

Document No	S-HSS-001-00	HEALTH, SAFETY, ENVIRONMENTAL & QUALITY MANAGEMENT	
Revision	01		
Appointment date	29-Jul-26		
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)			

ANNEXURE A

APPOINTMENT OF A PRINCIPAL CONTRACTOR FOR THE INSTALLATION OF AN ELECTRONIC KEY MANAGEMENT SYSTEM & FIREARM MANAGEMENT SYSTEM

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 PRINCIPAL CONTRACTOR
(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 Health and Safety Consultant, shall be responsible for preparing Health and Safety Specifications for any proposed construction project. These specifications must be provided to any Principal Contractor bidding for or awarded a contract to perform construction work on behalf of the Client.
- 1.2. The Principal Contractor shall be responsible for the Health & Safety Policy for the project in terms of Section 7 of the OHS Act and in line with Construction Regulation 7 as well as the Health and Safety Plan for the project.
- 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 Principal Contractor shall set up a Risk Assessment Program to identify and determine the scope and details of any risk associated with any hazard related to the 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

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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 Principal Contractor 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 and/or Health and Safety Consultant.

2. SCOPE OF HEALTH AND SAFETY SPECIFICATION DOCUMENT

This Health and Safety Specifications are pertaining to the **Appointment of a Principal Contractor for the Installation of an Electronic Key Management System & Firearm Management System**

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. 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,

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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 Principal Contractor 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 Principal Contractor 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 Health and Safety Consultant)
 - and the Principal Contractors' health and safety plan.
- 3.2 To serve to ensure that the Principal Contractor 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, and the Regulations made there-under including the applicable safety standards, and in particular in terms of Section 8 of the Act.

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3.3 To inform the Principal Contractor 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

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

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	➤ 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.

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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 workplace 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

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	➤ 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, shopfitter 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

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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

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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 Principal Contractor, 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 Principal Contractor from any duties under the Act and Regulations.
CEO	The Chief Executive Officer of the Principal Contractor 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	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

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Section 16(2)	during routine or ad hoc inspections/ audits. All reports shall be made available to the Principal Contractor 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 Principal Contractor 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 Principal Contractor's Construction Manager and Part-time 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 Principal Contractor's Management.
Other Legal Appointees	Further (Specific) Supervision Responsibilities for OH&S 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.

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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 Principal Contractor 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 Principal Contractor, 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 Principal Contractor shall be responsible for the dissemination of all relevant Health and Safety information to other Contractors or Sub-contractors.
- The Principal Contractor will be responsible to continuously liaise with the Health and Safety Consultant on the project regarding Health & Safety issues, findings and other related matters. In addition, the Principal Contractor must after every Audit compile a Corrective Action Plan in table form which must be submitted to the Health and Safety Consultant within 7 days of receiving the Audit. The Corrective Action Plan must consist of the following headings: Findings, Action taken /

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to be taken, Date closed out, Signature (Construction Health and Safety Officer) and photos as proof. 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 Principal Contractor. Where, for the work the Principal Contractor 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 Principal Contractor 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.

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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 Principal Contractor submitting tenders have made adequate provision for the cost of health and safety measures
- Ensure that the Principal Contractor 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 Principal 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 (Act No. 130 of 1993)
- Appoint every Principal Contractor in writing as per Construction Regulation 5(1)(k) for the project or part thereof on the construction site

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- Discuss and negotiate with the Principal Contractor the contents of the Principal Contractor 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 Principal Contractor 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 Principal Contractor 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 Principal Contractor 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 Principal Contractor 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 Principal Contractor 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 Principal Contractor
- 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 Principal Contractor provides the Provincial Director with a report contemplated in

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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 Principal Contractor is appointed as contemplated in Construction Regulation (5)(1)(k), the client must take reasonable steps to ensure co-operation between all Principal 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.

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7.2 Principal Contractor / Sub-Contractors

- a) The Principal Contractor 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.
- b) The Principal Contractor 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 Principal Contractor in terms of this contract (entirely or in part) will continue to be legally required of the Principal Contractor to comply with. The Principal Contractor 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 Principal Contractor 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 Principal Contractor as work progresses;

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- open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, which must be made available on request to an inspector, the client, the client's agent or a contractor; and
- on appointing any other contractor, in order to ensure compliance with the provisions of the Act -
 - provide contractors who are tendering to perform construction work for the Principal Contractor, with the relevant sections of the health and safety specifications pertaining to the construction work which has to be performed;
 - ensure that potential contractors submitting tenders have made sufficient provision for health and safety measures during the construction process;
 - ensure that no contractor is appointed to perform construction work unless the Principal Contractor is reasonably satisfied that the contractor that he or she intends to appoint, has the necessary competencies and resources to perform the construction work safely;
 - ensure prior to work commencing on the site that every contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993;
 - appoint each contractor in writing for the part of the project on the construction site;
 - take reasonable steps to ensure that each contractor's health and safety plan is implemented and maintained on the construction site;
 - ensure that the periodic site audits and document verification are conducted at intervals mutually agreed upon between the Principal Contractor and any contractor, but at least once every 30 days;
 - stop any contractor from executing construction work which is not in accordance with the client's health and safety specifications and the Principal Contractor's health and safety plan for the site or which poses a threat to the health and safety of persons;

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- 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 Principal Contractor, the agreements between the parties and the type of work being done; and
- ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.
- A Contractor must prior to performing any construction work -
 - provide and demonstrate to the Principal Contractor a suitable and sufficiently documented health and safety plan, based on the relevant sections of the client's health and safety specification and provided by the Principal Contractor 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;

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- open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, and which must be made available on request to an inspector, the client, the client's agent or the Principal Contractor;
 - before appointing another contractor to perform construction work be reasonably satisfied that the contractor that he or she intends to appoint has the necessary competencies and resources to perform the construction work safely;
 - co-operate with the Principal Contractor as far as is necessary to enable each of them to comply with the provisions of the Act; and
 - as far as is reasonably practicable, promptly provide the Principal Contractor with any information which might affect the health and safety of any person at work carrying out construction work on the site, any person who might be affected by the work of such a person at work, or which might justify a review of the health and safety plan.
- Where a contractor appoints another contractor to perform construction work, the duties that apply to the Principal Contractor apply to the contractor as if he or she were the Principal Contractor.
 - A Principal Contractor must take reasonable steps to ensure co-operation between all contractors appointed by the Principal Contractor to enable each of those contractors to comply with these Regulations.
 - No contractor may allow or permit any employee or person to enter any site, unless that employee or person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry.
 - A contractor must ensure that all visitors to a construction site undergo health and safety induction pertaining to the hazards prevalent on the site and must ensure that such visitors have the necessary personal protective equipment.

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- 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 Principal Contractor.
- A contractor must ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.

8. SITE SPECIFIC WORKS INFORMATION

These specifications are applicable to the specific scope of work pertaining to **Appointment of a Principal Contractor for the Installation of an Electronic Key Management System & Firearm Management System** as detailed in the tender documents.

8.1 Employer's objectives

The employer's objective is to Appointment of a Principal Contractor for the Installation of an Electronic Key Management System & Firearm Management System, at the administrative headquarters on behalf of the Government Printing Works (GPW).

8.2 Overview of the works

The Government Printing Works (GPW) has an objective to provide sustainable infrastructure that meets the demands, improves accessibility and improves the quality of life of the people of South Africa.

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8.3 Overview of the works

The Works to be carried out by the Contractor under this contract is outlined in the table below. The location will be within the identified City of Tshwane Municipality.

8.4 Scope of works

Work Package 3: Electronic key Management System & Firearm Management System

Electronic key Management System

- i. Key management software licenses
- ii. Cabinet controller and embedded electronics
- iii. Power supplies and backup battery systems
- iv. Network connectivity components
- v. System documentation and operating manuals
- vi. Functional Requirements
- vii. Testing and Commissioning
- viii. Training of System administrators
- ix. Documentation
- x. Warranty and Support

Firearm Management System

- i. Electronic firearm storage cabinets, lockers, or armoury management units.
- ii. Firearm retention mechanisms and electronic locking devices.
- iii. User authentication equipment
- iv. Management software and licenses.
- v. Central management server or cloud-based platform.
- vi. Network communication equipment.
- vii. Power supplies and battery backup systems.

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- viii. Testing and Commissioning
- ix. Training for Armoury administrators.
- x. Warranty and Maintenance

8.5 Services

Before any work commences, the Principal Contractor 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 Principal Contractor 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 Principal Contractor'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 Principal Contractor 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 Principal Contractor shall contact the relevant service authorities for assistance in locating the exact position of the services and where necessary the Principal Contractor shall accurately locate the services by careful hand excavation.

In general, the Engineer may call upon the Principal Contractor 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 Principal Contractor of his responsibilities in terms of the works.

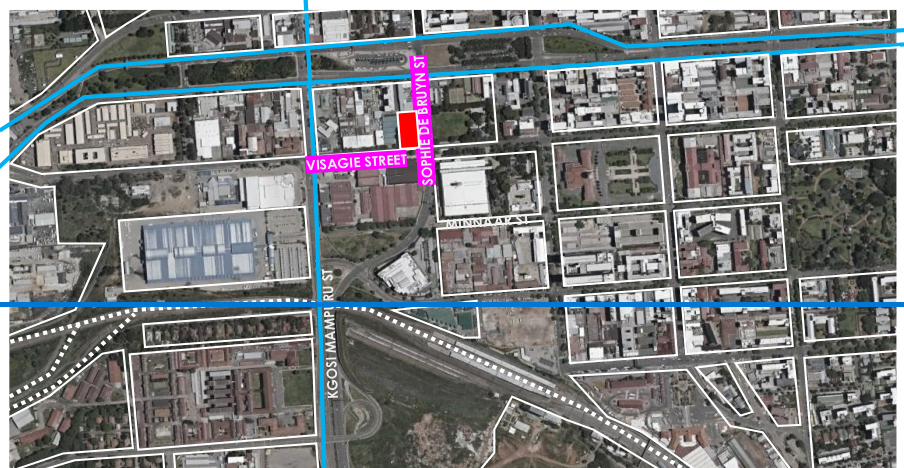
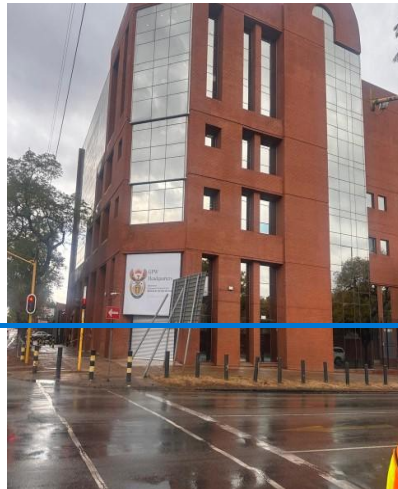
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8.6 Location of Works

The work is located in Waterfall Rd, Simon's Town, Cape Town, 7995

GPS Coordinates: -34.192841, 18.424987

PROJECT LOCATION: MICRO CONTEXT



AERIAL VIEW OF PRETORIA CBD, Republic of South Africa [Source: courtesy Google Earth]

GPW Precinct Development GOVERNMENT PRINTING WORKS

THE REFURBISHMENT OF UNUTILIZED BUILDINGS AND/OR AREAS, THE DEMOLITION OF DILAPIDATED STRUCTURES AND THE CONSTRUCTION OF NEW BUILDINGS AT THE OLD GOVERNMENT GARAGE SITE

- Proposed Site
- Transit: Primary - Vehicle, Bus & Taxi
- Transit: Train
- Existing Built Fabric - City Blocks

PRECINCT: Located along the **HISTORIC CAMPUS** Of The Former Government Garage Site

North
East
South
West

VISAGIE STREET
SOPHIE DE BRUYN STREET
MINNAAR STREET
KGOSI MAMPURU STREET



DBSA
DEVELOPMENT BANK OF SOUTHERN AFRICA
Building Africa's Prosperity

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8.7 Occupational Health and Safety

The Principal Contractor 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.
- DBSA Occupational Health and Safety specification
- DBSA Baseline Risk Assessment
- DBSA Safety, Health, Environment and Quality Policy.

8.8 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 Principal Contractor 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 Principal Contractor 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.

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9. HEALTH AND SAFETY FILE

The Principal Contractor 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 Principal Contractor 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 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 Principal Contractor 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

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Every Principal Contractor / Contractor 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 Principal Contractor 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.

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The Principal Contractor 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 Principal Contractor 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 Health and Safety Consultant.

The Appointed Health and Safety Consultant will be conducting 30-day Audits at times agreed with the Principal Contractor to comply with Construction Regulation 5(1)(o) to ensure that the Principal Contractor has implemented, is adhering to and is maintaining the agreed and approved Health and Safety Plan. Audit report will be submitted to the Principal Contractor within 7 days from audit date. The Principal Contractor 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 Principal Contractor 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

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audit/inspection simultaneously. Each party will, however, take responsibility for the results of his/her own audit/inspection results.

The Principal Contractor 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 Principal Contractor 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.

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

- The Principal Contractor 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 Principal Contractor 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 Principal Contractor is required to provide the Client and/or its Agent on its behalf with a monthly “Health and Safety Monthly Report”
- The Principal Contractor 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 Principal Contractor 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.

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- The Principal Contractor 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 Principal Contractor 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 Principal Contractor 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 Principal Contractor 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.

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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 Principal Contractor Health and Safety Plan and Health and Safety File.

13.4 General Induction Training

All employees of the Principal Contractor and other Contractors must be in possession of proof of Induction training.

13.5 Site Specific Induction Training

All employees of the Principal Contractor 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

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- 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.

13.7 Occupational Medicals

The Principal Contractor 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)

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

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13.9 Duties and Functions of the H&S Representatives

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

- The Principal Contractor 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 Principal Contractor. 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.

13.8.2 Establishment of H&S Committee(s)

The Principal Contractor must establish H&S Committees consisting of designated H&S Representatives together with a number of Employers Representatives appointed as per Section 19(3) that are not allowed to exceed the number of H&S Representatives on the committee. The persons nominated by the employer on an H&S Committee must be designated in writing for such period as may be determined by him. The H&S Committee shall co-opt advisory (temporary) members (who are not allowed to vote on issues discussed) and determine the procedures of the meetings including the chairmanship.

Legally, the H&S Committee must meet minimum every 3 months, but it is advised that they meet at least once a month and consider, at least, the following Agenda for the *first meeting*. Thereafter the H&S Committee shall determine its own procedures as per the previous paragraph.

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Agenda:

- 1) Opening and determining of chairmanship (only when necessary)
- 2) Facilities and Hygiene
- 3) Housekeeping
- 4) Incidents and incident investigation; and
- 5) Inspection checklists and Registers:
 - a. H&S Rep. Inspections
 - b. Matters of First Aid
 - c. Scaffolding
 - d. Ladders
 - e. Excavations
 - f. Portable Electric Equipment
 - g. Fire Equipment
 - h. Explosive Power Tools
 - i. Power Hand tools
 - j. Incident Investigation reports
 - k. Pressure Equipment and vessels under pressure
 - l. Personal Protective Equipment.
- 6) Safety Statistics
- 7) Health and Safety Awareness / Training / Posters and Symbolic signs
- 8) First Aiders and First Aid equipment
- 9) Demarcation of work- /hazardous-/safe areas/walkways
- 10) Safety Suggestions
- 11) Environmental Management
- 12) General

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13) Date of Next Meeting; and

14) Closing.

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 Principal Contractor to ensure compliance to legislation

14.1 The Principal Contractor 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

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- 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	➤ 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)	➤ Updated copy of Act & Regulations available on site. Must be readily available for perusal by employees.
COID Act Section 80	Registration with Compensation Insurer	➤ Written proof of registration/Letter of good standing available on Site. ➤ Must be valid, and specific to the contractor conducting the construction activities
Construction Regulations 5(1)	Health and Safety Specification	➤ Health and Safety Specification will be issued to successful bidder by Client and/or its Agent. ➤ The Principal Contractor 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	➤ 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.

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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 Full-time Construction Health and Safety Officer indicating clear duties, roles and responsibilities ➤ Must have a valid registration certificate with SACPCMP
Section 17 & 18 General Administrative Regulations 6 & 7	Designation of H&S Representatives	➤ More than 20 employees - one H&S Representative, one additional H&S Rep. for each 50 employees or part thereof. ➤ Designation in writing, period and area of responsibility specified in terms of GAR 6 & 7 ➤ H&S Rep weekly inspection reports must be done ➤ Reports actioned by Management.
Section 37(1) & (2)	Agreement with Mandatories/ Contractors	➤ Written agreement shall be signed between DBSA and the Principal Contractor. ➤ A 37(2) Agreement then need to be signed between the Principal Contractor 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

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		➤ 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 27	Housekeeping	➤ 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.	➤ Competent Person/s with specific knowledge and experience designated to supervise all Stacking & Storage ➤ Written Proof of Competence of above appointee available on site ➤ 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	Designation of a Person	➤ Sufficient and suitable storage is provided for flammable

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29/ Environmental Regulation 9	to Co-ordinate Emergency Planning and Fire Protection	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: ○ 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	➤ The contractor must provide and maintain in hygienic condition facilities for employees that include: ○ 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	➤ Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed) ➤ First Aid freely available

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		➤ First Aid Kit to be stocked as per GSR annexure regarding the minimum content for first aid kit ➤ 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)	➤ 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	➤ 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

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		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.
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Education & Training

Subject		Requirement
Company OH&S Policy Section 7(1)		➤ Health and Safety Policy signed by CEO, posted on site, and made available in the Health and Safety File. This policy must be communicated to all employees on site, record of communication must be kept
Company/Site SHE Rules (Section 13(a))		➤ 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
Induction & Task Safety Training (Section 13(a))		➤ 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
General Health and Safety Training (Section 13(a))		➤ Health and Safety Training includes but are not limited to the following: ○ 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

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		○ 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
Notices & Signs		➤ 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
Site Safeguarding		➤ Nets, Canopies, Platforms, Fences etc. to protect members of the public passing / entering the site.
Security Measures		➤ 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

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Emergency Preparedness		➤ 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
Emergency Drill and Evacuation		

Personal Protective Equipment

Subject		Requirement
PPE needs analysis		➤ 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		➤ 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.

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Foot Protection		➤ 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		➤ Eye, face and hearing (also Hand and Body) Protection such as (Goggles, Face Shields, Welding Helmets etc.) must be used when operating the following: ○ 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		➤ Protective Gloves is required to be worn by employees for: ○ 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		➤ 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		➤ Identified Equipment should be issued free of charge.

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		➤ 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)
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Housekeeping

Subject		Requirement
Waste Management		➤ 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		➤ Stacking: ○ 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.

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		➤ Storage: ○ 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.
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Ladders

Subject		Requirement
Physical Condition / Use & Storage		➤ 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 system ➤ 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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Emergency and Fire Prevention and Protection

Subject		Requirement
Fire Extinguishing Equipment		➤ 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: ○ 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)		➤ 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.

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		➤ 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. ➤ 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)	 	➤ 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

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Tools

Subject		Requirement
Hand Tools		➤ Shovels / Spades / Picks: ○ Handles free from cracks and splinters ○ Handles fit securely ○ Working end sharp and true ○ Pick head must be secured and not be loose ➤ Hammers: ○ Good quality handles, no pipe or reinforcing steel handles. (No self-made hammers allowed) ○ Handles free from cracks and splinters ○ Handles fit securely ➤ Chisels: ○ No mushroomed heads / heads chamfered ○ Not hardened ○ Cutting edge sharp and square ➤ Hand saws: ○ Teeth sharp and set correctly (in correct direction) ○ Correct saw used for the job (Steel, wood)
Explosive Powered Tools.		➤ May only be operated by competent/authorized appointed person ➤ When not in use powered explosive tool and cartridges must be locked up in a safe place which is unaccessible for unauthorized employees ➤ Prescribed warning signs placed / displayed where tool is in use. ➤ Work area must be properly isolated/demarcated during use of tool. ➤ Inspected daily by competent person and results recorded. ➤ Issuing and collection of cartridges and nails or studs must be ○ Controlled and issued by competent person appointed ○ Recorded in a register by the appointed competent person

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Portable electrical tools		➤ Cleaned daily after use. ➤ 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. ➤ 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
Ergonomics		➤ 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

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Demarcation & Color Coding		➤ 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 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 ➤ All services, pipes, electrical installation, stop-start controls, emergency controls etc. colour coded to own published or SABS standard
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Workplace Environment, Health and Hygiene

Subject	Requirement
Lighting	➤ 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 ➤ If any Work requires to be conducted at night sufficient lighting should be supplied.
Ventilation	➤ 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	➤ 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.

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	➤ 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	➤ 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	➤ 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	➤ Adequate storage facilities provided for employees to leave their 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	➤ Measures in place to minimize dust generation. Water trucks must be available to minimize dust generation from Construction plant and vehicles moving on site ➤ Accumulation or littering of empty cement pockets, plastic wrapping / bags, packing materials etc. prevented.

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	➤ 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	➤ 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 PRINCIPAL CONTRACTOR GENERAL DUTIES

The Principal Contractor 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 Principal Contractor 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 Principal Contractor shall be subject to periodic health and safety audits that will be conducted by the client at intervals agreed upon between the Principal Contractor and the client, provided such intervals will not exceed periods of one month. The Principal Contractor

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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 Principal Contractor 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

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- 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 Conveyor 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

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- The prevention of pollution of the environment, arising out of work activities

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

19. COMPLETION OF WORKS AND CLOSE OUT

The Principal Contractor 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 Principal Contractor 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 Principal Contractor 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.

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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 _____, 2026, in the presence of the undersigned witness.

Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____

Signed on behalf of (Principal Contractor)