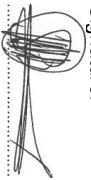




**CLIENT**  
**BASELINE RISK ASSESSMENT**  
**FOR SUPPLY, INSTALLATION**  
**AND REPAIRS OF OUTDOOR**  
**GYM EQUIPMENT**

17 October 2022.

### SIGNING OF THE ORIGINAL DOCUMENT

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by our internal procedure.

ORIGINAL	Prepared by	Reviewed by	Approved by
Date: 17-10-2022	Name: L. Mzamo Signature: 	Name: X. Redcliffe Signature: 	Name: X. Redcliffe Signature: 



CLIENT: GEORGE MUNICIPALITY

DOCUMENT NAME: CLIENT BASELINE RISK ASSESSMENT

PROJECT NAME: SUPPLY, INSTALLATION AND REPAIRS OF OUTDOOR GYM EQUIPMENT

HEALTH AND SAFETY AGENT: XAKS CONSULTING (Pty) Ltd

LUKHANYISO MZAMO

PROFESSIONAL CONSTRUCTION HEALTH AND SAFETY AGENT - Pr. CHSA/54/2017 (SACPCMP)

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**Content:**

- 1. Introduction**
- 2. Risk profile**
- 3. Baseline Risk Assessment**
- 4. Annexure of Acknowledgement**

## CLIENT BASELINE RISK ASSESSMENT

### 1. Introduction:

The project entails the supply, installation and repairs to outdoor gym equipment at various locations as directed by George Municipality.

The successful contractor shall be responsible for the supply, preparatory works, installation and repairs of the outdoor gym equipment that is normally installed at various public parks/play areas within the George Municipal Areas. Note should be taken that these work areas are all based in urban areas where members of the public have direct access to during and after office hours.

### 2. Risk Profile

The risk profile is identifying the key areas of risk exposure that the client is highlighting to be considered by the respective contractors as part of the construction of the infrastructure:

- I. Public safety risks
- II. Possible Community interaction and unrest
- III. Vehicle interaction on local roads
- IV. Traffic management risks
- V. Exposure to known and unknown services
- VI. Excavation risk exposer
- VII. Working at heights
- VIII. Lifting and lowering operations
- IX. Manual handling & related ergonomic stressors
- X. Grinding and cutting operations
- XI. Exposure to working in close proximity of local and national roads
- XII. Transportation, to, from and on sites on restricted and uneven terrains;
- XIII. Manual labour for physical tasks;
- XIV. Inelement weather conditions
- XV. Dust, noise, vibration exposure
- XVI. Heat
- XVII. Fire
- XVIII. Stacking and racking exposure
- XIX. Waste exposure and handling

### 3. Baseline Risk Assessment:

The risks identified in this assessment relates to the client's duties, the principal contractor and all other contractors appointed on this project will be required to develop a detailed baseline risk assessment on the risk exposures experienced on site and relevant to the project scope of works.

No	Processes	Potential Hazards	Risk
1.	Known/unknown services for water, electricity and sewer	Electrocution, sewer/ water leaks	Shock, burns, death,
2.	Poor management of socio -economic risks	Exposure to criminal activities on site	Injuries, damages and theft
3.	Access and transport on and to works areas	Unsafe Transportation, lack of adequate traffic control and road worthiness of vehicles.	Motor vehicle accident and fatalities. Personal injuries of non-construction workers due easy unauthorized access.
4.	Off-loading equipment, machinery, materials	Manual rigging and crane operations- rigging- movement of equipment	Falling and moving objects or machinery Ergonomic strain, crush, death
5.	Stacking & Storage	Moving storage or stacks (steel pipes, bricks)- picking off stacks	Falling objects or machinery- crush injuries
6.	Dust exposure	Construction activities generating dust	Respiratory irritation- silica induced illness, poor visibility on site
7.	Noise exposure	Construction activities generating noise	Noise induce hearing loss
8.	Whole Body and hand vibration	Mobile plant operations, using vibrating electrical or mechanical equipment	Whole body Vibration back and muscular strain
9.	Excavation works.	Working inside unsafe excavations, no barricading to prevent employees and members of the public from falling into excavation, signage displayed - lack of warning indicator	Falling into excavation, deaths, serious injuries.

No	Processes	Potential Hazards	Risk
10.	Waste management	Waste accumulation, risk of fire, pollution, unauthorized dumping	Construction rubble polluting, illegal dumping
11.	Exposure to adverse weather conditions and negative environmental conditions	Sun, wind, temperature, emissions	Skin cancer, heat exhaustion, lung cancer
12.	Removal and erection of steel gym equipment	Ergonomic hazards Collapse Wind risk during erection affecting the material handling & temporary work structures Fall risks, drop risks	Strains Serious injuries - multiple persons - death
13.	Mobile plant operations	Mobile plant and truck movement	Accidents
14.	Handling of heavy objects	Unsafe lifting articles and placement of equipment	Serious injuries and amputations
15.	Handling of heavy mechanical and electrical equipment	Unsafe lifting articles And placement of equipment	Serious injuries and amputations
16.	Working on slippery surfaces (wet and muddy)	Slipping and falling	Serious injuries, deaths
17.	Poor management of socio -economic risks	Exposure to crime on site	Injuries, damages and theft
18.	Excavations	Working inside unsafe excavations, no barricading to prevent employees members of the public from falling into excavation, signage displayed - lack of warning indicator	Falling into excavation, deaths, serious injuries. Excavation collapse
19.	General construction work	Hand tools- small portable electrical tools- manual handling- sharp articles -electricity	Hand-, eye injuries, crush injuries, noise exposure, dust exposure -ergonomic strain -electrical shock -fire
20.	Public Health and Safety	construction materials obstructing path and walkways, unsafe site conditions	Lacerations, fractures, skin, eye, trips and falls, etc.

No	Processes	Potential Hazards	Risk
21.	Exposure to elements and environment	Sun, wind, temperature, emissions	Skin cancer, heat exhaustion, lung cancer
22.	Working at heights	Ergonomic hazards Collapse	Strains Serious injuries- multiple persons- fatality
23.	Working in close proximity of live electrical equipment and overhead cables	Live energy	Severe injuries, electrocution
24.	Use of ladder	Collapsing -fall -drop	Severe injury- fatality
25.	Hot works	Sparks, heat, fire and smoldering	Eye-, skin injury, arc eye, burns, fire
26.	Use of chemical substances	Cement-dust, diesel, Paint	HCS-specific illness
27.	Manual lifting and rigging.	Ergonomic stress Unsafe rigging equipment, unsafe rigging methodology	Back and other muscular injury or disease Crane collapse, falling equipment's, serious injuries and fatalities
28.	Plant repair and maintenance of plant and machinery	Mechanical risks: mobile parts, gravity energy, hydraulic or coil energy, nip points	Severe to fatal injuries
29.	Community unrest	Unforeseen unrest from community members	Property damage, project delays
30.	Waste management	Waste accumulation	Construction rubble polluting, illegal dumping, stealing, crime



**4. Annexure of Acknowledgement**

**Acknowledgement:**

I, \_\_\_\_\_ representing \_\_\_\_\_

Principal Contractor have satisfied myself with the content of the Baseline Risk Assessment (BRA) and shall ensure that the personnel and other people visiting site comply with all relevant obligations in respect thereof.

\_\_\_\_\_  
Signature of Principal Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date



**CONSTRUCTION HEALTH AND  
SAFETY SPECIFICATION  
FOR THE SUPPLY, INSTALLATION  
AND REPAIRS OF OUTDOOR GYM  
EQUIPMENT AT VARIOUS AREAS  
WITHIN THE GEORGE MUNICIPAL  
AREAS**

17 October 2022  
Revision 0

## DOCUMENT INFORMATION SHEET

**Title of Document** : Construction H&S Specification for the Supply, Installation and Repairs of Outdoor Gym Equipment at various areas within the George Municipal Areas

**Type of Report** : H&S Specification

**Prepared for** : Tender Documents/Bidders

**Date of Issue** : 17 October 2022

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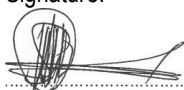


## DOCUMENT CONTROL SHEET

**PROJECT NAME** : Supply, Installation and Repairs of Outdoor Gym Equipment  
**DOCUMENT TITLE** : Construction H&S Specification for the Supply, Installation and Repairs of Outdoor  
Gym Equipment  
**DOCUMENT NUMBER** : XAKS-SPEC-WC-G-04

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### SIGNING OF THE ORIGINAL DOCUMENT

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by the Procedure: Management of Controlled Documents.

<b>ORIGINAL</b>	<b>Prepared by</b>	<b>Reviewed by</b>	<b>Approved by</b>
Date:  17 October 2022	Name: L. Mzamo  Signature: 	Name: X. Redcliffe  Signature: 	Name: X Redcliffe  Signature: 

### REVISION CHART

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<i>Revision Number</i>	<i>Alteration</i>	<i>Date</i>
1		
2		
3		
4		
5		

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## 1. Definitions

For the purpose of this Construction Health and Safety Specification, all definitions in the Occupational Health and Safety Act & Regulations, the abbreviations and the definitions given hereunder shall apply:

1. **“Agent”** refers to **Xaks Consulting (Pty) Ltd** represented by a Professional Construction Health and Safety Agent appointed to act on behalf of the Client, and who is appointed in writing.
2. **“Client”** refers to George Municipality.
3. **“COIDA”** means Compensation for Occupational Injuries and Diseases Act 130 of 1993
4. **“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;
5. **“construction manager”** means a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site including overseeing occupational health and safety;
6. **“construction site”** means the approved construction footprint and grounds where construction work is being performed as part of this contract.
7. **“construction supervisor”** means a competent person responsible for supervising construction activities on a construction site;
8. **“construction vehicle”** means a vehicle used as a means of conveyance for transporting persons or material, or persons and material, on and off the construction site for the purposes of performing construction work; and, includes a bakkie or LDV used by the principal contractor or any contractor
9. **“CHSS”** refers to this document, the Construction Health & Safety Specification
10. **“CR”** refers to the Construction Regulations, 2014
11. **“COC”** refers to Certificate of Compliance.
12. **“DSTI”** refers to a documented daily safe task instruction compiled and issued by a contractor and trained to all relevant employees
13. **“excavation work”** means the making of any man-made cavity, trench, pit or depression formed by cutting, digging or scooping;
14. **“fall arrest equipment”** means equipment used to arrest a person in a fall, including personal equipment, a body harness, lanyards, deceleration devices, lifelines or similar equipment;

15. **“fall prevention equipment”** means equipment used to prevent persons from falling from a fall risk position, including personal equipment, a body harness, lanyards, lifelines or physical equipment such as guardrails, screens, barricades, anchorages or similar equipment;
16. **“fall protection plan”** means a documented plan, which includes and provides for-
  - a. All risks relating to working from a fall risk position and work where there is a risk of dropping materials.
  - b. The procedures and methods to be applied in order to eliminate the risk of falling and dropping of materials on persons; and
  - c. A rescue plan and procedures;
17. **“fall risk”** means any potential exposure to falling either from, off or into;
18. **“H&S”** refers to Health and Safety
19. **“Health and Safety Plan”** refers to a documented plan which addresses hazards identified and includes safe work procedures to mitigate, reduce or control the hazards identified.
20. **“Health and Safety Specification”** refers to a documented specification of all health and safety requirements pertaining to the associated works on a construction site, so as to ensure the health and safety of persons.
21. **“medical certificate of fitness”** means a valid medical certificate of fitness; such medical testing shall be relevant to the risks of the construction work performed on site and shall conform to the Occupational Health and Safety Act and Regulations and to the requirements in this H&S specification.
22. **“Method statement”** refers to a document detailing the key step by step activities to be performed in order to reduce as reasonably as practicable the hazards identified in the risk assessment.
23. **“OHSA”** refers to the Occupational Health & Safety Act of 1993
24. **“Principal Contractor”** means an employer who performs construction work for the client and who is appointed by the client.
25. **“Regulations”** refers to the Regulations issued under the Occupational Health & Safety Act.
26. **“S”** refers to a Section in the Occupational Health & Safety Act of 1993.
27. **“Sub-Contractor”** means an employer appointed by a contractor of the Principal Contractor to perform construction work on the Site; also means an employer appointed by a sub-contractor to perform work on the Site.
28. **“SACPCMP”** means the South African Council for the Project and Construction Management Profession

## **2. Project Purpose and Scope of works**

The project entails the removal of illegal electrical connections in the greater George areas.

The successful contractor shall be responsible for the Supply, Install and Repairs of the Gym Equipment at various locations as directed by the Client.

## **3. Introduction**

1. This Construction Health & Safety Specification is published in terms of the Occupational Health & Safety Act of 1993 (OHS Act), Construction Regulations 2014, Regulation 5(1)(b).
2. The CHSS does not replace the Construction Regulations, 2014, but is a supplementary specification as required in terms of the Regulations.
3. Partial references to or quotes from the Regulations do not imply that the sections not referred to or quoted from are of lesser importance or are not applicable.
4. The Principal Contractor with all other sub-contractors is, at all times required to and will remain responsible to fully address all requirements and standards of the Occupational Health and Safety Act, Regulations and the full Construction Regulations in the Health and Safety Plan and the implementation thereof.
5. The client is committed to ensuring that the highest standards of health and safety prevail and this CHSS may contain standards which are more onerous than the statutory standards.

## **4. Limitation of liability**

1. The client or its Agent shall not be responsible for any acts or omissions of any Contractor which may directly or indirectly result from the application of the CHSS or any project specific version thereof.
2. All contractors must ensure that articles, work, equipment, machinery, plant and work practices are, at all times, compliant to the legal requirements as these apply.
3. The client shall limit its responsibility to the application of the Construction Regulations' Client Requirements only.
4. This CHSS is developed to ensure that the Client and any bodies that enter into formal agreements with the Client such as Consultants, Principal Contractors, and Principal Contractors achieve an acceptable level of OHS performance. No advice, approval of any document required by the CHSS or the Agent, such as hazard identification and risk assessment action plan or any other form of communication from the client or the Agent shall be construed as an acceptance of any obligation that absolves the Principal Contractor from achieving the required level of performance and compliance with legal requirements. Further, there is no acceptance of liability by the client or the Agent which may result from the Principal Contractor failing to comply with the CHSS.



5. The Principal Contractor shall enter into a Mandatory Agreement with the client, as defined in Section 37(2) of the Occupational Health and Safety Act. The Principal Contractor shall ensure that each contractor appointed by the Principal Contractor and each and sub-contractor appointed by a contractor also enter into a Mandatory Agreement with the client, as defined in Section 37(2) of the Occupational Health and Safety Act.
6. The Principal Contractor shall be appointed by the client in terms of the Construction Regulations of 2014.
7. These agreements and appointments shall be included in the Principal Contractor's H&S file on site and be valid for the duration of the contractor's work on the construction site.

## **5. Purpose of the Construction H&S Specification**

1. The purpose of the CHSS is to be used as the standard of H&S on this project on which Principal Contractors', Designers and other project representatives plan their project implementation thus ensuring safe work execution and legal compliance.
2. This CHSS will be applicable to all construction work at this project.
3. All employees working on this site shall conform to the standard in the CHSS. All the duties of a Principal Contractor in this CHSS equally apply, in full, to contractors of such Principal Contractor and to sub-contractors of such contractors.
4. This specification also applies to all project Designers and specialist consultants rendering a professional service on the project.

## **6. Implementation of the Construction H&S Specification**

1. This CHSS forms an integral part of the Contract, and Principal Contractors are required to make it an integral part of their contracts with subcontractors and suppliers.
2. Any Principal Contractor submitting a tender for the Construction for this project shall ensure that the tender contains sufficient evidence of:
  - a. Adequate provision for the cost of health and safety measures;
  - b. The principal contractor's access to and intention to appoint persons with the necessary competencies to carry out the construction work safely;
  - c. The principal contractor's access to the necessary resources to carry out the construction work safely;

## 7. Provision for the cost of H&S

1. The appointed Principal Contractor shall allow in their tenders for the cost of complying with the requirements of this CHSS and the legislative requirements based on the project scope of works.
2. The principal contractor shall be required to submit the priced OHS BoQ to the Agent for verification and submission to the Department of labour during the application for the construction works permit if applicable.

	H&S cost item
1.	SACPCMP-registered safety officer from the start of construction until the end of project handover.
2.	First aiders
3.	Fire Fighter
4.	First aid kits
5.	Fire extinguishers, Fire Blanket, Emergency Alarm
6.	Medical certificates of fitness Medical examination of all employees and certification of fitness by an occupational medicine practitioner. Pre-employment, annual and exit medical examination is required.
7.	PPE Standard set for all employees Risk based PPE considering the scope of works
8.	Emergency Equipment based on the risk exposure
9.	Barricading
10.	Waste bins on site and regular removal
11.	Construction signage, including the sign for the construction work permit number
12.	Allow for the necessary Workman's Compensation Fund or approved Insurer contributions for the duration of the project with and including renewals
13	H&S management file

## **8. Scope**

1. The detailed scope of works on this project is as per the detailed information as issued in the Tender Document .
2. This CHSS covers the client's requirements for addressing, mitigating and controlling Occupational Health and Safety related risks, problems, incidents and injuries during the said construction work for this project. The scope addresses legal compliance, hazard identification and risk assessment, and the promotion of a health and safety culture amongst those working on this project.
3. The CHSS contains clauses that are generally applicable to building, engineering and construction and imposes controls associated with activities that impact on human health and safety.
4. The Principal Contractor is required to comply with the provisions of the OHSA, all applicable Regulations, relevant SANS codes, and this CHSS.
5. The Agent will monitor the Principal Contractor's compliance with the requirements of the OHSA and their H&S Plan.

## **9. Construction Manager**

1. The principal contractor shall appoint a full-time competent person as the construction manager with the duty of managing all the construction work on the Site.
2. The construction manager must be exclusively dedicated to this project.
3. Proof of competency of the construction manager shall be incorporated in the H&S file; the client or its Agent shall only allow work to commence if the designated construction manager has sufficient evidence of H&S competence and, as a minimum this shall include:
  - a. Proof of professional training
  - b. Proof of experience in the construction scope of work relevant to this project nature
  - c. Proof of experience in general H&S management for work as defined in the scope
4. The construction manager shall be responsible to ensure that the following duties are executed and shall actively communicate with the client-agent in order to:
  - a. Confirm and provide proof of compliance; and
  - b. Discuss any compliant constraints which may be experienced.
5. The construction manager may be assisted by the safety officer and, where such an arrangement is planned, the H&S plan of the Principal Contractor shall clearly define the respective duties of the construction manager and of the safety officer.
6. The construction manager shall be appointed in writing and each of the tasks below shall be included in the signed letter of appointment.

7. The construction manager shall present the site-specific health and safety plan, based on this health and safety specifications to the client agent and shall discuss and amend the H&S plan until finally approved by the Agent
8. The construction manager shall ensure that the H&S plan is applied from the commencement of and for the duration of the construction work.
9. The construction manager shall ensure that the H&S plan is reviewed and updated as work progresses.
10. The construction manager shall open and keep the Site health and safety file and ensure that, at all times, this file is on site and available to an inspector, the client, the client's agent or a contractor.
11. The construction manager shall provide contractors and sub-contractors with this CHSS.
12. The construction manager with support of the safety officer shall only approve a H&S plan of a contractor and a sub-contractor if there is sufficient evidence that the contractor:
  - a. Has made sufficient provision for health and safety measures during the construction process
  - b. Has the necessary competencies to perform the construction work safely; and
  - c. Has made the necessary resources available to perform the construction work safely.
13. The construction manager shall ensure that all contractors appointed by the Principal Contractor have an approved H&S plan, prior to appointing the contractor and prior to allowing the contractor to start working on site.
14. The construction manager shall ensure that contractors have evidence of both registration and good standing in terms of COIDA and shall not permit any contractor to start work or to continue with work on site unless a valid Certificate of Good Standing is on site.
15. Additional to the requirements of the Construction Regulations, the Principal Contractors' construction manager shall ensure that all sub-contractors appointed by any of the contractors of the Principal Contractor comply with the construction regulations and, in particular, the construction manager shall:
  - a. Ensure that employees of these contractors are also inducted in the H&S induction program of the Principal Contractor;
  - b. Inform the Client Agent in writing (via e-mail) whenever a contractor or sub-contractor's H&S plan is approved.
16. The construction manager shall ensure that monthly site audits and document verification is conducted of all contractors and all sub- contractors on site.
17. The construction manager shall stop all construction work which is not in accordance with this CHSS or with the principal contractor's health and safety plan or which poses a threat to the health and safety of persons.
18. The construction manager shall ensure that, where changes are brought about to the design and construction on the site, sufficient health and safety information and appropriate resources are made available to any contractor to which the changes apply.

## **10. Construction Safety Officer**

1. The Principal Contractor shall appoint a competent Part-Time Construction Safety Officer for the construction work.
2. The Construction Safety Officer shall be part-time on the construction site however he/she should be on site at least 3 times a week. The said Safety Office must have at least three years working experience as a safety officer within the construction industry.
3. The Principal Contractor shall define the duties of the appointed safety officer in the H&S file.
4. The safety officer shall have a valid registration with the South African Council for the Projects and Construction Management Professions(SACPCMP).
5. Proof of competence and registration/proof of application & confirmation of the appointed construction safety officer must be included in the H&S file and file.
6. The authority and relationship of the safety officer with the construction manager must be documented in the H&S file.
7. The safety office should have access to resources such as mobile phone, laptop and printing machine to ensure all administrative requirements are implemented and adhered too.

## **11. Hazard Identification and Risk Assessment**

1. The Principal Contractor shall appoint a competent person to perform a site-specific baseline- and, thereafter, ongoing issue-based hazard identification and risk assessment. There may be more than one risk assessor appointed if this is required.
2. The competent risk assessor shall form part of the full-time construction team working on the construction site.
3. The risk assessment must be based on the scope of work, the site-specific materials required, and the site-specific machinery, equipment and structures applied during the construction on this project.
4. The client requires that an additional risk assessment is conducted and submitted to the Agent for verification when:
  - a. A new machine is introduced onto site
  - b. A system for work is changed or operations altered
  - c. After an incident or 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.

5. All risk assessments shall be conducted in terms of an acceptable and documented methodology and control measure must comply to the hierarchy of controls prior to commencement of work and in accordance with the provisions of the CR.
  - a. The baseline risk assessment shall documented.
  - b. Issue-based risk assessment, risk monitoring and risk review shall be done at the hand of pre-task risk assessment communicated to all employers; a system of daily safe task instructions may be used. The risk assessment must include:
    - i. A daily tasks/activity list, step by step
    - ii. A daily documented listing of hazardous events
    - iii. A daily documented listing of H&S risk controls
    - iv. Proof of communication of the above to all employees: the client requires that the Principal Contractor shall ensure that all employees on site are conversant with the content of the all relevant risk assessments, the appropriate measures 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.
6. The principal contractor shall include a method for risk review ensuring that the all risks on site are adequately managed
7. All risk assessments must document all H&S controls. Should the Principal Contractor commence any work without a compliant risk assessment or should the risk assessment not reflect the activities being undertaken, the responsible contractor may be instructed to be immediately stop that specific activity, and the Principal Contractor will have no claim against the client in such a case for lost time or costs, irrespective of whether it can be demonstrated that the work was being safely undertaken.

## **12. Health & Safety Plan and File**

1. The Principal Contractor shall provide and maintain an H&S File, containing all relevant documents as prescribed in the OHSS, the Construction Regulations of 2014 and all forms or records referred to that has relevance to specific legislation.
2. The H&S File shall be kept on site and available for inspection by the client Agent or the Department of Employment and Labour's Inspectors.
3. The content of the file is included in this specification, but additional items may be added.
4. The H&S plan should include and project back ground/introduction section taking into consideration the following:
  - I. Project name
  - II. Client details, name of responsible person and the business address
  - III. Principal Agent/Designer details, name of responsible person and the business address if applicable

- IV. H&S CHSA details, name of responsible person and the business address
- V. Principal Contractor, name of responsible person (16.2 appointee) and business address
- VI. Completion project scope

5. The H&S plan should include a detailed site-specific overview of the

- Scope of works and activities of the project; this overview must include all work controlled by the Principal Contractor, whether directly or through the services of a contractors or sub-contractors.
- An overview of the machinery and plant used in the project; this overview must include all machinery and plant directly or indirectly (through the services of a contractor or sub-contractor) controlled by the Principal Contractor.

#### H&S Plan Content & Numbering

1. Index of the H&S Plan
2. Project scope of works
3. Scope & activities, machinery, plant, equipment, hazardous articles to be used
4. Health and Safety Resources and Budget
5. Construction manager: duty, responsibility, authority, document control and communication
6. Safety officer: duty, responsibility, authority, document control, communication
7. Principal Contractor H&S management processes
8. Management of the issue-based risk-, risk review- and risk monitoring
9. H&S Induction training and H&S competency management
10. General record keeping management
11. Contractor and Sub-contractor management
12. Site communication management
13. Fall protection plan and method statements for heights work
14. First aid, accident & incident and emergency management
15. Fire prevention and equipment management
16. Safety signage management
17. Access & on-site traffic and public H&S management
18. Excavation management
19. Electrical management(if applicable)
20. Hazardous chemical substances management
21. Construction plant and machinery management
22. Lifting Operations and Management
23. Occupational hygiene, occupational health and fitness for work management
24. PPE management
25. Safety Inspections and Inspection Register management
26. Internal Audit management
27. Waste management

## H&S File Content & Numbering

1. Index of the H&S File
2. Principal Contractor's Policies applicable to the construction site: Occupational Health and Safety Policy
3. Project and OHS organogram with contact numbers
4. Principal Contractor Appointment
5. Mandatary Agreement between client and the principal contractor
6. Proof of Construction Work Permit
7. Letter of Good Standing
8. Contractors Baselines Risk Assessment
9. H&S Plan
10. Induction Plan
11. Emergency Plan
12. Fall Protection Plan
13. Issue Based Risk Assessments
14. Construction Manager, Supervisor and Safety Officer letters of the appointed competent persons and evidence of competency (registrations, qualifications and other proof of competency)
15. Updated Employee List
16. Medical Certificates of Fitness
17. Legal appointment letters
18. Training and Competency Matrix
19. Training records
  - a. Employees H&S Induction records
  - b. Visitors Induction records
  - c. Records of training and competency for method statements
20. Incident Register & Investigation reports & COIDA Accident and incident management procedure
21. H&S Inspection Registers, list should be provided in the H&S Plan
22. PPE Issue Register
23. Internal Audits
24. Letters of approval of contractors and sub-contractors H&S Plans
25. Letters appointment of contractors and sub-contractors
26. Principal contractor's contractor- and sub-contractor audits
27. DSTI's
28. Audits by Client Agent
29. Corrective / Preventive Action plans for client audits
30. All supporting evidence deriving from the H&S Plan



### 13. Close-Out and Consolidated H&S file

1. The Principal contractor shall compile a consolidated H&S file with supporting evidence as requested and hand this to the Agent at the end of the construction for review and approval.
2. The consolidated H&S file shall be in electronic USB format.
3. The consolidated file shall include:
  - a. A copy of the Principal Contractor Contractual Appointment letter
  - b. The signed Principal Contractor Appointment with the Client
  - c. The signed 37.2 Agreement with the Client
  - d. Copy of the Notification of Construction Work/Construction Works Permit
  - e. A copy of the approved construction footprint drawing
  - f. The H&S file of the Principal Contractor, which, amongst the other, shall have dedicated chapters dealing with
    - i. Project H&S plan Approvals Record
    - ii. Project H&S management plans, Fall Protection, Emergency plan, Storm water management, Traffic management
    - iii. Project Contractor Baseline Risk Assessments
    - iv. Designer inspections/assessments and confirmation of conformance
    - v. Incidents registers & IOD investigation record
    - vi. COIDA Claim incidents and supporting medical treatment record
    - vii. Total Man-hours and Disabling Injury Frequency Rate statistics
    - viii. Monthly H&S performance report
    - ix. Monthly H&S audit reports from the consultants
    - x. Minutes of the monthly Health and Safety Committee meetings
    - xi. Pre- employment, annual and exit medicals records
    - xii. Record of project inductions
    - xiii. List of equipment and physical conditions inspections conducted, samples included in the close out folder.
    - xiv. List of DSTI's conducted, samples included in the close out folder.
    - xv. List of awareness talks conducted, samples included in the close out folder.
    - xvi. List of employees on the project with exit medicals
    - xvii. HIV Aid Program "what was done on the project in summary" with supporting evidence.
4. Handover of the consolidated H&S file must be done within two weeks of all personnel having been demobilized (i.e. when nil man-hours are recorded).

## 14. Induction and H&S awareness

1. Considering the construction works are performed within urban areas with members of the public present within the precinct of works, the Principal Contractor shall ensure the risk control measures for works are duly communicated with workers and community members via the appointed Project Community Liaison Officer (CLO) to ensure risk mitigation measures are implemented.
2. Further to the project induction, the Principal Contractor shall develop a documented project-specific induction training plan that must be submitted for approval by the Agent, to ensure that all employees on site are conversant with:
  - The risks of the construction project
  - The controls documented in the H&S file
  - The role of employees in ensuring health and safety on the construction site
  - The emergency arrangements that are put in place by the Principal Contractor
  - The general health and safety rules applicable to the site, inclusive of an introduction to whom the Construction Manager, Supervisors and Safety Officer is on site.
3. The Principal Contractor shall ensure that all employees have gone through the induction training before commencing duties on site.
4. The contents of the induction programme and method of ensuring that all employees are inducted will be documented in the H&S file and the Principal Contractor is advised that a generic induction or a human-resource induction shall not be sufficient for the client to accept the H&S planning for the construction work.
5. When working on the site, each employee of any contractor and sub-contractor accessing the site, including management, shall complete the principal contractors' induction; the principal contractor shall ensure that none of his or his contractors' employees accesses the site unless having been inducted by the principal contractor. Each visitor to the site shall be inducted in the risks and risk controls which the visitor may be exposed to; the visitor's induction and method to ensure compliance shall be documented in the H&S file.

### H&S awareness

- b. 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.
- c. A record of who attended and the content of the topic will be kept on the site health and safety file as evidence of training.
  - i. Awareness training of management responsibility on site must be conducted with all management representatives including contractors and sub-contractors.

## 15. Incidents, Accidents, Near Misses and Emergencies

1. All near misses, incidents and accidents must be recorded, investigated and managed in accordance with the statutory provisions.
2. Each H&S incident, near miss and accident must be recorded in a register kept in the H&S file; a template of the register shall be included in the H&S file.
3. Every accident shall be reported to the Agent; that is as soon as the construction manager and safety officer of the principal contractor becomes aware of it.
  - a. Such reporting must occur via direct contact (person-to-person, via telephone or email)
  - b. Incident Investigation process must be followed by competent role players and a preliminary investigation report must be submitted to the Agent within 24 hours for review and comment.

- c. Final investigation must be finalized by the Principal Contractor and submitted to the Agent within 5 working days, unless requested otherwise.
4. A record of all incident investigations shall be kept in the health and safety file and all records shall be made available to the client without exception; this includes records relating to Section 24 of the OHSA.
5. Where a fatality or permanent disabling injury or any incident referred to in Section 24 occurs on the construction site, the Principal Contractor must ensure that the provincial director is provided with a report contemplated in section 24 of the Act, in accordance with regulations 8 and 9 of the General Administrative Regulations, 2013, and that the report includes the measures that the Principal Contractor intends to implement to ensure a safe construction site as far as is reasonably practicable.
6. The emergency arrangements shall be displayed on site and shall include:
  - a. A comprehensive emergency and evacuation plan
  - b. An emergency flow chart
  - c. An updated list of emergency telephone numbers
7. A first aider must be on site in a full-time capacity irrespective of the number of employees on site.

## **16. Hot Work, Fire Risks, Fire Extinguishers and Fire Fighting Equipment**

1. No open fires are allowed on site.
2. No smoking is allowed on site, except in designated smoke areas, identified by the Principal Contractor. The H&S Plan shall include the Principal Contractors' arrangements for managing smoking on site.
3. All flammable products must be stored in an adequate storage facility; this process shall be documented in a method statement in the H&S file.
4. The Principal Contractor shall provide suitable fire extinguishers, which shall be serviced regularly, in accordance with the manufacturer's recommendations.
5. Safety signage shall be prominently displayed in all areas where fire extinguishers are located. The Principal Contractor shall arrange for the training of the relevant personnel, in the use of fire extinguishers.
6. The fire extinguisher inspection registers and the letter of appointment of the competent inspector shall be included in the H&S file.
7. No hot work is permitted on site or in the contractors' temporary site campy unless appropriate screens, fire prevention, fire extinguishing and a documented safe work permit system are all in place. If the principal contractor plans hot work, a method statement must be included in the H&S file for approval. Each person perform hot work shall be trained in the use of a fire extinguisher and this training shall be documented in the H&S file.

## **17. Live Energy Work and Electrical Reticulations and Machinery**

It is not envisaged that Electrical Works and Machinery will be used on this project, however should it be required the following shall be adhered to:

1. The Principal Contractor shall appoint a competent electrician who shall ensure zero potential of all electrical reticulations worked on and who shall ensure that dedicated power sources are safely removed during the construction.
2. The letters of appointment, proof of competency and registers applicable to these inspections shall be included in the H&S File.
3. All electrical cables shall be assumed “alive” and, where applicable, the Principal Contractor shall take adequate steps to ensure that employees and members of the public are prevented from accessing any electrical cables.
4. All existing electrical services must be assumed live at all times.
5. No live energy work shall be performed.
6. Contractors will ensure that all energy is isolated, that residual energy is purged, that energy sources are switched off and locked out by all employees working in the danger zone and are tagged, prior to any work being performed on the energy source or reticulation. The contractor shall include a zero Potential, Lock Out and Tag Out method statement and safe work instruction(s) in the H&S file.
7. Any unsafe condition shall be reported immediately to the client and the Principal Contractor shall take immediate steps to prevent employees or members of the public from gaining access to the dangerous installation and the area surrounding it.
8. The Principal Contractor shall appoint a competent person to inspect all portable electrical tools, including leads. The letter of appointment and template of this inspection register shall be included in the H&S file.
9. The Principal Contractor shall include a method statement for the safe use of portable electrical tools, including the management of the hazards of extension leads.
10. Where applicable, the contractor shall include any ‘electrical dangerous work procedure’ in the H&S file

## **18. Scaffolding & Fall Protection**

It is not necessarily envisaged that height work will be applicable on this project, however should it be applicable, the following shall be in place:

1. The Principal Contractor shall submit the appointment letter and proof of competency of the competent persons appointed as:
  - a. Scaffold erectors
  - b. Competent person to inspect, maintain, move or dismantle scaffolds,
  - c. Competent person to supervise all scaffolding operations.
2. The H&S Plan must include the signed letters of appointment and the proof of competency.

3. The Principal Contractor shall ensure that all scaffolding complies with the requirements of the OHS Act and Regulations and with the requirements of Temporary Works in this CHSS.
4. Scaffold erectors and inspectors must be formally trained and certified competent; such training must conform to the requirements of SANS 10085.
5. Scaffolds must be clearly tagged with safe access signage; scaffolds must be inspected daily prior to use and weekly by the scaffold inspector. All scaffolds on site must be individually identified and display a safe/not safe sign.
6. Inspections by the scaffold inspector must be documented on the scaffold tag and in a register; a template of the tag and of the register shall be included in the H&S file.
7. All scaffolds must be accessed with a ladder only. Ladders must be inside the scaffolds and hatches must close ladder-openings in decks.
8. All scaffold decks must be fully covered and barricaded so as to prevent persons working there from falling off.
9. Scaffold erectors must attach a fall prevention harness at all times; the double lanyards must be fitted with scaffold hooks only.
10. The H&S Plan shall include the safe work instruction applicable to all employees working on scaffolds and the method of ensuring competency.
11. Standard scaffolding designs, approved by a competent designer of the Principal Contractor may be included in the H&S file and all such scaffolds on site must conform to this standard.

### **Fall Protection and Fall Risk Work**

1. The construction work includes low-risk fall risk work. However should there be any identified Risk of fall, the full requirement of Fall Protection will be developed and communicated the Principal Contractor to comply with.

## **19. Public Health and Safety**

1. The site shall at all times be monitored by the principal contractor to prevent the unauthorized access of persons to construction works areas.
2. Appropriate health and safety signage and information shall be displayed strategically along all main roads leading to the site/construction works areas.
3. All members entering site must indicate in what capacity they are visiting site and a site register should be completed and on record by the principal contractor.
4. The Principal Contractor shall ensure that each person visiting the site shall be inducted to the site and such induction shall outline the hazards likely to arise from on-site activities and the precautions to be observed to avoid or minimise those risks.

## **20. Excavation**

1. The letters of appointment and proof of competency of the competent excavation supervisors and inspectors shall be placed in the H&S file.
2. A template of the inspection registers must be placed in the start-up H&S file.
3. The principal contractor shall take cognisance of the geotechnical study pertaining to the conditions of the construction site and must plan all excavation work in accordance with the recommendations of the professional engineer.
4. The principal contractor must ensure that every excavation, including all bracing and shoring, is inspected daily, prior to the commencement of each shift and that no person enters the excavation or works in a risk zone until the excavations is assessed and declared safe.
5. All excavations must be left open for the minimum of time required and those that are left open on the site must be protected by a barrier or a fence of at least one metre in height, as close to the excavation as is practicable. The protective barrier or fence must adequately prevent persons from falling into the excavation and barrier taping(Danger Tape) is not sufficient for this purpose.
6. Where persons work, inspect or test excavations, warning signs must be in place next to an excavation.

## **21. Waste Management**

1. The Principal Contractor shall appoint a person responsible for site-wide control & removal of scrap, waste and debris;
2. No hazardous waste, combustible materials and containers shall accumulate on the construction site;
3. The Principal Contractor shall document a waste management method statement in the H&S file. Such method statement shall include all liquid, gaseous or solid waste produced during the construction process.
4. Waste management must comply with the Environmental legislation.
5. All waste skips removed from site must be recorded and a proof of final deposit at a registered waste site (waste disposal certificate) must be on record in the H&S file.
6. Provision must be made to remove rubble from site.

## **22. Crane and lifting machine equipment operations**

The following shall apply to any crane used on site,

Each crane shall have (in the cab or operating area), the following legal documents on site at all times:

- a. The latest and up-to-date load certificate of the crane;
- b. A record of the 6-monthly inspection of the crane by a registered inspector;
- c. The crane operator(s) current crane license;
- d. The crane operator(s) medical certificate of fitness, issued by an occupational medical practitioner;
- e. The inspection register or certification of 3-monthly inspection of all lifting equipment used with the crane;

2. The H&S Plan shall include the method statement for safe use of the crane, including the method of communication, the protection of fall zones and the for the roof trusses and other equipment or material being lifted.
3. The crane's load test certificates shall be included in the H&S file.
4. All lifting equipment and gear used on site shall be identified, SWL-indicated and listed in a register contained in the H&S file.
5. The requirements for cranes and lifting operations apply equally to delivery trucks and the principal contractor shall ensure that all deliveries requiring lifting or rigging comply with the legal requirements.
6. The H&S plan shall include a specific method statement listing the planned lifts and the planned methods of attachment and rigging.
7. Where material hoists are used on site, the principal contractor shall ensure compliance with Construction Regulation 19 and that competent persons are appointed in writing to ensure:
  - a. The correct design and engineering controls are applied on site;
  - b. The material hoist is correctly erected and commissioned and this is inspected and signed off on the applicable register by a competent person appointed in writing;
  - c. The material hoist is inspected and maintained by a competent person appointed in writing;
  - d. The material hoist's operation is documented in a safe work instruction and all users are trained and certified competent in its use.
  - e. The material hoist is inspected daily prior to use by a competent inspector.
8. Where man-lift equipment is used, the principal contractor shall ensure compliance with Driven Machinery Regulation 18 and that competent persons are appointed in writing to ensure:
  - a. That all scissors lifts, cherry pickers, forklift with man-cages or any other lifting machine used to lift personnel are used only by a trained and competent operator in possession of a competency certificate issued by and accredited provider who holds a valid accreditation issued by an authorised body, in terms of the SAQA Act, and who is approved by the Chief Inspector, in terms the Driven Machinery Regulation 18.
  - b. That all lifting machines are load tested and inspected as required in Driven Machinery Regulation 18 and that the records thereof are either with the machine or in the principal contractor's H&S file.
9. The principal contractor shall ensure that deliveries using cranes comply with the above requirements and that all legal documents are kept in the cab of the delivery truck whilst on the Client's site.

## **23. Occupational Health**

1. The H&S file shall include:
  - a. All medical certificates of fitness for all employees working on the site, a list of all employees on site must be generated by the principal contractor and updated on a monthly basis. This list should include all sub-contractor as well.
2. The contractor should made provision for pre-employment, annual and exit medical examination.
3. The Principal Contractor and every contractor shall ensure that a person-job specification (PJS) is issued for each job title on the construction site. The PJS specification should be sent with each employee to the occupational medical practitioner in order for the medical testing and assessment to be relevant to the statutory requirements and the risk exposures.
4. All contractors shall use that occupational health examinations, medical surveillance and certificate of fitness are conducted for all employees working on the project.

## **24. Access, traffic management**

1. All employees working at the construction project should travel in a vehicles which have seats firmly secured and adequate for the number of employees to be carried;
2. No employee shall be transported together with goods or tools.
3. Each vehicle shall have a serviced portable fire extinguisher at all times.
4. The Principal Contractor shall ensure that all employees and visitors are aware and comply with the site's safe speed restriction, defined by the principal contractor at the hand of the risk assessment.
5. The principal contractor should assess the traffic flow and conditions before works commence in the various areas. Traffic management principals are to be implemented on site, the principal contractor should ensure temporary road signage and flags persons are assigned to control and direct the traffic.
6. A traffic management controls to be included in the H&S plan.

## **25. Special precautions**

1. The principal contractor shall ensure that each employee is made aware and signs an acknowledgment of understanding of the following health and safety hazards specific for work on site.
2. Annual Builders Shutdown Period:
  - a. If this project will run through the builder's shutdown period, the Principal Contractor shall submit a Shutdown Plan or Procedure that will illustrate who, how, when and what control measures will be implemented to ensure the construction footprint is rendered safe and risk free during the National Builders Shutdown period.
  - b. This submission must be issued to the Agent who will submit it to the Principal Agent for final approval.

## **26. Hazardous- Chemical Substances**

1. With respect to hazardous chemical substances used, the contractor shall ensure that:
  - a. All SDS are included in the H&S file
  - b. An HCS risk assessment is included in the H&S file
  - c. The safe use, storage, emergency procedures and safe disposal of hazardous substances are addressed in a method statement/s, included in the H&S file.
  - d. Proof of competency and signed letters of appointment of the person responsible for chemical handling, is included in the H&S file.



## **27. Personal Protective Equipment and Clothing**

1. The Principal Contractor shall ensure that every employee is issued with, and wears SABS-approved PPE, consisting of all PPE identified in the risk assessment.
2. All the contractors' employees shall wear full length overalls and shall wear identification with respect to the employer.
3. All employees performing construction work shall wear steel-capped safety boots and a hard hat.
4. Hard hat will only be compulsory during lifting of heavy equipment above shoulder level.
5. Employees working in the vicinity of mobile plant or construction vehicles shall wear a reflective vest; reflective stripes on overall do not meet the required visibility and shall not suffice.
6. The H&S Plan shall contain an outline of the PPE to be used and the management of such PPE on site, including the issuing of PPE, overnight storage, and all disposal of PPE.
7. Failure to use protective equipment as per the site risk assessment shall require disciplinary intervention and this process shall be documented in the site induction.

## **28. Signage**

1. The Principal Contractor shall erect and maintain quality safety signage.
2. The signage shall include, but is not be limited to:
  - a. Access restrictions, Speed restrictions
  - b. A sign indicating that all visitors must report to the site office and must be accompanied by the principal contractor when accessing the site
  - c. The name and telephone number of the responsible person(s)
  - d. Emergency telephone number(s)
  - e. PPE to be worn at the particular site
  - f. Where falling objects may occur, relevant barricading and warning signs must be erected to safe guard fellow employee from being struck by.
  - g. No unauthorize areas, such as open space/ archaeologist investigation

## **29. Mobile Plant Operations**

1. All earth moving equipment shall be operated in accordance with good safety practice so as to protect the safety of the operator and other workers or persons in the area.
2. No person shall be permitted to ride on any construction vehicle or mobile plant is not appointed to do so.
3. Daily inspection registers are to be conducted and signed all by the responsible supervisor on a weekly basis.

### 30. Consolidated Close - Out Requirements

Upon completion of the project, the Principal Contractor shall submit a well-documented consolidated SHE File (to be in electronic form) to the Agent confirming the SHE history of the project.

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

- Monthly Principal Contractor's audit reports
- Monthly SHE Agents audit reports
- Minutes of the monthly Health and Safety Committee meetings
- Incidents & IOD
- WCA Claims
- Total Man-hours and DIFR
- Environmental rehabilitation status
- Copies of Pre and Post Employment Medical Certificates of all employees that worked on the project
- Monthly audit action plans ( current/outstanding)
- Copies of all Hazardous Waste Disposal Certificates (where applicable)
  - Certificate of compliances
  - Records and registers
  - Permits

Handover of the consolidated H&S File can only commence once all personnel has been demobilized and nil man-hours are recorded. Electronic submission must be provided to the appointed Agent.

**ANNEXURE A**

**Acknowledgement of the H&S Specification by Principal Contractor**

Construction Health & Safety Specification

Issued in terms of the Occupational Health and Safety Act, 1993

Construction Regulations, 2014

I \_\_\_\_\_ representing Principal Contractor have satisfied myself with the content of this Construction Occupational Health and Safety Specification and shall ensure that the Principal Contractor, all contractors and sub-contractors and all employees on site comply with it.

\_\_\_\_\_  
Signature of Principal Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date

This document must be signed and returned to the Pr. Construction Health and Safety Agent.

## ANNEXURE B

**Client Baseline Risk Assessment (find attached)**