



**HEALTH AND SAFETY  
SPECIFICATION  
FOR THE MAINTENANCE OF  
LAWNS, PARKS, PUBLIC OPEN  
SPACES AND MUNICIPAL ERVENS  
WITH TRACTOR AND BLOWER  
MOWERS**

24 May 2024  
Revision 0

## DOCUMENT INFORMATION SHEET

**Title of Document** : H&S Specification for the Maintenance of lawns, parks, public open spaces and Municipal ervens with tractor and blower mowers.

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

**Prepared for** : Tender Documents/Bidders

**Date of Issue** : 29 May 2024

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## DOCUMENT CONTROL SHEET

**PROJECT NAME** : Maintenance of lawns, parks, public open spaces and Municipal ervens with tractor and blower mowers.


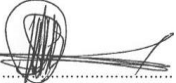
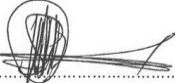
**DOCUMENT TITLE** : H&S Specification for maintenance of lawns, parks, public open spaces and Municipal ervens with tractor and blower mowers.

**DOCUMENT NUMBER** : XAKS-SPEC-WC-G-56

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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: 27 May 2024	Name: X. Redcliffe 	Name: L. Mzamo 	Name: L. Mzamo 

### REVISION CHART

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<i>Revision Number</i>	<i>Alteration</i>	<i>Date</i>
1		
2		
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## 1. Definitions

For the purpose of this 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 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. **“Manager”** means a competent person responsible for the management of the physical processes and the coordination, administration and management of resources on a site including overseeing occupational health and safety;
6. **“Site”** means the approved footprint and grounds where work is being performed as part of this contract.
7. **“Supervisor”** means a competent person responsible for supervising activities on a site;
8. **“Vehicle”** means a vehicle used as a means of conveyance for transporting persons or material, or persons and material, on and off the site for the purposes of performing work; and, includes a bakkie or LDV used by the Service Provider or any contractor
9. **“HSS”** refers to this document, the Health & Safety Specification
10. **“COC”** refers to Certificate of Compliance.
11. **“DSTI”** refers to a documented daily safe task instruction compiled and issued by a contractor and trained to all relevant employees
12. **“H&S”** refers to Health and Safety
13. **“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.
14. **“Health and Safety Specification”** refers to a documented specification of all health and safety requirements pertaining to the associated works on a site, so as to ensure the health and safety of persons.
15. **“medical certificate of fitness”** means a valid medical certificate of fitness; such medical testing shall be relevant to the risks of the 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.

16. **“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.
17. **“OHSA”** refers to the Occupational Health & Safety Act of 1993
18. **“Service Provider”** means an employer who performs work for the client and who is appointed by the client.
19. **“Regulations”** refers to the Regulations issued under the Occupational Health & Safety Act.
20. **“S”** refers to a Section in the Occupational Health & Safety Act of 1993.
21. **“Sub-Contractor”** means an employer appointed by a contractor of the Service Provider to perform work on the Site; also means an employer appointed by a sub-contractor to perform work on the Site.

## 2. Project Purpose and Scope of works

The project entails the maintenance of lawns, parks, public open spaces and Municipal ervens with tractor and blower mowers in George areas.

The successful contractor shall be responsible for the maintenance of lawns, parks, public open spaces and Municipal ervens with tractor and blower mowers. as directed by the Client. That includes:

- Mowing of lawns
- Grass Cutting
- Grass Trimming
- Removal of alien vegetation (when applicable)
- Application of herbicides

## 3. Introduction

1. This Health & Safety Specification is published in terms of the Occupational Health & Safety Act of 1993 (OHS Act).
2. The HSS does not replace the OHS Act, but is a supplementary specification as required in terms of the OHS Act.
3. Partial references to or quotes from the OHS Act do not imply that the sections not referred to or quoted from are of lesser importance or are not applicable.
4. The Service Provider 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 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 HSS 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 HSS 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. This HSS is developed to ensure that the Client and any bodies that enter into formal agreements with the Client such as Consultants, Service Providers, and Service Providers achieve an acceptable level of OHS performance. No advice, approval of any document required by the HSS 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 Service Provider 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 Service Provider failing to comply with the HSS.
4. The Service Provider shall enter into a Mandatory Agreement with the client, as defined in Section 37(2) of the Occupational Health and Safety Act. The Service Provider shall ensure that each contractor appointed by the Service Provider 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.
5. These agreements and appointments shall be included in the Service Provider's H&S file on site and be valid for the duration of the contractor's work on the site.

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

1. The purpose of the HSS is to be used as the standard of H&S on this project on which Service Providers', Designers and other project representatives plan their project implementation thus ensuring safe work execution and legal compliance.
2. This HSS will be applicable to all work at this project.
3. All employees working on this site shall conform to the standard in the HSS. All the duties of a Service Provider in this HSS equally apply, in full, to contractors of such Service Provider and to sub-contractors of such contractors.

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

1. This HSS forms an integral part of the Contract, and Service Providers are required to make it an integral part of their contracts with subcontractors and suppliers.
2. Any Service Provider submitting a tender for the 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 Service Provider's access to and intention to appoint persons with the necessary competencies to carry out the work safely;
  - c. The Service Provider's access to the necessary resources to carry out the work safely;

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

1. The appointed Service Provider shall allow in their tenders for the cost of complying with the requirements of this HSS and the legislative requirements based on the project scope of works.
2. The Service Provider 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 works permit if applicable.

	H&S cost item
1.	First aiders
2.	First aid kits
3.	Fire extinguishers
4.	PPE Risk based PPE considering the scope of works
5.	Waste bins on site and regular removal
6.	Signage
7.	Allow for the necessary Workman's Compensation Fund or approved Insurer contributions for the duration of the project with and including renewals
8.	Medicals fitness examination

## 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 HSS covers the client's requirements for addressing, mitigating and controlling Occupational Health and Safety related risks, problems, incidents and injuries during the 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 HSS contains clauses that are generally applicable to building, engineering and imposes controls associated with activities that impact on human health and safety.
4. The Service Provider is required to comply with the provisions of the OHSA, all applicable Regulations, relevant SANS codes, and this HSS.
5. The Agent will monitor the Service Provider's compliance with the requirements of the OHSA and their H&S Plan.

## **9. Manager**

1. The Service Provider shall appoint a full-time competent person as the manager with the duty of managing all the work on the Site.
2. The manager must be exclusively dedicated to this project.
3. The manager shall ensure that the H&S plan is applied from the commencement of and for the duration of the work.
4. The 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.
5. The manager shall provide contractors and sub-contractors with this HSS.
6. The manager shall ensure that all contractors appointed by the Service Provider have an approved H&S plan, prior to appointing the contractor and prior to allowing the contractor to start working on site.
7. The 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.
8. Additional to the requirements of the OHS Act, the Service Providers' manager shall ensure that all sub-contractors appointed by any of the contractors of the Service Provider comply with the regulations and, in particular, the manager shall:
  - a. Ensure that employees of these contractors are also inducted in the H&S induction program of the Service Provider;
  - b. Inform the Client Agent in writing (via e-mail) whenever a contractor or sub-contractor's H&S plan is approved.
9. The manager shall ensure that monthly site audits and document verification is conducted of all contractors and all sub- contractors on site.
10. The manager shall stop all work which is not in accordance with this HSS or with the Service Provider's health and safety plan or which poses a threat to the health and safety of persons.
11. The manager shall ensure that, where changes are brought about to the design and on the site, sufficient health and safety information and appropriate resources are made available to any contractor to which the changes apply.

## **10. Health and Safety Representative**

1. The Service Provider shall appoint a competent Health and Safety Representative for the work.
2. The Health and Safety Representative shall be on the site however he/she should be on site.
3. The Service Provider shall define the duties of the appointed Health and Safety Representative in the H&S file.
4. The Health and Safety Representative shall have a valid Health and Safety Representative Certificate.

5. Proof of competence and registration/proof of application & confirmation of the appointed Health and Safety Representative must be included in the H&S file and file.
6. The authority and relationship of the Health and Safety Representative with the manager must be documented in the H&S file.
7. The Health and Safety Representative 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 Service Provider 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 team working on the 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 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 employees; 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 Service Provider 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 Service Provider shall outline to

employees what role they are expected to play in the Risk Assessment and control measure process.

6. The Service Provider 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 Service Provider 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 Service Provider 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 Service Provider shall provide and maintain an H&S File, containing all relevant documents as prescribed in the OHSS, 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 background/introduction section taking into consideration the following:
  - I. Project name
  - II. Client details, name of responsible person and the business address
  - III. H&S CHSA details, name of responsible person and the business address
  - IV. Service Provider, name of responsible person (16.2 appointee) and business address
  - V. 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 Service Provider, 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 Service Provider.

### 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. Manager: duty, responsibility, authority, document control and communication
6. Health and Safety Representative: duty, responsibility, authority, document control, communication

7. Service Provider 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. First aid, accident & incident and emergency management
14. Fire prevention and equipment management
15. Safety signage management
16. Hazardous chemical substances management
17. Machinery, Hand tools and portable electrical equipment management
18. Occupational hygiene, occupational health and fitness for work management
19. PPE management
20. Safety Inspections and Inspection Register management
21. Internal Audit management
22. Waste management

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

1. The Service Provider shall compile a consolidated H&S file with supporting evidence as requested and hand this to the Agent at the end of the project 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 Service Provider Contractual Appointment letter
  - b. The signed Service Provider Appointment with the Client
  - c. The signed 37.2 Agreement with the Client
  - d. The H&S file of the Service Provider, which, amongst the other, shall have dedicated chapters dealing with
    - i. Project H&S plan Approvals Record
    - ii. Project Contractor Baseline Risk Assessments
    - iii. Incidents registers & IOD investigation record
    - iv. COIDA Claim incidents and supporting medical treatment record
    - v. Total Man-hours and Disabling Injury Frequency Rate statistics
    - vi. Minutes of the monthly Health and Safety Committee meetings
    - vii. Medicals records
    - viii. Record of project inductions
    - ix. List of equipment and physical conditions inspections conducted, samples included in the close out folder.
    - x. List of DSTI's conducted, samples included in the close out folder.
    - xi. List of awareness talks conducted, samples included in the close out folder.
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. The Service Provider 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 project
  - The controls documented in the H&S file
  - The role of employees in ensuring health and safety on the site
  - The emergency arrangements that are put in place by the Service Provider
  - The general health and safety rules applicable to the site, inclusive of an introduction to whom the Manager, Supervisors and Safety Officer is on site.
2. The Service Provider shall ensure that all employees have gone through the induction training before commencing duties on site.
3. 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 Service Provider 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 work.
4. When working on the site, each employee of any contractor and sub-contractor accessing the site, including management, shall complete the Service Providers' induction; the Service Provider shall ensure that none of his or his contractors' employees accesses the site unless having been inducted by the Service Provider. 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

- a) The Service Provider 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.
- b) 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.
  - ii. 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 manager and safety officer of the Service Provider 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 Service Provider 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 site, the Service Provider must ensure that the provincial director is provided with a report contemplated in section 24 of the Act, and that the report includes the measures that the Service Provider intends to implement to ensure a safe 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. 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 Service Provider. The H&S Plan shall include the Service Providers' 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 Service Provider 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 Service Provider 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.

#### **17. Machinery, Hand tools and Portable electrical equipment**

It is not envisaged that Portable electrical equipment will be used on this project, however should it be required the following shall be adhered to:

1. The letters of appointment, proof of competency and registers applicable to these inspections shall be included in the H&S File.
2. The Service Provider shall appoint a competent person to inspect all portable electrical tools and machinery. The letter of appointment and template of this inspection register shall be included in the H&S file.
3. The Service Provider shall include a method statement for the safe use of portable electrical tools, mowers, trimmers, spreaders, weed eaters, brush cutters, air blowers and gardening hand tools.
4. Where applicable, the contractor shall include any 'electrical dangerous work procedure' in the H&S file

## **18. Public Health and Safety**

1. The site shall at all times be monitored by the Service Provider to prevent the unauthorized access of persons to works areas.
2. Appropriate health and safety signage and information shall be displayed strategically along all main roads leading to the site works areas.
3. All members entering site must indicate in what capacity they are visiting site a site register should be completed and on record by the Service Provider.
4. The Service Provider 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.

## **19. Waste Management**

1. The Service Provider 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 site;
3. The Service Provider 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 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.

## **20. 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 Service Provider 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 Service Provider and every contractor shall ensure that a person-job specification (PJS) is issued for each job title on the 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.

## **21. Access, traffic management**

1. All employees working at the 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 Service Provider shall ensure that all employees and visitors are aware and comply with the site's safe speed restriction, defined by the Service Provider at the hand of the risk assessment.
5. The Service Provider should assess the traffic flow and conditions before works commence in the various areas.

## **22. Special precautions**

1. The Service Provider 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 Service Provider shall submit a Shutdown Plan or Procedure that will illustrate who, how, when and what control measures will be implemented to ensure the 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.

## **23. 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.

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

1. The Service Provider 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 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 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.

## **25. Signage**

1. The Service Provider shall erect and maintain quality safety signage.
2. The signage shall include, but is not limited to:
  - a. Access restrictions,
  - b. A sign indicating that all visitors must report to the site office and must be accompanied by the Service Provider 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

## **26. Use of Herbicides, pesticides or other poisonous substances**

1. A method statement shall be submitted to the Agent for approval regarding the type of poison, the product name, method of application, and method of cleaning application equipment, rate of application, material safety data and method of storage of such substances.
2. Only suitably qualified personnel approved by the Agent will be allowed to apply poisons. Persons applying poisons shall always wear appropriate protective clothing and masks to prevent contamination of the skin or inhalation.
3. Sprayed poisons shall only be applied in wind free conditions on clear days where there is no sign of rain.
4. Disposal of unused poisons and empty poison containers shall be according to the specifications of the manufacturer and may not be disposed of on the site.

## 27. Mobile plant

1. A competent person with proof of competency shall be appointed in writing.
2. The letters of appointment, proof of competency and registers applicable to these inspections shall be included in the H&S File.
3. Every mobile plant shall:
  - a. Be in serviceable condition and safe.
  - b. Be inspected by a competent person daily and the result of the inspection logged in a register kept in the vehicle.
  - c. Where non-conformities are identified, these shall be subject to immediate and documented appropriate corrective action.
  - d. Have a serviced portable fire extinguisher installed at all times.
  - e. Be operated by a competent operator appointed in writing; the operator shall:
    - i. Be in possession of a conforming operator's license;
    - ii. Be in certified medically fit as a mobile plant operator.

**ANNEXURE A**

**Acknowledgement of the H&S Specification by Service Provider**

Health & Safety Specification

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

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

\_\_\_\_\_  
Signature of Service Provider

\_\_\_\_\_  
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)**