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# **OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION**

**FOR**

**KGOSI SHOPE SECONDARY SCHOOL**

**ON BEHALF OF**

**DEVELOPMENT BANK OF SOUTHERN AFRICA**

Compiled and Reviewed by

Received by

.....

**Dawie Nel**  
Health & Safety Agent

Principal Contractor Representative

**Date**

**Date**

**29<sup>th</sup> July 2022**

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**DEVELOPMENT BANK OF SOUTHERN AFRICA – KGOSI SHOPE SECONDARY SCHOOL**

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Project Name: **KGOSI SHOPE SECONDARY SCHOOL**

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 Contractors’ 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 the **KGOSI SHOPE SECONDARY 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 principles:

- 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 Asanele Consulting (Pty) Ltd 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 by-laws, approval thereof will be granted and work may commence. (Please note that generic Safety Plans or a Safety Plan that do not address the requirements as per the Client’s Safety Specification will not be approved).

Thereafter the OH&S Agent, Asanele Consulting (Pty) Ltd, 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 “C” of this document for package specific requirements which may be required as part of the tender submission.



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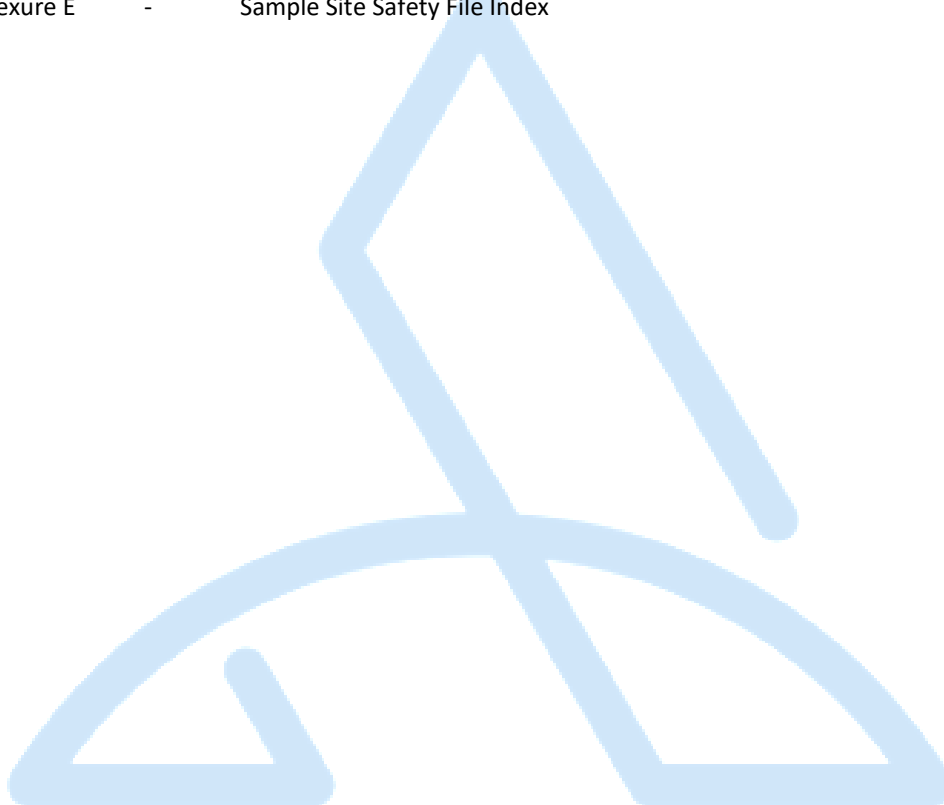
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**1. INTRODUCTION AND BACKGROUND**

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 **KGOSI SHOPE SECONDARY SCHOOL** 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 considered 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 the 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
- 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

Or any other Act passed in substitution of the abovementioned



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

#### 3.1 Interpretations

##### 3.1.1 Application

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

- **Occupational Health & Safety Act and Regulations (Act 85 of 1993).** A current, up-to-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 Principal Contractor will be required to submit a letter of Registration and "good-standing" from the Compensation Insurer before being awarded the Contract.
- All Contractors shall comply with the **"Integration Labour Law Act"** and regulations
- All relevant **Municipal bylaws and National Building Regulations**
- **The Immigrations Act 2002** as amended and shall further ensure that no illegal aliens are employed on the construction site.

##### 3.1.2 New Construction Regulations 2014

New construction Regulations 2014 have been promulgated on the 7<sup>th</sup> 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;



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- 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 load 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.





## **5.1 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 Specification 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



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- (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;.



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- 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 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



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- (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 Safety Officer 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.



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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's 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 Construction Work Permit (CR4)**

The Client's appointed H & S Agent will facilitate the CWP Process. Once obtained the CWP conditions as stipulated on the issued CWP, must be adhered to. A copy will also be provided to the Client.

**6.2 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.

**6.3 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.

**6.4 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.





## **6.5 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.

## **6.6 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 Regulation 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 analysed, 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.



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- (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.





## **6.7 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.

## **6.8 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 Pretoria Office: 012 309 5039)



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



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- 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.

**6.9 Permits and way leaves**

Permits may include the following:

- Closing of public roadways and walkways
- Demolition
- Way Leaves
- Permit to work night Shift
- Hot work Permits

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

**6.10 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:

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| REQUIREMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | TIMING                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>H&amp;S DELIVERABLES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                          |
| <ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li><li>• 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.</li><li>• 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&amp;S submissions.</li></ul> | Prior to commencement with construction. |

(See annexure “C” with regard to detailed compliance submissions)

**6.11 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:



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- 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, and 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. It must also be taken into consideration that time is money.

That implies that 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. Refer to annexure "E" of this document for a breakdown of possible safety costs.



## 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 the Contractors own cost.**

### 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



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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.

- A due diligence, one page report must be completed (and retained on file) by the Contractor every week after he has performed a site inspection. This document will be referenced at each formal site safety meeting and should be communicated via e mail with Asanele Consultants.
- 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.

- Excavations
- Wind and dust. (Site is in a build up area)
- Working in and around the bulk excavation
- Formwork for concrete columns, floors, lift shafts, stair wells, bases, ring beams and other
- Support work for formwork
- Stripping of formwork
- Working with, around and above other Contractors
- Working on and from scaffolding and ladders
- Working at Heights
- Edge Barricading (Deck Edges and openings)
- Roof work – structural and roof covering. Placement of roof sheeting.
- Tower crane erection and dismantling
- Lifting operations including mobile plant use, lifting tackle and other fixtures
- Pouring concrete by means of tower or mobile crane
- Electrical installation (temporary and permanent)
- Interface with the public – roads and pavements
- Portable electrical tools and extension leads
- Explosive actuated fastening devices
- Power tools (jackhammers, core drilling, high pressure air and water jets, etc.)
- Operating batch plants
- Gas installations



## **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 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 has the necessary competencies and resources to assist the Contractor to conduct at least the following duties:
- 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 Representative 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.

Asanele Consulting (Pty) Ltd will be conducting the audit to comply with Construction Regulations to ensure that the Contractor has implemented and is maintaining the agreed and approved OH&S Plan.





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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 sub-Contractors 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



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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 a 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 from 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 cleanup 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. Safety induction cards must be issued and carried by all persons at all times while on site. Visitors to site must be inducted and accompanied by a safety representative during their visit on site.



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**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/after hours 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 Environmental 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 Erection of Hoarding**

- All hoarding operations on site are to comply with the issued drawings, but will be at least 2.1 meters high and consist of IBR Sheeting.
- A detailed hoarding maintenance plan is to be drafted and submitted for approval.



## **9.2 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;
- Excavations next to permanent or temporary roadways - ensure that no load, material, plant or equipment is placed or moved near the edge of any excavation where it is likely to cause its collapse and thereby endangering the safety of any person, unless precautions such as the provision of sufficient and suitable shoring or bracing are taken to prevent the sides from collapsing;
- 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;
- Cause convenient and safe means of access to be provided into every excavation in which persons are required to work and such access shall not be further than 6m from the point where any worker within the excavation is working;
- 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.

The method statement must include a drawing indicating traffic signage and the like. Please refer to paragraph 4.9 – Permits, of this specification. Permission must be obtained from the local Metropolitan Council's Traffic Department to use the site entrance for heavy vehicles on site.

### **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 required 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.

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## **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 program 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
  - A 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 8(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 is 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





#### **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 Severe Weather Plan**

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.

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, are 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).



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**9.13 Demolition work (Construction Regulation 14) (Where applicable on the new build)**

- (1) A contractor must appoint a competent person in writing to supervise and control all demolition work on site.
- (2) A contractor must ensure that before any demolition work is carried out, and in order to ascertain the method of demolition to be used, a detailed structural engineering survey of the structure to be demolished is carried out by a competent person and that a method statement on the procedure to be followed in demolishing the structure is developed by that person.
- (3) During a demolition, the competent person contemplated in sub regulation (1) must check the structural integrity of the structure at intervals determined in the method statement contemplated in sub regulation (2), in order to avoid any premature collapses.
- (4) A contractor who performs demolition work must –
  - a) With regard to a structure being demolished, take steps to ensure that—
    - (i) No floor, roof or other part of the structure is overloaded with debris or material in a manner which would render it unsafe;
    - (ii) all reasonably practicable precautions are taken to avoid the danger of the structure collapsing when any part of the framing of a framed or partly framed building is removed, or when reinforced concrete is cut; and
    - (iii) precautions are taken in the form of adequate shoring or other means that may be necessary to prevent the accidental collapse of any part of the structure or adjoining structure;
  - (b) Ensure that no person works under overhanging material or a structure which has not been adequately supported, shored or braced;
  - (c) ensure that any support, shoring or bracing contemplated in paragraph (b), is designed and constructed so that it is strong enough to support the overhanging material;
  - (d) Where the stability of an adjoining building, structure or road is likely to be affected by demolition work on a structure, take steps to ensure the stability of such structure or road and the safety of persons;
  - (e) 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, and must before the commencement of demolition work that may affect any such service, take the steps that are necessary to render circumstances safe for all persons involved;
  - (f) Cause every stairwell used and every floor where work is being performed in a building being demolished, to be adequately illuminated by either natural or artificial means;
  - (g) cause convenient and safe means of access to be provided to every part of the demolition site in which persons are required to work; and
  - (h) erect a catch platform or net above an entrance or passageway or above a place where persons work or pass under, or fence off the danger area if work is being performed above such entrance, passageway, or place so as to ensure that all persons are kept safe where there is a danger or possibility of persons being struck by falling objects.
- (5) A contractor must ensure that no material is dropped to any point, which falls outside the exterior walls of the structure, unless the area is effectively protected,
- (6) No person may dispose of waste and debris from a high place by a chute unless the chute—



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- (a) Is adequately constructed and rigidly fastened;
  - (b) if inclined at an angle of more than 45 degrees to the horizontal, is enclosed on its four sides;
  - (c) if of the open type, is inclined at an angle of less than 45 degrees to the horizontal;
  - (d) Where necessary, is fitted with a gate at the bottom end to control the flow of material; and
  - (e) Discharges into a container or an enclosed area surrounded by barriers.
- (7) A contractor must ensure that every chute used to dispose of rubble is designed in such a manner that rubble does not free-fall and that the chute is strong enough to withstand the force of the debris travelling along the chute.
- (8) A contractor must ensure that no equipment is used on floors or working surfaces, unless such floors or surfaces are of sufficient strength to support the imposed loads.
- (9) Where a risk assessment indicates the presence of asbestos, a contractor must ensure that all asbestos related work is conducted in accordance with the Asbestos Regulations, 2001, promulgated by Government Notice No. R.155 of 10 February 2002.
- (10) Where a risk assessment indicates the presence of lead, a contractor must ensure that all lead related work is conducted in accordance with the Lead Regulations, 2001, promulgated by Government Notice No. R.236 of 28 February 2002.
- (11) Where the demolition work involves the use of explosives, a method statement must be developed in accordance with the applicable explosives legislation, by an appointed person who is competent in the use of explosives for demolition work and all persons involved in the demolition works must adhere to demolition procedures issued by the appointed person.
- (12) A contractor must ensure that all waste and debris are as soon as reasonably practicable removed and disposed of from the site in accordance with the applicable legislation.

**9.14 Gas Lines**

- (1) All local gas lines must be located and clearly marked with spray paint and also be flagged. No physical excavating or any hot works will be allowed within two meters from any gas line.

**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, and 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 manufacturer’s 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



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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 Bulk Earthworks and the haulage of ground**

### **PPE REQUIREMENTS**

- Hardhat
- Overall (non-supervisory)
- Steel cap Safety Boots / shoes
- Dust masks when required
- Dust goggles
- Reflective vest displaying company name

### **TRAFFIC CONTROL**

- A pointsman / controller shall be placed at all road intersections, with a Stop / Go sign to control traffic.
- Adherence to all traffic signs is of vital importance
- All haul trucks, LDV's and Excavation Equipment will be operated with headlights on at all times.
- Speed limit on site will be 10 Km per hour.
- Reversing of vehicles will only take place under the guidance of a spotter.
- Heavy vehicles / equipment will always have the right of way.
- In case of a vehicle break-down on site road or road :
- The vehicle must be removed ASAP
- Warning signs must be placed (during Day time : Red Triangular)
- (During night time : flashing lights)

### **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



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- 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 23, in addition a competent person must also be appointed in writing to inspect the plant, refer to OHS Act Construction Regulation 23
- If a 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, Driver's 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.



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**10.3 Pressure Equipment and Gas Bottles (PE Regulations)**

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;





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- (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);
  - (h) 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);
  - (l) 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.
- (3) No Contractor may use a temporary works design and drawing for any works other than its intended purpose.





#### 10.6 Lifting Machines, Tackle and Lifting Operations/ Tower Cranes (DMR 18 / CR 22)

The Principal Contractor and all Contractors shall ensure that lifting machinery and tackle are inspected before use and thereafter in accordance with the Driven Machinery Regulations and the Construction Regulations (Regulation 22).

There must be a competent lifting machines inspector (registered with the Department of Labour, Gazette number 27305) and a competent lifting tackle inspector who must inspect the equipment, taking into account that:

- All lifting machinery and tackle has a safe working load clearly indicated;
- Regular inspection and servicing is carried out (3-monthly inspections and records for tackle and 6-monthly inspections and records for lifting machines);
- Records are kept of inspections and of service certificates;
- There is proper supervision in terms of guiding the loads that includes a trained banks man to direct lifting operations and check lifting tackle and attachments daily;
- Rigging of loads to be done in accordance with acceptable safe work practices;
- Tower crane bases have been designed and finally approved by an engineer before loading such base;
- Annual load test certificates for lifting machines are in place;
- Tower cranes are fitted with wind speed meters and audible alarm/warning lights, crane hooters, and that the crane's load chart is posted up in the crane cab;
- The operators are certified to operate the specific machine (valid certificate to be on site);
- The operators are physically and psychologically fit to work and are in possession of a medical certificate of fitness that is to be available on site.

The Principal Contractor must ensure that safe lifting operations are adhered to. This must include the following:

- Pallets of bricks being lifted by a tower crane or mobile crane may only be lifted when secured in a brick cage or brick net, securing the entire load of bricks to the crane hook;
- Mortar bins, waste bins and any other receptacle must be deemed to be a lifting attachment and must be designed to carry the required load. Such attachments must be on register and inspected every 3 months by the competent lifting tackle inspector;
- Temporary Works may only be lifted by using purpose designed and manufactured lifting tackle – eight-gauge wire and the like is prohibited;
- A competent banks man must be in control of all rigging, slinging and lifting operations and must wear a high visibility vest, be in possession of a two-way radio and make use of a whistle, warning persons of overhead loads. The crane operator may only take commands and signals from the designated bank men;
- Guide ropes (tag lines) must be used when lifting large shutters, long bundles of re-bar and other similar loads. This must be detailed in the Principal Contractor's and Contractors' fall prevention plans.
- Lifting operations must be re-evaluated once wind speeds reach 40 km/h unless otherwise specified by the lifting machine manufacturer.



**10.7 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.

**10.8 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.

**10.9 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).

**10.10 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.



#### **10.11 Cantilever Loading Platforms**

Should these platforms be used, they must carry a design drawing issued by a competent person indicating the maximum safe workload and the erection and maintenance procedures.

The platform must be complete with guardrails and toe boards and must carry a notice indicating the maximum safe workload. Access routes under the loading platforms must be diverted and persons must be protected from the potential material and objects falling. These platforms must be placed on a register and inspected on a weekly basis.

#### **10.12 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 & 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-



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- 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

**10.13 Waste Chutes**

The disposal of rubble and other waste from elevated positions may only be conducted under controlled conditions. Waste chutes must be secured to a scaffold structure, which must in turn be secured to the main building. A person must be designated to take control of waste chute operations, which must include the inspection of the chute on a daily basis. Waste must discharge into an enclosed area (ready fence panels to be used), eliminating the risk of persons being struck by waste material.

**10.14 Explosive Actuated Fastening Devices (CR 21)**

- (1) No Contractor may use or permit any person to use an explosive actuated fastening device, unless—
- The user is provided with and uses suitable protective equipment;
  - The user is trained in the operation, maintenance and use of such a device;
  - The explosive actuated fastening device is provided with a protective guard around the muzzle end, which effectively confines any flying fragments or particles; and
  - The firing mechanism is so designed that the explosive actuated fastening device, will not function unless —
  - It is held against the surface with a force of at least twice its weight; and
  - The angle of inclination of the barrel to the work surface is not more than 15 degrees from a right angle.

A Contractor must ensure that —

- Only cartridges suited for the relevant explosive actuated fastening device, and the work to be performed, are used;
- An explosive actuated fastening device is cleaned and examined daily before use and as often as may be necessary for its safe operation by a competent person who has been appointed for that purpose;
- The safety devices of an explosive actuated fastening device are in good working order prior to use;
- When not in use, an explosive actuated fastening device and its cartridges are locked up in a safe place, which is inaccessible to unauthorized persons;
- An explosive actuated fastening device is not stored in a loaded condition;



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- A warning notice is displayed in a conspicuous manner in the immediate vicinity wherever an explosive actuated fastening device is used; and
- The issuing and collection of cartridges and nails or studs of an explosive actuated fastening device are—
  - Controlled and done in writing by a person having been appointed in writing for that purpose; and
  - Recorded in a register by a competent person and that the recipient has accordingly signed for the receipt thereof as well as the returning of any spent and unspent cartridges.

**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 Noise Induced Hearing Loss (GNR 307 7<sup>th</sup> 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"

**11.3 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.



#### **11.4 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 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.

#### **11.5 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.

#### **11.6 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.

#### **11.7 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 affected. Where an occupational health concern has been raised such incident is to be investigated as any other incident.

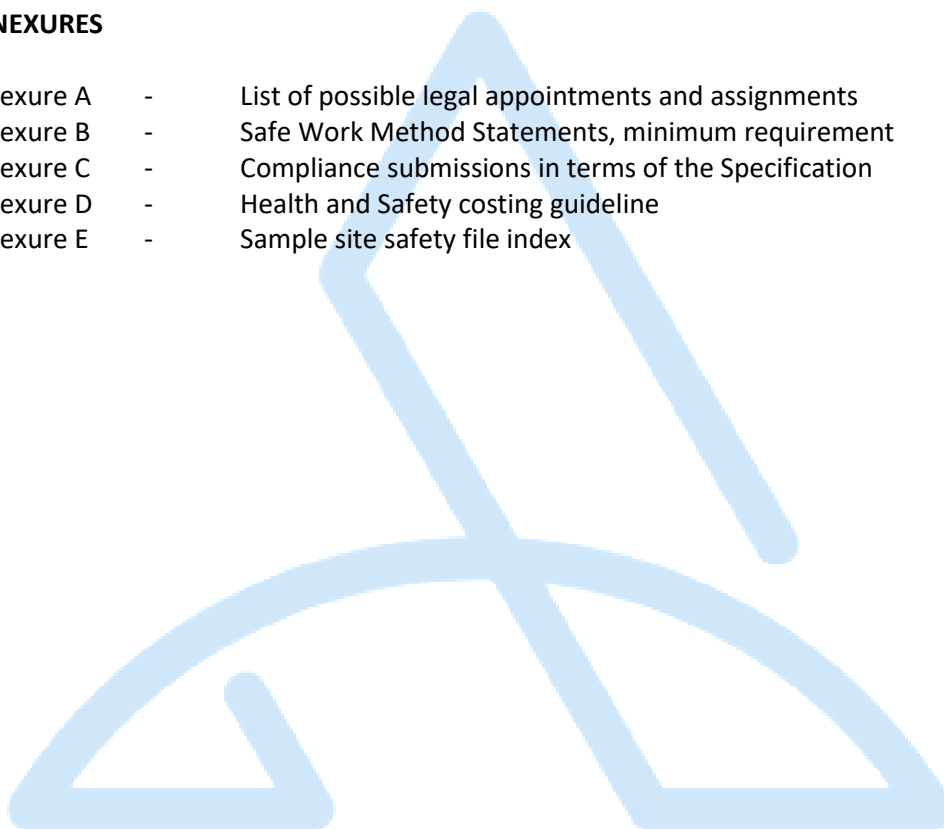


#### **11.8 Occupational health medicals**

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.

#### **12. ANNEXURES**

|            |   |                                                      |
|------------|---|------------------------------------------------------|
| Annexure A | - | List of possible legal appointments and assignments  |
| Annexure B | - | Safe Work Method Statements, minimum requirement     |
| Annexure C | - | Compliance submissions in terms of the Specification |
| Annexure D | - | Health and Safety costing guideline                  |
| Annexure E | - | Sample site safety file index                        |



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**PRINCIPAL CONTRACTOR'S ACCEPTANCE OF SPECIFICATION**

I, \_\_\_\_\_ the Contractor, do hereby  
declare that my company \_\_\_\_\_ acknowledge  
having read and understood the conditions contained in this document and furthermore we agree and  
accept to abide by the conditions and requirements of the OHS Act and all applicable regulations there  
under.

CONTRACTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

CLIENT: \_\_\_\_\_

DATE: \_\_\_\_\_

WITNESS \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

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**Annexure A - 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 Ref.      | Act | 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)      |     | CHSO                                                     |                   |
| 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 | DMR 18(6)     |     | Lifting Tackle Inspector                                 |                   |
| 18 | GSR 13(a)     |     | Ladder Inspector                                         |                   |
| 19 | HCS Reg       |     | Hazardous Chemical Substances Inspector                  |                   |
| 20 | CR 21(2)(b)   |     | Explosive Actuated Fastening Device Inspector            |                   |
| 21 | GSR 3         |     | Emergency Procedure Coordinator                          |                   |
| 22 | CR 12(a)      |     | Temporary Works Supervisor                               |                   |
| 23 | CR 14(1)      |     | Demolition Work Supervisor                               |                   |
| 24 | CR 23(j)      |     | Construction Vehicle and Mobile Plant Inspector          |                   |
| 25 | CR24(e)       |     | Electrical Installation and Machinery Responsible Person |                   |
| 26 | CR 28(a)      |     | Stacking and Storage Supervisor                          |                   |
| 27 | DMR 18(11)    |     | Crane Manager                                            |                   |
| 28 | DMR 18(11)    |     | Crane Supervisor                                         |                   |
| 29 | DMR 18(11)    |     | Crane Operator                                           |                   |
| 30 | DMR 18(11)    |     | Banksman                                                 |                   |

|     |   |                                  |
|-----|---|----------------------------------|
| CR  | = | Construction Regulations         |
| EMR | = | Electrical Machinery Regulations |
| DMR | = | Driven Machinery Regulations     |
| GMR | = | General Machinery Regulations    |



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|     |   |                                           |
|-----|---|-------------------------------------------|
| ER  | = | Environmental Regulations                 |
| GSR | = | General Safety Regulations                |
| HCS | = | Hazardous Chemical Substances Regulations |

**Annexure B - Safe work procedures/method statements required**

The hazardous operations listed below have been identified by the Client and must be managed by the Principal Contractor in the form of preparation of method statements / SWP's before such work begins. The onus remains on the Principal Contractor to conduct Risk Assessments and compile method statements for hazardous tasks (Construction Regulations). Contractors appointed by the Principal Contractor will be required to conduct the necessary Risk Assessments and method statements and forward these to the Principal Contractor before such work begins.

**Due to the fact that various structures will be constructed with varying engineering designs, structure specific method statements will be required.**

| No. | METHOD STATEMENT / SWP                                                                                                                     | DATE APPROVED | DATE LAST REVIEWED |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------|
| 1   | Demolition, method statements and demolition plans including the safety thereof                                                            |               |                    |
| 2   | Scaffolding Erection, alteration, dismantling Work thereon Inspections – when and who                                                      |               |                    |
| 3   | Lifting machines and related equip. Erection of equipment, operational procedures (slinging, control of various lifting operations)        |               |                    |
| 4   | Roof work installation/removal of roof tiles, including worker safety methods and procedures while conducting this work                    |               |                    |
| 5   | Temporary barricading of exposed edges and elevated walkways (concrete floors, stairways and other)                                        |               |                    |
| 6   | Movement of construction vehicles and mobile plant across/on public roadways and walkways (including cleaning procedures and road signage) |               |                    |
| 7   | Temporary Works Erection and dismantling Inspections – when and who. Edge protection strategy                                              |               |                    |
| 8   | Major concrete work                                                                                                                        |               |                    |



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|    |                                                                        |  |  |
|----|------------------------------------------------------------------------|--|--|
| 9  | Cladding, sheeting and other structural steel work including hot works |  |  |
| 10 | Brickwork                                                              |  |  |
| 11 | Traffic Management                                                     |  |  |



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### Annexure C - Compliance submission requirements

The Principal Contractor and Contractors must comply with [where applicable] but not be limited to the requirements tabled below: Prove compliance at audits conducted by the safety agent.

| OHS Act Section/<br>Regulation                                    | Subject                                                       | Requirements                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Construction.<br>Regulation 4                                     | <b>Notification of intent to commence Construction work</b>   | Department of Labour notified<br>Copy of Notice available on Site                                                                                                                                                                                                               |
| General Admin.<br>Regulation 4                                    | <b>Copy of OH&amp;S Act (Act 85 of 1993)</b>                  | Updated copy of Act & Regulations on site.<br>Readily available for perusal by employees.                                                                                                                                                                                       |
| COID Act<br>Section 80                                            | <b>Registration with Compensation Insurer</b>                 | Written proof of registration/Letter of good standing available on site                                                                                                                                                                                                         |
| Construction.<br>Regulation 5                                     | <b>H&amp;S Specification</b>                                  | H&S Spec received from Client and/or its Agent on its behalf<br>OH&S programme developed & updated regularly                                                                                                                                                                    |
| Section 8(2)(d)<br>Construction.<br>Regulation 9                  | <b>Hazard Identification &amp; Risk Assessment</b>            | Hazard Identification carried out/Recorded<br>Risk Assessment and – Plan drawn up/Updated<br>RA Plan available on Site<br>Employees/Sub-Contractors informed/trained                                                                                                            |
| Section 16(2)                                                     | <b>Assigned duties (Managers)</b>                             | Responsibility of complying with the OH&S Act assigned to other person/s by CEO.                                                                                                                                                                                                |
| Construction<br>Regulations 8(1)                                  | <b>Designation of Person Responsible for Managing of Site</b> | Competent person appointed in writing as<br>Construction Manager with job description                                                                                                                                                                                           |
| Construction<br>Regulations 8(2)                                  | <b>Designation of Assistant for above</b>                     | Competent person appointed in writing as<br>Assistant Construction Manager with job description                                                                                                                                                                                 |
| Construction.<br>Regulation 8(7)                                  | <b>Designation of Person Responsible on Site</b>              | Competent person appointed in writing as<br>Construction Supervisor with job description                                                                                                                                                                                        |
| Construction.<br>Regulation 8(8)                                  | <b>Designation of Assistant for above</b>                     | Competent person appointed in writing as<br>Assistant Construction Supervisor with job description                                                                                                                                                                              |
| Section 17 & 18<br>General<br>Administrative<br>Regulations 6 & 7 | <b>Designation of Health &amp; Safety Representatives</b>     | More than 20 employees - one H&S Representative, one additional H&S Rep. for each 50 employees or part thereof.<br>Designation in writing, period and area of responsibility specified in terms of GAR 6 & 7<br>Meaningful H&S Rep. reports.<br>Reports actioned by Management. |
| Section 19 & 20<br>General<br>Administrative<br>Regulations 5     | <b>Health &amp; Safety Committee/s</b>                        | H&S Committee/s established.<br>All H&S Reps shall be members of H&S Committees<br>Additional members are appointed in writing.<br>Meetings held monthly, Minutes kept.<br>Actioned by Management.                                                                              |
| Section 24 & General Admin. Regulation 8                          | <b>Reporting of Incidents (Dept. of Labour)</b>               | Incident Reporting Procedure displayed.                                                                                                                                                                                                                                         |



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|                                |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| COID Act Sect.38, 39 & 41      |                                                 | All incidents in terms of Sect. 24 are 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<br>Copies of Reports available on Site<br>Record of First Aid injuries kept                                                                                                                                                                                                                                             |
| General Admin. Regulation 9    | <b>Investigation and Recording of Incidents</b> | All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by investigator designated in writing.<br>Copies of Reports (Annexure 1) available on Site<br>Tabled at H&S Committee meeting                                                                                                                                                                                                                                                                |
| Construction. Regulation 10    | <b>Fall Prevention &amp; Protection</b>         | Competent person appointed to draw up and supervise the Fall Protection Plan<br>Proof of appointees competence available on Site<br>Risk Assessment carried out for work at heights<br>Fall Protection Plan drawn up/updated and workers trained<br>Available on Site                                                                                                                                                                                                                                              |
| Construction. Regulation 10(5) | <b>Roof work</b>                                | Competent person appointed to plan & supervise Roof work.<br>Proof of appointees competence available on Site<br>Risk Assessment carried out and workers trained<br>Roof work Plan drawn up/updated<br>Roof work inspect before each shift. Inspection register kept<br>Employees medically examined for physical & psychological fitness.<br>Written proof on site                                                                                                                                                |
| Construction. Regulation 11    | <b>Structures</b>                               | Information re. the structure being erected received from the Designer including:<br>- Geo-science technical report where relevant<br>- The design loading of the structure<br>- The methods & sequence of construction<br>- Anticipated dangers/hazards/special measures to construct safely<br>Risk Assessment carried out<br>Method statement drawn up<br>All above available on Site                                                                                                                           |
| Construction. Regulation 12    | <b>Temporary Works</b>                          | Competent person appointed in writing to supervise erection, maintenance, use and dismantling of Temporary Works<br>Contractor must appoint a Temporary Works Designer to design, Inspect and approve the erected temporary works on site before use.<br>Design drawings available on site<br>Risk Assessment carried out<br>Support & Formwork inspected:<br>- Before use/inspection<br>- Before pouring of concrete<br>- Weekly whilst in place<br>- Before stripping/dismantling.<br>- Inspection register kept |



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|                                                                            |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Construction.<br>Regulation 16                                             | <b>Scaffolding</b>                                                   | Competent persons appointed in writing to:<br>- Erect scaffolding (Scaffold Erector/s)<br>- Inspect Scaffolding weekly and after inclement weather (Scaffold Inspector/s)<br>Written Proof of Competence of above appointees available on Site<br>Risk Assessment carried out<br>Inspected weekly/after bad weather. Inspection register/s kept                                                                                                                                                                                |
| Construction.<br>Regulation 13                                             | <b>Excavations</b>                                                   | Competent person/s appointed in writing to supervise and inspect excavation work<br>Written Proof of Competence of above appointee/s available on Site<br>Risk Assessment carried out<br>Inspected:<br>- Before every shift<br>- After any blasting<br>- After an unexpected fall of ground<br>- After any substantial damage to the shoring<br>- After rain. Inspections register kept<br>Method statement developed where explosives will be/ are used                                                                       |
| Construction.<br>Regulation 14                                             | <b>Demolition Work</b>                                               | Competent person/s appointed in writing to supervise and control Demolition work<br>Written Proof of Competence of above appointee/s available on Site<br>Risk Assessment carried out<br>Engineering survey and Method Statement available on Site<br>Inspections to prevent premature collapse carried out by competent person before each shift. Inspection register kept.                                                                                                                                                   |
| Construction.<br>Regulation 19                                             | <b>Materials Hoist</b>                                               | Competent person appointed in writing to inspect the Material Hoist<br>Written Proof of Competence of above appointee available on Site.<br>Materials Hoist to be inspected weekly by a competent person.<br>Inspections register kept.                                                                                                                                                                                                                                                                                        |
| Construction.<br>Regulation 21                                             | <b>Explosive Actuated fastening devices</b>                          | Competent person appointed to control the issue of the Explosive Actuated Fastening Devices & cartridges and the service, maintenance and cleaning. Register kept of above<br>Empty cartridge cases/nails/fixing bolts returns recorded<br>Cleaned daily after use Work areas are demarcated.                                                                                                                                                                                                                                  |
| Construction.<br>Regulation 22/<br>Driven Machinery<br>Regulations 18 & 19 | <b>Cranes &amp; Lifting Machines Equipment</b>                       | Competent person appointed in writing to inspect Cranes, Lifting Machines & Equipment<br>Written Proof of Competence of above appointee available on Site.<br>Cranes & Lifting tackle identified/numbered<br>Register kept for Lifting Tackle<br>Log Book kept for each individual Crane<br>Inspection: - All cranes - daily by operator<br>- Tower Crane/s - after erection/6monthly<br>- Other cranes - annually by comp. person<br>- Lifting tackle(slings/ropes/chain slings etc.) - daily or before every new application |
| Construction.<br>Regulation                                                | <b>Inspection &amp; Maintenance of Electrical Installation &amp;</b> | Competent person appointed in writing to inspect/test the installation and equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                          |





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|                                                                                    |                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 24/Electrical Machinery Regulations 9 & 10/<br>Electrical Installation Regulations | <b>Equipment (including portable electrical tools)</b>                               | Written Proof of Competence of above appointee available on Site.<br>Inspections:<br>- Electrical Installation & equipment inspected after installation, after alterations and quarterly. Inspection Registers kept<br>Portable electric tools, electric lights and extension leads must be uniquely identified and numbered.<br>Weekly visual inspection by User/Issuer/Storeman. Register kept.                                                                                                                                                                            |
| Construction.<br>Regulation 28/<br>General Safety<br>Regulation 8(1)(a)            | <b>Stacking &amp; Storage Supervisor.</b>                                            | Competent Person/s with specific knowledge and experience designated to supervise all Stacking & Storage<br>Written Proof of Competence of above appointee available on Site                                                                                                                                                                                                                                                                                                                                                                                                 |
| Construction.<br>Regulation 29/<br>Environmental<br>Regulation 9                   | <b>Designation of a Person to Co-ordinate Emergency Planning And Fire Protection</b> | Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution and fire prevention measures<br>Emergency Evacuation Plan developed:<br>- Drilled/Practiced<br>- Plan & Records of Drills/Practices available on Site<br>Fire Risk Assessment carried out<br>All Fire Extinguishing Equipment identified and on register.<br>Inspected weekly. Inspection Register kept<br>Serviced annually                                                                                                                          |
| General Safety<br>Regulation 3                                                     | <b>First Aid</b>                                                                     | Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed)<br>First Aid freely available<br>Equipment as per the list in the OH&S Act.<br>One qualified First Aider appointed for every 50 employees. (Required where more than 10 persons are employed)<br>List of First Aid Officials and Certificates<br>Name of person/s in charge of First Aid box/es displayed.<br>Location of First Aid box/es clearly indicated.<br>Signs instructing employees to report all Injuries/illness including first aid injuries |
| General Safety<br>Regulation 2                                                     | <b>Personal Safety Equipment (PSE)</b>                                               | Items of PSE prescribed/use enforced<br>Records of Issue kept<br>Undertaking by Employee to use/wear PSE<br>PSE remain property of Employer, not to be removed from premises<br>GSR 2(4)                                                                                                                                                                                                                                                                                                                                                                                     |
| General Safety<br>Regulation 9                                                     | <b>Inspection &amp; Use of Welding/Flame Cutting Equipment</b>                       | Competent Person/s with specific knowledge and experience designated to Inspect Electric Arc, Gas Welding and Flame Cutting Equipment<br>Written Proof of Competence of above appointee available on Site<br>All new vessels checked for leaks, leaking vessels NOT taken into stock but returned to supplier immediately<br>Equipment identified/numbered and entered into a register<br>Equipment inspected weekly. Inspection Register kept                                                                                                                               |
| Hazardous Chemical Substances (HCS) Regulations                                    | <b>Control of Storage &amp; Usage of HCS and Flammables</b>                          | Competent Person/s with specific knowledge and experience designated to Control the Storage & Usage of HCS (including Flammables)                                                                                                                                                                                                                                                                                                                                                                                                                                            |

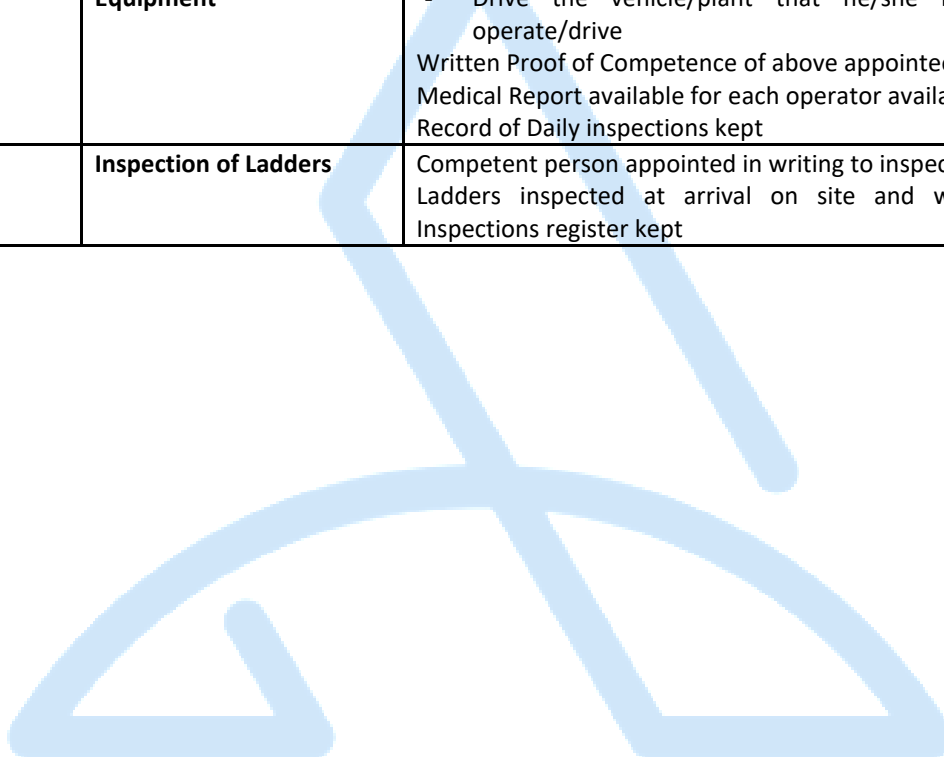


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|                                |                                                           |                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Construction Regulation 25     |                                                           | Risk Assessment carried out<br>Register of HCS kept/used on Site                                                                                                                                                                                                                                                                                                                    |
| Pressure Equipment Regulations | <b>Pressure Equipment</b>                                 | Competent Person/s with specific knowledge and experience designated to supervise the use, storage, maintenance, statutory inspections & testing of VUP's<br>Written Proof of Competence of above appointee available on Site<br>Risk Assessment carried out<br>Register of Pressure Equipment on Site                                                                              |
| Construction. Regulation 23    | <b>Construction Vehicles &amp; Earth Moving Equipment</b> | Operators/Drivers appointed to:<br><ul style="list-style-type: none"> <li>- Carry out a daily inspection prior to use</li> <li>- Drive the vehicle/plant that he/she is competent to operate/drive</li> </ul> Written Proof of Competence of above appointee available on Site.<br>Medical Report available for each operator available on site<br>Record of Daily inspections kept |
| General Safety Regulation 13A  | <b>Inspection of Ladders</b>                              | Competent person appointed in writing to inspect Ladders<br>Ladders inspected at arrival on site and weekly thereafter.<br>Inspections register kept                                                                                                                                                                                                                                |



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**Annexure D - Health and Safety costing guideline**

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.

| ITEMS COSTED |                                              | ESTIMATED COST |
|--------------|----------------------------------------------|----------------|
| 1.           | PERSONAL PROTECTIVE EQUIPMENT                |                |
|              | Overalls                                     | R              |
|              | Hard hats and safety glasses                 | R              |
|              | Safety boots/shoes                           | R              |
|              | Visors / gloves                              | R              |
|              | Other                                        | R              |
| <b>TOTAL</b> |                                              | <b>R</b>       |
| 2.           | FIRE FIGHTING                                |                |
|              | Fire extinguishers                           | R              |
|              | Training                                     | R              |
|              | Surveys                                      | R              |
|              | Other                                        | R              |
| <b>TOTAL</b> |                                              | <b>R</b>       |
| 3.           | HEALTH AND SAFETY PERSONNEL                  |                |
|              | Safety Manager                               | R              |
|              | Safety Officer                               | R              |
|              | Full time Safety Representatives if required | R              |
|              | Fire Watchers                                | R              |
|              | First aiders                                 | R              |
|              | External auditors costs                      | R              |
| <b>TOTAL</b> |                                              | <b>R</b>       |



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| ITEMS COSTED |                                                                    | ESTIMATED COST |
|--------------|--------------------------------------------------------------------|----------------|
| 1.           | <b>FACILITIES</b>                                                  |                |
|              | Provision of ablution facilities                                   | R              |
|              | Service and maintenance of ablution facilities                     | R              |
|              | Provision of eating areas                                          | R              |
|              | Cleaning of lay down and other storage areas                       | R              |
|              | <b>TOTAL</b>                                                       | <b>R</b>       |
| 2.           | <b>FALL PREVENTION AND PROTECTION</b>                              |                |
|              | Safety harnesses with double lanyards                              | R              |
|              | Lanyard extenders                                                  | R              |
|              | Scaffold hooks                                                     | R              |
|              | Lifelines and vertical fall arrest systems                         | R              |
|              | Scaffolding – material, erection and inspection (estimate for      | R              |
|              | Temporary hand railing material and kick boards                    | R              |
|              | <b>TOTAL</b>                                                       | <b>R</b>       |
| 3.           | <b>LIFTING MACHINERY AND EQUIPMENT</b>                             |                |
|              | Annual inspections and load testing as per legal requirement       | R              |
|              | Certification of all lifting gear during the course of the project | R              |
|              | Third party inspections                                            | R              |
|              | <b>TOTAL</b>                                                       | <b>R</b>       |
| 4.           | <b>INSURANCES</b>                                                  |                |
|              | COID cover for the project                                         | R              |
|              | Liability insurances                                               | R              |
|              | <b>TOTAL</b>                                                       | <b>R</b>       |



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| ITEMS COSTED                                                                                              |                                                                     | ESTIMATED COST |
|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------|
| 1.                                                                                                        | FIRST AID                                                           |                |
|                                                                                                           | First aid boxes                                                     | R              |
|                                                                                                           | Rescue equipment and stretchers                                     | R              |
|                                                                                                           | Replenishment of boxes and other supplies                           | R              |
|                                                                                                           | Other                                                               | R              |
| <b>TOTAL</b>                                                                                              |                                                                     | <b>R</b>       |
| 2.                                                                                                        | TRAINING                                                            |                |
|                                                                                                           | Health and Safety representatives                                   | R              |
|                                                                                                           | H&S Supervisory training                                            | R              |
|                                                                                                           | First aid training                                                  | R              |
|                                                                                                           | Firefighting training                                               | R              |
|                                                                                                           | Legal liability training                                            | R              |
|                                                                                                           | Risk assessment training                                            | R              |
|                                                                                                           | Other                                                               | R              |
| <b>TOTAL</b>                                                                                              |                                                                     | <b>R</b>       |
| 3.                                                                                                        | SIGNAGE                                                             |                |
|                                                                                                           | All signage as required by law: regulatory, warning and information | R              |
|                                                                                                           | Posters for awareness                                               | R              |
| <b>TOTAL</b>                                                                                              |                                                                     | <b>R</b>       |
| 4.                                                                                                        | ELECTRICAL                                                          |                |
|                                                                                                           | Locks required for lockouts                                         | R              |
|                                                                                                           | Tags                                                                | R              |
|                                                                                                           | Permit books                                                        |                |
|                                                                                                           | Calipers                                                            |                |
|                                                                                                           | Key safes                                                           |                |
| <b>TOTAL</b>                                                                                              |                                                                     | <b>R</b>       |
| <b>GRAND TOTAL WHICH COULD BE USED IN THE TENDER</b>                                                      |                                                                     | <b>R</b>       |
| This list is not exhaustive and Contractors may expand all levels to include all relevant H&S expenditure |                                                                     |                |



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