



Health and Safety Specification
In terms of OHS ACT 85 Of 1993

Project : SUPPLY, DELIVERY, INSTALLATION AND REPAIRS OF
OUTDOOR EXERCISE EQUIPMENT

Contract Number: COM009/2022

For: GEORGE MUNICIPALITY

Project Directory

Project Client

Name: George Municipality
71 York Street
George
6530

Contact Details: 044 801 9111

Designer

Name: George Municipality

Contact Details: 044 801 9111

OHS

Name: OHS Inc

Contact Details: 082 7717072
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Other Parties

Name: George Municipality Electrical Dept

Contact Details: 044 801 9222

Name: George Municipality Water Dept

Contact Details: 044 801 9262

Name: George Municipality Civil Engineering
Services

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Project Details

Provisional Start Date:	TBA
Provisional Completion Date:	TBA
Proposed Contract Duration:	TBA
Proposed Project Value:	TBA
Notification of Construction Work:	Yes
Construction Work Permit Application:	N/A
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Date Prepared:	1 May 2022

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1. Application and Interpretation

This document is to be read and understood in conjunction with the following, inter- alia:

- Occupational Health and Safety Act 85 of 1993 (OHS Act).
- Construction Regulations 2014
- All regulations published in terms of the OHS Act.
- SABS codes referred to by the OHS Act.
- Contract Documents
- Basic Conditions of Employment Act (Act 75 of 1997)
- National Environmental Management Act 107 of 1998 and all Regulations
- Compensation for Occupational Injuries and Diseases (COID) Act No. 130 of 1993
- Workplace Preparedness: COVID-19 (SARS-CoV-19 virus) Department of Employment and Labour
- Guidelines for symptom monitoring and management of essential workers for COVID-19 related infection
- DISASTER MANAGEMENT ACT, 2002 REGULATIONS ISSUED IN TERMS OF SECTION 27(2) OF THE DISASTER MANAGEMENT ACT, 2002

1.1 Purpose

The purpose of this document is to provide health and safety information about specific work/task risks known by the Client/Client Agent. These risks are applicable to this tender and may not necessarily be common knowledge to the organisation tendering for the contract. The organisation must take this information into account and ensure that their tenders include adequate resources to deal with the matters detailed in this document. Compliance must be ensured by the organisation to all relevant legislation. Safeguarding of employees and other persons affected by the work activities must be ensured.

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

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

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

To ensure this The Client has prepared and published this document. This document should be used as a guideline for minimum levels of awareness and guidance for health and safety requirements for this service agreement. The responsibility for adhering to these requirements rests with the Organisation tendering for this contract.

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

IMPORTANT NOTE:

This specification establishes general requirements to enable the Employer and the Contractor to satisfy the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Construction Regulations, 2014.

The Construction Regulations, 2014, require an Employer to stop any Contractor from executing construction work which is not in accordance with the Contractor's health and safety plan for the site or which poses to be a threat to the health and safety of persons.

Tenderers are expected to be conversant with the requirements and effect of health and safety legislation, and the Occupational Health and Safety Act, 85 of 1993. Provision must be made in the tender submission to comply with all legal requirements.

The Organisation's personnel will be responsible for implementation of all necessary legislative requirements. Document control and record systems associated with the legislation must be kept by the Organisation.

This document should be used to assist them Organisation towards achieving compliance with the OHS Act.

The Client is committed to ensure compliance to all the relevant legislation regarding Occupational Health, and Safety is maintained, and no accident occurs.

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

The Project Client George Municipality does not accept any liability which may result from the Organisation's failing to comply with the Document; the Organisation remains responsible for achieving the required performance levels.

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

ABBREVIATIONS

- **OHS** : Occupational Health and Safety
- **CEO** : Chief Executive Officer
- **HCS** : Hazardous Chemical Substances
- **MSDS** : Material Safety Data Sheet
- **AIA** : Approved Inspection Authority

- **HBA** : Hazardous Biological Agents
- **OEL** : Occupational Exposure Limit
- **H&SS** : Health and Safety Specification
- **The Act** : Occupational Health & Safety Act 85 of 1993
- **COVID-19** : SARS-CoV-19 virus

STANDARD OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

2.1. Scope

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

Organisation employed by The Client must ensure that the provisions of the specifications are applied for the duration of the contract.

2.2 Interpretation

The Act and its associated regulations shall have precedence in the interpretation of any ambiguity or inconsistency between it and this specification. Compliance with the requirements of this specification does not necessarily result in compliance with the provisions of the Act.

2.2.1 Application

The Occupational Health and Safety Specification contains clauses that are applicable to general activities other than construction work and impose pro-active controls associated with activities that impact on human health and safety as it relates to plant and machinery. Compliance to the requirements of the Act is in addition to the requirements of the Occupational Health and Safety Specification and form part of the Organisation's responsibility. The Client will monitor the Organisation's compliance with the requirements of the OHS Act.

2.2.2 Definitions

The following definitions from the Occupational Health and Safety Act are listed as follows:

Approved inspection authority

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.

Building

- a) any structure attached to the soil;
- b) any building or such structure or part thereof which is in the process of being erected; or
- c) any prefabricated building or structure not attached to the soil.

Chief executive officer

In relation to a body corporate or an enterprise conducted by the State, means the person who is responsible for the overall management and control of the business of such body corporate or enterprise.

Chief Inspector

The officer designated under section 27 as chief inspector, and includes any officer acting as chief inspector.

Coronavirus Disease 2019 (COVID-19)

A respiratory disease caused by the SARS-CoV-2 virus.

Danger

Means anything that may cause injury or damage to persons or property.

Department

The Department of Manpower.

Employee

Means, subject to the provisions of Subsection (2), any person who is employed by or works for any employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person.

Employer

Means, subject to the provisions of Subsection (2), any person who employs or provides work for any person or remunerates that person or expressly or tacitly undertakes to remunerate him, but excludes a labour broker as defined in Section 1(1) of the Labour Relations Act, 1953 (Act No. 28 of 1956).

Employment or employed

Means employment or employed as an employee.

Ergonomics

The application of scientific information concerning humans to the design of objects, systems and the environment for human use in order to optimise human well-being and overall system performance

Hazard

A source of or exposure to danger.

Health and safety equipment

Any article or part thereof which is manufactured, provided or installed in the interest of the health or safety of any person

Healthy

Means free from illness or injury attributable to occupational causes.

Incident

An incident as contemplated in section 24(1).

Major incident

An occurrence of catastrophic proportions, resulting from the use of plant or machinery, or from activities at a workplace

Inspection authority

Any person who with the aid of specialized knowledge or equipment or after such investigations, tests, sampling or analyses as he may consider necessary, and whether for reward or otherwise, renders a service by making special findings, purporting to be objective findings, as to -

- a) the health of any person;
- b) the safety or risk to health of any work, article, substance, plant or machinery, or of any condition prevalent on or in any premises; or

- c) the question of whether any particular standard has been or is being complied with, with respect to any work, article, substance, plant or machinery, or with respect to work or a condition prevalent on or in any premises, or with respect to any other matter, and by issuing a certificate, stating such findings, to the person to whom the service is rendered.

Inspector

A person designated under section 28.

Local authority

- a) any institution or body contemplated in section 84(1)(f) of the Provincial Government Act, 1961 (Act No. 32 of 1961);
- b) any regional services council established under section 3 of the Regional Services Councils Act, 1985 (Act No. 109 of 1985);
- c) any other institution or body or the holder of any office declared by the Minister by notice in the Gazette to be a local authority for the purposes of this Act.

Machinery

Means any article or combination of articles assembled, arranged or connected and which is used or intended to be used for converting any form of energy to performing work, or which is used or intended to be used, whether incidental thereto or not, for developing, receiving, storing, containing, confining, transforming, transmitting, transferring or controlling any form of energy.

Medical surveillance

A planned programme of periodic examination (which may include clinical examinations, biological monitoring or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occ. medicine practitioner.

Occupational health

Includes occupational hygiene, occupational medicine and biological monitoring.

Plant

Includes fixtures, fittings, implements, equipment, tools and appliances, and anything which is used for any purpose in connection with such plant.

Premises

Includes any building, vehicle, vessel, train or aircraft

Properly Used

Means used with reasonable care, and with due regard to any information, instruction or advice supplied by the designer, manufacturer, importer, seller or supplier.

User

In relation to plant or machinery, means the person who uses plant or machinery for his own benefit or who has the right of control over the use of plant or machinery, but does not include a lessor of, or any person employed in connection with, the plant or machinery.

Reasonably Practicable

Means practicable having regards to:

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

Risk

Means the probability that injury or damage will occur.

Safe

Means free from any hazard.

Standard

Means any provision occurring:

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

The following definitions from the Construction Regulations are listed as follows:

Agent

Means any competent person who acts as a representative for a client.

Competent Person

Means any person having the knowledge, training, experience and qualifications specific to the work or task being performed: Provided that where appropriate qualifications and training are registered in terms of the provisions of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995), these qualifications and training shall be deemed to be the required qualifications and training.

Construction work

Means any work in connection with:

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

Construction work permit means a document issued in terms of regulation 3;

Contractor

Means an employer who performs construction work.

Hazard Identification

Means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed.

Health and Safety File

Means a file, or other record containing the information required in these regulations.

Health and Safety Plan

Means a site, activity or project specific documented plan in accordance with the client's health and safety specification;

Health and Safety Specification

Means a site, activity or project specific document prepared by the client

pertaining to all health and safety requirements related to construction work;

Method Statement

Means a document detailing the key activities to be performed in order to reduce as reasonably as practicable the hazards identified in any risk assessment.

Principal Contractor

Means an employer appointed by the client to perform construction work;

Risk Assessment

Means a program to determine any risk associated with any hazard or aspect at a construction site, in order to identify the steps to be taken to remove, reduce or control such hazard.

1.2 PROJECT DETAILS

Description of Work

STEEL CONSTRUCTION, PIPEWORK AND TIMBER

- Unless otherwise directed all pipework shall be Class B galvanised pipe, free of joints and with an internal diameter as specified.
- All pipework shall comply with BS 1387/1985 for steel tubes.
- All steelwork shall be hot dipped galvanised in accordance with BS 729/1971 and SABS 763/1988. The galvanising process shall penetrate all areas (inside and out) of any item of equipment.
- Tenderers shall note that prior to painting of the finish coat, all iron and steel work, be it galvanised, or black, shall be pre-treated with Calcium Plumbate weldable primer (NS4) or equal approved primer and in accordance with SABS 064/1979 (latest amended edition). At least two final high gloss finish coats (each with a DFT of 30 micron) shall be applied to the colour specified for each item. The primer coat and one coating of the final colour shall be applied in the workshop with the final coat being applied on site. Final coating shall be approved high gloss enamel paint, tenderer to state products and brand.
- All open pipe ends shall be fully closed, either by steel capping or sealed crimping and shall be ground smooth. Joints between all pipework shall be mitred. A slight degree of flattening the ends is allowable but this should not exceed 10 mm out of round when measured end on. The intent must be to ensure a profiled end on any pipe which allows a small (+ - 2 mm) acceptable gap for welding when placed in position with its mating component. Multiple welds to fill gaps is not acceptable.
- All welds shall be ground smooth, free from blow holes and zinc sprayed.
- Any timber used shall be well seasoned, flat Meranti free from knots, cracks or splinters and shall have been treated with raw Linseed oil or equivalent. Timber used for the slide side guides shall be planed smooth.

FASTENERS AND ANCHOR BOLTS

- All bolts, nuts and washers utilised in the construction of any item of equipment shall be galvanised.
- Base plate anchor bolts shall be constructed in an "L" shape or equivalent and only one washer shall be fitted under each anchor nut. No washers, wedges or distance pieces shall be fitted between the concrete base and steel base plate of any item. Anchor bolt size in the bent position, unless otherwise stated, shall be 250 mm long and 16 mm in diameter. All base plate holes shall be drilled as specified on the individual play equipment plans.
- After bolting tight, no bolt anywhere on the structure shall protrude more than two thread pitches above the nut. Either these threads are to be filed flat or a sacrificial nut must be used to destroy the thread on tightening. This is to ensure that the nut cannot be loosened by vibration or vandalism. Fasteners will be ground off should they require removal. All base plates shall rest flat and square on the pedestal bases. Bolt threads shall pass completely through the nut.

- If sawn off, anchor bolt shall be filed free of burs and bolts or fasteners to be cold galvanised after installation. These shall be torqued to a torque not less than 65Nm.
- Holding down bolts for bearing pedestals shall each be fitted with a lock washer.
- Where specified locknuts shall be provided.

CONCRETE PEDESTAL AND TARMAC BASES

- Where the Tenderer is required to provide a CONCRETE base, he shall construct it to the size specified and to the following specification:
- After removal of the soil for the concrete base the excavated base area shall be treated with a soil sterilant.
- All pedestals / foundations shall be of concrete in the ratio of 1:2:3 (cement: sand: stone). All concrete foundations shall be given a setting period of 7 days in summer and 14 days in winter before the installation of any play equipment.
- Thereafter a 75 mm thick concrete layer in the ratio of 1:2:3 (cement: sand: stone) shall be laid on a well compacted base. At the same time the surface of the concrete must be smoothed out. The final surface shall be level with the surroundings. The steel base plates shall not be covered.
- All concrete bases shall be edged with 73mm red Clay face-brick pavers set in cement and level with the finished concrete surface.
- On a big surface e.g., Swings - expansion joints must be provided.
- Where the Tenderer is required to provide a TARMAC base, he shall construct it to the size specified and to the following specification:
- After removal of the soil for the tarmac base the excavated base area shall be treated with a soil sterilant.
- Thereafter a 100 mm thick layer of coarse gravel shall be laid and well compacted down. On top of this a 25 mm thick wearing course of 10 mm premix shall be laid and rolled smooth. This final surface shall be level with surroundings. Tenderers shall ensure that any tarmac applied shall not cover the steel base plates.
- All tarmac bases shall be edged with 73mm red Clay face-brick pavers, set in cement and level with the finished tarmac surface. Pavers are to be set on 100mm concrete bed and hunched on both sides to satisfaction of Council's representative.
- Tenders shall note that any soil excavated for concrete or tarmac bases shall be removed by the Contractor unless permission is given to leave it on site

1.3. EXISTING ENVIRONMENT

Work will be conducted at a Public areas within the George Municipal area..

The Contractor shall ensure that because of his operations or otherwise by his staff/employees in the areas adjacent to the site no disturbance/damage is caused. Movement by the contractor's staff and employees must be limited the identified work area alone.

Social distancing as per COVID-19 requirements must be implemented and enforced by the contractor and the contractor's supervision on site, the contractor and contractors staff/employees must adhere to the Employers COVID-19 requirements for the specific area

The contractor must ensure that sufficient safety warning signs and COVID-19 posters are displayed at all work areas, and that no persons are allowed access to work areas except for the Employers essential personal. The Contractor must ensure that the requirements as published in Section 9 of The Occupational Health and Safety Act 85 of 1993 is adhered to at all times when working in areas where the work of the contractor may affect persons other than his/her employees and staff.

The Contractor will ensure that all his/her employees are screened for COVID-19 before entering the premises of the Employer, this will include screening of body temperature (must not exceed

37.5° and checking COVID-19 symptoms. Information must be noted on a COVID screening register. Refer to 2.4.1 in this document for COVID-19 requirements

Hazards particular to this project (Baseline Risk Assessment):

1. COVID-19 Corona Virus
2. Public Traffic movement to and from area of work
3. Pedestrian Movement at area of work.
4. Loading and offloading operations – Manually
5. Use of Construction Plant and Equipment.
6. Access and Egress
7. Cement work
8. Noise and Dust.
9. Manual Excavations.
10. Rotating Equipment
11. Fire.
12. Hand tools
13. Pinch and crush points
14. Hazardous Substances
15. Manual Handling of General Items
16. Ergonomics
17. Inclement Weather
18. Insects, snakes, spiders etc.

NOTE: Please refer to end of Safety Specification for minimum control measures required to address these risks.

1.4 DESIGN INFORMATION

Significant health and safety hazards identified by Designer and Client Agent:

Public Access to the site must be strictly controlled. Work will be conducted in an area where members of the public will have free access, this access must be controlled by the contractor to ensure the safety of members of the public. Stacking and storage in proximity of the work area could pose a risk, this should be avoided and lay down area should be identified, barricaded and controlled by the contractor.

The following materials and substances have, or may have, to be used in the works or is present and are identified as potentially posing special health and / or safety hazards during the project. Appropriate measures will need to be specified for their control:

Petrol
 Diesel
 Hydraulic Oil
 Cement

The following Project Client safety rules and/or requirements are to be observed:

Safety Rules

- 1. COVID-19**
 Always comply with all COVID-19 requirements and instructions . Prevent the virus from spreading
- 2. Always wear your PPE**
 When you enter the site, make sure you have the PPE you need. PPE is important, it's your last line of defence should you come into contact with a hazard on site.

- 2. Do not start work without attending induction and risk assessment training**
Each site has its unique hazards and work operations. No two sites are exactly the same. Make sure you know what is happening so that you can work safely.
- 3. Good Housekeeping at all times**
Construction work is messy. Slips and trips might not seem like a major problem compared to other high-risk work happening on site, but don't be fooled they cause a large number of injuries on work sites.
- 4. Do not put yourself or others at risk**
Actions speak louder than words. Especially on construction sites where one wrong move could put you in harm's way. Set a good example, think safe and act safely on site.
- 5. Never work in unsafe areas**
Make sure your work area is safe. Know what is happening around you.
- 6. Never tamper with equipment**
If somethings not working, or doesn't look right, report it. Don't try and fix it or force/alter something, if you're not trained to do so.
- 7. Use the right equipment**
One tool does not fit all. Using the correct tool for the job will get it done quicker, and most importantly, safer.
- 8. Stop Think Act**
Unsure what to do? Or how to do something safely? Or you think something is wrong? Stop work, and ask.

Labour Records

At the end of each week the contractor will provide a written record, in schedule form reflecting the number and description of tradesmen and labourers employed by him and all his sub-contractors on the works each day. This report must be submitted to the client representative

Plant Records

At the end of each week the contractor will provide a written record, in schedule form reflecting the number, type and capacity of all plant, excluding hand tools, currently used on the works.

GENERAL PROJECT INFORMATION

The purpose of this section is to provide general health and safety information about construction risks which are applicable to the construction industry as a whole.

The Contractor must take all information in this section into account and ensure that their tenders include adequate resources to deal with the matters detailed below. All relevant risks must be dealt with in compliance with legislation

2.3 General Health and Safety Provisions

2.3.1 Notification of Intention to Commence Construction Work

- 1) A contractor who intends to carry out any construction work other than work contemplated in regulation 3(1), must at least 7 days before that work is to be carried out notify the provincial director in writing in a form similar to Annexure 2 if the intended

construction work will—

- a) include excavation work;
- b) include working at a height where there is risk of falling;
- c) include the demolition of a structure; or
- d) include the use of explosives to perform construction work.

- (2) A contractor who intends to carry out construction work that involves construction of a Single storey dwelling for a client who is going to reside in such dwelling upon completion, must at least 7 days before that work

“No Notification of construction work required”

2.3.2 Assignment of Contractor’s Responsible Persons to Supervise Health & Safety on Site

The Contractor shall ensure that all his appointees are made aware of their accountabilities and responsibilities in terms of their appointment. The contractor shall advise and assist in the execution of their duties.

The Contractor shall provide and keep up to date an organogram and a list of names and contact telephone numbers of all appointments made. The Contractor shall keep a record of all employees including the Subcontractor’s employees, indicating their date of induction, relevant skills and licenses and be able to produce this list at the request of the OHS Agent.

The Contractor shall ensure that the performance of all specified work is constantly supervised throughout the duration of the Contract by sufficient number of competent, appointed, experienced employees under his control.

No work shall commence and / or continue without the presence of an appointed Construction Manager or appointed Assistant Construction Manager during execution of the work. These Managers shall be fluent in the language for communications as defined under the Contract.

In determining the number of appointed competent supervisors, the nature and scope of work being performed shall be taken into consideration and consented to in writing by the Client Agent. The required appointed Construction Manager shall not leave the Project site during working hours unless there is a sufficient number of appointed competent Construction Supervisor/s to assist with supervision.

Appointment letters and competency certificates of the persons appointed as Construction Manager or Construction Supervisors in terms of Construction Regulation 8(1) or 8(7) shall be signed by persons who are suitably qualified and duly authorised to the satisfaction of the Client Agent. Relevant training certificates and proof of experience of assignees shall be submitted with the HSE Plan.

2.3.3 Competency for Contractor’s Responsible Persons

The Contractor’s responsible persons will be competent in health and safety and will have undergone Health and Safety Management Courses (Legal Liability, Construction Regulations 2014, General OHS Act)

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

The Contractor will submit a letter of good standing with the Compensation Insurer to The Project Client / Client Agent, within 10 working days from receipt of the Letter of Acceptance from The Project Client / Client Agent prior to commencing work on site. It will remain the Contractors responsibility to ensure that he remains in good standing with the compensation commissioner.

“NO LETTER OF GOOD STANDING NO WORK”

2.3.5 Contractor's HSE Policy and Plan

The Contractor shall have an HSE Policy (or policies) that shall be duly signed by an authorised signatory relating to the protection of the Health and Safety of Contractor's personnel and others, as well as the protection of the environment, in and about the execution of the works. Copies of the contractors HSE Policy shall be provided as and when contractors are appointed. The Contractor shall prominently display a copy of the policy in the workplace where his employees normally report for service.

The Contractor shall develop a detailed HSE Plan for the execution of the works. This shall be submitted to the Client Agent for approval 3 weeks prior to commencement of work. Upon approval by the Client Agent, the HSE Plan shall be implemented by the Contractor. The Contractor shall not be allowed to commence any Construction Work until the HSE Plan Has been approved. The Client Agent's approval of the HSE Plan shall not, however, relieve the Contractor of any responsibility under the Contract or legislation.

The Contractor's HSE Plan shall demonstrate the management process and procedures that shall be adopted to ensure compliance to these requirements. These management processes shall identify each construction activity, the foreseeable internal and external hazards, the specific precautions and controls that shall be necessary to ensure that the works proceed safely and without risks to health, limb, environment, adjacent operations or members of the public that might access the work area knowingly or unknowingly.

The HSE Plan shall further demonstrate the Contractor's commitment to HSE requirements and shall as a minimum include the following elements:

Confirmation of compliance to this document

- a. The Contractor's HSE Policy (demonstrating leadership and commitment);
- b. Indication of competent supervision (Curriculum Vitae's (CV) proof of safety training (certificates) to be included.
- c. Duties and responsibilities of all appointed persons;
- d. Training procedures, including induction and ongoing training in 'Basic Safe Work'
- e. HSE awareness promotions – COVID-19
- f. PPE procedure and rules;
- g. System of hazard identification and risk control, such as Risk Assessments, Daily Safe Task Instructions and communications. Inspection and maintenance of plant, tools and equipment prior to introduction to the project site and regularly thereafter;
- h. Accident and incident reporting, recording, investigation and analysis, which ensure that corrective and preventive action is taken, and this action is communicated to report initiators;
- i. Medical and first aid arrangements;
- j. Evacuation and emergency planning arrangements;
- k. Daily site safety inspections and audits processes;
- l. Letter of good standing with a compensation commissioner.
- m. Listing of all HSE Policies, Procedures and Safe Work Instructions;
- n. General reporting guidelines/procedure;

The Contractors HSE Plan shall be reviewed as and when required by the Client Agent: to ensure that it fully addresses all the requirements to the satisfaction of the Client Agent.

A scanned copy of the HSE Plan to be submitted to the Client Agent on approval within 3 working days. The contractor shall submit copies of any legal changes or revised procedures to the Client OHS Agent within 5 days after the change.

2.3.6 Health and Safety Organogram

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

2.3.7 Risk Assessment for construction work

- (1) A contractor must, before the commencement of any construction work and during such construction work, have risk assessments performed by a competent person appointed in writing, which risk assessments form part of the health and safety plan to be applied on the site, and must include—
 - the identification of the risks and hazards to which persons may be exposed to;
 - an analysis and evaluation of the risks and hazards identified based on a documented method;
 - a documented plan and applicable safe work procedures to mitigate, reduce or control the risks and hazards that have been identified;
 - a monitoring plan; and
 - a review plan.
- (2) A contractor must ensure that as far as is reasonably practicable, ergonomic related hazards are analyzed, evaluated and addressed in a risk assessment.

Ergonomics should be addressed in risk assessment as well

Issue Based Risk Assessment

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

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

Continuous Risk Assessment

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

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

2.3.8 Health and Safety Representative(s)

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

2.3.9 Health and Safety Committee

The Contractor will ensure that monthly health and safety meetings are held and minutes are kept on record. Meetings must be organized and chaired by the Contractor's Responsible Person. The

Contractor will ensure that the *Health and Safety Representative(s)* is/are invited to attend the meeting as observer. Copies of the minutes must be made available to the Client/ Client Agent or Inspector.

2.3.10 Inductions and Medicals

The Contractor will ensure that all employees under his / her control have gone through health and safety induction before commencement on site. The Contractor will keep a copy of the attendance register of all his / her employees who attended the induction.

The Client Agent will only accept medicals Conducted by Registered Occupational Health Practitioners who hold valid qualifications in occupational health (AIA Registration).The Contractor shall ensure that all their Contractor's personnel have undergone a Pre-employment medical examination before starting work on Project.

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

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

2.3.11 Awareness

The Contractor will conduct, periodic toolbox talks, preferably weekly or before any hazardous work takes place. The talks will cover the relevant, daily, activity and an attendance register must be kept and signed by all attendees. A record of the content of the topic will be kept on the site health a safety file. COVID-19 Toolbox talks must be conducted daily with all employees.

2.3.12 Competency

After the Contractor has identified the training to be conducted, based on the Hazard Identification Risk Assessment (HIRA); he / she will send the relevant persons on appropriate courses and keep certificates of training for reference.

2.3.13 General Record Keeping

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

2.3.14 General Inspection, Monitoring and Reporting

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

2.3.15 Internal Audits

The contractor's responsible person will conduct monthly Health and Safety Audits to ensure compliance with the OHS Act and Occupational Health and Safety Specification. Records of audits must be kept and non-conformance reported, investigated and corrective action must be taken to prevent re-occurrence.

2.3.16 External Audits

The Project Client / Client Agent will conduct health and safety audits to ensure compliance with the Occupational Health and Safety Specification and any relevant Health & Safety Legislation. All documentation held by the Contractor will be available for inspection.

2.3.17 Emergency Procedures

The Contractor will submit a detailed Emergency Procedure for approval by The Project Client / Client Agent prior to commencement on site. The procedure will detail the response plan including the following key personnel:

- List of key personnel,
- Details of emergency services,
- Actions or steps to be taken in the event of the emergency; and
- Information on hazardous materials / situations, including each material's hazardous potential impact or risk on the environment or human and measures to be taken in the event of an accident.
- Managing COVID-19 emergency at the work place

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

2.3.18 First Aid Box and First Aid Equipment

The Contractor with more than 10 persons in his/her employee will appoint in writing a First Aider(s). The appointed First Aider(s) are to be sent for accredited first aid training before starting on site, or must be in possession of a valid certificate, of which copies are to be kept on site. The Contractors will provide, on site, First Aid Boxes, adequately stocked at all time, and ensure that the First Aid Box is accessible and fully controlled by a qualified First Aider. In addition, the location of these boxes must be indicated by means of Health and Safety Signage. The name of the First Aider on duty must be on display.

2.3.19 Accident / Incident Reporting and Investigation

The Contractor shall report all incidents and accidents to the Client Agent immediately and Flash these incidents to the Client Agent within the first hour after the incident occurred:

- near miss incidents,
- first aid,
- medical treatment,
- lost time incidents (disabling injuries & fatalities);
- Property Damage Incidents
- Motor Vehicle Accidents
- OH&S Act Section 24 and 25 incidents;
- electrical contact;

- major equipment out of control;
- chemical spillage
- and other Environmental Incidents.

Furthermore, the Contractor shall be responsible for the reporting of all incidents to the relevant authority as required. For any incident (near miss, first aid, medical) that had contravened any of the Statutory Requirements, and Lost Time incidents, the Contractor's Representative shall be required to present to the Client Agent the incident and the mitigation measures that would be implemented to prevent a reoccurrence and the implementation of a deadline for all corrective actions to be implemented.

If it is found that the Contractor or their Subcontractors are not reporting incidents, then Steps (which may include disciplinary action) shall be taken against the line management of the Contractor.

A comprehensive and detailed investigation report shall be submitted to the Client Agent within 3 (three) days of the incident taking place for review and comment. The Contractor shall ensure that all accidents / incidents are investigated by a competent person and are discussed at the relevant HSE committee meetings.

The Client Agent reserves the right to participate in any accident / incident investigation if the Accident/incident is directly linked to any activity related to the works. Case studies shall be compiled for all incidents and accidents, cascaded as lessons to be learnt across the Project.

The Contractor shall keep at his Project Site Office a record of all accidents and incidents reported. The Client Agent reserves the right to conduct an independent investigation of any accident and / or incident reported by the Contractor over and above their own investigations. The Contractor and their contractors shall co-operate fully with the investigation and implement any additional improvement measures.

Investigations shall begin as soon as practicable after the incident / accident has occurred. Where applicable and with appropriate authorisation (when required), photographs shall be taken of the scene of the incident as well as any equipment involved. Interviews with witnesses shall be conducted as soon as possible after the incident occurred whilst it is still fresh in their memory and if necessary, followed up later to determine if further information was recalled. The contractor will conduct drug and alcohol testing on the all people directly involved in an incident when required by the client.

The Contractor shall investigate all incidents immediately and supply to the Client Agent a written report within 3 days, which shall include:

- Date, time and place of incident;
- Description of incident;
- Root causes of incident/accident;
- Type of injury and/or (if any);
- Medical treatment provided (if any);
- Persons involved;
- Loss or damage sustained (if any);
- Names and contact details of witness/s;
- Description of corrective action to prevent a recurrence (with clear deadlines and Persons identified for taking remedial action).
- All corrective actions shall be closed out within 1 month of the date of the incident, unless otherwise required by the Client Agent.

2.3.20 Hazards and Potential Situations

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

2.3.21 Personal Protective Equipment (PPE) and Clothing

The Contractor will always make provision and keep adequate quantities of SABS approved PPE or clothing on site for normal work as well as COVID-19 compliance. These will be analysed by means of the Risk Assessment.

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

- Lost or Stolen
- Worn Out or Damaged
- When and where it must be worn or used

2.3.22 Occupational Health and Safety Signage

The Contractor will provide adequate on site OHS signage in line with the requirements of **SANS 1186**. OHS signage will include, but will not be limited to, Hard Hat / Helmet Area; Safety Shoes to be worn on site; Dust Masks to be worn in areas where there might be exposure to excessive dust; Ear Plugs / Muffs to be worn where there might be exposure over 85 dBa; Gloves; Safety Goggles; Safety Harness, etc. The Contractor will be responsible to maintain the quality and replacement of signage.

2.3.23 Consolidated Health and Safety File

The Contractor will in accordance with GNR84 of 7 February 2014 Regulation 7(1)e, hand a consolidated health and safety file to the client on completion of construction work, this must include records of drawings and designs as well as significant information regarding the construction of the completed structure.

2.3.24 Permits

The Contractor will issue a permit for all hazardous or dangerous activities to be carried out during construction. The following is a list of hazardous activities which need a permit:

- Working in Confined Space;
- Use of a Hazardous Chemical Substance, e.g. Asbestos, Lead;
- Use of Explosives and Blasting; and
- Piling.

2.3.25 Work Stoppage due to non-conformance

The Client Agent and the Client are entitled to stop the execution of the works and issue Nonconformance notices for serious / life threatening Health, Safety or Environmental violations. Any non-conformances / findings / observations found during audits / inspections shall, where practicable, be raised, discussed and resolved directly with the Contractor.

The conditions that can lead to work stoppages include but shall not be limited to:

- Management of change: This is when there are changes to the work environment (e.g. management / supervisory changes) and / or construction work (e.g. modifications to the design) at any phase of the construction period, and / or amendments with regards to the Client Agents rules and regulations and / or legislative amendments;

- Unsafe acts / behaviours by Contractor's personnel;
- Unsafe conditions resulting from unforeseen hazards, changes in working procedures, unexpected weather conditions and malicious acts of vandalism.
- Where a contractor's legal compliance audit scores are below 80%

In the event of unsafe conditions being identified by any person, the process to be followed shall be:

- The Client Agent shall be informed immediately.
- The work activity shall be stopped immediately, and conditions made as safe as possible as an interim measure.
- The affected workforce shall be removed from the work area and the Contractor shall correct the Health and Safety deficiencies by allowing only the people in the area that are competent to make the area safe.
- The Contractor shall ensure that no other work is being performed in the area during this time. The area shall be barricaded, and a sign placed with the wording "Unsafe Area – Authorized Access Only". Where necessary guards shall be posted to prevent entry.
- The Client Agent shall review the affected parts / sections of the HSE Plan with the purpose of providing additional HSE information to the Contractor to enable the establishment of a safe working environment.
- The Contractor shall revise the relevant sections in the HSE Plan to accommodate the changes. adequate and approve it before the work activity is commenced. The work activity /work area shall be subject to additional monitoring in the initial stages to ensure that safe conditions remain.

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

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

2.3.26 Sub-contractors

The Contractor will ensure that all Sub-contractors under his / her control are complying with the Occupational Health and Safety Specification, requirements by the Act, and any relevant legislation which may relate to the activities directly or indirectly.

2.4 Occupational Safety

2.4.1 COVID-19 (SARS-CoV-19 virus) Workplace Preparedness:

General Precautionary Measures

The contractor must provide the following documents in line with the published requirements for COVID-19

- COVID-19 work Plan/Procedure
- COVID-19 Self Declaration documents for each employee as well as management
- COVID-19 Company Policy
- COVID-19 Screening register

Checklists/Questionnaire should at minimum include the following;

- Name and Surname of employee
- Home address
- Date Completed
- Date of Birth
- Job description
- Contact number as well as alternative contact number
- Next of kin details – Name, relationship, and contact details
- Site information

The following minimum questions regarding symptoms must form part of the document

- Fever/Chills Yes/No
 - Cough Yes/No
 - Sore throat Yes/No
 - Shortness of Breath Yes/No
 - Body Aches Yes/No
 - Redness of eyes Yes/No
 - Loss of smell OR loss of taste Yes/No
 - Nausea/vomiting/diarrhoea Yes/No
 - Fatigue/weakness Yes/No
- COVID-19 Risk assessment
 - COVID-19 Manager appointment
 - COVID-19 Compliance officer appointment
 - MSDS's for all hand sanitisers or cleaning chemicals that will be used on site or to clean work areas, surfaces, vehicles, tools and equipment etc.
 - COVID-19 Induction (General awareness material)
 - Cleaning schedules and registers
 - Training document outlining the use, maintenance, limitations, and disposal of PPE.
 - Revised emergency preparedness plan that includes COVID-19

Administrative Controls

Administrative controls require action by the employee and Employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. Examples of administrative controls for SARS-CoV-2 include:

- Encouraging sick workers to stay at home should they experience any COVID-19 Symptoms.
- Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications e.g. conference calls, Skype, Teams, etc.
- Minimizing the number of workers on site at any given time e.g. rotation or shift work.
- Developing emergency communications plans, including a task team for answering workers' concerns and internet-based communications, if feasible.
- Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviours (e.g. cough etiquette and care of PPE).

- Training workers who need to use protective clothing and equipment on how to put it on, use/wear it and take it off correctly, including, in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to SARS-CoV-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include: gloves, goggles, face shields, face masks, gowns, aprons, coats, overalls, hair and shoe covers and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. Employers should check the NICD website regularly for updates about recommended PPE.

All types of PPE must be:

- Selected based upon the hazard to the worker.
- Properly fitted (e.g., respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Employers are obligated to provide their workers with PPE needed to keep them safe while performing their duties. The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected with SARS-CoV-2 while working and job tasks that may lead to exposure. Workers, including those who work within 2 meters of patients known to be, or suspected of being, infected with SARS-CoV-2 and those performing aerosol-generating procedures, need to use respirators:

- Employer must provide each of its employees, free of charge, with a minimum of two cloth masks, which comply with the requirement set out in the Guidelines issued by the Department of Trade, Industry and Competition,⁸ for the employee to wear while at work and while commuting to and from work; and
- Require any other worker to wear masks in the workplace.
- The number and replaceability of cloth masks that must be provided to an employee or required of other workers must be determined in accordance with any sectoral guideline and in the light of the employee or worker's conditions of work, in particular where these may result in the mask becoming wet or soiled (preferable to use disposable masks).

- The appropriate form of respirator will depend on the type of exposure and on the transmission pattern of COVID-19.
- Every Employer must ensure that workers are informed, instructed, trained and instructed as to the correct use of cloth masks.
- An Employer must make appropriate arrangements for the washing, drying and ironing of cloth masks in accordance with the Guidelines referred in clause 31.1 recommendations. This must be considered in terms of practical arrangements: Administrative personnel and personnel in working in dry conditions can be issued with cloth masks and be required to ensure personal hygiene of their own masks. Operational personnel working in wet conditions must rather be issued with disposable masks to be replaced in the event of any contamination during the working period
- The general requirement for workers to wear masks does not derogate from the fact that, where a risk assessment indicates that PPE is required, those categories of workers must be provided with the accredited PPE in accordance with Department of Health guidelines.

Sanitisers, disinfectants and other measures

Hand sanitiser that will be used must be one that has at least 70% alcohol content and is in accordance with the recommendations of the Department of Health.

Every Employer must, free of charge, ensure that –

- there are sufficient quantities of hand sanitiser based on the number of workers or other persons who access the workplace at the entrance of, and in, the workplace which the workers or other persons are required to use;
- every employee who works away from the workplace, other than at home, must be provided with an adequate supply of hand sanitiser.

Guidelines for symptom monitoring and management of essential workers for COVID-19 related infection

Employees should be screened for COVID-19 (All Employers must ensure that thermal meters are available at each work area) related symptoms and report such symptoms to a designated person and / or occupational health practitioner prior to entry into the workplace or work area in order for a decision to be made as to the staff member's continued attendance at work.

At the start of a shift and prior to ending the shift, designated persons must check with employees whether they have experienced sudden onset of any of the following symptoms: cough, sore throat, shortness of breath or fever/chills (or $\geq 37.5^{\circ}\text{C}$ measured temperature), in the past 24 hours as outlined in the symptom monitoring sheet.

Should an employee report any of the abovementioned symptoms, s/he should immediately be provided with a surgical mask, isolated from all other employees and referred to the designated staff at the workplace so that arrangements can be made for COVID-19 testing at the closest testing centre.

On receiving their results, the employee and/or health professional supporting the employee should notify their workplace so that the employee is managed accordingly. The workplace should proactively take steps to obtain this information to avoid any delays in reporting.

All employees on returning to work after isolation or quarantine period, should follow general work restrictions that include:

- undergo medical evaluation to confirm that they are fit to work
- wearing of surgical masks at all times while at work for a period of 21 days from the initial test
- implement social distancing measures as appropriate (in the case of health workers avoiding contact with severely immunocompromised patients)
- adherence to hand hygiene, respiratory hygiene, and cough etiquette
- continued self-monitoring for symptoms, and seek medical re-evaluation if respiratory symptoms recur or worsen

General Requirements

- During the pandemic, vulnerable employees such as people suffering from chronic illnesses, pregnant and breastfeeding women, and employees 60 years and over of age, should not be permitted in the office and rather allowed to work from home (where possible). Where these roles cannot be performed fully or partly from home workplace attendance should be limited as far as reasonably practicable, or special COVID-19 leave arrangements be made.
- All employees or persons entering work areas or construction sites body temperatures must be measured and findings noted on a checklist.
- The person responsible for measuring temperatures must at all times wear a mask and ensure that he/she sanitizes his/her hands regularly, as well as those who are required to complete registers. The area identified where temperature measurements are taken must have ample ventilation and must be sanitized regularly
- Any person whose temperature is above 37.5° will be re-tested after 5 minutes and should the result remain the same the person will not be allowed access to work area or site.
- Each person entering the premises will be required to sign the COVID-19 register that includes a form of declaration and assessment.
- All persons entering sites or work areas must attend a Site COVI-19 induction
- Daily Toolbox talks must be conducted regarding COVID-19 information, requirements as well as shortcomings observed by the appointed COVID-19 Compliance officer
- Avoid close contact with people suffering from acute respiratory infections.
- The Contractor must ensure that
 - there are adequate facilities for the washing of hands with soap and clean water;
 - only paper towels are provided to dry hands after washing – the use of fabric toweling is prohibited;
- Frequent sanitizing and handwashing, especially after direct contact with potentially ill people or a perceived unsafe environment.
- Avoid contact with live animals including poultry and birds and consumption of raw and undercooked meats.
- Avoid crowded places and close contact with people who are unwell or showing symptoms of illness.
- People with symptoms of acute respiratory infection should practice cough etiquette

(maintain distance, cover coughs and sneezes with disposal tissues or clothing, and wash hands).

- Wear prescribed compliant face masks at all times as required by regulations implemented on 1 May 2020
- Cover all wounds or cuts on hands with waterproof plasters.
- Practice good personal hygiene (e.g. after clean-up is carried out, after handling waste or other dirty items, and after visiting the toilet).
- Seek medical attention promptly if one is feeling unwell.
- All employees are to be vigilant and always adopt good personal hygiene practices.
- Avoid handshakes, fist bumps or any type of physical contact.
- When possible, measure your body temperature before leaving home, and if $>37.5^{\circ}\text{C}$, stay home and seek medical advice.

If a worker presents with those symptoms, or advises the Employer of these symptoms, the Employer must –

- not permit the worker to enter the workplace or report for work; or
- if the worker is already at work immediately, comply with any Guidelines or protocols issued or; isolate the worker, provide the worker with a FFP1 surgical mask and arrange for the worker to be transported in a manner that does not place other workers or members of the public at risk either to be self-isolated or for a medical examination or testing; and
- assess the risk of transmission, disinfect the area and the worker's workstation, refer those workers who may be at risk for screening and take any other appropriate measure to prevent possible transmission;
- place its employee on paid sick leave in terms of section 22 of the BCEA or if the employee's sick leave entitlement under the section is exhausted, make application for an illness benefit in terms of clause 4 of the Directive issued on 25 March 2020 on the COVID-19 Temporary Employer Relief Scheme under regulation 10(8) of the Regulations promulgated in terms of section 27(2) of the Disaster Management Act;
- ensure that the employee is not discriminated against on grounds of having tested positive for COVID-19 in terms of section 6 of the Employment Equity Act, 1998 (Act No. 55 of 1998);
- if there is evidence that the worker contracted COVID-19 as a result of occupational exposure, lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993) in accordance with Notice 193 published on 3 March 2020

If a worker has been diagnosed with COVID-19, an Employer must

- inform the Department of Health and the Department of Employment and Labour; and
- investigate the cause including any control failure and review its risk assessment to ensure that the necessary controls and PPE requirements are in place; and
- it must give administrative support to any contact-tracing measures implemented by the Department of Health.
- If a worker has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, an Employer may only allow a worker to return to work on the following conditions:
 - The worker has undergone a medical evaluation confirming that the worker has been tested negative for COVID-19

- The Employer ensures that personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to by the worker; and
- the Employer closely monitors the worker for symptoms on return to work;
- the Employer ensures that no discrimination takes place

Vulnerable and high-risk employees:

Work-from-home arrangements should be made for these categories of vulnerable employees:

- (1) Social
 - Aged over 60 years.
 - Employees part of extended families co-habiting (intergenerational living with the elderly)
- (2) Clinical
 - Pre-existing chronic medical conditions
 - Cardiovascular disease
 - Hypertension
 - Diabetes
 - Chronic respiratory disease
 - Cancer
 - Immune suppression (e.g. HIV/AIDS, transplants)
 - Lung pathology
 - Clotting problems
 - Pregnancy (Pregnant females will not be allowed into the workplace during the pandemic. Those who are able to work from home will be required to do so).
- (3) Environmental
 - People in group residential settings such as aged care facilities
 - Communal living

Precautionary Measures Towards General Housekeeping / Waste Management

- Assign a team of employees to carry out cleaning and housekeeping daily.
- Provide facial masks, rubber gloves, safety glasses & other required PPE for housekeeping employees.
- Disinfect high human contact points such as doorknobs / door handles and tabletops with disinfectants such as Hypochlorite, Alcohol min 70%, Hydrogen peroxide, phenolic compounds or Quaternary ammonium compounds on a daily basis. Consult labels and material safety data sheets for PPE and first aid requirements.
- Ensure waste bins are always covered/cleared daily.
- Clean up any spillages immediately.
- Clean toilets regular and pay attention to areas with high human contact such as water taps, door / towel / cistern handles, seats and cover flaps, wash basins, doorknobs, buttons, and switches.
- Provide adequate supply of toilet paper.

- Common hand towel and rags will not be allowed on site, only disposable paper towel will be allowed
- Ensure toilet – flushing apparatus is functioning at all times.
- Ensure that all sanitary pipes and fittings are in good working conditions.

Ventilation

- Every Employer must –
 - keep the workplace well ventilated by natural or mechanical means to reduce the SARS-CoV-2 viral load;

Employees required to travel

- Employees using public transport to commute between home and work are to adhere to the strict rules determined for such travel by the Minister of Transport. Such employees must wear face masks at all times and make use of hand sanitizer. Contractors, Subcontractors and service providers must provide training to their employees regarding the use of face masks and sanitizers.
- Site staff to be issued with hand sanitizers – they must keep it with them at all times.
- Employees using company vehicles shall be limited to two per LDV and 3 per sedan. Where more than one employee is traveling in a vehicle face masks must be used.
- Hand sanitizer must be provided for each company vehicle.
- Communication plans such as skype, Zoom, Teams, Telephone conferences, WhatsApp video calls or Google workplace video calls must be considered to limit the amount of business travel and exposure to COVID-19
- Site staff and Teams shall immediately declare any symptoms that might be linked to the COVID-19 virus to their management as well as the Employer.
- Drivers from suppliers doing any delivery or collections will be scanned with infrared temperature devices every time before they enter the premises

Awareness and training programs

- Ensure that all management and staff undertake the specific training prior to the commencement of work activities.
- Subject matter must include, but is not limited to:
 - Symptoms
 - Training
 - Monitoring
 - Social distancing
 - PPE usage
 - Personal Hygiene
 - Use limitations and maintenance of cloth masks
- Internal COVID-19 Training regarding precautionary measures may only be presented to limited or small groups of no more than 10 persons per session, dependent on the area where conducted.
- All persons attending training session must wear face masks at all times
- People must stand or sit at least 2m apart from each other
- The area must be well ventilated and must have enough space for the purpose of awareness programs

- Hand sanitizers must be available in the area.
- Where tables and chairs are used for such sessions, these shall be disinfected before and after every session.

Site Entry

- All employees must complete a self-declaration before commencing work on site.
- All employees must be screened for COVID-19 before entering the work area, scanning will include taking body temperature measurements (must not exceed 37.5°) Complete all covid-19 questions on screening register.
- Daily toolbox talks will be introduced upon reporting for duty
- Employees must be sensitised on the precautionary measures with regard to the exposure and the personal hygiene of employees.
- Emphasise the importance of reporting symptoms such as cough, sore throat, high fever, and exposure to someone with the Novel Corona virus. Provide employees with the COVID-19 helpline number **0800 029 999**
- Encourage employees if they do have a mild cough or other flu like symptoms to visit the local clinic or doctor.
- If employees experience any of the above, they should report immediately to their Managers.
- Keep updated register of employees on site each day for tracing purposes should an employee test positive
- Signage must be displayed in and around the work areas, entrances, communal areas and ablutions and change rooms. Examples are provided below:



Precautionary Measures For Handling Visitors

External visitors' access will be restricted. Only critical customer and supplier visitors will be allowed on site . Any other exceptions will also require site leader approval prior to entry.

Continued Precaution

Employees who have symptoms (such as a fever and a dry cough) or have reason to believe they were Exposed to someone diagnosed with Covid-19, may not come to work and must contact their Employer immediately.

- Monitor themselves for fever (e.g. $\geq 37^{\circ}\text{C}$) and respiratory symptoms such as cough and breathlessness.
- If employees develop fever, cough, or breathlessness, or are feeling unwell, they should seek medical attention immediately at any outpatient clinic. Inform the clinic staff and the doctor of their travel history of the last 14 days. Wear a surgical mask before leaving their residence and avoid taking public transport.
- In emergency situations (e.g. difficulty in breathing), employees should call emergency ambulance services to take them to hospital.
- Employees should update their employer if they feel unwell and that they are seeking medical attention.

Social Distancing

- The published National and Provincial Guidelines, and instructions must be adhered to at all times
- Every Employer must arrange the workplace to ensure minimal contact between workers and as far as practicable ensure that there is a minimum of one and a half metres between workers Depending on the circumstances of the workplace or the nature of the sector, the minimum distance may need to be extended.
- If work stations cannot be spaced at least one and a half metres apart, the Employer must erect physical barriers between work stations and all employees must be provided with the appropriate PPE based on the working place risks
- Every Employer must ensure that social distancing measures are implemented through supervision both in the workplace and in the common areas outside the immediate workplace. This must be done through queue control and within the workplace where facilities are shared (kitchen areas, photocopy machines, ablution facilities etc). These measures may include dividing the workforce into groups or staggering break-times to avoid the concentration of workers in common areas
- All Internal as well as customer/client meetings must be conducted via virtual options as far as is possible.

2.4.2 Excavations

The Contractor will make provision in his / her tender for barrier adjacent, shoring within, and dewatering or drainage of any excavation that requires.

The Contractor will make sure that:

- The excavations are inspected before the shift starts and record is kept;
- There are no unguarded excavations regardless of depth;
- Safe working procedure has been communicated to the workers;
- The safe working procedures is enforced and maintained by the Contractor's Responsible Persons at all times; and
- That the written permission is granted to all relevant parties daily to enter excavations as per the Construction Regulations 13 (2) (h)

- All excavations must be barricaded at all times. Chevron tape is not acceptable. Where excavations are not barricaded they are to be back filled before the end of the work day.

2.4.3 Stacking of Materials

The Contractor will ensure that there is an appointed stacking supervisor and all materials, formwork and all equipment are stacked and stored appropriately. The Contractor will take account of the requirements of General Safety Regulation 8 (1) to (5) and the CR 28.

2.4.4 Hazardous Chemical Substances (HCS)

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

- Material Safety Data Sheets (MSDS's) of the relevant materials / hazardous chemical substances are available prior to use by the contractor. Mention should be made how the principal contractor is going to act according to special/unique requirements made in the relevant MSDS's. All MSDS's will be available for inspection by the agent at all times.
- Exposure monitoring is done according to OESSM and by an Approved Inspection Authority (AIA) and that the medical surveillance programme is based on the outcomes of the exposure monitoring.
- How the relevant HCS's are being/going to be controlled by referring to:
 - Limiting the amount of HCS
 - Limiting the number of employees
 - Limiting the period of exposure
 - Substituting the HCS
 - Using engineering controls
 - Using appropriate written work procedures
- The correct PPE is being used.
- HCS are stored and transported according to SABS 072 and 0228.
- Training with regards to these regulations was given.

The H&S plan should make reference to the disposal of hazardous waste on classified sites and the location thereof (where applicable).

The First Aider must be made aware of the MSDS and how to treat HCS incidents appropriately.

2.4.5 Noise Induced Hearing Loss

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

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

2.5 Plant and Machinery

2.5.1 Construction Plant

“Construction Plant” encompasses all types of plant including but not limiting to, cranes, piling frames, boring machines, and excavators, draglines, dewatering equipment and road vehicles with or without lifting equipment.

The Contractor will ensure that all such plant complies with the requirements of the OHS Act. Only authorised persons are to use machinery under proper supervision. Appropriate PPE and clothing, as specified by the HIRA, will be provided and maintained in good condition at all times.

2.5.2 Pressure Vessels Including Gas Cylinders

The Contractor will comply with Pressure Equipment regulations, including:

- Providing competency and awareness training to the operators;
- Providing PPE or clothing;
- Providing and maintain appropriate signage in areas Pressure equipment are used;
- Inspect equipment regularly and keep records of inspections;
- Providing appropriate fire fighting equipment (Fire Extinguishers).

2.5.3 Fire Extinguishers and Fire Fighting Equipment

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

The Contractor shall ensure that staff are educated in fire prevention and will be held responsible to avoid the risk of fire. No fires shall be allowed on the Project Site at any time without the express authorisation of the Client Agent and the Client.

2.5.4 Hired Plant and Machinery

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

2.5.5 General Machinery

The Contractor will comply with the Driven Machinery Regulations, which include inspecting machinery regularly, appointing a competent person to inspect and ensure maintenance, issuing PPE or clothing and training those that use machinery and enforce compliance.

2.5.6 Portable Electrical Tools / Explosive Power Tools

The Contractor will ensure that use and storage of all explosive powered tools and portable electrical tools are in compliance with relevant legislation. The Contractor will consider that:

- A competent person undertakes routine inspections;
- Only authorised persons use the tools;
- There are safe working procedures applied;
- Awareness training is carried out and compliance is enforced at all times; and
- PPE and clothing is provided and maintained.

2.5.7 Public Health and Safety

The Contractor will ensure that each person working on or visiting a site, and the surrounding community, will be made aware of the dangers likely to arise from on-site activities and the precautions to be observed to avoid or minimize those dangers. Appropriate health and safety signage will be posted at all times. No visitor will be allowed on site without permission of the Construction Supervisor or his/her Assistant. All visitors must complete a register, which should include the name, reason for visit and contact detail of said person.

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

2.5.8 Night Work

The Contractor will not undertake any night work without prior arrangement and a written permit from The Project Client / Client Agent. The Contractor will ensure that adequate lighting is provided for all night work and failure to do so will result in work being stopped.

2.5.9 Eating Area (Mess Room) for workers

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

2.6 Occupational Health

Exposure of workers to occupational health hazards and risks are very common in any work environment, especially in construction. The occupational hazards and risks may enter the body in three ways:

- Inhalation e.g. cement dust;
- Ingestion through swallowing;
- Absorption through the skin (pores) e.g. painting or use of thinners.

All contractors are to ensure that where employees are exposed to airborne contaminants, pre-employment medicals should be conducted to ensure fitness to work under such conditions.

All contractors will be responsible for the full cost of medical treatment that his staff may require; the contractor is therefore required to ensure that all his personnel are medically fit.

All Contractors should ensure that Occupational Hygiene surveys are conducted as per the Occupational Health and Safety Act to ensure employees is not exposed to hazards. Risk Assessments should identify areas where surveys are to be conducted.

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION REQUIREMENTS FOR CONSTRUCTION

ANNEXURE A

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

Abbreviations:

GSR: General Safety Regulations, GAR: General Administrative Regulations

S: Section of the Occupational Health and Safety Act 85 of 1993

Assignment of Contractor's Responsible Persons

ANNEXURE B

The contractor will make the following appointments where applicable but not limited to:

OH&S Act Reference Appointment 16(1)	Chief Executive Officer (Board resolution) or Acceptance of responsibility in line with requirements of Section 16
OHS Act 16(2)	Persons assigned functions to assist the Chief Executive Officer (if required) – Note 3
Section 17	Health and Safety Representative more than 20 employees
Section 19	Health and Safety Committee Member (if there are 2 or more H&S reps there will be a H&S committee)
Section 19(3)	Chairperson of Health and Safety Committee
GSR 3	First Aiders– Note 4
GAR 9(2)	Incident / Accident Investigator
DMR18(11)	Lifting Machinery Operator
DMR18(5)	Lifting Machinery Inspector
DMR 18(10)(e)	Lifting Tackle Inspector
EMR 9	Portable Electrical Equipment Inspector
CR 5(1) (k)	Appointment of the Principal Contractor by the client.
CR 8(1)	Construction Supervisor appointed by the Contractor's OH&S Act Section 16(2) assignee– Note 3
CR 8(2)	Assistant Construction Supervisor appointed by the Contractor's OH&S Act Section 16(2) assignee – Note 3
CR 8(5)	Construction Health and Safety Officer – Note 1
CR 8(7)	Construction Supervisor – Note 3
CR 8(8)	Assistant Construction Supervisor – Note 3
CR 9(1)	Person to Compile Risk Assessments
CR 10(1)(a)	Competent person to compile Fall Protection Plan
CR 12(2)	Person to supervise Formwork and Support Work
CR 13(1)(a)	Person to supervise Excavation Work
CR 17 (1)	Suspended Platform Supervisor
CR 23(d)(i)&(k)	Construction Vehicle and Mobile Plant Operator/ Inspector
CR 27	Housekeeping Supervisor
CR 28 (a)	Stacking and Storage Supervisor
CR 29 (h)	Fire Fighting Equipment Inspector - Emergency Planning Co-coordinator - Fire Official - Environmental Officer - Note 2
Note 1	In determining the number of appointed competent Construction Health and Safety Officers to the number of employees, nature and scope of work being performed shall be taken into consideration. A minimum average ratio of 1 Construction Health and Safety Officer to 30 employees shall be applied. OH&S Act Reference Appointment Typical Qualifications such as: National Diploma in Safety Management or; A recognised safety certification (minimum: of 2 weeks training) (e.g. AMTRAC/Modern SHEQ Management course)

	<p>Typical Competencies: OH&S Act and regulations (latest version of the Act and regulations); COID Act (latest version of the Act); Incident investigation and root cause analysis; Hazard Identification and Risk Assessment Training; Internal Auditors Course; Minimum 2 years construction experience in Health and Safety.</p> <p>No contractor may appoint a health and safety officer for the project if the health and safety officer is not registered with a statutory body approved by the chief inspector SACPCMP and approved by the OHS Agent.</p>
Note 3	<p>Required Competencies for 16(2); 8(1); 8(2): 8(7); & 8(8)</p> <ul style="list-style-type: none"> • Three years applicable experience in construction management • Construction regulations 2014 course • OH&S Act and Regulation (latest version of the Act and Regulation) • Legal Liability Training • Incident Investigation and Root Cause Analysis • Hazard Identification and Risk Assessment Training
Note 4	<p>OHS Act, GSR – First Aiders Staffing: One first aider trained to level 1 per team (as per OHS Act or project risk profile of workers)</p> <p>Competencies: In possession of a valid level 1 first aid certificate issued by: The SA Red Cross Society; the St John's Ambulance; the SA First Aid League; or a person or organisation approved by the Chief Inspector</p> <p>Reference Appointment for this purpose</p> <ul style="list-style-type: none"> • A competent first aider to be appointed for more than 10 employees on site and then at a ratio of 1:40 • All first Aiders to have a minimum of first aid level 1

OTHER Occupational Health and Safety Specification REQUIREMENTS**ANNEXURE C**

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

What	When	Output	Reference information
Awareness training	Weekly and before hazardous work is carried out	Attendance Register	
Health and Safety Committee Meetings	Monthly	Minutes signed by the employer (Contractor) Covering: a) Health and Safety Representative Checklist	
Health and Safety Reports	Monthly	Report covering: a) Incidents/Accidents and Investigations b) Non conformance c) Health and Safety Training d) HIRA Updates e) Internal and External Audits	Incident reporting and investigation for The Project Client / Client Agent & Contractor form
General Inspections	As per Occupational Health and Safety Specification and OHS Act	Report on Occupational Health and Safety Specification and OHS Act compliance: a) Scaffolding b) Lifting Machinery c) Excavations	
General Inspections	Monthly	Covering: a) Firefighting Equipment b) Portable Electrical Equipment c) Ladders	
Record keeping	Ongoing	Covering: a) General complaints b) Fines c) General incidents d) MSDS e) Surveillance Medicals f) Inspection Register	
Permits	Before commencement with certain activities	As stipulated by the Occupational Health and Safety Specification and the OHS Act / Construction Regulations	