



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

Project : SAFETY GATE OUTENIQUA PARK

For: GEORGE MUNICIPALITY `

Project Directory

Project Client

Name: George Municipality
71 York Street
George
6530

Contact Details: 044 801 9111

Designer

Name: George Municipality
71 York Street
George
6530

Contact Details: 044 801 9111

OHS

Name: OHS Inc

Contact Details: 082 7717072
admin@ohsinc.co.za

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

Contact Details: 044 801 9111

Project Details

Provisional Start Date:

TBA

Provisional Completion Date:

TBA

Proposed Contract Duration:

TBA

Proposed Project Value:

TBA

Notification of Construction Work:

NO

Construction Work Permit Application:

N/A

Prepared by:

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Date Prepared:

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1. Purpose

1. The purpose of this document is to provide health and safety information about specific project risks known by the Client, Designer and Client Agent. These risks are applicable to this project and may not necessarily be common knowledge to the Contractor. The Contractor must take this information into account and ensure that their tenders include adequate resources to deal with the matters detailed in this document. Compliance must be ensured by the Contractor and Appointed Sub- Contractor to all relevant legislation. Safeguarding of employees, sub-contractors and other persons affected by the construction activities must be ensured.
2. 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
3. Due to potentially dangerous operations being undertaken in construction, there is a possibility of incidents and accident which may lead to injuries or fatalities. In many instances non-compliances to the Occupational Health and Safety Act (OHS Act) has resulted in severe consequences for the parties involved. The Project Client is determined to ensure the highest health and safety standards throughout the Contract.
4. To ensure this The Project Client / Client Agent has prepared and published this document. This document should be used as a guideline for minimum levels of awareness and guidance for health and safety requirements for this Contract. The responsibility for adhering to these requirements rests with the Contractors.
5. **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)**
6. **Compliance with the OHS Act and Regulations will not be limited to this specification and the definitions contained in this document.**
7. **Tenderers are expected to be conversant with the requirements and effect of health and safety legislation, in particular the Construction Regulations, 2014, and the Occupational Health and Safety Act, 85 of 1993. Provision must be made in the tender submission to comply with all legal requirements.**
8. The Contractor's personnel will be responsible implementation all necessary legislative requirements. Document control and record systems associated with the legislation must be kept by the Contractor.
9. This document should be used to assist them Contractor towards achieving compliance with the OHS Act.
10. The Specification will be implemented during construction of the works Project Client / Client Agent has control over.
11. ***The Project Client is committed to ensure compliance to all the relevant legislation regarding Occupational Health and Safety is maintained and no accident occurs.***
12. This document must be used as a means of measuring performance of all parties entering into a contract with the project Client or Contractor in Occupational Health and Safety Standards.

13. The Project Client does not accept any liability which may result from the Contractor failing to comply with the Document; the Contractor remains responsible for achieving the required performance levels.
14. This document forms part of the Contract, and Contractors are required to make it part of their Contracts with Sub-Contractors and Suppliers.
15. ***The successful Contractor will ensure that a Safety Plan complying with all the relevant legal requirements and this document is compiled and approved by the Client/Client Agent before commencement of Construction.***

1.2 PROJECT DETAILS

Description of Work

1. Manufacture and install of galvanised safety gates

1. Galvanised Gate Specifications.

- 1.1.1 6 x 2150mm x 960mm Frame and 6 x 2110mm x 880mm Gate frame.
3 x 2700mm x 960mm Frame and 3 x 2660mm x 880mm Gate frame.
1 x 2110mm x 1750mm Frame and 1 x 1670mm x 2070mm Gate frame.
Use 38mm x 38mm x 2mm square tubing.

1.1.2 (Gate at northern side of eastern pavilion)

- Use 50mm x 2mm square tubing as frame.
- 38mm x 2mm square tubing as gate frame.
- 25mm x 2mm square tubing as verticals spaced 100mm centre.
- 3 x off drop side long hinges welded to gate and frame.
- Frame, 2800mm x 900mm.
- Gate frame, 2760mm x 820mm
(drop side long hinges welded onto existing 50mm x 50mm square tubing)
- Use 38mm square tubing and 6320 H Expanded (flat) metal on 2 x triangle frames at gate.
- 1 x triangle frame. 2700mm x 1700mm x 3000mm x 38mm square tubing with 2 x vertical 38mm square tubing spaced 900mm.
- 1 x triangle frame. 1700mm x 1700mm x 2300mm x 38mm square tubing with 2 x horizontal 38mm square tubing spaced 566,67mm.
- 2 x frames must be welded onto existing square tubing and structure. 50mm spaced,
- 50mm welding on both sides of existing square tubing and structure.)
- (1.1.2 specifications applicable only to 1.1.2)

- 1.1.3 Use 10mm square bar as verticals spaced at 100mm centre maximum for all 10 gates.

- 1.1.4 2 x 151mm x 3mm round pipe with cap lockbox.
Lockbox must be 250mm long x 151mm wide.
Lockbox must be welded onto base plates top and bottom and must be installed on gate.

4 x 40mm x 5mm lugs. (For all 10 gates. Applicable to 1.1.1)

- 1.1.5 3 x off drop side hinges welded to gate and frame per gate. (For all 10 gates. Applicable to 1.1.1)

- 1.1.6 VL253FHH Expanded metal to cover all 10 gates. Expanded metal must be welded every 4th diamond. (Applicable to 1.1.1)

- 1.1.7 50mm x 8mm flat bar lugs to be welded onto frame. (For all 10 gates. Applicable to 1.1.1) (quantities differ on different gates)

- 1.1.8 100mm x 100mm x 6mm flat bar washers for inside of building. (quantities differ on different gates)

- 1.1.9 12mm High Tense steel threaded rod to be used straight through wall where

possible,

If not, 8 x 75mm anti vandal coach screw must be used to install gate.

- 1.1.10 High tense threaded rod with nut to be fully welded inside and outside building. (applicable to 1.1.8)
- 1.1.11 All nuts and other welding spots must be touched up with anti-cathodic and cold galvanise spray)

1.2 Galvanised Stone Guards Specifications (SMALL).

- 1.2.1 Frame use 30mm x 3mm Angle Iron.
- 1.2.2 6320 H Expanded (flat) metal (mesh) on frame, welded every second diamond.
- 1.2.3 Extended 150mm from the wall. (Expanded metal, mesh on side of stone guard as well.)
- 1.2.4 30mm x 5mm flat bar support around the sides.
- 1.2.5 Each corner and middle mounted with 10mm galvanised rawlbolt.
- 1.2.6 30mm x 5mm horizontal or vertical braces for stability, spaced at least 600mm apart.
- 1.2.7 40mm x 5mm flat bar to be used for lugs.
- 1.2.8 2 x 1400mm x 650mm x 100mm (6 x Lugs per unit)
4 x 700mm x 700mm x 100mm (4 x Lugs per unit)
19 x 1200mm x 700mm x 100mm (8 x Lugs per unit)

1.3 Galvanised Stone Guards Specifications (BIG).

- 1.3.1 Frame use 40mm x 3mm Angle Iron.
- 1.3.2 6320 G Expanded (Flat) metal (mesh) on frame, welded every second diamond.
- 1.3.3 4 x Stone guards extended 150mm from the wall. (Expanded metal, mesh on side of stone guards as well.) (Use 10mm Rawl bolt)
- 1.3.4 1 x 40mm x 5mm Flat bar frame with centre flat bar for stability. (Window at eastern side suite) (Applicable to 1.3.7.3)
- 1.3.5 40mm x 5mm flat bar welded to support mesh on face and sides for stability.
- 1.3.6 Each corner and middle mounted with 8 x 75mm anti vandal coach screw. (Applicable to 1.3.7.3)
- 1.3.7 40mm x 5mm flat bar to be used for lugs.
 - 1.3.7.1 2 x 1400mm x 1300mm x 150mm (12 x Lugs per unit)
 - 1.3.7.2 2 x 1800mm x 1400mm x 150mm (12 x Lugs per unit)
 - 1.3.7.3 1 x 1380mm x 1080mm (8 x anti vandal screw)

1.4 Store Garage Safety Gates. (Eastern side)

- 1.4.1 6 x gates installed with 6 x lockboxes. 151mm x 3mm round pipe with cap lockbox. Lockbox must be 250mm long x 151mm wide. Lockbox must be welded onto base plates top and bottom and must be installed on gate.
40mm x 5mm lugs. (On existing gates.)
- 1.4.2 6320 H Expanded metal (flat mesh) on existing frame, welded every second diamond.
4 x Existing gates = 1800mm x 2000mm
2 x Existing gates = 2400mm x 2000mm
- 1.4.3 Install galvanised anti climb spikes on top of existing gates. Spikes to be welded onto existing gate, welding every 50mm spaced. (8,4m Anti Climb spikes needed for all 6 gates.)
- 1.4.4 Extend gate. Use 38mm x 38mm square tubing and 10mm round bar. Round bar Spaced every 100mm.
2 x gates = 2400mm x 150 mm extended.
- 1.4.5 6x existing gates, expanded metal (flat mesh) and welding spots must be touched Up with anti-cathodic and cold galvanise spray.
- 1.4.6 6 x 2,1m x 76mmx76mm x 2mm post. 3 x off drop side hinges per gate, welded onto post.
18 x 100mm x 500mm x 6mm gate post lugs.

12mm High Tense steel threaded rod to be used straight through wall, 2 per lug.

1.5 B-Field Galvanised Rugby Posts

1.5.1 2 x 13m high x 5.6m between posts x top edge of crossbar 3m above ground.

1.5.2 2 x 17m high x 5.6m between posts x top edge of crossbar 3m above ground.

1.5.3 Ground sleeve:

1.5.3.1 4 x 1.2m x 1.2m x 10mm base plate.

1.5.3.2 4 x 1,1m x 273mm x 4,5mm MS pipe fully welded onto base plate.

4x 300mm x 300mm x 10mm triangle gazerts per post, fully welded onto base plate and pipe for support and stability.

1.5.3.3 4 x Y20 x 400mm HITENSILE (reinforce steel) fully welded onto pipe for concrete strength. (Per post.)

1.5.3.4 4 x sleeve caps for sleeves.

1.5.4 Cross Bar

1.5.4.1 2 x 114,30mm x 6.02mm pipe seamless S40 100NB. Bolted onto uprights.

1.5.5 Uprights (17m high posts)

1.5.5.1 4 x 219mm x 4,5mm x 5,75m (4,25, above ground + 1,5m into sleeve = 5,75m) MS pipe to fit sleeve pipe.

1.5.5.2 4 x reducer con S40 200>100 WO to be welded onto pipe to fit second upright pipe.

1.5.5.3 4 x 114,30mm x 6.02mm x 4.75m (4,25 above reducer + 500mm sleeved into pipe = 4,75m) MS pipe to fit 1st upright pipe.

1.5.5.4 4 x reducer con JIS 100>80 WO to be welded onto pipe to fit third upright pipe.

1.5.5.5 4 x 89,5mm x 3,5mm x 4,75mm (4,25 above reducer + 500mm sleeved into pipe = 4,75m) medium 80NB pipe to fit second upright pipe.

1.5.5.6 4 x reducer con JIS 80> 65 WO to be welded onto pipe to fit fourth upright pipe.

1.5.5.7 4 x 76,6mm x 3,2mm x 4,75mm (4,25 above reducer + 500mm sleeved into pipe = 4,75m) medium 65NB pipe to fit third upright pipe.

1.5.5.8 4 x 76mm base plate round to seal top of uprights.

1.5.6 Uprights (13m high posts)

1.5.6.1 4 x 219mm x 4,5mm x 4,75m (3,25, above ground + 1,5m into sleeve = 4,75m) MS pipe to fit sleeve pipe.

1.5.6.2 4 x reducer con S40 200>100 WO to be welded onto pipe to fit second upright pipe.

1.5.6.3 4 x 114,30mm x 6.02mm x 3.75m (3,25 above reducer + 500mm sleeved into pipe = 4,75m) MS pipe to fit 1st upright pipe.

1.5.6.4 4 x reducer con JIS 100>80 WO to be welded onto pipe to fit third upright pipe.

1.5.6.5 4 x 89,5mm x 3,5mm x 3,75mm (3,25 above reducer + 500mm sleeved into pipe = 3,75m) medium 80NB pipe to fit second upright pipe.

1.5.6.6 4 x reducer con JIS 80> 65 WO to be welded onto pipe to fit fourth upright pipe.

1.5.6.7 4 x 76,6mm x 3,2mm x 3,75mm (3,25 above reducer + 500mm sleeved into pipe = 3,75m) medium 65NB pipe to fit third upright pipe.

1.5.6.8 4 x 76mm base plate round to seal top of uprights.

1.5.7 Holes for post sleeves.

1.5.7.1 4 x 1,5m x 1,5m x 1,4m holes for post sleeves.

1.5.7.2 4 x holes compacted 100mm with G7.

1.5.7.3 4 x holes filled 100mm with 35mpa concrete before manufactured sleeve installed.

1.5.7.4 4 x holes to be filled with 35mpa concrete after manufactured sleeve are installed Into hole.

1.5.7.5 Holes must be filled up until 100mm from grass level.

1.3. **EXISTING ENVIRONMENT**

The area will be generally accessible by members of the public and therefore special care must be taken to prevent any members of the public gaining access to work areas and getting injured.

The contractor must ensure that he/she is aware of all existing services within the work area and ensure all employees are made aware of the position of these services, as well as safe method working around these services

When conducting grinding or welding activities welding screens should be used to contain sparks and protect employees and members of the public from arc flashes/rays that can cause arc eyes .

All works areas must be barricaded and required safety signs displayed to ensure compliance to Section 9 of the Occupational Health and Safety Act 85 of 1993

General duties of employers and self-employed persons to persons other than their employees

- (1) Every employer shall conduct his undertaking in such a manner as to ensure, as far as is reasonably practicable, that persons other than those in his employment who may be directly affected by his activities are not thereby exposed to hazards to their health or safety.
- (2) Every self-employed person shall conduct his undertaking in such a manner as to ensure, as far as is reasonably practicable, that he and other persons who may be directly affected by his activities are not thereby exposed to hazards to their health or safety.

1. **Hazards particular to this project Baseline Risk Assessment**

1.4 ***BASELINE RISK ASSESSMENT (See Annexure D)***

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

- Noise and Dust.
- Manual excavation
- Compacting
- Concrete and cement work
- Hot work (Welding & Cutting)
- Grinding
- Using hand drill
- Use of lifting equipment
- Use of lifting machines (Cranes mobile and truck mounted).
- Fire
- Hand tools
- Manual Handling of General Items
- Loading and offloading
- Working in elevated position
- Manual Labour loosening and fastening items
- Working with hands
- Use of ladders or work platforms
- Line of fire
- Pinch Points
- Ergonomics

- Housekeeping
- Personal Protective Equipment
- Management of Change
- Stacking & Storage
- Snakes and insects
- Ergonomics

NOTE:

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

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
- Paints

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

Safety Rules

MANUAL LIFTING - Keep your back straight, Bend the knees, don't reach and lift, Get help for heavy loads.

FALLS & FALLING OBJECTS - Look before you step, keep all walk areas clean, stay out from under loads, don't use unsafe ladders.

WORKING WITH ELECTRICITY - Avoid contact with energized electrical circuits, always use insulated tools, always use appropriate insulated rubber gloves and goggles, follow lock out and tag out procedure requirements never work on energized systems

UNSAFE USE OF TOOLS - Inspect regularly, report all defects at once, use the right tool safely, Put it away safely

PROTECTIVE EQUIPMENT – Ensure you use the correct PPE for the job at hand

HOUSEKEEPING - A clean job is a safe job, use waste bins, Pile materials safe and neat, Remove hazardous debris

TEAMWORK - Plan all work with safety - Protect fellow workers – Ensure work areas are made safe before work starts.

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. STANDARD OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

2.1. Scope

1. This Section covers the requirements for eliminating and mitigating incidents and within the Contract. The scope addresses minimum legal compliance, hazard and risk management, promotion of a health and safety culture amongst all parties involved in the project and those affected by the activities taking place.
2. Contractors employed by The Project Client / Project Agent must ensure that the provisions of the specifications are applied both on the site and all off site activities relating to this project.
3. The Contractor must enforce the provisions of these Specifications amongst all subcontractors and suppliers for the project.

2.2 Interpretation

2.2.1 Application

1. The Occupational Health and Safety Specification contains clauses that are applicable to building / construction 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 Contractor's responsibility. The Client / Client Agent will monitor that the Contractors compliance with the requirements of the OHS Act.

2.2.2 Definitions

For the purpose of this Occupational Health and Safety Specification following the definitions, hereunder will apply:

Construction Work (*as defined in the Construction Regulations, 2014*) 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; or
- b) 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 and, the making of excavation, piling, or any similar civil engineering structure or type of work;

Competent person

Means a person who

- (a) has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualifications Framework Act, 2000 (Act No. 67 of 2000), those qualifications and that training must be regarded as the required qualifications and training.
- (b) Is familiar with the Act and with the applicable regulations made under the Act;

Hazard

Means a source of or exposure to danger which may cause injury or damage to persons or property;

Hazard identification

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

Risk

Means the probability or likelihood that a hazard can result in injury or damage.

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 or control such hazard

Site

Means the area in the possession of the Contractor for the construction of the works. Where there is no demarcated boundary it will include all adjacent areas, which are reasonably required for the activities for the Contractor;

The Act

Means, unless the context indicates otherwise, the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and Regulations promulgated there under.

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.

Ensure that the notification of construction work completion date exceeds the contract required completion date by at least 30 days.

No notification of Construction Work required for this project**2.3.2 Assignment of Contractor's Responsible Persons to Supervise Health & Safety on Site****2.3.2.1 Construction Manager CR 8(1) (Not required for this project)**

1. A principal contractor must in writing appoint one full-time competent person as the construction manager with the duty of managing all the construction work on a single site, including the duty of ensuring occupational health and safety compliance, and in the absence of the construction manager an alternate must be appointed by the principal contractor.
2. Where the construction manager has not appointed assistant construction managers as contemplated in Construction Regulation 8(2) or, in the opinion of an inspector, a sufficient number of such assistant construction managers have not been appointed, that inspector must direct the construction manager in writing to appoint the number of assistant

construction managers indicated by the inspector, and those assistant construction managers must be regarded as having been appointed under Construction Regulation 8(2).

3. No construction manager appointed under Construction Regulation 8(1) may manage any construction work on or in any construction site other than the site in respect of which he or she has been appointed.
4. A construction manager must in writing appoint construction supervisors responsible for construction activities and ensuring occupational health and safety compliance on the construction site.

2.3.2.2 Assistant Construction Manager CR8 (2)

1. A principal contractor must upon having considered the size of the project, in writing appoint one or more assistant construction managers for different sections thereof: Provided that the designation of any such person does not relieve the construction manager of any personal accountability for failing in his or her management duties in terms of this regulation

2.3.2.3 Construction Safety Officer CR8 (5) (Part Time safety officer required)

1. A contractor must, after consultation with the client and having considered the size of the project, the degree of danger likely to be encountered or the accumulation of hazards or risks on the site, appoint a full-time or part-time construction health and safety officer in writing to assist in the control of all health and safety related aspects on the site: Provided that, where the question arises as to whether a construction health and safety officer is necessary, the decision of an inspector is decisive.
2. No contractor may appoint a construction health and safety officer to assist in the control of health and safety related aspects on the site unless he or she is reasonably satisfied that the construction health and safety officer that he or she intends to appoint is registered with a statutory body **SACPCMP** approved by the Chief Inspector and has necessary competencies and resources to assist the contractor. SACPCMP registration certificate must be provided

2.3.2.4 Construction Supervisor CR 8(7)

1. A contractor must, upon having considered the size of the project, in writing appoint one or more competent employees for different sections thereof to assist the construction supervisor contemplated in Construction Regulation 8(7) and every such employee has, to the extent clearly defined by the contractor in the letter of appointment, the same duties as the construction supervisor: Provided that the designation of any such employee does not relieve the construction supervisor of any personal accountability for failing in his or her supervisory duties in terms of this regulation.
2. Where the contractor has not appointed an employee as contemplated in Construction Regulation 8(8), or, in the opinion of an inspector, a sufficient number of such employees have not been appointed, that inspector must instruct the employer to appoint the number of employees indicated by the inspector, and those employees must be regarded as having been appointed under Construction Regulation 8(8).
3. No construction supervisor appointed under Construction Regulation 8(7) may supervise any construction work on or in any construction site other than the site in respect of which he or she has been appointed: Provided that if a sufficient number of competent employees have been appropriately designated under Construction Regulation 8(7) on all the relevant construction sites, the appointed construction supervisor may supervise more than one site.

The Contractor will submit proof of supervisory appointments and any relevant appointments in writing (as stipulated by the OHS Act), prior to commencement of work

2.3.3 Competency for Contractor's Responsible Persons

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

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

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

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

1. 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. **"No letter of Good Standing No work"**

2.3.5 Occupational Health and Safety Policy

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

2.3.6 Health and Safety Organogram

1. 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—
 - (a) the identification of the risks and hazards to which persons may be exposed to;
 - (b) an analysis and evaluation of the risks and hazards identified based on a documented method;
 - (c) a documented plan and applicable safe work procedures to mitigate, reduce or control the risks and hazards that have been identified;
 - (d) a monitoring plan; and
 - (e) a review plan.
2. A contractor must ensure that as far as is reasonably practicable, ergonomic related hazards are analyzed, evaluated and addressed in a risk assessment.
3. A contractor must ensure that all employees under his or her control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures

and or control measures before any work commences, and thereafter at the times determined in the risk assessment monitoring and review plan of the relevant site.

4. A principal contractor must ensure that all contractors are informed regarding any hazard that is stipulated in the risk assessment before any work commences, and thereafter at the times that may be determined in the risk assessment monitoring and review plan of the relevant site.
5. A contractor must consult with the health and safety committee or, if no health and safety committee exists, with a representative trade union or representative group of employees, on the monitoring and review of the risk assessments of the relevant site.
6. A contractor must ensure that copies of the risk assessments of the relevant site are available on site for inspection by an inspector, the client, the client's agent, any contractor, any employee, a representative trade union, a health and safety representative or any member of the health and safety committee.
7. A contractor must review the relevant risk assessment—
 - (a) where changes are effected to the design and or construction that result in a change to the risk profile; or
 - (b) when an incident has occurred.

Issue Based Risk Assessment

1. As circumstances and needs arise, separate risk assessment will need to be conducted. An additional risk assessment will need to be conducted when for example:
 - (a) A new operation introduced onto site
 - (b) A system for work is changed
 - (c) After an accident or a 'near miss' has occurred

Continuous Risk Assessment

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

2.3.8 Health and Safety Representative(s) Section 17

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

2.3.9 Health and Safety Committee Section 19

1. 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

1. The Contractor will ensure that all employees under his / her control have gone through health and safety induction **before being allowed to perform any task on site**, a copy of the induction material must also be available as proof of topics discussed during induction. The Contractor will keep a copy of the attendance register of all his / her employees who attended the induction. The contractor must ensure that as new employees are brought to site during the project they must also undergo inductions before being able to perform any task on site.

2.3.11 Medical certificates of fitness

1. 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 of Construction Regulation 2014. This medical certificate must specifically state that the person is fit for duty and must also highlight any medical restrictions identified. The contractor must keep a detailed register in his safety file for all employees with restrictions and document how the restrictions are being managed.

2.3.12 Awareness

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

2.3.13 Competency

1. 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.

2.3.14 General Record Keeping

1. 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.

2.3.15 General Inspection, Monitoring and Reporting

1. 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.

2.3.16 Internal Audits (Not required for this project)

1. 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 and communicate the findings to the Client Agent on a monthly basis. Records of audits must be kept, and non-conformance reported, investigated and corrective action must be taken to prevent re-occurrence.

2.3.17 External Audits

1. 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. Audits and Inspections may be conducted on an ad hoc basis without informing the Contractor.
3. Any findings observed during these audits will be placed on an audit action plan that will show the deviation, the reason for the deviation occurring, the proposed actions that will be taken to correct the deviation, responsible persons name, proposed close out date, actual closed out date and a signature of the contractor's responsible person confirming the close out.

2.3.18 Emergency Procedures

1. 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:
 - (a) List of key personnel,
 - (b) Details of emergency services,
 - (c) Actions or steps to be taken in the event of the emergency; and
 - (d) Information on hazardous materials / situations, including each material's hazardous potential impact or risk on the environment or human and measures to be taken in the event of an accident.

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

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

2.3.19 First Aid Box and First Aid Equipment

1. The Contractor will appoint in writing a First Aider(s). The appointed First Aider(s) are to be sent for accredited first aid training before starting on site, or must be in possession of a valid certificate, of which copies are to be kept on site. The Contractors will provide, on site, First Aid Boxes, adequately stocked at all 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. A picture with the name and contact number of the First Aider on duty must be on displayed in all relevant areas.

2.3.20 Accident / Incident Reporting and Investigation

1. The Contractor will in addition to the prescribed requirements of the OHS Act investigate, record and report all reportable incidents. The investigations will be conducted by a qualified person or persons who have sufficient knowledge to carry out an investigation. In the case of a serious injury, meaning one in which a loss of man-hours are experienced exceeding 7 days, an independent investigator must be appointed by the Contractor. All incidents on site

must be reported to the Client Agent within 1 hour of occurrence by means of a telephone call or SMS.

2.3.21 Hazards and Potential Situations Communication

1. 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.

2.3.22 Personal Protective Equipment (PPE) and Clothing

1. The Contractor will make provision and keep adequate quantities of SABS approved PPE or clothing on site at all times. These will be analysed by means of the Risk Assessment. The contractor must ensure that a PPE survey is conducted to determine the type of PPE that will be needed and indicate which job category will need what PPE. PPE issue records must also be kept for all PPE issued to employees on site, ensure each employee signs for their PPE
2. The Contractor will clearly outline procedures to be taken when PPE or clothing is:
 - (a) Lost or Stolen
 - (b) Worn Out or Damaged
 - (c) When and where it must be worn or used

2.3.23 Occupational Health and Safety Signage

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

2.3.24 Consolidated Health and Safety File

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

2.3.25 Permits

1. 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:
 - (a) Working in Confined Space;
 - (b) Use of a Hazardous Chemical Substance, e.g. Asbestos, Lead;
 - (c) Use of Explosives and Blasting; and
 - (d) Piling.

All relevant required wayleave permits as per the George Municipal processes and procedures.

2.3.26 Contractors

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

2.4 Occupational Safety

2.4.1 Stacking of Materials

1. A contractor must, in addition to compliance with the provisions for the stacking of articles in the General Safety Regulations, 2003, ensure that –
 - (a) a competent person is appointed in writing with the duty of supervising all stacking and storage on a construction site;
 - (b) adequate storage areas are provided;
 - (c) there are demarcated storage areas; and
 - (d) storage areas are kept neat and under control.

2.4.2 Housekeeping and General Safeguarding on Construction Sites

1. A contractor must, in addition to compliance with the Environmental Regulations for Workplaces, 1987, promulgated by Government Notice No. R. 2281 of 16 October 1987, ensure that suitable housekeeping is continuously implemented on each construction site, including –
 - (a) the proper storage of materials and equipment;
 - (b) the removal of scrap, waste and debris at appropriate intervals;
 - (c) ensuring that materials required for use, are not placed on the site so as to obstruct means of access to and egress from workplaces and passageways;
 - (d) ensuring that materials which are no longer required for use, do not accumulate on and are removed from the site at appropriate intervals;
 - (e) ensuring that waste and debris are not disposed of from a high place with a chute, unless the chute complies with the requirements set out in regulation 14(6);
 - (f) ensuring that construction sites in built-up areas adjacent to a public way are suitably and sufficiently fenced off and provided with controlled access points to prevent the entry of unauthorized persons; and
 - (g) ensuring that a catch platform or net is erected above an entrance or passageway or above a place where persons work or pass under, or fencing off the danger area if work is being performed above such entrance, passageway, or place so as to ensure that all persons are kept safe in the case of danger or possibility of persons being struck by falling objects.

2.4.3 Hazardous Chemical Substances (HCS)

1. In addition to the requirements in the HCS Regulations, the principal contractor must provide proof in the Health and Safety Plan that:
 - (a) Material Safety Data Sheets (MSDS's) of the relevant materials / hazardous chemical substances are available prior to use by the contractor. Mention should be made how the principal contractor is going to act according to special/unique requirements made in the relevant MSDS's. All MSDS's will be available for inspection by the agent at all times.

- (b) 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.
 - (c) How the relevant HCS's are being/going to be controlled by referring to:
 - i. Limiting the amount of HCS
 - ii. Limiting the number of employees
 - iii. Limiting the period of exposure
 - iv. Substituting the HCS
 - v. Using engineering controls
 - vi. Using appropriate written work procedures
 - (e) The correct PPE is being used.
 - (f) HCS are stored and transported according to SABS 072 and 0228.
 - (g) Training with regards to these regulations was given.
2. The H&S plan should make reference to the disposal of hazardous waste on classified sites and the location thereof (where applicable).
 3. The First Aider must be made aware of the MSDS and how to treat HCS incidents appropriately.

2.4.4 Noise Induced Hearing Loss

1. Where noise is identified as a hazard the requirements of the NIHL regulations must be complied with and the following must be included / referred to in the Health and Safety Plan. The Contractor must be able to:
 - (a) Proof of training with regards to these regulations.
 - (b) That monitoring carried out by an AIA and done according to SABS 083.
 - (c) Medical surveillance programme is established and maintained for the necessary employees.
 - (d) Control of noise by means of:
 - i. Engineering methods considered
 - ii. Admin control considered
 - iii. Personal protective equipment considered/decided on
 - iv. Describe how records are going to be kept for 40 years.

2.4.5 Fire Extinguishers and Fire Fighting Equipment

1. 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.

2.4.6 Portable Electrical Tools / Explosive Power Tools

1. A contractor must, in addition to compliance with the Electrical Installation Regulations, 2009, and the Electrical Machinery Regulations, 1988, promulgated by Government Notice No. R. 1593 of 12 August 1988, ensure that –
 - (a) before construction commences and during the progress thereof, adequate steps are taken to ascertain the presence of and guard against danger to workers from any electrical cable or apparatus which is under, over or on the site;

- (b) all parts of electrical installations and machinery are of adequate strength to withstand the working conditions on construction sites;
- (c) the control of all temporary electrical installations on the construction site is designated to a competent person who has been appointed in writing for that purpose;
- (d) all temporary electrical installations used by the contractor are inspected at least once a week by a competent person and the inspection findings are recorded in a register kept on the construction site; and
- (e) all electrical machinery is inspected by the authorized operator or user on a daily basis using a relevant checklist prior to use and the inspection findings are recorded in a register kept on the construction site.

2.4.7 High Voltage Electrical Equipment & Electrical Regulations

High Voltage Electrical Equipment

1. The Contractor will ensure that, where the work is under, on or near high-voltage electrical equipment the Electrical Regulations, together with safety instructions (Regulations of the Owner of the Equipment) are complied with.
2. **Such equipment includes: -**
 - Eskom and the Local Authority equipment
 - The Contractor's own power supply; and
 - Electrical equipment being installed but not yet taken over from a Contractor by The Project Client / Client Agent.

2.4.8 Public Health and Safety

1. The Contractor will ensure that each person working on or visiting a site, and the surrounding community, will be made aware of the dangers likely to arise from on-site activities and the precautions to be observed to avoid or minimize those dangers. Appropriate health and safety signage will be posted at all times. No visitor will be allowed to be on site without permission of the Construction Supervisor or his/her Assistant. All visitors must complete a visitors register, which should include the name, reason for visit and contact detail of said person. Members of the public will not be allowed to enter the work site as this will be a high risk activity.
2. 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.

2.4.9 Night Work

1. 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.

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

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

2.4.11 Fall Protection

1. A contractor must –
 - (a) designate a competent person to be responsible for the preparation of a fall protection plan;
 - (b) ensure that the fall protection plan contemplated in paragraph (a) is implemented, amended where and when necessary and maintained as required; and
 - (c) take steps to ensure continued adherence to the fall protection plan.
2. A fall protection plan contemplated in Construction Regulation 10(1), must include –
 - (a) a risk assessment of all work carried out from a fall risk position and the procedures and methods used to address all the risks identified per location;
 - (b) the processes for the evaluation of the employees' medical fitness necessary to work at a fall risk position and the records thereof;
 - (c) a programme for the training of employees working from a fall risk position and the records thereof;
 - (d) the procedure addressing the inspection, testing and maintenance of all fall protection equipment; and
 - (e) a rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following the incident.
3. A contractor must ensure that a construction manager appointed under regulation 8(1) is in possession of the most recently updated version of the fall protection plan.
4. A contractor must ensure that –
 - (a) all unprotected openings in floors, edges, slabs, hatchways and stairways are adequately guarded, fenced or barricaded or that similar means are used to safeguard any person from falling through such openings;
 - (b) no person is required to work in a fall risk position, unless such work is performed safely as contemplated in Construction Regulation 10(2);
 - (c) fall prevention and fall arrest equipment are -
 - i. approved as suitable and of sufficient strength for the purpose for which they are being used, having regard to the work being carried out and the load, including any person, they are intended to bear; and
 - ii. (ii) securely attached to a structure or plant, and the structure or plant and the means of attachment thereto are suitable and of sufficient strength and stability for the purpose of safely supporting the equipment and any person who could fall; and
 - (d) fall arrest equipment is used only where it is not reasonably practicable to use fall prevention equipment.
5. Where roof work is being performed on a construction site, the contractor must ensure that, in addition to the requirements set out in Construction Regulation 10 (2) and (4), it is indicated in the fall protection plan that –
 - (a) the roof work has been properly planned;
 - (b) the roof erectors are competent to carry out the work;
 - (c) no employee is permitted to work on roofs during inclement weather conditions or if any conditions are hazardous to the health and safety of the employee;
 - (d) all covers to openings and fragile material are of sufficient strength to withstand any imposed loads;

- (e) suitable and sufficient platforms, coverings or other similar means of support have been provided to be used in such a way that the weight of any person passing across or working on or from fragile material is supported; and
- (f) suitable and sufficient guard-rails, barriers and toe-boards or other similar means of protection prevent, as far as is reasonably practicable, the fall of any person, material or equipment.

2.5 Occupational Health

1. 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:
 - (a) Inhalation e.g. cement dust;
 - (b) Ingestion through swallowing;
 - (c) Absorption through the skin (pores) e.g. painting or use of thinners.
2. 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.
3. 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.
4. 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.

2.6 **COVID-19 (SARS-CoV-19 virus) Workplace Preparedness:**

Please refer to HAZARDOUS BIOLOGICAL AGENTS' REGULATIONS AS WELL AS – CODE OF PRACTICE: MANAGING EXPOSURE TO SARS-COV-2 IN THE WORKPLACE, 2022 PUBLISHED 24 JUNE 2022

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

Assignment of Contractor's Responsible Persons

ANNEXURE B

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

Acceptance of OHS Responsibilities (Owner of business) Section 16.1
Construction Safety Officer - CR 8(5)* Part Time Safety officer
Construction Work Supervisor - CR 8(7)*
Construction Work Assistant Supervisor - CR 8(8)*
Risk Assessor - CR 9(1)
Competent person to perform risk assessment training CR 9(3)
Construction Vehicle & Mobile Plant Operator - CR23(1)(d)*
Housekeeping Supervisor – CR 27
Stacking & Storage Supervisor - CR 28(a)
Fire Equipment Inspector - CR 29(h)
Emergency Coordinator - ER 9
First Aider/s - GSR 3 (Compulsory)
Hazardous Chemical Substance Supervisor - HCS Regulations
Incident / Accident Investigator - GAR 9(2)
GSR 2 PPE Inspector

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 Toolbox talks	Twice a week and before hazardous work is carried out	Attendance Register	
DSTI	Daily before work starts	Signed document	
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) First Aid boxes c) Portable Electrical Equipment d) Ladders e) Vehicle & plant inspections	
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	

ANNEXURE D

BASELINE RISK ASSESSMENT

	HAZARD	RISK	MINIMUM CONTROL MEASURES
1.	Noise and Dust.	Breathing in dust can cause long term health problems, noise can damage hearing	<ul style="list-style-type: none"> Hearing protection, signage indicating high noise zones, regular noise level tests and/or testing as per OHS Act and or when required Wear dust masks or respiratory masks Dampen down and minimise dust where possible.
2.	Hot work (Welding & Cutting)	Eye-injury, burn to skin, property damage. Hot Surfaces, fires, Arc flashing, welding fumes.	<ul style="list-style-type: none"> No welding near flammable liquids may be allowed at any time Fire extinguisher must be available where welding is taking place Full welders PPE must be worn when welding (overall, gloves, leather apron. Welding helmets to be worn at all times when welding. Defective welding equipment and damaged cables must be removed from site and repaired before being used again All portable electric equipment must be on a register. Welding screens to be used to minimize arc flashing to other employees.
3.	Working close to live electricity (Lock out & Tag out Procedure)	Electrical shock	<ul style="list-style-type: none"> Ensure that wayleaves are obtained for work to be conducted Wayleave must always be available on site . Contractor must comply to wayleave requirements. Contractor must not move past barriers installed by the client and stay clear of danger areas Lockout and tagout procedure implemented
4.	Use of Grinders	Personnel can sustain injuries when moving parts are properly protected.	<ul style="list-style-type: none"> All grinders must be inspected before use by the user. Grinder to be inspected monthly by a competent person and finding noted on an inspection register. Use grinding discs for grinding and cutting discs for cutting. Check all discs before use. And ensure correct RPM and type of disk for activity being done, consult manufacturer's

			<p>instructions for correct information</p> <ul style="list-style-type: none"> • Use correct PPE face shield & safety goggles, gloves, safety shoes and overalls. • Ensure grinder is unplugged before changing discs.
5.	Fire.	Injuries to workers, pedestrians, residents, road users, damage to property through fire	<ul style="list-style-type: none"> • No littering on site which could become fire hazard, maintain site in clean condition. • No fires to be lit on site. Always have a serviced fire extinguisher at hand . • No smoking or naked flame near flammable substances • Ensure proper storage/use of Petrol/diesel/flammable substances – post warning notices
6.	Hand tools	Injuries caused by use of hand tool Impact with the tool Falls due to access problems Contamination with substance being worked	<ul style="list-style-type: none"> • Inspect hand tools daily before use and complete inspection registers • Use the tool according to manufactures specifications • Tool is in good order and suitably sharp • Personnel must be instructed in tool usage and tool safely • Lighting is sufficient • Access is safe, working platform is secure, leading edge is guarded • Operative is wearing all necessary PPE • No homemade tools allowed on site
7.	Manual Handling of General Items	Muscular skeletal injuries if the load is too heavy or awkward Operative falling/tripping Contamination from the substance being carried Fall of material being carried	<ul style="list-style-type: none"> • Personnel should be aware of safe manual handling techniques • Personnel to wear Personal Protective Equipment when carrying items, e.g. safety footwear and gloves. • Awareness training for correct lifting method, use legs and not your back • Ensure good housekeeping to eliminate tripping/fall hazards. • Employee to get assistance if load is too heavy- team lift if necessary. • Utilise mechanical lifting and carrying aids where possible. • Personnel to ensure access equipment, ladders will take weight of employee and load being carried.

8.	Loading & Offloading	Property damage Pinch, cuts and bruises to employees. Falling of tools, loads and equipment. Serious injuries/fatality. Minor to serious hand and finger injuries.	<ul style="list-style-type: none"> • Ensure area identified for offloading is even and ground conditions stable. • Area must be barricaded and no unauthorised entry allowed • Performing manual loading/offloading comply to manual handling procedure. • Ensure loads are hooked correctly when offloading with mobile crane. • Only use certified lifting equipment. • Only competent person to perform rigging and slinging • No person allowed under suspended loads. • Keep hands away from loads, never place hands under loads when being placed on a surface. • Never exceed crane or lifting tackle SWL.
9.	Working at heights	Personnel falling form height Falling debris Those beneath being injured	<ul style="list-style-type: none"> • All persons working at heights must have attended working at heights training and have the required competence certificate • All persons working et heights must receive training on the fall protection plan • All safety harnesses must be inspected by the user before each use and monthly by a competent person all findings noted on an inspection register • All defective equipment must be tagged and removed from service and work area. • All persons working at heights must always wear full body safety harness , ensure 100% hook up • All fall arrest equipment to be correctly stored and maintained
10.	Manual Labour loosening and fastening of items.	Injuries to hands and muscles	<ul style="list-style-type: none"> • Use correct tool for the job at hand • When using spanners work away from your body • Where possible use ring spanners when tightening bolts. • Do not work in uncomfortable positions.
11.	Working with hands	Hand Injuries	<ul style="list-style-type: none"> • Always wear gloves when working with hands. • Keep hands clear of pinch or crushing areas. • When cutting with Stanley knife cut away from your body.

			<ul style="list-style-type: none"> Always ensure your hands are protected from injuries when using them.
12.	Use of ladders		<ul style="list-style-type: none"> Inspect ladder before use and area where ladder is needed Ladder to be numbered and registered. Replace all defective ladders. Determine work to be done and length of ladder needed. Use ladders specifically designed for electrical work Good supervision. Good communication between all parties. 3 Point contact while climbing up or down a ladder. No tools or any loose items in hands while climbing. Only one person on ladder at a time. Ladder to be secured to the structure or kept in position by a second person Make sure the ladder is long enough, never climb past second last rung of ladder
12.	Line of fire	Injuries	<ul style="list-style-type: none"> Never stand in front of a person using power tools (Grinders) Unsure at least two meter gap between employees using picks to perform trenching Never stand in front of a person using a hammer.
13.	Pinch pointes	Amputation of fingers injuries to fingers	<ul style="list-style-type: none"> Always wear gloves Keep hands clear from pinch point and crushing areas Use guide ropes to guide loads
14.	Ergonomics	Strains on muscles, joints and nerves	<ul style="list-style-type: none"> Make sure that the body is not compromised at all in the work place Ensure your body position and posture is conducive to comfort and that you have minimal distraction from physical discomfort. This correct use of the body in the workplace is simply called 'correct ergonomics'.
15.	Housekeeping	Minor to Serious injuries Damage to property Fatality Slip trips and falls	<ul style="list-style-type: none"> Equipment shall be stacked properly in a safe place. All tripping hazards shall be removed from working site. Designated walkways to be used. Full waste containers to be emptied on regular basis. All waste generated to be placed in bins or bags.

16.	Personal Protective Equipment	Injuries or health conditions	<ul style="list-style-type: none"> • All employees must be issued with the required PPE as identified in risk assessment • All employees to be trained in the use, maintenance and limitations of PPE • Regular PPE inspections conducted by supervision • Damaged PPE must be replaced immediately
17.	Management Of Change	Fatality, serious injuries or property damage	<ul style="list-style-type: none"> • Each operation to specify and define responsibility of each person involved and responsible for Management of Change. • The description shall also identify the specific documents (i.e. standards, codes of practice, process designs, inspection and approval notices, legislative requirements, etc.) that provide the operational or project engineering basis for changes. • These and every document involved in the change should be attached, if they are not part of a readily accessible standard / procedure. • Details of communications regarding the specific changes must be kept. • Shall be implemented to ensure the change management process is comprehensively managed
18.	Stacking & storage	Injuries and property damage	<ul style="list-style-type: none"> • Dedicated stacking and storage areas to be identified and used. • Walk ways to be kept clear. • Hazardous chemicals to be stored as per OHS Act and MSDS requirements. • No combustible and flammable material to be stored in same area. Articles shall not be stacked higher than three times the shortest base of the article. Secure materials and equipment.
19.	Excavations	Toxic fumes Collapse of trench walls/trapping Falling into excavation Collapse of adjacent structures	<ul style="list-style-type: none"> • Deep excavations / monitor air for toxic fumes • Prevent collapse by sloping sides or install temporary support • Vehicles not allowed closer 2 meters form edge of excavation • Excavation inspections done by competent appointed person on daily basis • Provide ladders or suitable means of access/egress in case of emergency. • All excavations deeper than 2 meters must have detailed

			method statement/Risk assessment
20.	Working at heights	Personnel falling form height Falling debris Those beneath being injured	<ul style="list-style-type: none"> • All persons working at heights must have attended working at heights training and have the required competence certificate • All persons working et heights must receive training on the fall protection plan • All safety harnesses must be inspected by the user before each use and monthly by a competent person all findings noted on an inspection register • All defective equipment must be tagged and removed from service and work area. • All persons working at heights must always wear full body safety harness , ensure 100% hook up • All fall arrest equipment to be correctly stored and maintained
21.	Underground Services	Striking of buried services	<ul style="list-style-type: none"> • Establish what services are in the area. Consult drawings and advice from service provider when planning work in a certain area. Obtain wayleaves • Assume all service to be live (Unless confirmation is received to confirm that services are isolated or otherwise made safe). Do not work near live services without authorisation from site management or owner. • Comply with the requirements of the Municipality and safe system of work for underground services. • Where available, locate services with a calibrated locator • Only manual excavations close to any existing services
22.	Use of Mobile Cranes		<ul style="list-style-type: none"> • Only trained competent/certified appointed employees to operate cranes. • All cranes must be inspected daily before use by the operator • Crane may not be used if derivations are noted during daily inspections • Mobile crane compliance certificates as per DMR must be current and up to date. • No safety devices shall be bypassed • Crane must be setup on even surface on stable compacted surface.

			<ul style="list-style-type: none"> • Ground where crane will be positioned shall be inspected for safe use and to determine how solid it is before the crane is positioned. • Area where crane will be used must be barricaded to prevent unauthorised access. • Only competent person to give hand signals to crane operator. • Load lifted with crane may not exceed 80% of the crane SWL. • Never exceed crane slew radius • Crane hook must always be centred with the load. • Operator must not talk on cell phone while operating crane. • Crane must not be used close to overhead powerlines without documented approved pre planning plans signed by user and client and owner of overhead powerlines. • Supervisor must be present at all times when using any crane.
23.	Use of Construction Plant and Equipment.	Plant failure, damage to equipment, property damage, injury, death	<ul style="list-style-type: none"> • Only use trained and experienced operators. • All equipment to be checked before use. • Plant to be placed on maintenance schedule, load test, certifications and visual inspection as per OHS Act. • Flagmen to accompany all mobile plant & equipment in work areas. • Inexperienced operators to work under supervision of experienced personnel. • Mobile plant to operate in barricaded areas and/or personnel to evacuate work areas close to mobile plant and equipment in operation. • Ground operating conditions to be checked by operator and foreman • High visibility clothing to be worn by all site personnel, audible warning systems when moving backwards, visible warning lights when in operation for all mobile plant. Spotters to be used where necessary.
24.	Overhead Services (Working near)	Contact with live services causing injury to personnel Damage caused to services	<ul style="list-style-type: none"> • Look First! Check the area for overhead power lines before bringing in equipment such as cranes, backhoes, and boom trucks. • Use a signaller if equipment or its load is closer than one boom length to overhead power lines.

			<ul style="list-style-type: none"> • Maintain the minimum distance from power lines 750 to 150,000 volts – 3 meters More than 150,000 to 250,000 volts – 4.5 meters More than 250,000 volts – 6 meters • Where contact is a danger, get the utility to insulate the lines. • Should contact occur stay in the machine. Generally, the safest course is to stay in the cab and remain calm. Don't touch the equipment and the ground at the same time. If you do, the current will make YOU its path to the ground. The results can be fatal. • Wear the correct personal protective clothing • Ensure height of plant/vehicles does not compromise or exceed clearance levels for overhead services
25.	Rigging & slinging practices	Falling material Crushing by materials Hand injuries to the slinger Toppling crane	<ul style="list-style-type: none"> • Use ONLY trained and experienced personnel. ALL LIFTING AREAS WILL BE BARRICADED TO ALLOW ONLY AUTHORISED PERSONNEL. • Cranes to be checked and all statutory tests and checks to be current. All lifting tackle to be • checked before use by the user and quarterly by a competent person and statutory documentation to be current. SWL on all lifting machines and tackle to be visible and adhered to. • Rigging shall only be done by competent and trained employees. • Ensure inspection have been carried out • Ensure (SWL) is clearly visible on all lifting tackle used • Ensure items being lifted are hooked up correctly and load centred with. • Be aware that there should be a minimum clearance of 600mm between any slewing parts of a crane and any fixed installation to prevent being trapped. • Good communication at all times between crane operator and person in control of lifting activity.

26	Members of Public – Protection of	Injury to member of public and road users from site works	<ul style="list-style-type: none"> • Barriers and signage to be in place • Workers must warn away any members of public from the works • Footpaths and bridges which are open to public must be closed off if in area of works or otherwise made safe so that no injury occurs to members of public • Traffic turning into site – traffic management and signage as required. • Signage to be on road at site entrance warning motorists that construction traffic turning into/out of site access. Keep roads free of mud where possible • Refer to plant risk assessment for details on plant safety precautions • NOTE: SIGNAGE TO BE POSTED ON SITE TO WARN OF CONSTRUCTION TRAFFIC MOVEMENTS. SAFE MEANS OF ACCESS FOR BOTH CONSTRUCTION TRAFFIC TO SITE AND PRIVATE HOMEOWNERS MUST BE AGREED.
27	Mixing concrete by hand	Hand ,finger injuries due to misuse or following incorrect procedures Eye, hand, feet, and skin injuries (chemical burn / reaction) due to direct exposure to cement (corrosive nature). Lung diseases due to inhaling of cement dust. Using of water to clean hand tools of concrete	<ul style="list-style-type: none"> • Correct PPE to be worn at all times. Hand tool training to be done. • SDS for cement related injuries to be available at all times on site. See attached SDS. Have first aid information regarding all related injuries for treatment. • Washing of tools in designated area where contaminated water can be contained for recycling.
	Mixing concrete with concrete mixer	Hand and finger injury / amputation. Production delays due to work stoppages	<ul style="list-style-type: none"> • Machine guarding where feasible to limit open moving parts as much as possible. • Correct PPE to be worn.
	Transporting concrete with wheelbarrow	Pushing and manoeuvring loaded wheelbarrow Cement spillage on bare soil or into water drainage system	<ul style="list-style-type: none"> • Safety boots, leather gloves, hard hat to be worn at all times. • Ergonomic awareness training to be conducted by the SHE officer, in the form of Toolbox talks and documented. Inspection on state of wheelbarrows. • Mixing will be done on a concrete mixing platform or mixing boards to minimise cement spillages.

SAFETY FILE REQUIRMENTS

ANNEXURE E

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

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Item	Description
1.	OHS Act section 37.2 Mandatory Agreement & CR 5(1)(k) Principal Contractor Appointment
2.	EHS Plan <u>(Approved by Client as well as contractor responsible person)</u>
3.	Contractor Policies <u>(As well as proof of communication to employees)</u>
4.	Scope of Work & <u>Letter of award of contract</u>
5.	Client SHE Specifications <u>(Proof of communication to Construction Manager & Supervision)</u>
6.	Letter of Good Standing with a Licenced Compensation Commissioner (COID)
7.	Organisation Structure <u>(Must indicate legal appointment reference, contact number as well as e-mail address where applicable)</u>
8.	Induction <u>(Copy of training material and proof of training)</u>
9.	Risk Assessments <u>(Approved risk assessment by contractor and Agent as well as proof of communication to all employees)</u>
10.	Area Emergency Plan site specific <u>(Proof of communication to employees)</u>
11.	All Safe work procedures relevant to tasks that will be performed tasks identified as high-risk activities during risk assessment process
12.	Appointments Letters <u>(Copy of legal appointments and competency/CV/Certificates)</u>
13.	Site Specific Audits and Internal Audits/Inspection Arrangements <u>(Client as well as internal)</u>
14.	Personal Protective Equipment <u>(Proof of issue as well as monthly inspections by supervision)</u>
15.	Workers Welfare Facilities & Waste Management <u>(Plot plan and inspections)</u>
16.	Toolbox Talks <u>(Topics and proof of communication)</u>
17.	Equipment/Tools Inspections Checklist/Registers
18.	Incident Investigations
19.	Medical Surveillance Certificates
20.	Copy of the Act & WCL2 Forms

21.	MSDS'S of all chemicals that will be used on site (16 Point MSDS as required by law)
22.	COVID-19

**MANDATORY AGREEMENT ON ENVIRONMENTAL, HEALTH AND SAFETY
ISSUES**

ENTERED INTO AND BETWEEN

Copyrighted Material

GEORGE MUNICIPALITY

(Hereinafter referred to as the "Employer")

and

.....

Contractor

Compensation Fund Number:

Whereas the Employer has called for the executing of the following work: **BURGLAR BARS AT THEMBALETHU LIBRARY**, and whereas the Contractor undertook to carry out the work and whereas Employer and the Contractor have agreed to regulate the environmental, occupational health and safety responsibilities as between them, now therefore the undersigned agree to:

Section A: Occupational Health and Safety

- 1) The Contractor warrants that all his and his sub-Contractors' employees are covered in terms of the provisions of the Compensation for Occupational Injuries and Diseases Act 1993, which cover shall remain in force whilst any such employees are present on Employer premises. The Contractor will only allow sub-Contractors on site with the prior written consent of the Employer.
- 2) The Contractor warrants that it is in possession of Public liability insurance cover and any other insurance cover of that will adequately make provision for any possible losses and/or claims arising from his and/or his sub-Contractors and/or his employees' acts or omissions on Employer premises, which shall remain in force whilst he and/or his sub-Contractor and/or his employees are present on Employer premises or which shall remain in force for the duration of his contractual relationship with the Employer, whichever period is the longer.
- 3) The Contractor undertakes to ensure that he and/or his sub-Contractors and/or their respective employees will at all times comply with all the requirements of the Occupational Health and Safety Act, Act 85 of 1993 (OHS-Act) and that he is an employer in his own regard. The Contractor (Mandatory) therefore and Employer therefore enter into this agreement by virtue of Section 37(2) of the OHS-Act, without derogating from this general undertaking, also comply with the following conditions:
 - (a) All work being done will be preceded by hazard identifications and risk assessments and these hazards and risk will eliminated, controlled or mitigated where reasonably practicable.
 - (b) All work performed on Employer premises must be performed under the close supervision of the Contractor's Supervisors on site. Such supervisors are to be conversant with the hazards associated with any work that the Contractor performs on the stated premises as well as the mitigating and controlling measures to be implemented.
 - (c) Contractor employees must be medically fit to perform the work they are required to perform. Proof of completed Annexure 3, medical fitness and biological monitoring is to be provided to the Employer authorised representative on request of the Employer. The contractor is specifically but not exclusively referred to: Hazardous Substances Act, Employment Equity Act, Construction Regulations 2014, Hazardous Chemical Substances Regulations, Lead Regulations, Asbestos Regulations, Hazardous Biological Agents Regulations, Noise Induced Hearing Loss Regulations, etc.

- (d) The Contractor's Chief Executive Officer shall assume the responsibility in terms of Section 16(1) of the Occupational Health and Safety Act. If the Contractor assigns any duty in terms of Section 16(2), a copy of such written appointment shall immediately be forwarded to the Employer, as well as all other appointments made in terms of the Occupational Health and Safety Act.
- (e) The Contractor shall ensure that he familiarizes himself with the requirements of the Occupational Health and Safety Act and that he, his employees and any sub-Contractor comply with its requirements.
- (f) The Contractor shall appoint competent employees who shall be trained and conversant on any Occupational Health and Safety aspect pertinent to them or to the work that is to be performed. No employee will be employed on the site by the Contractor, which has not been employed for at least six months prior to the contract commencing in a similar position by the Contractor.
- (g) The Contractor shall strictly enforce discipline regarding Occupational Health and Safety.
- (h) The Contractor shall ensure that his employees are issued and use the required Personal Protective Equipment (PPE). PPE will only be used as a last resort where other mitigating measures are not reasonably practicable.
- (i) Safe work procedures shall be implemented and enforced; all employees shall be made conversant with the contents of these practices.
- (j) No unsafe or illegal equipment/machinery, personal protective equipment and/or articles shall be used on Employer premises.
- (k) Those incidents and accidents mentioned in the Occupational Health and Safety Act shall be reported by the Contractor to the Department of Labour as well as to the Employer. The Employer shall further be provided with copies of any written documentation relating to any incident.
- (l) All employees of the Contractor shall be made conversant with work-related hazards and procedures to mitigate or eliminate these hazards.
- (m) The Contractor warrants that he shall act as a professional in his field of expertise and has identified all hazards and risks associated with the work to be performed.
- (n) The Employer and Contractor hereby obtains an interest in the issue of any investigation or formal inquiry conducted in terms of the Occupational Health and Safety Act pertaining to any incident involving the Contractor and/or his employees and/or his sub-Contractor/s.

- (o) No use shall be made of any Employer machinery/article/substance or personal protective equipment without written approval and without ensuring prior and during use it is in a proper condition and as such will not cause any risk to the health and safety of any person.
- (p) Work for which the issuing of a permit is required shall not be performed prior to the obtaining of a duly completed and approved permit.
- (q) No alcohol or other intoxicating substance shall be allowed on the Employer's premises. Anyone suspected of being under the influence of alcohol or any other intoxicating substance (including medicines) shall not be allowed on the premises.
- (r) Full co-operation shall be given if and when the Employer's employees inquire into occupational health and safety issues.
- (s) The Contractor will cease dangerous or unsafe work immediately when requested to do so by the Employer or its representatives. The onus still remains on the contractor to enforce health and safety practices.
- (t) The Contractor confirms that he has been informed that he must report to the Employer management (in writing) anything that he deems to be unhealthy and/or unsafe. He has informed his employees and/or sub-Contractors in this regard.
- (u) The Contractor warrants that he shall not endanger the health and safety of Employer employees, members of the surrounding community and/or visitors in any way whilst performing any work on Employer premises.
- (v) The Contractor undertakes to reimburse the Employer for all medical costs incurred relating to any of the Contractor's employees.
- (w) Should the contractor be performing "construction work" as defined in the Construction Regulations 2014 of the OHS-Act, the contractor will therefore ensure full compliance with said regulations

Section B: General and Environmental legal compliance

- 1) The Contractor will ensure compliance to all environmental legislation.
- 2) The Contractor undertakes to comply with all labour related legislation while performing work for the Employer.
- 3) The Contractor will be accountable and liable for all fines, penalties and civil action arising out of his and his employee's, contractor's or agent's acts and omissions. The Contractor will hold the Employer harmless against any such claims or actions.

Section C: Special conditions

- 1) This agreement shall remain in force for the complete duration of the specified work done for the Employer unless revoked in writing.
- 2) The Contractor representative shall be bound *in solidum (jointly and severally)* in terms of this agreement.
- 3) The Contractor undertakes to adhere to all the Employer's rules and regulations as well as all guidelines and other addendums that may be annexed hereto. The Contractor will ensure that all his employees are conversant with these annexures, where applicable.
- 4) "Employer Premises" in this agreement will include Client premises.
- 5) The Employer retains the right to stop any work deemed dangerous regarding the health and safety of employees, Client representatives, public or visitors. Work may also be stopped as a result of legal noncompliance's observed during audits, the contractor will be responsible for any damages and costs suffered as a result of work stoppages.

Date	
Place	
Signed by: Client: _____	Mr. _____
Date	
Place	
Signed by contractor or his authorized representative:	Mr. _____
Notes <ol style="list-style-type: none"> 1. Initial each page and annexures 2. Verify all corporate entity names and site them correctly 3. Verify insurances and COIDA 4. Verify signatory authority 5. Keep original 6. Initial where amended or writing added 7. To be signed before commercial agreement 8. Ensure commercial contract do not override this agreement. 	

**APPOINTMENT AS THE PRINCIPAL CONTRACTOR OF CONSTRUCTION WORK
IN TERMS OF CONSTRUCTION REGULATION 5(1)(k) OF THE
OCCUPATIONAL HEALTH AND SAFETY ACT, (85 OF 1993) AS AMENDED**

NAME OF CLIENT: GOERGE MUNICIPALITY

IN TERMS OF THE ABOVE-MENTIONED ACT:

I/WE (FOR EMPLOYER) having been appointed to ensure full
compliance with the **Manager-Section** OHS Act and Regulations, hereby appoint you.....
Full name

On behalf of.....as Principal Contractor of Construction Work in
terms of the Construction Regulation 5(1)(k). The appointment is for the following project: **BURGLAR**

BARS AT THEMBALETHU LIBRARY

YOUR RESPONSIBILITIES ARE TO:

1. Comply with all the duties imposed on a Principal Contractor by the Construction Regulations.
2. Supervise all Construction work on the premises in accordance with CR 5(1)(k).
3. Ensure compliance with the health and safety specifications prescribed by the client or his agent for this project.
4. Ensure compliance with all the requirements of the National Building Regulations.
5. Ensure that all contractors appointed by yourself, and reporting to you, comply with the requirements as stipulated in the Construction Regulations.
6. Ensure that information and specifications to carry out work safely are communicated to all contractors appointed and reporting to you.
7. To ensure that all records, registers, and documentation are maintained and that all persons appointed to carry out tasks are competent and possess the necessary resources to complete their tasks effectively and in such manner that the health and safety of persons are not compromised.
8. Report to the client as per the agreed safety plan on all deviations and progress.

This appointment will become effective on the date of acceptance thereof and will be valid until completion of the construction work.

Please confirm your acceptance of this appointment by signing and returning to me the duplicate copy of this letter.

Signature:
Manager (for employer)

Designation:

Date:

ACCEPTANCE

I..... understand the implications of the appointment and confirm my acceptance of this appointment. I have studied the relevant sections of the Act and Regulations and understand what is required of me.

Signed:.....

Date: