

ANNEXURE A

Construction Health and Safety Baseline Specification

**AS PER CONSTRUCTION REGULATION 5(1)(b), 2014
OCCUPATIONAL HEALTH AND SAFETY ACT, NO. 85 OF 1993 (Latest Edition)**

**RFP067/2025: Appointment of curator for curation, research,
design and installation of artifacts at Sol Plaatjie Museum,
North West**

DETAILS

This document is prepared in terms of Construction Regulation 5(1)(b). The Health and Safety Specification is prepared to obtain a benchmark of Health and Safety requirements for the intended construction work to ensure the health and safety of persons. This documents is prepared in line with the Baseline Risk Assessment.

**SUPERVISION BY THE CLIENT
DBSA – DEVELOPMENT BANK OF SOUTHERN AFRICA**

**SUPERVISION BY THE SERVICE PROVIDER
(TBA)**

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1. INTRODUCTION

- 1.1. In terms of Construction Regulation 5(1) (b) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), the Development Bank of Southern Africa (DBSA), as the Client, or its appointed Construction Health and Safety Agent, shall be responsible for preparing Health and Safety Specifications for any proposed construction project. These specifications must be provided to any Service Provider bidding for or awarded a contract to perform construction work on behalf of the Client.
- 1.2. The Service Provider shall be responsible for the Health & Safety Policy for the project in terms of Section 7 of the OHS Act as well as the Health and Safety Plan for the project in line with Construction Regulation 7.
- 1.3. This 'Health and Safety Specifications' document is governed by the "Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) latest edition, 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.
- 1.4. Prior to drafting the Health and Safety Plan, and in consideration of the information contained here-in, the Service Provider 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 construction project 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 as per scope of works in order to reduce as far as reasonably practicable, the hazards identified in the Risk Assessment.
- 1.5. 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 Client.

2. SCOPE OF HEALTH AND SAFETY SPECIFICATION DOCUMENT

This Health and Safety Specifications are pertaining to the **Appointment of curator for curation, research, design and installation of artifacts at Sol Plaatje Museum, North West**

These specifications are contained in the index and intend to specify the normal and specific requirements of **DBSA – Development Bank of Southern Africa** pertaining to the health and safety matters (including the environment) applicable to the project in question. These Specifications should be read in conjunction with the Occupational Health and Safety Act No 85 and Amendment Act No 181 of 1993,(latest edition), its Regulations, specifically Construction Regulations 2014, including the Code of Practice: Managing exposure to SARS-Cov-2 in the workplace. This will also include any Safety Standards which were or will be promulgated under the Act or incorporated into the Act and be in force or come into force during the effective duration of the project. The stipulations in this specification, as well as those contained in all other documentation pertaining to the project, including contract documentation and technical specifications shall not be interpreted, in any way whatsoever, to cancel or nullify any stipulation of the Act, Regulations and Safety Standards which are promulgated under, or incorporated into the Act.

3. PURPOSE

The purpose of this specification document is to provide the Service Provider with any information other than the standard conditions pertaining to construction activities which might affect the health and safety of persons at work and of persons in connection with the use of plant and machinery. It further aims to protect persons other than its employees against any potential hazards to their health and safety arising out of or in connection with the activities of persons at work during the construction activities for **DBSA – Development Bank of Southern Africa**.

- 3.1 To brief the Service Provider on the significant health and safety requirements and aspects of the project. This shall include the provision of the following information and requirements namely:

- Safety considerations affecting the site of the project and its environment;
- Health and safety aspects of the associated structures and equipment;
- Required submissions on health and safety matters required from the Client and/or its Construction Health and Safety Agent);
- and the Service Providers' health and safety plan.

3.2 To serve to ensure that the Service Provider is fully aware of what is expected from them with regards to the Occupational Health and Safety Act No 85 and Amendment Act No 181 of 1993 (latest edition), its Regulations, specifically Construction Regulations 2014, including the Code of Practice: Managing exposure to SARS-Cov-2 in the workplace and the Regulations made thereunder including the applicable safety standards, and in particular in terms of Section 8 of the Act.

3.3 To inform the Service Provider that the The Occupational Health and Safety Act No 85 and Amendment Act No 181 of 1993 (latest edition), its Regulations, specifically Construction Regulations 2014 including the Code of Practice: Managing exposure to SARS-Cov-2 in the workplace in its entirety shall apply to the contract to which this specification document applies.

4. DEFINITIONS

“Purpose of the Act” – to provide for the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work; to establish an advisory council for occupational health and safety; and to provide for matters connected therewith.

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

“Agent” - means a competent person who acts as a representative for a client;

“AIA” - means an Inspection Authority approved by the chief inspector: Provided that an inspection authority approved by the chief inspector with respect to any particular service shall be an Approved Inspection Authority with respect to that service only

“Asbestos” - means the following fibrous silicates:

- Asbestos actinolite
- Asbestos grunerite (amosite)
- Asbestos anthophyllite
- Chrysotile

- Crocidolite
- Asbestos tremolite
- Any mixture containing these fibrous silicates

“Asbestos-containing material” - means asbestos as well as any material that contains asbestos and includes asbestos cement products, asbestos coating, asbestos insulation board, asbestos insulation, asbestos textured decorative coatings, asbestos contaminated soil and other asbestos-containing material

“Asbestos Demolition Work” - means demolition, alteration, stripping, removing, repair, gleaning of any spilt asbestos, or high-pressure water jetting of any structure containing asbestos lagging or insulation, but does not include work performed on asbestos cement sheeting and related products and asbestos cement products that form part of the structure of a workplace, building, plant or premises.

“Asbestos dust” - means airborne or settled dust, which contains or is likely to contain regulated asbestos fibres

“Asbestos Waste” - means an undesirable or superfluous asbestos-containing by-product, emission or residue of any process or activity that has been –

- discarded by any person;
- accumulated and stored by any person with the purpose of eventually discarding it with or without prior treatment connected with the discarding thereof; or
- stored by any person with the purpose of recycling, re-using or extracting a usable product from such matter

“Asbestos Work” - means work that exposes or is likely to expose any person to asbestos dust.

“Client” - means any person for whom construction work is performed;

“Competent Person” - means any person having the knowledge, training, experience and qualifications specific to the work or task being performed.

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

“Construction site” - means a work place where construction work is being performed;

“Construction supervisor” - means a competent person responsible for supervising construction activities on a construction site;

“Construction work” - means any work in connection with -

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

“Contractor” - means an employer who performs construction work;

“Designer” - means

- a competent person who-
 - prepares a design;
 - checks and approves a design;
 - arranges for a person at work under his or her control to prepare a design, including an employee of that person where he or she is the employer; or
 - designs temporary work, including its components;
- an architect or engineer contributing to, or having overall responsibility for a design;
- a building services engineer designing details for fixed plant;
- a surveyor specifying articles or drawing up specifications;
- a contractor carrying out design work as part of a design and building project; or an interior designer, shop-fitter or landscape architect;

“Excavation work” - means the making of any man-made cavity, trench, pit or depression formed by cutting, digging or scooping;

“Fall protection plan” - means a documented plan, which includes and provides for;

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

“Fall arrest equipment” - means equipment used to arrest a person in a fall, including personal equipment, a body harness, lanyards, deceleration device, lifelines or similar equipment

“Fall prevention equipment” - means equipment used to prevent persons from falling from a fall risk position, including personal equipment, a body harness, lanyards, lifelines, or physical equipment such as guardrails, screens, barricades, anchorages or similar equipment

“Fall risk” - means any potential exposure to falling either from, off or into

“Health and Safety File” - means a file, or other record containing the information in writing required by the Construction Regulations 2014;

“Health and Safety Plan” - means a site, activity or project specific documented plan in accordance with the client's health and safety specification;

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

“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;

“MSDS/SDS” - means material safety data sheet / safety data sheet for hazardous chemicals

“National Building Regulations” - means the National Building Regulations made under the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977), and promulgated by Government Notice No. R. 2378 of 30 July 1990, as amended by Government Notices No's R. 432 of 8 March 1991, R. 919 of 30 July 1999 and R. 547 of 30 May 2008;

“Risk Assessment” - means a program to determine any risk associated with any hazard at a construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard.

“Shoring” – means a system used to support the sides of an excavation and which is intended to prevent the cave-in or the collapse of the sides of an excavation or trench

“Structure” - means;

- any building, steel or reinforced concrete structure (not being a building), railway line or siding, bridge, waterworks, reservoir, pipe or pipeline, cable, sewer,

sewage works, fixed vessels, road, drainage works, earthworks, dam, wall, mast, tower, tower crane, bulk mixing plant, pylon, surface and underground tanks, earth retaining structure or any structure designed to preserve or alter any natural feature, and any other similar structure;

- any falsework, scaffold or other structure designed or used to provide support or means of access during construction work; or
- any fixed plant in respect of construction work which includes installation, commissioning, decommissioning or dismantling and where any construction work involves a risk of a person falling;

“Service Provider” - means an employer appointed by the client to perform construction work;

“SACPCMP” - means the South African Council for the Project and Construction Management Professions

“Temporary works” - means any falsework, formwork, support work, scaffold, shoring or other temporary structure designed to provide support or means of access during construction work

5. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT

5.1 Organizational Structure for Health and Safety Management Responsibilities

All responsibilities fall under the legal requirement of legal appointment letters – each responsible person must have an appointment letter.

ROLE	RESPONSIBILITIES
Client Client Agent	The Client and/or its Agent shall ensure that the Service Provider, appointed in terms of Construction Regulation 5(1) (k), implements and maintains the agreed and approved Health and Safety Plan. Failure on the part of the Client or Agent to comply with this requirement will not relieve the Service Provider from any duties under the Act and Regulations.
CEO	The Chief Executive Officer of the Service Provider in terms of Section 16 (1) of the OHS Act (85 of 1993) are accountable for health and safety within the organization. The CEO must take reasonable steps to ensure the health and safety of employees and other persons affected by the company's operations.
Person responsible for Health and Safety Section 16(2)	The assistant to the Chief Executive Officer, Section 16 (2) of the OHS Act (85 of 1993) appointee/s as detailed in their respective appointment form shall regularly, in writing, report to management on health and safety matters or deviations identified during routine or ad hoc inspections/ audits. All reports shall be made available to the Service Provider to become part of their site records (Health & Safety File).
Construction Manager Or Assistant	The Construction Manager and Assistant Construction Supervisor/s appointed in terms of Construction Regulation 8 shall regularly, in writing, report to their managers on health and safety matters or deviations identified during inspections. All reports shall be made available to the Service Provider to become part of site records (Health & Safety File).
SHE Representatives	All Health and Safety Representatives (SHE-Reps) shall act and report as per Section 18 of the OHS Act. She Representatives shall inspect and monitor activities on a daily basis and report findings to the Construction Manager and Construction Health and Safety officer immediately. These safety representatives

	have the right to stop any unsafe work or work due to unsafe conditions and report findings and reason immediately to the Service Provider Management.
Other Legal Appointees	<p>Further (Specific) Supervision Responsibilities for OH&S</p> <p>Several appointments or designations of responsible and /or competent people in specific areas of construction work are required by the OHS Act and Regulations. The following competent appointments, where applicable, in terms of the Construction Regulations 2014 are required to ensure compliance to the Act, Regulations and Safety Standards.</p>

LEGAL APPOINTMENTS AS REQUIRED UNDER CONSTRUCTION REGULATIONS 2014			
Item	CR	Appointment	Responsible Person
1.	5(1)(k)	Service Provider for each phase or project	Client
2.	CR5(6)	Health and Safety Consultant (minimum required registration CHSM SACPCMP)	Client / Service Provider
3.	8(1)	Construction Manager	Service Provider
4.	8(5)	Part-time Construction Health and Safety Officer (SACPCMP - CHSO)	Service Provider
5.	9(1)	Person to carry out risk assessment	Service Provider
6.	10(1)(a)	Fall protection planner	Service Provider
7.	6(2) & 12(1)	Temporary Works Designer	Service Provider
8.	12(2)	Temporary Works Supervisor	Service Provider
9.	13(1)(a)	Excavation supervisor	Service Provider
10.	16(1)	Scaffold supervisor, Scaffold erector & Scaffold Inspector	Service Provider
11.	24(d)	Temporary electrical installations inspector	Service Provider
12.	24 (e)	Temporary electrical installations controller	Service Provider
13.	25 & HCS	Hazardous Chemical Substance controller	Service Provider
14.	28 (a)	Stacking and storage supervisor	Service Provider
15.	29 (h)	Fire equipment inspector	Service Provider
OTHER LEGAL APPOINTMENTS AS REQUIRED UNDER OHS ACT AND ITS REGULATIONS			
Item	Ref	Appointment	Responsible Person
16.	GSR 3	First Aider	Service Provider

17.	GAR 9	Incident Investigator	Service Provider
18.	GSR 13A	Ladder Inspector	Service Provider
19.	GMR 2	Person Responsible for Machinery	Service Provider
20.	PER	Pressure Equipment Supervisor	Service Provider
21.	GSR 9	Welding / Flame cutting Supervisor / operator	Service Provider

This list may be used as a reference or tool to determine which components of the Act and Regulations would be applicable to a particular site. This list shall not be assumed to be exclusive or comprehensive.

The above appointments shall be in writing and the responsibilities clearly stated together with the period for which the appointment is made. This information shall be communicated and agreed with the appointees. Competencies of all Appointed Personnel to be attached to Appointment and Placed on Health and Safety File

The Service Provider shall, furthermore, provide the clients agent with an organogram of all contractors that he/she has appointed or intends to appoint and keep this list updated and prominently displayed on site.

5.2 Communication & Liaison

- Communication between the Client, the Service Provider, the Sub-Contractor, and other concerned parties shall take place in the OHS Committee or Project meeting
- In addition to the above, communication may be directed to the Client or Client Agent, in writing, as and when the need arises
- The workforce may consult on Health and Safety matters with their Supervisor, H&S representative or full-time Construction Health and Safety Officer
- The Service Provider shall be responsible for the dissemination of all relevant Health and Safety information to other Contractors or Sub-contractors.
- The Service Provider will be responsible to continuously liaise with the Pr.CHSA on the project regarding Health & Safety issues, findings and other related matters. In addition, the Service Provider must after every Audit compile a Corrective Action Plan in table form which must be submitted to the Pr.CHSA within 7 days of receiving the Audit. The Corrective Action Plan must consist of the following headings: Findings, Action taken / to be taken, Date closed out, Signature (Construction Health and Safety Officer). The Construction Manager must also sign off on the Corrective Action Plan before submitting.

6. INTERPRETATION

- The Occupational Health and Safety Act and all its Regulations, with the exception of the Construction Regulations 2014, distinguish between the roles, responsibilities and functions of employers and employees respectively. It views Professional Service Providers / consultants and contractors as employees of the “owner” of a construction or operational project, the “owner” being regarded as the employer. Only if formally agreed to by way of the written agreement in this regard between the “owner(s)” and Professional Service Providers / consultant and /or between the “owner(s)” and the contractor(s), will these assumptions be relinquished in favour of the position agreed upon between the relevant parties
- In terms of the Construction Regulations 2014 the “**owner**”, in terms of its instructions, operates (has to operate) in the role of client as per relevant definition
- **Contractors** are required to operate under the control (in terms of all health and safety measures which are covered in the Construction Regulations 2014) of the appointed Service Provider. Where, for the work the Service Provider will have to execute himself, practical health and safety measures are applicable, he will also be subject to the relevant requirements with which Contractors have to comply. The Service Provider will, however, not have to actually fulfill such requirements in respect of any of the work / functions of any Sub-Contractors on the site. However, he has to monitor / oversee such processes, ensuring that the requirements are complied with and that the required appointments / evaluations / inspections / assessments and tests are done and that the records are duly generated and kept as prescribed in the Construction Regulations 2014. This has to feature clearly in the Health and Safety Plan.

7. RESPONSIBILITIES

7.1 Client

- Prepare a baseline risk assessment for an intended construction work project;
- Prepare a suitable, sufficiently documented and coherent site-specific health and safety specification for the intended construction work based on the baseline risk assessment
- Provide the designer with the health and safety specification
- Ensure that the designer takes the prepared health and safety specification into consideration during the design stage

- Ensure that the designer carries out all responsibilities contemplated in Construction Regulation 6
- Include the health and safety specification in the tender documents
- Ensure that potential Service Provider submitting tenders have made adequate provision for the cost of health and safety measures
- Ensure that the Service Provider to be appointed has the necessary competencies and resources to carry out the construction work safely
- Take reasonable steps to ensure co-operation between all contractors appointed by the client to enable each of those contractors to comply with the Regulations
- Ensure before any work commences on a site that every Service Provider is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993)
- Appoint every Service Provider in writing as per Construction Regulation 5(1)(k) for the project or part thereof on the construction site
- Discuss and negotiate with the Service Provider the contents of the Service Provider health and safety plan contemplated in Construction Regulation 7(1)(a), and must thereafter finally approve that plan for implementation
- Ensure that a copy of the Service Provider health and safety plan is available on request to an employee, inspector or contractor
- Take reasonable steps to ensure that each contractor's health and safety plan contemplated in Construction Regulation 7(1)(a) is implemented and maintained
- Ensure that periodic health and safety audits and document verification are conducted at intervals mutually agreed upon between the Service Provider and any contractor, but at least once every 30 days
- Ensure that a copy of the health and safety audit report is provided to the Service Provider within seven days after the audit
- Stop any contractor from executing a construction activity which poses a threat to the health and safety of persons which is not in accordance with the client's health and safety specifications and the Service Provider health and safety plan for the site
- Where changes are brought about to the design or construction work, make sufficient health and safety information and appropriate resources available to the Service Provider to execute the work safely

- Ensure that the health and safety file contemplated in Construction Regulation 7(1)(b) is kept and maintained by the Service Provider
- Where a client requires additional work to be performed as a result of a design change or an error in construction due to the actions of the client, the client must ensure that sufficient safety information and appropriate additional resources are available to execute the required work safely.
- Where a fatality or permanent disabling injury occurs on a construction site, the client must ensure that the Service Provider provides the Provincial Director with a report contemplated in Section 24 of the Act, in accordance with Regulations 8 and 9 of the General Administrative Regulations, and that the report includes the measures that the contractor intends to implement to prevent any reoccurrences
- Where more than one Service Provider is appointed as contemplated in Construction Regulation (5)(1)(k), the client must take reasonable steps to ensure co-operation between all Design and Build contractors and sub-contractors in order to ensure compliance with these Regulations.
- Where a construction work permit is required as contemplated in Construction Regulation 3(1), the client must, without derogating from his or her health and safety responsibilities or liabilities, appoint a competent person as per Construction Regulation 5(5) in writing as an agent to act as his or her representative, and where such an appointment is made the duties that are imposed by these regulations upon a client, apply as far as reasonably practicable to the agent so appointed.
- Where notification of construction work is required as contemplated in Construction Regulation 4(1), the client may, without derogating from his or her health and safety responsibilities or liabilities, appoint a competent person as per Construction Regulation 5(6) in writing as an agent to act as his or her representative, and where such an appointment is made the duties that are imposed by these Regulations upon a client, apply as far as reasonably practicable to the agent so appointed: Provided that, where the question arises as to whether an agent is necessary, the decision of an inspector is decisive.
- An agent contemplated in Construction Regulations (5) and (6) must—
 - manage the health and safety on a construction project for the client
 - be registered with a statutory body approved by the Chief Inspector as qualified to perform the required functions

- When the chief inspector has approved a statutory body as contemplated in Construction Regulation (5)(7)(b), he or she must give notice of that approval in the Gazette.

7.2 Service Provider / Sub-Contractors

- a) The Service Provider shall accept the appointment under the terms and Conditions of Contract. The Principal Contractor shall sign and agree to those terms and conditions and shall, before commencing work, notify the Department of Labour of the intended construction work in terms of Regulation 4 of the Construction Regulations 2014. The Principal Contractor shall submit the notification in writing prior to commencement of work and inform the Client or his Agent accordingly. The Principal Contractor will submit the stamped or acknowledged Notification of Construction Work to the Client / Professional Service Provider
- b) The Service Provider shall ensure that he is fully conversant with the requirements of this Specification and all relevant health and safety legislation. This Specification is not intended to supersede the Act nor the Construction Regulations 2014 or any part of either. Those sections of the Act and the Construction Regulations 2014 which apply to the scope of work to be performed by the Service Provider in terms of this contract (entirely or in part) will continue to be legally required of the Service Provider to comply with. The Service Provider will in no manner or means be absolved from the responsibility to comply with all applicable sections of the Act, the Construction Regulations 2014 or any Regulations proclaimed under the Act or which may perceivable be applicable to this contract;
- c) A Service Provider must further —
 - provide and demonstrate to the client a suitable, sufficiently documented and coherent site specific health and safety plan, based on the client's documented health and safety specifications, which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the Service Provider as work progresses;
 - open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, which must be made available on request to an inspector, the client, the client's agent or a contractor; and
 - on appointing any other contractor, in order to ensure compliance with the provisions of the Act -

- provide contractors who are tendering to perform construction work for the Service Provider, with the relevant sections of the health and safety specifications pertaining to the construction work which has to be performed;
- ensure that potential contractors submitting tenders have made sufficient provision for health and safety measures during the construction process;
- ensure that no contractor is appointed to perform construction work unless the Service Provider is reasonably satisfied that the contractor that he or she intends to appoint, has the necessary competencies and resources to perform the construction work safely;
- ensure prior to work commencing on the site that every contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993;
- appoint each contractor in writing for the part of the project on the construction site;
- take reasonable steps to ensure that each contractor's health and safety plan is implemented and maintained on the construction site;
- ensure that the periodic site audits and document verification are conducted at intervals mutually agreed upon between the Service Provider and any contractor, but at least once every 30 days;
- stop any contractor from executing construction work which is not in accordance with the client's health and safety specifications and the Service Provider's health and safety plan for the site or which poses a threat to the health and safety of persons;
- where changes are brought about to the design and construction, make available sufficient health and safety information and appropriate resources to the contractor to execute the work safely; and
- discuss and negotiate with the contractor the contents of the health and safety plan and must thereafter finally approve that plan for implementation
- ensure that a copy of his or her health and safety plan as well as the sub-contractor's health and safety plan is available on request to an employee, an inspector, a contractor, the client or the client's agent
- hand over a consolidated health and safety file to the client upon completion of the construction work and must, in addition to the documentation, include a record of all drawings, designs, materials used and other similar information concerning the completed structure

- in addition to the documentation required in the health and safety file, include and make available a comprehensive and updated list of all the contractors on site accountable to the Service Provider, the agreements between the parties and the type of work being done; and
- ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.
- A Contractor must prior to performing any construction work -
 - provide and demonstrate to the Service Provider a suitable and sufficiently documented health and safety plan, based on the relevant sections of the client's health and safety specification and provided by the Service Provider which plan must be applied from the date of commencement and for the duration of the construction work and which must be reviewed and updated by the contractor as work progresses;
 - open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, and which must be made available on request to an inspector, the client, the client's agent or the Service Provider;
 - before appointing another contractor to perform construction work be reasonably satisfied that the contractor that he or she intends to appoint has the necessary competencies and resources to perform the construction work safely;
 - co-operate with the Service Provider as far as is necessary to enable each of them to comply with the provisions of the Act; and
 - as far as is reasonably practicable, promptly provide the Service Provider with any information which might affect the health and safety of any person at work carrying out construction work on the site, any person who might be affected by the work of such a person at work, or which might justify a review of the health and safety plan.
- Where a contractor appoints another contractor to perform construction work, the duties that apply to the Service Provider apply to the contractor as if he or she were the Service Provider.
- A Service Provider must take reasonable steps to ensure co-operation between all contractors appointed by the Service Provider to enable each of those contractors to comply with these Regulations.
- No contractor may allow or permit any employee or person to enter any site, unless that employee or person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry.

- A contractor must ensure that all visitors to a construction site undergo health and safety induction pertaining to the hazards prevalent on the site and must ensure that such visitors have the necessary personal protective equipment.
- A contractor must at all times keep on his or her construction site records of the health and safety induction training and such records must be made available on request to an inspector, the client, the client's agent or the Service Provider.
- A contractor must ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.

8. SITE SPECIFIC WORKS INFORMATION

These specifications are applicable to the specific scope of work pertaining to the **Appointment of curator for curation, research, design and installation of artifacts at Sol Plaatje Museum, North West** as detailed in the tender documents.

8.1 Employer's objectives

A Memorandum of Agreement was entered into between the National Department of Tourism (NDT) and the Development Bank of Southern Africa (DBSA) for the implementation of projects, signed by the NDT on the 18th of November 2020 and the DBSA on 20 November 2020 with the extension of the contract being the 27 March 2027.

The primary objective is to procure the services of a suitably experienced service provider to execute curation, research, design and installation of artifacts at sol plaatjie museum, northwest. The service provider will report and provide support to the Employer regarding the implementation of the project.

The Service Provider will also be responsible for the Health and Safety compliance, building regulations standards compliance, scheduling and estimation, quality control and assurance, warrantee and guarantees as detailed in the Tender Scope

8.2 Extent of the works

The Works to be carried out by the Service Provider will comprise mainly of the following:

- Site Establishment.
- Concept Development & Preliminary Research.

- Collections and Archival Research
- Curatorial Strategy and Interpretation
- Exhibition Design and Production
- Community Engagement and Consultation
- Installation and Technical Implementation
- Educational and Public Programming
- Marketing, Launch, and Media Relations
- Monitoring, Evaluation, and Legacy Planning

The National Department of Tourism objective for the project is to conceptualisation and realisation of a groundbreaking exhibition that embodies excellence in research, curation, design, and delivery

The Works to be carried out by the service provider under this Contract comprise mainly the following

- **Concept Development & Preliminary Research**
 - Define curatorial theme and framework
 - Conduct literature review and heritage mapping
 - Establish community and institutional partnerships
 - Required skills: Scholarly research, heritage studies, IKS frameworks, critical theory, stakeholder engagement
- **Collections and Archival Research**
 - Identify, access, and select artefacts, documents, and oral histories
 - Verify provenance and cultural protocols
 - Required skills: Archival methods, material culture analysis, ethical sourcing, Indigenous epistemologies
- **Curatorial Strategy and Interpretation**
 - Develop the exhibition narrative, spatial logic, and interpretive approach
 - Draft texts, labels, and wall panels
 - Required skills: Curatorial writing, museology, interpretive planning, multilingual and culturally sensitive communication
- **Exhibition Design and Production**
 - Create visual, spatial, and sensory layout plans
 - Collaborate with designers, fabricators, and architects
 - Develop multimedia and interactive components

- Required skills: Spatial design, architectural planning, visual storytelling, project management
- **Community Engagement and Consultation**
 - Host dialogue sessions with cultural practitioners, elders, and youth
 - Co-create segments of the exhibition with community voices
 - Required skills: Facilitation, oral history collection, ethics of engagement, cross-generational knowledge exchange
- **Installation and Technical Implementation**
 - Fabricate, install, and test all elements
 - Ensure conservation and safety standards are met
 - Required skills: Technical rigging, conservation handling, audiovisual setup, health and safety protocols
- **Educational and Public Programming**
 - Develop workshops, tours, talks, and school materials
 - Train guides and facilitators
 - Required skills: Museum education, pedagogy, curriculum design, multilingual training
- **Marketing, Launch, and Media Relations**
 - Develop branding, press kits, and public campaigns
 - Plan and host opening event
 - Required skills: Public relations, marketing strategy, media production, audience development
- **Monitoring, Evaluation, and Legacy Planning**
 - Collect visitor feedback, assess impact
 - Document processes and archive exhibition digitally
 - Required skills: Impact evaluation, data analysis, archiving, legacy and sustainability planning

8.3 Services

Before any work commences, the Service Provider shall contact all private owners or public authorities controlling services so that they may, either protect, move or relocate any service as required, or confirm that all such work has been completed.

Payment will not be made for any inconvenience caused to the Service Provider in regard to any services crossing the site or any authority working on or relocating any such services, nor will any delays

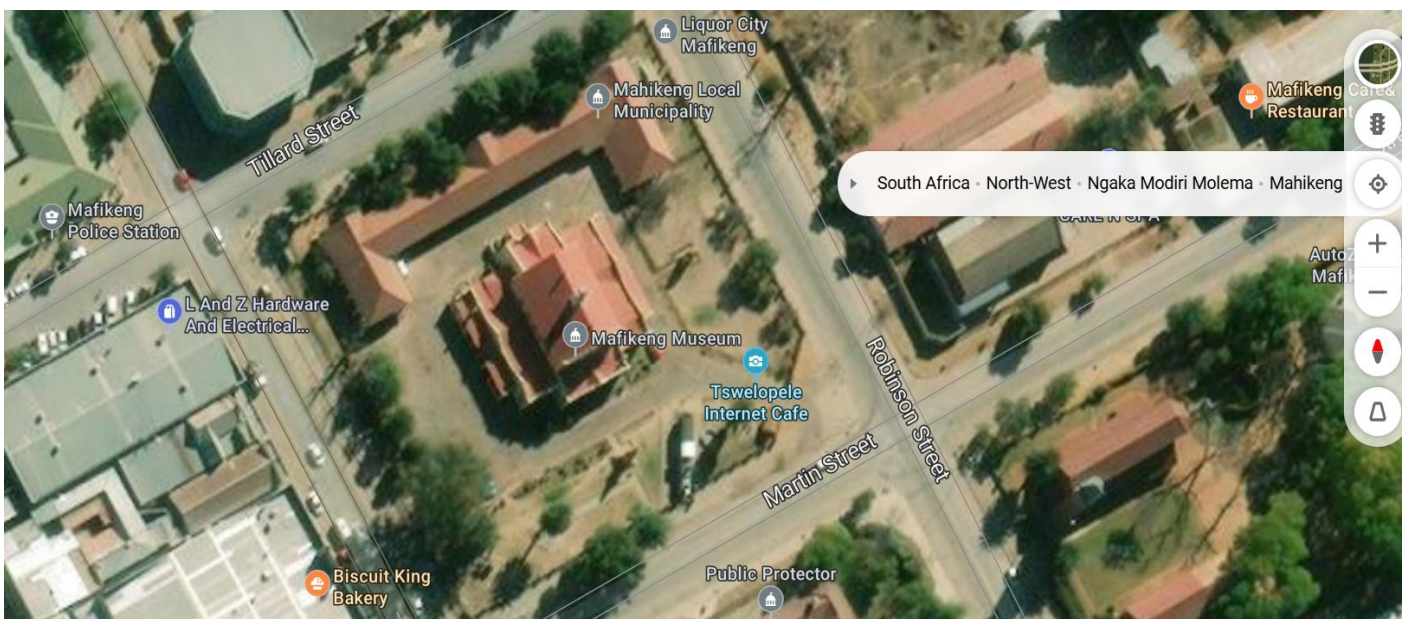
caused by such work or relocation be accepted as a basis for claiming an extension of time for completing the works.

All known existing services and those services which require relocation and protection, are shown on the services plans. The Service Provider 's attention is drawn to the fact that such services information is based on information supplied by others, and the accuracy and completeness of this information has not been confirmed. The Service Provider will therefore be required to proceed with extreme caution in order to avoid damage to existing services. Before commencing any work in the vicinity of services, the Service Provider shall contact the relevant service authorities for assistance in locating the exact position of the services and where necessary the Service Provider shall accurately locate the services by careful hand excavation.

In general, the Engineer may call upon the Service Provider to re-excavate trenches previously dug and backfilled by others where in the opinion of the Engineer such work is necessary to ensure the stability of any other works over such trenches. This in no way relieves Service Provider of his responsibilities in terms of the works.

8.4 Location of Works

The Works to be constructed are located at the existing cnr Martin St & Carrington St Mafikeng. North West.



8.5 Occupational Health and Safety

The Service Provider needs to comply with the following legislative requirements:

- Occupational Health and Safety Act No 85 and Amendment Act No 181 of 1993 (latest edition), its Regulations and specifically Construction Regulations 2014.
- Code of Practice: Managing exposure to SARS-Cov-2 in the workplace
- DBSA Occupational Health and Safety specification
- DBSA Baseline Risk Assessment
- DBSA Safety, Health, Environment and Quality Policy.

8.6 Other

As a result of the inherent nature of the Health and Safety Baseline Specifications document, specific relevant information on the project must be provided and it may be necessary to draft the required information under this paragraph on a separate attached document.

If at any time after commencement of the project changes are brought about to the design or construction, sufficient health and safety information and appropriate resources are to be made available to the Service Provider to execute the work safely.

According to Construction Regulation 7(1) (c) (ii) all potential contractors submitting tenders must make provision for the cost of health and safety measures during the construction process. When submitting a tender, the Service Provider shall therefore, make provision for the cost of health and safety measures in terms of their documented Health and Safety Plan and DBSA – Development Bank of Southern Africa Health and Safety Specifications. The cost shall be clearly specified and quantified within the tender document under a section for health and safety.

The Health and Safety Plan is therefore to be included with the Tender documents when Tenders are invited for the Project.

9. HEALTH AND SAFETY FILE

The Service Provider must make a Health & Safety File available that must include all documentation required in terms of the Act and Regulations and must also include a list of all Contractors on site that are accountable to the Service Provider and the agreements between the parties and details of work being done.

IMPORTANT:

The Health and Safety File will remain the property of the Client and/or its Agent on its behalf throughout the period of the project and shall be consolidated and handed over to the Client and/or its Agent on its behalf at the time of completion of the project.

The Health and Safety file will need to be submitted to the Health and Safety Consultant appointed through the Service Provider for review and approval. An approval letter with a copy of the approved Health & Safety Plan will be submitted to DBSA SHEQ Specialist.

10. OH&S GOALS AND OBJECTIVES AND ARRANGEMENTS FOR MONITORING AND REVIEWING OH&S PERFORMANCE

The Service Provider is required to maintain an acceptable disabling incident frequency rate (DIFR) and loss-time incident frequency rate (LTIFR) and report monthly on their performance to the Client or its Agent. Labour stats must be submitted by the 20th of the month to DBSA.

11. IDENTIFICATION OF HAZARDS AND DEVELOPMENT OF RISK ASSESSMENTS, STANDARD WORKING PROCEDURES (SWP) AND METHOD STATEMENTS

11.1 Development of Risk Assessments

Every Service Provider performing construction work shall, before the commencement of any construction work or work associated with the aforesaid construction work and during such work, ensure that risk assessments are undertaken by a competent person, appointed in writing, and the risk assessments shall form part of the health and safety plan and be implemented and maintained as contemplated in Construction Regulation 9(1).

The risk assessments shall include, at least:

- The identification of the current as well as emerging risks and hazards to which persons may be exposed to;
- The analysis and evaluation of the risks and hazards identified;
- A documented plan of safe working procedures (SWP) and any method statements to mitigate, reduce or control the risks and hazards that have been identified;
- A plan to monitor the application of the SWPs; and
- A plan to review the risk assessments as the work progresses and changes are introduced or incidents occurred which requires the re-evaluation of the processes/risk mitigation.

Risk assessment must further include the SWPs and the applicable method statements based on the risk assessments.

11.2 Review of Risk Assessments

The Service Provider is to review the hazards identified, the risk assessments and the SWPs as the contract work develops and progresses and each time changes are made to the designs, plans and construction methods and/or processes.

It is also proposed that should an incident occur the SWPs and all other applicable processes be re-evaluated to ensure that the mitigation measures are still applicable and appropriate and if not a revision of the risk assessments be undertaken.

The Service Provider must provide the Client or Client representative, other contractors and all other concerned or affected parties with copies of any changes, alterations or amendments as soon as possible but within 14 calendar days of such changes.

11.3 Communication of Risk Assessments

The Service Provider must ensure all his employees are trained and they acknowledge the hazards and risks identified and that all employees understand what control measures are required to ensure activities are done safe and free of risk to employees, visitors and members of the public. Record of Communication must be attached to each risk assessment or SWP.

12. ARRANGEMENTS FOR MONITORING AND REVIEW

12.1 Monthly OHS Compliance and Environmental Audit by Construction Health and Safety Agent.

The Appointed Health and Safety Consultant will be conducting 30-day Audits at times agreed with the Service Provider to comply with Construction Regulation 5(1)(o) to ensure that the Service Provider has implemented, is adhering to and is maintaining the agreed and approved Health and Safety Plan. Audit report will be submitted to the Service Provider within 7 days from audit date. The Service Provider is required to submit a corrective action plan with proof of actions taken within 7 days from receiving the audit report.

12.2 Other audits and inspections by client or agent.

The Client or its Agent reserves the right to conduct any ad hoc audits and inspections as it deems necessary.

A representative of the Service Provider and the relevant Health and Safety Professional must accompany the Client and/or its Agent on all Audits and Inspections and may conduct their own audit/inspection simultaneously. Each party will, however, take responsibility for the results of his/her own audit/inspection results.

The Service Provider must conduct a Monthly Internal Health and Safety Audit on their own health and safety management system, and an Audit on all Sub-Contractors.

12.3 Incident Investigation and Reporting

- The Service Provider shall report all incidents where an employee is injured on duty to the extent that he/she:
 - Dies;
 - becomes unconscious;
 - loses a limb or part of a limb;
 - is injured or becomes ill to such a degree that he/she is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he/she was usually employed.

or where:

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

To the Provincial Director of the Department of Employment and Labour within seven days and at the same time to the Client or its Agent.

Refer in this regard to Section 24 of the Act, Construction Regulation 5(3) & General Administrative Regulation 8.

- The Service Provider is required to provide the Client and/or its Agent on its behalf with copies of all required accident / incident investigation reports such as;
 - Incident Flash Report
 - Full Investigation Report
 - Annexure 1
 - WCL forms
 - Witness Statement
- The Service Provider is responsible to oversee the investigation of all incidents. This will include first aid, medical treatment by a doctor and hospital or clinic cases. (General Administrative Regulation 9).
- All incidents must be recorded in the Accident/Incident Register that must be submitted to the Client and/or Agent on a monthly basis.
- The Service Provider is required to provide the Client and/or its Agent on its behalf with a monthly “Health and Safety Monthly Report”;
- The Service Provider is required as soon as the occurrence of any accident/incident of whatever nature comes to the notice, it shall be reported immediately to any of the following:
 - Project Manager / Client / Agent; and
 - Health and Safety Manager / Consultant.

12.4 Review

- The Service Provider is to review the Hazard Identification, Risk Assessments and Standard Work Processes for each activity. Each time changes are made to the designs, plans and construction methods and processes.
- The Service Provider must provide the Client and/or its Agent on its behalf, other Contractors and all other concerned parties with copies of any changes, alterations or amendments as contemplated in the above paragraph.

13. SITE RULES AND OTHER RESTRICTIONS

13.1 Site OH&S Rules

The Service Provider must develop a set of site-specific Health and Safety Rules that will be applied to regulate the Health and Safety Plan and associated aspects of the project. The Site

Specific rules must be posted on site and be used when inducting new workers or visitors to the site.

When required for a site by law, visitors and non-employees upon entering the site shall be issued with the proper Personal Protective Equipment (PPE) as and when necessary.

13.2 Security Arrangements

- The Service Provider must establish site access rules and implement and maintain these throughout the project. Access control must include the rules that non-employees shall at all times be provided with full-time supervision while on site
- The Service Provider must develop a set of Security rules and procedures for their allocated site and maintain these throughout the construction period. These security rules must be submitted to the Client for approval. Additional security measures or rules may be specified for risk minimisation purposes
- Security guards must be provided with a sheltered Guard house, relevant equipment (tools of trade) and the required PPE.

13.3 Training

The contents and syllabi of all training required by the Act and Regulations including any other related or relevant training (Training Matrix) as required must be included in the Service Provider Health and Safety Plan and Health and Safety File.

13.4 General Induction Training

All employees of the Service Provider and other Contractors must be in possession of proof of Induction training.

13.5 Site Specific Induction Training

All employees of the Service Provider and other Contractors must be in possession of Site Specific Health and Safety Induction. All visitors, client representatives, end-user or stakeholders must be inducted on the site specific hazards and risks. A register of all inductions must be kept in the Health and Safety File.

13.6 Other Training

- All operators, drivers and users of construction vehicles, mobile plant and other equipment must be in possession of valid licenses, proof of training and valid Medical fitness to work certificate
- All employees performing jobs requiring specific training in terms of the OHS Act 85, 1993 and Regulations must submit proof of such training
- Occupational Health and Safety Training Requirements: (as required by the Construction Regulations 2014 and as indicated by the Health and Safety Specification Document & the Risk Assessment/s and recommendations by the Health and Safety Committee):
 - General Induction (Section 8 of the Act & CR 7(5));
 - Site/Job Specific Induction (also visitors) (Sections 8 & 9 of the Act & CR 7(5)&(6));
 - Site/Project Manager;
 - Construction Supervisor;
 - OH&S Representatives (Section 18 (3) of the Act);
 - Training of the Appointees indicated in 12.6.1 & 12.6.2 above;
 - Operation of Cranes (Driven Machinery Regulations 18 (11);
 - Operators & Drivers of Construction Vehicles & Mobile Plant (Construction Regulation 23);
 - Basic Fire Prevention & Protection (Environmental Regulations 9 and Construction Regulation 29);
 - As a minimum basic First Aid to be upgraded when necessary (General Safety Regulations 3);
 - Storekeeping Methods & Safe Stacking (Construction Regulation 28);
 - Emergency, Security and Fire Coordinator.
 - Work at Height competency training

13.7 Occupational Medicals

The Service Provider must ensure that all employees from their organization, sub-contractor or service providers have a valid medical certificate of fitness specific to the construction work to be performed and issued by an Occupational Health Practitioner as per Annexure 3 of Construction Regulation, 2014 – Construction Regulation 7(1)(g)

Service Provider to ensure that employees risk exposures are included in the Medical Surveillance Program. Entry and exit medicals are required for all employees. The Service

Provider management must also be declared fit to work by means of a valid medical fitness to work certificate when visiting the construction site.

13.8 SHE Representatives and SHE Committees

13.8.1 Designation of H&S Representatives

- Where the Service Provider employs more than 20 persons (including the employees of the Contractors) he has to appoint a minimum of one H&S Representatives, then he must appoint one for every 50 employees or part thereof. (OHS Act 85, 1993 - Section 17 and GAR 6; 7.)
- These H&S Representatives shall be designated in writing.

13.8.2 Duties and Functions of the H&S Representatives

(This is based on the Construction norms and is not an exhaustive list)

- The Service Provider must ensure that the designated H&S Representatives conduct a formal weekly inspection of their respective areas of responsibility using a checklist. All findings must be reported to the Service Provider. The reports shall be submitted to the Health and Safety Committee for action. Record shall be kept in the form of minutes;
- H&S Representatives must take part in incident investigations;
- H&S Representatives shall be members of at least one H&S Committee and attend all the H&S Committee meetings.

14. PROJECT/SITE SPECIFIC REQUIREMENTS

The following is a list of specific activities and considerations that have been identified for the project and site and for which Risk Assessments, Standard Working Procedures (SWP), management and control measures and Method Statements (where necessary) have to be developed by the Service Provider to ensure compliance to legislation

14.1 The Service Provider is to display a site lay-out drawing to indicate at least the following (Not exclusive):

- PC site office, access and egress arrangements inclusive of delivery arrangements, employee facilities and highlighted “No-Go” areas
- Emergency Assembly point and evacuation routes

Other

- Project title sheet

- A depiction of total people on site daily
- A list of Sub-contractors active on site with contact details
- Emergency contact numbers
- Health and Safety files to note where all drawings, plans and permits are stored for all the disciplines involved in the construction phase of the project
- Chemical inventory with MSDS/SDS references
- First aid box and first aid arrangements
- Fire extinguisher(s) locations
- Employee shaded eating area location

15. OUTLINED DATA, REFERENCES AND INFORMATION ON CERTAIN AND/OR SPECIFIC OBLIGATORY REQUIREMENTS TO ENSURE COMPLIANCE

Administrative & Legal Requirements

OHS Act Section/ Regulation	Subject	Requirements
Construction Regulation 4	Notification of Construction Work	<ul style="list-style-type: none"> ➤ Notification of Construction Work to be submitted to DoEL 7 days before commencement of works for notification of a construction project. ➤ Stamped or acknowledgement letter to be issued to DBSA
General Admin Regulations 4	Copy of OH&S Act (Act 85 of 1993)	<ul style="list-style-type: none"> ➤ Updated copy of Act & Regulations available on site. Must be readily available for perusal by employees.
COID Act Section 80	Registration with Compensation Insurer	<ul style="list-style-type: none"> ➤ Written proof of registration/Letter of good standing available on Site. ➤ Must be valid, and specific to the contractor conducting the construction activities
Construction Regulations 5(1)	Health and Safety Specification	<ul style="list-style-type: none"> ➤ Health and Safety Specification will be issued to successful bidder by Client and/or its Agent. ➤ The Service Provider must prepare a H&S plan as per Health and Safety Specification requirements
Section 8(2)(d) of the OHS Act and Construction Regulations 5(1) & 9.	Hazard Identification & Risk Assessment	<ul style="list-style-type: none"> ➤ Identifications of hazards/Recorded ➤ Risk Assessment and – Plan drawn up/Updated ➤ Risk Assessment Plan available on Site ➤ Employees/Contractors informed/trained on all Risk Assessments. ➤ All Risk Assessments must be drafted by competent and appointed Risk Assessor. ➤ Issue-based Risk Assessments must be drafted on each activity required under the scope of works

Section 16(2)	Assigned duties (Managers)	➤ Responsibility of complying with the OH&S Act assigned to other person/s by CEO.
Construction Regulations 8(1)	Designation of Person Responsible on Site	➤ Competent person appointed in writing as Full-time Construction Manager with clear job description with the duty of managing all the construction work on a SINGLE site, including the duty of ensuring occupational health and safety compliance. Construction Manager must have proof that he has attended Legal Liability training
Construction Regulation 8(5)	Construction Health and Safety Officer	➤ Competent person appointed in writing as Part-time Construction Health and Safety Officer indicating clear duties, roles and responsibilities ➤ Must have a valid registration certificate with SACPCMP
Section 37(1) & (2)	Agreement with Mandatories/ Contractors	➤ Written agreement shall be signed between DBSA and the Service Provider. ➤ A 37(2) Agreement then need to be signed between the Service Provider and each sub-contractor, service provider or supplier. ➤ List of Contractors displayed. ➤ Proof of Registration with Compensation Insurer/Letter of Good Standing (COID) ➤ Construction Manager designated ➤ Written arrangements regarding SHE Reps and Committee (OHSA Section 17,18) ➤ Written arrangements for First Aid facilities and fire fighting equipment
Section 24 & General Admin Regulations 8, Construction Regulation 5(3) & COID Act Sect.38, 39 & 41	Reportable Incidents (Dept. of Employment and Labour)	➤ Incident Reporting Procedure displayed on site and Notice board. ➤ All incidents in terms of Sect. 24 reported to the Provincial Director, Department of Employment and Labour, within 3 days. (Annexure 1)(WCL 1 or 2) and to the Client and/or its Agent on its behalf ➤ Cases of Occupational Disease Reported ➤ Copies of Reports available on Site ➤ Record of First Aid injuries kept
General Admin Regulations 9	Investigation and Recording of Incidents	➤ All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by investigator designated in writing. ➤ Copies of Reports (Annexure 1), medical report, statements, flash report must be available on site ➤ All investigations must be tabled at H&S Committee meeting ➤ Action taken by Site Management.
Construction Regulations 10	Fall Prevention & Protection	➤ Competent person appointed to draw up and supervise the Fall Protection Plan ➤ Fall Protection Plan must be specific to the scope of works and the associated project ➤ Proof of competency for FPP must be available on site

		<ul style="list-style-type: none"> ➤ Risk Assessment carried out for work at heights ➤ Fall Protection Plan must include work at height rescue plan specific to the work at height activities
Construction Regulations 16	Scaffolding	<ul style="list-style-type: none"> ➤ Competent persons appointed in writing to: <ul style="list-style-type: none"> ○ erect scaffolding (Scaffold Erector/s) ○ act as Scaffold Supervisor ○ inspect Scaffolding weekly and after inclement weather (Scaffold Inspector/s) ➤ Written Proof of Competence of above appointees available on site ➤ All scaffold must be fully erected as per SANS standard, if not fully erected it must be declared unsafe to work by competent scaffold inspector and supervisor ➤ Copy of SANS 10085-1:2024 available on Site ➤ Issue-based Risk Assessment must be carried out and employees must be trained on the risk assessment ➤ Scaffold must be designed, approved and signed off by competent temporary works designer ➤ Site specific fall protection plan must cover scope of works from scaffold and include rescue plan for scaffold activities
Construction Regulations 23	Construction Vehicles and Mobile Plant	<ul style="list-style-type: none"> ➤ Contractor must ensure construction vehicles or mobile plant to be used are maintained in good working order / Roadworthy ➤ Operator must be appointed in writing and must have valid competency certificate for the specific construction vehicle or mobile plant he is appointed to operate ➤ Operator must have a valid medical fitness to work certificate ➤ Traffic management plan must be available specific to the project and scope ➤ Flagperson to be appointed to direct construction vehicles and mobile plant on site ➤ Construction vehicles and mobile plant must be fitted with a reverse alarm ➤ Must be inspected daily before use, records must be in the safety file ➤ Signages must be placed on site and traffic routes or roads used by the construction vehicles or mobile plant ➤ Construction vehicles used to transport workers must have seats firmly secured and must be adequate for the number of workers to be transported. Workers are not allowed to be transported on the back of a construction vehicle, unless secured seats and safety belts are available




Construction Regulations 24/Electrical Machinery Regulations 9 & 10/ Electrical Installation Regulations	Inspection & Maintenance of Electrical Installation & Equipment (including portable electrical tools)	<ul style="list-style-type: none"> ➤ The control of all temporary electrical installations on the construction site is designated to a competent person who has been appointed in writing. ➤ Proof of Competency of above appointee available on Site. ➤ All temporary electrical installations used by contractor must be inspected at least once a week by competent appointed person ➤ Inspection Registers kept Portable electric tools, electric lights and extension leads must be uniquely identified/numbered.
Construction Regulations 25	Use of temporary storage of flammable liquids on construction site	<ul style="list-style-type: none"> ➤ Flammable liquids must be stored in a way that it does not cause a fire or explosion hazard, and that the workplace is well ventilated. ➤ Suitable notices to be posted. ➤ No smoking is allowed near area where flammable liquids are used or stored ➤ Fire fighting equipment is installed at suitable locations near the HCS store ➤ All HCS drums must clearly be labelled ➤ MSDS\SDS must be available for all HCS on site ➤ HCS register of all chemicals on site ➤ All HCS must be stored in a bunded area, must be well ventilated and secured ➤ Competent person appointed in writing to control the HCS stored on site
Construction Regulations 26	Water environments	<ul style="list-style-type: none"> ➤ If construction is performed over on in close proximity of water, then provision must be made to prevent persons from falling into water and have a rescue plan in case of such incident happening to prevent drowning.
Construction Regulations 27	Housekeeping	<ul style="list-style-type: none"> ➤ Suitable housekeeping measures must be implemented to reduce the risk of injuries and damage to the structures, machinery, etc. Debris must be removed with a chute from a high place. ➤ Designated waste area must be barricaded ➤ Housekeeping must be done daily ➤ Competent person appointed to supervise all housekeeping activities ➤ Removal of scrap, waste or rubble must be done at appropriate intervals ➤ During the period of this project, the Contractor shall be responsible for the safe disposal of all non-usable waste material in an orderly manner.
Construction Regulations 28/ General Safety Regulations 8(1)(a)	Designation of Stacking & Storage Supervisor.	<ul style="list-style-type: none"> ➤ Competent Person/s with specific knowledge and experience designated to supervise all Stacking & Storage ➤ Written Proof of Competence of above appointee

		<p>available on site</p> <ul style="list-style-type: none"> ➤ Designated storage area to be closed off / barricaded ➤ Signages posted at designated stacking area ➤ Inspection checklists conducted weekly ➤ During the period of this project, the Contractor shall be responsible for the safe storage of all materials and equipment required for execution of the project
Construction Regulations 29/ Environmental Regulation 9	Designation of a Person to Co-ordinate Emergency Planning and Fire Protection	<ul style="list-style-type: none"> ➤ Sufficient and suitable storage is provided for flammable liquids, solids and gasses ➤ Combustible materials to be removed from site on a regular basis ➤ Suitable and sufficient fire extinguishing equipment is placed at strategic locations on site ➤ Competent person appointed to inspect fire equipment on site ➤ Sufficient number of workers are trained in the use of fire extinguishing equipment ➤ Signages posted to indicate fire fighting equipment locations ➤ Emergency evacuation location to be clearly marked and identified with signages posted ➤ Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution and fire prevention measures ➤ Emergency Evacuation Plan developed: <ul style="list-style-type: none"> ○ Drilled/Practiced ○ Plan & Records of Drills/Practices available on Site ○ Fire Risk Assessment carried out ➤ All Fire Extinguishing Equipment identified and on register. ➤ Inspected monthly. And inspection register kept. Serviced annually
Construction Regulations 30	Employees Facilities	<ul style="list-style-type: none"> ➤ The contractor must provide and maintain in hygienic condition facilities for employees that include: <ul style="list-style-type: none"> ○ Showers (1 for every 15 employees) ○ Sanitary facilities for each sex (1 for every 30 employees) (Including toilet paper) ○ Handwashing stations to be provided with soap ○ Changing facilities for each sex ○ Sheltered eating areas (protection against wind and rains) (Chairs and table must be available)
General Safety Regulations 3	First Aid	<ul style="list-style-type: none"> ➤ Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed) ➤ First Aid freely available ➤ First Aid Kit to be stocked as per GSR annexure regarding the minimum content for first aid kit


		<ul style="list-style-type: none"> ➤ One qualified First Aider appointed for every 50 employees. (Required where more than 10 persons are employed) ➤ List of First Aiders to be posted on site and notice boards ➤ Name of person/s in charge of First Aid box/es displayed. ➤ Location of First Aid box/es clearly indicated with signages ➤ Signs instructing employees to report all Injuries/illness including first aid injuries
General Safety Regulations 2	Personal Safety Equipment (PPE)	<ul style="list-style-type: none"> ➤ PPE Risk Assessment carried out ➤ Items of PPE prescribed/use enforced ➤ Records of Issue must be kept. Damaged or broken PPE must be returned before employees can be issued with new PPE ➤ Undertaking by Employee to use/wear PPE. PPE remains property of Employer, and is not to be removed from the premises GSR 2(4) ➤ All employees must be trained internally on the use of the PPE
General Safety Regulations 13A	Inspection of Ladders	<ul style="list-style-type: none"> ➤ Competent person appointed in writing to inspect Ladders ➤ Ladders inspected at arrival on site and weekly thereafter. Inspections register kept. Application of the types of ladders (wooden, aluminum etc.) regulated by training and inspections and noted in register ➤ No self-made(home-made), unsafe or damaged ladder are allowed to be used ➤ When working from a ladder, the ladder must be secured or held in position by an assisting employee. ➤ Working from ladder must only be prioritized for short periods of time. A secured platform must rather be used such as scaffolding when working at heights ➤ Ladders used must be made of sound material and must be suitable for the intended work ➤ Ladders should only be used on stable and level surfaces ➤ Avoid climbing higher than the third step/rung from the top on extension or straight ladders, or the second step on step ladders.





Education & Training

Subject		Requirement
Company OH&S Policy Section 7(1)		<ul style="list-style-type: none"> ➤ Health and Safety Policy signed by CEO, posted on site, and made available in the Health and Safety File. This



<p>Company/Site SHE Rules (Section 13(a))</p> <p>Induction & Task Safety Training (Section 13(a))</p> <p>General Health and Safety Training (Section 13(a))</p>	  	<p>policy must be communicated to all employees on site, record of communication must be kept</p> <ul style="list-style-type: none"> ➤ Site Specific Health and Safety Rules must be communicated to all employees, visitors, clients or stakeholders during and or as part of the site specific Health and Safety Induction ➤ Site Specific Health and Safety Rules must be displayed on site, notice board and site access areas ➤ All employees, visitors, service providers, suppliers, stakeholders and client representatives must undergo a site specific Health and Safety Induction before accessing the construction site. Records of attendance must be kept in the Health and Safety File ➤ Health and Safety Training includes but are not limited to the following: <ul style="list-style-type: none"> ○ Work at height training ○ SHE Rep Training ○ First Aider Training ○ Fire Fighting Training ○ Portable electrical tools and handtools Training ○ Fall Protection Planner ○ Excavation Supervisor ○ Scaffold Erectors ○ Scaffold Inspectors ○ Scaffold Supervisors ○ Risk Assessment Training ○ Incident Investigation Training ○ Mobile Plant operators Training ○ Small Plant and Machinery operators Training ○ Flag person Training ○ HCS controller Training ○ Emergency evacuation controller
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Public Safety, Security Measures & Emergency Preparedness

Subject		Requirement
<p>Notices & Signs</p> <p>Site Safeguarding</p>		<ul style="list-style-type: none"> ➤ Notices & Signs must be posted at site entrances and along perimeters indicating "No Unauthorized Entry". ➤ Notices & Signs must be posted at entrance instructing visitors and non - employees what to do, where to go and where to report on entering the site/yard with directional signs. e.g. "Visitors to report to Office" ➤ Notices & Signs posted to warn of overhead work and other hazardous activities. e.g. General Warning Signs ➤ Nets, Canopies, Platforms, Fences etc. to protect




Security Measures		members of the public passing / entering the site.
Emergency Preparedness		<ul style="list-style-type: none"> ➤ Access control measures – Site attendance register must be completed with relevant details by all entering the site ➤ Security patrols after hours during weekends and holidays ➤ Sufficient lighting after dark ➤ Guard has access to telephone/ mobile/other means of emergency communication
Emergency Drill and Evacuation	 	<ul style="list-style-type: none"> ➤ Site or location specific emergency contact numbers must be displayed onsite and site entrances ➤ Emergency Evacuation instructions posted onsite and on all notice boards (including employees' notice boards) ➤ Emergency evacuation point must be placed strategically on site to ensure the safety of people when evacuating. A sign must be posted at all evacuation points. ➤ Emergency contingency plan available on site ➤ All temporary structures or containers supplied to site doors must open outwards/unobstructed ➤ Emergency alarm must be readily available on site. A horn can be used as long as it is in line with the emergency alarms of the end-user ➤ Adequate No. of employees trained to use Fire Fighting Equipment. ➤ Emergency Evacuation Plan available, displayed and practiced at least once every 3 months ➤ Rescue plan must be readily available for working at height activities

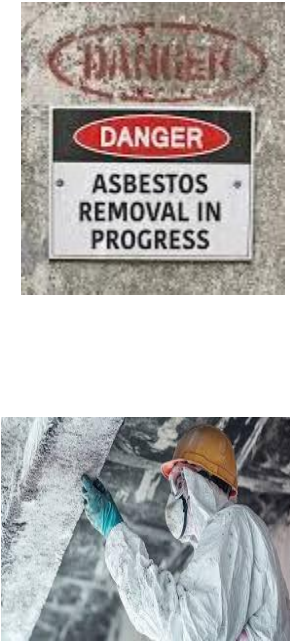
Personal Protective Equipment

Subject		Requirement
PPE needs analysis		<ul style="list-style-type: none"> ➤ Need for PPE identified and prescribed in the risk assessment for the project, and for each specific activity ➤ PPE remain property of the Employer and should not to be removed from the site GSR 2(4) ➤ All PPE must be SABS approved
Head Protection		<ul style="list-style-type: none"> ➤ All persons entering the construction site must wear a Hardhat as prescribed by the mandatory PPE for the specific site. All employees working at heights hardhats must be fitted with a chin strap to prevent falling off.

Foot Protection		<ul style="list-style-type: none"> ➤ All persons entering the construction site must wear the required Safety Footwear prescribed by the mandatory signs. Task specific foot protection must be worn such as Gumboots for concrete / wet work and non-slip shoes for roof work.
Eye, face and hearing Protection		<ul style="list-style-type: none"> ➤ Eye, face and hearing (also Hand and Body) Protection such as (Goggles, Face Shields, Welding Helmets etc.) must be used when operating the following: <ul style="list-style-type: none"> ○ Portable electrical tools ○ Small Plant and machinery ○ Concrete Mixers ○ Welding and flame cutting operations ○ General Construction activities exposed to noise areas ○ HCS used for construction activities
Hand Protection		<ul style="list-style-type: none"> ➤ Protective Gloves is required to be worn by employees for: <ul style="list-style-type: none"> ○ handling / using / offloading construction materials ○ Cement / Bricks / Steel / Chemicals ○ Portable electrical tools and hand tools ○ Repetitive works requiring the use of hands
Fall Protection and Prevention Equipment		<ul style="list-style-type: none"> ➤ Suitable Safety harnesses / Fall Protection Equipment correctly used by persons working on / in unguarded, elevated positions or confined areas ➤ Lifelines should be installed or anchored to structures to ensure employees can freely move at heights such as roofs ➤ Safety Nets / catch nets must be available for activities taking place at height near open or unprotected edges
PPE Issue & Control		<ul style="list-style-type: none"> ➤ Identified Equipment should be issued free of charge. ➤ All PPE must be maintained in good condition. (Regular checks). ➤ Workers instructed in the proper use & maintenance of PPE. ➤ Commitment obtained from employees accepting conditions and to wear the PPE. ➤ Record of PPE issued kept on H&S File. ➤ PPE remain property of Employer, not to be removed from premises GSR 2(4)



Housekeeping

Subject		Requirement
Waste Management		<ul style="list-style-type: none"> ➤ All items of Scrap/Unusable Off-cuts/Rubble and redundant materials must be removed from working areas on a regular basis to a designated waste area that are clearly marked/identifyable. (Daily) ➤ Scrap/Waste removal from heights must be done by chute ➤ Nothing is allowed to be thrown/swept over sides or edge at height/roof. ➤ Scrap disposed off in designated containers/areas ➤ Waste disposal must be done at a registered waste facility, record of disposal must be kept on site or health and safety file.
Stacking & Storage		<ul style="list-style-type: none"> ➤ Stacking: <ul style="list-style-type: none"> ○ Stable, on firm level surface/base. ○ Prevent leaning/collapsing ○ Irregular shapes bonded or tied down so that it is secured ○ Not exceeding 3x the base in height ○ Stacking areas or stacked materials must be easily accessible without any hinderens ○ Removing of stacked materials must only be done from top. ➤ Storage: <ul style="list-style-type: none"> ○ Adequate storage areas must provided and clearly demarcated with signages posted. ○ Functional – e.g. demarcated storage areas/racks/bins etc. ○ Special areas identified and demarcated for the storage of HCS e.g. flammable gas, cement etc. ○ Storage areas or containers must be neat, safe, stable and walkways must be clear of any tripping hazards. ○ Store/storage areas clear of superfluous material. ○ Storage areas free from weeds, grass, bushes and litter etc.
Waste Control/Reclamation		<ul style="list-style-type: none"> ➤ Re-usable off-cuts and other re-usable material removed daily and kept to a minimum in the work areas. ➤ All re-usable materials neatly stacked/stored in designated areas. (Nails removed/bent over in re-usable timber). ➤ Issue of hardware/nails/screws/cartridges etc. controlled

<p>Asbestos contaminated material (waste)</p> <p>Asbestos Abatement Regulations</p> <p>(Applicable if identified on site by Professional team)</p>		<p>and return of unused items monitored.</p> <ul style="list-style-type: none"> ➤ All asbestos containing materials must be clearly identified by a competent person (AIA). All identified asbestos containing materials must be entered onto a inventory list by a competent person ➤ Asbestos Risk Assessment must be conducted before any works ➤ No Type 1,2 or 3 asbestos works may be carried out if the Chief Director: for Provincial operations has not been notified at least 7 days before planned commencement ➤ On site storage, prior to the removal of the asbestos containing material must be advised by a registered Asbestos Contractor. ➤ Asbestos contaminated material must be removed from the site by a company registered for handling and transportation of Asbestos, certificate of accreditation must be readily available before commencement of any asbestos works. ➤ All asbestos containing material must be disposed at a registered hazardous waste facility. Records of disposal must be kept for records. ➤ Asbestos removal must be managed by an appointed AIA through the Contract ➤ In the case of type 2 or 3 asbestos work air monitoring must be conducted by the appointed AIA ➤ Once all asbestos type works are completed and removed from site the AIA must issue the client with a declaration for the purpose of a clearance certificate ➤ All person involved with Asbestos works, handling, collecting, transporting and disposing must wear the required / specialised PPE for these activities. ➤ All employees conducting Asbestos works, handling, collecting, transporting and disposing must be in a position of a Medical fitness to work certificate
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Scaffolding / Formwork / Support Work


Subject		Requirement
Free Standing Scaffolding		<ul style="list-style-type: none"> ➤ Free standing scaffold must be erected by a competent person that has been appointed. This person must wear fall protection equipment at all times when erecting ➤ Free standing scaffold must be erected as per requirements set out in SANS 10085-1:2024 Standard ➤ Free standing scaffold must be inspected by competent person appointed as scaffold inspector ➤ Free standing scaffold must be approved or signed of by

		<p>competent person appointed</p> <ul style="list-style-type: none"> ➤ Free standing scaffold must have safe to use or unsafe to use signages posted at the access ladder ➤ Issue based Risk Assessment must be drafted by competent person to identify hazards, risks and control measures when working from a free standing scaffold ➤ All employees erecting free standing scaffold must be medically fit to work at heights. This person must have a valid work at height competency as well. ➤ The following items must be in place for a free standing scaffold: <ul style="list-style-type: none"> ○ Foundation must be firm / stable with baseplates used to ensure its level ○ Sufficient bracing is done ○ Platform boards in good condition/sufficient/secured. Platforms must be fully boarded and secured down ○ Handrails and toe boards provided. ○ Access ladders must be available to each platform and must be secured. Access ladder must be fitted on the inside of the scaffold ➤ Area/s around and under scaffold must be cleaned and free of tripping hazards. ➤ Maximum height for a free standing scaffold must be calculated by multiplying the minimum width of the free standing scaffold by the appropriate factor of 4:1 ➤ Outriggers are required to be erected if free standing scaffold exceeds the 4:1 ration in height. And the free standing scaffold must then be secured to a structure ➤ No work activities are allowed on free tanding scaffold in inclement weather such as strong winds, rain and thunderstorms
Mobile Scaffolding		<ul style="list-style-type: none"> ➤ Mobile scaffold must be erected by a competent person that has been appointed. This person must wear fall protection equipment at all times when erecting ➤ Mobile scaffold must be erected as per requirements set out in SANS 10085-1:2024 Standard ➤ Mobile scaffold must be inspected by competent person appointed as scaffold inspector ➤ Mobile scaffold must be approved or signed of by competent person appointed ➤ Mobile scaffold must have safe to use or unsafe to use signages posted at the access ladder ➤ Issue based Risk Assessment must be drafted by competent person to identify hazards, risks and control measures when working from a mobile scaffold ➤ All employees erecting mobile scaffold must be medically fit to work at heights. This person must have a


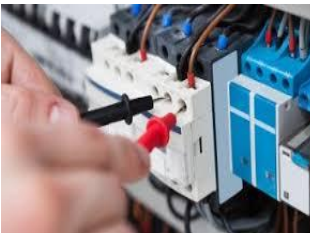

		<p>valid work at height competency as well.</p> <ul style="list-style-type: none"> ➤ The following items must be in place for a Mobile scaffold: <ul style="list-style-type: none"> ○ Foundation must be firm / stable with baseplates used to ensure its level ○ Sufficient bracing is done ○ Platform boards in good condition/sufficient/secured. Platforms must be fully boarded and secured down ○ Handrails and toe boards provided. ○ Access ladders must be available to each platform and must be secured. Access ladder must be fitted on the inside of the scaffold ○ Wheels / swivels must be in good working conditions ○ Brakes working and must be applied when mobile scaffold is placed at specific location for works ➤ Area/s around and under scaffold must be cleaned and free of tripping hazards. ➤ Maximum height for a mobile scaffold must be calculated by multiplying the minimum width of the free standing scaffold by the appropriate factor of 3.5:1 ratio ➤ Outriggers are required to be erected if mobile scaffold exceeds the 3.5:1 ration in height. And the mobile scaffold must then be secured to a structure ➤ No work activities are allowed on mobile scaffold in inclement weather such as strong winds, rain and thunderstorms ➤ No employees, tools, equipment or construction materials must be kept on the mobile scaffold platform when moving the scaffold from one area to another
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Ladders

Subject		Requirement
Physical Condition / Use & Storage		<ul style="list-style-type: none"> ➤ Stepladders - hinges/stays/braces/stiles in order. ➤ Extension ladders - ropes/rungs/stiles/safety latch/hook in order. ➤ Extension / Straight ladders secured or tied at the bottom / top. ➤ No joined ladders is allowed used ➤ Wooden ladders should not be painted except with varnish ➤ Aluminum ladders NOT to be used with electrical work ➤ All ladders stored on hooks / racks and not on ground. ➤ Ladders protrude 900 mm above landings / platforms / roof when using ladders for access ➤ Fixed ladders higher than 5 m have cages/Fall arrest



		<p>system</p> <ul style="list-style-type: none"> ➤ Always maintain a 3-point contact when accessing, descending or work from a ladder ➤ Issue Based Risk Assessment to be drafted to identify hazards, risks and control measures when conducting work activities from a ladder
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Electricity (as part of, or additional to the manual “Safety & Switching Procedures for Electrical Installations” - see attached document)

Subject		Requirement
Electrical Distribution Boards & Earth Leakage	 	<ul style="list-style-type: none"> ➤ All electrical installations and temporary electrical installations must be done by competent person appointed for the works. Registered electrician must have a wireman's license and registration with the Department of Employment and Labour ➤ Color coded / numbered / symbolic sign displayed. ➤ Area in front kept clear and unobstructed. ➤ Fitted with inside cover plate / openings blanked off / no exposed “live” conductors / terminals/Door kept close ➤ Switches / circuit breakers must clearly be marked and identified. ➤ Earth leakage protection unit fitted and operating. ➤ Tested with instrument: Test results within 15 – 30 milliamps ➤ Aperture/Opening/s provided for the plugging in and removal of extension leads without the need to open the door ➤ Apertures and openings used for extension leads to be protected against the elements and especially rain. ➤ All Db's must be able to be locked if isolation is required ➤ Issue based Risk Assessment must be drafted for the installation works ➤ All Db's must be numbered and inspected on a monthly basis
Electrical Installations & Wiring		<ul style="list-style-type: none"> ➤ Temporary wiring / extension leads in good condition / no bare or exposed wires. ➤ Earthing continuity / polarity correct: ➤ Looking at the open connectors to connect the wiring, the word “Brown” has the letter ‘R’ in it, so the b’R’own wire connects to the ‘R’ight hand connector. “Blue” has the letter ‘L’ in it, so the b’L’ue wire connects to the ‘L’eft hand connector. ➤ Cables protected from mechanical damage and moisture. ➤ Correct loading observed e.g. no heating appliance used


		<p>from lighting circuit etc.</p> <ul style="list-style-type: none"> ➤ Light fittings/lamps protected from mechanical damage/moisture. ➤ Cable arrestors in place and used inside plugs
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Emergency and Fire Prevention and Protection

Subject		Requirement
Fire Extinguishing Equipment		<ul style="list-style-type: none"> ➤ Fire Risks must be identified on the site risk assessment. Control measures must be implemented to ensure fire risks are controlled or managed ➤ The correct and adequate Fire Extinguishing Equipment available for: <ul style="list-style-type: none"> ○ Offices ○ General Stores ○ Flammable Store ○ Fuel Storage Tank/s and catchment well ○ Gas Welding / Cutting operations (Designated Hot works area) ○ Where flammable substances are being used / applied. ➤ Fire fighting equipment must be place in such a manner that it is easily accessible ➤ Fire fighting equipment must be inspected on monthly basis to ensure it is still within service date, pressure is still acceptable and that it has not been tampered with ➤ Fire Fighting equipment must clearly be identified/visible on site and other required areas. Signages posted on site to indicate the location for fire fighting equipment ➤ Fire fighting equipment may only be used by trained competent person
Storage Issue & Control of Flammables (incl. Gas cylinders)		<ul style="list-style-type: none"> ➤ Storage Area provided for flammables must have suitable doors, ventilation, bund etc. ➤ Flammable store neat / tidy and no Class A combustibles. ➤ Decanting of flammable substances carried out in ignition free and adequately ventilated area. Container bonding principles must apply ➤ Only sufficient quantities issued for one task or one day's usage ➤ Separate, special gas cylinder store/storage area. ➤ Gas Cylinders stored / used / transported upright and secured in trolley/cradle/structure and ventilated. ➤ Types of Gas Cylinders clearly identified as well as the storage area and stored separately. ➤ Full cylinders stored separately from empty cylinders.



		<ul style="list-style-type: none"> ➤ All valves, gauges, connections, threads of all vessels to be checked regularly for leaks. ➤ Leaking acetylene vessels to be returned to the supplier IMMEDIATELY.
Storage, Issue & Control of Hazardous Chemical Substances (HCS)		<ul style="list-style-type: none"> ➤ HCS storage principles must apply - products segregated ➤ Only approved, non-expired HCS to be used ➤ Only the prescribed PPE shall be used as the minimum protection when handling or controlling chemicals ➤ Provision made for leakage/spillage containment and ventilation ➤ Emergency showers/eye wash facilities provided ➤ HCS under lock & key controlled by designated person ➤ Decanted/issued in containers as prescribed with information/warning labels ➤ Disposal of unwanted HCS by accredited disposal agent ➤ No dumping or disposal of any HCS on or inside the storage area or anywhere else on the project site ➤ All vessels or containers to be regularly checked for leaks

Tools

Subject		Requirement
Hand Tools		<ul style="list-style-type: none"> ➤ Shovels / Spades / Picks: <ul style="list-style-type: none"> ○ Handles free from cracks and splinters ○ Handles fit securely ○ Working end sharp and true ○ Pick head must be secured and not be loose ➤ Hammers: <ul style="list-style-type: none"> ○ Good quality handles, no pipe or reinforcing steel handles. (No self-made hammers allowed) ○ Handles free from cracks and splinters ○ Handles fit securely ➤ Chisels: <ul style="list-style-type: none"> ○ No mushroomed heads / heads chamfered ○ Not hardened ○ Cutting edge sharp and square ➤ Hand saws: <ul style="list-style-type: none"> ○ Teeth sharp and set correctly (in correct direction) ○ Correct saw used for the job (Steel, wood)
Portable electrical tools		<ul style="list-style-type: none"> ➤ All portable electrical tools may only be operated by person trained and appointed for the specific tool. Record of training must be available ➤ All electrical tools must be inspected daily or before use.



		<ul style="list-style-type: none"> ➤ All guards must be in place before portable electrical tools can be used ➤ All electrical cables, plugs or extensions must be in good working condition and safe for use. No open wires allowed. ➤ Correct fittings/bits/discs or blades to be used for the specific tools ➤ Issue based risk assessments must identify hazards, risks and control measures when portable electrical tools are used
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Cranes

Subject		Requirement
Mobile Crane and truck mounted crane	 	<ul style="list-style-type: none"> ➤ Only operated by trained authorized operator with valid certificate of training ➤ Operator must be medically fit to operate mobile or truck mounted crane ➤ Cranes must be inspected every time before use ➤ Lifting plan must be available for all lifting activities ➤ Method statement and issue based risk assessments must be available before commencement of crane operations ➤ No crane operation in inclement weather (rain and strong winds) ➤ Guide ropes to be used when loads are lifted or offloaded ➤ Areas where lifting operation are taking place must be closed off with warning signages posted to prevent unauthorized entry into these areas ➤ Flagpersons to be available when lifting operations are taking place ➤ All rigging to be done by competent person appointed to rig all loads ➤ The following items must be in place: <ul style="list-style-type: none"> ○ Rear view mirrors ○ Windscreen visibility good ○ Windscreen wipers operating effectively ○ Indicators operational ○ Hooter working ○ Tyres safe/sufficient tread/pressure visibly sufficient ○ No missing Wheel nuts ○ Headlights, taillights operational ○ Reverse alarm working and audible and known by all employees ○ Grease nipples and grease on all joints ○ No Oil leaks


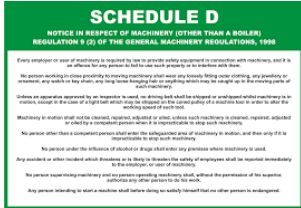
		<ul style="list-style-type: none"> ○ Hydraulic pipes visibly sound/no leaks ○ No corrosion on Battery terminals ○ Boom visibly in good condition/no apparent damage ○ Cable/sheaves greased/no visible damage/split wires/corrosion and checked daily ○ Brakes working properly ○ Crane hook: Throat pop marked/safety latch fitted/functional ○ SWL/MML displayed and certificates must be available (Including for slings, ropes, chains, hooks) ○ By-pass valves operational ○ Deflection chart displayed/visible to operator/driver ○ Outriggers functional used
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Site Plant and Machinery


Subject		Requirement
Electric Arc Welder		<ul style="list-style-type: none"> ➤ Welding operation must only done by competent person apointed ➤ Only authorized / appointed persons use welder. ➤ Earth cable adequately earthed to work. ➤ Electrode holder in good condition/safe ➤ Cables, clamps & lugs/connectors in good condition. ➤ Area in which welding machine is used is dry/protected from wet. ➤ Welder using correct PPE - eye/ face/foot/body/respirator. ➤ Correct transparent screens (welding screens) & warning signs placed ➤ Welding equipment inspection checklist to be conducted before use
Woodworking Machines		<ul style="list-style-type: none"> ➤ Person operating woodworking tools and machinery must be competent / trained to operate ➤ Only authorized / appointed persons to use machinery. ➤ Tools and machinery are only allowed to be operated provided the guards are n place and emergency stop switch is working. ➤ Operators using correct PPE - eye/face/feet/hearing ➤ Circular saws strictly operated according to prescribed methods and settings ➤ Only prescribed saw blades (cross-cut, ripping blade, smooth cut, aluminum) shall be used for various applications
Compressors		<ul style="list-style-type: none"> ➤ Relief valves correctly set and locked / sealed. ➤ Maximum Safe Working Pressure (MSWP) indicated on face of pressure gauge: not on glass cover.

		<ul style="list-style-type: none"> ➤ All drives adequately guarded. ➤ Receiver/lines drained daily ➤ Hoses good condition/clamped, not wired ➤ Compressed air NEITHER used to dust off clothing/PPE/ and work areas NOR on bare skin. ➤ Inspection checklist to be conducted before use
Gas Welding / Flame Cutting Equipment		<ul style="list-style-type: none"> ➤ Only competent appointed person to operate gas cutting or welding equipment ➤ Torches and gauges in good condition. ➤ Flashback arrestors fitted at cylinders and gauges. ➤ Hoses in good condition/correct type/all connections with clamps. ➤ Cylinders stored, used and transported in upright position, secured in trolley / cradle / to structure. ➤ All cylinders regularly checked for leaks, leaking cylinders returned immediately. ➤ Fire prevention/control methods applied ➤ No gas cutting or welding near flammable materials

Plant & Storage Yards/Site Workshops Specifics

Subject		Requirements
Section 8(2)(1) General Machinery Regulation 2(1): Supervision of the Use & Maintenance of Machinery		<ul style="list-style-type: none"> ➤ Person/s with specific knowledge and experience designated in writing to supervise the Use & Maintenance of Machinery. ➤ Critical items of Machinery identified/numbered/placed on register/inventory. ➤ Inspection/maintenance schedules for all machinery and plant on site ➤ Inspections/maintenance carried out to above schedules. ➤ Results must be recorded.
General Machinery Regulation 9(2): Notices re. Operation of Machinery		<ul style="list-style-type: none"> ➤ Schedule D Notice posted in Work areas. ➤ Employees working in close proximity to moving machinery shall not wear any loosely fitting outer clothing, any jewellery, ornaments, a watch or chains ➤ Machinery in motion shall not be cleaned, serviced or repaired unless done by a competent person if impracticable to stop the machinery. Priority would be to stop and lock out the machinery before cleaned, serviced or repaired. ➤ No person under the influence of alcohol or drugs shall enter any area where machinery is in motion. ➤ Before any machinery is started it must be confirmed that you will not place other workers in danger

<p>Pressure Equipment Regulation 13(1)(b): Supervision of the Use & Maintenance of Vessels under Pressure or Pressure Equipment</p>		<ul style="list-style-type: none"> ➤ Person/s with specific knowledge and experience designated in writing to supervise the Use & Maintenance of Pressure Equipment. ➤ Pressure Equipment identified/numbered/placed on register/Manufacturers plate intact. ➤ Inspection/maintenance carried out according to schedule. ➤ Results recorded/Test certificates available.
<p>Lock-out Procedure</p>		<ul style="list-style-type: none"> ➤ Lock-out procedure / Lock-out and Tag-out (LOTO) must be communicated to all relevant employees and end-user personnel if any Machinery operations, electricity or water flow need to be closed/stopped or isolated. ➤ If fuel pipes or water pipes need to be isolated it should be locked with a valve lock and signages posted. A lock must also then be placed at the DB board or the specific breaker to be isolated or removed until declared safe ➤ Lock-out procedure or implementation must be supervised to ensure procedures are followed ➤ An electrical or mechanical lockout procedure must be developed by a competent person ➤ No person shall continue with wiring of premises unless the supply to the premises has been rendered dead and the above effective measures has been taken to ensure that such cables remains dead. ➤ When rewiring of premises is done the feeder breakers at the other end of the supply cables shall be locked out and the cable earthed to prevent any injury to workers by Electrical Shock. ➤ Lockouts shall be tagged and the system tested before commencing with any work or repairs
<p>Ergonomics</p>		<ul style="list-style-type: none"> ➤ Before commencement of any work where employees may be exposed to ergonomic risks must have a risk assessment performed by a competent person ➤ As far as reasonably practicable ensure that machinery, plant or work system supplied to the project optimise human well being ➤ Employees must be trained on the risks associated to ergonomics in the work place
<p>Demarcation & Color Coding</p>		<ul style="list-style-type: none"> ➤ Demarcation used on site must be maintained on a daily basis ➤ All openings, trenches, excavations or open edges must be demarcated/closed off with appropriate barricading (NO DANGER TAPE). Risk Assessment to clearly indicate the type of demarcation is required. It is

		<p>advised to use 1.2m high DAY-GLO Mesh (barrier netting) internally to prevent pedestrians to enter the specific construction area. NO danger tape should be used as a preventative measure</p> <ul style="list-style-type: none"> ➤ All services, pipes, electrical installation, stop-start controls, emergency controls etc. colour coded to own published or SABS standard
Portable & Bench Grinders		<ul style="list-style-type: none"> ➤ Only competent person trained and with required knowledge and experience should be allowed to operate grinders on site. This Person must be appointed. ➤ Grinder operator must be medically fit with valid medical ➤ Issue based Risk Assessments to identify hazards, risks and control measures for grinder operations. This Risk Assessment must be communicated to all relevant employees ➤ Grinder operators must be trained on the Safe working Procedure / Safe Operating Procedure for grinders ➤ Area where grinders are operated must be clear of any obstacle or tripping hazards ➤ Bench grinders mounted securely/grinder generally in good condition/No excessive vibration ➤ On/Off switch/button clearly demarcated/accessible ➤ Adequate guards in place ➤ Stone/disk - correct type and size/mounted correctly/dressed ➤ Use of Eye (Face shield), hearing protection must be enforced ➤ Grinders must be inspected daily before use by appointed person ➤ Grinder operations must not commence if flammable materials / chemicals are in close proximity ➤ Grinder operation near petroleum, gas or diesel may only commence if a gas test has been done to determine the LEL and oxygen levels. This can only be done by appointed competent gastester

Workplace Environment, Health and Hygiene

Subject	Requirement
Lighting	<ul style="list-style-type: none"> ➤ Adequate lighting in places where work is being executed e.g. stairwells and basements. ➤ Light fittings placed / installed causing no irritating/blinding glare. ➤ Stroboscopic effect eliminated (not only reduced) where moving objects or machinery is used ➤ Fluorescent tubes must be disposed at a hazardous waste facility and not a normal waste facility. Record of disposal must be kept on site

	<ul style="list-style-type: none"> ➤ If any Work requires to be conducted at night sufficient lighting should be supplied.
Ventilation	<ul style="list-style-type: none"> ➤ Adequate ventilation / extraction / exhausting in hazardous areas e.g. chemicals / adhesives / welding / petrol or diesel/ motors running and in confined spaces / basements. ➤ Temporary offices or containers used for offices must have adequate ventilation ➤ If activities are taking place in confined areas with limited ventilation, the employees must take regular breaks. These work activities must be monitored and supervision must be available
Noise	<ul style="list-style-type: none"> ➤ Construction activities must be identified through the risk assessments that identifies where noise levels exceeds 85 dB at any one time. Workers exposed to long periods of excessive Noise must take regular breaks or workers to be changed regularly. ➤ All reasonable steps taken to reduce noise levels at the source. ➤ Hearing protection used where noise levels could not be reduced to below 85 dB. ➤ After consulting with the H&S Committee established for the project, provide the employees who may be exposed to noise at or above the safe noise-rating limit with a training programme
Heat Stress	<ul style="list-style-type: none"> ➤ Measures in place to prevent heat exhaustion in heat stress problem areas e.g. steel decks, when the WBGT index reaches 30. (See Environmental Regulation 2.(4) ➤ Multi-pronged approach is crucial, including engineering controls, work practice modifications, and personal protective measures. Key strategies include providing shade, encouraging hydration, allowing for acclimatization. ➤ Safe drinking water must be supplied or must be readily available for employees to consume water free of charge. Employees working in areas where the WBGT exceeds 30 must consume at least 600ml of water every hour (in cases of hard labour activities) ➤ All employees exposed to heat conditions must be trained on the precautions to be taken to avoid a heat stroke
Ablutions	<ul style="list-style-type: none"> ➤ Sufficient hygiene facilities provided - 1 toilet per 30 employees (National Building Regulations prescribe chemical toilets for Construction sites) If arrangements are made with end-user on the usage of toilets, it must be done through an agreement signed by the contractor and the end-user. The contractor can then not claim for these services ➤ Toilet paper must be freely available. ➤ Sufficient showers provided for each gender. ➤ Facilities for washing hands provided on site and at site offices. ➤ Soap/cleaning agent available for washing hands. ➤ Means of drying hands available. ➤ Lock-up changing facilities / area provided for each gender. ➤ Ablution facilities kept hygienic and clean by contractor or supplier. Daily inspection must be conducted and recorded on checklist
Eating / Cooking Facilities	<ul style="list-style-type: none"> ➤ Adequate storage facilities provided for employees to leave there lunch boxes ➤ Weather protected eating area provided, separate from changing area. Eating area must provide employees with seating and a table ➤ Refuse bins with lids provided at these eating area ➤ Facilities kept clean and hygienic. ➤ No unsafe / self-made stove plates allowed on site
Pollution of Environment	<ul style="list-style-type: none"> ➤ Measures in place to minimize dust generation. Water trucks must be available to minimize dust generation from Construction plant and vehicles moving on site

	<ul style="list-style-type: none"> ➤ Accumulation or littering of empty cement pockets, plastic wrapping / bags, packing materials etc. prevented. ➤ Spillage / discarding of oil, chemicals and diesel into storm water and other drains or into existing or newly dug holes/cavities on site expressly prohibited. ➤ Oil and petroleum spillages must be collected by registered / specialized service provider and ground must be rehabilitated to its original condition
Exposure to poisonous animals or insects	<ul style="list-style-type: none"> ➤ The emergency procedure be expanded to provide for the effective treatment of employees or other persons visiting exposed to bites or stings from poisonous animals and insects ➤ Contact details of the nearest medical unit that could treat employees exposed to bites or stings be obtained and arrangements be made with this service provider on the procedures to be followed to ensure swift response when required ➤ Confirmation be obtained from this medical unit that they have anti venom reserved to treat employees or other persons visiting that may be exposed to snake bites or scorpion stings; ➤ Potential exposure posed by poisonous animals or insects and awareness thereof is discussed with all employees as part of the toolbox talks and general awareness training and other persons visiting as part of the pre-site visit induction process.

16. THE SERVICE PROVIDER GENERAL DUTIES

The Service Provider shall at all times ensure his status of an “employer” as referred to in the Act, and will abide by his/her responsibilities, duties and functions as per the requirements of the Act and Regulations with specific reference to Section 8 of the Act.

The Service Provider shall keep, and on demand make available, a copy of the Act on site at all times and in addition to that he/she will introduce and maintain a file titled “Health and Safety File”, or other record in permanent form, which shall contain all relevant aspects and information as contemplated in the Construction Regulations. He/she will make this file available to the client or his representative whenever necessary or on request to an interested party.

The project under control of the Service Provider shall be subject to periodic health and safety audits that will be conducted by the client at intervals agreed upon between the Service Provider and the client, provided such intervals will not exceed periods of one month. The Service Provider is to ensure that he/she and all persons under his control on the construction site shall adhere to the above specifications, as non-conformance will lead to the client taking action as directed by Construction Regulation 5.1(q). The Service Provider should note that he/she shall be held liable for any anomalies including costs and resulting deficiencies due to delays caused by non-conformance and/or non-compliance to the above Health and Safety Specifications and the Health and Safety Plan based on these specifications.

Project team must submit Labour stats every month by the 20th. The labour stats in question is for all employees working onsite, it is **not an accumulative number** as for SMME's.

17. LEGAL FRAMEWORK

Other Acts and relevant subordinate/secondary legislation as well as other (inter alia Local Government) legislation that also apply to a project such as municipal by-laws, wayleave requirements and national building regulations need to be considered.

This Legal framework will primarily focus on the Health and Safety Legislative requirements for a Construction Project but is not limited to these requirements;

- Occupational Health and Safety Act No.85 of 1993 as amended by Occupational Health and Safety Amendment Act No.181 of 1993 and Labour Relations Act No. 66 of 1995
- General Administrative Regulations - GNR.929 of 25 June 2003
- General Safety Regulations – GNR.1031 of 30 May 1986 (Amendments)
- Regulations for Hazardous Biological Agents – GNR.1887 of 16 March 2022
- Explosives Regulations – GNR.5048 of 23 July 2024
- Construction Regulations – GNR.84 of 7 February 2014
- Environmental Regulations for Workplaces – GNR.2281 of 16 October 1987
- Physical Agents Regulations - GNR.5952 of 6 March 2025
- Facilities Regulations – GNR.924 of 3 August 2024
- Lead Regulations – GNR.236 of 28 February 2022
- Noise-Induced Hearing Loss Regulations – GNR.307 of 7 March 2023
- Noise Exposure Regulations – GN.5953 of 6 March 2025
- Ergonomics Regulations, 2018 – GNR.1589 of 6 December 2019
- Asbestos Abatement Regulations – GNR.1196 of 10 November 2020
- Regulations for Hazardous Chemical Agents,2020 – GNR.280 of 29 March 2021
- Driven Machinery Regulations – GNR.540 of 24 June 2015
- General Machinery Regulations – GNR.1521 of 5 August 1988
- Lift, Escalator and Passenger Vonveyor Regulations – GNR. 828 of 17 September 2010
- Pressure Equipment Regulations – GNR.734 of 15 July 2009
- Electrical Installation Regulations – GNR.242 of 6 March 2009
- The National Environmental Management Act 107 of 1998 & Amendments

18. LEGAL LIABILITIES

Common Law and Legislation

Based on two criteria –

- Would the reasonable person have foreseen the hazard?
That is a reasonable person in that specific position, taking experience, qualifications, authority, position in the organization etc. into consideration
- Would the reasonable person have taken precautionary measures (action) to prevent or limit the hazard?

Negligence can be proven on failure on any or both of the above criteria
(There may not necessarily be a relationship between criminal and civil liability)

Two broad categories of liability and responsibility are

- The obligation to prevent accidents, injuries, diseases, or other harm to people; and
- The prevention of pollution of the environment, arising out of work activities

Project Management team must have proof of attending (certificate) for Legal Liability training.

19. COMPLETION OF WORKS AND CLOSE OUT

The Service Provider shall ensure that the necessary and applicable resources remain available towards the end of the project.

A consolidated Health & Safety File must be prepared by the Service Provider including all Legal documentation pertaining to the project, as well as other documents as indicated by the Client or Client agent.

The format of submission must be confirmed with the client on completion, the Service Provider will ensure that all required close out information is submitted to the Client or Client representative, in order to prepare the Project Health & Safety Close Out Report.

20. DECLARATION OF ACKNOWLEDGMENT AND COMPLIANCE

I, _____, hereby confirm the following:

- I have read and understood the Health and Safety Specifications.
- I confirm my intention to comply with all relevant legislative requirements.
- I acknowledge and accept the responsibilities and duties assigned to me, and confirm my understanding thereof.

This declaration is made and agreed to at _____, on this _____ day

of _____, 2025, in the presence of the undersigned witness.

Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Signed on behalf of (Service Provider)