



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

Project: MASIZAKHE CRECHE: REPLACEMENT OF ASBESTOS ROOF – ERF 866

For: GEORGE MUNICIPALITY DIRECTORATE CORPORATE SERVICES – SOCIAL SERVICES

Project Directory

Project Client

Name: George Municipality 71 York Street George 6530	Contact Details: 044 801 9111
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Designer

Name: George Municipality 71 York Street George 6530	Contact Details: 044 801 9111
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OHS

Name: OHS Inc	Contact Details: 082 7717072 admin@ohsinc.co.za
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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	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:	Yes
Construction Work Permit Application:	N/A
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Date Prepared:	12 September 2022

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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 85 of 1993 Section 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 as well as the prevention of incidents.***
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 or his/her sub-contractors 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 and other requirements as well as this document is compiled and approved by the Client/Client Agent before commencement of Construction.***

1.2 PROJECT DETAILS

Description of Work

The service provider/s or contractor/s must remove existing Asbestos Roof covering and supply and install new IBR iron roof sheets of 320m² at Masizaki Creche as measured in the bills of quantities as follows:

- Removal of existing asbestos roof coverings
- Removal of existing 25m Gutter half rounds, including brackets, downpipe swan neck, gutter outlet, downpipes & stop ends.
- Removal of existing asbestos roof fastenings including ridge caps, fascia boards and barge boards
- Supply and install new IBR iron roof sheets (6600 x 0.47mm) with cap roofing ridge, SABS approve overall cover width to be 737mm. Certificate of compliance for materials, coatings and a Quality control program shall be submitted to the Municipality for review prior to commencement of any work.

REMOVAL, STORAGE & DISPOSAL OF HAZARDOUS (ASBESTOS) MATERIAL

The service provider /s or contractor/s must price accordingly for the removal, storage and the disposal of the existing asbestos roof sheets.

The contractor shall not disturb the existing rafters during removal.

The contractor shall locate the relevant disposal area for asbestos.

The contractor shall familiarise him/herself with the site during briefing session or before works commencement.

Proof must be provided by the contractor that the specialist removing the hazardous material is registered to do so; that all work will be done according to the National Regulations governed by the Health & Safety Act (when disposing asbestos), that the disposal site receiving the waste material can accept asbestos and is registered to do so, that the vehicles / company transporting the waste material to the disposal site, conform to the requirements when transporting hazardous material.

Contractor must note that final payment for the disposal of the material will only be made when the disposal site confirms in writing (delivery note) that the material was received.

INSTALLATION OF IBR IRON ROOF SHEETS

The service provider /s or contractor/s must supply and Install new IBR iron roof sheets that is blue in colour (6600 x 0.47mm) with cap roofing ridge, SABS approve overall cover width to be 737mm. Roof sheets to be fixed with 75 mm roofing screws with a galvanize bonded washer. Contractor also to add new purlins spaced 700mm centre to centre on the rafters. New 60m PVC guttering system & fascia boards must be installed once the IBR roofing is completed.

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. All work areas must be barricaded and the required safety notices and warning signs must be displayed on site.

Some work will be conducted next to public road and the contractor will be expected to implement the necessary measures (traffic cones/ delineators etc) to protect employees as well as road users from getting injured or involved in accidents/incidents. Asbestos work will be conducted so the contractor must display all required safety warning signs and notices. 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.

All waste generated during the construction work must be placed in a clearly identified waste storage area, no wooden boards or planks with protruding nails will be left lying around on site at any time. Nails should either be removed or bent around so that the potential of an injury occurring is eliminated. Asbestos waste must be stored and removed as per Asbestos regulations requirements.

Construction or delivery vehicle drivers must be trained and informed to be vigilant when driving into or on the work site as to prevent members of the public being struck by or knocked over by construction or delivery vehicles. The contractor should make use of flagman to guide delivery vehicles coming on to site

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

1.4 **BASELINE RISK ASSESSMENT**

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

- COVID-19
- Site Establishment
- Use of local labour
- Asbestos removal
- Exposure to asbestos
- Traffic movement in and out of work area.
- Use of Construction Plant and Equipment.
- Loading and offloading
- Noise and Dust.
- Mixing and pouring cement/concrete
- Steel work
- Paving work

- Grinding and cutting
- Use of scaffolding
- Working at heights
- Roof work
- Fire.
- Hand tools
- Hazardous Substances
- Flammable liquids (Diesel & Petrol)
- Manual Handling of General Items.
- Working close to or on top of existing underground services
- Stacking and storage of materials in work areas.
- Use of correct PPE
- Oil & Diesel spills (Environmental spills)
- Portable Electrical equipment (Grinders and Drills)

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:

- Asbestos
- Petrol
- Diesel

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

Safety Rules

- Always wear required PPE when performing work on site.
- Ensure welding screens are used to protect members of the public against arc flashes
- No risk assessment no work (Risk assessments must be approved by contractor)
- Be sober (no person who is intoxicated will be allowed on site)
- If not sure how to perform a task stop work and ask
- Inspect all tools daily before use
- Ensure all excavations are barricaded and clearly identified.
- Hook up at heights
- Every person is responsible for his/her own safety as well as persons who may be affected by his/her actions or omissions.

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. The record must also indicate total amount of people on site as well as total hours worked for the week.

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. 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, service providers 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:

"approved plan of work"

means a written site -specific methodology as contemplated in regulation 15 that is at least co- signed by the asbestos client, registered asbestos contractor and approved inspection a authority

"asbestos"

Means the following fibrous silicates:

- a. Asbestos actinolite, CAS No. 77536 -66 -4;
- b. asbestos grunerite (amosite), CAS No. 12172 -73 -5;
- c. asbestos anthophyllite, CAS No. 77536 -67 -5;
- d. chrysotile, CAS No. 12001 -29 -5 or CAS No. 132207 -32 -0;

- e. crocidolite, CAS No. 12001 -28 -4;
- f. asbestos tremolite, CAS No. 77536 -68 -6; and
- g. any mixture containing these fibrous s

asbestos cement products"

means a range of building materials that were manufactured using moulding and compression techniques, consisting of a hardened mixture of asbestos fibres, cement and water;

"asbestos clearance certificate"

means a written document verifying that the regulated asbestos fibre concentration in the air meets the clearance indicator; "asbestos client" means any person for whom asbestos work is performed;

"asbestos coating"

means a surface coating which contains asbestos for fire protection, heat insulation or sound insulation, but does not include textured decorative coatings;

"asbestos- containing material"

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

"asbestos disposal site"

means a site specifically designated for the purpose of asbestos disposal in terms of the National Environmental Management: Waste Act, 2008 (Act No. 59 of 2

"asbestos removal site"

means a workplace where asbestos removal work is performed;

"asbestos removal supervisor"

means a competent person responsible for supervision of physical asbestos work processes and coordination of asbestos removal on an asbestos removal site;

"asbestos risk assessment"

means a risk assessment and risk categorisation of potential exposure to asbestos dust;

"asbestos waste"

means an undesirable or superfluous asbestos or asbestos - containing product or by-product or the undesirable or superfluous asbestos or asbestos -containing emission or residue of any process or activity, which has been-

(a) discarded by any person; or

(b) accumulated and stored temporarily with the purpose of discarding it, with or without prior treatment connected with the discarding thereof;

Agent

means a competent person who acts as a representative for a client;

Client

means any person for whom construction work is being performed;

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;

Construction Vehicles

Means a vehicle used as a means of conveyance for transporting persons or material, or persons and material, on and off the construction site for the purposes of performing construction work;

Contractor

Means an employer who performs construction work

Fall protection plan

means a documented plan, which includes and provides for-

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

Fall risk

means any potential exposure to falling either from, off or into;

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;

Health and safety file

Means a file, or other record containing the information in writing required by these Regulations

Health and Safety Plan

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

Medical certificate of fitness

Means a certificate contemplated in regulations 7 (8) of the Act

Occupational health practitioner

means an occupational medicine practitioner or a person who holds a qualification in occupational health recognized as such by the South African Medical and Dental Council as referred to in the Medical, Dental and Supplementary Health Service Professions Act, 1974 (Act No. 56 of 1974), or the South African Nursing Council as referred to in the Nursing Act, 1978 (Act No. 50 of 1978);

Principal Contractor

Means an employer appointed by the client to perform construction work

"registered asbestos contractor"

means either a contractor, a mandatory or an employer who conducts type 2 asbestos work or type 3 asbestos work or asbestos removal work, who is registered with the chief inspector

"removal of asbestos" means

all tasks included in the process of removing asbestos from the location specified in the inventory of asbestos in place to the final disposal site.

"respiratory protective equipment"

means a device which is worn over at least the mouth and nose to control the inhalation of air that is not safe.

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;

:Type 2 asbestos work"

means -

- (a) the repair or encapsulation of asbestos cement products in a manner that does not require surface preparation; or
- (b) the removal of asbestos cement products or asbestos insulating board; and, requires registration as a type 2 registered asbestos contractor with the chief inspector;

"type 3 asbestos work" means -

- (a) the removal, repair or encapsulation of any asbestos and asbestos -containing material; and, requires registration as a type 3 registered asbestos contractor with the chief inspector

Temporary works

Means any falsework, formwork, support work, scaffold, shoring or other temporary structure designed to provide support or means of access during construction work.

The Act

Means, unless the context indicates otherwise, the Occupational Health and Safety Act, (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.

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

2.3.2.1 Construction Manager Construction regulations 8(1)

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.
5. Competency requirements – CV with proof of more than 3 years' experience in the same position, Legal liability, General OHS Act & Regulations, Construction Regulations & HIRA Certificates

2.3.2.2 Assistant Construction Manager Construction regulations 8(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. Competency requirements – CV with proof of more than 3 years' experience in the same position, Legal liability, General OHS Act & Regulations, Construction Regulations & HIRA Certificates

2.3.2.3 Construction Safety Officer Construction regulations 8(5)

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 approved by the Chief Inspector (SACPCMP) and has necessary competencies and resources to assist the contractor.

2.3.2.4 Construction Supervisor Construction regulations 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.
4. Competency requirements – CV with proof of more than 3 years' experience in the same position, Legal liability, General OHS Act & Regulations, Construction Regulations, Incident Investigation & HIRA Certificates

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 e.g.

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 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.

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 as required and as related to the relevant appointments by the OHS Act. The organogram must include the legal reference under which each person is appointed as well as the persons contact number and e-mail address should one be available.

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 affected to the design and or construction that result in a change to the risk profile; or
- (b) when an incident has occurred.

Baseline Risk Assessment

- A baseline Risk Assessment will be done by the contractor. The Risk Ratings will be analysed and categorised in three groups, low, medium and high risks. Procedures will be drafted to ensure that all high and medium risks can be performed safely. These procedures are included as Safe Operating Procedures and must be issued to all supervision.
- HSE Task / Issue Based risk assessments done on site should be able to extract data (Identified hazards & control measures) from the baseline risk assessment to assist with task specific risk assessments that would enable the site to implement the basic control measures without delay.
- The hierarchy catered for risk reduction will be to eliminate, substitute, engineering, administrative and signage/warning and protective equipment when considering controls to be put in place.
- The baseline Risk Assessment will be reviewed once a year or as soon as conditions change, or an incident occurs on any site.
- The HSE Manager will be responsible to add any procedures to eliminate, mitigate risks that have been identified during the review or investigation process.

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)

1. The Contractor will ensure that one (1) 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. Competencies will include Safety representative training, HIRA, Legal liability as well as Incident Investigation.

2.3.9 Health and Safety Committee

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 meetings. Copies of the minutes must be made available to the Client/ Client Agent or Inspector. Minutes of the meeting must also be communicated to all employees working on site.

2.3.10 Inductions

1. The Contractor will ensure that all employees under his / her control have gone through a formal health and safety induction before being allowed to perform any task on site. The Contractor will keep a copy of the Induction Manual as well as 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 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 will be managed. Upon completion of the project all local labour employees must undergo an exit medical, permanent employees of the contractor will only be expected to provide their annual medical certificate. Medical records must be kept for a period of 40 years

2.3.12 Awareness

1. The Contractor will conduct, toolbox talks once a week 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. Training must be conducted by an accredited training provider in line with SAQA unit standard requirements.

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

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.
2. Emergency procedures will include, but will not be limited to, fire, spills, incidents involving employees, use of hazardous substances, strikes or protest actions 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.
3. Current Water work emergency procedures and plans needs to be incorporated into the contractors emergency procedure especially emergency procedures in the event off a chlorine gas leak.

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. The contractor must also ensure that all first aiders receive training on the first aid requirements of hazardous chemicals MSDS's used on site, signed attendance register must be available as proof.

2.3.20 Accident / Incident Reporting and Investigation

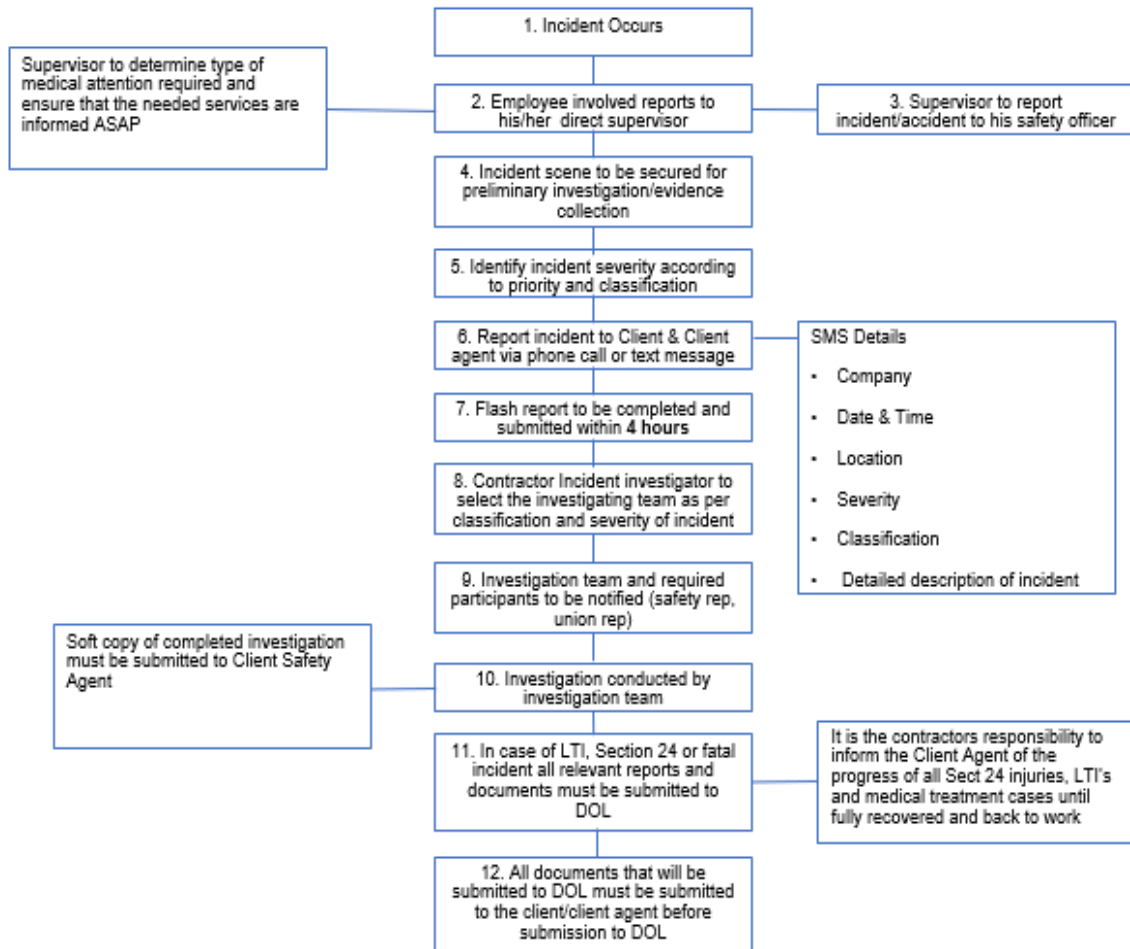
1. The Contractor will in addition to the prescribed requirements of the OHS Act investigate, record and report all reportable incidents. The investigations will be conducted by a qualified **competent** person or persons who have sufficient knowledge to carry out an investigation. In the case of a serious 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 text message via cell phone. A flash report will be completed and forwarded to the Client & Client Agent within four hours of incident occurrence.

Preliminary investigations must be submitted to the Client agent within three days of incident occurring, the investigation will be reviewed, and the client agent reserves the right to request changes made to the investigation upon agreement with the contractor. In the event of section 24 and LTI investigations a final investigation report will be compiled and submitted to the Client/Client Agent with a detailed action plan outlining precautionary measures that will be taken to prevent reoccurrences as well as any other actions needed and identified during the investigation process.

The contractor will provide to the Client & Client agent a scanned copy of the full final investigation as well as the following documents.

- Copy of the DSTI
- Copy of the risk assessment at the time of incident as well as a revised risk assessment.
- All appointments and competency certificates of supervision involved as well as injured person.
- Copy of injured person's pre-employment medical
- All medical reports e.g. First medical, follow up medicals as well as final medical and resumption report.
- Annexure 1 report of incident to department of labour
- Detailed action plan addressing all findings made during the investigation
- Proof of all close outs of findings made during the investigation
- Copies of all witness and other statements taken.
- Proof of Incident recall with all employees

Incidents will be managed according to the flow chart bellow



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 as per SANS 1186. OHS signage will include, but will not be limited to, Danger 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.

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.
 - (e) All deep excavations exceeding 1.5 meters

2.3.26 Sub-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 Temporary Works

1. A contractor must appoint a temporary works designer in writing to design, inspect and approve the erected temporary works on site before use.
2. A contractor must ensure that all temporary works operations are carried out under the supervision of a competent person who has been appointed in writing for that purpose.
3. A contractor must ensure that -
 - (a) all temporary works structures are adequately erected, supported, braced and maintained by a competent person so that they are capable of supporting all anticipated vertical and lateral loads that may be applied to them, and that no loads are imposed onto the structure that the structure is not designed to withstand;
 - (b) all temporary works structures are done with close reference to the structural design drawings, and where any uncertainty exists the structural designer should be consulted;
 - (c) detailed activity specific drawings pertaining to the design of temporary works structures are kept on the site and are available on request to an inspector, other contractors, the client, the client's agent or any employee;
 - (d) all persons required to erect, move or dismantle temporary works structures are provided with adequate training and instruction to perform those operations safely;
 - (e) all equipment used in temporary works structure are carefully examined and checked for suitability by a competent person, before being used;
 - (f) all temporary works structures are inspected by a competent person immediately before, during and after the placement of concrete, after inclement weather or any other imposed load and at least on a daily basis until the temporary works structure has been removed and the results have been recorded in a register and made available on site;

- (g) no person may cast concrete, until authorization in writing has been given by the competent person contemplated in paragraph (a);
 - (h) if, after erection, any temporary works structure is found to be damaged or weakened to such a degree that its integrity is affected, it is safely removed or reinforced immediately;
 - i. adequate precautionary measures are taken in order to -
 - ii. secure any deck panels against displacement; and
 - iii. prevent any person from slipping on temporary works due to the application of release agents;
 - (a) as far as is reasonably practicable, the health of any person is not affected through the use of solvents or oils or any other similar substances;
 - (b) upon casting concrete, the temporary works structure is left in place until the concrete has acquired sufficient strength to safely support its own weight and any imposed load, and is not removed until authorization in writing has been given by the competent person contemplated in paragraph (a);
 - (c) the foundation conditions are suitable to withstand the loads caused by the temporary works structure and any imposed load in accordance with the temporary works design.
 - (d) provision is made for safe access by means of secured ladders or staircases for all work to be carried out above the foundation bearing level;
 - (e) a temporary works drawing or any other relevant document includes construction sequences and methods statements;
 - (f) the temporary works designer has been issued with the latest revision of any relevant structural design drawing;
 - (g) a temporary works design and drawing is used only for its intended purpose and for a specific portion of a construction site; and
 - (h) the temporary works drawings are approved by the temporary works designer before the erection of any temporary works.
4. No contractor may use a temporary works design and drawings for any work other than its intended purpose.

2.4.2 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.

2.4.3 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.

2.4.4 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.

2.4.5 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.

2.4.6 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.

1. A contractor must ensure that all construction vehicles and mobile plant –
 - (a) are of an acceptable design and construction;
 - (b) are maintained in a good working order;
 - (c) are used in accordance with their design and the intention for which they were designed, having due regard to safety and health;
 - (d) are operated by a person who -
 - i. has received appropriate training, is certified competent and in possession of proof of competency and is authorised in writing to operate those construction vehicles and mobile plant;
 - ii. has a medical certificate of fitness to operate those construction vehicles and mobile plant, issued by an occupational health practitioner in the form of Annexure 3 of Construction Regulation 2014
 - (e) have safe and suitable means of access and egress;
 - (f) (f) are properly organized and controlled in any work situation by providing adequate signalling or other control arrangements to guard against the dangers relating to the movement of vehicles and plant, in order to ensure their continued safe operation;
 - (g) (g) are prevented from falling into excavations, water or any other area lower than the working surface by installing adequate edge protection, which may include guardrails and crash barriers;
 - (h) (h) are fitted with structures designed to protect the operator from falling material or from being crushed should the vehicle or mobile plant overturn;
 - (i) (i) are equipped with an acoustic warning device which can be activated by the operator;
 - (j) (j) are equipped with an automatic acoustic reversing alarm; and
 - (k) (k) are inspected by the authorised operator or driver on a daily basis using a relevant checklist prior to use and that the findings of such inspection are recorded in a register kept in the construction vehicle or mobile plant.

2. A contractor must ensure that –
 - (a) no person rides or is required or permitted to ride on a construction vehicle or mobile plant otherwise than in a safe place provided thereon for that purpose;
 - (b) every construction site is organized in such a way that, as far as is reasonably practicable, pedestrians and vehicles can move safely and without risks to health;
 - (c) the traffic routes are suitable for the persons, construction vehicles or mobile plant using them, are sufficient in number, in suitable positions and of sufficient size;
 - (d) every traffic route is, where necessary, indicated by suitable signs;
 - (e) all construction vehicles and mobile plant left unattended at night, adjacent to a public road in normal use or adjacent to construction areas where work is in progress, have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, in order to identify the location of the vehicles or plant;
 - (f) all construction vehicles or mobile plant when not in use, have buckets, booms or similar appendages, fully lowered or blocked, controls in a neutral position, motors stopped, wheels chocked, brakes set and ignition secured;
 - (g) whenever visibility conditions warrant additional lighting, all mobile plant are equipped with at least two headlights and two taillights when in operation;
 - (h) tools, material and equipment are secured and separated by means of a physical barrier in order to prevent movement when transported in the same compartment with employees;

- (i) vehicles used to transport employees have seats firmly secured and adequate for the number of employees to be carried; and
- (j) all construction vehicles or mobile plant travelling, working or operating on public roads comply with the requirements of the National Road Traffic Act, 1996.

2.4.7 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.

2.4.8 Hired Plant and Machinery

1. 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.

2.4.9 Asbestos

An employer or self-employed person must, as far as is reasonably practicable-

- (a) ensure that all asbestos-containing materials at the workplace are identified by a competent person;
- (b) if it is uncertain whether the suspected material contains asbestos, either deem the material to be asbestos-containing material or arrange for a sample of that material to be analysed for the presence of asbestos by a laboratory competent to carry out such analyses;
- (c) if part of the workplace is inaccessible and considered by a competent person as likely to contain asbestos, assume that asbestos is present in that area;
- (d) if no asbestos is identified as per subregulation (a), (b) and (c), ensure that the asbestos-free status of the workplace is substantiated in writing by a competent person: Provided that subregulation (d) does not apply to an employer who occupies or uses a structure as defined in the Construction Regulations, 2003, published as Government Notice R.1010 in Gazette No. 25207 of 18 July 2003, where construction commenced at least three years after promulgation of the Regulations for the Prohibition of the Use, Manufacturing, Import and Export of Asbestos and Asbestos-containing Materials, 2007, published as Government Notice R.341 in Gazette No. 30904 of 28 March 2008, under section 24B of the Environment Conservation Act, 1989 (Act No. 73 of 1

An employer or self-employed person must obtain the services of a competent person to ensure that all materials identified as, or assumed to be, asbestos-containing material, as contemplated in regulation 3, are entered into an inventory of asbestos in place, which is kept at the workplace or premises

With regard to any disagreement as to whether any substance is in fact asbestos, the health and safety representative, health and safety committee or a person nominated by the employees may require that a sample of that substance be taken and definitive identification of the substance be determined by an approved inspection authority, provided that the cost of the identification is borne by the employer.

Where the removal of asbestos or repair of asbestos-containing material is planned, information in the inventory of asbestos in place must be adequately detailed with respect to the work to be carried out.

The employer, self -employed person or asbestos client must ensure that a copy of the inventory of asbestos in place, or relevant part thereof, is-

- a. given to the mandatory before any asbestos removal or repair work commences;
- b. given to the registered asbestos contractor and approved inspection authority before asbestos removal or repair work commences;
- c. readily accessible to employees and health and safety representatives at the workplace;
- d. in the case of transfer of ownership, provided to the new owner of the premises; and
- e. given to the approved inspection authority before asbestos removal or repair work commences.

The mandatory who carries out the removal of asbestos or the repair of asbestos -containing material at a workplace must –

- a. obtain a copy of the inventory of asbestos in place from the employer, self -employed person or asbestos client; and
- (b) if suspected asbestos -containing materials are located on the structure, plant or machinery, inform the employer, self -employed person or asbestos client who must ensure that a competent person determines whether the substance in question is asbestos -containing material.

In the event of work carried out at a workplace and potential exposure to airborne asbestos –

- a. the employer, self -employed person or asbestos client, as the case may be, must ensure that the person authorising such work is given a copy of the inventory of asbestos in place;
- (b) the person authorising the work as contemplated in subregulation (a), from the inventory of asbestos in place, must determine what future task and incident- related potential exposure scenarios are applicable to the work, including identifying recommended controls; and
- (c) the employer, self -employed person or asbestos client, as the case may be, must ensure that the recommended controls are implemented with regard to the work

Asbestos risk assessment

5. (1) If asbestos is identified in terms of regulation 3, then the employer or self -employed person must ensure that an asbestos risk assessment is carried out, as far as is reasonably practicable, immediately by a competent person and thereafter at intervals not exceeding 24 months.

(2) An employer contemplated in subregulation (1) must, before causing an asbestos risk assessment to be made, consult with the relevant health and safety representative or relevant health and safety committee and inform them in writing of the arrangements made for the asbestos risk assessment, give them reasonable time to comment thereon, and ensure that the results of the asbestos risk assessment are made available to them for comment.

(3) The asbestos risk assessment must, as an outcome, have a risk categorisation based on the potential for exposure to asbestos for each item of asbestos -containing material, which must be derived from the following:

- (a) The health impacts of asbestos;
- (b) the number of persons potentially exposed at the workplace;
- (c) the potential for damage or disturbance of asbestos -containing materials at the workplace, also by maintenance activities, potential incidents and normal occupant activities; and
- (d) the condition of asbestos -containing material, including state of deterioration

(4) The risk categorisation contemplated in subregulation (3) must be used to determine the need for keeping in place, repairing or removing the asbestos - containing material.

(5) The asbestos risk assessment for asbestos repair work, as required in subregulations (1), (2) and (3), must include the following:

- (a) The assessed risk of any asbestos exposure relating to each job step;
 - (b) the controls necessary to reduce the risk of exposure to as low as is reasonably practicable;
 - (c) an indication whether environmental air monitoring is required; and
 - (d) if exposure risk indicates that the OEL may be exceeded, an indication that the employer must obtain the services of an occupational medical practitioner to fulfil the requirements of regulation 17(1)(b).
- (6) The asbestos risk assessment for asbestos removal work, as part of the plan of work as contemplated in regulation 15 for asbestos -containing materials identified for removal, must consider the following:
- (a) The aspects detailed in subregulation (5);
 - (b) the risk assessment carried out in accordance with regulation 12(2);
 - (c) the potential exposure of persons other than employees;
 - (d) the potential contamination of the air, ground and water;
 - (e) the thorough decontamination of employees and the workplace;
 - (f) the transportation of asbestos -containing materials and asbestos waste; and
 - (g) emergency scenarios.
- (7) An employer or self -employed person must obtain the services of an approved inspection authority that must review and endorse the following at intervals not exceeding six years
- - (a) The inventory of asbestos in place as required by regulation 4; and
 - (b) the asbestos risk assessment as required by subregulation (1) Provided that the review and endorsement are not required if the work was carried out by an approved inspection authority.

Asbestos management plan

- (1) If asbestos -containing materials are identified, as required in regulation 3, the employer or self -employed person must ensure that a written asbestos management plan for the workplace is prepared by a competent person.
- (2) The asbestos management plan must include at least the following:
- (a) A procedure that contains at least measures related to-
 - (i) the implementation of regulations 3, 4, 5, 8 and 20 at the workplace;
 - (ii) the repair, removal and management of asbestos -containing materials; and
 - (iii) the implementation of the Regulations for Prohibition of the Use, Manufacturing, Import and Export of Asbestos and Asbestos -containing Materials, 2007;
 - (b) where asbestos -containing materials have been identified in the inventory of asbestos in place, a specific procedure which will, as far as is reasonably practicable, reduce the risk of exposure of employees, as well as incidental asbestos exposure, for the following scenarios
 -
 - (i) Incidents;
 - (ii) emergencies;
 - (iii) removal work; and
 - (iv) repair work; and
 - (c) a policy, procedure and implementation plan for phasing out existing asbestos -containing materials at the workplace, which considers the following:
 - (i) The principle of 'reasonably practicable'; and
 - (ii) reasons for decisions.
- (3) The employer or self -employed person must review and, if necessary, revise the asbestos management plan at intervals not exceeding eight years or if any information contemplated in subregulation (2) changes.

Notification of asbestos work

10. (1) No employer, self -employed person or asbestos client may carry out any type 1 asbestos work unless the Chief Director: Provincial Operations has been notified in writing of the location, venue and contact details of where the asbestos work will be done, at least seven days prior to commencement of such work.

(2) No employer, self-employed person or asbestos client may carry out any type 2 or type 3 asbestos work unless the Chief Director: Provincial Operations has been notified, in writing, at least seven days prior to commencement of such work.

(3) A shorter time period for notification contemplated in subregulations (1) and (2) may be allowed by the Chief Director: Provincial Operations in the event of an emergency.

(4) Written notification contemplated in subregulation (2) must be provided in the format indicated in Annexure 2.

(5) The relevant Chief Director: Provincial Operations must ensure that acknowledgement of receipt is provided, in writing, to the employer, self-employed person or asbestos client within the seven day notification period.

Duties of asbestos client for asbestos work

11. (1) An asbestos client, employer or self-employed person carrying out type 1 asbestos work must -

(a) provide an up-to-date inventory of asbestos in place, as contemplated in regulation 4, when asbestos work is planned; - Please check tender documents

(b) ensure that an asbestos risk assessment, as contemplated in regulation 5, is carried out prior to asbestos work; - Contractor to provide risk assessment

(c) ensure that a written safe work procedure is developed and followed; and

(d) as far as is reasonably practicable, provide adequate information, instruction and training, as contemplated in regulation 7, to any person who may be exposed to asbestos as a result of that asbestos work.

(2) An asbestos client, employer or self-employed person planning type 2 or type 3 asbestos work must -

(a) provide an up-to-date inventory of asbestos in place, as contemplated in regulation 4, to the registered asbestos contractor and approved inspection authority;

(b) if asbestos-containing material intended for removal or repair is not identified in the inventory of asbestos in place, review and update the inventory.

(c) ensure that an asbestos risk assessment is carried out prior to asbestos work;

(d) appoint, in writing, an approved inspection authority;

(e) ensure that the appropriately registered asbestos contractor performs type 2 or type 3 asbestos work as per the asbestos plan of work;

(f) ensure that notification of asbestos work is given as contemplated in regulation 10(2);

(g) ensure that they have co-signed the asbestos plan of work for the asbestos repair or removal work to be carried out;

(h) stop any registered asbestos contractor from executing any asbestos work which poses a health or safety risk to persons until such time that the risk has been appropriately mitigated;

(i) before any asbestos work commences on site, ensure that the registered asbestos contractor is registered and in good standing with the Compensation Fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993); and

(j) where a fatality or permanent disabling injury occurs during asbestos work, report such fatality or injury to the Chief Director: Provincial Operations as contemplated in section 24 of the Act and in accordance with regulations 8 and 9 of the General Administrative Regulations, 2003.

(3) After completion of type 2 or type 3 asbestos work, the asbestos client must obtain an asbestos clearance certificate from the approved inspection authority.

Plan of work

15. (1) A written approved plan of work, as contemplated in regulation 12(3), must include at least the following:

(a) Name, contact details and responsibilities of the registered asbestos contractor, approved inspection authority, asbestos waste transporter, asbestos waste disposal site and asbestos client, where applicable;

(b) name and contact details of the asbestos removal supervisor for the asbestos work site;

(c) details of the asbestos to be removed, including the location, type, estimated quantity and condition of the asbestos;

- (d) a list of employees' names and identification numbers with verification of valid asbestos training and medical surveillance records for the asbestos work site;
 - (e) expected commencement and completion dates;
 - (f) air monitoring method used, and frequency of air monitoring, in accordance with regulation 16;
 - (g) details of how the asbestos removal work will take place, including methods of removal, tools and equipment, and the appropriate personal protective equipment to be used; (h) details relating to the requirements of decontamination facilities and decontamination procedures.
 - (i) details of demarcation, labelling and signage requirements for regulated asbestos areas, asbestos waste and temporary on-site storage areas;
 - (j) procedure for decontamination of the work area, tools and equipment;
 - (k) emergency procedures in the event of uncontrolled asbestos release;
 - (l) method for disposal of asbestos waste;
 - (m) detail of asbestos clearance certification; and
 - (n) specific relevant prohibitions.
- (2) The approved plan of work, as contemplated in regulation 12(3), must contain the signatures of-
- (a) the asbestos client accepting the duties as contemplated in regulation 11(2) and (3);
 - (b) the registered asbestos contractor accepting the duties as contemplated in regulation 12; and
 - (c) the approved inspection authority for asbestos accepting the duties as contemplated in regulation 1

2.4.10 General Machinery

1. 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.

2.4.11 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.

2.4.12 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 on site without permission of the Client George Municipality. All visitors must complete a register, which should include the

name, reason for visit and contact detail of said person. Should site offices be erected at the place of work the Contractor will ensure that the site is fenced on all sides with a minimum requirement of 1600 mm Diamond mesh, galvanised fence, this fence must have a gate fitted to ensure security and stop unwanted entrance to site. The gate must be closed at all times and access must be controlled.

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.
3. Construction vehicles, plant equipment and machinery will be moved through a residential area to reach the construction site, therefore needed precautions must be taken to ensure the safety of all road users as well as pedestrians. Consideration must also be given to the fact there is a primary school in the general vicinity of the construction site

2.4.13 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 in line with the requirements set out in Environmental Regulations For Workplaces Lux requirements, failure to do so will result in work being stopped.

2.4.14 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. No eating will be allowed at the work areas. All waste generated must be discarded in waste bins to keep away rodents and predators hunting rodents.

2.4.15 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.

2.4.16 Structures

1. A contractor must ensure that –
 - (a) all reasonably practicable steps are taken to prevent the uncontrolled collapse of any new or existing structure or any part thereof, which may become unstable or is in a temporary state of weakness or instability due to the carrying out of construction work;
 - (b) no structure or part of a structure is loaded in a manner which would render it unsafe; and
 - (c) all drawings pertaining to the design of the relevant structure are kept on site and are available on request to an inspector, other contractors, the client and the client's agent or employee.
2. An owner of a structure must ensure that –
 - (a) inspections of that structure are carried out periodically by competent persons in order to render the structure safe for continued use;

- (b) that the inspections contemplated in paragraph (a) are carried out at least once every six months for the first two years and thereafter yearly;
- (c) the structure is maintained in such a manner that it remains safe for continued use;
- (d) the records of inspections and maintenance are kept and made available on request to an inspector.

2.4.17 Scaffolding

1. A contractor must appoint a competent person in writing who must ensure that all scaffolding work operations are carried out under his or her supervision and that all scaffold erectors, team leaders and inspectors are competent to carry out their work.
2. (A contractor using access scaffolding must ensure that such scaffolding, when in use, complies with the safety standards incorporated for this purpose into these Regulations under section 44 of the Act.

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.

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:

16.2 (Competent Person for OHS) - OHS 16(2)*
Construction Manager CR 8(1)*
Construction Safety Officer - CR 8(5)*
Construction Work Supervisor - CR 8(7)*
Construction Work Assistant Supervisor - CR 8(8)*
Risk Assessor - CR 9(1)
Competent person to perform risk assessment and procedure training – CR 9(3)
Fall Protection Planner CR 10(1)
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
H&S Committee Chairperson - OHS 19 (<i>where applicable</i>)
First Aider/s - GSR 3 (Compulsory)
Health and Safety Representative - OHS 17(1) (<i>where applicable</i>)
Incident / Accident Investigator - GAR 9(2)

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	Once 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

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

ENTERED INTO AND BETWEEN

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: **MASIZAKHE CRECHE: REPLACEMENT OF ASBESTOS ROOF – ERF 866**, 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. _____
<p>Notes</p> <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: **MASIZAKHE**

CRECHE: REPLACEMENT OF ASBESTOS ROOF – ERF 866

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:

BASELINE RISK ASSESSMENT

	TASK	HAZARD/RISK	MINIMUM CONTROL MEASURES
1.	Asbestos Cement Pipes	Release of asbestos fibres	<ul style="list-style-type: none"> • Ensure safe access and egress is provided • Erect physical barriers to prevent entry by unauthorised persons, as applicable • damp down exposed area to contain fibre release • Personnel involved to wear asbestos respiratory protection • Exclusion zone may be required • Only Department of Labour registered asbestos contractors may work with asbestos, and strictly in accordance with the requirements of the Asbestos Regulations.
2.	Asbestos Cement Removal	Personnel falling from height Debris falling from height Falls of equipment or tools Release of asbestos fibres	<ul style="list-style-type: none"> • Notice to be erected informing personnel of fragile roofs, as applicable • Ensure safe access and egress is provided • Erect physical barriers to prevent entry by unauthorised persons and falls from height, as applicable • Roof sheets to be sprayed with water to prevent fibre release, where feasible • Take extreme care to remove sheets whole. Where breakage occurs damp down exposed area to contain fibre release • Personnel involved to wear asbestos respiratory protection • Exclusion zone may be required under area of sheet removal to prevent injury from falls of material from height • Only Department of Labour registered asbestos contractors may work with asbestos, and strictly in accordance with the requirements of the Asbestos Regulations. •
3.	Electric Tools and Electrical Installations	Electric shock Fire	<ul style="list-style-type: none"> • Electric tools and installations to be in safe condition • Inspect electric tools daily before use and monthly by competent person • Do not use electric tools in wet/damp conditions • Use correct protective equipment for working with or on electricity • Electrical installations register must be maintained by competent person after each inspection

4.	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
5.	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
6.	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. • 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.

			<ul style="list-style-type: none"> • 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.
7.	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.
8.	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.
9.	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.

10.	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. • Personnel to ensure item being carried is properly bonded or is not liable to break apart whilst being manually handled
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. • Always ensure your hands are protected from injuries when using them.
12.	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. • 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.

			<ul style="list-style-type: none"> • Wear the correct personal protective clothing • Ensure height of plant/vehicles does not compromise or exceed clearance levels for overhead services
13.	Plant or Vehicles and Equipment Operation	Workers injured by passing traffic Road users and pedestrians at risk from plant operation Noise	<ul style="list-style-type: none"> • Implement traffic protection measures • Trained and competent operators must be used • Check plant and vehicles on daily basis before use and record inspections. Maintain vehicles in safe condition. • Medical certificates of fitness required for construction plant. • Crossing of road by construction vehicles or machines must be limited to the practical minimum • Plant and vehicles must be fitted with amber rotating beacons and reverse alarms. • Wear appropriate protective clothing/equipment, e.g. goggles, gloves, ear defenders, etc. as appropriate.
14.	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
15.	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,

			<p>consult manufacturer's 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.
16.	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.
17.	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.

			<ul style="list-style-type: none"> • Keep hands away from loads, never place hands under loads when being placed on a surface. • Never exceed crane or lifting tackle SWL.
18.	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
19.	Flammable Liquids and Gases (Use of)	Fire Explosion	<ul style="list-style-type: none"> • No littering on site which could become fire hazard, maintain site in clean condition. • Always have a working fire extinguisher at hand . • No smoking or naked flame near flammable substances or in unauthorised areas • Ensure proper storage/use of Petrol/diesel/flammable substances – post warning notices • Equipment must be in good condition, maintained • Personnel using substances must be trained in safe use and risks
20.	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
21.	Hazardous Substances	Injuries to workers through use of hazardous substances, e.g. injuries to eyes, skin, etc.	<ul style="list-style-type: none"> • Use substances in accordance with (MSDS) data sheet, particularly reference protective clothing required (example: gloves, goggles, etc.) • Regular inspection of all HCS containers must be conducted. • Any defects or damaged containers must be reported to immediate supervision.

			<ul style="list-style-type: none"> • First aider trained in regards to MSDS requirements
22.	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.
23.	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
24.	Oil Spills (Environmental requirements)	Contamination of environment	<ul style="list-style-type: none"> • Ensure all plant used on site do not leak oil • Place drip trays under mobile plant when not in use. • Clean oil and diesel spills immediately when observed • Ensure spill kit available on site at all times
25	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'.
26.	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.
27	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
28.	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.

			<ul style="list-style-type: none"> • 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
29.	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.
30	Use of Scaffolding	Unsafe scaffolding Serious injuries / property damage// fatalities	<ul style="list-style-type: none"> • Scaffold erected according to SANS 10085 and inspected by competent Scaffolding Supervisor/inspector on a daily basis • Safe to work tag (green tag) to be displayed and signed daily by the Scaffolding Supervisor/inspector. • Stop work if scaffold or platform is unsafe / verify that kick boards around entire platform are safe and secure • Toe boards shall be installed on all permanent and temporary edge protection. • No working on wet scaffold platforms. • Safety harnesses to be worn and tied off above 2 m. • Scaffold users to do pre-inspections on the scaffold and report any deviation to the supervisor to correct before use. • All employees working at heights must have <ul style="list-style-type: none"> • received training from SAQA Accredited Company Unit Standard 229998

31	Roof work installing roof trusses	<p>Working in elevated position, slip fall from heights fatality serious injuries</p> <p>Manual lifting of roof trusses into position. Back injuries, slips and falls</p>	<ul style="list-style-type: none"> • All work above 2 meters will be classified as working at heights • All employees working on heights must be competent to do so and understand the contents of the fall protection plan. • 9All employees working at heights must wear full body safety harness and ensure they are 100% tied of to secure hook up point • Lifelines must be installed on house structure to ensure employees have safe area to hook onto when working at heights. • Employees must ensure they position themselves in a safe position an in such a way that they do not slip and fall, especially when lifting roof trusses into position • All employees that will be involved in lifting roof trusses into position must ensure that they are hooked up 100% before starting the task • Employees situated on the roof must ensure that they are able to lift the roof trusses and that they position them self in a safe stable position. • Employees standing on ground level must ensure that they lift with their knees and not with their backs. These employees must ensure that they as far as reasonably practicable not standing under the trusses while lifting is conducted • The employees must ensure that when using ropes, the ropes are secured safely to ensure the trusses to ensure do not fall while being lifted into position
32	Brick Laying	<ul style="list-style-type: none"> • Direct skin contact with the mortar could also cause • bricklayer contact dermatitis and burns • Hazard to eyes, • cutting bricks. Bricklayers could suffer eye injury through flying brick fragments. • Dust from cutting Bricks • Dust exposure could cause silicosis. • Operating cement 	<ul style="list-style-type: none"> • Risk of dermatitis or cement burns and precautions explained to all workers. • Use cement or cement containing products within the use-by date. • Direct skin contact to be avoided, PVC gloves used when handling mortar. • Good washing facilities on site, with hot and cold water, soap and basins large enough to wash forearms. • Principal contractor's first aid includes emergency eyewash

		<p>Mixer Workers could be crushed or cut if the mixer topples or they get caught in moving parts.</p>	<ul style="list-style-type: none"> • Use correct PPE Safety Goggles must be worn when cutting bricks. • Always cut at an angle away from fellow employees to eliminate line of fire injuries • All employees cutting bricks with angle grinders must wear dust masks • Cement mixer located on firm, level ground. • Mixer is fully guarded and guards in place during operation. • Employees mixing cement must always wear dust masks. • All machine truck Operators must have required licences and competency certificates. All drivers and operator's must be appointed in writing. • All machine and truck operators to adhere to a speed limit of 20km/h. • All drivers and operators must attend site induction
33	Members of Public – Protection of	<ul style="list-style-type: none"> • 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.
34	Temporary Works – shoring, scaffold, falsework, formwork	<ul style="list-style-type: none"> • Collapse of form work 	<ul style="list-style-type: none"> • Formwork must be erected by a competent person and also be inspected by competent person and results entered into register on site

			<ul style="list-style-type: none">• Wear personal protective equipment such as gloves and goggles
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