractor as if he or she were the principal contractor.







- A contractor must take reasonable steps to ensure co-operation between all contractors appointed by the principal contractor to enable each of those contractors to comply with these Regulations.
- No contractor may allow or permit any employee or person to enter any site, unless that employee or person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry.
- A contractor must ensure that all visitors to a construction site undergo health and safety induction pertaining to the hazards prevalent on the site and must ensure that such visitors have the necessary personal protective equipment.
- A contractor must at all times keep on his or her construction site records of the health and safety induction training contemplated in sub regulation (6) and such records must be made available on request to an inspector, the client, the client's agent or the principal contractor;.
- A contractor must ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.
- description of the objective/scope of work
- sequence of work/method statements
- hazard identification & risk assessment (prior to commencement of work)
- Precautionary / preventative measures that are to be taken.
- Identification of sensitive features that may be impacted upon by the project.

# 5.2 Management and Supervision

- (1) A principal contractor must in writing appoint one full-time competent person as the construction manager with the duty of managing all the construction work on a single site, including the duty of ensuring occupational health and safety compliance, and in the absence of the construction manager an alternate must be appointed by the principal contractor.
- (2) A principal contractor must upon having considered the size of the project, in writing appoint one or more assistant construction managers for different sections thereof: Provided that the designation of any such person does not relieve the construction manager of any personal accountability for failing in his or her management duties in terms of this regulation.
- (3) Where the construction manager has not appointed assistant construction managers as contemplated in sub regulation (2), or, in the opinion of an inspector, a sufficient number of such assistant construction managers have not been appointed, that inspector must direct the construction manager in writing to appoint the number of assistant construction managers indicated by the inspector, and those assistant construction managers must be regarded as having been appointed under sub regulation (2).
- (4) No construction manager appointed under sub regulation (1) may manage any construction work on or in any construction site other than the site in respect of which he or she has been appointed.
- (5) A contractor must, after consultation with the client and having considered the size of the project, the degree of danger likely to be encountered or the accumulation of hazards or risks on the site, appoint a full-time or part-time construction health and safety officer in writing to assist in the control of all health and safety related aspects on the site: Provided that, where







the question arises as to whether a construction health and safety officer is necessary, the decision of an inspector is decisive.

- (6) No contractor may appoint a construction health and safety officer to assist in the control of health and safety related aspects on the site unless he or she is reasonably satisfied that the construction health and safety officer that he or she intends to appoint is registered with a statutory body approved by the Chief Inspector and has necessary competencies and resources to assist the contractor
- (7) A construction manager must in writing appoint construction supervisors responsible for construction activities and ensuring occupational health and safety compliance on the construction site.
- (8) A contractor must, upon having considered the size of the project, in writing appoint one or more competent employees for different sections thereof to assist the construction supervisor contemplated in sub regulation (7), and every such employee has, to the extent clearly defined by the contractor in the letter of appointment, the same duties as the construction supervisor: Provided that the designation of any such employee does not relieve the construction supervisor of any personal accountability for failing in his or her supervisory duties in terms of this regulation.
- (9) Where the contractor has not appointed an employee as contemplated in sub regulation (8), or, in the opinion of an inspector, a sufficient number of such employees have not been appointed, that inspector must instruct the employer to appoint the number of employees indicated by the inspector, and those employees must be regarded as having been appointed under sub regulation (8).
- (10) No construction supervisor appointed under sub regulation (7) may supervise any construction work on or in any construction site other than the site in respect of which he or she has been appointed: Provided that if a sufficient number of competent employees have been appropriately designated under sub regulation (7) on all the relevant construction sites, the appointed construction supervisor may supervise more than one site.

# 5.3 Principal Contractor and Contractor HSE Practitioner

The appointment of a full time Registered Construction Health and Safety Officer with SACPCMP will be required for the duration of the contracted work. It is incumbent on the Principal Contractor during the tender process to evaluate the scope and nature of risk related to the work in order to objectively determine the need for such an appointment. (The client reserves the right to insist on the appointment of a Health and Safety Officer where it deems the exposure to be of such a nature

that a dedicated Health and Safety Officer is required). The Contractors Health and Safety Officer shall assist and support the Contractors Construction Manager to ensure that the contractors Health and Safety responsibilities are fulfilled and compliance to the Health and Safety specifications and Health and Safety plan are met.

# 5.4 Principal and Contractor employees on the Project

The Principal Contractor is responsible for adequately informing his employees and contractors of all relevant information with regard to the Client issued Health and Safety specifications and the Principal Contractors Health and Safety plan.







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:

- Familiarising themselves with their workplaces and health and safety procedures.
- Working in a manner that does not endanger them or cause harm to others.
- Keeping their work area tidy.
- Reporting all incidents/accidents and near misses.
- Protecting fellow workers from injury.
- Reporting unsafe acts and unsafe conditions.
- Reporting any situation that may become dangerous.
- Carrying out lawful orders and obeying health and safety rules.
- Ensuring as far as possible no interaction with the public.

Every employee must undergo site induction provided by the principal contractor before commencement of the contracted work. Only once this induction has been received, will each employee receive a site access permit. The client will provide induction to all professional team members as well as principal contractor management pertaining to the management of safety on the site.

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 Project Manager and the Principal Contractor Supervisor immediately.

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. No person under the influence of alcohol, drugs or medication (in 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.

All safety and warning signs must be obeyed at all times.

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.

All employees must adhere to the HSE and other site specific rules which may be issued by the client or his designated agent.

If any of the Principal contractor's employees or his sub-contractor employees have transgressed any of the requirements of the HSE Specification; HSE plan or site rules, then the employee may be removed from site and his/her site access revoked. The Principal contractor must follow a process of disciplinary action which shall include re-training/inducting the employee (at the cost of the Principal Contractor) and provide proof thereof to the Client's site/Project Manager and only upon the satisfaction of the Client's Site/Project Manager will the employee be allowed back on site.







#### 6. MINIMUM ADMINISTRATIVE REQUIREMENTS

# 6.1 Notification to Commence Construction Work (CR4)

The Principal Contractor must notify the Provincial Director of the Department of Labour in writing before construction work commences. A copy of this notification must be held in the Principal Contractor's health & safety file on site. A copy is also to be provided to the client.

# 6.2 Notification of Asbestos Work (Asbestos Regulation 3.)

The Principle Contractor must, where the Contract meets the requirements laid down in Asbestos Regulation 3, before commencing any asbestos work on site, notify the Department of Labour of the intention to carry out asbestos work (proof thereof to be retained) Reference Annexure A in the Asbestos Regulations for this purpose. A copy must be held on the OH&S File and a copy must be forwarded to DEVELEOPMENT BANK OF SOUTH AFRICA/BHADAMA PROPERTIES & PROJECTS for record keeping purposes. N.B. Proof of communication must be retained on the site safety file.

# 6.3 Assignment of the Principal Contractor's / Contractors' Responsible Persons to Manage Supervise Health and Safety on Site (CR8 and Section 16)

The Principal Contractor and all Contractors must make supervisory appointments as well as other relevant appointments in writing (as stipulated by the OHSA and Construction Regulations 2014). See attached Annexure 'A' for more detail and relevant appointments.

# 6.4 Competence of the Principal Contractor's / Contractors' Appointed Competent Persons

The Principal Contractor's and all Contractors' competent persons for the various risk management portfolios must fulfil the criteria as stipulated under the definition of 'Competent' in accordance with the Construction Regulations (2014). It is required that principal contractors submit written declarations

confirming the competency of all persons deployed on the project as well as the mechanical soundness of all construction related equipment and plant.

#### 6.5 Compensation for Occupational Injuries and Diseases Act 130 of 1993 (COIDA)

The Principal Contractor and Contractors must also hold proof of workman's compensation assurance registration in the form of a letter of good standing and forward a copy to the Principal Contractor before they begin work on site. A copy should also be available on site. No work will be permitted on the project unless these documents are in place.

#### 6.6 Health and Safety Organogram

The Principal Contractor must prepare an organogram, outlining the site health & safety management structure and appointed competent persons. In cases where appointments have not been made, the organogram shall reflect the intended positions. The organogram must be updated when there are changes in the Site Management Structure, and dated accordingly. All HSE appointments are to be indicated on the organogram, clearly identifying the individual as well as providing contact details.







# 6.7 Preliminary Hazard Identification and Risk Assessments (CR 9)

Every Contractor performing Construction work shall, before the commencement of any Construction work or work associated with the aforesaid Construction work and during such work, cause a Risk Assessment to be performed by a competent person, appointed in writing, and the Risk Assessment shall form part of the Health and Safety Plan and be implemented and maintained as contemplated in the Construction regulations 9(1).

The following risk management process is to be adopted on the project:

- (1) A contractor must, before the commencement of any construction work and during such construction work, have risk assessments performed by a competent person appointed in writing, which risk assessments form part of the health and safety plan to be applied on the site, and must include—
- (a) the identification of the risks and hazards to which persons may be exposed to;
- (b) an analysis and evaluation of the risks and hazards identified based on a documented method:
- (c) a documented plan and applicable safe work procedures to mitigate, reduce or control the risks and hazards that have been identified;
- (d) a monitoring plan; and
- (e) a review plan.
- (2) A contractor must ensure that as far as is reasonably practicable, ergonomic related hazards are analyzed, evaluated and addressed in a risk assessment.
- (3) A contractor must ensure that all employees under his or her control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures and or control measures before any work commences, and thereafter at the times determined in the risk assessment monitoring and review plan of the relevant site.
- (4) A principal contractor must ensure that all contractors are informed regarding any hazard that is stipulated in the risk assessment before any work commences, and thereafter at the times that may be determined in the risk assessment monitoring and review plan of the relevant site.
- (5) A contractor must consult with the health and safety committee or, if no health and safety committee exists, with a representative trade union or representative group of employees, on the monitoring and review of the risk assessments of the relevant site.
- 6 A contractor must ensure that copies of the risk assessments of the relevant site are available on site for inspection by an inspector, the client, the client's agent, any contractor, any employee, a representative trade union, a health and safety representative or any member of the health and safety committee.
- (7) A contractor must review the relevant risk assessment—
- (a) where changes are effected to the design and or construction that result in a change to the risk profile; or
- (b) when an incident has occurred.
  - The Issue based Risk Assessment shall include, at least:
  - The identification of the risks and hazards to which persons may be exposed to
  - The analysis and evaluation of the risks and hazards identified







- A documented plan of safe work procedures to mitigate, reduce or control the risks and hazards that have been identified
- A monitoring plan
- A documented review plan
- Based on the Risk Assessments, the Contractor must develop a set of site-specific OH&S rules and operating procedures that will be applied to regulate the OH&S aspects of the construction. (See annexure "B" for SWMS minimum requirements)
- A copy of the risk assessment must be provided to the client for review.
- The contractor has consulted with the Health & Safety Committee and in the absence thereof, a representative group of employees, in conducting the risk assessments, monitoring as well as during the review process.
- The contractor will ensure that no person or employee may enter the site without undergoing comprehensive induction training (proof of which must be retained by the employee) in respect to the risks and hazards present at the time, and where required, will ensure the appropriate use of the correct PPE.
- The Principal contractor or contractor has ensured that all employees under his control
  have been informed, instructed and trained by a competent person in respect to the
  hazards and risks identified.
- The process as contemplated above is included in the Health & Safety Plan.
- No Generic Risk Assessments will be accepted and approved.

# 6.8 General Record Keeping

The Principal Contractor and all Contractors must keep and maintain Health and Safety records to demonstrate compliance with these Specifications, with the OHS Act 85/1993, and with the Construction Regulations (2014). The Principal Contractor must also ensure that all records of incidents/injuries, emergency procedures, training, planned maintenance inspections, monthly

contractor audits, etc. are kept in the health & safety file(s) held in the site office. The Principal Contractor must ensure that every Contractor keeps its own health & safety file, maintains the file and makes it available on request (the file must include the Contractor's health & safety plan). Such Contractor safety files must be audited by the Principal Contractor.

# 6.9 Injury /Incident Reporting and Investigation

Injuries are to be categorized into first aid; medical; lost time injury (LTI); and fatal injuries. When reporting injuries to the Client, these categories shall be used.

The Principal Contractor must investigate all injuries, with an annexure 1 report being completed and filed. All Contractors must report on the 4 categories of injuries to the Principal Contractor at least monthly. Contractors must investigate injuries and incidents involving their employees and forward a copy of the annexure 1 investigation report to the Principal Contractor forthwith. The Principal Contractor must report all injuries to the Client in the form of an injury report, at least monthly. The contractor must submit his incident reporting and investigation protocols for review by the client.







All incidents reportable in terms of the provisions of Section 24 of the OHS Act, 1993 must be reported to the local Dept. of Labour in the prescribed manner within 14 days. (Note: No reports will be made to third parties without the client being notified of such intentions)

(Department of Labour contact number Durban Office: 031 366 2000)

All Contractors must immediately report all incidents where an employee is injured on duty to the extent that he/she

- dies
- becomes unconscious
- loses a limb or part of a limb
- is injured or becomes ill to such a degree that he/she is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he/she was usually employed

#### Or where:

- a major incident occurred
- the health or safety of any person was endangered
- where a dangerous substance was spilled
- the uncontrolled release of any substance under pressure took place
- machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects
- machinery ran out of control

The Contractor is required to provide the client with copies of all internal and external accident/incident investigation reports including the reports contemplated above within 7 days of the incident occurring

#### 6.10 Permits and way leaves

Permits may include the following:

- Demolition
- Permit to work night Shift

The Principal Contractor must manage and co-ordinate these permit procedures.

# 6.11 Preparation of Health & Safety Documentation (CR 7)

It is the duty of the Principal Contractor to ensure that all documentation that is required are kept or generated during the construction process and must be consolidated into one set of documents that must be handed over to the Client upon completion of the construction work. This should include instructions from the design team that will be required for the continued safe operation and maintenance of this new structure(s).

The following health and safety deliverables should be reviewed during the tender submission process:







- The contractor must submit all deliverables as per the attached list of deliverables.
   These must be submitted individually under separate cover sheets for review and approval by the client's project manager or designate.
- The submissions will be commented on and returned to the contractor for updating and re-submission. Access to site will not be granted unless these submissions have been provisionally approved.
- On approval of deliverables the contractor may gain access to the works, but has a period of 2 weeks in which to have the submissions finally approved for construction.
- If this does not occur in the 2 week period the client reserves the right to suspend all work until such time as the Safety Agent is satisfied with all H&S submissions.

#### 6.12 Offences and Penalties

Penalties may be imposed for on-going non-compliance with the provisions of the Client's health & safety specifications and the Principal Contractor's health & safety plan. Non-compliances noted during safety agent audits and visits will be categorised into three levels based on severity. These will be as follows:

- Life threatening situations -a prohibition notice will be issued. This activity must be seized immediately and corrective measures taken.
- Serious injury possible a contravention notice will be issued with a time frame for compliance stipulated. Failure to comply within the time frame may result in a financial penalty per non-compliance item per day that the non-compliance persists.
- Minor or no injury may result an improvement notice will be issued. The corrective measures stipulated in the report / notice must be taken.

The methodology used to decide the above levels will be directly linked to the risk assessments of the Principal Contractor and Contractors (i.e. high, medium and low). In the absence of a risk assessment the decision of the Safety Agent will be final

#### 6.13 Principal Contractor / Contractor - Competency Assessment

In order to ensure this, the Principal Contractor must demonstrate to the Client that it has a suitable and sufficiently documented OHS Plan and that its Contractors have the necessary competencies and resources to perform the construction work safely.

The Principal Contractor and Contractors must therefore submit the following documentation for perusal and verification by the Client and Principal Contractor respectively:

- Management Structure as envisaged at tender (organogram);
- Registration certificate with the Compensation Commissioner or FEM;
- Proof of management training on the Occupational Health & Safety Act and other related training;
- Example copy of previous Safety Committee Meeting Minutes and Incident Investigation report (from a previous project);
- Any previous convictions under the OHS-Act;
- Your Company's previous two years injury claims as reported to your workman's compensation insurer;
- Your company's approach to co-ordination of health & safety do you employ safety officers, etc.? If not, what alternative arrangements are used?

The Principal Contractor and all Trade Contractors competent persons for the various risk management portfolios will fulfill the criteria as stipulated under the definition of 'Competent'







in accordance with the Construction Regulations 2014. This will be specific to the following appointments. (Refer to annexure "D" for an outline of legal assignments)

The Principal Contractor shall ensure that all their appointees are made aware of their accountabilities & responsibilities in terms of their appointment, & to advise and assist these appointees in the execution of their duties.

Appointment letters and competency certificates which is signed by the 16.2 appointee, which refers to the relevant training certificates and proof of experience of appointees must be submitted with the Health and Safety Plan.

All minimum required training is to be provided by accredited training service providers. Where legislation requires formal certification in lieu of experience then such proof of competency is to be provided by the contractor.

# 6.14 Costs for OHS -Compliance (CR 7)

All parties bidding to work on this construction project must ensure that they have made adequate provision for the cost of complying with these specifications as well as with the OHS-Act 1993 and incorporated Regulations as a minimum requirement in their tender documentation.

Sufficient time must be allowed for the implementation of the minimum OHS standards. No additional claims will be entertained at a later stage if a compliance requirement was prescribed in the OHS-Act, 1993 and incorporated regulations or this specifications document.

# 6.15 Contractors' Health & Safety Plans [Construction Regulations 7(1)]

#### 6.15.1 Introduction:

Under the Construction Regulations (2014), the Principal Contractor is required to develop the Health and Safety Plan before work commences on site and to keep it up to date throughout the Construction Phase. The degree of detail required in the Health and Safety Plan for the Construction Phase and the time and effort in preparing it should be in proportion to the nature, size and level of Health and Safety risks involved in the project. Projects involving minimal risks will call for simple, straightforward plans. Large projects or those involving significant risks will need more detail.

All registers and Agreements with Mandatory documents must be signed before commencement on site. Should any Contractor or Sub Contractor not be able to comply with all the necessary site safety documentation, an independent Safety Consultant will be appointed by the Client to assist at their own cost.

# **Health and Safety Costing Guidelines**

As part of the tender submission contractors are required to submit a detailed breakdown as to the expenditure requirements with regard to the implementation and maintenance of the Health and Safety program. This check sheet serves as a guideline to the compilation of such costs and must be completed by the contractor.







List may be modified as required but must be submitted along with tender and self-assessment.

		ESTIMATED COST
1.	PERSONAL PROTECTIVE EQUIPMENT	
	Overalls Hard Hats and Safety Glasses Gloves TOTAL	R R R
2.	FIRE FIGHTING	
	Fire Extinguishers Training TOTAL	R R <b>R</b>
3.	HEALTH AND SAFETY PERSONNEL	
	Registered Safety Manager Registered Safety officer First Aiders Safety Rep (More than 20 employees on site) Fire Watchers TOTAL	R R R R R
4.	FACILITIES	
	Provision for Ablution Services and Maintenance of Ablution Provision of Eating Area Cleaning of Lay Down and Storage Area TOTAL	R R R R
5.	FALL PROTECTION AND PROVISION	
	Safety Harness with Double Lanyards Scaffold hooks Scaffolding – material, erection and inspection (Estimate for project) Temporary hand railing material and kick boards TOTAL	R R R
6.	INSURANCE	
	COID cover for the project Liability insurances TOTAL	R R <b>R</b>







7.	FIRST AID		
	First aid boxes	R	
	Replenishment of boxes and other supplies	R	
	TOTAL	R	
8.	TRAINING		
	Health and Safety representatives	R	
	H&S Supervisory training	R	
	First aid training	R	
	Firefighting training	R	
	Legal liability training	R	
	Fall Protection Developer	R	
	Risk assessment training	R	
	TOTAL	R	
9.	SIGNAGE		
	All signage as required by law: regulatory, warning and information	R	
	Posters for awareness	R	
	TOTAL	R	
GRAND TOTAL WHICH COULD BE USED IN THE TENDER R			
This list is not exhaustive and contractors may expand all levels to include all relevant			
H&S expenditure			

# 6.15.2. What should the construction Health & Safety plan cover?

The Construction Health and Safety Plan should set out the arrangement for ensuring the Health and Safety of everyone carrying out the construction work and all others who may be affected by it. The Plan must demonstrate Management's commitment to safety and must include how safety responsibilities are assigned to different roles within the organization.

# 6.15.3 What should be addressed as key requirements in the Construction Health & Safety Plan?

Provide a systematic method of managing hazards according to risk priority, and must include all mobilization and site set up activities as per the Baseline Risk Assessment.

- Methodology/ scope of works of what work is to be undertaken on site.
- Anticipated risks and hazards and mitigating controls to be implemented to reduce the risk.
- Competency of Employees and proof of training
- Resources/ Equipment to be used on site

# **6.16 Communication and Management of the work**







Site Safety committee meetings will be held monthly or as determined by the associated risks on site. This does not preclude the requirement that each contractor will implement and maintain their own safety meetings where applicable.

In addition to the above, communication may be directly to the Client or his appointed Agent, verbally or in writing, as and when the need arises.

Consultation with the workforce on OH&S matters will be through their Supervisors, OH&S Representatives, the OH&S committee and their elected Trade Union Representatives, if any.

The Site manager or his Site Safety Officer will be responsible for the dissemination of all relevant OH&S information to the other Contractors e.g. design changes agreed with the Client and the Designer, instructions by the Client and/or his/her agent, exchange of information between Contractors, the reporting of hazardous/dangerous conditions/situations etc.

The Contractors will be required to conduct Toolbox Talks with their employees on a weekly basis and records of these must be kept on the OH&S File. Employees must acknowledge the receipt of Toolbox Talks which record must, likewise be kept on the OH&S File.

The Contract Manager or suitable designate of each appointed contractor will be required to attend all Site OH&S meetings.

#### 7. CLIENT IDENTIFIED HAZARDS AND POTENTIALLY HAZARDOUS SITUATIONS

#### 7.1 Client identified Hazards

The following items have been identified by the Client as potential hazards for this construction work and must be incorporated in the Contractor's site specific Risk Assessments.

- Excavation
- Wind and dust. (Site is in a build up area)
- Demolition
- Working with, around and other contractors
- Working on and from scaffolding and ladders
- Working at Heights
- Roof work structural and roof covering. Placement of roof sheeting.
- Electrical installation (temporary and permanent)
- Interface with the public roads
- Portable electrical tools and extension leads
- Explosive powered tools
- Power tools (jackhammers, core drilling, high pressure air and water jets, etc.)

#### 7.2 Unforeseeable Hazards

The Principal Contractor must immediately notify other Contractors as well as the Client, in writing, of any hazardous or potentially hazardous situations that may arise during the performance of construction activities so that the necessary precautions may be taken.







During the course of the project the client or appointed agent may advise of any new exposures relating to change of scope or design. These will be communicated in writing.

#### 8. SITE OPERATIONAL REQUIREMENTS

# 8.1 Construction Health & Safety Officer (CR8.5)

A contractor must, after consultation with the client and having considered the size of the project, the degree of danger likely to be encountered or the accumulation of hazards or risks on the site, appoint a full-time or part-time construction health and safety officer in writing to assist in the control of all health and safety related aspects on the site: Provided that, where the question arises as to whether a construction health and safety officer is necessary, the decision of an inspector is decisive.

No contractor may appoint a construction health and safety officer to assist in the control of health and safety related aspects on the site unless he or she is reasonably satisfied that the construction health and safety officer that he or she intends to appoint is registered with a statutory body approved by the Chief Inspector and has necessary competencies and resources to assist the contractor with the following.

- Health & safety audits and inspections including administrative and physical audits of all Contractors' health & safety plans, files and activities, and record findings in the form of audit reports to be kept in the health & safety file;
- Maintain the Principal Contractor's health & safety plan and file;
- Investigate near misses, incidents and injuries;
- Co-ordinate the function of reviewing the hazard identifications and risk assessments;
- Assisting with Method Statements and checking whether the responsible persons follow the safe work procedures.

#### 8.2 Health and Safety Representative(s) (Section 17)

The Principal Contractor and all Contractors must ensure that Health and Safety Representative(s) are appointed under consultation with the employees and trained/informed to carry out their functions. The appointments must be in writing. The Health and Safety Representatives could carry out monthly

inspections, keep records and report all findings to the Responsible Person or safety officer forthwith and at monthly health & safety meetings. At least one Health & safety representatives is required by all Employers. (Appoint one for the first 20 employees and an additional one for each group of up to 50 employees on site).

# 8.3 Health and Safety Committees (Section 19)

The Principal Contractor must ensure that project health and safety committee meetings are held monthly with minutes kept. Meetings must be chaired by the Principal Contractor's Responsible Person [CR 8 (1)]. All Contractors' Responsible Persons and Health & Safety Representatives must attend the Principal Contractor's monthly health & safety meetings. The Principal Contractor's appointed supervisors must attend health & safety meetings.

The following topics must be tabled at meetings: management appointments; sub-contractor legal issues; injuries and incidents; hazards and risk assessments (present and foreseen);







method statements; planned inspections and registers/record keeping, leading and lagging indicators etc. The committee chairperson must sign off minutes.

#### 8.4 Health and Safety Training

#### 8.4.1 Induction

The Principal Contractor must ensure that all site personnel undergo a site-specific health & safety induction training session before any worker starts work. A record of attendance shall be kept in the health & safety file. The Principal Contractor will be required to induct all contractors' employees. Workers must carry some sort of proof of inductions on their person.

#### 8.4.2 Awareness

The Principal Contractor must ensure that, on site, periodic toolbox health & safety talks take place at least once every week. These talks should deal with risks relevant to the construction work at hand. Records of attendance must be kept in the health & safety file. Daily pre-task crew talks and DSTI's are to be conducted by the appointed CR8.7 supervisors.

# 8.4.3 Competence

All competent persons must have the knowledge, experience, training, and qualifications specific to the work they have been appointed to supervise, control, and carry out. This must to be assessed on a regular basis e.g. training, evaluation, and periodic audits by the Client, progress meetings, etc. The Principal Contractor is responsible to ensure that Competent Contractors are appointed to carry out construction work.

# 8.5 Health & Safety Audits, Monitoring and Reporting

A monthly compliance audit will be done by Client (Construction Regulation 5.1(O), through their appointed safety agent. Bhadama Properties & Projects will be conducting the audit to comply with Construction Regulation to ensure that the Contractor has implemented, and is maintaining the agreed and approved OH&S Plan.

The Principal Contractor is obligated to conduct monthly audits on all Contractors appointed by him and keep audit reports in its health & safety file. Contractors have to audit their subcontractors and keep records of these audits in *their* health & safety files, made available on request.

# 8.6 Emergency Procedures

The Principal Contractor must prepare a detailed Emergency Procedure/Evacuation Plan prior to commencement on site. The procedure/plan must take into consideration the risks and potential incidents posed by work to be carried out on this project.

The procedure must detail the response plan including the following key elements:

- List of key competent personnel;
- Details of emergency services;
- Actions or steps to be taken in the event of the specific types of emergencies;

Emergency procedure(s) shall include, but shall not be limited to: fire; chemical spills; injury to employees; damage to material/equipment/plant; use of hazardous substances; bomb threats;







major incidents/injuries; evacuation; etc. The Principal Contractor must advise the Client in writing forthwith, of any emergency situations, together with a record of action taken/action to be taken. A contact list of all service providers (Fire Department, Ambulance, Police, Medical and Hospital, etc.) must be maintained and made available to site personnel.

# 8.7 First Aid Boxes and First Aid Equipment (GSR 3)

The Principal Contractor and all Contractors shall appoint First Aider(s) in writing. The Principal Contractor must appoint at least one First Aider who must be certificated. Copies of valid certificates are to be kept on site. The Principal Contractor must provide at least 1 (one) first aid box, adequately stocked at all times. All Contractors with more than 5 employees shall supply their own first aid box. Contractors with more than 10 employees must have their own trained, certified first aider on site at all times.

The Contingency Plan of the Contractor must include the arrangements for speedily and promptly transporting injured persons to a medical facility or securing emergency medical help to persons that may require it.

#### 8.8 Personal Protective Equipment (PPE) and Clothing

The Principal Contractor and Contractors must ensure that all site workers are issued with and wear the appropriate PPE as indicated in their risk assessments.

The Principal Contractor and Contractors must make provision and keep adequate quantities of SABS approved PPE on site at all times according to their risk assessments. The above procedure applies to Contractors and their Sub-contractors, as they are all Employers in their own right and must therefore supply their own PPE.

Labour Only Contractors appointed by the Principal Contractor become the responsibility of the Principal Contractor unless otherwise instructed. The contractor must compile a detailed PPE matrix for the various disciplines and tasks.

# 8.9 Occupational Health and Safety (OHS) Signage

The Principal Contractor must provide adequate on-site OHS signage. Including but not limited to: 'no unauthorized entry', 'report to site office', direction to site office, 'beware of overhead work', 'hard hat area' – to be posted up at all site entrances. Signage must also be posted up on site in strategic locations e.g. access routes, stairways, entrances to structures and buildings, scaffolding, and other potential risk areas/operations such as exposed edges and openings and trenches/excavations where persons are at work. Health & safety signage must be well maintained including weekly inspections, cleaning, replacement and repair.

# 8.10 Public and Site Visitor Health & Safety

Public walkways and roadways must be kept clean and free of excessive construction materials so as to prevent a negative impact on the public. Roadways and walkways will have to be cleaned on a regular basis – daily inspections to be conducted by the Principal Contractor with action to be taken without delay.

Site visitors must be briefed on the hazards they may be exposed to as well as what measures are in place or should be taken to control these hazards. As per the Construction Regulations, a record of these 'inductions' must be kept on site. It is advised that a visitor book with site rules leaflet be kept at the gate or at reception/site office and all visitors to be directed to such







point where they must read through the site safety information and sign the visitor book. All hoarding lay out drawing are to be strictly adhered to.

# 8.11 Minimum Environmental Requirements

All contractors shall, comply with the following environmental protection procedures and requirements:

# 8.11.1 Water Use and Disposal:

- No water hoses may be used on site unless they are fitted with nozzles that can prevent flow when not being used. Leaks in hoses are not permitted.
- Water from fire hydrants may not be used without prior authorization of the Client.
- Contaminated water may not be disposed of into the effluent drainage system without the prior authorization of the Engineer.
- Contaminated water may not be discharged into storm water drains under any circumstances.
- Contaminated water that cannot be disposed of via the site effluent system must be removed from site by a recognized waste disposal company and disposed of as per relevant legislation.

#### 8.11.2 Storm Water Drains:

- Nothing other than clean uncontaminated water may be discharged into the site storm water drains.
- In the event of pollutants accidentally entering the storm water drains the Supervisor shall be notified immediately and the removal of the contaminants from the storm water system and their proper disposal shall be commenced without delay.
- In the event that contamination has reached the outside of the site, the appropriate local authorities' shall be notified and full scale clean-up operations shall be commenced immediately.

#### 8.11.3 Sewerage System

- Nothing shall be discharged into the site sewerage systems except domestic waste water.
- Authorization shall be obtained from the site manager before connecting any temporary toilet or ablution facilities into the site sewerage system.

#### 8.11.4 Solid Waste Disposal

- Contractors shall be responsible for the safe and proper disposal of solid waste generated by their activities.
- Hazardous waste material shall only be disposed of via approved and recognized waste disposal companies. Disposal certificates shall be obtained and copies kept in the safety file.

# 8.11.5 Discharges to Atmosphere







- Nothing will be burnt on site.
- Any process which causes dust will be assessed prior to the work starting and authorization to work obtained before starting work.

#### 8.11.6 Reporting of Environmental Incidents

- Environmental Incidents shall be reported without delay and at the latest before the end of the shift during which the incident occurred.
- Spillages or incidents that could cause pollution outside of the boundaries of site shall be reported immediately in order for prompt preventative measures to prevent or reduce contamination of the environment.

#### 8.12 Access to Site

The Principal Contractor or Site Manager will establish site access rules and implement and maintain these throughout the construction period. Access control must include the rule that non-employees will not be allowed on site unaccompanied.

Access to site will be restricted to persons working on site that attended a site-specific safety induction BEFORE starting work on site. Visitors to site must be inducted and accompanied by a safety representative during their visit on site.

#### 8.12.1 Security on Site

Both the Client and the Principal Contractor have a duty in terms of the OHS Act 85/1993 to do all that is reasonably practicable to prevent members of the public and site visitors from being affected by the construction activities. The site must be suitably hoarded at all times with a limited number of access points which must be controlled to ensure safe access and egress.

The access points must be kept closed and must have the adequate notices displayed.

#### 8.13 Hours of Work

Weekend and after hours' work may only be done with the prior approval of the Clients Agent. Approval shall be subject to:

- Competent supervision being on site throughout the duration of the weekend/ afterhours work.
- The contractor having a demonstrated history of adequate, problem free control and supervision of the work during normal working hours.

#### 8.14 Lighting

The contractor is to ensure that wherever work is performed where the lighting conditions are less than the minimum requirement as defined in ER Regulation 3 and relative schedules, that this is supplemented with additional lighting capacity to ensure that all works contemplated can be conducted safely.

Portable Lights must be fitted with a robust non-hygroscopic non-conducting handle and the lamp must be protected by a robust and weather proof guard. The cable lead-in must withstand rough handling. Registers must be maintained for each piece of equipment and findings of regular inspections must be entered into a register. Inspections must concentrate on plug,







cord, switch and any obvious faults. When used in wet/damp conditions, it must be protected as for portable electrical tools, above

#### 9. PHYSICAL REQUIREMENTS

# 9.1 Earthworks (Including Trenching and Excavations) (CR 13)

The Principal Contractor and relevant Contractors must make provision in their tender for the shoring of excavations where the soil conditions warrant it or if this is not possible cut it back -excavation walls must be battered back to a safe angle, termed the safe angle of repose.

The Principal Contractor has the following options: first option is to shore or brace the excavation, should this not be practical then such excavation must be battered back to the safe angle of repose (second option). Should the first two options not be deemed necessary by the contractor, then permission must be given in writing by the appointed competent excavation supervisor (third option).

Where uncertainty pertaining to the stability of the soil exists, the decision of a professional engineer or professional technologist competent in excavations shall be decisive. Such permission must be in writing.

The following is relevant to excavations:

- Excavations/trenches are inspected before every shift and a record of these inspections is kept;
- Safe work procedures have been communicated to the workers;
- The safe work procedures are enforced and maintained by the Principal Contractor's and Contractors' responsible persons at all times;
- Ensure that where the stability of an adjoining building, structure or road is likely to be
  affected by the making of an excavation, steps are taken that may be necessary to
  ensure the stability of such building, structure or road as well as the safety of persons;
- Ascertain as far as is reasonably practicable, the location and nature of electricity, water, gas or other similar services which may in any way be affected by the work to be performed. The necessary steps must then be taken to render the circumstances safe for all persons involved;
- Cause every excavation which is accessible to the public or which is adjacent to public roads or thoroughfares, or where the safety of persons may be endangered, to be adequately protected by a barrier or fence of at least one meter in height and as close to the excavation as is practicable; and provided with warning illuminants or any other clearly visible boundary indicators at night or when visibility is poor;
- Cause warning signs to be positioned next to an excavation within which persons are working or carrying out inspections or tests.

#### 9.3 Traffic Diversions

Provision by means of a method statement must be made for any traffic diversions to conduct your construction activities as well as any loading and off-loading of materials and waste.

# 9.4 Edge Protection, Barricading and Penetrations (CR 10)

A contractor must ensure that—







- all unprotected openings in floors, edges, slabs, hatchways and stairways are adequately guarded, fenced or barricaded or that similar means are used to safeguard any person from falling through such openings;
- no person is allowed to work in a fall risk position, unless such work is performed safely as contemplated in sub regulation (2);
- A detailed Fall Rescue Plan will be drafted and implemented on site.
- The above mentioned plan will be demonstrated on instruction of the Clients Agent.

Note: Danger tape does not represent barricading.

# 9.5 Housekeeping (CR 27)

The Contractor to ensure that:

- Housekeeping is continuously implemented
- Scrap, waste & debris are removed regularly
- Materials placed for use are placed safely and not allowed to accumulate or cause obstruction to free movement of pedestrian and vehicle traffic
- Waste & debris not to be removed by disposing from heights, but by chute or crane
- Where practicable, Construction sites are fenced off to prevent access of unauthorised persons
- An unimpeded work space is maintained for every employee
- Every workplace is kept clean, orderly and free of tools etc. that are not required for the work being done.
- As far as is practicable, every floor, walkway, stair, passage and gangway is kept in good state of repair, slip and trip, skid-free and free of obstruction, waste and materials
- The walls and roof of every indoor workplace is sound and leak-free
- Openings in floors, hatchways, stairways and open sides of floors or buildings are barricaded, fences, boarded over or provided with protection to prevent persons from falling.

# 9.6 Stacking & Storage (Construction Regulation 28)

The Contractor/Employer must ensure that a competent person is appointed in writing to supervise all stacking and storage on a construction site.

- Adequate storage areas are provided and demarcated
- The base of any stack is level and capable of sustaining the weight exerted on it by the stack
- The items in the lower layers can support the weight exerted by the top layers.
- Cartons and other containers that may become unstable due to wet conditions are kept dry
- Pallets and containers are in good condition and no material is allowed to spill out.
- The height of any stack does not exceed 3X the base unless stepped back at least half the depth of a single container at least every fifth tier or the approval of an inspector has been obtained to build the stacks higher with the aid of an appropriate machine.







- The articles that make up a single tier are consistently of the same size, shape and mass
- Structures for supporting stacks are structurally sound and able to support the mass of the stack
- No articles are removed from the bottom of the stack, but from the top tier first
- Anybody climbing onto a stack can and does so safely and that the stack is sufficiently stable to support him/her
- Stacks that are in danger of collapsing are broken down and restacked
- Stability of stacks are not threatened by vehicles or other moving plant and machinery
- Stacks are built in a header and stretcher fashion and that corners are securely bonded
- Persons climbing onto stacks do not approach unguarded moving machinery or electrical installations

# 9.7 Fire Extinguishers and Fire Fighting Equipment (CR 29)

The Principal Contractor and relevant Contractors shall provide adequate, regularly serviced firefighting equipment located at strategic points on site, specific to the classes of fire likely to occur. The appropriate notices and signs must be posted up as required. A minimum of four 9kg dry chemical powder fire extinguishers must be available in and around the site office establishment and stores. Wherever 'hot work' is taking place, additional fire extinguishers must be on hand. Contractors are responsible for ensuring compliance with hot work procedures and must be in possession of method statements detailing the safe working procedures. 'Hot work' includes all work that generates a spark or flame and may therefore result in a fire.

# 9.8 Fall Protection - Fall Risk Positions (Construction regulation 10.)

A contractor must—

designate a competent person to be responsible for the preparation of a fall protection plan;

- ensure that the fall protection plan contemplated in paragraph (a) is implemented, amended where and when necessary and maintained as required; and
- take steps to ensure continued adherence to the fall protection plan.
- A fall protection plan contemplated in sub regulation (1), must include—
- a risk assessment of all work carried out from a fall risk position and the procedures and methods used to address all the risks identified per location;
- the processes for the evaluation of the employees' medical fitness necessary to work at a fall risk position and the records thereof;
- a programme for the training of employees working from a fall risk position and the records thereof;
- the procedure addressing the inspection, testing and maintenance of all fall protection equipment; and
- rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following the incident.
- A contractor must ensure that a construction manager appointed under regulation 10(1) is in possession of the most recently updated version of the fall protection plan.
- fall prevention and fall arrest equipment are—
- approved as suitable and of sufficient strength for the purpose for which they are being used, having regard to the work being carried out and the load, including any person, they are intended to bear; and securely attached to a structure or plant, and the







structure or plant and the means of attachment thereto are suitable and of sufficient strength and stability for the purpose of safely supporting the equipment and any person who could fall; and

• fall arrest equipment is used only where it is not reasonably practicable to use fall prevention equipment.

# 9. 9 Scaffolding (CR 16 / SANS 10085 - 1)

The Principal Contractor must ensure that all scaffolding operations are carried out under the supervision of a competent person and that all erectors, team leaders and inspectors are competent to carry out their work. The Principal Contractor must ensure that scaffolding when used and erected, complies with the safety standards as per SANS 10085-1:2004 Please note that Scaffold also need to comply with CR 12 Temporary Works.

#### 9.10 Roof work

Where roof work is being performed on a construction site, the contractor must ensure that; in addition to the requirements set out in sub regulations (2) and (4), it is indicated in the fall protection plan that—

the roof work has been properly planned;

- the roof erectors are competent to carry out the work;
- no employee is permitted to work on roofs during inclement weather conditions or if any conditions are hazardous to the health and safety of the employee;
- all covers to openings and fragile material are of sufficient strength to withstand any imposed loads;
- suitable and sufficient platforms, coverings or other similar means of support have been provided to be used in such a way that the weight of any person passing across or working on or from fragile material is supported; and
- suitable and sufficient guard-rails, barriers and toe-boards or other similar means of protection prevent, as far as is reasonably practicable, the fall of any person, material or equipment.
- That no work is carried out during inclement weather (Strong wind and rain)
- What safety measures will be implemented to ensure the safety of roof workers as well as persons working below the roof work (due to removal/placement of roof tiles)

9.11.1 When high wind creates a hazard to craftsmen or work being performed, i.e., instability in elevated areas, limited visibility due to dust or particles in the air, unmanageable materials, etc., supervision will stop work activities, re-assign work and area, properly store and secure material

which might blow away, injure or damage, lower/tie down crane booms and obtain further instruction from Site Management.

9.11.2 When rain creates a hazard to craftsmen on work being performed, i.e., un-stable footing conditions due to slippery structural steel, muddy and flooded work environments, unstable trenches or excavations, poor visibility due to rain or eye protection, supervision will stop specific work due to hazard, re-assign work duties and/or areas, and obtain further instructions from Project Management.







9.11.3 All scaffolding equipment and lifting equipment to be inspected and proclaimed safe to use or rectified as to be safe to use after any inclement weather. Signage must be posted to indicate the status of the scaffolding.

# 9.12 Structures (Construction Regulation 11)

The Contractor will ensure that in terms of the Construction Regulations

- (1) A contractor must ensure that—
- (a) all reasonably practicable steps are taken to prevent the uncontrolled collapse of any new or existing structure or any part thereof, which may become unstable or is in a temporary state of weakness or instability due to the carrying out of construction work;
- (b) no structure or part of a structure is loaded in a manner which would render it unsafe; and (c) all drawings pertaining to the design of the relevant structure are kept on site and are available on request to an inspector, other contractors, the client and the client's agent or employee.
- (2) An owner of a structure must ensure that—
- (a) inspections of that structure are carried out periodically by competent persons in order to render the structure safe for continued use;
- (b) that the inspections contemplated in paragraph (a) are carried out at least once every six months for the first two years and thereafter yearly;
- (c) the structure is maintained in such a manner that it remains safe for continued use;
- (d) the records of inspections and maintenance are kept and made available on request to an inspector.

That the structure on/in, which works, is to be performed has been inspected by a certified structural engineer declaring the structure to be safe for construction, demolition or renovations work processes.

Steps are taken to ensure that no structure becomes unstable or poses a threat of collapse due to demolition and construction work being performed on it, or in the vicinity of it.

No structure is overloaded to the extent where it becomes unsafe

He/she has received from the designer the following information:

- Information on known or anticipated hazards relating to the construction/demolition work and the relevant information required for the safe execution of the construction/demolition work
- A geo-scientific report (where applicable)
- The loading the structure is designed to bear
- The methods and sequence of the construction/demolition process

All drawings pertaining to the design are on site and available for inspection

 The structural engineer shall carry out inspections at appropriate and sufficient intervals of the construction work involving the design of the relevant structure to ensure compliance with the design and record the results of these inspections in writing. These records shall be maintained on the relevant site safety files as per Construction regulation 11(2)d.







#### 9.13 Demolition Work (Construction Regulation 14.)

- Demolition work to be carried out under the supervision of a competent person who has been appointed in writing
- Where demolition work is required, cognisance must be taken in respect to the potential for 'Flooding'
- A detailed structural engineering survey of the structure to be demolished to be carried
  out and a method statement on the procedure to be followed in demolishing the
  structure or part thereof to be developed by a competent person, before any demolition
  work may be commenced
- As demolishing progresses the structural integrity of the structure to be checked at intervals as determined in the method statement by the appointed competent person in order to prevent any premature collapse,
- Steps must be taken to ensure that where a structure is being demolished no floor, roof or any other part of the structure is overloaded with debris or material that would make it unsafe. It is a prerequisite that the floor/roof loading capacity be established prior to any storage or accumulation of building rubble and materials. NB This must not be exceeded.
- precautions are taken to prevent the collapse of the structure when any frame or support is cut or removed
- shoring or propping is applied where necessary
- No person must be required or allowed to work under unsupported overhanging material.
- The stability of any adjacent building, structure or road must be maintained at all times
- The location and nature of any existing services such as water, sewage, electricity, gas etc. must be established before any demolition work is commenced and any service that may be affected by the demolition must be protected and made safe for workers. A Detailed Risk Assessment
  - must be conducted and reviewed at the site safety meeting **PRIOR** to any demolition work commencing.
- Every stairwell in a building being demolished must be adequately illuminated
- Convenient and safe means of access and egress must be provided
- A catch platform or net must be erected over every entrance to the building or structure being demolished where the likelihood exists of material or debris falling on persons entering and leaving and every other area where the likelihood exists of material or debris falling on persons, must be fenced, hoarded or barricaded
- Waste and debris may only be disposed of from a height in a chute with the following design:
- Adequately constructed and rigidly fastened
- If inclined >45 degrees enclosed on all four sides
- Discharged into a container or a barricaded area, in addition a "NO GO" zone will be established in a 5-meter radius around the barricaded area whilst the chute is in use.
- The immediate area should be adequately demarcated and designated (signage) so as to prevent any person approaching the waste chute, and surrounding area whenever the equipment is in use.
- The Principal Contractor to ensure where airborne particulate matter (dust) occurs in the demolition work process that the Occupational Exposure Limit & Time Weight Average is not exceeded to ensure compliance with Environmental Regulation 5. In







addition that all employees required to work in the area are properly equipped with the correct PPE.

- During the process of construction work the Principal Contractor must ensure compliance to NIHLR (NOISE INDUCED HEARING LOSS REGULATIONS) ref paragraph 4.23 of this specification.
- The PC or Contractor must ensure that they provide the necessary training to employees exposed to noise, particularly where this involves the use of machinery and other equipment in the normal course of their duties.

The PC and or Contractor must assess the potential for noise exposure.

- The PC or Contractor shall ensure that where noise exposure has been identified, that
  where necessary 'noise monitoring', 'medical surveillance' and management controls
  are maintained to ensure compliance to the regulations.
- Asbestos related work must be conducted to the requirements of the Asbestos regulations promulgated under the OHS Act and in particular Asbestos Regulation 21:
- Demolition of asbestos may only be carried out by a registered (with the Department of Labour) Asbestos Contractor
- All asbestos materials likely to become airborne must be identified.
- A Plan of Work must be submitted for approval to an approved Asbestos Inspection Authority (AIA) 30 days prior to commencement of demolishing work unless the Plan was drawn up by an Major Inspection Authority and a signed (by all parties) copy must be submitted to the Department of Labour 14 days before commencement of the demolishing.

# During demolition work:

- all asbestos containing material must be disposed of safely
- workers must be issued with appropriate PPE and the proper use thereof enforced
- After the demolition has been completed the area/premises must be thoroughly checked to ensure that all asbestos waste has been removed

#### No person is allowed to:

- Use compressed air or permit the use of compressed air to remove asbestos dust from any surface or person
- Smoke, eat, drink or keep food or beverages in an area not specifically designated for this

Lead related work must be conducted to the requirements of the Lead regulations promulgated under the OHS Act. Where demolition work will involve the use of explosives a method statement must be developed by a competent person in accordance with applicable explosives legislation GNR 109 of 17 Jan 2003. In addition the Principal contractor or Contractor must ensure that all the necessary risk assessments and other legal requirements are adhered to. Wherever the use of explosives is contemplated, the client and his safety agent must be informed of the impending requirement and approval (In writing) given prior to any work being conducted involving explosives.

# 10 PLANT, MACHINERY AND EQUIPMENT

10.1 Construction Vehicles & Mobile Plant (CR 23)







"Construction Plant" includes all types of plant including but not limited to, cranes, piling rigs, excavators, construction vehicles, compaction plant, batch plants and lifting equipment.

The Principal Contractor must ensure that such plant complies with the requirements of the OHS Act, Construction Regulations 2014 and any manufacturers specifications. The Principal Contractor and all relevant contractors must inspect and keep records of inspections on construction vehicles and mobile plant used on site. Only authorised/competent persons in the possession of the necessary training certificates and in possession of a certificate of medical fitness may operate construction vehicles and mobile plant. Appropriate PPE and clothing must be provided and maintained in good condition at all times. Reverse alarms must be installed on construction vehicles i.e. trucks, digger loaders, etc. Vehicles and pedestrian traffic must be safely separated, preventing any unnecessary interfacing.

All construction vehicles and mobile plant has to be tagged and a full service history of these vehicles and plant must be available on site.

Any vehicle or mobile plant using any public road must be roadworthy and carry a certificate proving this, likewise any operator of such construction vehicle or mobile plant will have to carry the necessary driver's license.

#### **10.2 VEHICLES / EQUIPMENT**

All vehicles will be roadworthy at all times

- Pre-use check will be done against any approved checklist; all faulty items will be attended to.
- Brakes
- Lights
- Air / Hydraulic
- Oil leaks
- The vehicles / Equipment will be withdrawn from service for repairs.
- Brake testing will be done every shift before use (Brake testing method to be submitted)
- No major repairs or services will be carried out on Site.

Vehicles and mobile equipment will be supplied with:-

- Fire Extinguisher
- Reflector's / Reflective tape:
- Sides
- Front
- Back
- Reversing alarm

#### **OPERATORS / DRIVERS**

• A relief driver will be available for every 4 dump trucks and operators / drivers will be rotated should the need arise or physical exertion of the operator take place.







- A supervisor or appointed person will drive around from on-loading to off-loading points and ensure that drivers get out of the vehicle and walk around for 5 minutes and if required allow the person to relieve himself or to drink water or cold drink which will be available on the LDV.
- Random alcohol / drug test must be done and results to be submitted.
- All drivers / operators will be appointed under OHS Act Construction Regulation 21, in addition a competent person must also be appointed in writing to inspects the plant, refer to OHS Act Construction Regulation 21
- If driver / operator does not adhere to rules and regulations, his appointment will be cancelled and he will not be able to carry on his duty.
- No driver / operator will be appointed without proof of training, Drivers license and valid medical certificate.
- No training of drivers / operators on site.
- No passengers on Dump trucks, Loaders, TLB's or Excavators
- No eating or drinking allowed while operating Plant
- No vehicle will be left unattended with the engine running or the key in the ignition.

#### 10.3 Pressure Equipment and Gas Bottles (PE Regulations and CR 23)

The Principal Contractor and all relevant Contractors shall comply with the Pressure Equipment Regulations, including:

- Providing competency and awareness training to the operators/users;
- Providing the relevant PPE and clothing;
- Inspect equipment regularly (every month) and keep records of inspections;
- Providing appropriate firefighting equipment (Fire Extinguishers) on hand;
- Oxygen and acetylene bottles must be secured in an upright position, must not show signs of corrosion or damage and must have flash back arrestors fitted on both bottle and torch.

#### **10.4 Hired Plant and Machinery**

The Principal Contractor shall ensure that any hired plant and machinery used on site is safe for use and complies with the minimum legislated requirements. The necessary requirements as stipulated by the OHS Act and Construction Regulations 2014 shall apply.

The Principal Contractor shall ensure that operators hired with machinery are competent and that certificates are kept on site in the health & safety file.

Any load test requirements and inspections in terms of legislation must be complied with and copies of load test certificates and inspections must be kept in the health & safety file. All relevant contractors must ensure the same.

# 10.5 Temporary Works (CR 12)

(1) A contractor must appoint a temporary works designer in writing to design, inspect and approve the erected temporary works on site before use.







- (2) A contractor must ensure that all temporary works operations are carried out under the supervision of a competent person who has been appointed in writing for that purpose.
- (3) A contractor must ensure that—
- (a) all temporary works structures are adequately erected, supported, braced and maintained by a competent person so that they are capable of supporting all anticipated vertical and lateral loads that may be applied to them, and that no loads are imposed onto the structure that the structure is not designed to withstand;
- (b) all temporary works structures are done with close reference to the structural design drawings, and where any uncertainty exists the structural designer should be consulted;
- (c) detailed activity specific drawings pertaining to the design of temporary works structures are kept on the site and are available on request to an inspector, other contractors, the client, the client's agent or any employee;
- (d) all persons required to erect, move or dismantle temporary works structures are provided with adequate training and instruction to perform those operations safely;
- (e) all equipment used in temporary works structure are carefully examined and checked for suitability by a competent person, before being used;
- (f) all temporary works structures are inspected by a competent person immediately before, during and after the placement of concrete, after inclement weather or any other imposed load and at least on a daily basis until the temporary works structure has been removed and the results have been recorded in a register and made available on site;
- (g) no person may cast concrete, until authorization in writing has been given by the competent person contemplated in paragraph (a);if, after erection, any temporary works structure is found to be damaged or weakened to such a degree that its integrity is affected, it is safely removed or reinforced immediately;
- (i) adequate precautionary measures are taken in order to—
  - (i) secure any deck panels against displacement; and
  - (ii) prevent any person from slipping on temporary works due to the application of release agents;
- (j) as far as is reasonably practicable, the health of any person is not affected through the use of solvents or oils or any other similar substances;
- (k) upon casting concrete, the temporary works structure is left in place until the concrete has acquired sufficient strength to safely support its own weight and any imposed load, and is not removed until authorization in writing has been given by the competent person contemplated in paragraph (a);
- (I) the foundation conditions are suitable to withstand the loads caused by the temporary works structure and any imposed load in accordance with the temporary works design.
- (m) provision is made for safe access by means of secured ladders or staircases for all work to be carried out above the foundation bearing level;







- (n) a temporary works drawing or any other relevant document includes construction sequences and methods statements;
- (o) the temporary works designer has been issued with the latest revision of any relevant structural design drawing;
- (p) a temporary works design and drawing is used only for its intended purpose and for a specific portion of a construction site; and
- (q) the temporary works drawings are approved by the temporary works designer before the erection of any temporary works.
- (4) No contractor may use a temporary works design and drawing for any works other than its intended purpose.

### 10.6 Ladders (GSR 13)

The Principal Contractor must ensure that all ladders are inspected daily with monthly records kept; in good safe working order; the correct height for the task; extend at least 1m above the landing; fastened and secured; and at a safe angle. Stepladders must be safe for use, must be the correct height for the task and the top two rungs may not be used. Records of inspections must be kept in a register on site. Contractors using their own ladders must ensure the same.

#### **10.7 Driven Machinery**

The Principal Contractor and relevant contractors must ensure compliance with the Driven Machinery Regulations, which includes carrying out risk assessments on the machines, inspecting machinery regularly, appointing a competent person to inspect and ensure maintenance, issuing PPE and relevant clothing, and training those who use machinery.

#### 10.8 Electrical Installations and Portable Electrical Tools (CR 24)

The Client will ensure as far as possible that the Principal Contractor is made aware of the positions of all electrical power lines. The Principal Contractor must notify the Client should it not be sure of the location of any electrical power lines. The Principal Contractor must comply with the Electrical Installation Regulations, the Electrical Machinery Regulations and the Construction Regulations (CR 24).

The Principal Contractor must keep a copy of the Certificate of Compliance (COC) for its electrical power supply. A revised COC is required whenever the installation is altered or changed in any way. All temporary electrical installations must be inspected at least weekly by a competent person appointed in writing.

Portable electrical tools and equipment must be visually inspected daily. Records of inspections must be kept on site (monthly inspection records to be kept after a competent inspector has carried out the monthly check).

#### 10.9 Electrical & Mechanical Lockout

A system of control shall be established in order that no unauthorized person can energize a circuit, open a valve, or activate a machine on which people are working or doing maintenance,







even if equipment, plant or machinery is out of commission for any period, thus eliminating injuries and damage to people and equipment as far as is reasonably practicable.

Physical/mechanical lock-out systems shall be part of the safety system and included in training. Lockouts shall be tagged and the system tested before commencing with any work or repairs.

#### 10.10 Materials Hoists (CR 19)

A contractor shall ensure that every material hoist and its tower have been constructed of sound material in accordance with the generally accepted technical standards.

Each contractor shall cause the tower of every material hoist to be-

- Erected on firm foundations and secured to the structure or braced by steel wire guy ropes, and to ensure that the highest landing has an unobstructed space of 900 mm for over travel.
- enclosed on all sides at the bottom, and at all floors
- Provided with a door or gate at least 2100 mm in height at each landing and such door or gate shall be kept closed, except when the platform is at rest at such a landing.

#### A contractor shall cause-

- the platform of every material hoist to be designed in such a manner that it shall safely contain the loads being conveyed and that the combined weight of the platform and the load does not exceed the designed lifting capacity of the hoist;
- the hoisting rope of every material hoist which has a remote winch to be effectively protected from damage
- The material hoist to be provided with an efficient brake capable of holding the platform with its maximum load in any position when the power is not being supplied to the hoisting machinery.

The contractor is to ensure that wherever building tools and equipment are conveyed that these have been tied down and secured so as to prevent uncontrolled movement.

- A contractor shall cause a notice, indicating the maximum mass MML load which may
  be carried at any one time and the prohibition of persons from riding on the platform of
  the material hoist, to be affixed around the base of the tower and at each landing.
- A contractor of a material hoist shall not require or permit any person to operate such
  a hoist, unless the person is competent (Has proof of training which should be retained
  on the site Health b& Safety File) in the operation thereof. No contractor shall require
  or permit any person to ride on a material hoist unless certified otherwise.
- A contractor shall cause every material hoist-to be inspected on a daily basis by a
  competent person who has been appointed in writing and has the experience
  pertaining to the erection and maintenance of material hoists or similar machinery;
  inspection contemplated in paragraph (a), to include the determination of the
  serviceability of the entire material hoist including guides, ropes and their connections,
  drums, sheaves or pulleys and all safety devices;
- inspection results to be entered and signed in a register, which shall be
- kept on the site safety file C.R. 7 for that purpose;
- to be properly maintained and that the maintenance records in this regard
- are kept on the site safety file C.R.7







#### 11. OCCUPATIONAL HEALTH

#### 11.1 Industrial Hygiene (exposure to physical and chemical stress factors)

Exposure of workers to occupational health hazards and risks is very common in any work environment, especially in construction. Occupational exposure is a major problem and all Contractors must ensure that proper health and hygiene measures are put in place to prevent exposure to these hazards. Prevent inhalation, ingestion, and adsorption through the skin of hazardous chemical substances.

#### 11.2 Asbestos Work

The Principal contractor must ensure that a registered and approved asbestos removal contractor is used for all asbestos work. Proof of registration must be available in the Contractors Health and Safety File and a copy must be supplied to DEVELOPMENT BANK OF SOUTH AFRICA / BHADAMA PROPERTIES & PROJECTS before work commence.

All asbestos work must be conducted as per the Asbestos Regulations of the Occupational Health and Safety Act and Regulations (85 of 1993).

#### 11.3 Noise Induced Hearing Loss (GNR 307 7th March 2003) refers

Occupational noise emitted by construction machinery and power tools must be controlled as far as possible by implementing engineering solutions such as noise dampening, regular maintenance, servicing and inspection, screening off the noise, and reducing the number of persons exposed. It is generally accepted that all employees on a construction site will be exposed to varying degrees of noise.

In view of this, the contractor shall ensure full compliance with the above-mentioned regulation; furthermore, provide proof of the relative management process. The contractor is advised to pay particular attention to section 12 of the "Noise-Induced Hearing Loss Regulation"

#### 11.4 Ergonomics

Ergonomics is the study of how workers relate to their workstations. We advise the Principal Contractor and Contractors to take this into consideration when conducting risk assessments, thereby improving the worker-task relationship, which will in turn improve productivity and reduce chronic conditions such as back strains, joint problems and mental fatigue, amongst others.

## 11.5 Hazardous Chemical Substances (HCS)

The Principal Contractor must ensure that the use, transport, and storage of HCS are carried out as prescribed in the HCS Regulations. The Principal Contractor and contractors must ensure that all hazardous chemicals on site have Material Safety Data Sheets (MSDS) on site and the users are made aware of the hazards and precautions that need to be taken when using the chemicals.

The First Aiders must be made aware of the MSDS's and how to treat HCS incidents appropriately. Copies of the MSDS's must be kept in the first aid box and in the store. All containers must be clearly labeled. Flammable substances must be stored separately, away from other materials, and in a well-ventilated area (appropriate cross ventilation). A competent







person should be appointed to be in control of this portfolio. Fuel storage tanks must conform to the general environmental legislation and Environmental Management Plan. The necessary safety signage must to be posted up on the tanks – 'no naked flames', 'no smoking'. Two 9kg DCP fire extinguishers must be placed near to fuel tanks, but

not within 5m of the tanks. These extinguishers are over and above the minimum four required for the offices and stores.

#### 11.6 Construction Employees' Facilities (CR 30)

The Principal Contractor must supply sufficient toilets (1 toilet per 30 workers), clean, lockable changing facilities, hand washing facilities, soap, toilet paper, and hand drying material. Waste bins must be strategically placed around site and emptied regularly.

Workers must not be exposed to hazardous materials/substances while eating and must be provided with adequate, sheltered eating areas complete with benches and tables. Stores may not double up a change rooms or mess areas.

#### 11.7 Alcohol and other Drugs

No alcohol and drugs will be allowed on site. No person may be under the influence of alcohol or any drug while on the construction site. Any person on prescription medication must inform his/her superior, who shall in turn report this to the Principal Contractor forthwith. Any person suffering from any illness/condition that may have a negative effect on his/her /anyone else's health or safety performance must report this to his/her superior. Any person suspected of being under the influence of alcohol or other drugs must be sent home immediately.

#### 11.8 Reporting on occupational health issues

As per the incident reporting and investigation requirements it is essential that the contractor advise the client on any condition or occurrence where the health of any worker has been effected. Where an occupational health concern has been raised such incident is to be investigated as any other incident.

### 11.9 Occupational health medicals

Although not a requirement, contractors are advised to consider the possibility of providing for both entry and exit medicals for all employees. It is however the responsibility of the principal contractor to ensure that where legislation requires a medical fitness certificate that such medicals are conducted and records kept in the site safety file. Medicals must be issued as per Annexure 3 document.







# ACCEPTENCE OF OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

I	confirm that I have read and understood the Health a	and
Safety Specifications as	et out above and furthermore agree and accept that my Compar	ny
	will abide by the conditions and requirements of	the
OHSACT and all applical	le regulations there under	
Signature	Contractor:	
Date:		
Name:		







# Annexure A: Typical safety file index and registers

Please note: Site File contents may vary depending on the type of trade.

# (Typical Site File Contents)

- 1. SHE Policy
- 2. Notification of Construction Work
- 3. Notification of Asbestos Work
- 4. Client Safety Spec
- 5. SHE Plan
- 6. Environmental Management Plan
- 7. Organogram
- 8. Mandatory Appointments
- 9. General Appointments
- 10. Drivers Licenses and Certificates of Training
- 11. Medical Certificates & Psychiatric Evaluations
- 12. Method Statements
- 13. Risk Assessments
- 14. Risk Assessment Review Plan
- 15. Proof of Risk Assessment Training
- 16. Safe Works Procedures
- 17. Fall Protection Plan
- 18. Proof of Fall Protection Training
- 19. Demolition Plan
- 20. MSDS
- 21. Emergency Procedure
- 22. Emergency Tel List
- 23. Accident and Incident Procedures
- 24. Annexure 1 Forms
- 25. Equipment list and Test Certifications
- 26. Minutes Safety Meetings
- 28. Audits and Notifications
- 29. WCA Certificate of Good Standing & Claim Forms
- 30. Site Rules
- 31. Inductions
- 32. Toolbox Talks
- 33. Copy of the Act
- 34. Copy of Construction Regulation







# **Annexure B - Compliance submission requirements**

OHS Act Section/Regulation	Subject	Requirements
Construction. Regulation 4	Notification of intend to commence Construction work	Department of Labour notified Copy of Notice available on Site
General Admin. Regulation 4	Copy of OH&S Act (Act 85 of 1993)	Updated copy of Act & Regulations on site. Readily available for perusal by employees.
COID Act Section 80	Registration with Compensation Insurer	Written proof of registration/Letter of good standing available on Site
Construction. Regulation 5	H&S Specification	H&S Spec received from Client and/or its Agent on its behalf OH&S programme developed & Updated regularly
Section 8(2)(d) Construction. Regulation 9	Hazard Identification &Risk Assessment	Hazard Identification carried out/Recorded Risk Assessment and – Plan drawn up/Updated RA Plan available on Site Employees/Sub- Contractors informed/trained
Section 16(2)	Assigned duties (Managers)	Responsibility of complying with the OH&S Act assigned to other person/s by CEO.
Construction Regulations 8(1)	Designation of Person Responsible for Managing of Site	Competent person appointed in writing as Construction Manager with job description
Construction Regulations 8(2)	Designation of Assistant for above	Competent person appointed in writing as







	T	Applications ( Open 1 )
		Assistant Construction
		Manager with job
		description
Construction. Regulation	Designation of Person	Competent person
8(7)	Responsible on Site	appointed in writing as
		Construction
		Supervisor with job
		description
Construction. Regulation	Designation of Assistant for	Competent person
8(8)	above	appointed in writing as
		Assistant Construction
		Supervisor with job
		description
Section 17 & 18	Designation of Health & Safety	More than 20
General Administrative	Representatives	employees - one H&S
Regulations 6 & 7		Representative, one
		additional H&S Rep.
		for each 50
		employees or part
		thereof.
		Designation in writing,
		period and area of
		responsibility
		specified in terms of
		GAR 6 & 7
		Meaningful H&S Rep.
		reports.
		Reports actioned by
		Management.
Section 19 & 20	Health & Safety Committee/s	H&S Committee/s
General Administrative		established.
Regulations 5		All H&S Reps shall be
		members of H&S
		Committees
		Additional members
		are appointed in
		writing.
		Meetings held
		monthly, Minutes
		kept.
		Actioned by
		Management.
Section 24 &	Reporting of Incidents	Incident Reporting
General Admin. Regulation 8	(Dept. of Labour)	Procedure displayed.
COID Act Sect.38, 39 & 41	, ,	All incidents in terms of
		Sect. 24 reported to the
		Provincial Director,
		Department of Labour,
		within 3 days. (Annexure
		1)(WCL 1 or 2) and to
		the Client and/or its
		Agent on its behalf







		T
		Copies of Reports
		available on Site
		Record of First Aid
		injuries kept
General Admin. Regulation 9	Investigation and Recording of	All injuries which
	Incidents	resulted in the person
		receiving medical
		treatment other than first
		aid, recorded and
		investigated by
		investigated by investigator designated
		in writing.
		Copies of Reports
		(Annexure 1) available
		on Site
		Tabled at H&S
		Committee meeting
Construction. Regulation 10	Fall Prevention & Protection	Competent person
		appointed to draw up
		and supervise the Fall
		Protection Plan
		Proof of appointees
		competence available
		on Site
		Risk Assessment
		carried out for work at
		heights
		Fall Protection Plan
		drawn up/updated and
		workers trained
		Available on Site
Construction. Regulation 10(5)	Roof work	Competent person
Contaction: regulation re(c)	Noor work	appointed to plan &
		supervise Roof work.
		Proof of appointees
		competence available
		on Site
		Risk Assessment
		carried out and workers
		trained
		Roof work Plan drawn
		up/updated
		Roof work inspect
		before each shift.
		Inspection register kept
		Employees medically
		examined for physical &
		psychological fitness.
		Written proof on site
Construction. Regulation 11	Structures	Information re. the
		structure being erected
		received from the
		Designer including:
		- geo-science technical
		report where relevant
		- the design loading of
		the structure







- the methods & sequence of construction - anticipated dangers/hazards/specia measures to construct safely Risk Assessment carried out
construction - anticipated dangers/hazards/specia measures to construct safely Risk Assessment carried out
- anticipated dangers/hazards/specia measures to construct safely Risk Assessment carried out
dangers/hazards/specia measures to construct safely Risk Assessment carried out
measures to construct safely Risk Assessment carried out
measures to construct safely Risk Assessment carried out
Risk Assessment carried out
Risk Assessment carried out
carried out
Method statement
drawn up
All above available on
Site
Construction. Regulation 12
appointed in writing to
supervise erection,
maintenance, use and
dismantling of
Temporary Works
Contractor must appoint
a Temporary Works
Designer to design,
Inspect and approve the
erected temporary
works on site before
use.
Design drawings
available on site
Risk Assessment
carried out
Support & Formwork
inspected:
- before use/inspection
- before pouring of
concrete
- weekly whilst in place
- Before
stripping/dismantling.
- Inspection register kep
Construction. Regulation 16 Scaffolding Competent persons
appointed in writing to:
- erect scaffolding
(Scaffold Erector/s)
- inspect Scaffolding
weekly and after
inclement weather
(Scaffold Inspector/s)
Written Proof of
Competence of above
appointees
available on Site
Risk Assessment
carried out
Inspected weekly/after
bad weather. Inspection
register/s kept







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Construction. Regulation 13	Excavations	Competent person/s appointed in writing to supervise and inspect excavation work Written Proof of Competence of above appointee/s available on Site Risk Assessment carried out Inspected: - before every shift - after any blasting - after an unexpected fall of ground - after any substantial damage to the shoring - after rain. Inspections register kept Method statement developed where explosives will be/ are used
Construction. Regulation 14	Demolition Work	Competent person/s appointed in writing to supervise and control Demolition work Written Proof of Competence of above appointee/s available on Site Risk Assessment carried out Engineering survey and Method Statement available on Site Inspections to prevent premature collapse carried out by competent person
Construction. Regulation 19	Materials Hoist	before each shift. Inspection register kept Competent person appointed in writing to inspect the Material Hoist Written Proof of Competence of above appointee available on
		Site.  Materials Hoist to be inspected weekly by a competent person. Inspections register kept.







Construction. Regulation 21	Explosive Actuated fastening devices	Competent person appointed to control the issue of the Explosive Actuated Fastening Devices & cartridges and the service, maintenance and cleaning. Register kept of above Empty cartridge cases/nails/fixing bolts returns recorded Cleaned daily after use Work areas are demarcated!
Construction. Regulation 22/ Driven Machinery Regulations 18 & 19	Cranes & Lifting Machines Equipment	Competent person appointed in writing to inspect Cranes, Lifting Machines & Equipment Written Proof of Competence of above appointee available on Site. Cranes & Lifting tackle identified/numbered Register kept for Lifting Tackle Log Book kept for each individual Crane Inspection: - All cranes - daily by operator - Tower Crane/s - after erection/6monthly - Other cranes - annually by comp. person - Lifting tackle(slings/ropes/chain slings etc.) - daily or before every new
Construction. Regulation 24/Electrical Machinery Regulations 9 & 10/	Inspection & Maintenance of Electrical Installation & Equipment (including portable electrical tools)	application  Competent person appointed in writing to inspect/test the installation and equipment. Written Proof of Competence of above appointee available on Site. Inspections: - Electrical Installation & equipment inspected after installation,
Electrical Installation Regulations		after alterations and quarterly. Inspection Registers kept







Construction. Regulation 28/ General Safety Regulation	Stacking & Storage Supervisor.	Portable electric tools, electric lights and extension leads must be uniquely identified and numbered. Weekly visual inspection by User/Issuer/Storeman. Register kept. Competent Person/s with specific knowledge
8(1)(a)		and experience designated to supervise all Stacking & Storage Written Proof of Competence of above appointee available on Site
Construction. Regulation 29/ Environmental Regulation 9	Designation of a Person to Coordinate Emergency Planning And Fire Protection	Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution and fire prevention measures Emergency Evacuation Plan developed: - Drilled/Practiced - Plan & Records of Drills/Practices available on Site  Fire Risk Assessment carried out All Fire Extinguishing Equipment identified and on register. Inspected weekly. Inspection Register kept Serviced annually
General Safety Regulation 3	First Aid	Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed) First Aid freely available Equipment as per the list in the OH&S Act. One qualified First Aider appointed for every 50 employees. (Required where more than 10 persons are employed) List of First Aid Officials and Certificates







General Safety Regulation 2	Personal Safety Equipment (PSE)	Name of person/s in charge of First Aid box/es displayed. Location of First Aid box/es clearly indicated. Signs instructing employees to report all Injuries/illness including first aid injuries Items of PSE prescribed/use enforced Records of Issue kept Undertaking by Employee to use/wear PSE PSE remain property of Employer, not to be
		removed from premises
General Safety Regulation 9	Inspection & Use of Welding/Flame Cutting Equipment	GSR 2(4)  Competent Person/s with specific knowledge and experience designated to Inspect Electric Arc, Gas Welding and Flame Cutting Equipment Written Proof of Competence of above appointee available on Site All new vessels checked for leaks, leaking vessels NOT taken into stock but returned to supplier immediately Equipment identified/numbered and entered into a register Equipment inspected weekly. Inspection Register kept
Hazardous Chemical Substances (HCS) Regulations Construction Regulation 25	Control of Storage & Usage of HCS and Flammables	Competent Person/s with specific knowledge and experience designated to Control the Storage & Usage of HCS (including Flammables) Risk Assessment carried out Register of HCS kept/used on Site
Pressure Equipment Regulations	Pressure Equipment	Competent Person/s with specific knowledge and experience designated to supervise the use, storage,







		maintenance, statutory inspections & testing of VUP's Written Proof of Competence of above appointee available on Site Risk Assessment carried out Register of Pressure Equipment on Site
Construction. Regulation 23	Construction Vehicles &Earth Moving Equipment	operate/drive  Written Proof of Competence of above appointee available on Site.  Medical Report available for each operator available on site Record of Daily inspections kept
General Safety Regulation 13A	Inspection of Ladders	Competent person appointed in writing to inspect Ladders Ladders inspected at arrival on site and weekly thereafter. Inspections register kept







# **Annexure C - Assignment of responsible persons**

The Principal Contractor must make all management appointments. Below is a list of possible appointments for this project. (Further appointments could become necessary as the project progresses)

No	OHS Act Ref.	Appointment	Name of Appointee
1	Section 16	Overall Authority and	
		Accountability	
2	Section 16(2)	Assignment of Duties	
3	CR 8(1)	Construction Manager	
4	CR 8(2)	Assistant Construction	
		Manager	
5	CR 8(5)	Construction Safety Officer	
6	CR 8(7)	Construction Supervisor	
7	CR 8(8)	Assistant Construction	
		Supervisor	
8	GMR 2(1)	Supervision of Machinery (not	
		for construction sites)	
9	Section 17	Health and Safety	
		Representative	
10	CR 16(2)	Scaffold Erector, Inspector	
		(separate appointments)	
11	CR 13(1)	Excavation Inspector	
12	GSR 3(4)	First Aiders	
13	CR 29(h)	Fire Equipment Inspector	
14	EMR 10(4)	Portable Electrical Tool	
	,	Inspector	
15	CR 19(8)(a)	Materials Hoist Inspector	
16	DMR 18(5)	Lifting Machinery and	
		Equipment Inspector	
17	GSR 13(a)	Ladder Inspector	
18	HCS Reg	Hazardous Chemical	
		Substances Inspector	
19	CR 21(2)(b)	Explosive Actuated Fastening	
		Device Inspector	
20	CR 12(a)	Temporary Works Supervisor	
21	CR 14(1)	Demolition Work Supervisor	
22	CR 23(j)	Construction Vehicle and	
		Mobile Plant Inspector	
23	CR24(e)	Electrical Installation and	
		Machinery Responsible	
		Person	
24	CR 28(a)	Stacking and Storage	
		Supervisor	







# Annexure D – Monthly Stats Template

	MAINTAINCE PROGRAMME
MONTHLY SAFETY STATS: RFP: SCHOOL NAME:	
MONTHLY SAFETY STATS	
MONTHLY SAFETY STATS:	
RFP:	
SCHOOL NAME:	

KZN DOE/ DBSA KING CETSHWAYO INFRASTRACTURE DEVELOPMENT

	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov
Total Employees											
Shifts											
Accumulative Hours											
Total Hours											
LTI's											
NLTI's											
Medical Treatments											
Fatalities											
Near Misses											
First Aid Cases											
Health and Safety Audit (% achieved)											
Number of findings											
Open findings											
							l				





