HEALTH, SAFETY AND ENVIRONMENTAL SPECIFICATIONS

In terms of OHS ACT 85 0f 1993 Construction Regulation, 2014, Regulation 5. (1)(a) and (b).

Project: SUPPLY, DELIVERY, AND INSTALLATION OF MODULAR LIBRARY AT THE TOUWSRANTEN LIBRARY

For: GEORGE MUNICIPALITY – DIRECTORATE CORPORATE SERVICES

Project Directory	
Project Client	
Name: **George Municipality** 71 York Street George 6530	**Contact Details**: 044 801 9111
Designer/Consulting Engineer	
Name: **George Municipality** 71 York Street George 6530	**Contact Details**: 044 801 9111
OHS	
Name: OHS Inc	Contact Details: 082 7717072 admin@ohsinc.co.za
Other Parties	
Name: George Municipality Electrical Dept	Contact Details: 044 801 9222
Name: George Municipality Water Dept	Contact Details: 044 801 9262
Name: George Municipality Civil Engineering Services	Contact Details: 044 801 9111

Project Details	
Provisional Start Date:	**TBA**
Provisional Completion Date:	**TBA**
Proposed Contract Duration:	**TBA**
Proposed Project Value:	**TBA**
Notification of Construction Work:	**No**
Construction Work Permit Application:	**N/A**
Prepared by:	**OHS Inc – Jacques van Graan**
Date Prepared:	**2022-08-30**

Table of Content

3.19 Flammable and hazardous materials
3.20 Water environments
3.21 Housekeeping and general safeguarding
3.22 Stacking and storage
3.23 Fire precautions
3.24 Construction employees' facilities
3.25 Contaminated land
3.26 Client activities (risks)
3.27 Manual handling of materials
3.28 Noise and vibration
3.29 Working near fragile materials
3.30 Traffic planning
3.31 Control of dust and mud
3.32 Monitoring of noise, silica and dust levels
3.33 Confined spaces
3.34 Hand tools
3.35 Registers & Checklists
3.36 Legal Appointments
3.37 Health and Safety Budgets

4. H&S File requirements

4.1. H&S Practitioner preparing the file
4.2. Contact detail to H&S Practitioner
4.3. Copy of CWP / NC
4.4. Complete Contact details for parties
4.5. Physical Address for construction site and site office
4.6. Nature of the work describe
4.7. Commencement and completion date
4.8. List of Contractors appointed by PC
4.9. Procedures to ensure PC maintain H&S file
4.10. Updated record of "as-built" drawings and plans
4.11. Criteria for design loadings for structural elements
4.12. Detail of potential hazard included in structure eg. Pre- or Post –tension beams or slabs
4.13. General details of construction methods and materials
4.14. Equipment and maintenance of facilities within the Structure
4.15. Maintenance procedures and requirements provided for the Structure
4.16. List and proof of appointments of each contractor
4.17. Procedures to approve, monitor and review all Contractors H&S files on site for the project
4.18. Manuals for operating and maintenance procedures and schedule for plant and equipment
4.19. Details of location and nature of utilities and services (emergency and fire-fighting systems)
4.20. Responsible for "as-build" drawings
4.21. Procedures for marking–up drawings to as-build
4.22. Procedures to pass on residual risk information to those who need such
4.23. General Record Keeping
4.24. Unanticipated Hazards (Inclusive of adverse weather such as strong winds)
4.25. Occupational Health and Safety Signage
4.26. Occupational Safety

4.27. General Machinery
4.28. CIDB Health and Safety Plan Audit
4.29. HIV/Aids Programme (when applicable)
4.30. Non-Compliance to set requirements
4.31. Handling conflict of interest
4.32. Penalties
4.33. Project Close - Out Requirements

5. Project Review

5.1 Provision for project review and applying lessons learned (continuing evaluations of contractor competence)

1. **BASELINE Risk Assessment**
2. **Annexure 1 – Notification of Construction work**
3. **Annexure 2 – Legal Appointments**
4. **Annexure 3 – Registers & checklists**
5. **Annexure 4 – Returnable Documents**

OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

Introduction

Responsible Occupational Health and Safety management is **essential** to protect the client, consultants, contractors, employees, visitors, and the public, and to provide a work environment that encourages a health and safety culture.

Purpose

The purpose and objective of this Specification is to ensure that all Contractors (herein referred to as the "*Contractor*" (including Principal Contractor, Contractors, Service Providers, Consultants or similar) shall enter into a **contractual agreement** / relationship with George Municipality (herein referred to as the "*Client*"). Such Contractor shall achieve and maintain an acceptable level of Occupational Health and Safety performance whilst conducting work for or on behalf of the Client.

It is the client's principal agent's responsibility to ensure that all consultants receive this document and thereafter record and document the competencies and resources (CR 5. (1)(h)) of each consultant on the project.

This health and safety specification ("*specification*") was prepared in terms of the Occupational Health & Safety Act, Act 85 of 1993 (hereinafter referred to as the "*OHS Act*") as well as the (21) regulations promulgated there under as amended. In particular the Construction Regulations 2014 and guidelines published **must be complied with**.

It is a **requirement** that Contractor's shall **provide a safe and healthy working environment** and conduct his/her activities in such a manner that his/her employees and any other persons, who may be affected by his/her activities, are not exposed to hazards to their health and safety. Maintain OHS Act legislative compliance and minimize the risks of incidents, injuries, contracting diseases and damage to the employees' health, environment, assets or property of the Client.

Scope

This **document is part of** the tender requirement, all contracts, principal agreements, applicable service level **agreements** and legal **appointments** entered into with George Municipality and a Contractor or service provider.

The Contractor is required to use and apply this specification when **developing** Health and Safety documentation for implementation on sites. This document will carry equal weight to the contracts, principal agreements, service level agreements and legal appointments as far as enforcement, compliance and breach is concerned.

This **specification forms an audit guideline** and management tool for the use of the Contractor to ensure compliance with the OHS Act and Regulations, Directives, Notices and Guidelines promulgated there under and updated from time to time.

Any **contradiction** between this specification and the OHS Act and the Regulations, the OHS Act and the Regulations will take preference except where explicitly stated. When these specifications do not cover specific health and safety requirement, the **OHS Act and Regulations must be used as the standard requirement**.

Adherence

This specification is **mandatory before the commencement** and for the duration of any contract works to be conducted on any George Municipality premises (owned or leased). This specification shall be implemented and be subject to audits, without prior announcement from time to time.

It is the responsibility of the hosting business unit and / or contractor to familiarise himself with the **contents of this specification** and any subsequent updates hereto. The latest version should always be kept in the contractor's safety file on site.

Failure to adhere to this specification may result in disciplinary action, penalties, a breach being raised and in the event of continuous non-conformances removal from the supplier list.

Contractors involved in this project consent to the POPI Act requirements in respect of Accountability, General Limitations, Purpose, Limitation on further processing, Information quality, Openness, Security and Participation.

Reputational impact

Any actions or inactions taken relevant to this Specification which may have potential to incur reputation risk for George Municipality, i.e. likely to result in material criticism and / or censure of George Municipality by key stakeholders or opinion formers (including clients, market counterparties, regulators, government officials, law enforcement agencies, media or NGOs) should be escalated to the appropriate committee.

Penalties

Penalties may be implemented for continuous non-compliance to sample provisions set out later in this specification.

Interpretation

The SSHSS contains clauses that are generally applicable to building / construction and to 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 OHS ACT is in addition to the requirements of the SSHSS and is part of the Contractor's responsibility. The CLIENT will monitor the Contractors compliance with the requirements of the OHS ACT and will not prescribe to the Contractor how such compliance is achieved.

Definitions

For the purpose of this SSHSS some of the definitions / acronyms given hereunder have been extracted (but not limited) from the Construction Regulation shall apply:

"Client" means George Municipality

"*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 an 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 land, the making of excavation, piling, or any similar civil engineering structure or type of work.

"Construction site"
means a work place where construction work is being performed;

"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 Qualification Framework Act, 2000 (Act No.67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and
(b) is familiar with the Act and with the applicable regulations made under the Act;

"Contractor" means an employer who performs construction work;

"*Employer's Personnel*" means any Employee of the Principal Contractor, Contractor or Sub Contractors.

"*Hazard Identification, Risk Assessment and Risk Control*" means a documented plan, which identifies hazards, assesses the risks and detailing controls.

"*Hazard*" means a source of or exposure to danger (source which may cause injury or damage to persons or property)

"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 documented plan in accordance with the client's health and safety specification;

"health and safety specification" means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work;

"*Risk*" means the probability or likelihood that a hazard can result in injury or damage

"*Principal Contractor's Responsible Person*" means any person appointed in writing by the Principal Contractor to supervise construction or building work. The appointment shall be as

required by the OHS ACT which shall stipulate Health and Safety responsibilities, area of responsibility and the proposed duration of the project.

"*Site*" means the area in the possession of the Principal Contractor after site hand-over 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 Principal Contractor, and approved for such use by the Client's representatives / Engineer.

"*The Act*" means, unless the context indicates otherwise, the Occupational Health and Safety Act, 1993 (ACT NO. 85 of 1993) and Regulations promulgated there under.

"*SSHSS*" means Site Specific Health and Safety Specifications / Occupational Health and Safety Specification.

Health and Safety Plan

The Contractor shall be required to develop and provide for review and approval by the client's representative, a comprehensive site and project specific health and safety plan, prior to work commencement.

Such plan shall be specific to the scope of work of the principal contractor including his contractor scope of work, addressing the requirements set out in this specification.

Such plan must follow this specifications layout and shall detail the Contractor's planned methods of management on site for the duration project. The detail required shall provide the client with a clear indication of how the Principal Contractor (as well as his contractors) intends to address, implement and manage the requirements of this specification in terms of his own scope of works.

The contractor's health and safety plan must include a **Table of Content**.

A standardized health and safety plan audit template will ensure that every contractor is treated fairly.

1. Project information

This health, safety and environmental specification has been prepared for implementation into the project documentation. Thereafter the enforcement of these specifications will be applicable during the construction phases.

A general description of the type of work activities involved in the project.

This description of the works is not necessarily complete and shall not limit the work to be carried out by the principal contractor and contractor under this contract.

The Scope of Work consists of:

Site preparation:
Prepare flat platform to receive the building. This is a responsibility of the service provider.

Size:
7.2m x 15.6m unit, to hold 10,000 books, with 1.5m wide standard canopy over the veranda in front of the building (re attached drawing).

Material:

Unit shall be made of hard wearing, durable material with good quality finishes and fittings.

Climatic specification:
Unit shall be earthed and shall be built to withstand harsh outdoor climatic conditions.

Usage:
Unit shall be ready for immediate use once erected on Site, with electrical power supply ready for connection. There shall be flexibility and versatility in the unit's design and application.

Construction:
Factory assembled unit or pre-manufactured unit's components shall be delivered on Site, and the structure shall be placed/erected on a beforehand constructed brick/concrete piers and shall be facing "North" or 'North-East' direction. Due to the different terrain and soil conditions on the different sites, it is the successful bidder's responsibility to employ services of a professional engineer for the design and construction of the supporting piers.

Mobility:
Unit shall be 100% re-locatable.

Chassis:
Unit chassis shall be manufactured from full lengths steel lipped channels with heavy duty cross members welded together into a rigid frame (by engineer), painted with a vinyl-based underbody coating as final coat.

Floor:
Unit's floor shall be of 20mm thick treaded marine ply floorboards, covered with 2.5mm thick fully flexible vinyl sheets, colour "Light Gray".

Walls:
Unit's walls shall be constructed of sandwich 1.2m wide interlocking panels, with at least 40mm high-density fire-resistant polyurethane core insulation of U-value = 0, 55 W/M² Cº, or 60mm high-density fire resistant polystyrene insulation of U-value = 0, 60 W/M² Cº, with 0,5mm rigidized Chromadek on both sides, providing a flush weatherproof joint.

Roof:
Chromadek roof panels by manufacturer, colour "Blue", with roof pitch of 15°.

Ceiling:
Roof panels to form the ceiling; interior surface to be colour "White".

Windows:
Shall be standard Powder Coated Top Hung Aluminium windows colour "Blue" (re attached drawing), with 6mm tinted shutter-proof glazing. Powder Coated aluminium burglar bars colour "Blue" shall be installed to the inside of all windows. Provide "Vertical Blinds" colour "Gray" to all windows.

Doors:
Exterior door – Shall be standard single aluminium Powder Coated (colour Blue) Cottage-Pane 900mm wide door, opening outside. Glazing to be the same as the windows. Provide inside steel folding burglar door, colour "White" (re attached drawing). Provide adjustable galvanized steel ramp to cater for people with disability, and for delivery trolleys.

Electrical:

All light fittings to be surface mounted. Power points shall be surface mounted or placed in power skirting. “Certification of Compliance” (COC) shall be supplied with each building.

Air Conditioning:
Provide 4 (four) high- wall mounted 12 000 BTU/HAC split units.

Water Tanks:
Provide 2 (two) 2500L standard water tanks.

The Scope of Works might include, but are not limited to:

a. Public safety and security;
b. Protection of environment;
c. Site Organization, Establishment and Barricading / Hoarding;
d. Site handover meeting and progress meetings (Progress meetings to be attended by all professionals including Client’s Health and Safety representatives);
e. Deliveries and other Construction Vehicles;
f. Manual Handling of Material and Equipment;
g. Working with hands
h. Working on top of or close to existing services
i. Earthworks (Excavation);
j. Backfilling;
k. Compacting and Filling;
l. Installation of Services;
m. Electrical Reticulation;
n. Steel reinforcing;
o. Concrete Works;
p. Bricklaying & Plastering;
q. Plumbing;
r. Roof Erection;
s. Scaffolding & Working on ladders;
t. Working in elevated positions;
u. Welding and gas cutting;
v. Fire prevention;
w. Hoisting and lifting Operations;
x. Subcontractors and Visitors on site.
y. Line of fire
z. Pinch points
aa. Management of change
bb. Noise and dust

Throughout the construction process it is required that the contractor comply to the required regulations.

Health and Safety is everyone’s responsibility, report Unsafe Acts and Unsafe Conditions to your superior immediately who must inform the client.

Project program or schedule details, including start and finish dates, showing principal activities and intermediate stages.

a. Project Program / schedule details

A project program with schedule detail needs to be prepared by the appointed contractor once the tender has been assigned/awarded. Such program must be updated and recorded in the site-specific health and safety file of the contractor.

b. Start and finish dates

Once an appointment has been made the official starting date will be confirmed with the contractor, after all documentation work including the approval of the health and safety plan and the site-specific health and safety file has been concluded the site handover meeting will be arranged .

c. Principal Activities

Within the Scope of Works section, a general list of activities has been described. These activities form part of the Hazard identification process

d. Intermediate stages

This SSHSS was prepared for incorporation during stage 4 to form part of the Tender documentation to ensure that the potential contractors make provision for these requirements during Stage 5 and 6. Stage 5 is the construction phase and stage 6 the close-out stage. Within the construction period different progress stages may also be defined by the professional team.

2. Client's requirements for health and safety management on project.

Health and Safety Responsibilities

The principal contractor's health and safety responsibilities are delegated following an organizational structure whereby the involvement of management, contractor's and employees are coordinated through both their skills, training and experience to ensure that acceptable competent persons are identified to perform delegated duties.

A **Organogram** (See annexure below as sample) must be included in the Contractor's health and safety plan and kept up to date in the health and safety file on site. When a **change of management** occurs, the client must be notified and supplied with the required CV, this shall include the qualification and health and safety training for such person, for approval.

Each appointment letter shall indicate:

a. Legal reference to the appointment requirement;
b. The name of the person appointing and his / her designation;
c. The name of the company who this person represents;
d. The name of the appointee and the appointment;
e. The detail of the site / address
f. Period of validity of such appointment (not longer than 3 year);
g. Signature of the Company's representative making the appointment & date of signature;
h. Duties or reference to requirements in regulations (to include Checklists & Registers);
i. Acceptance of appointment;
j. Signature of acceptor and date; and
k. Designation.
l. Training certificate (where applicable)

All contractors including the professional team members must ensure that an arrangement is in place to ensure all their employees have valid medical certificates of fitness.

2.1. H&S goals

The project team and contractor's management must commit to the implementation of Health, Safety & Environmental standards from management level down to employee level.

During the project following goals needs to be adhered to:

- Site supervisor must be on Site at all times;
- Employees and client employees required to comply by wearing minimum required PPE – Personal Protective Equipment;
- Construction Supervisors to ensure all employees were supplied PPE as Job Category register to ensure employees work safe;
- Work safely;
- Report all Near-Hits to the Client;
- Comply with SHE Management System;
- Comply with site-specific Work Rules;
- Prevent and/or correct unsafe behaviours;
- Prevent and/or correct unsafe work conditions;
- Implement Specifications;
- Security required at site entrance;
- Must be managed through Monthly site audits and Weekly inspections, PTO's, SWP, DSTI's.
- Site Manager and Safety Managers to supervise this on a daily base.

To achieve such goals the contractor must **monitor and review** these goals, targets, key performances indicators, etc regularly.

2.2. Hazard identification and risk assessments

Baseline Risk Assessment

The client prepared a baseline risk assessment to cover all the possible identified risks on the project as required by Construction Regulation 5. (1)(a). The Principal Contractor shall take cognisance and incorporate this baseline risk assessment into their construction risk assessment.

The Contractor shall submit their "construction" **risk assessment** (can also be referred to as a project "**method statement**" with reference to a project schedule / plan) for the project, which shall form part / addendum when submitting the Health and Safety plan and place in the health and safety file. The above incorporate "RAMS" (Risk Assessment and Methodology Statement) methodology.

The Risk Methodology applied should follow the hierarchy of controls mitigation and must form part of the Risk Assessment and be included in the Health and Safety File. Within such documentation the Principal Contractor shall address the risk rating strategy (Matrix) used.

Should the Principal Contractor commence work without approval of the risk assessment or should the risk assessment not reflect the activities being undertaken, the CLIENT may instruct the work to be stopped immediately. The Principal Contractor will have no claim against the CLIENT in such case for lost time or costs irrespective of whether it can be demonstrated that the work was being safely undertaken

The risk assessment should include the following:

a. The identification of the risks and hazards to the Health and Safety to which persons may be exposed;
b. The raw risk and residual risk ratings
c. The analysis and evaluation of the hazards identified;

d. A documented plan and safe working procedures to mitigate reduce or control the risks identified;
e. The monitoring and review plan of the risks and hazards; and
f. The relevant personal protective equipment or clothing.
g. Risk assessment must be conducted by a team and signed as approved by the team.
h. Risk assessment team must include senior management, risk assessor and safety representative.

The Principal Contractor shall ensure that all persons entering the site are informed of all hazards on site; record of this is to be kept on the Health and Safety File in the form of a signed attendance register.

The risk assessment should take into consideration the following key processes for this project, but are not limited (nor exhausted) to:

- Site Establishment
- Identification of existing services, exposure and protection thereof
- Access Control of Public, including Students, to site
- Backfilling of trenches
- Bricklaying
- Compacting and Filling
- Compacter Operations
- Cutting of Steel
- Electrical Tools and Electrical Installations
- Electrical works and connection/disconnection of electricity to municipal supply or other
- Earthing of electrical equipment and installations Excavating of trenches / foundations (hand and mechanical)
- Ergonomics
- Existing services
- Fire
- Flammable Liquids / Gas
- Fragile materials
- Goods - / Material - / Passenger Hoist Operations
- Hand Tools
- Hazardous Bio-waste
- Hazardous Chemicals
- Housekeeping
- Hygiene requirements
- Hot Works
- Lifting Operations
- Management of change
- Manual Handing of General Items
- Members of Public
- Movement (transport) of Construction Vehicles (Inclusive of light vehicles)
- Noise and dust
- Overhead Services
- Personal Protective Equipment
- Pinch Points
- Plant / Vehicle and Equipment operations
- Portable Electrical Equipment
- Plumbing
- Scaffolding (Erection / Inspection and Dismantling)
- Temporary Works (Shoring / Scaffolding or False Works)

- Traffic Management
- Working at Heights
- Working during inclement weather
- Working near sewage water
- Working near water environments
- Work near underground services

The contractor's risk assessment should include a Table of Content All health hazards that can be present during any of the above activities should include individual, dusts, gases, fumes, vapours, noise, extreme temperatures, illumination, vibration and ergonomic hazards.

Preventative measures must first address the elimination of the hazard or risk. Should PPE be required to reduce risk then appropriate equipment or clothing must be used and be SABS approved.

Issue Based Risk Assessment

As circumstances and needs arise, separate risk assessment studies will need to be conducted. These will be associated with a system for the management of change. An additional risk assessment will need to be conducted and submitted to the CLIENT for verification when for example:

(a) A new machine is introduced onto site;
(b) A system for work is changed or operations altered;
(c) After an accident or a 'near miss' has occurred
(d) New knowledge comes to light and information is received which may influence the level of risk to employees on site.

Continuous Risk Assessment

This is the most important form of risk assessment which should take place continually, as an integral part of day-to-day management.

This should be conducted by Construction Manager on site, and it is essential that formal training be provided to enable this process to be efficient.

The Principal Contractor shall be responsible for making sure that all employees under his / her control are conversant with the content of the Risk Assessment and what appropriate measures have been put in place to either eliminate or reduce the identified risks. The Principal Contractor shall outline to employees what role they are expected to play in the Risk Assessment and control measure process. Records are to be kept of this communication. Such information can also be communicated through Safe Work Procedure (SWP), Safe Operation Procedure (SOP), Toolbox talks, Job Base Analysis (JBA) or Task Bases Assessment (TBA).

Continuous Risk Assessment is also commonly known as a Daily Safe Task Instruction (DSTI's).

2.3. Design Information

In terms of Construction Regulation (2014), regulation 6. (1)(c & d), the designer must -

- Make available in a report all relevant health and safety information about the design, the geotechnical-science aspects and loading that the structure is designed to withstand; and

- Inform the client in writing of any known or anticipated dangers or hazards relating to the construction work and make available all relevant information required for the safe execution of the work upon being designed or when the design is subsequently altered.

An alteration in the design requires the principal contractor to review the *management of change* procedure to anticipate if any hazards may arise due to such alterations.

a. Relevant existing records available on services would either be obtained through the Project Implementing Agent or from the Municipality's building Inspectorate.
b. Surveys, site-investigations and Geotechnical reports conducted on behalf of the client can be requested through the Project Implementing Agent should it be available.
c. "As-built" drawings could be sourced from the appointed Architect.
d. The municipality has traffic flow statistics should density and traffic flow information be of relevance to a project.
e. Should any change of design occur the contractor must address how this will be received on site, recorded and distributed. Liaison with the PIA on design changes must be recorded. The latest version of any new design must always be available on the site.
f. The line of communication is discussed under a later section, but the principal contractor should note this in his plan at this point as well.
g. An arrangement how on-site changes, potential health and safety implication of variation orders (VO's), Request for Information (RFI's and site Instructions to be explained.
h. Due to the institution's continuous use of facilities all areas need to be available most of the time. Should areas be demarcated permission must be sought and approved through the PIA.
i. Should new work "packages" be handed over during the project the incorporation of such work package be into the existing programs to be indicated.
j. An arrangement for continuous interaction with the client representatives must be indicated where the design is on-going.

2.4. Communication and Consultation

2.4.1 Communication: Client

The Contractor must provide the client with their client communication procedure that shall include:

a. Reporting prior to work commencement on any client site with:
    i. an approved health and safety plan;
    ii. an in-dated letter of good standing **with relevant Nature of Business reflecting**;
    iii. stamped (emailed) Notification of Construction work **(each contractor)**; and
    iv. Certificate of Compliance (COC) to commence after the implemented health and safety file has been audited.
b. Reporting site mobilisation and site establishment for a site inspection;
c. Reporting of review and approvals of appointed sub-contractors to perform work on the client site (in line with a. i - iv above);
d. Notifying the client if there is any change to the site management;
e. Ensure all employees has previously been approved with security clearance;
f. Immediately notify the client of any incidents, accidents occurring or served notices by any regulatory authority received while on site and during the project;
g. Reporting to the client site inspection and audit findings;
h. Report corrective and preventative actions (non-conformance close-out) within 48 hours;
i. Advise the client in writing of any emergencies including actions taken.

2.4.2. Communication: Workforce

The Contractor must provide the client with their workforce consultation and communication procedure that shall include, but not limited to:

a. CoVid-19 awareness
b. Medical conditions, restrictions or recommendations;
c. Health and Safety Rules;
d. Incident and near miss reporting;
e. Report findings and corrective actions in incident investigations;
f. Incident recalls to be conducted with employees
g. Lessons learned from non-conformances and audits;
h. Communicating of Risk Assessments for the work to be performed;
i. Awareness (posters) & Toolbox Talks;
j. DSTI communication
k. OHS meetings to initiate, promote, maintain and review measures of ensuring the health and safety of persons on site. Note that this may be included in the progress or site meetings as an agenda item.

2.5. Co-operation between contractors

a. N/A.

2.6. H&S Monitoring

A contractor must document:

a. How the Health and Safety performance on site is going to be monitored?
b. How the Health and Safety performance of others especially contractors are going to be measured and monitored?

2.7. H&S Inspections

General Inspection, Monitoring and Reporting

A t schedule of intended inspections (with the stipulated frequency) are to be included in the Health and Safety plan and placed on a Site Calendar for ease of reference. Inspection registers and checklists must be kept in the Health and Safety File.

Internal Audits

The Principal Contractor shall conduct monthly Health and Safety audits of the project Health and Safety Management System, including the contractor records, to ensure compliance with the OHS Act and OHSS. Records of audits must be kept and non-conformance reported, investigated and corrective action must be taken and reported to prevent re-occurrence to the client. Proof hereof recorded as a non-conformance close-out must be submitted to the client's agent within 24 hours after the non-conformance was reported on an internal audit report.

External Audits

The CLIENT, or its relevant Representative, shall conduct monthly Audits on site. All documentation held by the Principal Contractor shall be available for inspection. The Principal Contractor shall provide any additional information required. The Principal Contractor is required to (must) participate in the Audit and adhere to the section of these specification.

A copy of the Close-out report must be submitted to the client's representative within 48 hours of audit report placed in Principal Contractors Health and Safety File. The Principal Contractor has 3 (three) workings days after hard copy of audit was placed in contractors file to rectify any non-conformances.

As information the full process of health and safety documentation approval is stipulated as follow:

a. Invited contractor's health and safety file be electronically submitted and approved;
b. Evaluation of health and safety plan of potential contractor during tender evaluation;
c. Evaluate (audit), discuss, negotiate and approve the contractors Health and Safety plan after appointment of contractor;
d. Evaluate the implementation of the health and safety file on site with site establishment;
e. Conduct monthly audits and where required bi-weekly site visits. Reports on such must be documented and provided by auditor in hard copy to the site within 7 days after the audit was conducted, signed by auditor and a site supervisor who was present during the visit;
f. Audit close-out report on findings documented and distributed to client's representative within 3 days after the documented hard copy of audits / visit was placed in contractors file;
g. Final project close-out, when zero working hours are reached, submitted to the client to include:
    i. Withdraw, close, retract and cancel all legal appointments;
    ii. Consolidated list of contractors (Name, Area of work, Contact number & email)
    iii. Final month's Health and Safety audit report and Certificate of Compliance
    iv. Minutes of the Health and Safety Committee meetings (when applicable)
    v. Summary of Incidents & IOD report (Incidents on Duty)
    vi. Summary of WCA /COIDA Claims
    vii. Total project Man-hours and DIFR (Disable Injury Frequency Rate / 200,000 hours)
    viii. Environmental rehabilitation status
    ix. Current or outstanding Health and Safety Non-conformances.
    x. Ensure that all registers and checklist are closed with the last sentence being on the document marked as "CLOSED" with the applicable date and "closed" marked across the full page.

2.8. Health and Safety Review

Contractors must ensure that health and safety documentation included in the health and safety file is reviewed **annually** or when any change of management occur. The responsibility of review lies with the contractor's management and the responsibility must be designated. The results of such review must be submitted for approval by the client.

2.9. Training

Health and Safety Training

The Construction Regulation requires that "***A Client must ... ensure that potential principal contractors submitting tenders have made adequate provision for the cost of health and safety measures***".

The Principal Contractor shall at project start-up conduct a training needs analysis (**training / skill matrix**) to ascertain what Health and Safety training is required and what already exist. The training needs should specifically be based on the scope of work in relation to supervision with daily risk assessment qualification / experience, first aider, incident investigation, ladder inspection and tool inspection competencies.

The single page in tabular format as intended plan of action should be drafted and included in the Health and Safety file and **submitted with the tender**.

Once the identified people have attended training, the Principal Contractor must ensure copies of the certificates are kept in the Health and Safety File.

Where a Part-time OHS Practitioner is appointed the Construction Managers and / or - supervisors are required to have, as minimum, **legal liability training** with SAQA US certificates. SAQA US for CIVIL is 120344.

Excavation supervisors and construction manager must have a SAQA US 365183 competency certificates.

The following skills training to be considered:

a. Legal Liability;
b. Excavation Supervisors;
c. Fall Protection Planner;
d. Fire Equipment Inspector;
e. Fire Marshal;
f. First Aider;
g. Hand Tool Inspector;
h. Health and Safety Representatives;
i. Legal Liability Training for Management;
j. Scaffolding Erectors;
k. Scaffolding Inspectors;
l. Stacking & Storage Supervisor;
m. Welder, grinding / cutting machine operator;
n. Working at heights;

Induction

The Principal Contractor shall conduct Site Specific Inductions with all new employees and visitors on site. Proof of inductions in a form of signed attendance registers must be kept in the Health and Safety File. A copy of the induction syllabus must be available in the contractor's safety file.

Should any new equipment or plant be brought to site employees should be inducted on such ensuring the understanding, **blind spots, risks** and coordination when these units are being used.

Within the Contractor's Health and Safety Plan a layout of such induction to be performed should be indicated that will include Safety Rules. An attendance register must be kept and signed by all attendees.

Awareness

The Principal Contractor shall conduct, on site, periodic toolbox talks, preferably weekly or before any hazardous work takes place. The talks shall cover the relevant activity and an attendance register must be kept and signed by all attendees.

A record of who attended and the content of the topic will be kept in the site Health and Safety file as evidence of training.

Competency

After the Principal Contractor has identified the training to be conducted, based on the Hazard Identification & Risk Assessment (HIRA); he/she shall send the relevant persons on appropriate courses and keep the accredited certificates of training for reference in the site health and safety

file. A maximum grace period of 30 days from the start of the project are provided for this training to be conducted and proof must be submitted to the client's representative.

2.10. Purchasing

The contractor has to ensure that the purchasing procedure include the evaluation of competencies and adequate resources of the contractors, suppliers and manufacturers. No Principal Contractor may appoint a specialist contractor who then appoints a subcontractor for such services.

2.11. Site rules

The Contractor shall ensure that all persons working under his control adheres to the client's health and safety rules at all times, and shall not permit any person who is not directly associated with the work to enter the site.

These specifications express various rules and other restrictions on contractors, suppliers and manufacturers such as permit-to-work procedures and arrangements for compliance by others with the rules herein and those of the contractor's health and safety plan.

2.12. Permits

The Contractor must implement a permit system for high risk activities, but not only limited to:
a. Concrete pouring;
b. Electricity and other energy sources;
c. Extreme temperatures;
d. Lifting operations;
e. Night work;
f. Working at heights, - isolation;
g. Working on public holidays, weekends and during a shutdown period;

The permit shall include the arrangements for competence and authority for issuing, acceptance, renewal (validity) and clearance of permits to work.

The Contractor shall ensure that work for which a permit is required by legislation, this specification or own permit to work procedure, is not performed by his employees prior to obtaining such permit. The Contractor shall additionally also ensure that George Municipality permit for specific work procedure (way leave) is prior obtained and complied with on site, for the duration of the project.

2.13. Site security, access and transport arrangement

Security

The Principal Contractor shall ensure that each person working on or visiting a site, and the surrounding community, shall be made aware of the dangers likely to arise from onsite activities and the precautions to be observed to avoid or minimise those dangers.

The construction area should be permanently hoarded-off to prevent access of non-construction staff into the construction area. This should further be able to prevent excessive dust going into the institution. Appropriate Health and Safety signage shall be posted at all times.

The Principal 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, and put preventative measures in place to comply with this requirement.

Visitors to site shall go through a visitor's 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. Proof of such induction must be kept on the safety file for audit purposes.

Each of the Contractor's employees must be issued with a company identification card / sticker which must be displayed on his / her person at all times whilst on site to identify contractors.
Such identification **cards** shall include as a minimum:

a. Company Logo;
b. Employee name and surname;
c. Employee photo; and
d. Identity number.
e. Contact details of relevant supervisor

A list of employees with their next of kin must always be available on site irrespective of the POPI Acts requirement. This is the client's requirement and COID requirement.

The Principal Contractor acknowledges that its employees, vehicles as well as that of its agents, contractors and service providers may be subject to security searches at any time, and the Principal Contractor shall ensure the aforementioned parties co-operate fully with such searches.

Access

The road surface of all public and private roadways and pavements/pedestrian walkways must remain in a reasonably clean state, free of excessive sand, stone, water or other construction related materials – daily inspections to be conducted by the Contractor with action taken without delay.

The Contractor must upon site establishment identify and **demarcate** designated walkways. Signage should be displayed indicating it as a designated and safe to use walkway. Walkways should be safe to use in terms of distances from hot works, works with electrical tools, overhead work, and trenches and should be of such that persons using the walkway do not disturb any work activities taking place in the area.

Transport of Workers

The Principal Contractor shall refer and comply with the requirements set in the National Road Transport Regulations, 2000. The Principal Contractor shall, and not be limited to:

- Not transporting persons together with goods or tools unless there is an appropriate area or section to store them;
- Not transport persons in a non-enclosed (top) vehicle, e.g. truck, there must be a proper canopy (properly covering the back and top) with suitable sitting area. Workers shall not be permitted to stand or sit at the edge of the transporting vehicle;
- Not transporting workers on the back of open light motor vehicles;
- Provision of a serviced portable fire extinguisher in vehicles at all times;
- Driver must be appointed in writing and have a valid PDP license transporting people; and
- Adequate seating arrangement specifically in respect of social distances.
- All employees to be informed to buckle up when vehicle is moving.

2.14. Deliveries

The contractor must make arrangement and get approval from the client for deliveries, any restriction such as delivery times, demarcation, reserved storage areas, loading and unloading

areas, and working area for prefabrication to be put in place. Banksmen / direct supervision from contractor's side must be present receiving, offloading and departure of delivery vehicles.

2.15. Construction employees' facilities

The Principal Contractor shall provide facilities for

a. Safekeeping, e.g. lockers etc.;
b. Temporary shaded structure to serve as a mess room or eating area;
c. Sufficient toilets for each gender (1 toilet per 30 workers)
d. Hand washing facilities;
e. Soap and toilet paper;
f. Disposable paper hand drying material;
g. Where there is a risk of exposure to HCS separate lockers shall be provided for clean and soiled/ contaminated clothing for each employee;
h. COVID-19 requirement
i. Waste bins must be strategically placed around the site and emptied regularly but no less than weekly
j. Workers must not be exposed to HCS while eating and must be provided with adequate, sheltered eating areas complete with benches and tables separated from the work areas.
k. Stores may not double up as change rooms, mess areas or eating areas.

The weather conditions might be unsuitable for workers to be exposed to, e.g. in rainy season.

2.16. Waste

The responsibility to ensure that all Contractors enforce, in terms of their waste management, environment sustainable methods, the disposal, keep sufficient waste containers for different waste types as described below and record such in a waste management plan rests on each contractor.

Contractors to reduce the amount of waste that is generated and where waste is generated ensure that useable waste is re-used / recycled or recovered in an environmentally sound manner before being safely treated and disposed of.

Any waste of material of value to the client needs to be communicated to the client and when and where possible handed over to the client.

Waste will be classified in the following categories and these requirements incorporated into the contractor's waste management plan:

LIQUID WASTE:

a. When mobile toilets are used it must be serviced on a weekly basis and waste disposed by the service provider in an acceptable manner;
b. Service records must be documented;
c. Cleaning of the inside of the toilets are part of the hygiene requirement and recording must be conducted daily;
d. The contractor must provide sufficient toilet paper for such toilets as required by the facilities regulation;
e. Cleaning of paint buckets / brushes and disposal of paint may not be through the storm water system;
f. Run-off from wash bays must be intercepted

g. Chemical spills must be contained and cleaned immediately as the occur, material removed as a result of the spill must be discarded as hazardous waste

SOLID WASTE:

a. Any littering is prohibited;
b. Bins must be provided and cleaned on regular basis, preferably by end of each week or whenever possible;
c. Disposal must be to a legal dumpsite;
d. Sites must be swept of material that could cause injury or damage to persons or vehicles;
e. Hand mixing of cement is only permitted inside a batch mixing bucket (brimmed area) or on the footprint of a construction area.
f. Contaminated ground / soil must be treated or be removed and the area rehabilitated immediately.

HAZARDOUS WASTE:

a. Hazardous materials may only be disposed of at an appropriately permitted landfill or disposal sites for hazardous material;
b. Dedicated containers clearly marked for Hazardous waste must be used and only be used for designated purpose as designed; and
c. Hazardous waste registers to be maintained.

GENERAL WASTE REQUIREMENTS

a. Disposing of waste must be conducted as soon as possible at a legal dumpsite, skip or on permitted municipal landfill site;
b. Contractor must monitor the presence of litter on the work sites;
c. Waste must not be allowed to stand on site to decay resulting in bad odours;
d. Poisonous or material capable of fermentation, putrefaction or constituting a nuisance shall be treated or disposed of by methods approved by the local authorities.

2.17. Personal Protective Equipment

Personal Protective Equipment (PPE)

A PPE needs analysis must to be conducted in accordance with the HIRA. PPE to be issued free of charge. The Principal Contractor to provide a procedure for managing Lost or Stolen, Worn Out or Damaged PPE.

At the start of the project each employee to receive two cloth masks. Such cloth masks need be washed regularly, and damaged masks be replaced immediately.

The following PPE shall be required on site as minimum issue for everyone on site:

- Steel-Toe Safety Shoes/Boots;
- Hard-hat;
- Two Piece Overalls;
- Protective gloves where required; and
- Hi-Viz Vest **in cases where visibility is impaired.**

2.18. Working hours

The regional sectorial requirement in terms of the BCEA should be complied with. Contractor must document their working hours and breaks. Total working hours per week not to exceed legislative requirement.

An arrangement for working at night, after hours, over weekends and during holidays with supervision must be documented in Health and safety plan.

All works will be supervised on site.

Where accelerated work programs are implemented adherence to undisturbed weekly or two weekly rest period (BCEA 15.(1) & 15.(2)) should be adhered to (weekly is 36 consecutive hours and fortnight basis is 60 hours).

Night Work

The Principal Contractor shall not undertake any night work without prior arrangement and a written authorization from the CLIENT. The Principal Contractor shall ensure that adequate lighting in line with Environmental regulations for workplaces Schedule - Minimum Average Values Of Maintained Illuminance (Measured On The Working Plain) is provided for all night work and failure to do so shall result in work being stopped.

All works must be supervised directly by management on site.

NB: Task specific night work risk assessment must be provided.

2.19. Notice boards

Different notice board may be required depicting the following information on a site:

- The professional team involve in the project (external Organogram); and
- Displaying health and safety pictographs, access control, PPE requirement and contact details to the site management (Internal Organogram).
- A layout for the professional team will be provided by the Consulting engineer / Program Implementing Agent. Only approved erecting locations may be used. The requirement and provision for the implementation of Notice Boards will be indicated within the Bill of Quantity.

2.20. Emergency and first aid

Emergency Procedures

The Principal Contractor shall submit a detailed site specific Emergency Procedure for approval by the client agent in the Health and Safety File.

The procedure shall detail the response plan including the following key personnel:

- List of key personnel,
- Details of emergency services,
- Actions or steps to be taken in the event of the emergency; and
- Information on hazardous material / situation, 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.

Emergency procedure(s) shall include, but not be limited to, fire, spills, accidents to employees, working at heights rescue, bomb threats, civil unrest and use of hazardous substances.

A contact list of all service providers (Fire department, Ambulance, Police, Medical and Clinic, etc) must be maintained and available to site personnel.

First Aid Box and First Aid Equipment

General Safety Regulations 3. (2) Where more than five employees are employed at a workplace, the employer of such employees shall provide a first aid box or boxes at or near the workplace which shall be available and accessible for the treatment of injured persons at that workplace. (4) Where more than 10 employees are employed, … at least one person is readily available during normal working hours, who is in possession of a valid certificate of competency in first aid

The Principal Contractors shall provide an on-site First Aid Box, adequately stocked (18 items as prescribed) at all times and ensure that the First Aid Box is accessible and fully controlled by a qualified First Aider.

Item 1	Wound cleaner / antiseptic (100ml)
Item 2	Swabs for cleaning wounds
Item 3	Cotton wool for padding (100g)
Item 4	Sterile gauze (minimum quantity 10)
Item 5	1 pair of forceps (for splinters)
Item 6	1 pair of scissors (minimum size 100mm)
Item 7	1 set of safety pins
Item 8	4 triangular bandages
Item 9	4 roller bandages (75mm x 5m)
Item 10	4 roller bandages (100mm x 5m)
Item 11	1 roll of elastic adhesive (25mm x 3m)
Item 12	1 Non-allergenic adhesive strip (25mm x 3m)
Item 13	1 Packet of adhesive dressing strips (minimum quantity 10 assorted sizes)
Item 14	4 First aid dressing (75mm x 100mm)
Item 15	4 First aid dressings (150mm x 200mm)
Item 16	2 Straight splints
Item 17	2 Pairs large and 2 pairs medium disposable latex gloves
Item 18	2 CPR mouth pieces or similar devices

2.21. Medical certificates

The Principal 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 the Construction Regulations 2014. This requirement will include the contractor’s management.

2.22. Medical surveillance

OCCUPATIONAL HYGIENE

a. Proper health and hygiene measures must be put in place to prevent exposure to hygiene hazards.
b. Prevention should include accidental inhalation, ingestion, and absorption of any hazardous substance or high noise level exposure.

MEDICAL SURVEILLANCE

The Contractor shall address in the OHS Plan the management of employee medical surveillance and ensure that:

a. All employees on site to undergo routine medical examinations specific to the work to be performed taking into account the hazard and risk exposures;
b. This should address pre-employment examination, periodic monitoring and exit examinations;
c. Exit examination will be compulsory for employees working with hazardous chemicals;
d. A declaration should be noted in the close-out report declaring all employees fit on completion of the project;
e. All employees performing work on site must be declared medically fit for the work they are to perform (especially for working at heights);
f. Employees will be notified about the results of their medical examinations and any concerns made available that may become evident from medical examinations;
g. Copies of valid medical certificate of fitness must be available on site as a duty of care towards employees to ensure employees are made aware of any health conditions or health restrictions which may have resulted from or may be aggravated by work activities on site.
h. The consultation, notification and communication with the employee should, with the employees' written consent, be made available upon request for verification by the client, regulatory authority or their representatives.

CONTACT TRACING

a. Records kept on site of employees and visitors entering the site for contract tracing purposes.

2.23. Reporting fatality, permanent injury and occupational diseases

The Contractor shall provide in the OHS Plan a summarized section providing information pertaining to his incident management procedure which should include at least the framework of the procedure and noting the requirements set out below.

1. Incident management procedure

In addition to the above the Contractor shall be required to prepare a comprehensive incident management procedure to be implemented on the client's sites. The procedure should address at least, but not limited to:

a. Incident classifications;
b. Incident and near miss reporting process;
c. Incident reporting timeframes;
d. Investigation teams;
e. Investigation techniques/methods to be used;
f. Investigation timeframes;
g. Investigation reporting; and
h. Corrective action implementation.

Without derogating from the generality of the above, the Contractor shall ensure incidents are investigated by, where appropriate, a competent multidisciplinary team within 7 days. The Contractor shall ensure all incident and investigation records shall be available in the OHS File.

The Contractor shall notify the client of any incidents, accidents and notices served by any regulatory authority before the end of the working shift while on site. The client shall further be provided with copies of any written documentation relating to any incident. The Contractor will be responsible to inform the relevant authorities of any Reportable Incidents which may occur in terms of the applicable legislation.

In terms of the duties of the client as stipulated in Construction Regulation 5.(3) the client's Occupational Health and Safety Consultant / Practitioner on the project has the duty to inform the authorities and provide a copy of the communication to the client's project manager.

All correspondence with the relevant authorities regarding these incidents must be copied and kept in the OHS File.

2. Incident management documentation

The Contractor shall note in the OHS Plan the incident management supporting documentation which should be provided for and include, at least:

a. Legislative reporting and recording documents;
b. Contractor's own reporting and recording forms (near miss to be provided for);
c. First aid kit contents list;
d. First aid kit inspection checklist; and
e. First aid dressing register / treatment register.

3. Incident Investigation report

The incident investigation report shall follow the below format:

REPORT FORMAT

a. Part I – Particulars
   - Injured party Information
   - Where and when the incident occurred
   - Damaged property/material information
   - First Aid response
b. Part II – Description of the Incident
   - Description of what happened in detail
c. Part III – Evidence
   - Sketch of the incident scene
   - Photographs, diagrams and physical evidence
   - Persons with information and statements
d. Part IV – Incident Causation
   - Direct and indirect causes of the incident
   - Five factor analysis
e. Part V – Corrective Action
   - Immediate and long-term corrective actions
   - Target completion dates
f. Part VI – Report Review
   - Who prepared the report and when it was prepared?
   - Report distribution list
   - Signatures of the Safety and Health Committee Co-Chairs

2.24. Method statements

Method statements, Safe Work Procedures (SWP), Safe Operating Procedures (SOP), Daily Safe Task Instructions (DSTI's)

Certain changes have been made in the Construction Regulation of 2014 in these regards and are extracted below to indicate current requirements.

Extractions from the Construction Regulations where reference to "**method(s) or method statements**" appear:

QUOTE

Construction Regulation 2003

"method statement" means a written **document detailing the key activities** to be performed in order **to reduce** as reasonably as practicable the **hazards identified in any risk assessment**;

Construction Regulation 2014

"Method statement" The description of a Method Statement was removed from definition section.

…

Risk Assessment for construction work 9.
(1) ... (b) ... documented **method**.

Fall protection Plan
10. (1) ... (2) ... procedures and **methods** used to address all the risks ...

Temporary works 12.
(1) ... (3) A contractor must ensure that - ... (n) a temporary works drawing or any other relevant document includes construction sequences and **methods statements**; ...

Excavation 13
(2) A contractor who performs excavation work – ... (k) must, where the excavation work involves the use of explosives, appoint a competent person in the use of explosives for excavation, and must ensure that a **method statement** is developed by that person in accordance with the applicable explosives legislation; and ...

Demolition work 14. ...
(2) A Contractor must ensure that before any demolition work is carried out, and in order to ascertain the method of demolition to be used, a detailed structural engineering survey of the structure to be demolished is carried out by a competent person and that a **method statement** on the procedure to be followed in demolishing the structure is developed by that person. ...
(11) Where the demolition work involves the use of explosives, a **method statement** must be developed in accordance with the applicable explosive legislation, by an appointed person who is competent in the use of explosives for demolition work ...

Cranes 22. A contractor must, in addition to compliance with the driven Machine Regulations, 1988 ensure that where tower cranes are used – ... (b) a relevant risk assessment and **method statement** are developed and applied; ...

UNQUOTE

It is therefore a legal requirement that method statements be prepared for:

a. Temporary Works;
b. Excavation;

c. Demolition Work; and
d. Cranes.

Anywhere else, but not exhausted, where method(s) are not required the contractor must prepare at least the applicable SWP / SOP or DSTI for such method statement.

2.25. Health and Safety File

Based on the scope of work the health and safety file shall include and address, but not limited to, the items set out in the relevant index as stipulated by George Municipality.

The Health and Safety File layout submitted during the tender - / appointment / site handover process must be used as the framework with exact index of the contractor's health and safety file and must be compiled in the **exact sequence provided in this index**.

a. The layout requirements of the health and safety file was submitted with the tender and the induction and adherence should be followed;
b. Non-compliance would lead to rejection of the submitted documentation;
c. The acknowledgement at the end of this document indicates that the potential principal contractor also understood this requirement. To ensure such requirement the intended layout should be included in the contractor's health and safety plan;
d. A standard health and safety file audit template will ensure that every contractor is treated fairly;

Should a contractor neglect to follow the layout as prescribed and demand that the contractor's document layout be audited additional cost for such evaluation will be charged to the contractor.

2.26. Hand tools

The purpose of this procedure is to ensure employees understand and practice the general safety requirements when using hand tools.

There is a big variety of hand tools in the market. The objective of this is to cover the basic safety principles of a hand tool. The responsibility lies with the Contractor to ensure employees are aware of the safety requirements for any given specific hand tool.

Hazards / Risks

- Hand injury from broken or homemade tools;
- Hand injury from incorrect storage of hack saw / "Stanley" knife;
- Eye injury from using a hammer and chisel;
- Hand/body injury from forcing tools beyond their stress capability

Control Measures to Minimize Risks

- Fitter/leather Gloves to prevent cuts from sharp edges.
- Safety glasses to prevent eye injuries when using tools that can projectile foreign objects (Chisel, Copper hammer, etc.)
- Routine inspections to ensure tools are in safe working order.

× Never throw a tool to another person.
× Never leave your tools lying around.
× Never use a hammer with a loose head.
× Never use none insulated tools for live electrical work.
× Never use tools which have been declared unfit/unsafe.
× Never use another spanner as leverage on a spanner.

× Never leave tools lying on ladders.
- Always keep your work area clean and neat.
- Always wear safety glasses and gloves if you are going to work with a hammer, metal file, hand saw and any tool that might produce flying objects and sharp edges.
- Always report damaged or worn tools by end of shift.
- Always grind off mushroom heads on chisels and copper hammers.

Pre-Start Procedure

1. Check the condition of the tool before use.
2. Make sure the tool is the correct tool for the job. (Example: correct size and fitment)

Job Steps

1. Inspect tool for wear and damages.
2. Put your gloves, safety glasses and long sleeve overalls on if necessary.
3. Store the toolbox or tool bag out of walkways.
4. Select a tool that is appropriate for the job.
5. Do the job safely
6. Place tool in a carry container until the tool is to be used.

2.27. Registers & Checklists

A tabular layout should be included in the contractor's Health and Safety Plan that depict the registers and checklist required for the project. It is important that the legal required frequencies are adhered to and must therefore be stipulated in the tabular layout. (Sample included in Annexure below.)

Should daily inspections be required it is acceptable to prepare a tabular document that state each day in a column for one week. Should weekly inspections be required it is acceptable to prepare a tabular document that state each week in a column for one month.

Sufficient registers and checklists should be available in the health and safety file for at least one month ahead.

2.28. Legal Appointments

A tabular layout should be included in the contractor's Health and Safety Plan to correspond with the contractor's organogram depicting a list of legal appointments. (Sample included in Annexure below.)

Each appointment letter shall indicate:

a. Legal reference to the appointment requirement;
b. The name of the person appointing and his / her designation;
c. The name of the company who this person represents;
d. The name of the appointee and the appointment;
e. The detail of the site / address
f. Period of validity of such appointment (not longer than 3 year);
g. Signature of the Company's representative making the appointment & date of signature;
h. Duties or reference to requirements in regulations (to include Checklists & Registers);
i. Acceptance of appointment;
j. Signature of acceptor and date; and
k. Designation.

2.29. Health and Safety Budgets

Construction Regulation 5.(1)(g) requires that the client must ensure that a potential contractor has made adequate provision for the cost of health and safety measures. This includes the following, but not only limited to: Medicals, PPE, Firefighting, First Aid, Health and safety personnel, Facilities, Fall Protection, Vehicle and equipment upgrade for use on site, Lifting machinery and equipment, Insurance, First Aid, Training, Signage, Electrical & Plant, Scaffolding and Health and Safety representative's meeting attendance.

A contractor should prepare and submit, in tabular form as an annexure, their health and safety budget. Should a contractor exclude various items as noted above or indicate a no costs in his own discretion to an item, it will be understood that such costs are included in the contractor's tender costs.

Re-useable items (equipment) cost in such Budget and approved by the client, e.g. road cones, testing equipment, fire extinguishers, etc., become the ownership on the client after the project has been completed.

3. Environmental restrictions and existing on-site risks arrangements

3.1 Fall protection

Where a fall protection plan is required a competent fall protection planner with SAQA US 229994 certificates must be made available with such plan.

Where employees then work at heights / elevated positions those employees must be trained by an accredited training provider and the training provided must have the following accreditation SAQA US 120362 or 229998.

The person(s) erecting scaffolding must have a competency certificate obtained from an accredited training provider in accordance to SAQA US 263205 and for a scaffolding inspector SAQA US 263205.

Where fall arrest systems are implemented SAQA US 229995 and SAQA US 229998 will be required.

The contractor's Fall Protection Plan should include a Table of Content

a. An additional pre-emptive Risk Assessment will be required for any work to be carried out where there is a fall risk and will be classified as "Working at Heights" **which include working inside a ceiling**.
b. As far as is practicable, any person working in an elevated position will work from a platform, ladder or other device that is at least as safe as if he/she is working at ground level and whilst working in this position, as required by the risk assessment contemplated above, shall wear, and use a full body harness that will prevent the person falling from the platform or other device utilised. This safety harness will be, as far as is possible, secured to a point away from the edge over which the person might fall and the double lanyard must be of such length that the person will not be able to move over the edge.
c. Any platform, slab, deck, or surface forming an edge over which a person may fall must be fitted with suitable guard rails at two different heights as prescribed in SABS 10085-1 Code of Practice for the Design, Erection, Use and Inspection of Access Scaffolding.
d. Where the requirement above is not practicable, the person will be provided with a full body harness that will be worn at all times and shall be attached above the wearer's head at all

times. The lanyard must be fitted with a shock-absorbing device or the person must be attached to a fall arrest system (anchorage connector; body wear; and connecting device).

e. Where the requirements above are not practicable, a suitable catch net must be erected. Employees working at heights must be trained to work without risk to their health and safety or that of others and be declared medically and psychologically fit to perform work at elevated positions. Proof of medical fitness and working at heights training must be maintained in the Contractor's OHS File.
f. Where work on roofs is carried out, a risk assessment must be performed and take into account the possibility of persons falling through fragile material, i.e. skylights and openings in the roof. The Risk Assessment shall place specific emphasis on the placing and handling of roofing materials such as IBR Sheeting or similar materials, (including contingency safety measures), which when exposed to windy conditions represents a serious safety hazard.
g. The Contractor shall ensure a comprehensive fall protection plan and rescue procedure is drafted by an appointed competent person who is trained and knowledgeable in the development of such plans.
h. All employees required to perform work in elevated positions shall be trained and conversant with the requirements of the fall protection plan and the rescue procedure.

Fall Arrest Equipment:

a. Each employee required to perform work at elevated positions shall be issued with a body harness for his/her exclusive use. No harnesses should be shared
b. Fall arrest equipment shall be inspected prior to use by a competent person
c. Fall arrest equipment must be stored in such manner as to not compromise the integrity of the equipment
d. Employees required to use fall arrest equipment shall be sufficiently trained in the correct use thereof
e. Records of training and inspections shall be maintained in the OHS File.

3.2 Fall prevention

Elevated positions including roof work

The Principal Contractor shall ensure that a detailed fall protection plan, rescue plan and HIRA has been undertaken and submitted for approval to the CLIENT before commencement of such activity on site. Such plan shall include (but not limited or exhausted): Introduction, Scope, Goals, Definitions, Worksite Information, Fall Protection Risk Assessment, Designations and Responsibilities, Training Management, Employee Health Management, Equipment Management, Operating Procedures, Rescue Procedures, Document Review and Amendments, Records – Training, Records – Medical Certificate of Fitness, Records – Inspection Registers &Records – Staff Register and Personal Details.

Where working on roofs take place the slope of the roof may cause edge protection to be implemented.

Working at heights –height of +1.5m

The Principal Contractor shall ensure that a detailed fall protection plan, rescue plan and HIRA has been undertaken and submitted for approval to the CLIENT before commencement of such activity on site.

All work at height must be:

- Appropriately supervised.
- Properly planned; and

- Carried out in a manner which is safe.

A detailed risk assessment and a fall protection plan that is site and task specific must be approved before working at height may be done. Please ensure that supervision is conducted as per Construction Regulation section 10, a competent person qualified for fall protection development.

Suitable and sufficient means must be provided to prevent workers falling from height. This must include the following measures supplied by the contractor appointed on the project:

a. Scaffolding to allow safe access, both externally and internally;
b. Scaffolding to be inspected and signed of weekly and after inclement weather;
c. Internal Scaffolding to be erected for roof work acting as a working platform;
d. Suitable working platforms to ensure safe access to all elevated areas;
e. Suitable fall protection for workers working at height (harness); and
f. Lifelines.

Ladders must only be allowed when it is not possible to use other more suitable access equipment (Scaffolding or platform / podium steps) for access or work of short durations (less than 10 minutes) and where 3 points of contact can be maintained at all times by the person working on the ladder. Suitable platforms must be used where both hands are required to be free and only in cases where it is not possible to use other more suitable access equipment e.g. scaffolding.

Where a slab are being prepared solid edge protection should also be put in place at a height of 1m above floor level.

Ladders and Ladder work
The Principal Contractor shall ensure that all ladders are numbered and inspected regularly keeping record of inspections. It should be noted that Aluminium ladders are preferred to wooden ladders. Ladders must be selected as suitable for the work to be performed and inspected as required on record.

3.3 Roof work

When working at heights during the roof erection work scaffolding will be erected in the inside of the structure to prevent the employees from falling to the ground.

Again, the employees working at height are required to make use of safety harnesses and fall prevention techniques to be put in place like safety cables / attachment slings.

Where work on roofs is carried out the Risk Assessment must take into account the possibility of persons falling through fragile material, skylights, soffits and openings in the roof, steel support work trusses and purloins so designed to support the roof structure.

The Risk Assessments shall place specific emphasis on the placing and handling of roofing materials which when exposed to windy conditions represent a serious safety hazard or overload factor.

Where working on roofs take place the slope of the roof may cause edge protection to be implemented.

All lifelines and secure/anchor points must be designed and signed off by a competent appointed person or Design Engineer.

Lifelines, fall arrest equipment and fall prevention equipment must be inspected prior to use and have a SWL displayed and the SWL certificate must be kept on site.

All fall arrest and fall prevention equipment shall be subject to inspections and tests as required by the Regulations and SANS standards and records of such inspections and tests kept in the site health and safety file.

3.4 Falling objects

Erect a catch platform or net above an entrance or passageway or above a place where persons work or pass under or fence 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 where there is a danger or possibility of persons being struck by **falling objects**. All tools and equipment used when working at heights must have lanyards fitted that can be secure to the user or structure to prevent it from falling.

3.5 Structures

Existing structures

Contractor will always have in place an emergency plan. The prevention of fire damage, fragility and stability of existing structures is of utmost importance to complete this project in time.

Existing structures with recognized hazardous will be reported to the client and Contractor will assist the client to improve the quality of compliance to structural integrity of such building.

New Structures

During construction Contractor will adhere to the design specifications of the appointed engineering consultant. Pre-cast inspections of steel lay down are implemented in the registers and engineers have to approve pre-cast registers on site. Contractor will adhere to the removal of supports in accordance to the requirements to prevent any uncontrolled collapse of such structure.

When environmental conditions create bad conditions employees will not be allowed to use such uncompleted structure as a hiding place during inclined weather.

3.6 Temporary works

Contractor will adhere to (Construction Regulation, regulation 12) the erection and removal of temporary structures for the casting of slab supports in accordance to the requirements to prevent any uncontrolled collapse of such structure. The engineering design or competent person will stipulate safe removing of such support and document such in the register.

3.7 Excavations and Ground Conditions

Excavation

Survey must be done to determine soil conditions, compaction and location of underground services. Where the uncertainty pertaining to the stability of the soil exists, the decision (documented) from a professional engineer or a professional technologist competent in excavation shall be decisive and such a decision shall be in writing and signed by both the excavation supervisor and the professional engineer or technologist as the case may be.

Excavation supervisors and / or construction manager must have a SAQA US 365183 competency certificates (or obtain one within the first month after appointment).

The following conditions should also be complied with for excavation:

a. Excavation should be sloped to prevent collapse;
b. Excavation should be shored / braced to prevent caving / falling in;
c. Soil dumped at least 1m away from edge of excavation
d. On sloping ground soil should be dumped on lower side of excavation;
e. Use of stop blocks and signs for dumpers and place a banksman;
f. If more than 2-meter-deep shoring must be used and safe access be provided and must be seen as a confined space entry;
g. Protect vehicles from falling into excavation;
h. Provide barriers and signage and lights at night;
i. Beware of undermining adjacent structures integrity;
j. Appoint only a competent person as excavation supervisor; and
k. Ensure that no load or plant is placed near excavated areas.

Work strictly according to the plans provided by the client when searching for current and existing services. Stop work when the current or existing services have not been found within a radius of 1 meter and consult the client's representative before commencing. Preliminary safety talks will be noted and the potential hazards explained to all employees prior to works. Digging will commence with hand tools at all times when looking for existing services.

Caution should be taken and emergency measure put in place when digging in areas where flooding may occur

The Excavation Supervisor to inspect:

I. Daily, prior to each shift;
II. After an unexpected fall of ground;
III. After any damaged to supports, bracing or shoring;
IV. After Rain

3.8 Demolition works

a. N/A

3.9 Tunneling

N/A

3.10 Scaffolding

Scaffolding

The Principal Contractor shall ensure that a detailed fall protection plan and HIRA has been undertaken and submitted for approval to the CLIENT before commencement of such activity on site. The Principal Contractor shall appoint and train scaffolding inspectors and erectors to ensure all scaffolding is erected according to SANS 10085 requirements.

Form and Support Work for Structures

Should the design require this type of work, the Principal Contractor shall ensure that formwork and support work structures are examined and checked for suitability by a competent Person, Structural Engineer, before use, during and after placement of concrete. Records of such examinations are to be kept on the Health and Safety file.

3.11 Suspended platforms

N/A

3.12 Rope access work

a. N/A

3.13 Material hoists

- N/A

3.14 Bulk mixing plant

N/A

3.15 Explosive actuated fastening device

N/A

3.16 Cranes

Projects classified as a CIDB Category C project may require the use of tower -, mobile - or truck mounted cranes.

Cranes and lifting equipment must be designed and constructed in accordance with generally accepted technical standards and operated, used, inspected and maintained in accordance with Construction Regulation 22, Construction Regulation 27, Driven Machinery Regulation 18 and SANS 12480 - 1 for the installation and use of tower cranes. **No lift may exceed 85% of crane's capacity.**

All tower cranes, mobile cranes, lifting tackle and lifting operations should stringently apply and maintain the requirements in respect of Construction Regulation 22 and Driven Machinery Regulation 18. Documented proof of tower crane services and maintenance are required.

Evacuation procedures, risk assessments, safe working procedures and **lifting (rigging) plans** are to be developed in respect of all cranes and communicated to all relevant persons involved in the operation of cranes. Documented proof of such communication is to be kept in the site safety file.

Where the lifting arc are above public roadways and pedestrian walkways and thoroughfares, such areas shall have barricading erected to prevent persons from passing below suspended loads. Where barricading is not practicable, the Principal Contractor shall provide dedicated enclosed safe walkways, constructed in such a way and utilising material able to adequately protect pedestrians from any potential falling load.

If required, the Contractor shall notify the Civil Aviation Authority of the erection of a tower crane or use of a mobile crane that exceeds the allowable limits.

3.17 Construction vehicles and plant

Construction Plant

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

It is envisaged that such plant will be used on this project and where the need arise the Principal Contractor shall ensure that all such plant complies with the requirements of the OHS Act. The Principal Contractor shall inspect and keep records of inspections of the tools and equipment used on site. Only authorised persons are to use machinery under proper supervision. All operational manuals requirements should be complied with and checklists duly completed. Appropriate PPE and clothing and as specified by the HIRA, shall be provided and maintained in good condition at all times.

Where construction plant (hired included) operates with a joystick a "joystick protection bar" should be installed to protect the operational mechanisms from objects falling on or persons falling on the operational mechanism in case of a slip. Should a contractor not comply with this requirement the principal contractor will be fined in terms of section 1.9 as a severe non-conformance.

Hired Plant and Machinery
The Principal Contractor shall 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 OHS Specification, shall apply (see also 1.6.1).

The Principal Contractor shall ensure that operators hired with machinery (seen as a contractor) have proof of competency to operate the machinery, proof of medical certificate of fitness and undergo a Health and Safety induction, appropriate tool box talks and be issued with the necessary PPE.

3.18 Electrical installations and machinery

High Voltage Electrical Equipment and any electrical works

The Principal Contractor shall ensure that, where the work is under, on or near high-voltage electrical equipment that a SWP is drafted and approved by a competent person and the client's representative and that such approval document to be kept in the Health and Safety File.

Such SWP shall include relevant risk management procedures (e.g. **Lock-out Procedure**). The Principal Contractor shall communicate with and receive approval from the relevant representatives prior to commencement of any **live** or tie-in electrical works.

Portable Electrical Tools / Explosive Power Tools

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

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

Telescopic Link sticks or Hot sticks

- N/A

3.19 Flammable and hazardous materials

Hazardous Chemical Substances (HCS)

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

- Safety Data Sheets (SDS's) of the relevant materials/hazardous chemical substances are available prior to use by the Principal Contractor. Mention should be made how the Principal Contractor is going to act according to special/unique requirements made in the relevant SDS's. All SDS's shall be available for inspection by the agent at all times.
- Risk assessments are to be done when new HCS are introduced on site.
- How the relevant HCS's are being/going to be controlled by referring to:
  a) Limiting the amount of HCS
  b) Limiting the number of employees
  c) Limiting the period of exposure
  d) Substituting the HCS
  e) Using engineering controls
  f) Using appropriate written work procedures
- The correct PPE is being used.
- HCS are identified, stored and transported according to SABS 072, 0228 & 0229.
- Training with regards to these regulations is conducted.

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

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

3.20 Water environments

Unless water is accumulated within excavations the Contractor need to ensure that any water entrapment where public could gain access be barricaded and access restricted to such environment.

However, should such areas exist on the site the Contractor will have a trained first aider on site to assist with medical conditions as, when and where possible.

3.21 Housekeeping and general safeguarding

Contractor will provide proper storage of materials for housekeeping. In the waste management plan the disposal procedures for waste is described. No materials be place where it would interference with other operations.

Where chutes are required when waste is removed from higher levels (3 levels 9m) Contractor will install the required mechanisms.

When internal waste storage area is provided it will be fenced off and will have access control via a lock. No waste bins or other collection articles will be place at entrances or passageways, but rather on an outside wall or under an overhead screen.

Where an existing elevator / lift is used to transport any building material / waste protection must be instated by the contractor to protect the integrity of the unit. Damages to property should be reported and repaired at the contractor's cost.

The construction manager and all other employees must ensure and maintain at all time during work that;

a. A housekeeping supervisor will be appointed
b. Housekeeping will be managed on a **daily basis**

The appointed person will make use of daily/weekly and Monthly checklists.

- Housekeeping is continuously implemented and maintained;
- Materials and equipment are properly stored;
- Scrap, waste and debris is removed;
- Materials placed for use are placed safely and not allowed to accumulate or cause obstruction to the free-flow of pedestrians and or other employees;
- An unimpeded work space is maintained for every employee;
- Every workplace is kept clean, orderly and free of tools, materials and the like that are not required for the work being done;
- As far as is practicable, every floor, walkway, stair, passage and gangway is kept in good state of repair, skid-free and free of obstruction, waste and materials

3.22 Stacking and storage

Stacking of Materials

The Principal Contractor shall ensure that there is an appointed stacking and storage supervisor for all materials, scaffolding and all equipment that are stacked and stored in accordance with legislation.

All materials shall be neatly stacked in a designated and demarcated lay down area within the confines of the Principal Contractor's allocated construction area.

3.23 Fire precautions

The importance of fire protection and precautionary measures is recognised, and arrangements shall be implemented to ensure that adequate procedures are adopted to **prevent risk** of injury or damage from fire.

Non-Smoking signs will be places in close proximity of the stores and where any flammable materials are stored.

Good, maintained fire-equipment will be place at appropriate intervals.

Sufficient number of employees will be trained in the use of fire equipment.

Contractor will be reliant on the existing Escape plan of the institute or otherwise put in place its own Escape and evacuation plan aligned to the institutes plan.

Competent **Fire Fighter must be appointed** for this project and will manage all Hot works and any other task that may result in possible fire. Such competent person should carry the correct SAQA qualification. Additionally, to a Fire Fighter a **Fire Equipment Inspector** must also be appointed with at least a similar qualification as the Fire Fighter.

Fire prevention procedures require HOT work Permits to be in place with the required Fire Equipment available on site, Site require trained employees when any Hot work is required.

Once Hot Work Permit is signed and in place work may commence.

- Smoking will be limited to smoking area.
- No open flames are allowed in or near site.
- All electrical equipment will be checked for lose wires.
- All flammable substances are removed from hot works area.

Fire Extinguishers and Fire Fighting Equipment

The Principal Contractor shall provide adequate regularly serviced fire extinguishers located at strategic points on site. The Principal Contractor shall keep spare serviced portable fire extinguishers. Safety signage shall be posted up in all areas where fire extinguishers are located.

Employees should be trained on using the correct type extinguisher for the correct application (electrical, wood, chemicals, etc).

The Principal Contractor shall have adequate persons trained or competent to use the Fire Fighting Equipment.

3.24 Construction employees' facilities

Where the client does not authorize the use of existing facilities the Contractor will provide at least 1 shower for every 15 employees on site. Contractor will provide at least one sanitary facility for each sex and for every 30 employees. There will be changing facility for each sex. A temporary shelter eating area will be erected and made available to employees.

3.25 Contaminated land

Any contaminated land must be handled through an environmental management plan. The Contractor must notify the client immediately of any contamination.

3.26 Client activities (risks)

N/A

3.27 Manual handling of materials

Manual material handling will occur and Contractor will find the most **ergonomic** manner to work with such requirement ensuring that no employees stand chance for injuries. Manual handling safe work procedure must be provided and communicated to all employees involved in manual handling activities.

3.28 Noise and vibration

Noise Induced Hearing Loss (NIHL)

Where noise is identified as a hazard, the requirements of the NIHL regulations must be complied with and means of compliance is to be stipulated in the Health and Safety Plan.

The Contractor is to ensure that noise is minimised to acceptable levels and try to conduct noisy activities at times where it would not make any nuisance to the institution. Proper planning and finding means of reducing noise levels with regards to these activities is highly encouraged. (See also section 3.31)

Vibration:

Any excessive vibration can cause Hand-arm vibration syndrome (Raynaud's phenomenon).

Employees working on vibrating equipment must take regular breaks.

When working on vibrating equipment a kidney belt is to be worn where applicable.

3.29 Working near fragile materials

Cautionary manners will be implemented when working in close proximity of fragile materials. A no-smoking - and use of mobile phone policy must be in place.

3.30 Traffic planning

The contractor must ensure that all the necessary traffic/vehicle and pedestrian accommodation safety measures are taken into account to ensure the safety of personnel and members of the public (including site visitors) both on site and adjacent to site.

Such measures must be in accordance with recognized practices and be pre- approved by the Client and if required by the local municipality and traffic authority.

The contractor must place the necessary emphasis on safe pedestrian walkways and routings throughout the construction stage. The site is located in a densely populated area with pedestrian walkways on two sides of the site.

Roadways are situated directly behind these walkways. Traffic and pedestrian accommodation drawings must be available on site as a source of reference and to assist with daily inspections and enforcement.

During construction the contractor must ensure that dust suppression through watering is utilized. When mud damage to the adjacent roads is due to the construction on site the contractor will remove these obstacles from the adjacent roads.

3.31 Monitoring of noise, silica and dust levels

Contractor need to implement sufficient precaution to ensure that the construction activities reduce their noise to the lowest possible level.

Silica and dust levels are kept to an acceptable level and that it does not pose a threat to the Health and Safety of employees, adjacent residents or the public on the premises.

3.32 Confined spaces

N/A

3.32.1 The Contractor shall ensure that:

a. N/A

3.32.2 Records to be maintained by the Contractor:

a. N/A

3.32.3 Compulsory requirements during work in and entry to a confined space:

a. N/A

3.32.4 Safety equipment where applicable, but not limited to:

a. N/A.

4. H&S File requirements

4.1. H&S Practitioner preparing the file

Contractor must provide detail of the Practitioner who prepared the health and safety plan in this section that includes skills, experience, registration with SACPCMP and if any base is use in preparing such document.

4.2. Contact detail to H&S Practitioner

Contractor must provide contact detail of the Practitioner who prepared the health and safety plan in this section.

4.3. Copy of CWP / NC

Where a Construction Work Permit (CWP) is required **the client will prepare and submit** such application. CWP must be conspicuously display at all entrances to the construction site.

Subsequently thereafter each Contractor must submit a Notification of Construction work, where the conditions specified under regulation 4. (1) (a-d) is triggered, 7 days prior to commencing on site to the department of employment and labour's provincial office. As recommendation the Somerset-West and Paarl offices may also assist with the stamping of such document. Take 2 copies of the document and ask for a stamp at the reception.

An appendix added to the specifications give a sample layout (1 page) of the required notification found in the Construction Regulation. An electronic copy of this document may also be available from the project manager.

4.4. Complete Contact details for parties

Place a tabular sheet that depict the detail of the Client, Professional team and Contractors management involve on the project (Annexure 1). All members of Professional teams to be invited and attend progress meetings. Exemptions to be recorded.

4.5. Physical Address for construction site and site office

This information will be depicted in the tender document and must also be noted in Annexure 1 of the contractor.

4.6. Nature of the work describe

The full scope of work for the project are described in the tender documents and need to be recorded **here** in the contractor's health and safety plan. This scope of work indicates the activities involved and lead to the content the risk assessments must cover.

4.7. Commencement and completion date

Once a contractor has been appointed this information will discussed and made available.

The appointed contractor is required to provide a work schedule for the project and submit for approval before work may commence on site.

4.8. List of Contractors appointed by PC

Principal Contractor must have a list of the entire appointed contractor in the H&S file on site where it also indicates the status of each contractor in respect of man-days / month, LOG, H&S Plan approval, Notification date, Audits Conducted, etc.

4.9. Procedures to ensure PC maintain H&S file

Client's representatives will perform CR 5.1.o-p requirement audit and documentation verification on all contractors, as specified in the definition above.

4.10. Updated record of "as-built" drawings and plans

Any changes in design will be communicated to client and as build drawings for the responsible area communicated.

4.11. Criteria for design loadings for structural elements

The Client normally contract a consulting engineer for the design to handles such responsibility. Should this not be the case the principal contractor should inform the client immediately of any loading requirements to ensure all structures has the capacity to withhold the increased load capacity.

4.12. Detail of potential hazard included in structure eg. Pre- or Post –tension beams or slabs

The Client normally contract a Civil Engineer for the design to handles such responsibility.
Should this not be the case the principal contractor should inform the client immediately of any encountered potential hazards.

4.13. General details of construction methods and materials

Matter expert contractors are contracted for specific scope of works. No contractor may appoint a 3rd party as matter expert to perform their contracted scope of works. Where a conflict to the

contracted **contractor's competencies and resources** occur, the detail must be declared to the Client's representatives before approval may be granted.

4.14. Equipment and maintenance of facilities within the Structure

Contractor depends on the client's available equipment and maintenance of facilities in the structure. When a contractor completed his scope of works any residual risk must be convened to the client's representative in writing and communicated with the relevant facility maintenance management.

4.15. Maintenance procedures and requirements provided for the Structure

Contractor depends on the client's maintenance procedures of facilities in the structure. Should it be found that additional requirements be implemented the contractor must inform the client in writing through the client's representative (facility managers).

4.16. List and proof of appointments of each contractor

Contractor will include in the H&S file a list of appointed contractors. Refer to 4.8 & 4.13 above as well. Such list must include the validity date of the contractor's Letter of Good Standing and Nature of Business as noted on the insurance document.

4.17. Procedures to approve, monitor and review all Contractors H&S files on site for the project

The Principal Contractor shall implement a Contractor Management System to ensure compliance to the OHS Act and OHS Specifications. The Contractor Safety Management System procedures are to be stipulated in the Health and Safety Plan.

Contractor will implement the following process for contractor evaluation:

a. Provide the Contractor with the Client's Health and Safety Specifications (this specifications);
b. Provide the Contractor with the Principal Contractors Health and Safety Plan;
c. Evaluate (audit), negotiate and approve the contractors Health and Safety plan;
d. Approve Contractors competencies, resources & budget;
e. Approve Contractors implementation of Health and Safety file to site by issuing a Certificate to Commence ("CTC");
f. Monthly compliance documentation verification and site audit ("Periodic Site Audit");
g. Submit a **hard copy** to the contractor within 7 days (CR 5.(1)(p))
h. Issue PSA certificate on audit;
i. Site visit reports and closure of audit findings; and
j. Close-out report and indicate man-days of project per contractor.

4.18. Manuals for operating and maintenance procedures and schedule for plant and equipment

Contractor will keep Risk Assessment; operational manuals & Checklist accompanied any plant or equipment.

When a contractor completed his scope of works any residual risk must be convened to the client's representative in writing and communicated with the relevant facility maintenance management.

4.19. Details of location and nature of utilities and services (emergency and fire-fighting systems)

The Client will ensure that the contractor be inducted on site indicating access to all the arrangements, utilities and services on the site.

Should this not be the situation then the Contractor will prepare an induction and provide this to its employees and appointed contractors.

4.20. Responsible for “as-build” drawings

Any changes in design will be communicated to the client and as build drawings for the responsible area communicated and handed over to the client after the project is completed.

4.21. Procedures for marking–up drawings to as-build

The Client contracted a Civil Engineer for the design and handles such responsibility.

4.22. Procedures to pass on residual risk information to those who need such

In accordance to section 6.(1)(d) of the Construction Regulation the designer is responsible to document in a report to the client the residual risk of the design before the project goes out on tender.

Any changes in design need to be communicated to the client and as build drawings for the responsible area communicated.

4.23 General Record Keeping

The Contractor shall keep and maintain Health and Safety records to demonstrate compliance with the OHSS and the OHS Act in the frequency describe in the contractor’s health and safety plan. The contractor shall ensure that all records of incidents, spot fines, training etc. are kept on site.

All documents shall be available for inspection by the CLIENT, his nominated representative or the Department of Employments and Labour’s Inspectors.

4.24 Unanticipated Hazards (Inclusive of adverse weather such as strong winds)

Any contractor shall immediately notify the CLIENT of any hazardous or potentially hazardous situations arising during the performance of activities.

CoVid-19 is classified as a known risk.

A record must be minute in the monthly progress meetings regarding **rainfall and working days lost.**

4.25 Occupational Health and Safety Signage

The Contractor shall ascertain and provide adequate on-site Warning, Prohibition, Mandatory and General Signage and adhere to those instated by the Client.

The Contractor shall be responsible to maintain the quality and replacement of signage.

4.26 Occupational Safety

4.26.1 Site Access, Speed Restrictions and Protection

The Contractor shall ensure that a separate entrance/exit to the construction site is opened and erected for the sole use of construction activities.

The exact opening shall be discussed and agreed upon with the client representatives. The Contractor shall ensure that all persons in their employ and all those that are visiting the site are aware and comply with the site speed restriction(s).

The speed limit is set to not exceed 20km/h when entering grounds/site.

4.26.2 Pressure Equipment or Gas Cylinders Including Operations

Should such equipment be used, the Principal Contractor shall comply with Pressure Equipment Regulations, including:

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

4.27 General Machinery

The Principal Contractor shall 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.

As a precautionary matter it is a requirement that a **protective bar** be placed over the joystick / control of movement of machinery to prevent any uncontrolled operation of the machinery if a person or material falls on top of the controls.

The Principal Contractor shall report in the minutes of the progress meeting the type of machinery on site.

4.28 CIDB Health and Safety Plan Audit

CIDB has gazette a draft best practice standard for comments, notice 689 of 2018, on the 08th of November 2018 and the principal contractor should adopt such layout as **standard for the layout of the Principal Contractor's Health and Safety Plan**.

4.29 HIV/Aids Programme (when applicable)

CLIENT commits itself to providing guidance and leadership in the implementation of HIV and AIDS, TB and Sexually Transmitted Infections (STI) programmes by all stakeholder organisations. It is a requirement that Principal Contractors shall provide HIV/Aids awareness training and roll out an HIV/Aids Programme for all employees.

The HIV/Aids Awareness Programme Requirements:

- HIV Programme Coordinator appointed (part-time)
- Appoint and train Peer Educator/s (Part-time)
- Male condom dispensers, sufficient male condom available and is it placed in high trafficked areas.
- Female condom dispenser, sufficient female condoms available and is it in high trafficked area

- All types of HIV/Aids related posters displayed in a high trafficked area and in a good condition.
- HIV/Aids Awareness workshops/tool box talk
- HIV/Aids Prevention Measures
- HIV/Aids Care and Support
- Free voluntary HIV testing

Duties of the HIV/AIDS Coordinator:

- Ensure on-site programme implementation
- Ensure Peer Educators are elected, trained and active and supported
- Ensure Voluntary Counselling and Testing takes place
- Ensure awareness talks and education initiatives take place
- Posters, awareness materials and condoms are freely available on site
- Ensure that evidence of programme implementation is readily available
- Facilitate Site Management commitment

No Principal Contractor shall require an employee, or an applicant for employment, to undertake an HIV test in order to ascertain that employee's HIV status. As provided for in the Employment Equity Act, employers may approach the Labour Court to obtain authorisation for testing.

All Personnel must be encouraged to undertake voluntary testing. Voluntary Testing and Counselling (VCT) must be encouraged by all Principal Contractors.

4.30 Non-Compliance to set requirements

Should it be found that the contractor is in non-compliance with the specifications and / or their approved Health and Safety Plan, the Occupational Health and Safety Practitioner has the responsibility and authorization to stop any activity or all construction until compliance has been reached.

The client's representative, when issuing a stoppage order, should make it clear to the contractor whether a stoppage is due to non-compliance to the Construction Regulation, regulation 5. (1)(q) or to the Occupation Health and Safety Act, section 9. (1).

Where the client's representative find that the contractor is not responsive to health and safety requirements the frequency of part-time consultants on site must be increase from monthly to bi-weekly or from bi-weekly to weekly or from weekly to twice a week or fulltime.

The cost of stoppage or an increase of frequency on site due to non-compliance will be borne by the contractor due to their responsiveness to the set requirements.

In the event of extra audits being done by the OHS Practitioner due to ongoing non-compliance, non-availability of Safety File or an audit score less than 80%, the **cost of that additional audit will be borne by the contractor** and will be equal to the amount as stipulated in the agreement with the client.

The appointed safety officer / consultant for the contractor will be required to draft a **close-out report** after each audit. This close-out report must address all non-conformities identified during the audit and highlight the measures taken to rectify the non-conformity. This report must be forwarded to the OHS practitioner **within 24-72 hours of the receiving** date of the audit. Implementation of such measures should occur within 5 working days.

Should the construction work run longer than the anticipated project period the Principal Contractor / Contractor will be liable for the cost of the additional health and safety audits.

4.31 Handling conflict of interest

The following is accepted during the course of the contract:

The potential Principal Contractor may appoint only one construction manager for the project and various construction supervisors on each area of responsibility should work be active on more than one area.

The client's health and safety practitioner can assist the Principal Contractors management to ensure the health and safety requirements, as set out by these specifications and the Health and Safety Plan of the Principal Contractor, are complied with at a cost to the Principal Contractor.

Should the Principal Contractor appoint a contractor these contractors can request the client's health and safety practitioner to prepare their required documentation for health and safety compliances on this project without any conflict of interest.

4.32 Penalties

Should, at any time, the works, or part of the works, be stopped due to unsafe acts or non-compliance with the Clients or PCs OHS Plan; neither the PC nor any other Principal Contractor or Contractor shall have a claim for extension of time or any other compensation.

In cases of any **repetitive** non-**conformances**, the non-conforming party shall be penalised as per the table below:

The following constitute examples of the types of non-conformances that will attract penalties:

Minor: **Fine: R500/count**	**Medium:** **Fine: R1000/count and a non-conformance**	**Severe:** **Fine: R5, 000/count, a non-conformance and/or activity stoppage**
Non-use of basic PPE supplied (e.g. Overalls, Safety Shoes, Hardhats) per person	Toilets not supplied or regularly serviced; lack of drinking water	Principal Contractors working without OHS Plan approval
Non completion of registers for plant and equipment on site	Principal Contractors not audited	Workers transported in contravention of the OHS Plan or legal requirements
Lack of OHS signage at work areas	Working without training or the appropriate OHS SWP / HIRA	Invalid/expired Letters of Good Standing with licensed Compensation Insurer
Tools and equipment identified in poor condition during inspections	Non-conformances identified during the previous audit and not addressed within the agreed time frame	Allow people to work at heights without proper training and PPE
	No internal monthly Audit Report on file.	Fall Arrest Harness not tied off / worn when a risk of falling exists

	No Medical Certificates of Fitness for relevant workers	Threat to the OHS of persons
	Unsafe work at heights	3rd Offence on Unsafe Work at Heights
	Poor Housekeeping	Failure to submit consolidated Health and Safety report and relevant document.

All penalties shall be communicated to the Principal Contractor on a monthly basis.

The Principal Contractor will be expected to confirm receipt of such penalties. The total deductible amount as per penalties issued shall be tabled in the Monthly Progress Meeting for noting purposes. All monthly penalties shall be deducted from the Certified Certificates submitted by the Principal Contractor.

4.33 Project Close - Out Requirements

Upon completion of the project, the Principal Contractor shall submit a well-documented consolidated Health and Safety file (to be in electronic form) confirming the H & S history of the project.

The following **summary** of information is required in the file, but not limited to:

- Final closure of all registers and checklists;
- Monthly Health and Safety audit reports;
- Minutes of the Health and Safety Committee meetings (Min every 3 months);
- Summary of Incidents & IOD report;
- WCA /COIDA Claims;
- Total Man-hours and DIFR (0:200,000);
- Environmental rehabilitation status;
- Copies of Pre and Post Employment Medical Certificates of all employees that worked on the project (Medical surveillance and final declaration) where applicable;
- Health and Safety Non-conformances (current / outstanding); and
- Copies of all Hazardous Waste Disposal Certificates (where applicable)

Handover of the consolidated Health and Safety file can only commence once all personnel has been demobilized and **nil man-hours** are recorded. Electronic submission must be provided to the CLIENT, or its Health and Safety Advisor, who are required to store this information for 3 subsequent years.

The Health and Safety Advisor or - Agent will evaluate the Health and Safety performance of the Principal Contractor i.e. compliance, performance, quality and refer in a cover letter which will be added to the Principal Contractors consolidated file with the contractor’s close-out report.

Acknowledgement:

I, _____ representing _____ as Contractor have satisfied myself with the content of the Occupational Health and Safety Specification (OHSS) and shall ensure compliance and that the personnel and other people visiting the site comply with all relevant obligations in respect thereof.

_____ _____

Signature of Principal Contractor Date

_____ _____

Signature of Principal Agent Date

_____ _____

Signature of Client Date

Comments:

Annexure 1 – Professional team and information on this project
Annexure 2 - Notification of Construction work
Annexure 3 - Organogram
Annexure 4 - Legal Appointments
Annexure 5 - Registers & checklists
Annexure 6 - Returnable Documents
BASELINE Risk Assessment

Annexure 1 – Professional team and information on this project

CLIENT:	Name	Address	Email
Name of Client			
Address			
Project Name			
Programme Implementing Agent(PIA)			
Address			
DESIGN TEAM:			
Health and Safety Agent / Practitioner			
Architect			
Land Surveyor			
Quantity Surveyor			
S/C Engineer			
M/E Engineer			
PRINCIPAL CONTRACTOR	**Tender**		
Name of PC:			
16.1			
16.2			
8.1			
CONTRACTORS	To be announced	List of contractors will be in H&S file	
Plumbing			
Electrical			
MAJOR SUPPLIERS	To be announced	List of contractors will be in H&S file	
EXTENT AND LOCATION OF:			
Relevant existing records		To receive from client	
Surveys		To be conducted with appointment	
Site investigation & Geotechnical reports		To be conducted with appointment	
Records of “as-built” drawings		To receive from client	
H&S File			In site office
Maps			

Progress meetings to be attended by all professionals’ members including Client’s Health and Safety representatives. Attendance and apologies that include electronic attendance should be recorded.

Annexure 2 – Notification of Construction Work

ANNEXURE A- NOTIFICATION OF CONSTRUCTION WORK
Regulation 4 of the Construction Regulations, 2014

1 (a)	Name and postal address of principal contractor:	
(b)	Name and telephone number of principal contractor's contact person:	
2	Principal contractor's compensation registration number:	
3 (a)	Name and postal address of client:	
(b)	Name and telephone number of client's contact person or agent:	
4 (a)	Name and postal address of designer(s) for the project:	
(b)	Name and telephone number of designer's contact person:	
5	Name and telephone number of principal contractor's construction manager on site appointed in terms of regulation 8(1):	
6	Name/s of principal contractor's sub-ordinate managers on site appointed in terms of regulation 8(2):	
7	Exact physical address of the construction site or site office:	
8	Nature of the construction work:	
9	Expected commencement date:	
10	Expected completion date:	
11	Estimated maximum number of persons on the construction site:	Total: …..… Male: …..… Female: ……
12	Planned number of contractors on the construction site accountable to principle contractor:	
13	Name(s) of contractors already selected:	

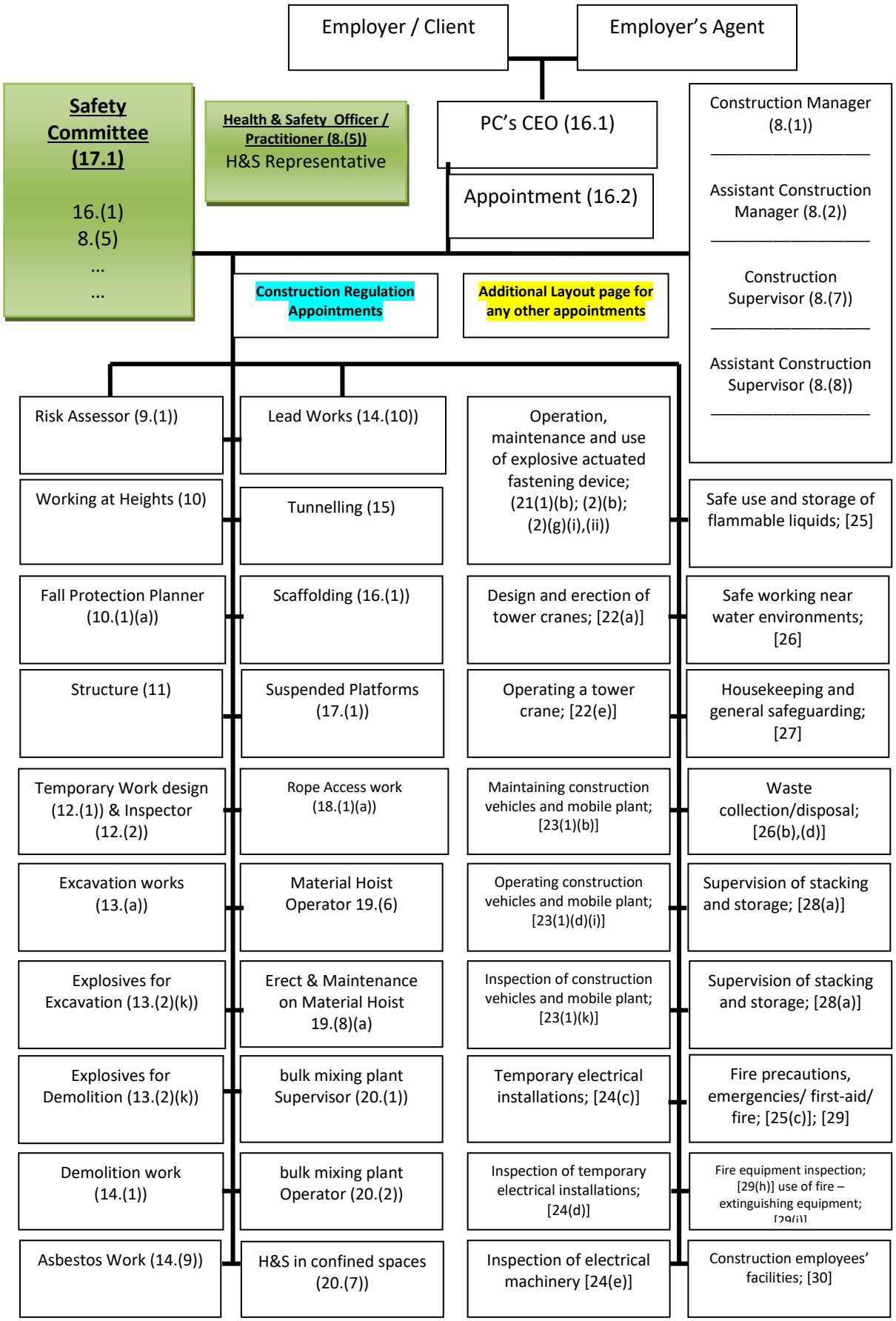
_____ _____
Principal contractor Date

_____ _____
Client's Agent (where applicable) Date

_____ _____
Client Date

THIS DOCUMENT TO BE FORWARDED TO THE OFFICE OF THE DEPARTMENT OF LABOUR **PRIOR TO COMMENCEMENT** OF WORK ON SITE

Annexure 3 - Organogram



Annexure 4 – Legal appointments
Each appointment letter shall indicate:

a. Legal reference to the appointment requirement;
b. The name of the person appointing and his / her designation;
c. The name of the company who this person represents;
d. The name of the appointee and the appointment;
e. The detail of the site / address
f. Period of validity of such appointment (not longer than 3 year);
g. Signature of the Company's representative making the appointment & date of signature;
h. Duties or reference to requirements in regulations (to include Checklists & Registers);
i. Acceptance of appointment;
j. Signature of acceptor and date; and
k. Designation.

All contractors including the professional team members has to ensure that an arrangement is in place to ensure all their employees have valid medical certificates of fitness.

Sample of tabular list to be included in health and safety plan (not limited or exhausted to only these

Appointment description (Safety File)	**Appointment required in terms of**	**Appointed of the project YES/NO**
Assistant to Chief Executive Officer	OHSACT Section 16(2)	
Principal contractor for each phase or project	Construction Regulation 5(1)(k)	
Construction Manager	Construction Regulation 8(1)	
Construction Supervisor	Construction Regulation 8(7)	
Assistant Construction Supervisor	Construction Regulations 8(8)	
CHS Officer registered with SACPCMP	Construction Regulation 8(5)	
Construction vehicle and mobile plant operator	Construction Regulation 23	
Construction vehicle inspector	Construction Regulations 23	
Electrical installation and appliances inspector	Construction Regulation 24	
Emergency evacuation controller	Construction Regulation 29	
Excavation supervisor	Construction Regulation 13 (1)	
Fall Protection Developer	Construction Regulation 10(1)	
Fire Fighter	Construction Regulation 29	
Fire Fighting Equipment Inspector	Construction Regulation 29	
First-Aiders	General Safety Regulation 3	
Hand Tool Inspector	OHS Act Section 8	
Hazardous chemical substances supervisor	Hazardous Chemicals Substances Regulations	
Housekeeping supervisor	Construction Regulation CR 27	
Incident Investigator	General Administrative Regulation 9(2)	
Ladder Inspector	General Safety Regulation 13A	

Occupational Health and Safety Committee	OHSACT Section 19	
Occupational Health and Safety Representatives	OHSACT Section 17	
Personal Protective Equipment Inspector	General Safety Regulations 2	
Portable Electrical Equipment	Electrical Machinery Regulations 9	
Risk Assessor	Construction Regulation 9(1)	
Safety Harness inspector	General Safety Regulations	
Scaffolding supervisor	Construction Regulation 16	
Stacking and storage supervisor	Construction Regulation 28	
Structures supervisor	Construction Regulation	
Temporary electrical installations inspector	Construction Regulation 24	

APPOINTMENT AS FIRST AIDER ACCORDING TO GENERAL SAFETY REGULATION 3(4) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT (85 OF 1993) AS AMENDED

NAME OF COMPANY: _____

I/WE .....(FOR EMPLOYER) having been appointed to ensure full
Manager-Section
compliance with the OHSA and Regulations hereby appoint you .....
Full name
as a first aider in terms of Regulation 3(4) of the General Safety Regulations for: _____

YOUR RESPONSIBILITIES ARE TO:

1. To maintain the necessary legal minimum content of all first aid boxes as per GSR 3 and complete the requested checklist and "first aid" treatment book.

2. Ensure that the boxes are properly safeguarded and that the first aiders' names are displayed on the boxes.

3. Should the activities in your area involve possible use of HCS's, or other specific first aid emergencies, this should be brought to the attention of the emergency co-ordinator or your supervisor.

4. To be in possession of a valid first aid certificate.

5. To devise a system to ensure a first aider is present during all shifts.

This appointment will become effective on the date of acceptance thereof until End Of contract depending on the validity of your First Aid Certificate.

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:.....**

Annexure 5 – Registers & Checklists

Sample of tabular list to be included in health and safety plan (not limited or exhausted to only these registers & checklists)

Statutory Registers (Safety File)	Register Intervals	Required of project Y/N
Construction Vehicle inspection register	Daily	Yes
Daily Safe Task Instructions	Daily	Yes
Electrical installations Register	Daily before work commence	Yes
Electrical Tools Register	Monthly	Yes
Excavation Register	Daily, before each shift, etc	Yes

Statutory Registers (Safety File)	Register Intervals	Required of project Y/N
Explosive fastening device	Daily	No
Fall Protection Inspections Register	Daily before work commence	Yes
Fire Equipment Inspection Register	Monthly	Yes
First-Aid Box Content Register (vehicle)	Weekly	Yes
First-Aid Treatment Register	After each treatment	Yes
First-Aid Dressing Register	After each treatment	Yes
Formwork and support	Weekly	Yes
Hand Tool Inspection Register	Monthly	Yes
Hazardous Chemical Substances Register	After use of Substance	Yes
Health and Safety Rep Inspection Register	Monthly	Yes
Hygiene Inspection: Toilets	Daily	Yes
Induction training	Project Start	Yes
Ladder Inspection Register & Checklist	Monthly	Yes
Personnel Protective Issue Register	At start of project and at every issue	Yes
Personnel Protective Inspection Register	Weekly – Part of DSTI	Yes
Powered Tools Register	Daily before work commence	Yes
Safety Harness Inspection Register	At Start of project and then every month	Yes
Scaffold Inspection Register	Daily before work commence	Yes
Stacking and Storage Register	Weekly Per site	Yes
Structures Inspection Register	Weekly	Yes
Toolbox talks	Weekly –	Yes

Annexure 6 - Returnable Documents

Health and Safety documents to be submitted with tender:

1. Health and Safety Plan (CR 5. (1)(l))
2. Health and Safety Budget (Construction Regulation 5. (1)(g))
3. A contractors DIFR status declaration (CR 5. (1)(g))
4. Skills training / existing qualification matrix (Construction Regulation 5. (1)(h)) e.g.

a. Competencies for:

- Legal liability training (Min Construction Manager & Supervisors);
- Excavation Supervisor;
- First Aider on site;
- H&S Representative (CHSO/M/A equal SACPCMP Interim qualifications);
- Fire Fighter & Equipment Inspector,
- Risk Assessor;
- Incident Investigator;
- Fall Protection Planner / Developer; and
- Working on Heights

b. **Resources evaluation (Equipment & Registration**):

- Scaffolding
- Mobile plant & construction vehicles
- Artisans registration (Plumbing / Electrical, etc)

BASELINE RISK ASSESSMENT FOR ……

Irrespective of the risk presented on site, it will be ensured that sufficient supervision is in place on site, that personnel are trained in accordance with legislation, including the requirement for site specific inductions on site to inform personnel on site of the risks and hazards applicable to the site. Site supervision is responsible for ensuring that the control measures required below are implemented on site.

	HAZARD	RISK	MINIMUM CONTROL MEASURES
1.	Bricklaying	Caustic contamination with mortar Contact with sharp bladed tools	• Use only trained personnel • Safe means of access to be provided • Safe/Suitable working platform required where working at height • PPE for mortar to include gloves where practicable and goggles/ masks where there is a risk of contamination
2.	Brush cutting	Injury from contact with blade/nylon Fire (where petrol used) Electrocution (where electrical tool used)	• Person using brush cutter must be trained and competent • Use personal protective equipment (PPE) such asgoggles, safety boots, ear protection, gloves, hard hat • Brush cutter must be in good condition and maintained • Adequate supervision on site at all times. • No smoking when refuelling, fire extinguisher to be on hand (where petrol used as fuel source)
3.	Compacting and Filling	Contact with tipping materials Contact with moving plant Vehicles/personnel falling into excavations Contact with underground services	• Trained banksman to control vehicles movement • Only trained personnel use plant • Personal Protective Equipment to be worn • Personnel to stand clear as materials are beingtipped • Use stop blocks and signs to warn vehicles ofexcavations, where applicable • Stand clear of plant whilst materials are being compacted • Establish position of underground services andprotect services from damage
4.	Compactor Operations	Crushing of feet	• Only trained and competent personnel to use the machine • Ensure operative wears steel toe cap shoes orboots at all times
5.	Electric Tools and Electrical Installations	Electric shockFire	• Electric tools and installations to be in good condition • Inspect electric tools before use • Do not use electric tools in wet/damp conditions • Use personal protective equipment such asinsulated gloves • Electrical installations register to be maintained, inspected by competent person
6.	Excavations (Working inand around)	Toxic fumes Collapse of trench walls/trapping Falling into excavation Collapse of adjacent structures	• Survey to be done to determine soil conditions and location of underground services • Deep excavations / monitor air for toxic fumes • If more than 2 meters deep excavation to be shored and safe access. • Prevent collapse by battering back sides to a safeangle or install temporary support • Protect vehicles from falling into excavations – provide barriers, signage, etc. as necessary • Beware of undermining of other structures (e.g. buildings, scaffolds) • Record excavation inspections by competentperson on daily basis • Provide suitable means of access/egress in caseof emergency. • Excavations formed by explosives must be accompanied by method statement approved by Client • Ensure all underground services have been identified before clearing start • Stop work when the current or existing services has not been found within a radius of 1 meter and consult the client's representative before commencing. Digging will commence with hand tools when looking for existing services.
7.	Fire	Injuries to workers, pedestrians, residents, road users, damage to	• No littering on site which could become fire

		property through fire	hazard, maintain site in clean condition. • No fires to be lit on site. Have a working fire extinguisher at hand at all times. • No smoking or naked flame near flammablesubstances or in unauthorised areas • Ensure proper storage/use of Petrol/diesel/flammable substances – postwarning notices
8.	Flammable Liquids and Gases (Use of)	Fire Explosion	• No littering on site which could become fire hazard, maintain site in clean condition. • Have a working fire extinguisher at hand at all times. • No smoking or naked flame near flammablesubstances 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 insafe use and risks
9.	Fragile Materials	Persons or items falling through fragile materials	• All fragile materials to be identified and protected prior to work commencing. • Protection to include either covering the fragile materials or excluding activity. • Any coverings to be secured in place • The location of the fragile materials to beindicated by signage
10.	Hand tools	Injuries caused by use of hand tool Impact with the tool Falls due to access problems Contamination with substancebeing worked	• Ensure: • Tool is correct for job • Tool is in good order and suitably sharp • Personnel must be competent/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
11.	Hazardous Substances	Injuries to workers through use of hazardous substances, e.g. injuries to eyes, skin, etc.	• Use substances in accordance with data sheet, particularly reference protective clothing required (example: gloves, goggles, etc.) • Know what First Aid measures are • Have welfare facilities available for washing of hands, etc.
12.	Hot Works	Burns to eyes or other parts of the body	• Personal Protective Equipment to include eye,skin and hearing protection • Respirator maybe be required where cutting galvanized steel or anywhere else toxic fumes and gases arise. Dust can also be a problem andforced ventilation may be required.
13.	Lifting Operations	Falling material Crushing by materials Hand injuries to the slingerToppling crane	• Check test certificate • Check examination certificate • Check inspection have been carried out • Check certificates for lifting equipment (chains, slings, shackles, etc.) • Ensure lifting gear is rated to carry load (SWL) • Ensure materials being lifted are properly packaged and slung. • Be aware that there should be a minimum clearance of 600mm between any slewing partsof a crane and any fixed installation to prevent being trapped. • Access to the work area during lifting operations

	HAZARD	RISK	MINIMUM CONTROL MEASURES
	Lifting Operations		is to be restricted to those involved with and trained in the work in hand. Do not allow members of the public to gain access to the area. • Only trained banksmen to be used. • The crane driver and the banksman are to ensure that the signals given are clearly understood.
14.	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	• Personnel should be aware of safe manualhandling techniques • Personnel to wear Personal Protective Equipmentwhen carrying items, e.g. safety footwear and gloves. • Ensure good housekeeping against tripping/fall hazards. • Operative to get assistance if load too heavy-team lift if necessary. • Utilise mechanical lifting and carrying aids wherepossible. • Personnel to ensure access equipment, ladderswill take weight of operative and load being carried. • Personnel to ensure item being carried is properlybonded or is not be liable to break apart whilst being manually handled.
15.	Mobile Crane Erection andDismantling and Use	Collapse of structure Overturning of structure Falling materials	• Ensure emergency procedures are in place and alloperative are aware of the details • Only use trained and competent operators for the erection and dismantling and use of cranes • Ensure crane driver is trained and holds certification as proof. Must have valid medical certificate of fitness. • Ensure there is safe means of access available atall times • Ensure the mobile crane driver has 360□ vision ifnot ensure a fully trained banksman is used • Banksman to wear reflector vest to identify himself to the crane driver • Ensure all personnel wear suitable and sufficient personal protective equipment • Consider creating exclusion areas
16.	Members of Public –Protection of	Injury to member of public and road users from site works	• 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

	HAZARD	RISK	MINIMUM CONTROL MEASURES
			WARN OF CONSTRUCTION TRAFFIC MOVEMENTS. SAFE MEANS OF ACCESS FOR BOTH CONSTRUCTION TRAFFIC TO SITE ANDPRIVATE HOMEOWNERS MUST BE AGREED.
17.	Night Work	Security Lighting	• The Contractor shall not undertake any nightwork without prior arrangement and a written permit from the Client. • The Contractor shall ensure that adequatelighting is provided for all night work and failure to do so shall result in work being stopped.
18.	Noise and Dust	Breathing in dust can cause long term health problems, noise can damage hearing	• Wear respiratory and hearing protection • Dampen down and minimise dust where possible.
19.	Overhead Services(Working near)	Contact with live services causinginjury to personnel Damage caused to services	• Maintain safe clearance levels • Establish presence of any services via proper walk through survey of site and/or means of service drawings • Wear personal protective clothing • Ensure height of plant/vehicles does not compromise or exceed clearance levels foroverhead services • Obtain information on clearance levels from service provider
20.	Plant or Vehicles andEquipment Operation	Workers injured by passing traffic Road users and pedestrians at riskfrom plant operation Noise	• 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 insafe condition. • Medical certificates of fitness required for construction plant. • Crossing of road by construction vehicles ormachines 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.
21.	Plumbing	Falling material Falling from height Fire Burns Exposure to lead fumes	• Ensure standard safety procedures are followedat all times • Only used trained and competent personnel • Ensure there is a safe working area at all times • Ensure materials are stored neatly • Ensure there is safe access and egress at all times • Ensure all personnel wear suitable and sufficient personal protective equipment • Consider a hot works permit system prior to commencing any hot works • Make sure emergency procedures are in place and ensure all personnel are aware of where to go in case of a fire
22.	Scaffold Erection/ Dismantling	Personnel falling from a height Items of scaffold falling onto personnel Scaffold collapsing onto thosebelow	• Ensure • scaffold is designed to take the imposed loads • scaffolding is constructed properly • scaffold is not overloaded • scaffolders are fully trained • scaffolding is regularly checked by competent person and record of inspection retained. Written inspections to be recorded on weekly basis • scaffolders must adhere to the safe systems ofwork. • all fall arrest equipment to be checked and certified in good working order • that ALL understand the safe system of work

23.	Snakes	Snake bite	• Qualified first aider required for site who can treat snakebite • Snake bite kit to be on hand • Check area before working • Find out nearest hospital and get emergency telephone numbers.
24.	Temporary Works – shoring, scaffold, falsework, formwork	Collapse of form work	• Wear personal protective equipment such asgloves and goggles • Formwork must be built by trained person and also be inspected by competent person and results entered into register on site
25.	Underground Services	Striking of buried services	• Make all necessary enquiries to establish what services are in the area. Consult drawings and advice from service provider (e.g. Municipality or ESKOM) when planning work. • Assume all service to be live (Unless confirmationis received to confirm that services are isolated or otherwise made safe). Do not work near live services without authorisation from site management. • Comply with the requirements of the safe system of work for underground services. • Where available, locate services with a locator • Hand dig around services
26.	Working at Height	Personnel falling form height Falling debris Those beneath being injured	• All access equipment is properly constructed(inspections record must be maintained) • Only trained personnel construct, dismantle or control the access equipment • All access equipment must have full toe boardsand guardrails - comply with SANS 10085 on erection, use and dismantling of scaffolding • No access equipment may be loaded above thelevel of the guardrail • No access equipment to be loaded above its safe working load • Where work involves leaning out on an open leading edge, then all personnel are to be fitted with full body harness. The harness must be connected at all times • All fall arrest equipment to be correctly maintained • Ensure if ladders are being used for access, they are either footed or tied. Also, the ladder must be set at the correct level of 1 in 4 or approximately 75degrees

ISSUE REGISTER

Date of Original Safety Specification Compilation	Compiled By	Issue Date	Revision Date

Acknowledgement:

I,_____representing

_____(Contractor), have satisfied myself with the content of this Health and Safety Specification and shall ensure that our employees and contractors on site comply with the requirements of this document, our safety documentation and the health and safety legislation.

_____ _____

Signature of Contractor Date

Comments:

_____

_____

_____

_____

_____

_____

_____