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| **Document No** | S-HSS-001-00 | **HEALTH, SAFETY, ENVIRONMENTAL & QUALITY MANAGEMENT** | DBSA DEVELOPMENT BANK OF SOUTHERN AFRICA *Building Africa's Prosperity* |
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**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

# RFP190/2026 APPOINTMENT OF A PSP FOR THE DESIGNING AND CONSTRUCTION MONITORING OF SHARED SERVICES FACILITY (MULTI-CENTRE / OFFICE BUILDING)

## 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 PROFESSIONAL SERVICE PROVIDER**
**(TBA)**

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**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)**

## 1. INTRODUCTION

1.1. In terms of Construction Regulation 5(1) (*b*) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), the Development Bank of Southern Africa (DBSA), as the Client, or its appointed Construction Health and Safety Agent, shall be responsible for preparing Health and Safety Specifications for any proposed construction project. These specifications must be provided to any Contractor bidding for or awarded a contract to perform construction work on behalf of the Client.

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

## 2. SCOPE OF HEALTH AND SAFETY SPECIFICATION DOCUMENT

This Health and Safety Specifications are pertaining to the appointment of a PSP for the Designing and Construction monitoring of Shared Services Facility (Multi-Centre / Office Building).

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), this document is the initial draft specification 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,

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

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

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

3.2 To serve to ensure that the Professional Service Provider is fully aware of what is expected from them and from the appointed Contractors 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.

3.3 To inform the Professional Service Provider that the The Occupational Health and Safety Act No 85 and Amendment Act No 181 of 1993 (latest edition), its Regulations, specifically Construction Regulations 2014 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:<br>➢ Asbestos actinolite<br>➢ Asbestos grunerite (amosite)<br>➢ Asbestos anthophyllite<br>➢ Chrysotile<br>➢ Crocidolite |

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| | ➢ Asbestos tremolite<br>➢ 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 –<br>➢ discarded by any person<br>➢ accumulated and stored by any person with the purpose of eventually discarding it with or without prior treatment connected with the discarding thereof; or<br>➢ 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 -<br>➢ the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure; or<br>➢ 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<br>➢ a competent person who-<br>○ prepares a design<br>○ checks and approves a design<br>○ 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<br>○ designs temporary work, including its components<br>➢ an architect or engineer contributing to, or having overall responsibility for a design<br>➢ a building services engineer designing details for fixed plant |

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| | ➢ a surveyor specifying articles or drawing up specifications<br>➢ 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<br>➢ all risks relating to working from a fall risk position, considering the nature of work undertaken<br>➢ the procedures and methods to be applied in order to eliminate the risk of falling; and<br>➢ 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<br>➢ 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<br>➢ any falsework, scaffold or other structure designed or used to provide support or means of access during construction work; or<br>➢ 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 & Safety Management Responsibilities of the Contractor

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

| ROLE | RESPONSIBILITIES |
|---|---|
| Client<br><br>Client Agent | **The Client and/or its Agent/Professional Service Provider** 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 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 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**<br>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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**OCCUPATIONAL HEALTH AND SAFETY ACT, NO. 85 OF 1993 (Latest Edition)**

| PRINCIPAL CONTRACTOR'S LEGAL APPOINTMENTS AS REQUIRED UNDER CONSTRUCTION REGULATIONS 2014 | | | |
|---|---|---|---|
| Item | CR | Appointment | Responsible Person |
| 1. | 5(1)(k) | Principal Contractor for each phase or project | Client |
| 2. | CR5(5) | Construction Health and Safety Agent (Pr.CHSA SACPCMP) | Client / Professional Service Provider |
| 3. | 6 | Designer | Client / Professional Service Provider |
| 4. | 7(1)(c)(v) | Contractor | Principal Contractor |
| 5. | 7(2)(c) | Sub-Contractor | Principal Contractor |
| 6. | 8(1) | Full-time Construction Manager (SACPCMP - CM) | Principal Contractor |
| 7. | 8(2) | Assistant Construction Manager | Principal Contractor |
| 8. | 8(5) | Full-time Construction Health and Safety Officer (SACPCMP - CHSO) | Principal Contractor |
| 9. | 8(7) | Construction Supervisor | Principal Contractor |
| 10. | 8(8) | Assistant Construction Supervisor | Principal Contractor |
| 11. | 9(1) | Person to carry out risk assessment | Principal Contractor |
| 12. | 10(1)(a) | Fall protection planner | Principal Contractor |
| 13. | 6(2) & 12(1) | Temporary Works Designer | Principal Contractor |
| 14. | 12(2) | Temporary Works Supervisor | Principal Contractor |
| 15. | 13(1)(a) | Excavation supervisor | Principal Contractor |
| 16. | 14(1) | Supervisor demolition work | Principal Contractor |
| 17. | 14(2) + (3) | Demolition expert | Principal Contractor |

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| 18. | 16(1) | Scaffold supervisor, Scaffold erector & Scaffold Inspector | Principal Contractor |
| 19. | 17(1) | Suspended platform supervisor | Principal Contractor |
| 20. | 18(1)(a) | Rope access supervisor | Principal Contractor |
| 21. | 19(8)(a) | Material hoist inspector | Principal Contractor |
| 22. | 21(2)(b) | Explosive actuated fastening device expert | Principal Contractor |
| 23. | 21(2) (g) (i) | Explosive actuated fastening device controller | Principal Contractor |
| 24. | 23(1)(d)(i) | Construction vehicle and mobile plant operator | Principal Contractor |
| 25. | 23(1)(k) | Construction vehicle and mobile plant inspector | Principal Contractor |
| 26. | 24(d) | Temporary electrical installations inspector | Principal Contractor |
| 27. | 24 (e) | Temporary electrical installations controller | Principal Contractor |
| 28. | 25 & HCS | Hazardous Chemical Substance controller | Principal Contractor |
| 28. | 28 (a) | Stacking and storage supervisor | Principal Contractor |
| 29. | 29 (h) | Fire equipment inspector | Principal Contractor |

| OTHER LEGAL APPOINTMENTS AS REQUIRED UNDER OHS ACT AND ITS REGULATIONS | | | |
|---|---|---|---|
| Item | Ref | Appointment | Responsible Person |
| 30. | GSR 3 | First Aider | Principal Contractor |
| 31. | GAR 9 | Incident Investigator | Principal Contractor |
| 32. | GSR 13A | Ladder Inspector | Principal Contractor |
| 33. | Section 19 | OHS Committee | Principal Contractor |
| 34. | Section 17 | H&S Representative | Principal Contractor |
| 35. | GMR 2 | Person Responsible for Machinery | Principal Contractor |

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| 36. | PER | Pressure Equipment Supervisor | Principal Contractor |
| 37. | GSR 9 | Welding / Flame cutting Supervisor / operator | Principal Contractor |

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 in the Health and Safety File

The Principal Contractor shall, furthermore, provide the Client/Professional Service Provider 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 Professional Service Provider, Principal Contractor, the Sub-Contractor, and other concerned parties shall take place in the OHS Committee or Project meetings
- In addition to the above, communication may be directed to the Client or Professional Service Provider 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 Pr.CHSA 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 Pr.CHSA within 7 days of receiving the Audit. The Corrective Action Plan must consist of the following headings: Findings, Action taken / to be taken, Date closed out, Signature (Construction Health and Safety Officer) 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.

## 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
- 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 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 reoccurances
- 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 Contractor and sub-contractors in order to ensure compliance with these Regulations.
- Where a construction work permit is required as contemplated in Construction Regulation 3(1), the client must, without derogating from his or her health and safety responsibilities or liabilities, appoint a competent person as per Construction Regulation 5(5) in writing as an agent to act as his or her representative, and where such an appointment is made the duties that are imposed by these regulations upon a client, apply as far as reasonably practicable to the agent so appointed.
- Where notification of construction work is required as contemplated in Construction Regulation 4(1), the client may, without derogating from his or her health and safety responsibilities or liabilities, appoint a competent person as per Construction Regulation 5(6) in writing as an agent to act as his or her representative, and where such an appointment is made the duties that are imposed by these Regulations upon a client, apply as far as reasonably practicable to the agent so appointed: Provided that, where the question arises as to whether an agent is necessary, the decision of an inspector is decisive.
- An agent contemplated in Construction Regulations (5) and (6) must—
  - manage the health and safety on a construction project for the client
  - be registered with a statutory body approved by the Chief Inspector as qualified to perform the required functions
- When the chief inspector has approved a statutory body as contemplated in Construction Regulation (5)(7)(b), he or she must give notice of that approval in the Gazette.

7.2 **Designer (Professional Service Provider)**

**A Designer is defined as:**

- A Person who prepares a design
- A Person who checks and approves a design
- A Person who arranges for any person at work in his control (including an employee of his, where he is the employer) to prepare a design
- An Architect or Engineer contributing to, or having overall responsibility for the design
- A building service engineer designing details for fixed plant
- A surveyor specifying articles or drawing up specifications
- A Contractor carrying out design work as part of a design and building project
- A Temporary works engineer designing formwork and false work
- An Interior designer, shopfitter, and landscape architect

7.3 **Designer Duties (Professional Service Provider)**

**The Designer of a structure shall (CR6(1)(2));**

- Take into consideration the Health and Safety specification submitted by the client when designing structures or any design that will be used in the project
- Inform the contractor in writing of any known or anticipated dangers/hazards relating to the work and do so when any changes are affected
- Make provision for any subsequent maintenance work to be carried out with minimum risk
- Conduct inspections at appropriate times to ensure compliance with the design specifications and stop any work which deviates from these hazards
- Refrain from including anything in the design of the structure necessitating the use of dangerous procedures or materials hazardous to Health and Safety of persons

- Conduct final inspections of the structure prior to commissioning and issue a completion certificate to the contractor

7.4 **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, ensure they submit all Construction Work Permit application documents as per the Construction Health and Safety Agents request, for review and approval. The Construction Health and Safety Agent will submit the permit application to Department of Employment and Labour to notify of the intended construction work in terms of Construction Regulation 3 at least 30 days prior to commencement of 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;

- 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;
- 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;

- 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.

- 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 RFP190/2026 Appointment of a PSP for the Designing and Construction monitoring of Shared Services Facility (Multi-Centre / Office Building) as detailed in the tender documents.

### 8.1 Employer's objectives

The Development Bank of Southern Africa (DBSA) and Fetakgomo Tubatse Special Economic Zone (FTSEZ) have entered into a Memorandum of Agreement (MOA) for the rendering of programme implementation services for infrastructure related projects.

The DBSA requires a team of suitably qualified professionals to undertake due diligence and/or appointment of professional service providers to conduct site evaluation, concept and viability or feasibility, design development, design documentation, as part of the combined FIDPM stages for the Designing and Construction monitoring of Shared Services Facility (Multi-Centre / Office Building)

## 8.2 Scope of the works

The scope of work for RFP190/2026 shall cover Stages 1 – 7 of Fetakgomo Tubatse Special Economic Zone (FTSEZ):

**Deliverables per stage:**
In terms of the project stages, the following activities will be undertaken:
**Stage 1.1: Strategic Briefing**

- Attendance of briefing meeting.
- Set-up and signing of DBSA-PSP contract.
- Obtaining locality/ Facility manager information, document and report templates and information prepared by previous consultants on site development plans.
- Compile Project Execution Plan (PEP) for approval by DBSA.
- Obtain DBSA approval of PEP.
- Stage Gate Notification / Client Approval to Proceed to Next Stage.

**Stage 1.2: Initiation (Review)**
During the initiation phase the following items will be address

- Stakeholder Register & Consultations with local Municipalities; FTSEZ and DBSA; (if required).
- Conducting condition assessments for existing services and produce reports with recommendations on remedial works / improvements.
- Conduct relevant studies and obtain necessary approvals for proposed work (e.g. Heritage Impact Assessment, etc.)
- Produce indicative site development plan.
- Construction Health and Safety Agent performed standard scope of services for Stage 1.
- Develop Cost Estimates, Suggested Procurement Strategies, and Indicative Implementation Schedules for recommended interventions.

**Stage 2: Concept**

- Prepare concept design drawings

- Prepare implementation (decanting, decommissioning, and demolishing) plan.
- Prepare preliminary cost estimate.
- Prepare draft site-specific Health and Safety specification including a detailed Baseline Risk Assessment.
- Identify and prepare work packages for SMMEs.
- Submit concept design drawings and preliminary cost estimate to DBSA for approval.
- Client review and approval of concept design drawings and preliminary cost estimate.
- Submit Site Development Plans to local authorities.
- Construction Health and Safety Agent to perform standard scope of services for Stage 2.
- Stage Gate Notification / Client Approval to Proceed to Next Stage

**Stage 3: Design Development: detailed design, bill of quantities, full construction drawing and specifications:**

- Review as necessary the site development plans and/or other suitable schematic layouts of the works and obtain the necessary statutory permissions, funding approvals or utility approvals to proceed with the works associated with the package.
- Prepare coordinated detailed design drawing/schedules, i.e. detailed architectural drawings and specifications (from existing generic blueprints) and detailed engineering drawing and specifications (from existing engineering designs).This includes to produce the final detailing, performance definition, specification, sizing and positioning of all systems and components enabling either construction (where the contractor is able to build directly from the information prepared) or the production of manufacturing and installation information for construction.
- Prepare detailed design reports.
- Designs and specifications to be in full accordance with SANS 10400 (all sections, including XA). Specification for all components are to be written with reference to the specification guidelines (where relevant) to be provided by the DBSA (and others where relevant).

- Submit detailed design drawing, reports, bill, and tender document to DBSA.
- All design information to be presented & submitted in hard copy & 3D model format – native format (Revit, ArchiCAD, AutoCAD, etc) as well as in IFC format. BIMx & A360 to be used during design reviews.
- DBSA review of detailed designed drawings.
- DBSA approval of detailed design drawing.
- Review documentation programme with principal consultant and other consultants involved.
- Update a baseline program schedule for the project.
- Construction Health and Safety Agent to perform standard scope of services for Stage 3.
- Stage Gate Notification / Client Approval to Proceed to Next Stage

**Stage 4: Design documentation: tender documentation, tender process, evaluation, and recommendations for award of construction contracts.**

- Submit design documentation to local authority.
- Prepare detailed cost estimates (full bill of quantities from elemental bill of quantities).
- Preparation of Contract Documents and specification for signing.
- Produce tender documents.
- Prepare specification and preambles for the works.
- Check cost estimates and adjust design and documents, if necessary, to remain within budget.
- Review design, drawings, and schedules for compliance with approved budget.
- Facilitate the compulsory site inspection meetings.
- Updated written report on budget, construction cost using site specific scope and tendered rates.
- Construction Health and Safety Agent to perform standard scope of services for Stage 4.
- Stage Gate Notification / Client Approval to Proceed to Next Stage.

**Stage 5: Works: site handover and construction up to practical completion (site activities)**

Full inspection and oversight of construction: provide services related to the full inspection and oversight of the construction in line with the standard professional practices as per the gazette guidelines of the scope of services of the relevant professional bodies such as the Engineering Council of Southern Africa (ECSA). This includes liaison with the user client to take over the completed area on agreed basis and appoint a full-time clerk of work for administration and supervision of the work on-site. Examples of the services expected include the following.

- Facilitate site hand-over.
- Facilitate sustained development facilitation and attainment of set socio-economic objectives of project,
- Ensures compliance to OHSA, Environmental and all applicable regulations.
- Issue construction documentation in accordance with the documentation schedule.
- Carry out contract administration procedures in terms of contracts.
- Provides monthly progress reports as and required and update EMFS / PMIS / NEIMS regularly (at least once a month).
- Prepare schedules of predicted cash-flow.
- Prepare pro-active estimates of proposed variation for client-decision making.
- Attend regular site, technical, steering committee, and progress meetings.
- Inspect works for conformity to compliance to design intent.
- Resolution of contractual issues by the contractor.
- Establish and maintain a financial control system.
- Clarify details and descriptions during construction as required.
- Prepare valuation for payment certificates, financial control report. Progressive and draft final accounts.
- Witness and review all test and mock-ups carried cut both on and off-site.
- Check and approve contractor drawings.

- Update and issue drawings register.
- Issue contract instructions as and when required.
- Review and comment on operation and maintenance manuals, guarantee certificates, and warrantees.
- Inspect the works and issues practical completion and defects lists.
- Arranges for the delivery of all test certificates, including electrical certificates of compliances, statutory and other approvals, as-built drawing, and operating manuals.
- Evaluate and adjudicates all claim events submitted by contractor and submit recommendations with substantiation to the DBSA.
- Mange scope change and prepare motivation for variation order if required.
- Construction Health and Safety Agent to perform standard scope of services for Stage 5.
- Review the contractor's quality control program and advice and agree a quality assurance plan including ensuring testing and quality control for conformity with specification and standards.
- Provide information for report as required.
- Oversight reports on construction inspection and progress to include, amongst other things the following:
    - Minutes of site handover to contractors and copies of site possession certificates,
    - Proof of compliance to OHSA, Environmental and all applicable regulations.
    - Construction documentation and drawing issue register.
    - Schedule of predicted cash-flow.
    - Monthly progress report.
    - Minutes of all site meetings held.
- Estimates of proposed variation.
- Construction Programme and ongoing updates thereof
- Contract instruction to contractor.
- Financial control reports.
- Monthly updated quantities in relevant software applications.

- Payment certificates.
- Progressive and draft final accounts.
- Practical completion certificates and defects lists.
- Certificate of Compliance, e.g. Fire installation, electrical, plumbing, etc.
- Municipal/building control approvals.
- Record of hand over provisional departments.

**Stage 6: Handover: Works which have been taken over by user or owner; completed training; Record Information:**

- Finalise and assemble record information which accurately reflects the infrastructure that is acquired, rehabilitated, refurbished, or maintained
- Hand over the works and record information to the user organisation and if necessary, train end user staff in the operation of the works
- Stage 6 is complete when the Handover/Record Information Report is approved

**Stage 7: Close out: Defects Certificate or Certificate of Final Completion; Final Account; Close-Out Report:**

- Record information is archived
- Defects certificates and certificates of final completion are issued in terms of the contract
- Final amount due to the contractor is certified, in terms of the contract
- Construction Health and Safety Agent to prepare the consolidated construction project health and safety close-out report and Health and Safety operations and maintenance plan.
- Close-Out Report is prepared by the Implementer and approved by the Client Department

## 8.3 Resources

The Professional Services Team requires minimum but not limited to the following.

**CV's with detailing experience, and the Proof of Registration with a recognized professional body/ institution, are part of the Pre-Qualifier. All resources should be professionally registered as stipulated and valid.**

Each Resource offered, must be supported with the submission of a detailed CV, and relevant valid Professional Registration Document as defined.
All resources should be professionally registered as stipulated and valid. Should the Professional Registration Document not indicate the date of first registration, or the validity period, a Supplementary Document from the same Regulatory Body must be provided - clearly indicating the date of first registration and validity period of the corresponding Professional Registration Document.

i. Construction Project Manager (Team Leader) (SACPCMP, Pr. CPM), minimum ten (10) years post professional registration experience.
ii. Professional Architect / Senior Architectural Technologist Pr. Arch / Sr. Tech (SACAP), minimum ten (10) years post professional registration experience.
iii. Quantity Surveyor (SACQSP), minimum ten (10) years post professional registration experience.
iv. Structural Engineer/Technologist (ECSA) - Pr.Eng./Pr.Tech (ECSA), minimum ten (10) years post professional registration experience.
v. Civil Engineer/Technologist (ECSA) - Pr.Eng./Pr.Tech (ECSA), minimum ten (10) years post professional registration experience.

vi. Electrical – Engineer/Technologist - Pr.Eng./Pr.Tech (ECSA), minimum ten (10) years post professional registration experience.
vii. Mechanical Engineer/Technologist - Pr.Eng. / Pr. Tech (ECSA), minimum ten (10) years post professional registration experience.
viii. Construction Health & Safety Agent (Pr. CHSA SACPCMP), minimum five (5) years' experience.
ix. Land Surveyor (SAGC Pr.), minimum five (5) years post professional registration.
x. Town Planner (Pr. Pln. SACPLAN), minimum five (5) years post professional registration.
xi. Geotechnical Engineer (Pr.Eng./Pr.Tech Eng (ECSA), minimum ten (10) years post professional registration experience.
xii. Environmental Assessment Practitioner (Reg.EAP, EAPASA) minimum ten (10) years post professional registration experience.
xiii. Social Facilitator, minimum ten (10) years' Infrastructure development projects experience, and supporting relevant qualification (National Diploma/degree in Social Science, Human Sciences, Social work, or Public Relations).
xiv. Clerk of Works, minimum ten (10) years' experience in built environment (Civil/Building).

**NOTE:** All (14) CV's must **explicitly** indicate the following:

a) Number of Years (Work Experience)
b) Detailed on the role/duties.
c) Documents submitted must be readable.
d) Bidders must clearly specify which resource CV is offered for the tender required discipline - CV will not be assessed for any other discipline).
Only one (1) resource CV per discipline will be assessed

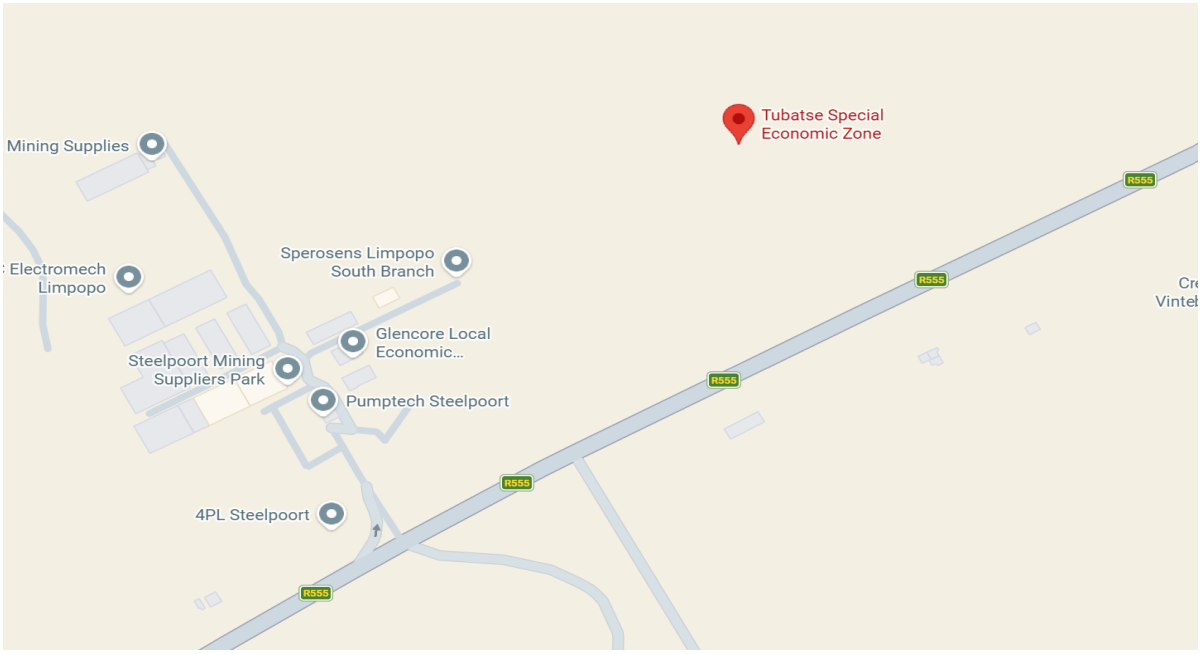
## 8.4 Location of Works

| | | |
|---|---|---|
| Programme Name | Fetakgomo Tubatse Special Economic Zone (FTSEZ) | |
| Facility Type | BROWNFIELD PROJECT | |
| Facility / Project ID | RFP190.2026 & RFP191.2026: Appointment of a PSP for the Designing and Construction of Shared Services Facility (Multi-Centre / Office Building) | |
| Province | Limpopo | |
| Local Municipality & Ward | Tubatse Local Municipality; Limpopo Province | |
| Physical Address | Farm Spitskop 333KT, Road 555, Steelpoort, 1133 | |
| COORDINATES | | |
| Institution | Longitude | Latitude |
| Fetakgomo Tubatse Special Economic Zone | -24.806632, | 30.12552 |

Site Location – Aerial Photo



Site Location – Locality Plan




## 8.5 Occupational Health and Safety

The Professional Service Provider / 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.

### 8.6 Other

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

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

## 9. HEALTH AND SAFETY FILE

Once a Principal Contractor is appointed for Stage 5 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 Construction Health and Safety Agent appointed through the Client / Professional Service Provider for review and approval. An approval letter with a copy of the approved Health & Safety Plan will be submitted to DBSA SHEQ Specialist.

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

Once Appointed 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 20$^{th}$ 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

Once appointed every Principal 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

During Stage 5 Construction the Principal Contractor is required to review the hazards identified, the risk assessments and the SWPs as the contract work develops and progresses and each time changes are made to the designs, plans and construction methods and/or processes.

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

The 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

At Stage 5 Construction 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 Construction Health and Safety Agent.

Once the project reaches Stage 5 Construction the Appointed Construction Health and Safety Agent 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 sumit a corrective action plan with proof of actions taken within 7 days from receiving the audit report to the Client / Professional Service Provider.

### 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

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

- During Stage 5 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.

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 Professional Service Provider on a monthly basis.
- The Principal Contractor is required to provide the Client and/or its Professional Service Provider 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.

- 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

At stage 5 consruction 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 / Professional Service Provider for approval. Additional security measures or rules may be specified for risk minimisation purposes
- Security guards must be provided with a sheltered Guard house, relevant equipment (tools of trade) and the required PPE.

## 13.3 Training

The contents and syllabi of all training required by the Act and Regulations including any other related or relevant training (Training Matrix) as required must be included in the 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

- Occupational Health and Safety Training Requirements: (as required by the Construction Regulations 2014 and as indicated by the Health and Safety Specification Document & the Risk Assessment/s and recommendations by the Health and Safety Committee):
  - General Induction (Section 8 of the Act & CR 7(5))
  - Site/Job Specific Induction (also visitors) (Sections 8 & 9 of the Act & CR 7(5)&(6))
  - Site/Project Manager
  - Construction Supervisor
  - OH&S Representatives (Section 18 (3) of the Act)
  - Training of the Appointees indicated in 12.6.1 & 12.6.2 above
  - Operation of Cranes (Driven Machinery Regulations 18 (11)
  - Operators & Drivers of Construction Vehicles & Mobile Plant (Construction Regulation 23)
  - Basic Fire Prevention & Protection (Environmental Regulations 9 and Construction Regulation 29)
  - As a minimum basic First Aid to be upgraded when necessary (General Safety Regulations 3)
  - Storekeeping Methods & Safe Stacking (Construction Regulation 28)
  - Emergency, Security and Fire Coordinator
  - Work at Height competency training

## 13.7 Occupational Medicals

At stage 5 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.

## 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.

**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
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
- 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 |
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| Construction Regulation 3 | Construction Work Permit | ➢ CHSA to submit Annexure 1 and CWP application documentation to DoEL at least 30 days before commencement of works.<br>➢ No works even site establishment is allowed to commence if the CWP has not been issued.<br>➢ Once issued the CWP number must be displayed at the construction site |
| 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.<br>➢ Must be valid, and specific to the contractor conducting |

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| | | 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.<br>➢ 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<br>➢ Risk Assessment and – Plan drawn up/Updated<br>➢ Risk Assessment Plan available on Site<br>➢ Employees/Contractors informed/trained on all Risk Assessments.<br>➢ All Risk Assessments must be drafted by competent and appointed Risk Assessor.<br>➢ Issue-based Risk Assessments must be drafted on each activity required under the scope of works |

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| Section 16(2) | Assigned duties (Managers) | ➢ Responsibility of complying with the OH&S Act assigned to other person/s by CEO. |
| Construction Regulations 8(1) | Designation of Person Responsible on Site | ➢ Competent person appointed in writing as Full-time Construction Manager with clear job description with the duty of managing all the construction work on a SINGLE site, including the duty of ensuring occupational health and safety compliance. Construction Manager must have proof that he has attended Legal Liability training |
| Construction Regulation 8(5) | Construction Health and Safety Officer | ➢ Competent person appointed in writing as Full-time Construction Health and Safety Officer indicating clear duties, roles and responsibilities<br>➢ 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.<br>➢ Designation in writing, period and area of responsibility specified in terms of GAR 6 & 7<br>➢ H&S Rep weekly inspection reports must be done<br>➢ Reports actioned by Management. |
| Section 37(1) & (2) | Agreement with | ➢ Written agreement shall be signed between DBSA and |

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| | Mandatories/ Contractors | the Principal Contractor.<br>➢ A 37(2) Agreement then need to be signed between the Principal Contractor and each sub-contractor, service providor or supplier.<br>➢ List of Contractors displayed.<br>➢ Proof of Registration with Compensation Insurer/Letter of Good Standing (COID)<br>➢ Construction Manager designated<br>➢ Written arrangements regarding SHE Reps and Committee (OHSA Section 17,18)<br>➢ 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.<br>➢ 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<br>➢ Cases of Occupational Disease Reported<br>➢ Copies of Reports available on Site<br>➢ 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.<br>➢ Copies of Reports (Annexure 1), medical report, statements, flash report must be available on site<br>➢ All investigations must be tabled at H&S Committee meeting<br>➢ Action taken by Site Management. |
| Construction Regulations 10 | Fall Prevention & Protection | ➢ Competent person appointed to draw up and supervise the Fall Protection Plan<br>➢ Fall Protection Plan must be specific to the scope of works and the associated project<br>➢ Proof of competency for FPP must be available on site<br>➢ Risk Assessment carried out for work at heights<br>➢ Fall Protection Plan must include work at height rescue plan specific to the work at height activities |

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| Construction Regulations 10(5) | Roof work | ➢ Competent person appointed to plan & supervise Roof work.<br>➢ Proof of appointees competence available on site (Work at Heights)<br>➢ Risk Assessment carried out<br>➢ Roof work Plan drawn up/updated<br>➢ Roof work inspect before each shift. Inspection register kept<br>➢ Employees medically examined for physical & psychological fitness<br>➢ Fall Prevetion equipment to be used as priority such as lifelines and anchorage points |
| Construction Regulations 11 | Structures | ➢ Information re. the structure being erected received from the Designer including:<br>o geo-science technical report where relevant<br>o the design loading of the structure<br>o the methods & sequence of construction<br>o anticipated dangers/hazards/special measures to construct safely<br>o All drawings<br>➢ Risk Assessment carried out<br>➢ Method statement drawn up<br>➢ Structures inspected before each shift. Inspections register kept |
| Construction Regulations 12 | Temporary Works | ➢ Competent persons appointed in writing to:<br>o Inspect structures<br>o Supervise all temporary works<br>o Design and approve erected temporary works<br>➢ Ensure that design are followed when constructing<br>➢ Detailed activity specific drawings pertaining to the design of temporary works structures are available on site<br>➢ Training records must be available for all employees erecting, moving or dismantling temporary works<br>➢ All temporary works are inspected by appointed person immediately before, during and after the placement of concrete, after inclement weather or any other imposed |

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| | | load<br>➢ Concrete may only be casted once written authorization has been given by competent person<br>➢ Temporary works drawings are approved by appointed temporary works designer |
| Construction Regulations 13 | Excavations | ➢ Competent person/s appointed in writing to supervise and inspect excavation work<br>➢ Written Proof of Competence of above appointee/s available on Site<br>➢ Issue-based Risk Assessment carried out<br>➢ All excavations and trenches must be inspected:<br>o before every shift<br>o after any blasting<br>o after an unexpected fall of ground<br>o after any substantial damage to the shoring<br>o after rain.<br>➢ Inspections register kept<br>➢ Method statement developed where explosives will be/ are used<br>➢ Method statement developed for machine excavations<br>➢ Excavations must be adequately braced or shored before employees can gain access<br>➢ Safe method of access into and out of excavations or trenches must be provided<br>➢ No load, material plant or equipment is placed or moved near the edge of any excavation where it may cause it to collapse<br>➢ Excavations and trenches which is accessible by public or which is adjacent to public roads must adequately protected by a physical bairrier or fence<br>➢ Warning signages must be posted near all open excavations and trenches |
| Construction Regulations 14 | Demolition Work | ➢ Competent person/s appointed in writing to supervise and control Demolition work<br>➢ Written Proof of Competence of above appointee/s available on Site<br>➢ Issue-based Risk Assessment carried out |

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| | | ➢ Method Statements must be issued and approved before commencement<br>➢ Engineering survey must be available on site that identified the structural integrity of surrounding buildings and infrastructure to be demolished<br>➢ Inspections to prevent premature collapse carried out by competent person before each shift. Inspection register kept |
| Construction Regulations 16 | Scaffolding | ➢ Competent persons appointed in writing to:<br>o erect scaffolding (Scaffold Erector/s)<br>o act as Scaffold Supervisor<br>o inspect Scaffolding weekly and after inclement weather (Scaffold Inspector/s)<br>➢ Written Proof of Competence of above appointees available on site<br>➢ All scaffold must be fully erected as per SANS standard, if not fully erected it must be declared unsafe to work by competent scaffold inspector and supervisor<br>➢ Copy of SANS 10085-1:2024 available on Site<br>➢ Issue-based Risk Assessment must be carried out and employees must be trained on the risk assessment<br>➢ Scaffold must be designed, approved and signed off by competent temporary works designer<br>➢ Site specific fall protection plan must cover scope of works from scaffold and include rescue plan for scaffold activities |
| Construction Regulations 20 | Bulk Mixing Plants | ➢ Competent person appointed to control the operation of the Batch Plant and the service, maintenance and cleaning. Register kept of above<br>➢ Issue-based Risk Assessment carried out<br>➢ Batch Plant to be inspected weekly by a competent person. Inspections register kept<br>➢ Only competent, appointed persons to operate bulk mixing plant<br>➢ Contractor must ensure all devices to start and stop a bulk mixing plant must be provide at a area that is easily accessible and constructed in such a manner to prevent |

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| | | accidental start or stop of operations<br>➢ No person may remove or modify any guards or safety equipment on the bulk mixing plant |
| Construction Regulations 21 | Explosive actuated fastening device | ➢ Competent person appointed to control the issue of the Explosive Powered Tools & cartridges and the service, maintenance and cleaning. Register kept.<br>➢ Empty cartridge cases/nails/fixing bolts returns recorded<br>➢ Cleaned daily after use<br>➢ Work areas are demarcated<br>➢ Only catridges suited for the relevant exsplosive actuated device to be used<br>➢ Issue-based Risk Assessment to be drafted and employees to be trained on it.<br>➢ Only competent person authorized to operated device. Competency must be attached to appointment letter |
| Construction Regulations 22/<br>Driven Machinery Regulations 18 & 19 | Cranes & Lifting Machines Equipment | Tower Cranes<br>➢ Competent person appointed in writing to operate tower crane<br>➢ Tower cranes to be designed and erected under the supervision of competent person<br>➢ Issue-based Risk Assessment and Method Statement to be drafted<br>➢ Wind speed device must be fitted on tower crane to warn operator of winds exceeding the safe limit<br>➢ Tower crane operator must have a valid medical fitness to work certificate<br>Mobile Cranes and Lifting equipment<br>➢ Lifting machine / plant must clearly be marked with the safe working load<br>➢ Mobile Crane operator must be appointed and proof of competency to be available before allowing to operate<br>➢ All rigging to be done by person appointed with valid competency certificate<br>➢ All slings, chains, ropes must have a valid safe work load certificate or certificate of compliance<br>➢ Cranes & Lifting tackle identified/numbered<br>➢ Register kept for Lifting Tackle |

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| | | ➢ Log Book kept for each individual Crane<br>➢ Issue-based Risk Assessment and Method Statement to be drafted<br>➢ Scope and project specific lifting plan must be drafted before commencement of works<br>➢ Operator must have a valid medical fitness to work certificate<br>➢ Inspection:<br>o All cranes - daily by operator<br>o Tower Crane/s - after erection/6monthly<br>o Other cranes - annually by comp. person<br>o Lifting tackle(slings/ropes/chain slings etc.) - daily or before every new application |

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| Construction Regulations 23 | Construction Vehicles and Mobile Plant | ➢ Contractor must ensure construction vehicles or mobile plant to be used are maintained in good working order / Roadworthy<br>➢ Operator must be appointed in writing and must have valid competency certificate for the specific construction vehicle or mobile plant he is appointed to operate<br>➢ Operator must have a valid medical fitness to work certificate<br>➢ Traffic management plan must be available specific to the project and scope<br>➢ Flagperson to be appointed to direct construction vehicles and mobile plant on site<br>➢ Construction vehicles and mobile plant must be fitted with a reverse alarm<br>➢ Must be inspected daily before use, records must be in the safety file<br>➢ Signages must be placed on site and traffic routes or roads used by the construction vehicles or mobile plant<br>➢ Construction vehicles used to transport workers must have seats firmly secured and must be adequate for the number of workers to be transported. Workers are not allowed to be transported on the back of a construction vehicle, unless secured seats and safety belts are |

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| | | available |
| Construction Regulations 24/Electrical Machinery Regulations 9 & 10/ Electrical Installation Regulations | Inspection & Maintenance of Electrical Installation & Equipment (including portable electrical tools) | ➢ The control of all temporary electrical installations on the construction site is designated to a competent person who has been appointed in writing.<br>➢ Proof of Competency of above appointee available on Site.<br>➢ All temporary electrical installations used by contractor must be inspected at least once a week by competent appointed person<br>➢ Inspection Registers kept Portable electric tools, electric lights and extension leads must be uniquely identified/numbered. |

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| Construction Regulations 25 | Use of temporary storage of flammable liquids on construction site | ➢ Flammable liquids must be stored in a way that it does not cause a fire or explosion hazard, and that the workplace is well ventilated.<br>➢ Suitable notices to be posted.<br>➢ No smoking is allowed near area where flammable luiquids are used or stored<br>➢ Fire fighting equipment is installed at suitable locations near the HCS store<br>➢ All HCS drums must clearly be labelled<br>➢ MSDS\SDS must be available for all HCS on site<br>➢ HCS register of all chemicals on site<br>➢ All HCS must e stored in a bunded area, must be well ventilated and secured<br>➢ Competent person appointed in writing to control the HCS stored on site |
| Construction Regulations 26 | Water environments | ➢ If construction is performed over on in close proximity of water, then provision must be made to prevent persons from falling into water and have a rescue plan in case of such incident happening to prevent drowning. |
| Construction Regulations 27 | Housekeeping | ➢ 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. |

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| | | ➢ Designated waste area must be barricaded<br>➢ Housekeeping must be done daily<br>➢ Competent person appointed to supervise all housekeeping activities<br>➢ Removal of scrap, waste or rubble must be done at appropriate intervals<br>➢ 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/<br>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<br>➢ Written Proof of Competence of above appointee available on site<br>➢ Designated storage area to be closed off / barricaded<br>➢ Signages posted at designated stacking area<br>➢ Inspection checklists conducted weekly<br>➢ During the period of this project, the Contractor shall be responsible for the safe storage of all materials and equipment required for execution of the project |
| Construction Regulations 29/ Environmental Regulation 9 | Designation of a Person to Co-ordinate Emergency Planning and Fire Protection | ➢ Sufficient and suitable storage is provided for flammable liquids, solids and gasses<br>➢ Combustible materials to be removed from site on a regular basis<br>➢ Suitable and sufficient fire extinguishing equipment is placed at strategic locations on site<br>➢ Competent person appointed to inspect fire equipment on site<br>➢ Sufficient number of workers are trained in the use of fire extinguishing equipment<br>➢ Signages posted to indicate fire fighting equipment locations<br>➢ Emergency evacuation location to be clearly marked and identified with signages posted<br>➢ Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution and fire prevention measures |

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| | | ➢ Emergency Evacuation Plan developed:<br>o Drilled/Practiced<br>o Plan & Records of Drills/Practices available on Site<br>o Fire Risk Assessment carried out<br>➢ All Fire Extinguishing Equipment identified and on register.<br>➢ 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:<br>o Showers (1 for every 15 employees)<br>o Sanitary facilities for each sex (1 for every 30 employees) (Including toilet paper)<br>o Handwashing stations to be provided with soap<br>o Changing facilities for each sex<br>o 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)<br>➢ First Aid freely available<br>➢ First Aid Kit to be stocked as per GSR annexure regarding the minimum content for first aid kit<br>➢ One qualified First Aider appointed for every 50 employees. (Required where more than 10 persons are employed)<br>➢ List of First Aiders to be posted on site and notice boards<br>➢ Name of person/s in charge of First Aid box/es displayed.<br>➢ Location of First Aid box/es clearly indicated with signages<br>➢ 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<br>➢ Items of PPE prescribed/use enforced<br>➢ Records of Issue must be kept. Damaged or broken |

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| | | PPE must be retuned before employees can be issued with new PPE<br>➢ Undertaking by Employee to use/wear PPE. PPE remains property of Employer, and is not to be removed from the premises GSR 2(4)<br>➢ 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<br>➢ 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<br>➢ No **self-made(home-made)**, unsafe or damaged ladder are allowed to be used<br>➢ When working from a ladder, the ladder must be secured or held in position by an assisting employee.<br>➢ 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<br>➢ Ladders used must be made of sound material and must be suitable for the intended work<br>➢ Ladders should only be used on stable and level surfaces<br>➢ Avoid climbing higher than the third step/rung from the top on extension or straight ladders, or the second step on step ladders. |

**Education & Training**

| Subject | | Requirement |
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| 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<br>➢ Site Specific Health and Safety Rules must be |

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| Company/Site SHE Rules (Section 13(a)<br><br>Induction & Task Safety Training (Section 13(a)<br><br>General Health and Safety Training (Section 13(a) | <br><br> | communicated to all employees, visitors, clients or stakeholders during and or as part of the site specific Health and Safety Induction<br>➢ Site Specific Health and Safety Rules must be displayed on site, notice board and site access areas<br>➢ 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<br>➢ Health and Safety Training includes but are not limited to the following:<br>○ Work at height training<br>○ SHE Rep Training<br>○ First Aider Training<br>○ Fire Fighting Training<br>○ Portable electrical tools and handtools Training<br>○ Fall Protection Planner<br>○ Excavation Supervisor<br>○ Scaffold Erectors<br>○ Scaffold Inspectors<br>○ Scaffold Supervisors<br>○ Risk Assessment Training<br>○ Incident Investigation Training<br>○ Mobile Plant operators Training<br>○ Small Plant and Machinery operators Training<br>○ Flag person Training<br>○ HCS controller Training<br>○ Emergency evacuation controller |

**Public Safety, Security Measures & Emergency Preparedness**

| Subject | | Requirement |
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| | | ➢ Notices & Signs must be posted at site entrances and along perimeters indicating "No Unauthorized Entry". |

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| Notices & Signs |  | ➢ 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"<br>➢ 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<br>➢ Security patrols after hours during weekends and holidays<br>➢ Sufficient lighting after dark<br>➢ 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<br>➢ Emergency Evacuation instructions posted onsite and on all notice boards (including employees' notice boards)<br>➢ 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.<br>➢ Emergency contingency plan available on site<br>➢ All temporary structures or containers supplied to site doors must open outwards/unobstructed |
| Emergency Drill and Evacuation | | ➢ Emergency alarm must be readily available on site. A |

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| |  | horn can be used as long as it is in line with the emergency alarms of the end-user<br>➢ Adequate No. of employees trained to use Fire Fighting Equipment.<br>➢ Emergency Evacuation Plan available, displayed and practiced at least once every 3 months<br>➢ Rescue plan must be readily available for working at height activities |

**Personal Protective Equipment**

| Subject | | Requirement |
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| PPE needs analysis |  | ➢ Need for PPE identified and prescribed in the risk assessment for the project, and for each specific activity<br>➢ PPE remain property of the Employer and should not to be removed from the site GSR 2(4)<br>➢ 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. |
| 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:<br>○ Portable electrical tools<br>○ Small Plant and machinery |

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| |  | ○ Concrete Mixers<br>○ Welding and flame cutting operations<br>○ General Construction activities exposed to noise areas<br>○ HCS used for construction activities |

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| Hand Protection |  | ➢ Protective Gloves is required to be worn by employees for:<br>○ handling / using / offloading construction materials<br>○ Cement / Bricks / Steel / Chemicals<br>○ Portable electrical tools and hand tools<br>○ 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<br>➢ Lifelines should be installed or anchord to structures to ensure employees can freely move at heights such as roofs<br>➢ 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.<br>➢ All PPE must be maintained in good condition. (Regular checks).<br>➢ Workers instructed in the proper use & maintenance of PPE.<br>➢ Commitment obtained from employees accepting conditions and to wear the PPE.<br>➢ Record of PPE issued kept on H&S File.<br>➢ PPE remain property of Employer, not to be removed from premises GSR 2(4) |

## Housekeeping

| Subject | | Requirement |
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| 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)<br>➢ Scrap/Waste removal from heights myst be done by chute<br>➢ Nothing is allowed to be thrown/swept over sides or edge at height/roof.<br>➢ Scrap disposed off in designated containers/areas<br>➢ 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:<br>o Stable, on firm level surface/base.<br>o Prevent leaning/collapsing<br>o Irregular shapes bonded or tied down so that it is secured<br>o Not exceeding 3x the base in height<br>o Stacking areas or stacked materials must be easily accessible without any hinderens<br>o Removing of stacked materials must only be done from top.<br>➢ Storage:<br>o Adequate storage areas must provided and clearly demarcated with signages posted.<br>o Functional – e.g. demarcated storage areas/racks/bins etc.<br>o Special areas identified and demarcated for the storage of HCS e.g. flammable gas, cement etc. |

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| | | ○ Storage areas or containers must be neat, safe, stable and walkways must be clear of any tripping hazards.<br>○ Store/storage areas clear of superfluous material.<br>○ Storage areas free from weeds, grass, bushes and litter etc. |
| Waste Control/Reclamation |  | ➢ Re-usable off-cuts and other re-usable material removed daily and kept to a minimum in the work areas.<br>➢ All re-usable materials neatly stacked/stored in designated areas. (Nails removed/bent over in re-usable timber).<br>➢ Issue of hardware/nails/screws/cartridges etc. controlled and return of unused items monitored. |
| Asbestos contaminated material (waste)<br>Asbestos Abatement Regulations<br><br>If identified during stage 1-3 assessments and surveys. Then this will be applicable at stage 5 | <br> | ➢ All asbestos containing materials must be clearly identified by a competent person (AIA). All identified asbestos containing materials must be entered onto a inventory list by a competent person<br>➢ Asbestos Risk Assessment must be conducted before any works<br>➢ No Type 1,2 or 3 asbestos works may be carried out if the Chief Director: for Provincial operations has not been notified at least 7 days before planned commencement<br>➢ On site storage, prior to the removal of the asbestos containing material must be advised by a registered Asbestos Contractor.<br>➢ Asbestos contaminated material must be removed from the site by a company registered for handling and transportation of Asbestos, certificate of accreditation must be readily available before commencement of any asbestos works.<br>➢ All asbestos containing material must be disposed at a registered hazardous waste facility. Records of disposal must be kept for records.<br>➢ Asbestos removal must be managed by an appointed AIA through the Contract |

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| | | ➢ In the case of type 2 or 3 asbestos work air monitoring must be conducted by the appointed AIA<br>➢ Once all asbestos type works are completed and removed from site the AIA must issue the client with a declaration for the purpose of a clearace certificate<br>➢ All person involved with Asbestos works, handling, collecting, transporting and disposing must wear the required / specialised PPE for these activities.<br>➢ All employees conducting Asbestos works, handling, collecting, transporting and disposing must be in a position of a Medical fitness to work certificate |

**Working at Heights (including roof work)**

| Subject | | Requirement |
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| Edges and Openings |  | ➢ All unprotected openings or edges must adequately be guarded/fenced/barricaded or catch nets installed<br>➢ Warning signages must be posted at these areas |
| Roof work |  | ➢ All roof work must be stopped in inclement weather conditions<br>➢ Issue based Risk Assessment for roof work activities must be drafted and communicated to all employees working at height.<br>➢ Fall protection equipment must be used when working on a roof.<br>➢ Fall prevention equipment must be used when working on a roof such as a lifeline to be installed/anchored.<br>➢ Covers over openings in roof of robust construction/secured against displacement<br>➢ All workers working on roofs must be medically fit and must have a valid work at height competency<br>➢ Safe access must be provided to employees requiring access to and from a roof |

## Scaffolding / Formwork / Support Work

| Subject | | Requirement |
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| Access/System Scaffolding |  | ➢ Access scaffold system must be erected by a competent person that has been appointed<br>➢ Scaffold access system must be erected as per requirements set out in SANS 10085-1:2024 Standard<br>➢ Scaffold access system must be inspected by competent person appointed as scaffold inspector<br>➢ Scaffold access system must be approved or signed of by competent person appointed<br>➢ Scaffold access system must have safe to use or unsafe to use signages posted at the entrance of the access system.<br>➢ Issue based risk assessment must be drafted identifying hazards and risk associated with access systems for scaffolding<br>➢ All employees erecting scaffold access system must be medically fit to work at heights. This person must have a valid work at height competency as well.<br>➢ The following items must be in place:<br>o Foundation must be firm / stable with baseplates used to ensure its level<br>o Sufficient bracing is done<br>o Tied to Structure/prevented from side or cross movement<br>o Platform boards in good condition/sufficient/secured. Platforms must be fully boarded and secured down<br>o Handrails and toe boards provided. |

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| Free Standing Scaffolding |  | ➢ Free standing scaffold must be erected by a competent person that has been appointed. This person must wear fall protection equipment at all times when erecting<br>➢ Free standing scaffold must be erected as per requirements set out in SANS 10085-1:2024 Standard<br>➢ Free standing scaffold must be inspected by competent person appointed as scaffold inspector<br>➢ Free standing scaffold must be approved or signed of by competent person appointed<br>➢ Free standing scaffold must have safe to use or unsafe to use signages posted at the access ladder<br>➢ Issue based Risk Assessment must be drafted by competent person to identify hazards, risks and control measures when working from a free standing scaffold<br>➢ All employees erecting free standing scaffold must be medically fit to work at heights. This person must have a valid work at height competency as well.<br>➢ The following items must be in place for a free standing scaffold:<br>o Foundation must be firm / stable with baseplates used to ensure its level<br>o Sufficient bracing is done<br>o Platform boards in good condition/sufficient/secured. Platforms must be fully boarded and secured down<br>o Handrails and toe boards provided.<br>o Access ladders must be available to each platform and must be secured. Access ladder must be fitted on the inside of the scaffold<br>➢ Area/s around and under scaffold must be cleaned and free of tripping hazards.<br>➢ Maximum height for a free standing scaffold must be calculated by multiplying the minimum width of the free standing scaffold by the appropriate factor of 4:1<br>➢ Outriggers are required to be erected if free standing scaffold exceeds the 4:1 ration in height. And the free standing scaffold must then be secured to a structure<br>➢ No work activities are allowed on free tanding scaffold in |

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| | | inclement weather such as strong winds, rain and thunderstorms |
| Mobile Scaffolding |  | ➢ Mobile scaffold must be erected by a competent person that has been appointed. This person must wear fall protection equipment at all times when erecting<br>➢ Mobile scaffold must be erected as per requirements set out in SANS 10085-1:2024 Standard<br>➢ Mobile scaffold must be inspected by competent person appointed as scaffold inspector<br>➢ Mobile scaffold must be approved or signed of by competent person appointed<br>➢ Mobile scaffold must have safe to use or unsafe to use signages posted at the access ladder<br>➢ Issue based Risk Assessment must be drafted by competent person to identify hazards, risks and control measures when working from a mobile scaffold<br>➢ All employees erecting mobile scaffold must be medically fit to work at heights. This person must have a valid work at height competency as well.<br>➢ The following items must be in place for a Mobile scaffold:<br>o Foundation must be firm / stable with baseplates used to ensure its level<br>o Sufficient bracing is done<br>o Platform boards in good condition/sufficient/secured. Platforms must be fully boarded and secured down<br>o Handrails and toe boards provided.<br>o Access ladders must be available to each platform and must be secured. Access ladder must be fitted on the inside of the scaffold<br>o Wheels / swivels must be in good working conditions<br>o Brakes working and must be applied when mobile scaffold is placed at specific location for works<br>➢ Area/s around and under scaffold must be cleaned and free of tripping hazards.<br>➢ Maximum height for a mobile scaffold must be calculated by multiplying the minimum width of the free |

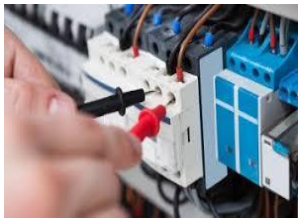
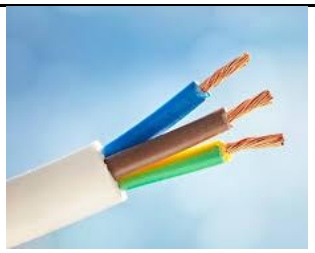
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| | | standing scaffold by the appropriate factor of 3.5:1 ratio<br>➢ Outriggers are required to be erected if mobile scaffold exceeds the 3.5:1 ration in height. And the mobile scaffold must then be secured to a structure<br>➢ No work activities are allowed on mobile scaffold in inclement weather such as strong winds, rain and thunderstorms<br>➢ No employees, tools, equipment or construction materials must be kept on the mobile scaffold platform when moving the scaffold from one area to another |
| Formwork / Support Work |  | ➢ All formwork must be erected by competent persons that has been appointed.<br>➢ All formwork / support work must be approved by appointed temporary works supervisor<br>➢ All employees erecting formwork/supportwork must be medically fit to work at heights. This person must have a valid work at height competency as well.<br>➢ Issue based Risk Assessment must be drafted by competent person to identify hazards, risks and control measures when erecting formwork<br>➢ All formwork/support work must be inspected on a daily basis to ensure:<br>o All components are in good condition.<br>o Foundations are firm / stable.<br>o Adequate bracing / stability ensured.<br>o Good workmanship / uprights / props are straight and plumb.<br>➢ Safe access must be provided when installing formwork at height.<br>➢ Areas under support work is cleaned. No works allowed to take place underneath formwork until declared safe by competent person |

**Ladders**

| Subject | | Requirement |
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| Physical Condition / Use & Storage |   | ➢ Stepladders - hinges/stays/braces/stiles in order.<br>➢ Extension ladders - ropes/rungs/stiles/safety latch/hook in order.<br>➢ Extension / Straight ladders secured or tied at the bottom / top.<br>➢ No joined ladders is allowed used<br>➢ Wooden ladders should not be painted except with varnish<br>➢ Aluminum ladders NOT to be used with electrical work<br>➢ All ladders stored on hooks / racks and not on ground.<br>➢ Ladders protrude 900 mm above landings / platforms / roof when using ladders for access<br>➢ Fixed ladders higher than 5 m have cages/Fall arrest system<br>➢ Always maintain a 3-point contact when accessing, descending or work from a ladder<br>➢ Issue Based Risk Assessment to be drafted to identify hazards,risks and control measures when conducting work activities from a ladder |

**Electricity (as part of, or additional to the manual "Safety & Switching Procedures for Electrical Installations" - see attached document)**

| Subject | | Requirement |
|---|---|---|
| Electrical Distribution Boards & Earth Leakage |  | ➢ All electrical installations and temporary electrical installations must be done by competent person appointed for the works. Registered electrician must have a wireman's license and registration with the Department of Employment and Labour<br>➢ Color coded / numbered / symbolic sign displayed.<br>➢ Area in front kept clear and unobstructed.<br>➢ Fitted with inside cover plate / openings blanked off / no exposed "live" conductors / terminals/Door kept close<br>➢ Switches / circuit breakers must clearly be marked and identified.<br>➢ Earth leakage protection unit fitted and operating. |

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| |  | ➢ Tested with instrument: Test results within 15 – 30 milliamps<br>➢ Aperture/Opening/s provided for the plugging in and removal of extension leads without the need to open the door<br>➢ Apertures and openings used for extension leads to be protected against the elements and especially rain.<br>➢ All Db's must be able to be locked if isolation is required<br>➢ Issue based Risk Assessment must be drafted for the installation works<br>➢ All Db's must be numbered and inspected on a monthly basis |
| Electrical Installations & Wiring |  | ➢ Temporary wiring / extension leads in good condition / no bare or exposed wires.<br>➢ Earthing continuity / polarity correct:<br>➢ Looking at the open connectors to connect the wiring, the word "Brown" has the letter 'R' in it, so the b'R'own wire connects to the 'R'ight hand connector. "Blue" has the letter 'L' in it, so the b'L'ue wire connects to the 'L'eft hand connector.<br>➢ Cables protected from mechanical damage and moisture.<br>➢ Correct loading observed e.g. no heating appliance used from lighting circuit etc.<br>➢ Light fittings/lamps protected from mechanical damage/moisture.<br>➢ Cable arrestors in place and used inside plugs |

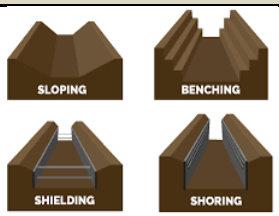
**Emergency and Fire Prevention and Protection**

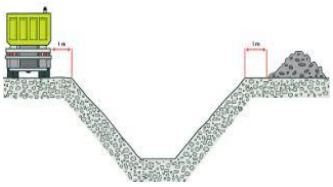
| Subject | | Requirement |
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| Fire Extinguishing Equipment |  | ➢ Fire Risks must be identified on the site risk assessment. Control measures must be implemented to ensure fire risks are controlled or managed<br>➢ The correct and adequate Fire Extinguishing Equipment available for:<br>o Offices |

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| | | ○ General Stores<br>○ Flammable Store<br>○ Fuel Storage Tank/s and catchment well<br>○ Gas Welding / Cutting operations (Designated Hot works area)<br>○ Where flammable substances are being used / applied.<br>➢ Fire fighting equipment must be place in such a manner that it is easily accessible<br>➢ 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<br>➢ 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<br>➢ Fire fighting equipment may only be used by trained competent person |
| Storage Issue & Control of Flammables (incl. Gas cylinders | <br> | ➢ Storage Area provided for flammables must have suitable doors, ventilation, bund etc.<br>➢ Flammable store neat / tidy and no Class A combustibles.<br>➢ Decanting of flammable substances carried out in ignition free and adequately ventilated area. Container bonding principles must apply<br>➢ Only sufficient quantities issued for one task or one day's usage<br>➢ Separate, special gas cylinder store/storage area.<br>➢ Gas Cylinders stored / used / transported upright and secured in trolley/cradle/structure and ventilated.<br>➢ Types of Gas Cylinders clearly identified as well as the storage area and stored separately.<br>➢ Full cylinders stored separately from empty cylinders.<br>➢ All valves, gauges, connections, threads of all vessels to be checked regularly for leaks.<br>➢ Leaking acetylene vessels to be returned to the supplier IMMEDIATELY. |

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| Storage, Issue & Control of Hazardous Chemical Substances (HCS) | <br> | ➢ HCS storage principles must apply - products segregated<br>➢ Only approved, non-expired HCS to be used<br>➢ Only the prescribed PPE shall be used as the minimum protection when handling or controlling chemicals<br>➢ Provision made for leakage/spillage containment and ventilation<br>➢ Emergency showers/eye wash facilities provided<br>➢ HCS under lock & key controlled by designated person<br>➢ Decanted/issued in containers as prescribed with information/warning labels<br>➢ Disposal of unwanted HCS by accredited disposal agent<br>➢ No dumping or disposal of any HCS on or inside the storage area or anywhere else on the project site<br>➢ All vessels or containers to be regularly checked for leaks |

**Excavations**

| Subject | | Requirement |
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| Excavations | <br> | ➢ All excavation works must be supervised and approved by competent person appointed<br>➢ All excavations deeper than 1.5 m must be shored / braced / sloped to prevent caving / falling in.<br>➢ Access ladders must be provided to gain access into and out of an excavation or trench. If excavations are long ladders should be available multiple areas to gain access into or out of the excavation.<br>➢ All excavated materials must be placed at least 1.5m away from any excavation, trenc edge or opening<br>➢ All excavations must be guarded/barricaded/lighted after dark in public areas<br>➢ All excavations are subject to daily inspections<br>➢ Before excavations through manual labour or machine excavation the drawings or plans must be available to identify underground services<br>➢ Warning signages must be posted at and around open excavations, trenches or openings |

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| |  | ➢ Employees manually excavating must be strategically placed to ensure sufficient space between workers<br>➢ When Excavating in the sun for long periods or in extreme or high temperatures, the workers must dring sufficient amount of water and take regular breaks as per supervisor instructions<br>➢ Issue based Risk Assessment to be drafted to identify hazards,risk and control measures for excavation works. Risk Assessment must be communicated to all employees conducting excavation works |

**Tools**

| Subject | | Requirement |
|---|---|---|
| Hand Tools |  | ➢ Shovels / Spades / Picks:<br>o Handles free from cracks and splinters<br>o Handles fit securely<br>o Working end sharp and true<br>o Pick head must be secured and not be loose<br>➢ Hammers:<br>o Good quality handles, no pipe or reinforcing steel handles. (No self-made hammers allowed)<br>o Handles free from cracks and splinters<br>o Handles fit securely<br>➢ Chisels:<br>o No mushroomed heads / heads chamfered<br>o Not hardened<br>o Cutting edge sharp and square<br>➢ Hand saws:<br>o Teeth sharp and set correctly (in correct direction)<br>o Correct saw used for the job (Steel, wood) |
| Explosive Powered Tools. |  | ➢ May only be operated by competent/authorized appointed person<br>➢ When not in use powered explosive tool and cartridges must be locked up in a safe place which is unaccessable for unauthorized employees |

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| | | ➢ Prescribed warning signs placed / displayed where tool is in use.<br>➢ Work area must be properly isolated/demarcated during use of tool.<br>➢ Inspected daily by competent person and results recorded.<br>➢ Issuing and collection of catridges and nails or studs must be<br>o Controlled and issued by competent person appointed<br>o Recorded in a register by the appointed competent person<br>➢ Cleaned daily after use. |
| Portable electrical tools |  | ➢ All portable electrical tools may only be operated by person trained and appointed for the specific tool. Record of training must be available<br>➢ All electrical tools must be inspected daily or before use.<br>➢ All guards must be in place before portable electrical tools can be used<br>➢ All electrical cables, plugs or extensions must be in good working condition and safe for use. No open wires allowed.<br>➢ Correct fittings/bits/discs or blades to be used for the specific tools<br>➢ Issue based risk assessments must identify hazards, risks and control measures when portable electrical tools are used |

**Cranes**

| Subject | | Requirement |
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| Mobile Crane and truck mounted crane |    | ➢ Only operated by trained authorized operator with valid certificate of training<br>➢ Operator must be medically fit to operate mobile or truck mounted crane<br>➢ Cranes must be inspected every time before use<br>➢ Lifting plan must be available for all lifting activities<br>➢ Method statement and issue based risk assessments must be available before commencement of crane operations<br>➢ No crane operation in inclement weather (rain and strong winds)<br>➢ Guide ropes to be used when loads are lifted or offloaded<br>➢ Areas where lifting operation are taking place must be closed of with warning signages posted to prevent unauthorized entry into these areas<br>➢ Flagpersons to be available when lifting operations are taking place<br>➢ All rigging to be done by competent person appointed to rig all loads<br>➢ The following items must be in place:<br>o Rear view mirrors<br>o Windscreen visibility good<br>o Windscreen wipers operating effectively<br>o Indicators operational<br>o Hooter working<br>o Tyres safe/sufficient tread/pressure visibly sufficient<br>o No missing Wheel nuts<br>o Headlights, taillights operational<br>o Reverse alarm working and audible and known by all employees<br>o Grease nipples and grease on all joints<br>o No Oil leaks<br>o Hydraulic pipes visibly sound/no leaks |

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| | | ○ No corrosion on Battery terminals<br>○ Boom visibly in good condition/no apparent damage<br>○ Cable/sheaves greased/no visible damage/split wires/corrosion and checked daily<br>○ Brakes working properly<br>○ Crane hook: Throat pop marked/safety latch fitted/functional<br>○ SWL/MML displayed and certificates must be available (Including for slings, ropes, chains, hooks)<br>○ By-pass valves operational<br>○ Deflection chart displayed/visible to operator/driver<br>○ Outriggers functional used |

**Transport & Materials Handling Equipment**

| Subject | | Requirement |
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| Site Vehicles / trucks / TLB's / Bobcats / Telehandlers | <br> | ➢ All Site Vehicles, Dumpers, Bobcats, Loaders etc.; checked daily before use by driver / operator.<br>➢ All operators must be medically fit<br>➢ Drivers of trucks must have a valid drivers license for the specific type. PDP must also be valid. All operators must be in position of a valid competency certificate for the specific vehicle to be operated<br>➢ Daily Inspection by means of a checklist / results recorded.<br>➢ No persons riding on equipment not designed or designated for passengers.<br>➢ Site speed limit posted, enforced and not exceeded.<br>➢ No unauthorized persons allowed to drive / operate equipment. |

**Site Plant and Machinery**

**Construction Health and Safety Baseline Specification**

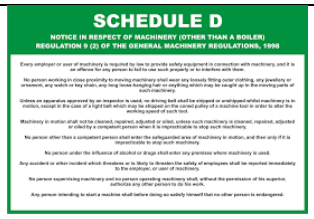
**AS PER CONSTRUCTION REGULATION 5(1)(b), 2014**
**OCCUPATIONAL HEALTH AND SAFETY ACT, NO. 85 OF 1993 (Latest Edition)**

| Subject | | Requirement |
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| Brick Cutting Machine |  | ➢ Person operating brick cutter must be competent and appointed<br>➢ Only authorized and appointed persons allowed to use the machine.<br>➢ Emergency stop switch clearly marked and accessible.<br>➢ Area around the machine dry and slip/trip free/clear of off-cuts<br>➢ All moving drive parts guarded/electrical supply cable protected<br>➢ Operator using correct PPE - eye/face/hearing/foot/hands/body.<br>➢ Brick cutter must be used on stable and level surface |
| Electric Arc Welder | <br> | ➢ Welding operation must only done by competent person apointed<br>➢ Only authorized / appointed persons use welder.<br>➢ Earth cable adequately earthed to work.<br>➢ Electrode holder in good condition/safe<br>➢ Cables, clamps & lugs/connectors in good condition.<br>➢ Area in which welding machine is used is dry/protected from wet.<br>➢ Welder using correct PPE - eye/ face/foot/body/respirator.<br>➢ Correct transparent screens (welding screens) & warning signs placed<br>➢ Welding equipment inspection checklist to be conducted before use |
| Woodworking Machines |  | ➢ Person operating woodworking tools and machinery must be competent / trained to operate<br>➢ Only authorized / appointed persons to use machinery.<br>➢ Tools and machinery are only allowed to be operated provided the guards are n place and emergency stop switch is working.<br>➢ Operators using correct PPE - eye/face/feet/hearing |

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| |  | ➢ Circular saws strictly operated according to prescribed methods and settings<br>➢ Only prescribed saw blades (cross-cut, ripping blade, smooth cut, aluminum) shall be used for various applications |
| Compressors |  | ➢ Relief valves correctly set and locked / sealed.<br>➢ Maximum Safe Working Pressure (MSWP) indicated on face of pressure gauge: not on glass cover.<br>➢ All drives adequately guarded.<br>➢ Receiver/lines drained daily<br>➢ Hoses good condition/clamped, not wired<br>➢ Compressed air NEITHER used to dust off clothing/PPE/ and work areas NOR on bare skin.<br>➢ Inspection checklist to be conducted before use |
| Concrete Mixer / Batch Plant |  | ➢ Top platform at batch plant must have guardrails installed<br>➢ Only competent person appointed to operate batch plant or concrete mixer<br>➢ All temporary electrical connection to batch plant must be done by competent appointed electrical contractor<br>➢ Dust abatement methods in use.<br>➢ Operators using correct PPE - eye / hands / respirators.<br>➢ All moving drive parts guarded.<br>➢ Emergency stops identified / indicated and accessible.<br>➢ Area kept clean/dry/and free from tripping and slipping hazards.<br>➢ Daily inspections must be conducted before use |

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| Gas Welding / Flame Cutting Equipment |  | ➢ Only competent appointed person to operate gas cutting or welding equipment<br>➢ Torches and gauges in good condition.<br>➢ Flashback arrestors fitted at cylinders and gauges.<br>➢ Hoses in good condition/correct type/all connections with clamps.<br>➢ Cylinders stored, used and transported in upright position, secured in trolley / cradle / to structure.<br>➢ All cylinders regularly checked for leaks, leaking cylinders returned immediately.<br>➢ Fire prevention/control methods applied<br>➢ No gas cutting or welding near flammebale materials |

**Plant & Storage Yards/Site Workshops Specifics**

| Subject | | Requirements |
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| Section 8(2)(1) General Machinery Regulation 2(1): Supervision of the Use & Maintenance of Machinery |  | ➢ Person/s with specific knowledge and experience designated in writing to supervise the Use & Maintenance of Machinery.<br>➢ Critical items of Machinery identified/numbered/placed on register/inventory.<br>➢ Inspection/maintenance schedules for all machinery and plant on site<br>➢ Inspections/maintenance carried out to above schedules.<br>➢ Results must be recorded. |
| General Machinery Regulation 9(2): Notices re. Operation of Machinery |  | ➢ Schedule D Notice posted in Work areas.<br>➢ Employees working in close proximity to moving machinery shall not wear any loosely fitting outer clothing, any jewellery, ornaments, a watch or chains<br>➢ Machinery in motion shall not be cleaned, serviced or repaired unless done by a competent person if impracticable to stop the machinery. Priority would be to stop and lock out the machinery before cleaned, serviced or repaired.<br>➢ No person under the influence of alcohol or drugs shall enter any area where machinery is in motion. |

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| | | ➢ Before any machinery is started it must be confirmed that you will not place other workers in danger |
| Pressure Equipment Regulation 13(1)(b): Supervision of the Use & Maintenance of Vessels under Pressure or Pressure Equipment |  | ➢ Person/s with specific knowledge and experience designated in writing to supervise the Use & Maintenance of Pressure Equipment.<br>➢ Pressure Equipment identified/numbered/placed on register/Manufacturers plate intact.<br>➢ Inspection/maintenance carried out according to schedule.<br>➢ Results recorded/Test certificates available. |

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| Lock-out Procedure |  | ➢ Lock-out procedure / Lock-out and Tag-out (LOTO) must be communicated to all relevant employees and end-user personel if any Machinery operations, electricity or water flow need to be closed/stopped or isolated.<br>➢ If fuel pipes or water pipes need to be isolated it should be locked with a valve lock and signages posted. A lock must also then be placed at the DB board or the specific breaker to be isolated or removed until declared safe<br>➢ Lock-out procedure or implementation must be supervised to ensure procedures are followed<br>➢ An electrical or mechanical lockout procedure must be developed by a competent person<br>➢ No person shall continue with wiring of premises unless the supply to the premises has been rendered dead and the above effective measures has been taken to ensure that such cables remains dead.<br>➢ When rewiring of premises is done the feeder breakers at the other end of the supply cables shall be locked out and the cable earthed to prevent any injury to workers by Electrical Shock.<br>➢ Lockouts shall be tagged and the system tested before commencing with any work or repairs |

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| Ergonomics |  | ➢ Before commencement of any work where employees may be exposed to ergonomic risks must have a risk assessment performed by a competent person<br>➢ As far as reasonably practicable ensure that machinery, plant or work system supplied to the project optimise human well being<br>➢ 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<br>➢ 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<br>➢ All services, pipes, electrical installation, stop-start controls, emergency controls etc. colour coded to own published or SABS standard |
| Portable & Bench Grinders |  | ➢ Only competent person trained and with required knowledge and experience should be allowed to operate grinders on site. This Person must be appointed.<br>➢ Grinder operator must be medically fit with valid medical<br>➢ Issue based Risk Assessments to identify hazards, risks and control measurs for grinder operations. This Risk Assessment must be communicated to all relevant employees<br>➢ Grinder operators must be trained on the Safe working Procedure / Safe Operating Procedure for grinders<br>➢ Area where grinders are operated must be clear of any obstacle or tripping hazards |

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| |  | ➢ Bench grinders mounted securely/grinder generally in good condition/No excessive vibration<br>➢ On/Off switch/button clearly demarcated/accessible<br>➢ Adequate guards in place<br>➢ Stone/disk - correct type and size/mounted correctly/dressed<br>➢ Use of Eye (Face shield), hearing protection must be enforced<br>➢ Grinders must be inspected daily before use by appointed person<br>➢ Grinder operations must not commence if flammable materials / chemicals are in close proximity<br>➢ Grinder operation near petroleum, gas or diesel may only commence if a gas test has been done to determine the LEL and oxygen levels. This can only be done by appointed competent gastester |

**Workplace Environment, Health and Hygiene**

| Subject | Requirement |
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| Lighting | ➢ Adequate lighting in places where work is being executed e.g. stairwells and basements.<br>➢ Light fittings placed / installed causing no irritating/blinding glare.<br>➢ Stroboscopic effect eliminated (not only reduced) where moving objects or machinery is used<br>➢ Fluorescent tubes must be disposed at a hazardous waste facility and not a normal waste facility. Record of disposal must be kept on site<br>➢ 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.<br>➢ Temporary offices or containers used for offices must have adequate ventilation<br>➢ 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. |

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| | ➢ All reasonable steps taken to reduce noise levels at the source.<br>➢ Hearing protection used where noise levels could not be reduced to below 85 dB.<br>➢ 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)<br>➢ 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.<br>➢ 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)<br>➢ 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<br>➢ Toilet paper must be freely available.<br>➢ Sufficient showers provided for each gender.<br>➢ Facilities for washing hands provided on site and at site offices.<br>➢ Soap/cleaning agent available for washing hands.<br>➢ Means of drying hands available.<br>➢ Lock-up changing facilities / area provided for each gender.<br>➢ 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 there lunch boxes<br>➢ Weather protected eating area provided, separate from changing area. Eating area must provide employees with seating and a table<br>➢ Refuse bins with lids provided at these eating area<br>➢ Facilities kept clean and hygienic.<br>➢ 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 |

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| | ➢ Accumulation or littering of empty cement pockets, plastic wrapping / bags, packing materials etc. prevented.<br>➢ Spillage / discarding of oil, chemicals and dieseline into storm water and other drains or into existing or newly dug holes/cavities on site expressly prohibited.<br>➢ 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<br>➢ 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<br>➢ 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;<br>➢ 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 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 requlations need to be considered.
This Legal framework will primarily focus on the Health and Safety Legislative requirements for a Construction Project but is not limited to these requirements;

- Occupational Health and Safety Act No.85 of 1993 as amended by Occupational Health and Safety Amendment Act No.181 of 1993 and Labour Relations Act No. 66 of 1995
- General Administrative Regulations - GNR.929 of 25 June 2003
- General Safety Regulations – GNR.1031 of 30 May 1986 (Amendments)
- Regulations for Hazardous Biological Agents – GNR.1887 of 16 March 2022
- Explosives Regulations – GNR.5048 of 23 July 2024
- Construction Regulations – GNR.84 of 7 February 2014
- Environmental Regulations for Workplaces – GNR.2281 of 16 October 1987
- Physical Agents Regulations - GNR.5952 of 6 March 2025

- Facilities Regulations – GNR.924 of 3 August 2024
- Lead Regulations – GNR.236 of 28 February 2022
- Noise-Induced Hearing Loss Regulations – GNR.307 of 7 March 2023
- Noise Exposure Regulations – GN.5953 of 6 March 2025
- Ergonomics Regulations, 2018 – GNR.1589 of 6 December 2019
- Asbestos Abatement Regulations – GNR.1196 of 10 November 2020
- Regulations for Hazardous Chemical Agents,2020 – GNR.280 of 29 March 2021
- Driven Machinery Regulations – GNR.540 of 24 June 2015
- General Machinery Regulations – GNR.1521 of 5 August 1988
- Lift, Escalator and Passenger Vonveyor Regulations – GNR. 828 of 17 September 2010
- Pressure Equipment Regulations – GNR.734 of 15 July 2009
- Electrical Installation Regulations – GNR.242 of 6 March 2009
- The National Environmental Management Act 107 of 1998 & Amendments

## 18. LEGAL LIABILITIES

Common Law and Legislation

Based on two criteria –

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

Negligence can be proven on failure on **any** or **both** of the above criteria

(There may not necessarily be a relationship between criminal and civil liability)

Two broad categories of liability and responsibility are

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

Project Management team must have proof of attendaning (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 Professional Service Provider.

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.

## 20. DECLARATION OF ACKNOWLEDGMENT AND COMPLIANCE

I, _____, hereby confirm the following:

- I have read and understood the Draft Health and Safety Specifications, these specification will be finalised by the appointed Construction Health and Safety Agent.
- 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.

**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)**

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 (PSP)**