



HEALTH AND SAFETY SPECIFICATIONS

FOR

CONSTRUCTION OF GA-MALOKA PRIMARY SCHOOL ON BEHALF OF
DEVELOPMENT BANK OF SOUTHERN AFRICA (DBSA)



SPECIFICATION CONTROL SHEET

This original document has been prepared, reviewed and received by the undersigned.

ORIGINAL			CLIENT
Prepared By:	Approved By:	Reviewed By:	Commented On By:
Name	Name	Name	Name
Signature	Signature	Signature	Signature
Date	Date	Date	Date
Capacity:	Capacity	Capacity: PM	Capacity: CLIENT

PRINCIPAL CONTRACTOR RECEIPT (Received By)	
Full Names:	
Signature:	
Date:	
Capacity:	

SCOPE OF WORKS

The scope of work entails the construction of the following additional school infrastructure and replacement of existing school at Ga-Maloka Primary School: -

1. BUILDING WORKS

- a. Block A - Security Room
- b. Block B - Administrative Block
- c. Block C to G - Classrooms
- d. Block E to F - Ablutions
- e. Block H - Media Center
- f. Block I - Science Lab
- g. Block I - Ablutions
- h. Block J - Dining Room
- i. Block J - Classrooms
- j. Block L - Classrooms
- k. Block M - Change Rooms
- l. Block R - Grade R
- m. Pump Room
- n. Sporting Facilities - Soccer field and Kombi court
- o. Parking
- p. Food Garden
- q. Landscaping
- r. Boundary Fence and Gates
- s. School Name Board and Signature
- t. Demolitions
 - a. Demolish all identified old classrooms blocks.
 - b. Remove all existing fence and staff admin office and ablutions.
- u. Decanting Facilities

- a. Administrative block
- b. Classrooms
- c. Staff ablutions
- d. Drinking water points
- e. Temporary services

2. ELECTRICAL WORKS

3. CIVIL ENGINEERING WORKS

- a. Searching, protection and relocation or lowering of existing services.
- b. Site clearance, clearing and grubbing
- c. Bulk earthworks
- d. Soccer ground and kombi court
- e. Sewer pipe works
- f. Septic tank and soak away
- g. Water pipe works
- h. Concrete works (v-drain, benching and septic tank)
- i. Roads, parking signs and markings
- j. Finishing of the road and clearing of site

APPLICATIONS AND INTERPRETATION

This document is to be read and understood with the following, inte-alia: -

- Occupational Health and Safety Act (OHS Act)
- All regulations published in terms of the OHS Act
- Construction Regulations 2014
- SABS Codes incorporated in the OHS Act by Section 44
- Contract Documents
- Basic Conditions of Employment Act
- National Environmental Management Act
- Compensation for Occupational Injuries and Diseases (Act 130 of 1993)

ABBREVIATIONS

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|------------|--------------------------------------------------------------------------------|
| - OHS | Occupational Health and Safety |
| - CEO | Chief Executive Officer |
| - CR | Construction Regulations |
| - HCS | Hazardous Chemical Substances |
| - HSP | Health and Safety Plan |
| - HSF | Health and Safety File. |
| - MSDS | Material Safety Data Sheet |
| - HSS | Health and Safety Specifications |
| - DoEL | Department of Employment and Labour |
| - CHSO | Construction Health and Safety Officer |
| - CHSM | Construction Health and Safety Manager |
| - CWP | Construction Work Permit |
| - Pr.CHSA | Professional Construction Health and Safety Agent |
| - Can.CHSA | Candidate Construction Health and Safety Agent |
| - PC | Principal Contractor |
| - SACPCMP | South African Council for the Project and Construction Management Professions. |
| - GAR | General Administrative Regulation |
| - GSR | General Safety Regulations |

DEFINITIONS

The following are definitions as taken from the OHS Act and the CR: -

Agent	Means any competent person who acts as a representative for a client.
Competent Person	Means any person having the knowledge, training, experience and qualifications specific to the work or task being performed: Provided that where appropriate qualifications and training are registered in terms of the provisions of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995), these qualifications and training shall be deemed to be the required qualifications and training.
Construction Work:	a) the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure; b) the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or any similar civil engineering structure; or the moving of earth, clearing of land, the making of an excavation, piling or any similar civil engineering structure or type of work.
Contractor:	Means an employer who performs construction work.
Chief Executive Officer:	In relation to a body corporate or an enterprise conducted by the State, means the person who is responsible for the overall management and control of the business of such body corporate or enterprise.
Danger:	Means anything that may cause injury or damage to persons or property

Employee:	Means, subject to the provisions of Subsection (2), any person who is employed by or works for any employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person.
Employer:	Means, subject to the provisions of Subsection (2), any person who employs or provides work for any person or remunerates that person or expressly or tacitly undertakes to remunerate him but excludes a labour broker as defined in Section 1(1) of the Labour Relations Act, 1953 (Act No. 28 of 1956).
Hazard Identification:	Means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed.
Health and Safety File:	Means a file, or other record containing the information required in these regulations.
Health and Safety Plan:	Means a site, activity or project specific documented plan accordance with the client's health and safety specification;
Health and Safety Specification:	Means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work;
Healthy:	Means free from illness or injury attributable to occupational causes.
	Means any article or combination of articles assembled, arranged or connected and which is used or intended to be used for converting any form of energy to performing work, or which is used or intended to be used, whether incidental.

Machinery:	Means any article or combination of articles assembled, arranged or connected and which is used or intended to be used for converting any form of energy to performing work, or which is used or intended to be used, whether incidental thereto or not, for developing, receiving, storing, containing, confining, transforming, transmitting, transferring or controlling any form of energy.
Medical Surveillance:	Means a planned programme of periodic examination (which may include clinical examinations, biological monitoring or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner.
Method Statement:	Means a document detailing the key activities to be performed in order to reduce as reasonably as practicable the hazards identified in any risk assessment.
Plant:	Includes fixtures, fittings, implements, equipment, tools and appliances, and anything, which is used for any purpose in connection with such plant.
Principal Contractor:	Means an employer appointed by the client to perform construction work;
Risk Assessment;	Means a program to determine any risk associated with any hazard or aspect at a construction site, in order to identify the steps to be taken to remove, reduce or control such hazard.
User:	In relation to plant or machinery, means the person who uses plant or machinery for his own benefit or who has the right of control over the use of plant or machinery, but does not include a lessor of, or any person employed in connection with, the plant or machinery.

Reasonably Practicable:

Means practicable having regards to: a) the severity and scope of the hazard or risk concerned, b) The state of knowledge reasonably available concerning that hazard or risk and of any means to remove or mitigate that hazard or risk. c) the availability and suitability of means to remove or mitigate that hazard or risk; and d) The cost of removing or mitigating that hazard or risk in relation to the benefits deriving there from.

Risk:

Means the probability that an injury or damage may occur

Safe:

Means free from any hazards

Standard

Means any provision occurring: a) in a specification, compulsory specification, code of practice or standard method as defined in Section 1 of the Standards Act, 1993 (Act No. 29 of 1993); OR b) in any specification, code or any other directive having standardization as its aim and issued by an institution or organization inside or outside the Republic which, whether generally or with respect to any particular article or matter and whether internationally or in any particular country or territory, seeks to promote standardization.

1. SUPPLEMENTARY DOCUMENTS

- 1.1 These specifications may be amended or supplemented by any standard or recommendation that in the view of SILVER MILE TRADING CC. (The OHS Consultant) advances the interest of health and safety on site.
- 1.2 These specifications do not relieve the PC or subcontractors from their inherent obligations of having to comply with all the provisions of the OHS Act, the CR 2014 and any other applicable legislations, Provincial/Municipal By-Laws and any other SABS Code of practice.

2. APPLICABILITY

- 2.1 These HSS are applicable to the PC and all other subcontractors undertaking work on the aforesaid project.
- 2.2 No subcontractor shall be appointed unless they undertake to work in line with the provisions of this HSS.

3. PROCESS

- 3.1 The OHS Consultant will in representation of DBSA (The Client) develop the Health and Safety Specifications (HSS) for the aforesaid project and ensure its successful implementation and monitoring on site.
- 3.2 Upon completion of the development of these HSS, a copy will be forwarded to the Client for his perusal and approval. After approval, these HSS will then be discussed and negotiated with the Principal Contractor.
- 3.3 The PC will develop the health and safety plan (HSP) based on these specifications as presented to him. The PC must also present these HSS or relevant sections of these HSS available to their subcontractors.
- 3.4 The OHS Consultant will approve the HSP when they are satisfied that the Health and Safety Plan is coherent, based on the specifications and acceptable.
- 3.5 The OHS Consultant will thereafter carry out health and safety audits and behavior-based safety inspections monthly to monitor the level of compliance by the PC.
- 3.6 Follow-up inspections will also be conducted monthly by the OHS Consultant to monitor progress of the PC in closing out deviations noted in the Health and Safety Audits and site walkthrough inspections.

- 3.7 A final consolidated project compliance report will be compiled and handed to the Client as summary of the PC health and safety performance throughout the life cycle of the project.

4. AUTHORITY TO STOP WORK

- 4.1 The OHS Consultant is empowered through CR 5(1)(q) to stop work, which in their own opinion is dangerous, and/or not in compliance to the Health and Safety Plan developed.
- 4.2 Any instruction to stop construction activities shall be in writing and shall clearly state what need to be done to attain the required level of compliance so that the prohibition served can be revoked.
- 4.3 All site instructions from the OHS Consultant to the PC shall be in writing through a normal letter, email correspondence or official site instruction as issued by the project manager.

5. ADMINISTRATIVE REQUIREMENTS

5.1 APPLICATION FOR CONSTRUCTION WORK PERMIT

- 5.1.1 It is determined that the application for CWP will be a necessity given the project parameters. Therefore, the appointed OHS Consultant will initiate the process.
- 5.1.2 The OHS consultant will communicate and collate the required information with the project team players in order to facilitate the application process.
- 5.1.3 The PC shall not be permitted to commence with the construction activities unless they are in possession of the CWP or proof is in writing that submission has been made with DoEL

5.2 HEALTH AND SAFETY POLICY

- 5.2.1 The PC shall compile and communicate to the workforce a health and safety policy of the company. The health and safety policy shall be posted up in a conspicuous place in the workplace to everyone's view.

5.3 LEGAL APPOINTMENTS AND SPECIFIC EXPECTATIONS

The following legal appointments have shall be made for the project in addition to those that might be necessary or further identified by the contractor.

The competency of these appointments must be provided.

ITEM	LEGAL APPOINTMENT	SECTION/REGULATION
1.	Construction Manager	CR 8(1)

2.	Section 16.2 Appointment (Preferably, CHSM)	SEC16(2)
3.	Construction Health and Safety Officer	CR 8(6)
4.	Incident Investigator	GAR 9(2)
5.	Health and Safety Reps (if obligated)	SEC 17(1)
6.	First Aid Attendant	GSR 3(4)
7.	Fire Fighter	ER9/CR 29
8.	Risk Assessor	CR 9
9.	Assistant Construction Manager	CR 8(2)
10.	Construction Supervisor	CR 8(7)
11.	Assistant Construction Supervisor	CR 8(8)
12.	Fall Protection Planner	CR 10(1)
13.	Temporary Works Designer	CR 12(2)
14.	Excavation Supervisor	CR 13(1)(a)
15.	Portable Electrical Tool Inspector	CR 24(e)
16.	Explosive Power Tool Controller and Operator	CR 14(11)
17.	Scaffold Supervisor/Erector/Team Leader	CR 16(1)
18.	Bulk Mixing Plant Operator	CR 20(1)
19.	Construction Vehicle and Mobile Plant Operator	CR 23(1)(d)
20.	Temporary Electrical Installation Controller	CR 24(c)
21.	Stacking and Storage Supervisor	CR 28(a)
22.	Fire Equipment Inspector	CR 29(h)

23.	Health and Safety Committee Member	SEC 19
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5.3.1 The Chief Executive Officer Assignee - Sec 16(2)

5.3.1.1 The CEO of the company shall designate in writing a person who will take full responsibilities of all health and safety related obligations on behalf of his company from a management level. A Construction Health and Safety Manager is a suitable person to occupy this position and it is recommended that the PC appoint him to fulfill this role. The duties of the appointed person shall be clearly highlighted in the letter of appointment as well as the duration and location of appointment. The appointment of this person does not in any way relieve the CEO of his inherent responsibilities in terms of Sec 8(1) of the Act.

5.3.2 Health and Safety Representatives - Sec 17(1)

5.3.2.1 The PC shall appoint individuals as health and safety representatives for the project. The health and safety representatives shall have the power and the authority to inspect any item, to question any employee and to recommend measures that must be taken to obviate hazards that may be discovered from time to time. The health and safety representatives shall be part of any incident investigation process that will be conducted by the OHS Consultant. The health and safety representatives shall be trained in the qualification: SAQA: US ID 259622 - Describe the functions of a health and safety representatives.

5.3.3 Health and Safety Committee Members - Sec 19(1)

5.3.3.1 All members of the health and safety committee other than health and safety representatives appointed shall be appointed in writing. The health and safety representatives appointed shall automatically be members of the health and safety committee. The number of employer's representatives in the health and safety committee shall not be more than that of the employee representatives. All subcontractors employed by the PC shall nominate members to serve on the PC health and safety committee.

5.3.4 The Construction Manager - CR 8(1)

5.3.4.1 The PC shall appoint a competent person to act in the capacity of a Construction Manager (Site Agent) in terms of CR 8(1) of the Construction Regulation. The PC may appoint Assistant Construction Managers (Engineers, Technicians etc.) to assist him in the execution of duties. The appointment of assistants does not relieve the Construction Manager of his duties in terms of the provisions of the Act.

5.3.5 The Construction Health and Safety Manager - SEC 16(2)

5.3.5.1 The PC shall appoint a competent person to act in the capacity of a Construction

Health and Safety Manager who must be registered with SACPCMP. This person shall take responsibility in the strategic and management level of OHS on site.

5.3.6 The Construction Supervisor - CR 8(7)

5.3.6.1 The PC shall appoint a competent person to act in the capacity of a Construction Supervisor (Foreman) in terms of CR 8(7) of the Construction Regulation. The PC may appoint Assistant Construction Supervisors (Assistant Foreman, Charge hand etc.) to assist him in the execution of duties.

5.3.7 Construction Health Safety Officer - CR 8(5)

5.3.7.1 The Principal Contractor shall employ and appoint a fulltime competent person in writing to act as a Construction Health Safety Officer with the duties of assisting the Construction Manager with the day-to-day administration and coordination of health and safety related matters on site. The person so appointed shall have resources (office, computer, printer etc.) to perform their functions and shall possess either one of the following credentials: -

5.3.7.1.1 National Diploma in Safety Management and at least 1 year of construction health and safety experience. OR; Short health and safety management course on NQF5 level such as SAMTRAC, SHEMTRAC, Modern SHEQ Risk Management etc. and at least 2 years of construction health and safety experience. The person so appointed shall further be registered with SACPCMP as CHSO.

5.3.8 The First Aid Attendants - GSR 3(4)

5.3.8.1 The PC shall appoint two individuals in writing to act as First Aid Attendants.

5.3.8.2 The South African Red Cross Society, or the St John's Ambulance, or the South African First Aid League or any other organization approved by the Chief Inspector (with CI Number) for that purpose should be utilized to train these two individuals on First Aid Level 2.

5.3.8.3 The First Aid certificate issued by the service provider is subject to expiry and is valid for three years from the date of issue.

5.3.8.4 The PC shall allow the subcontractor with less than 5 employees in their employ to use their first aid box if they are unable to provide their own.

5.3.8.5 The PC shall provide first aid box for the treatment of occupational related injuries. The said first aid box shall be stocked with minimum contents instructed in the General Safety Regulations.

5.3.8.6 The First Aid Attendant assisted by the Construction Safety Officer shall keep a record or all incidents in which first aid treatment was administered together with any other incident described under section 24 of the Act.

5.3.9 Risk Assessor - CR 9(1)

5.3.9.1 The PC shall further appoint the Construction Safety Officer appointed as a Risk Assessor. The person so appointed shall carry out continuous and issued based risk assessments and ensure that they are communicated to the workforce and that a record thereof is kept in the health and safety file. The appointed person shall further ensure that the attached baseline risk assessments are also communicated to the workforce and that the records thereof are kept in the health and safety file.

5.3.9.2 All risk assessments shall be done in writing and approved by the Construction Manager by way of signature prior to be implemented on site. The risk assessment shall be reviewed in case of accidents, near misses or incidents that had the potential to cause damage, fatal injury or severe environmental harm.

5.3.10 Incident Investigator - GAR 9(1)

5.3.10.1 The person appointed as a Construction Safety Officer shall further be appointed as an incident investigator.

5.3.10.2 The incident Investigator shall investigate and keep records of incidents and/or accidents arising in connection with activities of persons at work.

5.3.10.3 All section 24 accidents shall be reported to the Workman's Compensation Commissioner within 7 days of them occurring. Such reporting shall be done in the prescribed WCL1 or WCL2 forms obtainable from <http://www.labour.gov.za>

5.3.10.4 All section 24 accidents shall be investigated and recorded in a form similar to Annexure 1 of the General Administrative Regulations.

5.3.10.5 This form shall after investigation, within 7 days be forwarded to the Provincial Director of the Department of Labour (DOL) in the jurisdiction where the incident occurred. Proof of submission to DOL shall be kept in the health and safety file.

5.3.10.6 All accidents and incidents shall be discussed in the health and safety committee meeting.

5.3.11 Fall Protection Planner - CR 10(1)(a)

5.3.11.1 The PC shall appoint a competent individual to prepare a fall protection plan.

5.3.11.2 This person shall be trained in the qualification: SAQA: US ID 229994 - Assess the worksite for work at height and develop a fall protection plan. In preparing the fall protection plan, the competent person shall ensure that the plan includes all elements instructed in CR 10(2).

5.3.12 Fire Extinguisher Inspector - CR 29(h)

5.3.12.1 The PC shall appoint a person in writing with the duty of inspecting all firefighting equipment on site.

5.3.12.2 The person so appointed shall possess training in the use of firefighting equipment

and keep up to date a register for inspection of all firefighting equipment.

5.3.13 Construction Vehicle / Mobile Plant Operator and Inspector - CR 23(d)(i)

5.3.13.1 The PC shall appoint a person in writing with the duty of inspecting and operating a mobile equipment and/or construction vehicle. All operators shall be licensed/certificated and authorized to operate the construction vehicle or mobile plant. No operator shall operate a construction vehicle or mobile plant other than the one they are trained and authorized on.

5.3.13.2 All operators shall be medically examined and certified eligible to operate construction vehicle and mobile plant.

5.3.13.3 All operators shall conduct pre-start inspections of their construction vehicle or mobile plant prior to operating such equipment every day.

5.3.14 Emergency Response Coordinator - Proactive

5.3.14.1 The PC shall appoint in writing a competent person in writing to act as an emergency response coordinator to be responsible for the coordination of all emergency operations on site.

5.3.14.2 The person appointed should keep up to date emergency contact details of all authorities that might need to be contacted in case of emergency. Emergency contact details shall be posted in a conspicuous place in the workplace to everyone's view.

5.3.15 Scaffold Supervisor - CR 16(1)

5.3.15.1 The PC must appoint a competent person in writing to ensure that all scaffold operations are carried out under his supervision and that all scaffold erectors, team leader and inspectors are competent to carry out their functions.

5.3.15.2 The scaffold supervisor appointed must be trained in the qualification: SAQA US ID 263224 - Supervise the erection and dismantling of an access scaffold.

5.3.15.3 All scaffold operations shall be erected in compliance with SANS 10085-1:2004 (Edition 1.1) or the latest versions if available. The OHS Consultant shall have the right to order the dismantling or alteration of a scaffold, which in their opinion is not safe.

5.3.16 Explosive Actuated Fastening Device Controller - CR 21(2)(g)

5.3.16.1 The PC shall appoint competent persons in writing to be responsible for the control and the operation of explosive actuated fastening devices.

5.3.16.2 The PC must ensure that the issuing and collection of cartridges and nails or studs are recorded in a register by the appointed competent and that the recipient has signed for the receipt thereof.

5.3.16.3 Explosive actuated fastening devices shall be stored in a locked place with only the appointed controller with access key.

5.3.17 Bulk Mixing Plant - CR 20(1)

- 5.3.17.1 The PC must ensure that a competent person who has been appointed in writing supervises the bulk mixing plant.
- 5.3.17.2 The PC must ensure that the records or repairs and maintenance of a bulk mixing plant are kept in the health and safety file.
- 5.3.18 **Stacking and Stacking Storage Supervisor - CR 28(a)**
- 5.3.18.1 The PC must ensure that in addition to compliance with provisions of the stacking of articles in General Safety Regulations, 2003, a competent person is appointed in writing with a duty of supervising stacking and storage on site.
- 5.3.19 **Excavation Supervisor - CR 13(1)(a)**
- 5.3.19.1 The PC shall ensure that all excavation work is carried out under supervision of a competent person appointed in writing for that purpose.
- 5.3.19.2 The PC shall ensure that every excavation is inspected daily prior to the commencement of each shift, after every blasting operation, after an unexpected fallof ground, after damage to supports, after rain.
- 5.3.20 **Temporary Works Erector - CR 12(2) and CR 12(3)(f)**
- 5.3.20.1 The PC shall ensure that temporary works operations are carried out by a competent person who has been appointed in writing for that purpose. The PC shall ensure that all temporary works are inspected by a competent person, during the placement of concrete, after inclement weather or any other imposed load and at least on a daily basis until the temporary works structures have been removed.
- 5.3.21 **Temporary Electrical Installation Controller - CR 24(c)**
- 5.3.21.1 The PC shall, in addition to compliance with Electrical Installations Regulations 2009 and Electrical Machinery Regulations, 1988, ensure that control of all temporary electrical installation on site is designated to a competent person appointed in writing.
- 5.3.21.2 It shall be the responsibility of this competent person to inspect the electrical installation weekly and the finding recorded in a register kept in a construction site, preferably in a health and safety file.
- 5.3.22 **Portable Electrical Tool Inspector - CR 24(e)**
- 5.3.22.1 The PC shall ensure that a user or an operator inspects all electrical machineries priorto use and that finding recorded in a register kept on a construction.
- 6.4 **LETTER OF GOOD STANDING**
- 6.4.1 The PC shall keep an updated letter of good standing in the health and safety file for perusal by an inspector, OHS Consultant, Client or PA. It shall remain the responsibilityof the PC to ensure that all subcontractors that they appoint are registered and in good standing with the Compensation Commissioner or registered compensation insurer such as FEM

6.5 INDUCTIONS AND DUTY TO INFORM

6.5.1 The PC shall ensure that all employees and visitors are inducted on the hazards prevalent to site at the time of entry. A PC shall keep written proof of such induction in a health and safety file. No person shall be allowed on site unless such person has been inducted. All employees on site shall undergo medical examination and the records thereof shall be kept in the health and safety file.

6.5.2 The PC shall ensure that proof of risk assessment training is maintained.

6.5.3 The employees must always be informed on any activity there are required to undertake which might affect their health and safety.

6.6 DESIGNER DUTIES

6.6.1 The designer of a structure must comply with CR 6 and in particular ensure that cognizance is taken of ergonomic design principles in order to minimize ergonomic related hazards in all phases of the life cycle of the structure such as maintenance and cleaning after completion and commissioning of the structure.

6.7 SAFE WORK PROCEDURES

The following Safe Work Procedures are to form part of the HSE Plan and must be compiled for all the above-identified activities, and that is: -

- Removals/Demolitions
- Floor repairs and construction
- External walling
- Internal Divisions
- Internal Wall finishing's,
- Painting
- Ceilings
- Electrical Installations
- Fire Services
- Air-conditioning
- Waste management
- Glass and Aluminium works

6.8 MEDICAL SURVEILLANCE

6.8.1 All employees shall be subjected to entry and exit medical examinations. The records of such examinations shall be kept confidential and shall be made available as and when requested by authorized interested parties.

6.9 MANDATORY AGREEMENTS - Section 37(2)

6.9.1 The PC may enter into a Mandatory Agreement in terms of Sec 37(2) with any sub

contractor whom he wishes to employ. If this contract is not signed, the sub-contractors' employees are legally deemed to be the PC's employees and therefore the PC becomes responsible for their acts or omissions in the execution of their works.

6.10 REGISTERS, CHECKLIST AND RECORDS

6.10.1 First Aid Dressing Register

6.10.1.1 This register shall be filled whenever the first aid box is used and shall be maintained by the first aider. This register shall bear record of every accident (first aid case, near misses or section 24 accident) as the case may be.

6.10.2 First Aid Inventory Register

6.10.2.1 This register shall be filled by the First Aiders as a way of monitoring the contents of the first aid box and also of ensuring that it is up to date.

6.10.2.2 The First Aider shall ensure that the first aid box complied with Annexure of the General Safety Regulations. The records thereof shall be kept in the health and safety file.

6.10.3 Construction Vehicle And Mobile Plant Checklists.

6.10.3.1 This register shall be filled daily and maintained by a construction vehicle or mobile plant operator. The records thereof shall be kept in the health and safety file.

6.10.4 Fire Extinguisher Register

6.10.4.1 This register shall be filled monthly and maintained by the fire extinguisher inspector. The records thereof shall be kept in the health and safety file.

6.10.5 Personal Protective Equipment Issue Register

6.10.5.1 This form shall be filled whenever a PPE is issued to an employee.

6.10.5.2 The PC shall also further instruct the employees in the proper use, maintenance and limitations of the PPE. Issued to them The PC shall develop a PPE matrix for all anticipated work activities. The records thereof shall be kept in the HS file.

6.10.6 Scaffold Inspection Registers

6.10.6.1 The PC shall keep inspection registers of all scaffold or trestles used on site in the health and safety file. All scaffolds shall be tagged and distinguishable from one another.

6.10.7 Excavation Registers

6.10.7.1 The PC shall ensure that excavation records are kept, are up to date and kept in the health and safety file. Method statement and safe work procedures shall be developed for all excavations that involve the use of explosives.

6.10.7.2 All excavation shall be barricaded, provided with signage and if deep provided further with a ladder for access.

6.10.8 Portable Electrical Tools Registers / Tools Registers

6.10.8.1 A register shall be kept for all portable electrical tools or tools prior to be handed to the workforce for usage. All defective tools shall be repaired or taken off site immediately. The registers shall be kept in the health and safety file for future perusal by any relevant or interested party.

6.10.9 Hazard Identification Risk Assessment

6.10.9.1 Risk assessments (issue based and continuous) for tasks and processes must be written and communicated to the workforce. The PC shall have proof that for every tasks and processes risk assessments have been done and communicated. The attached Baseline Risk Assessments shall be communicated and proof of such kept in the health and safety file.

6.10.10 Incident Reporting Procedures

6.10.10.1 The PC shall develop an incident reporting procedure and post it in a conspicuous place in the workplace. The incident reporting procedure shall be filled every time there's a reportable section 24 incidents on site.

6.10.11 Annexure 1/WCL1 & WCL2 Forms

6.10.11.1 The PC shall when a section 24 accident happens cause such accident to be investigated by the person appointed as an incident investigator and cause the findings to be recorded in a form similar to Annexure 1 of the General Administrative Regulations. All reportable incidents shall be reported to DOL within 7 days of them happening. The PC shall upon the happening of a reportable accident also complete both the WCL1 and WCL2 forms as a way of notifying Compensation Commissioner. The employer shall keep all records of incidents in the health and safety file for future scrutiny by relevant parties.

6.10.12 Toolbox Talks Meetings

6.10.12.1 The PC shall ensure that toolbox talks are carried out before the commencement of any work on site. All employees shall sign as proof of having attended the toolbox talk meeting and understood the safety measures to be observed on the day.

6.10.13 Material Safety Data Sheets (MSDS)

6.10.13.1 The PC shall obtain and keep all Material Safety Data Sheets for all the chemicals that they intend to use on site. The PC shall keep a list of all chemicals used on site in the health and safety file.

6.10.14 Method Statements/Description Of Work

6.10.14.1 The PC shall enclose in the health and safety file, a document showing all critical steps in the construction process. The PC shall ensure that all employees are informed and aware of all construction activities that they will embark on.

6.10.15 Health And Safety Meetings

6.10.15.1 The PC shall ensure that health and safety meetings are held monthly to discuss any related matters. The PC shall further keep the minutes of the meetings held in the health and safety file for future perusal by relevant parties.

6.10.16 **Health And Safety Inspections/Audits**

6.10.16.1 The PC shall carry out site inspections with regard to health and safety and record all non-compliances/deviations that needs to be addressed. The PC shall ensure that all non-compliances/deviations are attended to and addressed as a matter of urgency.

6.10.16.2 The PC shall ensure that his subcontractors also carry out monthly health and safety inspection and record any deviations that need to be rectified.

6.11 **EMERGENCY PLANNING AND RESPONSE**

6.11.1 The PC shall develop an emergency evacuation plan, which will include procedures that needs to be followed in case of emergency. An audible alarm shall be installed, and all employees should be brief on emergency signals. The emergency plan shall be posted in a conspicuous place in the workplace where everyone can see it. Emergency evacuation routes and signs shall be erected leading to an Assembly Point.

7 **OBLIGATION TO COMPLY WITH ALL APPLICABLE LAWS (WHETHER STATED OR NOT)**

7.1 The PC shall ensure that all physical construction activities are carried out in line with all provisions of the Occupational Health and Safety Act including all applicable regulations, SANS standards incorporated under section 44 of the OHS Act, Municipal/Provincial by-laws and any other laws that may be relevant and amended from time to time. This shall be the case irrespective of whether such laws are stated in this document or not.

8 **POTENTIAL SOURCES OF RISK**

8.1 The following are determined to be the potential sources of risk: -

- Noise
- Work at height
- Drilling
- Formwork and support work
- Scaffolding
- Construction Vehicles and Mobile Equipment
- Electrical Installation and Electrical Machinery
- Manual Handling
- Housekeeping
- Use of jackhammers
- Stacking and Storage

- Welding
- Plumbing
- Bricklaying
- Portable electrical tools
- Use of ladders
- Manual Handling
- Intoxication of persons on site

The majority of these aspects are covered in the Baseline Risk Assessments however it remains the responsibility of the PC to ensure that risk assessments are conducted for all activities that may be undertaken.

8.2 Risk assessments must be conducted by competent persons and must indicate: -

- The methodology used to do risk assessments
- Breakdown of processes and activities
- Subsequent hazards identified.
- Risk rating calculations (Consequences, frequency and likelihood)

8.3 Risk assessments must also cover health hazards and also include environmental risks where identified.

9 FACILITIES FOR PERSONAL USE

9.1 The PC shall ensure that male and female sanitary facilities are erected on site.

9.2 The PC shall further post up a notice at the entrance of such facility to indicate the gender of a person for whom the facility is intended. The sanitary facilities shall be kept clean and hygienic at all times. The PC shall further provide a cleansing agent, toilet paper and means of drying hands.

9.3 The PC must provide personal facilities for safekeeping of employees personal goods.

10 ENVIRONMENTAL CONSIDERATIONS

10.1 POLLUTION

10.1.1 Any impacts to the environment must be minimized. Environmental pollution must be prevented.

10.1.2 Natural resources must be used efficiently, and biodiversity must be conserved throughout the duration of the project.

10.2 RESOURCE USE

10.2.1 Consideration must be taken on the following: -

- Waste minimization
- Energy and water efficiency

- Prevention of water and soil contamination
- Managing air emissions

11 PUBLIC HEALTH AND SAFETY

-
- 11.1 In the interest of public safety, the PC shall ensure that all persons who may be affected by the work being conducted on site are informed and kept aware of dangers that may arise from the work being conducted on site.
- 11.2 This awareness shall be in the form of posted and induction of visitors to site and warning signs.
- 11.3 Access to the construction site must be cordoned off. All excavations must be barricaded, fenced off to prevent access by members of the public.

12 HAZARDOUS CHEMICAL SUBSTANCES

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- 12.1 In addition to the requirements in the HCS Regulations, the principal contractor must provide proof in the H&SP that: -
- Material Safety Data Sheets (MSDS's) of the relevant materials/hazardous chemical substances are available prior to use by the contractor. Mention should be made how the principal contractor is going to act according to special/unique requirements made in the relevant MSDS's. All MSDS's shall be available for inspection by the client at all times.
 - Risk assessments must be done for this construction project.
 - Exposure monitoring where required shall be undertaken by an AIA and that the medical surveillance programme is based on the outcomes of the exposure monitoring.
 - How records are going to be kept safe for the stipulated period of 30 years.
 - How the relevant HCS's are being/going to be controlled by referring to: -
 - o Limiting the amount of HCS
 - o Limiting the number of employees
 - o Limiting the period of exposure
 - o Substituting the HCS
 - o Using engineering controls
 - o Using appropriate written work procedures
 - The correct PPE is being used.
 - HCS are stored and transported according to SABS 072 and 0228.
 - Training with regards to these regulations was given.
- The HSP should make reference to the disposal of hazardous waste on classified sites and the location thereof (where applicable).

13 LIGHTING

13.1 Where poor or lack of illumination is identified as a hazard the lighting regulations must be complied with and the following must be considered: -

- Proof of illustration levels of artificial illumination equipment.

14 HEALTH AND SAFETY AUDITS

14.1 The OHS consultant will, on a monthly basis, conduct health and safety audits.

14.2 The PC will be expected to attain scores of 80% or more in order to be deemed to performing at acceptable levels. In calculating the score, reportable accidents experienced by the PC will be factored in the score.

15 GENERAL REQUIREMENTS

15.1 PERSONAL PROTECTIVE EQUIPMENT

15.1.1 The procedure for issuing and control of PPE shall be indicated in the HSP and the enforcement of wearing such PPE.

15.2 HIRED PLANT

15.2.1 The responsibility for the safe condition and use of all hired plant shall be the responsibility of the PC.

15.3 TRANSPORT OF EMPLOYEES

15.3.1 Transport of employees shall be carried out in terms of applicable National Road laws.

15.4 POSTING OF DANGER SIGNS

15.4.1 The PC shall indicate in the HSP the arrangement regarding the posting of danger signs throughout the whole site.

15.5 SITE VISITORS

15.5.1 A site visitors register is to be kept on site and steps must be taken to ensure that all visitors sign the attendance register before entering the site.

15.5.2 An induction must be given to all visitors entering site and proof thereof must be included in the HS file.

15.5.3 Visitors PPE must be available and at the cost of the PC.

15.5.4 A sign must be posted directing visitors to report to site office.

15.6 HOUSEKEEPING, STACKING AND STORAGE

15.6.1 CR 27 and CR 28 shall be fully complied with in relation to good housekeeping, stacking and storage. Chutes shall be used for waste removal from height.

16 CONCLUDING REMARKS

16.1.1 Nothing contained in or omitted from this HSS or HSP shall relieve the PC of any obligations or liabilities.

16.1.2 The client shall not be liable for any civil claim because of anything contained in or omitted from this HSS.



NB: Upon completion of the construction work, a principal contractor shall hand over to DBSA a health and safety file including a record of all drawings, designs, materials used and other similar information concerning the completed structure.