

CONSTRUCTION OF BATHLALERWA SCHOOL OCCUPATIONAL HEALTH AND SAFETY SPECIFICATIONS AND BASELINE RISK ASSESSMENT

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DEFINITIONS AND ABBREVIATIONS USED IN THE DOCUMENT

"Acceptable risk" A risk that has been reduced to a level that can be tolerated by the organisation having regard to its legal obligations, the ALARP principle, and its own safety policy.

"Agent" means any person who acts as a representative for a client.

"ALARP" As low as reasonably practicable. The concept of weighing the risk against the sacrifice needed to implement the measures necessary to avoid the risk. In safety and health, it is assumed that the measures should be implemented unless it can be shown that the sacrifice is grossly disproportionate to the benefit.

"Assessment" A systematic and documented review of the effectiveness of implementation of processes, programmes, and procedures, based on general process criteria and the professional judgement of experienced assessors.

"At-risk behaviour" Conduct (whether witnessed or not) that unnecessarily increases the likelihood of injury.

"Audit" A systematic and documented review of the effectiveness of implementation of processes, programmes, and procedures, based on general process criteria set by the organisation.

"Change" A departure (permanent, temporary, or incremental) from a currently established baseline, or anything that is or may be substituted for something else. This includes changes to personnel, processes, systems and equipment, technology, documents, risks, legislation, commitments, obligations, other requirements and external environmental, physical and social factors affecting or affected by the organisation.

"Change Management" The systematic process for dealing with change to manage safety risk.

"Client" means any person for whom construction work is performed.

"Communicate" The process of two-way dialogue which is understood by both parties.

"Competence" A combination of attributes such as knowledge, skills, abilities, experience, qualification and attitudes providing adequate assurance of successful performance.

"Consequence" Outcome or impact of an event.

"Continual Improvement" A recurring process of enhancing performance and safety management systems, not necessarily in all areas simultaneously, to achieve improvements in overall safety performance consistent with the safety policy.

"Contractor" means an employer, as defined in section 1 of the Act, who performs construction work and includes Principal Contractors, Sub-Contractors and their visitors;

"Corrective action" An action taken to eliminate the cause of a detected non-conformity or other undesirable situation.

"Crisis" An actual or potential threat to project's long-term ability to do business due to the impact on the safety and health of its employees and Contractors or the public, the environment, operability and assets, image and reputation, or liability.

“Critical equipment” A piece of equipment or a structure whose failure, or failure to perform to design specification, has the potential to result in a major accident event.

“Culture” The whole complex of distinctive spiritual, material, intellectual and emotional features that characterise a society or social group.

“Design data” Any information used during, or as a record of, the development of a facility that defines the resource, process, product, equipment, operation, layout or control of the facility. This may include, but not be limited to: basis of design, process flow diagrams, piping and instrumentation drawings, models, plans, single line diagrams, isometrics, construction drawings, operating and control philosophies, layout drawings, design calculations, site data, design standards, specifications (including for feed/feedstock and product), design data, process media, materials, cause and effect diagrams, fire and safety studies, manufacturers’ data, manufacturers operating and maintenance manuals, emergency shutdown sequences and critical equipment registers.

“Documents” Structured units of recorded information and its supporting medium (medium can be paper, magnetic, electronic or optical disc, photograph or master sample), published or unpublished, managed as discreet units in the safety management system. Most records are documents, but not all documents are records. A document becomes a record when it is part of a business transaction, is kept as evidence of that transaction and is managed within a record-keeping system.

“Emergency” An abnormal occurrence that can pose a threat to the safety or health of employees, customers, or local communities, or which can cause damage to assets or the environment.

“Employee” An individual who works for the Project (including for Contractor) under a contract of employment.

“Environment” Surroundings in which the project operates, including air, water, land, natural resources, flora and fauna, habitats, ecosystem, biodiversity, humans (including human artefacts, culturally significant sites and social aspects) and their interaction. The environment in this context extends from within an operation to the global system.

“Formal” A defined method which is appropriate for the purpose intended – e.g., a defined and documented system.

“Harm” A significant and/or long-lasting adverse impact on people, the environment or the community.

“Hazard” A source, situation or act with a potential for harm in terms of human injury or ill health.

“HAZOP” Hazard and operability studies

"Health and Safety file" means a file, or other record in permanent form, containing the information required as contemplated in construction regulations 2014;

“SHE” Safety, Health, and Environment. Commonly used in the format SHE.

"Health and Safety Plan” means a documented plan which addresses hazards identified and includes safe work procedures to mitigate, reduce or control the hazards identified;

"Health and Safety Specification" means a documented specification of all health and safety requirements pertaining to the associated works on a construction site, so as to ensure the health and safety of persons.

“Hierarchy of Controls ”A series of controls which should be applied in the following order (a number of these options may be considered and applied individually, or in combination):

- a) Eliminate – the complete elimination of the hazard.
- b) Substitute – replacing the material or process with a less hazardous one.
- c) Redesign – redesigning the equipment or work processes.
- d) Separate – isolating the hazard by guarding or enclosing it.
- e) Administrative – providing controls such as training, procedures, etc.
- f) Personal Protective Equipment (PPE) – using properly fitted PPE where other controls are not practicable.

“Impact” A marked change to the health and safety of people, the environment, the community or property, whether adverse or beneficial, wholly or partially resulting from an organisation’s activities, products or services.

“Incident ”Work-related events (including accidents which give rise to injury, ill health or fatality or emergencies) that have resulted in, or has the potential to result in (i.e. a near hit), adverse consequences to people, the environment, property, reputation or a combination of these. Significant deviations from standard operating procedures are also classed as an ‘incident’. On-going conditions that have the potential to result in adverse consequences are considered to be incidents.

“Likelihood ”A description of probability or frequency, in relation to the chance that something will occur.

“Management System” Management processes and documentation that collectively provide a systematic framework for ensuring that tasks are performed correctly, consistently, and effectively to achieve a specified outcome and to drive continual improvement in performance.

“Management Review” A high level (corporate) review of management systems (and these Standards) to ensure that they remain suitable, adequate and effective, and are revised and reissued as appropriate.

“Manager” Any Project employee or Contractor who has other persons reporting to him or her, or who has the authority to allocate resources.

“Mandatory” A compulsory requirement (across all Project operations).

“Near hit” A near hit is any occurrence or situation which had the potential for adverse consequences to people, the environment, property, or reputation, or a combination of these.

“Non – conformity” Any deviation from work standards, practices, procedures, regulations, management system performance etc. that could either directly or indirectly lead to injury or illness, property damage, damage to the workplace environment, or a combination of these.

“Organisation” A company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public, or private, that has its own functions and administration. In this context, organisation means site, operation, or business.

“Participation” A process through which stakeholders influence and share control over initiatives, decisions and resources which affect them.

“Performance” Measurable results of the safety management system, related to an organisation’s control of its potential impacts, based on its safety policy, objectives, and targets.

“Personnel” People engaged in work for, or on behalf of the Project team, including employees, people on temporary contracts, and Contractors.

“Policy” Statement by an organisation of its intentions and principles in relation to its overall performance which provides a framework for action and for the setting of its objectives and targets.

“PPE” Personal Protective Equipment – also **PPC**, Personal Protective Clothing.

“Preventive Action” An action implemented to eliminate the cause of a potential non-conformity or other undesirable potential situation.

"Principal Contractor" means an employer, as defined in section 1 of CR 2014 who performs construction work and is appointed by the client to be in overall control and management of a part of or the whole of a construction site;

"Procedure" A specified way to carry out an activity or a process. Procedures may be documented or not. Procedures are mandatory to all Project operations; these documents address specific areas (e.g. risk management, incident investigation etc.) where it is important that activities are carried out consistently across the Project.

"Product" Articles, materials and wastes arising from the processes and activities of the site.

"Records" Recorded information, in any form, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs, and kept as evidence of such activity. An electronic record occurs where the above is represented in a form suitable for retrieval, processing, and communication by a computer. Records are distinguished from other documentary forms such as information by their intrinsic relationship to the business or activity they represent. This relationship is essential to defining a record and is only possible when the links between content, structure and context exist. A record is created; a record cannot be rendered. Records can include, but are not limited to, monitoring results, evidence of training, audit/self-assessment/inspection findings and calibration reports.

"Resources" Resources may include human resources and specialised skills, organisational infrastructure, equipment, technology, and financial resources.

"Risk Assessment" A process of evaluating the risk(s) arising from hazard(s) taking into account the adequacy of any existing controls and deciding whether or not the risk(s) is acceptable. This is dependent upon the correct identification of the hazards and an appropriate estimation of the risks arising from them with a view to comparison with acceptable risk criteria or goals for the purposes of control or avoidance of the risk.

"Risk Management" The systematic approach to establishing the context of a situation, hazard identification, risk analysis, risk evaluation, determining whether the risks are acceptable, and the ongoing treatment of risks through the application of management policies, processes and procedures.

"Risk" A combination of the likelihood of an occurrence of a hazardous event or exposure and the severity of injury or ill health that can be caused by the event or exposure.

"Root Cause" The cause of the incident (not the direct cause) that, when rectified, will prevent the recurrence not just of incidents with those exact circumstances, but others with similar

causes. When applied to successes, it can elicit the actions required to emulate and repeat the success. (Root cause is sometimes referred to as underlying cause.).

“SANS” South African National Standards

“Scope” Defines the boundaries within which the management system applies.

“Significant Risk” A risk that causes, or has the potential to cause, impact or harm that could result in a significant incident.

“Standard” Mandatory at all Project operations and form the basis for the development and application of management systems at all levels.

“Supplier” A business entity that provides goods and/or services to Project, which are integral to and utilised in/for the activities of Project.

“System” A set of arrangements, responsibilities, and authorities aimed at ensuring the achievement of defined outcomes.

“Target” Detailed performance requirements, quantified where practicable, that arise from objectives and that need to be set and met in order to achieve those objectives.

“The Act” means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);

“The Construction Regulations” means – GNR. 1010 of 07 February 2014 The Construction Regulations

“The Site” means the site where construction work is carrying out according to Construction Regulation 3

“Third party” An independent party, distinct from Project employees.

“Visible Felt Leadership” A term describing the process of management regularly visiting the workplace and engaging with people to address safety issues.

“Visitor” A person, visiting the Project, who is not a Project employee or Contractor at the Project site. Not conducting any Physical Work Activity.

“WAH” acronym for Working at Heights

“Workplace” Any location in which work related activities are performed under the management control of the organisation, or where management can reasonably be expected to exercise a duty of care.

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1 INTRODUCTION

In terms of Construction Regulation 5(1) (b) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), the Client and/or its Agent on its behalf, shall be responsible to prepare Health & Safety Specifications for any intended construction project and provide any Service Provider / Principal Contractor who is making a bid or appointed to perform construction work for the Client and/or its Agent on its behalf with the same.

The Service Provider / Principal Contractor and contractors shall be responsible for the Health & Safety Policy for the site in terms of Section 7 of the Act and in line with Construction Regulation 7 as well as the Health and Safety Plan for the project.

This 'Health and Safety Specifications' document is governed by the "Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), hereinafter referred to as 'The Act'. It should be noted that no single Act or its set of Regulations be read in isolation. Furthermore, although the definition of Health and Safety Specifications stipulates 'a documented specification of all health and safety requirements pertaining to associated works on a construction site, so as to ensure the health and safety of persons', it is required that the entire scope of the Labour Legislation, including the Basic Conditions of Employment Act be considered as part of the legal compliance system. With reference to this specification document this requirement is limited to all health, safety and environmental issues pertaining to the site of the project as referred to here-in. Despite the foregoing it is reiterated that environmental management shall receive due attention.

Prior to drafting the Health and Safety Plan, and in consideration of the information contained here-in, the contractor shall set up a Risk Assessment Program to identify and determine the scope and details of any risk associated with any hazard related to the structural refurbishment and renovations at Redhouse Train Station, in order to identify the steps needed to be taken to remove, reduce or control such hazard. This Risk Assessment and the steps identified will be the basis or point of departure for the Health and Safety Plan. The Health and Safety Plan shall include documented 'Method Statements of Work' detailing the key activities to be performed when performing the work in order to reduce as far as reasonably practicable, the hazards identified in the Risk Assessment.

Every effort has been made to ensure that this specification document is accurate and adequate in all respects. Should it, however, contain any errors or omissions they may not be considered as grounds for claims under the contract for additional reimbursement or extension of time, or

relieve the Service Provider from his responsibilities and accountability in respect of the project to which this specification document pertains. Any such inaccuracies, inconsistencies and/or inadequacies must immediately be brought to the attention of the Agent and/or Client.

2 PURPOSE

The purpose of this document is to provide health and safety information about specific project risks known by the Client, Designer and Client Agent. These risks are applicable to this project and may not necessarily be common knowledge to the Contractor. The Contractor must take this information into account and ensure that their tenders include adequate resources to deal with the matters detailed in this document. Compliance must be ensured by the Contractor and Appointed Sub- Contractor to all relevant legislation. Safeguarding of employees, sub-contractors and other persons affected by the construction activities must be ensured.

Reference should be made to the following documentation in conjunction with this safety specification (including existing surveys, drawings, and reports):

- a) Engineers Drawings
- b) Designers Input
- c) Tender Documents

Due to potentially dangerous operations being undertaken in construction, there is a possibility of incidents and accident which may lead to injuries or fatalities. In many instances non-compliances to the Occupational Health and Safety Act (OHS Act) has resulted in severe consequences for the parties involved. The Project Client is determined to ensure the highest health and safety standards throughout the Contract.

To ensure this The Project Client / Client Agent has prepared and published this document. This document should be used as a guideline for minimum levels of awareness and guidance for health and safety requirements for this Contract. The responsibility for adhering to these requirements rests with the Contractors.

Every Employer will provide and maintain, as far as reasonably practicable, a set working environment that is safe and without risk to the health of his employees. OHS Act 8 (1).

Compliance with the OHS Act and Regulations will not be limited to this specification and the definitions contained in this document.

Tenderers are expected to be conversant with the requirements and effect of health and safety legislation, in particular the Construction Regulations, 2014, and the Occupational Health and

Safety Act, 85 of 1993. Provision must be made in the tender submission to comply with all legal requirements.

The Contractor's personnel will be responsible for implementation of all necessary legislative requirements. Document control and record systems associated with the legislation must be kept by the Contractor. This document should be used to assist them Contractor towards achieving compliance with the OHS Act.

The Specification will be implemented during construction of the works Project Client / Client Agent has control over.

This document must be used as a means of measuring performance of all parties entering into a contract with the project Client or Contractor in Occupational Health and Safety Standards.

The Project Client does not accept any liability which may result from the Contractor failing to comply with the document; the Contractor remains responsible for achieving the required performance levels.

The successful Contractor will ensure that a Safety Plan complying with all the relevant legal requirements and this document is compiled and approved by the Client/Client Agent before commencement of Construction.

3 PROJECT DETAILS

3.1 *Description of Works*

This project entails the renovations, refurbishment of existing classrooms and construction of new classroom blocks.

3.2 *Existing Environment*

The work area is located on a live site where there are existing classrooms that are currently being used. Students and staff will have access to the area during the works as the school will not be closed.

The contractor must ensure that all work areas are clearly barricaded and identified with safety warning signs. Principal contractor must ensure that he/she is aware of the requirements of OHS Act 85 of 1993 Section 9 when performing construction work at the area.

Good housekeeping practices must be enforced, and no building rubble must be left lying around, grinding activities may only be conducted in areas where screens have been placed to ensure members of the public are not exposed to hazards and risks associated with grinding activities.

No external visitors will be allowed to visit the construction area unless permission has been obtained from the Client/Client representative.

3.3 *Baseline Risk Assessment*

Significant Risks and Hazards identified by the Client/Designer/Client Agent.

- COVID-19
- Site Establishment
- Use of local labour
- Traffic movement in and out of construction area.
- Movement of machinery, equipment and materials on and through construction area
- Use of Construction Plant and Equipment.
- Loading and offloading
- Demolition Work
- Electrical Tools
- Working close to live electricity (Lockout & Tagout)
- Working at heights
- Use of Scaffolding
- Noise and Dust
- Manual Labour loosening and fastening items
- Manual Handling of general items
- Working with hands
- Use of ladders
- Use of Grinders
- Fire
- Hand Tools
- Hazardous Substances (Chemicals and paint)
- Pinch Points
- Ergonomics
- Housekeeping
- Personal Protective Equipment
- Management of Change

- Stacking and storage of materials in work areas.
- Snakes and other positions insects
- Portable Electrical equipment

4 STANDARD OCCUPATIONAL HEALTH AND SAFETY SPECIFICATIONS

4.1 Scope

This Section covers the requirements for eliminating and mitigating incidents and within the Contract. The scope addresses minimum legal compliance, hazard and risk management, promotion of a health and safety culture amongst all parties involved in the project and those affected by the activities taking place.

Contractors employed by The Project Client / Project Agent must ensure that the provisions of the specifications are applied both on the site and all off site activities relating to this project.

The Contractor must enforce the provisions of these Specifications amongst all subcontractors and suppliers for the project.

4.2 General Health and Safety Provisions

4.2.1 Application for Construction Work Permit

A client who intends to have construction work carried out, must at least 30 days before that work is to be carried out apply to the provincial director in writing for a construction work permit to perform construction work if the intended construction work will—

- a) Exceed 180 days;
- b) Will involve more than 1800 person days of construction work; or
- c) The works contract is of a value equal to or exceeding thirteen million rand or construction industry development board (cidb) grading level 6.

4.2.2 Assignment of Contractor's Responsible Persons to Supervise Health & Safety

4.2.2.1 Construction Manager CR 8(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.

Where the construction manager has not appointed assistant construction managers as contemplated in Construction Regulation 8(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 Construction Regulation 8(2).

No construction manager appointed under Construction Regulation 8(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.

A construction manager must in writing appoint construction supervisors responsible for construction activities and ensuring occupational health and safety compliance on the construction site.

Competency requirements – CV with proof of more than 3 years' experience in the same position, Legal liability training, General OHS Act & Regulations training, Construction Regulations & HIRA training Certificates

4.2.2.2 Assistant Construction Manager CR 8(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

Competency requirements – CV with proof of more than 3 years' experience in the same position, Legal liability training, General OHS Act & Regulations training, Construction Regulations & HIRA training Certificates.

4.2.2.3 Construction Safety Officer CR 8(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 is registered with a statutory body SACPCMP approved by the Chief Inspector and has necessary competencies and resources to assist the contractor. SACPCMP registration certificate must be provided.

4.2.2.4 Construction Supervisor CR 8(7)

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 Construction Regulation 8(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.

Where the contractor has not appointed an employee as contemplated in Construction Regulation 8(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 Construction Regulation 8(8).

No construction supervisor appointed under Construction Regulation 8(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 Construction Regulation 8(7) on all the relevant construction sites, the appointed construction supervisor may supervise more than one site.

Competency requirements – CV with proof of more than 3 years' experience in the same position, Legal liability training, General OHS Act & Regulations training, Construction Regulations & HIRA training Certificates.

4.2.2.5 Competency for Contractor's Responsible Persons

The Contractor's responsible persons will be competent in health and safety and will have undergone Health and Safety Management Courses.

Typical courses will include, HIRA, Legal liability, Incident Investigation, Construction regulations 2014 and OHS Act training. Proof must also be provided that the relevant appointed responsible person has experience related to the work that will be conducted

Proof of competence in regard to specific work that will be conducted must also be Available, this will include all relevant registrations required to perform electrical work for both the company as well as specific employees identified to perform specialised task

4.2.3 Compensation of Occupational Injuries and Diseases Act 130 of 1993 (COIDACT)

The Contractor will submit a letter of good standing with the Compensation Insurer to The Project Client / Client Agent, within 10 working days from receipt of the Letter of Acceptance from The Project Client / Client Agent. This shall be renewed as and when required so as to remain valid for the duration of the Contract “No letter of Good Standing No work”

4.2.4 Occupational Health and Safety Policy

The Contractor will submit a Health and Safety Policy drafted in line with the OHS Act 85 of 1993 section 7 requirements with the Tender, signed by the Chief Executive Officer.

4.2.5 Health and Safety Organogram

The Contractor will submit an organogram to the Client/ Client Agent, outlining the Health and Safety site team appointments as required by the OHS Act. The organogram must include the legal reference under which each person is appointed as well as the persons contact details (Cell phone number and e-mail address).

4.2.6 Risk Assessment for construction work

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.

A contractor must ensure that as far as is reasonably practicable, ergonomic related hazards are analyzed, evaluated and addressed in a risk assessment.

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.

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.

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.

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.

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

4.2.6.1 Ergonomic Risk Assessment

An employer must, before the commencement of any work that may expose employees to ergonomic risks, have an ergonomic risk assessment performed by a competent person.

The ergonomic risk assessment contemplated in paragraph (a) must be performed after consultation with the health and safety committee established in respect of a workplace under the employer's control or the health and safety representatives designated for that workplace or for different sections thereof.

The ergonomic risk assessment contemplated in sub regulation (1) must—

- a) Be conducted at intervals not exceeding two years; and include—
 - (i) A complete hazard identification;

- (ii) The identification of all persons who may be affected by the ergonomic risks;
- (iii) How employees may be affected by the ergonomic risks;
- (iv) The analysis and evaluation of the ergonomic risks; and
- (v) The prioritisation of ergonomic risks.

An employer must review the relevant ergonomic risk assessment made in accordance with sub regulation (1) if–

- a) Such assessment is no longer valid;
- b) Control measures are no longer effective;
- c) Technological or scientific advances allow for more effective control methods;
- d) There has been a change in–
 - (i) The work methods;
 - (ii) The type of work carried out; or
 - (iii) The type of equipment used to control the exposure; and
- e) An incident occurs or medical surveillance reveals an adverse health effect, where ergonomic risks are identified as a contributing factor.

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.

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.

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.

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.

A contractor must review the relevant risk assessment—

- f) Where changes are effected to the design and or construction that result in a change to the risk profile; or
- g) When an incident has occurred.

4.2.6.2 Issue Based Risk Assessment

As circumstances and needs arise, separate risk assessment will need to be conducted. An additional risk assessment will need to be conducted when for example:

- a) A new operation introduced onto site
- b) A system for work is changed
- c) After an accident or a 'near miss' has occurred

4.2.6.3 Continuous Risk Assessment

This should take place continually, as it forms an integral part of day-to-day management.

It should be conducted by frontline supervisors on a DSTI (Daily Safe task instruction) on site and it is essential that formal training is provided to enable the said personnel to be efficient in conducting said assessment. The Contractor must ensure that the Risk Assessment identifies the hazards present in work activities on site. This must be followed by an evaluation of the risks involved taking into account those precautions already being taken.

4.2.7 Health and Safety Representative(s) Section 17

The Contractor will ensure that a Health and Safety Representative(s) are /is elected for every 20 employees on site and trained to carry out his / her functions. The appointment must be in writing. The Health and Safety Representative will carry out regular inspection, keep records and report to the supervisor to take appropriate action. He / She will attend Health and Safety Committee Meetings. The Health and Safety Representative will be part of the team that will investigate incidents, accidents & non-conformances.

4.2.8 Health and Safety Committee Section 19

The Contractor will ensure that monthly health and safety meetings are held, and minutes are kept on record. Meetings must be organized and chaired by the Contractor's Responsible Person. The Contractor will ensure that the *Health and Safety Representative(s)* is/are invited to attend the meeting as observer. Copies of the minutes must be made available to the Client/ Client Agent or Inspector.

4.2.9 Inductions

All Contractor's personnel shall undergo induction before commencement of work on the Project Site. Appropriate time must be set aside for training (induction and other) of all employees. Acknowledgement of receiving and understanding the induction shall be signed by all persons receiving this induction.

Prior to induction all Contractor's personnel shall undergo a pre-employment medical examination and be confirmed fit for duty. This examination shall be arranged by the Contractor at the Contractor's cost and a copy of the medical must be available in the safety file at all times

Employees are responsible for their own Health and Safety and that of their co-workers within their work area. They shall be made aware of their responsibilities during induction and awareness sessions which include:

- 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 / occupational ill-health 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 HSE rules.
- Reporting to the employer when displaying any COVID-19 symptoms while at work or at home.

The Contractor shall ensure that all Contractor's personnel undergo general work induction with regard to the approved HSE Plan, general hazards prevalent on the Project Site, Construction Risk Assessments, HSE Rules and other related aspects.

The contractor must ensure that as new employees are brought to site during the project, they must also undergo inductions before being able to perform any task on site.

Evidence of training skills and competencies shall form part of the Contractor's records. The Contractor shall ensure that all Contractors' personnel are adequately trained in the type of work / tasks to be performed. This training shall extend to include relevant procedures, Hazard Identification and Risk Assessment. Contractor's personnel shall have the appropriate qualifications and shall work under competent supervision. Copies of records of appropriate training and qualifications for all employees shall be kept and maintained.

When there is an amendment to an Act, Regulation, Contractor's HSE Requirements Document and/or HSE Plan, all affected staff shall undergo the relevant re-training.

4.2.10 Medical Surveillance Programme

The Client will only accept medicals Conducted by Registered Occupational Health Practitioners who hold valid qualifications in occupational health (AIA Registration).

The Contractor shall ensure that all their Contractor's personnel have undergone a pre-employment medical examination and have available Annexure 3 before starting work on the Project. An exit medical examination shall be done by all employees before leaving the Project Site.

The preemployment and exit medicals shall, as a minimum, be to the standard of what is referred to as 'Red Ticket' medical fitness certification. If the contract is longer than 12 months, then this shall include an annual periodic medical. The medial certificate shall be issued before the employee commences work. If the Contractor does not provide proof of valid certificates of fitness for a Contractor's Employee, then such Contractor's Employee shall not be permitted access to the Project Site.

The medical certificate shall be renewed annually. Exit medicals shall be conducted prior to the termination of the employee's contract for / at the Project Site unless otherwise advised by the Client. The Contractor's Employees shall be issued with the required medical records to prove medical status at the time of exiting the Project Site. The Contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

4.2.11 Awareness

The Contractor will conduct, toolbox talks twice weekly and before any hazardous work takes place. The talks will cover the relevant, daily, activity and an attendance register must be kept and signed by all attendees. A record of the content of the topic will be kept on the site health a safety file.

4.2.12 Competency

After the Contractor has identified the training to be conducted, based on the Hazard Identification Risk Assessment (HIRA); he / she will send the relevant persons on appropriate courses and keep certificates of training for reference. The Appointed CR 8(1), CR8(7) and CR 8(8) must at minimum have attended the following training courses and have the required competency certificates

- Legal Liability
- Construction Regulations 2014
- Supervisors Safety Training
- HIRA
- Incident Investigation
- General OHS Act

4.2.13 General Record Keeping

The contractor will keep and maintain Health and Safety records to demonstrate compliance with the Occupational Health and Safety Specification and the Act. The contractor will ensure that all records of incidents, spot fines, training etc. are kept on site. All documents will be available for inspection by The Project Client / Client Agent or Inspectors.

4.2.14 General Inspection, Monitoring and Reporting

The Contractor will carry out daily inspections and investigate all incidents and report to The Project Client / Client Agent. The contractor will be required to keep records of all inspections and investigations which were undertaken and any other inspections and investigations by person's authorised to do so.

4.2.15 Internal Audits

The Principal contractor's responsible Safety Officer will conduct monthly Health and Safety audits to ensure compliance with the OHS Act 85 of 1993 and Occupational Health and Safety Specification and communicate the findings to the Client Agent on a monthly basis. Records of audits must be kept, and non-conformance reported, investigated and corrective action must be taken to prevent re-occurrence.

4.2.16 External Audits

The Project Client / Client Agent will conduct health and safety audits to ensure compliance with the Occupational Health and Safety Act 85 of 1993, Safety Specification and any relevant Health & Safety Legislation. All documentation held by the Contractor will be available for inspection. Audits and Inspections may be conducted on an ad hoc basis without informing the Contractor.

Any findings observed during these audits will be placed on an audit action plan that will show the deviation, the reason for the deviation occurring, the proposed actions that will be taken to correct the deviation, responsible person's name, proposed close out date, actual closed out date

and a signature of the contractor's responsible person confirming the close out. The action plan must be submitted to the Client Agent within 3 days of receiving the audit report.

4.2.17 Emergency Procedures

The Contractor shall develop his own emergency response plan for both work areas and office areas and submit this plan to the Client Agent for approval. The plan shall be amended as required by the Client/Client Agent. The Contractor shall ensure that all personnel are aware of and trained in the execution of the emergency plan. The procedure will detail the response plan including the following key personnel:

- a) List of key personnel,
- b) Details of emergency services,
- c) Actions or steps to be taken in the event of the emergency; and
- d) Information on hazardous materials / situations, including each material's hazardous potential impact or risk on the environment or human and measures to be taken in the event of an accident.

The emergency plan must also include procedure and processes to be followed in the event of electrocution as well as any other emergency situation that may occur while performing electrical works

Emergency procedures will include, but will not be limited to, COVID-19, fire, spills, accidents involving employees, use of hazardous substances, electrical shock or contact, etc. The Contractor will advise The Project Client / Client Agent in writing of any on site emergencies together with a record of action taken, within 24 hours of the emergency occurring. A contact list of all service providers (Fire Department, Ambulance, Police, Medical and Hospital, etc.) must be maintained and available to site personnel.

The Contractor shall be responsible for ensuring that his emergency plan is reviewed annually, and after every incident which caused the emergency plan to be activated. Any changes made shall be briefed to all persons affected.

4.2.18 First Aid Box and First Aid Equipment

The Contractor will appoint in writing a First Aider(s). The appointed First Aider(s) are to be sent for accredited first aid training before starting on site, or must be in possession of a valid certificate, of which copies are to be kept on site. The Contractors will provide, on site, First Aid Boxes, adequately stocked at all times, and ensure that the First Aid Box is accessible and fully

controlled by a qualified First Aider. In addition, the location of these boxes must be indicated by means of Health and Safety Signage. A picture with the name and contact number of the First Aider on duty must be on displayed in all relevant areas.

4.2.19 Accident / Incident Reporting and Investigation

The Contractor will in addition to the prescribed requirements of the OHS Act investigate, record and report all reportable incidents. The investigations will be conducted by a qualified (Competence certificate required) person or persons who have sufficient The Contractor will in addition to the prescribed requirements of the OHS Act investigate, record and report all reportable incidents. The investigations will be conducted by a qualified competent person or persons who have sufficient knowledge to carry out an investigation. In the case of a serious injury, meaning one in which a loss of man-hours are experienced exceeding 7 days, an independent investigator must be appointed by the Contractor. All incidents on site must be reported to the Client Agent within 1 hour of occurrence by means of a telephone call or text message via cell phone. A flash report will be completed and forwarded to the Client & Client Agent within four hours of incident occurrence.

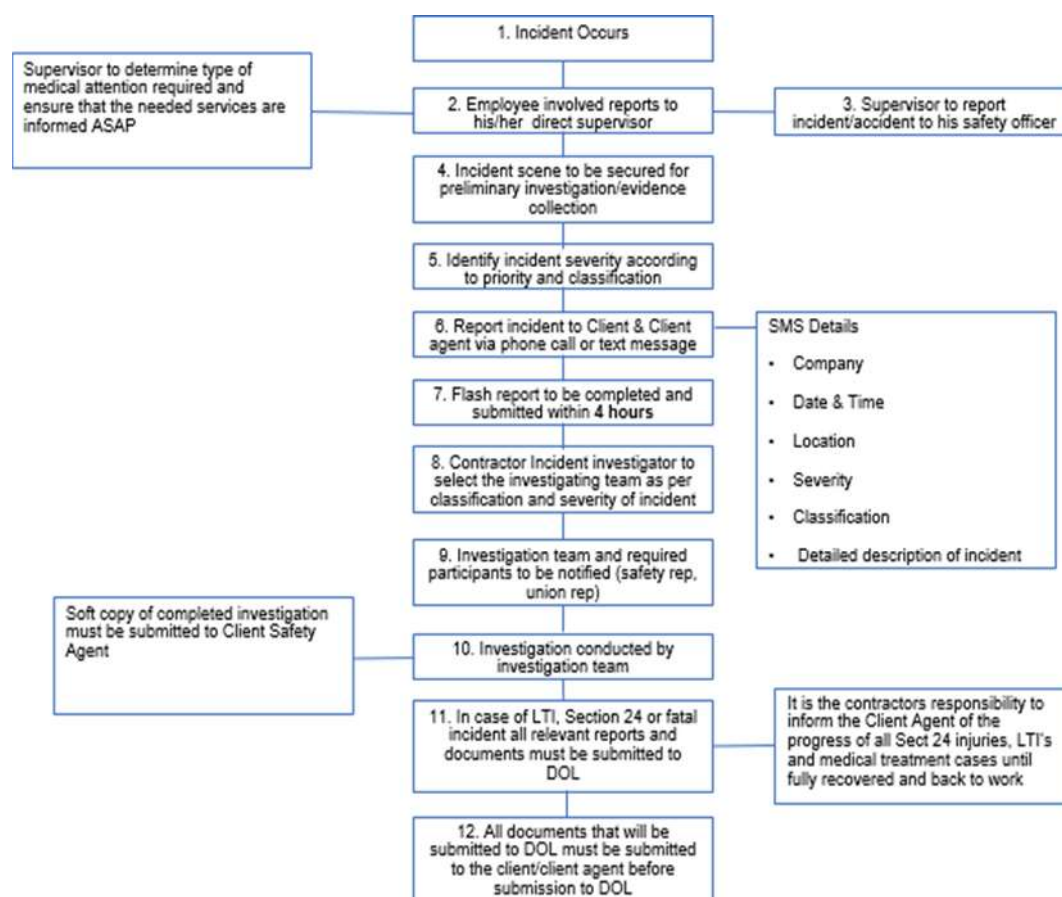
Preliminary investigations must be submitted to the Client agent within three days of incident occurring, the investigation will be reviewed, and the client agent reserves the right to request changes made to the investigation upon agreement with the contractor. In the event of section 24 and LTI investigations a final investigation report will be compiled and submitted to the Client/Client Agent with a detailed action plan outlining precautionary measures that will be taken to prevent reoccurrences as well as any other actions needed and identified during the investigation process.

The contractor will provide to the Client & Client agent a scanned copy of the full final investigation as well as the following documents.

- Copy of the DSTI
- Copy of the risk assessment at the time of incident as well as a revised risk assessment.
- All appointments and competency certificates of supervision involved as well as injured person.
- Copy of injured person's pre-employment medical
- All medical reports e.g. First medical, follow up medicals as well as final medical and resumption report.
- Annexure 1 report of incident to department of labour
- Detailed action plan addressing all findings made during the investigation

- Proof of all close outs of findings made during the investigation
- Copies of all witness and other statements taken.
- Proof of Incident recall with all employees

Incidents will be managed according to the flow chart below:



4.2.20 Hazards and Potential Situations Communication

The Contractor will immediately notify other Contractors or Sub-contractors of any hazardous or potentially hazardous situations, which may arise during performance of the activities.

4.2.21 Personal Protective Equipment (PPE) and Clothing

The Contractor will make provision and keep adequate quantities of SABS approved PPE or clothing on site at all times. These will be analysed by means of the Risk Assessment. The contractor must ensure that a PPE survey is conducted to determine the type of PPE that will be needed and indicate which job category will need what PPE. PPE issue records must be available for all PPE issued to employees on site, ensure each employee signs for their PPE

The Contractor will clearly outline procedures to be taken when PPE or clothing is:

- a) Lost or Stolen
- b) Worn Out or Damaged
- c) When and where it must be worn or used

4.2.22 Occupational Health and Safety Signage

The Contractor will provide adequate on site OHS signage complying with **SANS1186 requirements**. OHS signage will include, but will not be limited to, Construction area, Hard Hat / Helmet Area; Safety Goggles, Safety Shoes to be worn on site; Dust Masks to be worn in areas where there might be exposure to excessive dust; Ear Plugs / Muffs to be worn where there might be exposure over 85 dBA; Gloves; Safety Goggles; Safety Harness, etc. The Contractor will be responsible to maintain the quality and replacement of signage. Type of signage needed will be determined by the existing hazards and risks on site.

4.2.23 Consolidated Health and Safety File

The Contractor will in accordance with Construction Regulation 7(1)e, hand a consolidated health and safety file to the client on completion of construction work, this must include records of drawings, designs, entry/exit medicals, incident investigations, non-conformances raised or received, risk assessments as well as significant information regarding the construction of the completed structure.

4.2.24 Contractors

The Contractor will ensure that all Sub-contractors under his / her control are complying with the Occupational Health and Safety Specification, requirements by the Act, and any relevant legislation which may relate to the activities directly or indirectly. Each sub-contractor must sign a 37(2) agreement as well as some Construction regulations 7(1)(c)(v) contractor appointment before being allowed to perform any work.

4.2.25 Work Stoppage due to non-conformance

The Client Agent and the Client are entitled to stop the execution of the works and issue Nonconformance notices for serious / life threatening Health, Safety or Environmental violations. Any non-conformances / findings / observations found during audits / inspections shall, where practicable, be raised, discussed, and resolved directly with the Contractor. The conditions that can lead to work stoppages include but shall not be limited to:

- Management of change: This is when there are changes to the work environment (e.g., management / supervisory changes) and / or construction work (e.g., modifications to the design) at any phase of the construction period, and / or amendments with regards to the Clients rules and regulations and / or legislative amendments
- Unsafe acts / behaviours by Contractor's personnel;
- Unsafe conditions resulting from unforeseen hazards, changes in working procedures, unexpected weather conditions and malicious acts of vandalism. In the event of unsafe conditions being identified by any person, the process to be followed shall be:
 - ✓ The Client/Client Agent shall be informed immediately.
 - ✓ The work activity shall be stopped immediately, and conditions made as safe as possible as an interim measure.
 - ✓ The affected workforce shall be removed from the work area and the Contractor shall correct the Health and Safety deficiencies by allowing only the people in the area that are competent to make the area safe.
 - ✓ The Contractor shall ensure that no other work is being performed in the area during this time. The area shall be barricaded, and a sign placed with the wording "Unsafe Area – Authorized Access Only". Where necessary guards shall be posted to prevent entry.
 - ✓ The Client Agent shall review the affected parts / sections of the HSE Plan with the purpose of providing additional HSE information to the Contractor to enable the establishment of a safe working environment.
 - ✓ The Contractor shall revise the relevant sections in the HSE Plan to accommodate the changes.
 - ✓ The Client Agent shall review the revised provisions in the HSE Plan to ensure they are adequate and approve it before the work activity is commenced. The work activity / work area shall be subject to additional monitoring in the initial stages to ensure that safe conditions remain

Before the workforce is allowed back in the area, the Contractor shall ensure:

- The area is re-inspected by the Contractor's HSE personnel and Construction Supervisor who shall note corrective actions taken;
- Declare the area safe for work by signing off on the "work stoppage" notice issued by The Client Agent and or the Client

4.2.26 Environmental Management

The Contractor shall comply with all relevant published legislation

4.3 Occupational Safety

4.3.1 Temporary Works

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

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.

A contractor must ensure that –

- (a) All temporary works structures are adequately erected, supported, braced and maintained by a competent person so that they are capable of supporting all anticipated vertical and lateral loads that may be applied to them, and that no loads are imposed onto the structure that the structure is not designed to withstand;
- (b) All temporary works structures are done with close reference to the structural design drawings, and where any uncertainty exists the structural designer should be consulted;
- (c) Detailed activity specific drawings pertaining to the design of temporary works structures are kept on the site and are available on request to an inspector, other contractors, the client, the client's agent or any employee;
- (d) All persons required to erect, move or dismantle temporary works structures are provided with adequate training and instruction to perform those operations safely;
- (e) All equipment used in temporary works structure are carefully examined and checked for suitability by a competent person, before being used;
- (f) All temporary works structures are inspected by a competent person immediately before, during and after the placement of concrete, after inclement weather or any other imposed load and at least on a daily basis until the temporary works structure has been removed and the results have been recorded in a register and made available on site;
- (g) No person may cast concrete, until authorization in writing has been given by the competent person contemplated in paragraph (a);

- (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 -
 - ii. Secure any deck panels against displacement; and
 - iii. Prevent any person from slipping on temporary works due to the application of release agents;
- h) 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;
- i) 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);
- j) 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.
- k) 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;
- l) A temporary works drawing or any other relevant document includes construction sequences and methods statements;
- m) The temporary works designer has been issued with the latest revision of any relevant structural design drawing;
- n) A temporary works design and drawing is used only for its intended purpose and for a specific portion of a construction site; and
- o) The temporary works drawings are approved by the temporary works designer before the erection of any temporary works.

No contractor may use a temporary works design and drawings for any work other than its intended purpose.

4.3.2 Stacking of Materials

A contractor must, in addition to compliance with the provisions for the stacking of articles in the General Safety Regulations, 2003, ensure that –

- a) A competent person is appointed in writing with the duty of supervising all stacking and storage on a construction site;
- b) Adequate storage areas are provided;
- c) There are demarcated storage areas; and
- d) Storage areas are kept neat and under control

4.3.3 Housekeeping and General Safeguarding on Construction Sites

A contractor must, in addition to compliance with the Environmental Regulations for Workplaces, 1987, promulgated by Government Notice No. R. 2281 of 16 October 1987, ensure that suitable housekeeping is continuously implemented on each construction site, including –

- a) The proper storage of materials and equipment;
- b) The removal of scrap, waste and debris at appropriate intervals;
- c) Ensuring that materials required for use, are not placed on the site so as to obstruct means of access to and egress from workplaces and passageways;
- d) Ensuring that materials which are no longer required for use, do not accumulate on and are removed from the site at appropriate intervals;
- e) Ensuring that waste and debris are not disposed of from a high place with a chute, unless the chute complies with the requirements set out in regulation 14(6);
- f) Ensuring that construction sites in built-up areas adjacent to a public way are suitably and sufficiently fenced off and provided with controlled access points to prevent the entry of unauthorized persons; and
- g) Ensuring that a catch platform or net is erected above an entrance or passageway or above a place where persons work or pass under, or fencing 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 in the case of danger or possibility of persons being struck by falling objects

4.3.4 Hazardous Chemical Substances (HCS)

In addition to the requirements in the HCS Regulations, the principal contractor must provide proof in the Health and Safety Plan that:

- a) 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 will be available for inspection by the agent at all times.
- b) How the relevant HCS's are being/going to be controlled by referring to:

- (i) Limiting the amount of HCS
- (ii) Limiting the number of employees
- (iii) Limiting the period of exposure
- (iv) Substituting the HCS
- (v) Using engineering controls
- (vi) Using appropriate written work procedures
- c) The correct PPE is being used.
- d) HCS are stored and transported according to SABS 072 and 0228.
- e) Training with regards to these regulations was given.

The H&S plan should make reference to the disposal of hazardous waste on classified sites and the location thereof (where applicable). The First Aider must be made aware of the MSDS and how to treat HCS incidents appropriately

4.3.5 Noise Induced Hearing Loss

Where noise is identified as a hazard the requirements of the NIHL regulations must be complied with and the following must be included / referred to in the Health and Safety Plan. The Contractor must be able to:

- a) Proof of training with regards to these regulations.
- b) That monitoring carried out by an AIA and done according to SABS 083.
- c) Medical surveillance programme is established and maintained for the necessary employees.
- d) Control of noise by means of:
 - (i) Engineering methods considered
 - (ii) Admin control considered
 - (iii) Personal protective equipment considered/decided on
 - (iv) Describe how records are going to be kept for 40 years

4.3.6 Fire Fighting Equipment & Fire Safety

The Contractor will provide adequate, regularly serviced fire extinguishers located at strategic points on site. The Contractor will keep spare serviced portable fire extinguishers. The Contractor will have adequate persons trained or competent to use the Fire Fighting Equipment. Safety signage will be posted; indicating locations of fire extinguishers.

4.3.6.1 Fire Safety

The Contractor shall develop fire safety and evacuation procedures for any area under his control prior to the commencement of any work thereon. The procedure shall take into consideration the size of the area, types of work being done (e.g. cutting, welding, grinding, etc.), amount of combustible materials present etc. It shall take account of any hot work permit arrangements and all other applicable fire and evacuation procedures. All Contractor's personnel entering and working on the Project Site, shall be trained in fire safety and emergency evacuation and any other duties they are required to perform e.g. Fire Warden.

Existing fire management systems in buildings shall be maintained during construction whenever possible. Any changes shall be approved by the Client before implementation

4.3.7 Hired Plant and Machinery

The contractor will ensure that any hired plant and machinery brought to site is safe for use. The necessary requirements as stipulated by the OHS Act as well as those that are stipulated by this Occupational Health and Safety Specification, will apply. Health and Safety Induction is to be conducted with any hire plant or machinery operators and attendance of appropriate toolbox talks ensured. All operators of hired plant or machinery must be in possession of valid operator's certificates and medical certificates of fitness, as per requirement by the OHS Act.

4.3.8 Portable Electrical Tools / Explosive Power Tools

A contractor must, in addition to compliance with the Electrical Installation Regulations, 2009, and the Electrical Machinery Regulations, 1988, promulgated by Government Notice No. R. 1593 of 12 August 1988, ensure that –

- a) Before construction commences and during the progress thereof, adequate steps are taken to ascertain the presence of and guard against danger to workers from any electrical cable or apparatus which is under, over or on the site;
- b) All parts of electrical installations and machinery are of adequate strength to withstand the working conditions on construction sites;
- c) The control of all temporary electrical installations on the construction site is designated to a competent person who has been appointed in writing for that purpose;
- d) All temporary electrical installations used by the contractor are inspected at least once a week by a competent person and the inspection findings are recorded in a register kept on the construction site; and

- e) All electrical machinery is inspected by the authorized operator or user on a daily basis using a relevant checklist prior to use and the inspection findings are recorded in a register kept on the construction site.

4.3.9 High Voltage Electrical Equipment & Electrical Regulations

4.3.9.1 High Voltage Electrical Equipment

The Contractor will ensure that, where the work is under, on or near high-voltage electrical equipment the Electrical Regulations, together with safety instructions (Regulations of the Owner of the Equipment) are complied with. Such equipment includes: -

- Eskom and the Local Authority equipment
- The Contractor's own power supply; and
- Electrical equipment being installed but not yet taken over from a Contractor by The Project Client / Client Agent

4.3.10 Public Health and Safety

The Contractor will ensure that each person working on or visiting a site, and the surrounding community, will be made aware of the dangers likely to arise from on-site activities and the precautions to be observed to avoid or minimize those dangers. Appropriate health and safety signage will be posted at all times. No visitor will be allowed to be on site without permission of the Construction Supervisor or his/her Assistant. All visitors must complete a visitors register, which should include the name, reason for visit and contact detail of said person. Members of the public will not be allowed to enter the work site as this will be a high risk activity.

Both the Project Client / Client Agent and the Contractor have a duty in terms of the OHS Act to do all that is reasonably practicable to prevent members of the public and others being affected by the construction processes to be aware and put preventative measure in place. The public or visitors will go through a brief health and safety induction detailing hazards and risks they may be exposed to and what measures are in place to control these hazards and risks. All visitors must complete a register, which should include the name, reason for visit and contact detail of said person.

4.3.11 Facilities for Safekeeping and Eating Area (Mess Room) for workers

There will be a temporary structure to serve as a mess room or eating area

4.3.12 Fall Protection

A contractor must –

- a) Designate a competent person to be responsible for the preparation of a fall protection plan;
- b) Ensure that the fall protection plan contemplated in paragraph (a) is implemented, amended where and when necessary and maintained as required; and
- c) Take steps to ensure continued adherence to the fall protection plan.

A fall protection plan contemplated in Construction Regulation 10(1), must include –

- a) 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;
- b) The processes for the evaluation of the employees' medical fitness necessary to work at a fall risk position and the records thereof;
- c) A programme for the training of employees working from a fall risk position and the records thereof
- d) The procedure addressing the inspection, testing and maintenance of all fall protection equipment; and
- e) 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.

A contractor must ensure that –

- a) 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;
- b) No person is required to work in a fall risk position, unless such work is performed safely as contemplated in construction regulation 10(2);
- c) Fall prevention and fall arrest equipment are -
 - (i) 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

- (ii) (ii) securely attached to a structure or plant, and the structure or plant and the means of attachment thereto are suitable and of sufficient strength and stability for the purpose of safely supporting the equipment and any person who could fall; and
- d) Fall arrest equipment is used only where it is not reasonably practicable to use fall prevention equipment.

Where roof work is being performed on a construction site, the contractor must ensure that, in addition to the requirements set out in Construction Regulation 10 (2) and (4), it is indicated in the fall protection plan that –

- a) The roof work has been properly planned;
- b) The roof erectors are competent to carry out the work;
- c) 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;
- d) All covers to openings and fragile material are of sufficient strength to withstand any imposed loads;
- e) 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
- f) 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

4.3.13 Scaffolding

All scaffolding shall comply with the Construction Regulations 16 as well as SANS 10085. Scaffolding erectors shall have received the training as specified in SANS 10085.

All scaffolding shall be inspected by a competent person on a daily basis prior to commencement of work as minimum and also after inclement weather conditions.

Users of scaffolding shall carry out a visual inspection on a daily basis before use. If unsafe conditions are found or suspected, the scaffold shall be isolated until a thorough inspection has been done.

A visual inspection shall be carried out at the end of the shift and if unsafe conditions are found or suspected the scaffold shall be isolated until the above is applied. An appropriate scaffold tagging system shall be used to confirm the status of scaffolding for use or unsafe for use.

The footing or anchorage points for scaffolds shall be sound, rigid and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose bricks or concrete blocks shall not be used to support scaffolds

4.4 *Health and Occupational Hygiene*

Systems, plans and programmes are established and implemented to identify, analyse, evaluate, treat, so far as reasonably practicable, and enhance the health and well-being of workers, Contractors and visitors, through providing a workplace that is free from significant occupational health and hygiene hazards. Public health risks affecting our people and the communities associated with our operations (including HIV and AIDS, malaria and tuberculosis) are identified and initiatives are implemented to mitigate these in partnership with appropriate stakeholders.

4.4.1 Hygiene Facilities (Construction Welfare Facilities (Construction Reg. 30)

- a) Notwithstanding the construction site provisions contained in the Facilities Regulations promulgated by Government Notice No. R.1593 of 12 August 1988, as amended, a Contractor shall, depending on the number of workers and the duration of the work, provide at or within reasonable access of every Construction Site, the following clean and maintained facilities –
 - at least one sanitary facility for every 15 workers;
 - changing facilities for each sex; and
 - sheltered eating areas
- b) A Contractor shall provide reasonable and suitable living accommodation for the workers at Construction Sites which are remote from their homes and where adequate transportation between the site and their homes, or other suitable living accommodation, is not available. This shall be in accordance with the National Building Regulations and Requirements.
- c) The facilities shall be kept clean and odourless at all times.
- d) No worker shall pollute the working environment with faeces or urine, nor want only misuse or foul any latrine. This will be regarded as instant removal from the project site.
- e) The Contractor shall ensure sufficient Hand Wash Facilities are provided with soap and hand towel at eating areas and sanitation and ablution facilities.

4.4.2 First Aid Boxes

Contents: OH&S Act – General Safety Regulation 3

- a) To be provided with contents as per minimum legal requirements. Boxes shall be provided in all working areas and kept locked. Record to be kept, in an appropriate register of all treatment done. (SABS 1186 approved signs to indicate location of First Aid Boxes).
- b) Remote working areas or activities shall have a First Aid Box available with a valid First Aider as part of the working team. The level of First Aider will depend on the type of work performed and as indicated on the RA controls. Preferably a level two First Aider.

4.4.3 Emergency Numbers

- a) Comply with Emergency Procedure.
- b) A list with emergency numbers to be posted in every office. Provide workers with stickers to place inside their hardhats with emergency numbers printed on stickers.

4.5 Roofing And Cladding

Compliance: CR 10

Working at Heights

- a) The Contractor shall ensure provision for safe access and egress to roof structures.
- b) The Contractor shall provide ladders, scaffolds or a man-cage for this purpose.
- c) The Contractor shall provide ladders, scaffolds or a man-cage for this purpose.
- d) A life-line, consisting of a steel wire rope – the diameter calculated to suit the span and the number of persons attached to it – is to be erected on the ridge of the structure, using a mechanical device, e.g. turnbuckle, for tensioning the wire rope. (To be erected and placed on register and checked daily by a competent person.)
- e) The crew working on the roof shall be tied with an approved anchorage extension to the lifeline via their safety harnesses to allow them freedom of movement for placing the roof Sheets.
- f) No work shall be permitted during rain or when wind speeds exceed 30 Km/h. – This is only a guide, it shall also depend on Risk Assessment and working conditions.
- g) The Responsible Person shall enforce this with the delegated authority on site.
- h) Bundles of roof sheeting stacked on the roof shall conform to the following:
 - Only sufficient bundles to be stacked on the roof to meet immediate needs – other bundles to remain stacked on the ground until required;
 - Bundles of sheeting to be secured by means of 20mm steel strapping applied with a strapping tool;

- Securely tied to the rafters so as to prevent sheets being blown from the roof during high winds;
- No material may be stored on the roof over weekends and holiday periods.
- Side and gable cladding to be erected by means of a swing scaffold attached to the roof truss extensions as specified by the manufacturer – no makeshift arrangements shall be permitted.

4.6 *Intoxicating Liquor or Drugs*

Compliance: OH&S Act – General Administrative Regulation 10

- a) Any person found on the site or attempting to enter site, in possession of or consuming intoxicating liquor or illegal drugs or considered unfit for work from the apparent influence of intoxicating liquor or illegal drugs or prescription drugs, shall be removed from the site.
- b) The site alcohol limit for intoxication is set on 0.00 to complement our vision of Zero Tolerance.

4.7 *Manual Handling of Materials*

Manual Handling Procedure

- a) Contractors shall ensure that no employee is required or permitted to lift or move by hand any heavy object that is likely to cause injury or harm.
- b) The Contractor shall ensure that all manual handling activities are limited to such an extent that only where it is impractical to use mechanical support, manual handling will be used.
- c) The Contractor shall ensure to limit weight ratio to maximum of 25kg per person not exceeding 1/3 of his total body mass.
- d) The Contractor shall ensure that a proper risk assessment is conducted to identify all potential hazards pertaining to manual handling operations taken in account the complexity of the operation or equipment, the distance to travel, nip points, body posture, and climate including condition of access ways.
- e) The Contractor shall ensure communication of all potential hazards and requirements to employees.

4.8 *Demolition Work*

The Principal Contractor must appoint a competent person in writing to supervise and control all demolition work on site. 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. During a demolition, the competent person contemplated in sub regulation (1) of Construction Regulation 14 must check the structural integrity of the structure at intervals determined in the method statement contemplated in sub regulation (2) Construction Regulation 14, in order to avoid any premature collapses.

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION REQUIREMENTS FOR CONSTRUCTION

ANNEXURE A

Assignment of Responsible Person to Manage Building Work	All relevant appointments as per OHS Act	Before commencement on site
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Assignment of Responsible Person to Supervise Building Work	All relevant appointments as per OHS Act	Before commencement on site
Medical Certificates of Fitness for all personnel on site	As per specifications and OHS Act	Before commencement on site
Competency for Responsible Persons	As per specifications and OHS Act	Before commencement on site
Compensation of Occupational Injuries and Diseases Act (COIDA) 130 of 1993	COIDA Requirement	Before commencement on site and during construction period
Occupational Health and Safety Policy	Contractor's Responsibility	At tender stage
Health and Safety Organogram.	Contractor's Responsibility	Before commencement on site
Health & Safety Representative	Section 17 OHS Act	Submit as soon as there are more than 20 employees on site

Assignment of Contractor's Responsible Persons

Legal Appointments

The contractor **will** make the following appointments where applicable and ensure that CV's and competency certificates are attached to the relevant appointments* but are not limited to:

Declaration of acceptance of responsibility (CEO/OWNER) Section 16.1
(Competent Person for OHS) - OHS 16(2)*
Construction Manager CR 8(1)*
Assistant Construction Manager CR 8(2)*

Construction Safety Officer - CR 8(5)*
Construction Work Supervisor - CR 8(7)*
Construction Work Assistant Supervisor - CR 8(8)*
Risk Assessor - CR 9(1)
Fall Protection Planner CR 10(1)
Scaffold Erector, Scaffold Inspector CR 16(1)
Construction Vehicle & Mobile Plant Operator - CR23(1)(d)*
Housekeeping Supervisor CR 27
Stacking & Storage Supervisor - CR 28(a)
Fire Equipment Inspector - CR 29(h)
Emergency Coordinator - ER 9
H&S Committee Chairperson - OHS 19 (<i>where applicable</i>)
First Aider/s - GSR 3 (Compulsory)
Hazardous Chemical Substance Supervisor - HCS Regulations
Health and Safety Representative - OHS 17(1) (<i>where applicable</i>)
Incident / Accident Investigator - GAR 9(2)
Portable Electrical Equipment inspector EMR 10(4)
Ladder Inspector - GSR 13 A
Section 8 Hand Tool Inspector
GSR 2 PPE Inspector

Safety File Requirements

The contractor will comply and not be limited to the following requirements:

Item	Description
1.	OHS Act section 37.2 Mandatory Agreement & CR 5(1)(k) Principal Contractor Appointment
2.	EHS Plan (<i>Approved by Client as well as contractor responsible person</i>)
3.	Contractor Policies & COVID-19 Policy (<i>As well as proof of communication to employees</i>)
4.	Scope of Work & <i>Letter of award of contract</i>
5.	Contractor Public Liability Insurance Cover (Proof of cover and policy number)

6.	Construction Work Permit
7.	Client SHE Specifications (<i>Proof of communication to Construction Manager & Supervision</i>)
8.	Letter of Good Standing with a Licenced Compensation Commissioner (COID)
9.	Organisation Structure (<i>Must indicate legal appointment reference, contact number as well as e-mail address where applicable</i>)
10.	Fall Protection Plan
11.	Induction (<i>Copy of training material and proof of training COVID-19 Included</i>)
12.	Risk Assessments including Baseline Risk assessment (<i>Approved risk assessment by contractor and Agent as well as proof of communication to all employees</i>)
13.	Area Emergency Plan site specific (<i>Proof of communication to employees</i>)
14.	All Safe work procedures relevant to tasks that will be performed tasks identified as medium and high-risk activities during risk assessment process
15.	Appointments Letters (<i>Copy of legal appointments and competency/CV/Certificates</i>)
16.	Site Specific Audits and Internal Audits/Inspection Arrangements (<i>Client as well as internal</i>)
17.	Personal Protective Equipment (<i>Proof of issue as well as monthly inspections by supervision</i>)
18.	Workers Welfare Facilities & Waste Management (<i>Plot plan and inspections</i>)
19.	Toolbox Talks (<i>Topics and proof of communication</i>)
20.	Site EHS Meetings Arrangements
21.	Equipment/Tools Inspections Checklist/Registers
22.	Incident Investigations
23.	Medical Surveillance Certificates (<i>List of employees on site indicating medical status "Fit for work & Medical restrictions" Copies of ID's included</i>)
24.	Copy of the Act & WCL2 Forms
25.	MSDS'S of all chemicals that will be used on site (16 Point MSDS as required by law)
26.	Wayleaves and permits

ANNEXURE B: BASELINE RISK ASSESSMENT

