

SITE SPECIFIC HEALTH AND SAFETY SPECIFICATION



***ISSUED IN TERMS OF THE OCCUPATIONAL HEALTH AND SAFETY ACT,
NO 85 of 1993 and CONSTRUCTION REGULATIONS 2014 FOR
DESIGN AND UPGRADING OF TSOLO TOWN SEWER
RETICULATION PROJECT***

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1 DEFINITIONS

For the purpose of the Construction Health and Safety Specification, the abbreviations or definitions given hereunder shall apply:

- 1.1 **“Act”** refers to the Occupational Health & Safety Act No.85 of 1993 (as amended)
- 1.2 **“Agent”** refers to a competent person who acts as a representative for a client.
- 1.3 **“Client”** refers to the O.R Tambo District Municipality
- 1.4 **“Competent person”** refers to a person who 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 is familiar with the Act and with the applicable regulations made under the Act; is familiar with the Act and with the applicable regulations in the Act.
- 1.5 **“Construction work”** refers to any work in connection with-
- the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure;
 - the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system; or the moving of earth, clearing of land, the making of excavation, piling, or any similar civil engineering structure or type of work;

- 1.6 **"Construction Work Permit"** Refers to a document the provincial director will issue to a client who has applied and intends to have construction work carried out. The Provincial Director will within 30 days of receiving the construction work permit application;
- assign a site specific number for each construction site
 - the site specific number contemplated in sub-regulation (3) must be conspicuously displayed at the main entrance to the site for which that number is assigned.
- 1.7 **"Contractor"** means an employer who performs construction work;
- 1.8 **"Construction manager"** refers to a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site.
- 1.9 **"Construction supervisor"** means a competent person responsible for supervising construction activities on a construction site;
- 1.10 **"Contravention Notice"** means a written notice issued to workplace responsible person/s that relates to non Compliance matters warranting management attention within a prescribed time frame
- 1.11 **SSHSS - Site Specific Health & Safety Specification** refers to a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work for the project;
- 1.12 **"H&S"** refers to Health and Safety.
- 1.13 **"HSF"** refers to a File, a record in permanent form, or other record containing the information in writing required by these Regulations; *[A Portfolio of Evidence consisting of 33 (thirty three) elements providing legislative required documentation and operational protocol documentation to mitigate, reduce or control the hazards and risks and to assist with the effective management of work activities on a construction site ,presented to the Client for assessment and approval prior to mobilisation to the construction site for work under the Contract].*
- 1.14 **"HSP"** refers to a site, activity or project specific documented plan in accordance with the client's health and safety specification; [a document systematic in method and approach, developed by the contractor which is included in the contractor's H&S File and arranged according to the client's "health and safety specifications" that references legislative requirements as well as project requirements pertaining to associated work(s) on a construction site and to ensure that hazards, according to their risk priority, are managed effectively and shall include all mobilisation and set-up activities that will be implemented on the construction site / work place in order to ensure a safe and healthy work environment].

- 1.15 **“Medical certificate of fitness”** means a certificate contemplated in sub-regulation 7(8). A contractor must ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3.
- 1.16 **“ORTDM”** refers to the O.R Tambo District Municipality.
- 1.17 **“Notification of construction work”** means a documented notification by the contractor to the department of labour in writing when any construction work other than work contemplated in regulation 4(1).is to be performed.
- 1.18 **“OHS Act”** refers to the Occupational Health & Safety Act No 85, of 1993.
- 1.19 **“Principal Contractor”** means an employer appointed by the client (ORTDM) to perform construction Work and to be in overall control and management of a part of, or the whole of a construction site.
- 1.20 **“Prohibition Notice”** means a written notice issued to workplace responsible person/s that relates to serious / critical OHS non-compliance matters warranting immediate seizure of work activities, to prevent potential fatal or catastrophic incidents occurring and issued to workplace for management’s immediate attention. No work may re-commence until the non-compliance/s have been attended to and the Prohibition Notice revoked.
- 1.21 **“Risk Assessment”** refers to the systematic & methodical assessment methodology utilised to identify hazards and risks to persons / plant and equipment and the corresponding listing of risk controls; the risk assessment must form part of the health and safety file to be applied on a site of works
- 1.22 **“Site”** refers to the ORTDM operations, buildings, lands and other places, made available by the ORTDM for the purposes of the Contract, on, under, over, in, or through which the construction work is to be executed or carried out.
- 1.23 **“SWP”** refers to a Safe Work Procedures which is a detailed and comprehensive procedure developed to ensure that adequate information and instruction regarding a task is adequately covered and is essential to ensure employee competence with the relevant task.
- 1.24 **“WI”** refers to a Work Instruction which is a work procedure developed specifically to minimise high risk work activity impacts on persons and or plant and equipment, and as referenced in the risk assessment process, that must be adequately mitigated and is essential to ensure employee competence with the relevant task.

2 SCOPE

- 2.1 This Site Specific Health & Safety Specification covers the requirements for addressing, mitigating and controlling Occupational Health and Safety related risks, problems, incidents and injuries On the **“design and upgrading of the Tsolo town sewer reticulation project”**

- 2.2 The scope addresses legal compliance, hazard identification, risk assessment, risk control methodology and the promotion of a health and safety culture amongst those working on the ORTDM projects.
- 2.3 The Site Specific Health & Safety Specification contains clauses that are generally applicable to building, engineering and construction and imposes controls associated with activities that impact on human health and safety.
- 2.4 The Principal Contractor is required to comply with the provisions of the OHS Act, all applicable Regulations and this Site Specific Health & Safety Specification
- 2.5 The ORTDM, through the Public Health Directorate will monitor the Principal Contractor's compliance with the requirements of the OHSACT, Regulations and their H&S Plan.

3 APPLICATION FOR CONSTRUCTION WORK PERMIT (CR 3 (1)) (*Refer: Department of Labour compliance requirements and Implementation timeframes*)

- 3.1 The Municipality shall apply for the above permit 30 days prior to the commencement of construction work that will be carried out.
- 3.2 Construction work can only commence after receipt of and confirmation of "Application for Construction Work Permit" and the assigning of a site specific number from the Provincial Director – DoL to the ORTDM.
- 3.3 No construction work contemplated in sub-regulation 3 (1) may be commenced or carried out before the construction work permit and number contemplated have been issued and assigned.
- 3.4 The "Application for Construction Work Permit" shall be similar in format to Annexure 1 in the Construction Regulations.
- 3.5 A copy of the "Application for Construction Work Permit" to the Provincial Director and a copy of the construction work permit must form part of the Principal Contractor's site H&S File.

4. INTRODUCTION TO THE SITE SPECIFIC HEALTH AND SAFETY SPECIFICATION (CR 5 (1) (b))

- 4.1 The ORTDM aims to execute its health and safety duties as mandatory with the aim of 'zero harm to all'.
- 4.2 The ORTDM is further committed to ensuring that the highest standards of health and safety prevail on construction sites.
- 4.3 For this purpose, the client's duty of the ORTDM is bestowed on the Public Health Directorate, whose task it is to execute or manage all the statutory duties of the ORTDM as mandatory for construction project works.

4.4 The Site Specific Health & Safety Specification is published in terms of the Occupational Health & Safety Act of 1993 (as amended), Construction

Regulations No 37305 / 2014, sub-regulation 5 (1) (b). It applies to the **design and upgrading of the Tsolo town sewer reticulation project.**

4.5 The Construction H&S specification formulates the minimum requirements which must be met by Contractors and documented in the contractors' (1) health and safety plan and (2) subsequent H&S file. The specification is not a limited or exhaustive list of legal and corporate compliance requirements.

4.6 The Principal Contractor must appoint contractors, Refer: sub-regulation 7 (1) (c) (v) where applicable, for each part of the project and the contractor shall submit his H&S file in the prescribed format for approval to the Principal Contractor Refer: sub-regulation 7 (2) (b) before commencement of the construction work.

4.7 Additionally, to the requirements of sub-regulation 7 (1) (f), a Principal Contractor shall notify the ORTDM of every H&S File which has been approved before commencement of the relevant contractor on the site.

4.8 Additional to the legal requirement of Construction Regulation Refer: sub-regulation 7 (2) (b) each sub contractor appointed by a contractor of the Principal Contractor, must submit his H&S File for approval to both the appointing contractor and the Principal Contractor; both the appointing contractor and the Principal Contractor shall approve the H&S File before commencement of the relevant construction work.

4.9 The Site Specific H&S specification does not replace the Construction Regulations, but is a specification as required in terms of the Regulations Refer: sub-regulation 5 (1) (b). 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.

4.10 All Contractors are, 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. The controls of the approved H&S plans must be strictly and comprehensively implemented and maintained by all contractors.

4.11 This Site Specific Health & Safety Specification must be included in all tender documents for construction work. It shall be known within the ORTDM as the Site Specific Health & Safety Specification.

4.12 Through the Public Health Directorate, the ORTDM may appoint an Agent who shall (inter-alia) be responsible for; (Refer: CR 5.5 / CR 5.6 / CR 5.7)

4.12.1 Ensuring that the contents of the Principal Contractors' H&S Plan and H&S File cover the construction project OHS risk management requirements adequately.

4.12.2 Confirming that the Principal Contractors' H&S Plan and H&S File (portfolio of evidence) meets legal, client specification and project Scope of Works requirements.

4.12.3 Shall verify that it aligns to the Scope of Works, prior to submitting it to the ORTDM (Client) (CR 5 (1) OHS division for assessment & final approval.

4.12.4 The auditing of the Principal Contractors' site operations and the implementation and compliance to their Health and Safety Plan on-site.

4.12.5 Maintaining the document controls associated with the Site Specific Health & Safety Specification.

4.13 The Public Health Directorate shall ensure quality control of all agents appointed as and when and shall ensure that no person is appointed as agent, unless the Public Health Directorate is reasonably satisfied that the person it intends to appoint has the necessary registration, competencies and resource requirements to perform the duties imposed on a client by the statutes.

5. LIMITATION OF LIABILITY (OHSA – Section 37 (2))

- 5.1 The ORTDM and 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 Construction Health & Safety Specification or any project specific version thereof.
- 5.2 Contractors must ensure that work, equipment, machinery, plant and work practices are, at all times, compliant to the legal requirements as these apply.
- 5.3 Contractors must ensure that where the scope of work is changed or where, for whatever reason, additional or new risks are identified the H&S plan is adapted accordingly. Any change to the H&S plan must be approved by the Public Health Directorate or its agent. No such work, not included in the approved H&S plan, may be commenced unless discussed and finally approved by the Public Health Directorate or its agent.
- 5.4 The ORTDM agent shall ensure that the implementation of the Construction Regulations' and Client Requirements are fulfilled.
- 5.5 Any other potential responsibility on the part of the ORTDM shall be dealt with in a Mandatory Agreement, as defined in Section 37(2) of the OHS Act. The Mandatory Agreement must be signed by both parties and included in the H&S File.
- 5.6 Each contractor shall enter into a Section 37(2) mandatory agreement with the Principal Contractor prior to starting work on the site. It is the responsibility of the Principal Contractor to ensure that each contractor has a completed and signed Section 37(2) mandatory agreement.

6. PURPOSE OF THE SITE SPECIFIC HEALTH AND SAFETY SPECIFICATION (SSHSS) (CR 5 (1) (b))

- 6.1 The purpose of the Site Specific Health & Safety Specification is for the specification to be used as a specific standard on which all Contractors' H&S Planning must be based pertaining to the **“design and upgrading of the Tsolo town sewer reticulation project”**
- 6.2 The Site Specific Health & Safety Specification will be applicable on the **“design and upgrading of the Tsolo town sewer reticulation project”**.

7. IMPLEMENTATION OF THE CONSTRUCTION HEALTH AND SAFETY SPECIFICATION (CR 5 (1) (b))

- 7.1 This Site Specific Health & Safety Specification forms an integral part of the Project Contract, and Principal Contractors are required to make it an integral part of their contracts with subcontractors and suppliers. It will be disseminated by the relevant ORTDM Supply Chain processes mandated accordingly, the designing of structures, and initiating of construction works which will ensure that it is included in the Tender Document(s) to prospective Principal Contractors.
- 7.2 The prospective Principal Contractors shall allow in their tenders for the cost of complying with the requirements of the Site Specific Health & Safety Specification. The H&S File shall outline a pro-forma budget and related costs example for occupational health and safety, applicable to each construction project.
- 7.3 The signing by the Principal Contractor of the Contract with the ORTDM shall constitute acknowledgement that the Principal Contractor has familiarised himself with the content of the Site Specific Health & Safety Specification and that he will comply with all obligations in respect thereof.

8. COMPENSATION OF OCCUPATIONAL INJURIES AND DISEASES (COIDA NO.61 / 1997 & CR 5 (1) (j))

- 8.1 The Principal Contractor shall submit proof of registration as an employer, and proof of Good Standing with the COIDA Commissioner in the H&S File and prior to starting the work;
- 8.2 A copy of the Letter of Good Standing with the COIDA Commissioner must be included in the H&S File.

9. NOTIFICATION OF CONSTRUCTION WORK REFER: (CR 4 (1))

A contractor who intends to carry out any construction work other than work contemplated in regulation 3 (1), must at least 7 days before that work is to be carried out notify the provincial director in writing in a form similar to Annexure 2 if the intended construction work will-

- include excavation work;
- include working at a height where there is risk of falling;
- include the demolition of a structure; or
- include the use of explosives to perform construction work

10. COMPETENCY (CR 5 (1) (h))

- 10.1 The H&S File shall include signed letters of appointment of competent persons.
- 10.2 The competency of each person shall be documented in an attachment to the letter of appointment.
- 10.3 Such attachment shall contain verifiable evidence of the competent persons':
- 10.3.1 Knowledge; and
 - 10.3.2 Training; and
 - 10.3.3 Experience; and

10.3.4 Qualifications specific to the work or task for which the appointee is competent.

10.4 The Principal Contractor shall include a competency matrix linking the competent employees, as per the organisational chart, to the competency required as a result of the risk assessment. The competency matrix forms part of the methodology for assessing the Principal Contractors' overall competence as required in Construction Regulation 5(1) (h).

11. CONSTRUCTION SAFETY OFFICER (CR 8 (5))

11.1 The Principal Contractor shall, after consultation with the client, having considered the size of the project, degree of danger or accumulation of potential hazards or risks on site, appoint a fulltime or part-time competent person as Construction H&S Officer in writing for the construction works.

11.2 Proof of competence of the appointed construction safety officer must be included in the H&S File for approval by the ORTDM. i.e.

- Recognised OHS Risk Management Qualification (SAMTRAC / MSRM / NADSAM etc)
- HIRA
- Incident Investigation / SCAT / RCAT
- Legal Compliance / Acts
- SACPCMP Registration (proof of)
- Etc, etc

Critical Issue: Appointment of a full-time or part-time CHSO - Appointment Guidelines: *(these guidelines are not exhaustive in its intention to assist with the appointment criteria of a CHSO on construction projects (Refer CR 8 (5), nor is it a replacement i.r.o duties of contractors as an employer to apply due diligence in complying with the intent and requirements of the OHS Act 85 / 1993 (as amended) and specifically w.r.t Construction Regulations 2014)*

Item	Project Description	CHSO Appointment	
		Full-time	
1	Large building / Structural engineering projects	✓	
2	Sewerage augmentation projects	✓	
3	Storm water augmentation projects	✓	
4	Potable water augmentation projects	✓	
5	Multiple contractors on site	✓	
6	Housing & township development projects	✓	
7	Road work network projects	✓	
8	Small road repair works <i>(no significant interference with traffic / pedestrian traffic flows)</i>		✓
9	Road reserve works <i>(no significant interference with traffic / pedestrian flows)</i>		✓

10	Sewerage, storm water projects, sub-station or WTW in outlying / secluded areas (<i>not interfering with traffic / pedestrian / community traffic flows</i>)		✓
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12. PRINCIPAL CONTRACTOR'S HEALTH & SAFETY FILE (CR 7 (1) (b))

- 12.1 The Principal Contractor shall provide and maintain an H&S File, containing all relevant documents as prescribed in the OHS Act and Regulations and all records referred to in the H&S Plan.
- 12.2 The H&S file, in its original start-up format, shall be presented to the Public Health Directorate (OHS Division) inclusive of the H&S plan for final approval.
- 12.3 The Public Health Directorate (OHS Division) shall assess and discuss, where applicable the contents of the H&S File with the Principal Contractor
- 12.4 The H&S File shall include an index as per Annexure A.
- 12.5 The H&S File shall be kept on the construction site and available for inspection by the ORTDM, it's Agent, or the Department of Labour's Inspectors.
- 12.6 The H&S File becomes the property of the ORTDM after completion of the project.

13 PRINCIPAL CONTRACTOR'S HEALTH & SAFETY PLAN (CR 5 (1) (a))

- 13.1 The Principal Contractor's H&S Plan must be a site, activity or project specific documented plan in accordance with the client's health and safety specification.
- 13.2 The Principal Contractor shall submit the H&S Plan to the Public Health Directorate, in accordance with legal requirements sub-regulation 7 (1) (a) and the Construction Health & Safety Specification, prior to work starting.
- 13.3 The Principal Contractor's H&S Plan shall be evaluated and where found compliant according to the project scope of work, be preliminary approved by the Client's appointed H&S Agent (where applicable), and then thereafter be handed over to the Public Health Directorate, OHS Division, for final assessment and approval prior to the site being handed over to the Principal Contractor.
- 13.4 The content of the H&S Plan shall follow a specific order and include the following as a minimum:
 - 13.4.1 An index of the H&S Plan.
 - 13.4.2 A detailed overview of the scope and activities of the project; such overview must identify all activities of the project in a chronological manner, following the planned progress of the project; the scope must include all work done by sub contractors.
 - 13.4.3 A page indicating:
 - 13.4.3.1 The contract reference;
 - 13.4.3.2 The name and address of the Principal Contractor and its CEO;

13.4.3.3 The name and signature of the designated person in terms of the Construction Manager and of the Construction Supervisor;

13.4.3.4 A space for the client and Agent to sign for approval;

13.4.4 The Principal Contractors' Occupational Health and Safety Policy.

13.4.5 An overview of the machinery and plant used in the project.

13.4.6 An organisational table of the competent staff deployed in the project, which identifies legal appointments and responsibilities (see Annexure C); the table must refer to the proof of competence of each person.

13.4.7 A hazard identification and risk assessment process based on the scope of work.

13.4.8 A hazard identification and risk assessment procedure, monitoring and review process.

13.4.9 An overview of the management controls, with reference to the hazard identification and risk assessment, to ensure compliance with legislation and the relevant sections of the Site Specific Health & Safety Specification these controls shall be referenced to documented method statements, risk assessments, SWP and WI's addressing engineering- and administrative risk control.

13.4.10 All relevant documents, appointment letters, programmes, instructions, inspection register templates, etc. must support each section of the H&S Plan. Where practical, such documents must be inserted in the H&S File; the H&S File, together with the H&S Plan must be submitted for assessment and approval by the Public Health Directorate.

3.4.11 The assessment systematically verifies compliance to the H&S Plan and with the statutory requirements as well as with the requirements in the H&S specification. The assessment is done in accordance with the ORTDM H&S procedure for the assessment of construction H&S Files & H&S Plans.

14 HAZARD IDENTIFICATION AND RISK ASSESSMENT (CR 9)

14.1 Interfacing with the Public Health Directorate's H&S structures, a pre-construction baseline risk assessment shall be conducted by the ORTDM project management team at the pre- construction work / project planning stage, prior to releasing it to any tender documentation.

14.2 The Principal Contractor shall appoint a competent person to perform an issue-based hazard identification and risk assessments. The competent persons' proof of training as a risk assessor shall be attached to the letter of appointment.

14.3 The baseline assessment shall be included in the H&S File.

- 14.4 Risk assessments of all risk-bearing activities identified in the scope of work shall form an integral part of the H&S File.
- 14.5 All risk assessments shall be conducted in terms of an acceptable and documented methodology, prior to commencement of work and in accordance with the provisions of the Construction Regulations. As a minimum standard, such risk assessments must be classified, identified and arranged as:
- 14.5.1 Task / activity no
- 14.5.2 Task / Activity description – sequentially as far as possible
- 14.5.3 Hazards & risks or combination thereof
- 14.5.4 Analysis and assessment (risk analysis and rating – Probability / Frequency / Consequence - Pure Risk
- 14.5.5 Preventative and control measures should include aspects such as:
- Engineering controls
 - Training requirements
 - Monitoring activities – supervision included
 - Preventative measures
 - Administrative measures
 - PPE requirements
- 14.6 The methodology shall ensure that:
- 14.6.1 For each hazardous event, hazards must be identified separately and the risk assessment and identification of controls must be documented separately.
- 14.6.2 A risk register, must be included in the H&S File listing by number, the issue based risk assessments where applicable.

14.7 OUTLINED DATA, REFERENCES AND INFORMATION ON CERTAIN AND/OR SPECIFIC OBLIGATORY REQUIREMENTS TO ENSURE COMPLIANCE

14.7.1 Administrative & Legal Requirements

OHS Act Section/ Regulation	Subject	Requirements
Construction. Regulation 3	Notice of carrying out	Department of Labour notified

	Construction work	Copy of Notice available on Site
General Admin. Regulation 4	*Copy of OH&S Act (Act 85 of 1993)	Updated copy of Act & Regulations on site. Readily available for perusal by employees.
COID Act Section 80	*Registration with Compens. Insurer	Written proof of registration/Letter of good standing available on Site
Construction. Regulation 4 & 5(1)	H&S Specification & Programme	H&S Spec received from Client and/or its Agent on its behalf OH&S programme developed & Updated regularly
Section 9(2)(d) Construction. Regulation 9	*Hazard Identification & Risk Assessment	Hazard Identification carried out/Recorded Risk Assessment and – Plan drawn up/Updated RA Plan available on Site Employees/Sub-Contractors informed/trained
Section 16(2)	*Assigned duties (Managers)	Responsibility of complying with the OH&S Act assigned to other person/s by CEO.
Construction. Regulation 8(7)	Designation of Person Responsible on Site	Competent person appointed in writing as Construction Supervisor with job description
Construction. Regulation 8(8)	Designation of Assistant for above	Competent person appointed in writing as Assistant Construction Supervisor with job

		description
Section 17 & 18 General Administrative Regulations 6 & 7	*Designation of Health & Safety Representative s	More than 20 employees - one H&S Representative, one additional H&S Rep. for each 50 employees or part thereof. Designation in writing, period and area of responsibility specified in terms of GAR 6 & 7 Meaningful H&S Rep. reports. Reports actioned by Management.
Section 19 & 20 General Administrative Regulations 5	*Health & Safety Committee/s	H&S Committee/s established. All H&S Reps shall be members of H&S Committees Additional members are appointed in writing. Meetings held monthly, Minutes kept. Actioned by Management.
Section 37(1) & (2)	*Agreement with Mandatories/ (Sub-)Contractors	Written agreement with (Sub-)Contractors List of (Sub-)Contractors displayed. Proof of Registration with Compensation Insurer/Letter of Good Standing Construction Supervisor designated Written arrangements re.

		H&S Reps & H&S Committee Written arrangements re. First Aid
Section 24 & General Admin. Regulation 8 COID Act Sect.38, 39 & 41	*Reporting of Incidents (Dept. of Labour)	Incident Reporting Procedure displayed. All incidents in terms of Sect. 24 reported to the Provincial Director, Department of Labour, within 3 days. (Annexure 1?)(WCL 1 or 2) and to the Client and/or its Agent on its behalf Cases of Occupational Disease Reported Copies of Reports available on Site Record of First Aid injuries kept
General Admin. Regulation 9	*Investigation and Recording of Incidents	All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by investigator designated in writing. Copies of Reports (Annexure 1) available on Site Tabled at H&S Committee meeting Action taken by Site Management.
Construction. Regulation 9	Fall Prevention	Competent person appointed

	& Protection	<p>to draw up and supervise the Fall Protection Plan</p> <p>Proof of appointees competence available on Site</p> <p>Risk Assessment carried out for work at heights</p> <p>Fall Protection Plan drawn up/updated</p> <p>Available on Site</p>
Construction. Regulation	Roof work	<p>Competent person appointed to plan & supervise Roof work.</p> <p>Proof of appointees competence available on Site</p> <p>Risk Assessment carried out</p> <p>Roof work Plan drawn up/updated</p> <p>Roof work inspect before each shift. Inspection register kept</p> <p>Employees medically examined for physical & psychological fitness. Written proof on site</p>
Construction. Regulation	Structures	<p>Information re. the structure being erected received from the Designer including:</p> <ul style="list-style-type: none"> - geo-science technical report where relevant - the design loading of the structure

		<ul style="list-style-type: none"> - the methods & sequence of construction - anticipated dangers/hazards/special measures to construct safely Risk Assessment carried out Method statement drawn up All above available on Site Structures inspected before each shift. Inspections register kept
Construction. Regulation	Formwork & Support work	<p>Competent person appointed in writing to supervise erection, maintenance, use and dismantling of Support & Formwork</p> <p>Design drawings available on site</p> <p>Risk Assessment carried out Support & Formwork inspected:</p> <ul style="list-style-type: none"> - before use/inspection - before pouring of concrete - weekly whilst in place - before stripping/dismantling. - Inspection register kept
Construction. Regulation	Scaffolding	<p>Competent persons appointed in writing to:</p> <ul style="list-style-type: none"> - erect scaffolding (Scaffold Erector/s)

		<ul style="list-style-type: none"> - act as Scaffold Team Leaders - inspect Scaffolding weekly and after inclement weather (Scaffold Inspector/s) <p>Written Proof of Competence of above appointees available on Site</p> <p>Copy of SABS 085 available on Site</p> <p>Risk Assessment carried out Inspected weekly/after bad weather. Inspection register/s kept</p>
<p>Construction. Regulation 15</p>	<p>Suspended Platforms</p>	<p>Competent persons appointed in writing to:</p> <ul style="list-style-type: none"> - control the erection of Suspended platforms - act as Suspended platforms Team Leaders - inspect Suspended Scaffolding weekly and after inclement weather <p>Risk Assessment conducted</p> <p>Certificate of Authorisation issued by a registered professional engineer available on Site/copy forwarded to the Department of Labour</p> <p>The following inspections of</p>

		<p>the whole installation carried out by a competent person</p> <ul style="list-style-type: none"> - after erection and before use - daily prior to use. Inspection register kept <p>The following tests to be conducted by a competent person:</p> <ul style="list-style-type: none"> - load test of whole installation and working parts every three months - hoisting ropes/hooks/load attaching devices quarterly. <p>Tests log book kept</p> <p>Employees working on Suspended Platform medically examined for physical & psychological fitness. Written proof available</p>
<p>Construction. Regulation 11</p>	<p>Excavations</p>	<p>Competent person/s appointed in writing to supervise and inspect excavation work</p> <p>Written Proof of Competence of above appointee/s available on Site</p> <p>Risk Assessment carried out</p> <p>Inspected:</p>

		<ul style="list-style-type: none"> - before every shift - after any blasting - after an unexpected fall of ground - after any substantial damage to the shoring - after rain. Inspections register kept <p>Method statement developed where explosives will be/ are used</p>
<p>Construction. Regulation 12</p>	<p>Demolition Work</p>	<p>Competent person/s appointed in writing to supervise and control Demolition work</p> <p>Written Proof of Competence of above appointee/s available on Site</p> <p>Risk Assessment carried out Engineering survey and Method Statement available on Site</p> <p>Inspections to prevent premature collapse carried out by competent person before each shift. Inspection register kept</p>

<p>Construction. Regulation 17</p>	<p>Materials Hoist</p>	<p>Competent person appointed in writing to inspect the Material Hoist Written Proof of Competence of above appointee available on Site. Materials Hoist to be inspected weekly by a competent person. Inspections register kept.</p>
<p>Construction. Regulation 19</p>	<p>Explosive Powered Tools</p>	<p>Competent person appointed to control the issue of the Explosive Powered Tools & cartridges and the service, maintenance and cleaning. Register kept of above Empty cartridge cases/nails/fixing bolts returns recorded Cleaned daily after use Work areas are demarcated!</p>
<p>Construction. Regulation 18</p>	<p>Batch Plants</p>	<p>Competent person appointed to control the operation of the Batch Plant and the service, maintenance and cleaning. Register kept of above Risk Assessment carried out Batch Plant to be inspected weekly by a competent person. Inspections register</p>

		kept
Construction. Regulation 20/ Driven Machinery Regulations 18 & 19	Cranes & Lifting Machines Equipment	<p>Competent person appointed in writing to inspect Cranes, Lifting Machines & Equipment</p> <p>Written Proof of Competence of above appointee available on Site.</p> <p>Cranes & Lifting tackle identified/numbered</p> <p>Register kept for Lifting Tackle</p> <p>Log Book kept for each individual Crane</p> <p>Inspection: - All cranes - daily by operator</p> <p>- Tower Crane/s - after erection/6monthly</p> <p>- Other cranes - annually by comp. person</p> <p>- Lifting tackle(slings/ropes/chain slings etc.) - daily or before every new application</p>
Construction. Regulation 22/Electrical Machinery Regulations 9 & 10/ Electrical Installation Regulations	*Inspection & Maintenance of Electrical Installation & Equipment (including portable electrical tools)	<p>Competent person appointed in writing to inspect/test the installation and equipment.</p> <p>Written Proof of Competence of above appointee available on Site.</p> <p>Inspections:</p> <p>- Electrical Installation & equipment inspected after</p>

		<p>installation, after alterations and quarterly. Inspection Registers kept</p> <p>Portable electric tools, electric lights and extension leads must be uniquely identified/numbered.</p> <p>Weekly visual inspection by User/Issuer/Storeman. Register kept.</p>
<p>Construction. Regulation 26/ General Safety Regulation 8(1)(a)</p>	<p>*Designation of Stacking & Storage Supervisor.</p>	<p>Competent Person/s with specific knowledge and experience designated to supervise all Stacking & Storage</p> <p>Written Proof of Competence of above appointee available on Site</p>
<p>Construction. Regulation 27/ Environmental Regulation 9</p>	<p>*Designation of a Person to Co-ordinate Emergency Planning And Fire Protection</p>	<p>Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution and fire prevention measures</p> <p>Emergency Evacuation Plan developed:</p> <ul style="list-style-type: none"> - Drilled/Practiced - Plan & Records of Drills/Practices available on Site <p>Fire Risk Assessment carried out</p> <p>All Fire Extinguishing Equipment identified and on</p>

		<p>register.</p> <p>Inspected weekly. Inspection Register kept</p> <p>Serviced annually</p>
<p>General Safety Regulation</p> <p>3</p>	<p>*First Aid</p>	<p>Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed)</p> <p>First Aid freely available</p> <p>Equipment as per the list in the OH&S Act.</p> <p>One qualified First Aider appointed for every 50 employees. (Required where more than 10 persons are employed)</p> <p>List of First Aid Officials and Certificates</p> <p>Name of person/s in charge of First Aid box/es displayed.</p> <p>Location of First Aid box/es clearly indicated.</p> <p>Signs instructing employees to report all Injuries/illness including first aid injuries</p>
<p>General Safety Regulation</p> <p>2</p>	<p>Personal Safety Equipment (PSE)</p>	<p>PSE Risk Assessment carried out</p> <p>Items of PSE prescribed/use</p>

		<p>enforced</p> <p>Records of Issue kept</p> <p>Undertaking by Employee to use/wear PSE</p> <p>PSE remain property of Employer, not to be removed from premises GSR 2(4)</p>
<p>General Safety Regulation 9</p>	<p>*Inspection & Use of Welding/Flame Cutting Equipment</p>	<p>Competent Person/s with specific knowledge and experience designated to Inspect Electric Arc, Gas Welding and Flame Cutting Equipment</p> <p>Written Proof of Competence of above appointee available on Site</p> <p>All new vessels checked for leaks, leaking vessels NOT taken into stock but returned to supplier immediately</p> <p>Equipment identified/numbered and entered into a register</p> <p>Equipment inspected weekly.</p> <p>Inspection Register kept</p> <p>Separate, purpose made storage available for full and empty vessels</p>
<p>Hazardous Chemical Substances (HCS) Regulations</p>	<p>*Control of Storage & Usage of HCS</p>	<p>Competent Person/s with specific knowledge and experience designated to</p>

<p>Construction Regulation 23</p>	<p>and Flammables</p>	<p>Control the Storage & Usage of HCS (including Flammables) Written Proof of Competence of above appointee available on Site Risk Assessment carried out Register of HCS kept/used on Site Separate, purpose made storage available for full and empty containers</p>
<p>Vessels under Pressure Regulations</p>	<p>Vessels under Pressure (VUP)</p>	<p>Competent Person/s with specific knowledge and experience designated to supervise the use, storage, maintenance, statutory inspections & testing of VUP's Written Proof of Competence of above appointee available on Site Risk Assessment carried out Certificates of Manufacture available on Site Register of VUP's on Site Inspections & Testing by Approved Inspection Authority (AIA):</p> <ul style="list-style-type: none"> - after installation/re-erection or repairs - every 36 months. - Register/Log kept of inspections, tests. Modifications & repair
<p>Construction. Regulation</p>	<p>Construction</p>	<p>Operators/Drivers appointed</p>

21	Vehicles & Earth Moving Equipment	<p>to:</p> <ul style="list-style-type: none"> - Carry out a daily inspection prior to use - Drive the vehicle/plant that he/she is competent to operate/drive <p>Written Proof of Competence of above appointee available on Site. Record of Daily inspections kept</p>
General Safety Regulation 13A	*Inspection of Ladders	<p>Competent person appointed in writing to inspect Ladders</p> <p>Ladders inspected at arrival on site and weekly there after. Inspections register kept</p> <p>Application of the types of ladders (wooden, aluminium etc.) regulated by training and inspections and noted in register</p>
General Safety regulation 13B	Ramps	<p>Competent person appointed in writing to Supervise the erection & inspection of Ramps. Inspection register kept.</p> <p>Daily inspected and noted in register</p>

14.7.2 Education & Training

<i>Subject</i>	<i>Requirement</i>
*Company OH&S Policy Section 7(1)	Policy signed by CEO and published/Circulated to Employees Policy displayed on Employee Notice Boards Management and employees committed.
*Company/Site OH&S Rules (Section 13(a))	Rules published Rules displayed on Employee Notice Boards Rules issued and employees effectively informed or trained: written proof Follow-up to ensure employees understand/adhere to the policy and rules.
*Induction & Task Safety Training (Section 13(a))	All new employees receive OH&S Induction Training. Training includes Task Safety Instructions. Employees acknowledge receipt of training. Follow-up to ensure employees understand/adhere to instructions.
*General OH&S Training (Section 13(a))	All current employees receive specified OH&S training: written proof Operators of Plant & Equipment receive specified training Follow-up to ensure employees understand/adhere to instructions.
*Occupational Health & Safety Promotion	<u>Incident Experience Board indicating e.g.</u> * No. of hours worked without an Injury * No. of days worked without an Injury Mission, Vision and Goal Star Grading - Board kept up to date. Safety Posters displayed & changed regularly Employee Notice Board for OH&S Notices. Site OH&S Competition. Company OH&S Competition. Participation in Regional OH&S Competition

Suggestion scheme.

14.7.3 Public Safety, Security Measures & Emergency Preparedness

Subject	<i>Requirement</i>
*Notices & Signs	<p>Notices & Signs at entrances / along perimeters indicating “No Unauthorised Entry”.</p> <p>Notices & Signs at entrance instructing visitors and non - employees what to do, where to go and where to report on entering the site/yard with directional signs. e.g. “Visitors to report to Office”</p> <p>Notices & Signs posted to warn of overhead work and other hazardous activities. e.g. General Warning Signs</p>
Site Safeguarding	<p>Nets, Canopies, Platforms, Fans etc. to protect members of the public passing / entering the site.</p>
*Security Measures	<p>Access control measures/register in operation</p> <p>Security patrols after hours during weekends and holidays</p> <p>Sufficient lighting after dark</p> <p>Guard has access to telephone/ mobile/other means of emergency communication</p>
*Emergency Preparedness	<p>Emergency contact numbers displayed and made available to Security & Guard</p> <p>Emergency Evacuation instructions posted up on all notice boards (including employees’ notice boards)</p> <p>Emergency contingency plan available on site/in yard</p> <p>Doors open outwards/unobstructed</p> <p>Emergency alarm audible all over (including in toilets)</p>
*Emergency Drill & Evacuation	<p>Adequate No. of employees trained to use Fire Fighting Equipment.</p> <p>Emergency Evacuation Plan available, displayed and practiced.</p> <p>(See Section 1 for Designation & Register)</p>

14.7.4 Personal Protective Equipment

<i>Subject</i>	<i>Requirement</i>
*PPE needs analysis	Need for PPE identified and prescribed in writing. PPE remain property of Employer, not to be removed from premises GSR 2(4)
*Head Protection	All persons on site wearing Safety Helmets including Sub-contractors and Visitors (where prescribed)
*Foot Protection	All employees on site wearing Safety Footwear including Gumboots for concrete / wet work and non-slip shoes for roof work. Visitors to wear same upon request or where prescribed
*Eye and Face Protection	<p><u>Eye and Face (also Hand and Body) Protection</u> (Goggles, Face Shields, Welding Helmets etc.) used when operating the following:</p> <ul style="list-style-type: none"> * Jack/ Kango Hammers * Angle / Bench Grinders * Electric Drills (Overhead work into concrete / cement / bricks * Explosive Powered tools * Concrete Vibrators / Pokers * Hammers & Chisels * Cutting / Welding Torches * Cutting Tools and Equipment * Guillotines and Benders * Shears * Sanders and Sanding Machines * CO2 and Arc Welding Equipment * Skill / Bench Saws * Spray Painting Equipment etc.

*Hearing Protection	<p><u>Hearing Protectors</u> (Muffs, Plugs etc.) used when operating the following:</p> <ul style="list-style-type: none"> * Jack / Kango Hammers * Explosive Powered Tools * Wood/Aluminium Working Machines e.g. saws, planers, routers
*Hand Protection	<p><u>Protective Gloves</u> worn by employees handling / using:</p> <ul style="list-style-type: none"> * Cement / Bricks / Steel / Chemicals * Welding Equipment * Hammers & Chisels * Jack / Kango Hammers etc.
*Respiratory Protection	<p>Suitable/efficient prescribed <u>Respirators</u> worn correctly by employees handling / using:</p> <ul style="list-style-type: none"> * Dry cement * Dusty areas * Hazardous chemicals * Angle Grinders * Spray Painting etc.
*Fall Prevention Equipment	<p>Suitable <u>Safety Belts</u> / Fall Arrest Equipment correctly used by persons working on / in unguarded, elevated positions e.g.:</p> <ul style="list-style-type: none"> * Scaffolding * Riggers * Lift shafts * Edge work * Ring beam edges etc. <p>Other methods of fall prevention applied e.g. catch nets</p>
*Protective Clothing	<p>All jobs requiring protective clothing (Overalls, Rain Wear, Welding Aprons etc.) Identified and clothing worn.</p>
*PPE Issue & Control	<p>Identified Equipment issued free of charge.</p> <p>All PPE maintained in good condition. (Regular checks).</p> <p>Workers instructed in the proper use & maintenance of PPE.</p>

Commitment obtained from wearer accepting conditions and to wear the PPE.

Record of PPE issued kept on H&S File.

PPE remain property of Employer, not to be removed from premises GSR 2(4)

14.7.5 Housekeeping

Subject	Requirement
*Scrap Removal System	All items of Scrap/Unusable Off-cuts/Rubble and redundant material removed from working areas on a regular basis. (Daily) Scrap/Waste removal from heights by chute/hoist/crane. Nothing thrown/swept over sides. Scrap disposed of in designated containers/areas Removal from site/yard on a regular basis.
Stacking & Storage (See Section 1 for Designation & Register)	<u>Stacking:</u> <ul style="list-style-type: none"> * Stable, on firm level surface/base. * Prevent leaning/collapsing * Irregular shapes bonded * Not exceeding 3x the base * Stacks accessible * Removal from top only. <u>Storage:</u> <ul style="list-style-type: none"> * Adequate storage areas provided. * Functional – e.g. demarcated storage areas/racks/bins etc. * Special areas identified and demarcated e.g. flammable gas, cement etc. * Neat, safe, stable and square. * Store/storage areas clear of superfluous material. * Storage behind sheds etc. neat/under control. * Storage areas free from weeds, litter etc.

*Waste Control/Reclamation	Re-usable off-cuts and other re-usable material removed daily and kept to a minimum in the work areas. All re-usable materials neatly stacked/stored in designated areas. (Nails removed/bent over in re-usable timber). Issue of hardware/nails/screws/cartridges etc. controlled and return of unused items monitored.
Sub-contractors (Housekeeping)	Sub-contractors required to comply with Housekeeping requirements.

14.7.6 Working at Heights (including roof work)

<i>Subject</i>	<i>Requirement</i>
Openings	Unprotected openings adequately guarded/fenced/barricaded/catch nets installed
	Roof work discontinued when bad/hazardous weather Fall protection measures (including warning notices) when working close to edges or on fragile roofing material Covers over openings in roof of robust construction/secured against displacement

14.7.7 Scaffolding / Formwork / Support Work

<i>Subject</i>	<i>Requirement</i>
Access/System Scaffolding	Foundation firm / stable Sufficient bracing. Tied to Structure/prevented from side or cross movement Platform boards in good condition/sufficient/secured. Handrails and toe boards provided. Access ladders / stairs provided. Area/s under scaffolding tidy. Safe/unsafe for use signs Complying with OH&S Act/SABS 085

<p>Free Standing Scaffolding</p>	<p>Foundation firm / stable</p> <p>Sufficient bracing.</p> <p>Platform boards in good condition/sufficient/secured.</p> <p>Handrails and toe boards provided.</p> <p>Access ladders / stairs provided.</p> <p>Area/s under scaffolding tidy.</p> <p>Safe/unsafe for use signs</p> <p>Height to base ratio correct</p> <p>Outriggers used /tied to structure where necessary</p> <p>Complying with OH&S Act/SABS 085</p>
<p>*Mobile Scaffolding</p>	<p>Foundation firm / stable</p> <p>Sufficient bracing.</p> <p>Platform boards in good condition/sufficient/secured.</p> <p>Handrails and toe boards provided.</p> <p>Access ladders / stairs provided.</p> <p>Area/s under scaffolding tidy.</p> <p>Safe/unsafe for use signs</p>
<p>*Mobile Scaffolding</p>	<p>Wheels / swivels in good condition</p> <p>Brakes working and applied.</p> <p>Height to base ratio correct.</p> <p>Outriggers used where necessary</p> <p>Complying with OH&S Act/SABS 085</p>
<p>Suspended Scaffolding</p>	<p>Outriggers securely supported and anchored.</p> <p>Correct No. of steel wire ropes used.</p> <p>Platform as close as possible to the structure.</p> <p>Handrails on all sides</p> <p>All winches / ropes / cables / brakes inspected regularly and replaced as prescribed</p> <p>Scaffolding complies with OHS Act (Act 85/93)</p> <p>Winch(es) maintained by competent person(s)</p>

<p>Formwork / Support Work</p>	<p>All components in good condition.</p> <p>Foundation firm / stable.</p> <p>Adequate bracing / stability ensured.</p> <p>Good workmanship / uprights straight and plumb.</p> <p>Good cantilever construction.</p> <p>Safe access provided.</p> <p>Areas under support work tidy.</p> <p>Same standards as for system scaffolding.</p>
<p>Special Scaffolding</p>	<p>Special Scaffolding e.g. Cantilever, Jib and Truss-out scaffolds erected to an acceptable standard and inspected by specialists.</p>
<p>Edges & Openings</p>	<p>Edges barricaded to acceptable standards.</p> <p>Manhole openings covered / barricaded.</p> <p>Openings in floor / other openings covered, barricaded/fenced.</p> <p>Stairs provided with handrails.</p> <p>Lift shafts barricaded / fenced off.</p>

14.7.8 Ladders

<i>Subject</i>	<i>Requirement</i>
<p>*Physical Condition / Use & Storage</p>	<p>Stepladders - hinges/stays/braces/stiles in order.</p> <p>Extension ladders - ropes/rungs/stiles/safety latch/hook in order.</p> <p>Extension / Straight ladders secured or tied at the bottom / top.</p> <p>No joined ladders used</p> <p>Wooden ladders are never painted except with varnish</p> <p>Aluminium ladders NOT to be used with electrical work</p> <p>All ladders stored on hooks / racks and not on ground.</p> <p>Ladders protrude 900 mm above landings / platforms / roof.</p> <p>Fixed ladders higher than 5 m have cages/Fall arrest system</p>

14.7.9 Electricity (as part of, or additional to the manual “Safety & Switching Procedures for Electrical Installations”- see attached document)

<i>Subject</i>	<i>Requirement</i>
<p>*Electrical Distribution Boards & Earth Leakage</p>	<p>Colour coded / numbered / symbolic sign displayed.</p> <p>Area in front kept clear and unobstructed.</p> <p>Fitted with inside cover plate / openings blanked off / no exposed “live” conductors / terminals/Door kept close</p> <p>Switches / circuit breakers identified.</p> <p>Earth leakage protection unit fitted and operating.</p> <p>Tested with instrument: Test results within 15 – 30 milliamps</p> <p>Aperture/Opening/s provided for the plugging in and removal of extension leads without the need to open the door</p> <p>Apertures and openings used for extension leads to be protected against the elements and especially rain</p>
<p>*Electrical Installations & Wiring</p>	<p>Temporary wiring / extension leads in good condition / no bare or exposed wires.</p> <p>Earthing continuity / polarity correct:</p> <p>Looking at the open connectors to connect the wiring, the word “Brown” has the letter ‘R’ in it, so the <u>b’R’own</u> wire connects to the ‘<u>R</u>’ight hand connector. “Blue” has the letter ‘L’ in it, so the <u>b’L’ue</u> wire connects to the ‘<u>L</u>’eft hand connector.</p> <p>Cables protected from mechanical damage and moisture.</p> <p>Correct loading observed e.g. no heating appliance used from lighting circuit etc.</p> <p>Light fittings/lamps protected from mechanical damage/moisture.</p> <p>Cable arrestors in place and used inside plugs</p>
<p>*Physical condition of</p>	<p><u>Electrical Equipment and Tools:</u> (includes all items plugging in to a 16 Amp supply socket)</p>

<p>Electrical Appliances & Tools</p>	<p>Insulation / casing in good condition.</p> <p>Earth wire connected/intact where not of double insulated design</p> <p>Double insulation mark indicates that no earth wire is to be connected.</p> <p>Cord in good condition/no bare wires/secured to machine & plug.</p> <p>Plug in good condition, connected correctly and correct polarity.</p>
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14.7.10 Emergency and Fire Prevention and Protection

<i>Subject</i>	<i>Requirement</i>
<p>*Fire Extinguishing Equipment</p>	<p>Fire Risks Identified and on record</p> <p><u>The correct and adequate Fire Extinguishing Equipment available for:</u></p> <ul style="list-style-type: none"> * Offices * General Stores * Flammable Store * Fuel Storage Tank/s and catchment well * Gas Welding / Cutting operations * Where flammable substances are being used / applied. * Equipment Easily Accessible
<p>*Maintenance</p>	<p>Fire equipment checked minimum monthly, serviced yearly</p>
<p>*Location & Signs</p>	<p><u>Fire Extinguishing Equipment:</u></p> <ul style="list-style-type: none"> * Clearly visible * Unobstructed * Signs posted including “No Smoking” / “No Naked Lights” where required. (Flammable store, Gas store, Fuel tanks etc.)
<p>* Storage Issue & Control of Flammables (incl. Gas cylinders</p>	<p>Storage Area provided for flammables with suitable doors, ventilation, bund etc.</p> <p>Flammable store neat / tidy and no Class A combustibles. Decanting of flammable substances carried out in ignition free and adequately ventilated area. Container bonding principles applied</p> <p>Only sufficient quantities issued for one task or one day’s usage</p> <p>Separate, special gas cylinder store/storage area.</p>

	<p>Gas Cylinders stored / used / transported upright and secured in trolley/cradle/structure and ventilated.</p> <p>Types of Gas Cylinders clearly identified as well as the storage area and stored separately.</p> <p>Full cylinders stored separately from empty cylinders.</p> <p>All valves, gauges, connections, threads of all vessels to be checked regularly for leaks.</p> <p>Leaking acetylene vessels to be returned to the supplier IMMEDIATELY.</p>
<p>*Storage, Issue & Control of Hazardous Chemical Substances (HCS)</p>	<p>HCS storage principles applied: products segregated</p> <p>Only approved, non-expired HCS to be used</p> <p>Only the prescribed PPE shall be used as the minimum protection</p> <p>Provision made for leakage/spillage containment and ventilation</p> <p>Emergency showers/eye wash facilities provided</p> <p>HCS under lock & key controlled by designated person</p> <p>Decanted/issued in containers as prescribed with information/warning labels</p> <p>Disposal of unwanted HCS by accredited disposal agent</p> <p>No dumping or disposal of any HCS on or inside the storage area or anywhere else on the project site</p> <p>All vessels or containers to be regularly checked for leaks</p>

14.7.11 Excavations

<i>Subject</i>	<i>Requirement</i>
<p>Excavations deeper than 1.5 m.</p>	<p>Shored / Braced to prevent caving / falling in.</p> <p>Provided with an access ladder.</p> <p>Excavations guarded/barricaded/lighted after dark in public areas</p> <p>Soil dumped at least 1 m away from edge of excavation</p> <p>On sloping ground soil dumped on lower side of excavation</p> <p>All excavations are subject to daily inspections</p>

14.7.12 Tools

<i>Subject</i>	<i>Requirement</i>
Hand Tools	<p><u>Shovels / Spades / Picks:</u></p> <ul style="list-style-type: none"> Handles free from cracks and splinters* Handles fit securely* Working end sharp and true <p><u>Hammers:</u></p> <ul style="list-style-type: none">* Good quality handles, no pipe or reinforcing steel handles.* Handles free from cracks and splinters <p>Handles fit securely</p> <p><u>Chisels:</u></p> <ul style="list-style-type: none">* No mushroomed heads / heads chamfered* Not hardened* Cutting edge sharp and square <p><u>Saws:</u></p> <ul style="list-style-type: none">* Teeth sharp and set correctly* Correct saw used for the job
*Explosive Powered Tools.	<p>Only used by trained / authorised personnel.</p> <p>Prescribed warning signs placed / displayed where tool is in use.</p> <p>Work area must be properly isolated/demarcated during use of tool.</p> <p>Inspected at least monthly by competent person and results recorded.</p> <p>Issue and return recorded including cartridges / nails and unused cartridges / nails / empty shells recorded.</p> <p>Cleaned daily after use.</p>

14.7.13 Cranes

<i>Subject</i>	<i>Requirement</i>
Tower Crane	Only operated by trained authorised operator with valid certificate of training Structure - no visible defects Electrical installation good/safe Crane hook: Throat pop marked/safety latch fitted/functional SWL/MML displayed Limit switches with backup switches fitted/operational Access Ladder fitted with backrests/Fall arrest system installed Lifting tackle in good condition/inspection colour coding Lifting tackle checked daily
*Mobile Crane	Only operated by trained authorised operator with valid certificate of training Rear view mirrors Windscreen visibility good Windscreen wipers operating effectively Indicators operational Hooter working Tyres safe/sufficient tread/pressure visibly sufficient No missing Wheel nuts Headlights, taillights operational Reverse alarm working and audible and known by all employees
*Mobile Crane continued	Grease nipples and grease on all joints No Oil leaks Hydraulic pipes visibly sound/no leaks No corrosion on Battery terminals Boom visibly in good condition/no apparent damage Cable/sheaves greased/no visible damage/split wires/corrosion and checked daily Brakes working properly Crane hook: Throat pop marked/safety latch fitted/functional SWL/MML displayed

	<p>By-pass valves operational</p> <p>Deflection chart displayed/visible to operator/driver</p> <p>Outriggers functional used</p>
*Gantry Crane	<p>Only operated by trained authorised persons</p> <p>Correct slinging techniques used</p> <p>Recognised/displayed on chart signals used</p> <p>Log book kept/up to date</p> <p>Prescribed inspections conducted on crane & lifting tackle and checked daily</p> <p>“Crane overhead” signage, where applicable</p> <p>Crane hook: Throat pop marked/safety latch fitted/functional</p> <p>SWL/MML displayed/load limiting switches fitted/operational</p>

14.7.14 Builder’s Hoist

<i>Subject</i>	<i>Requirement</i>
Builder’s Hoist	<p>“Hoist In Operation” - sign displayed.</p> <p>General construction strong and free from patent defects.</p> <p><u>Tower:</u> * Adequately secured / braced.</p> <ul style="list-style-type: none"> * At least 900 mm available for over travel. * Barricaded at least 2 100 mm high at ground level and floors. * Landing place provided with gate at least 1 800 high. <p><u>Platform:</u> * No persons conveyed on platform</p> <ul style="list-style-type: none"> * Steel wire ropes with breaking strength of six times max. load. * Signal systems used which may include two way radio connection. * Goods prevented from moving / falling off. * Effective brake capable of stopping and holding max. load.

14.7.15 Transport & Materials Handling Equipment

<i>Subject</i>	<i>Requirement</i>
*Site Vehicles	All Site Vehicles, Dumpers, Bobcats, Loaders etc; checked daily before use by driver / operator. Inventory of vehicles used/operated on site Inspection by means of a checklist / results recorded. No persons riding on equipment not designed or designated for passengers. Site speed limit posted, enforced and not exceeded. Drivers / Operators trained / licensed and carrying proof. No unauthorised persons allowed to drive / operate equipment.
Conveyors	Conveyor belt nip points and drive gear guarded. Emergency stop/lever/brake fitted, clearly marked & accessible and tested to be functional under full load.

14.7.16 Site Plant and Machinery

<i>Subject</i>	<i>Requirement</i>
Brick Cutting Machine	Operator Trained. Only authorised persons use the machine. Emergency stop switch clearly marked and accessible. Area around the machine dry and slip/trip free/clear of off-cuts All moving drive parts guarded/electrical supply cable protected Operator using correct PPE - eye/face/hearing/foot/hands/body.
*Electric Arc Welder	Welder Trained. Only authorised / trained persons use welder. Earth cable adequately earthed to work. Electrode holder in good condition/safe Cables, clamps & lugs/connectors in good condition. Area in which welding machine is used is dry/protected from wet. Welder using correct PPE - eye/ face/foot/body/respirator. Correct transparent screens & warning signs placed

<p>*Woodworking Machines</p>	<p>Operators Trained.</p> <p>Only authorised persons use machines.</p> <p>Provided with guards.</p> <p>Guards used.</p> <p>Operators using correct PPE - eye/face/feet/hearing</p> <p>Circular saws strictly operated according to prescribed methods and settings</p> <p>Only prescribed saw blades (cross-cut, ripping blade, smooth cut, aluminium) shall be used for various applications</p>
<p>*Compressors</p>	<p>Relief valves correctly set and locked / sealed.</p> <p>Maximum Safe Working Pressure (MSWP) indicated on face of pressure gauge: not on glass cover.</p> <p>All drives adequately guarded.</p> <p>Receiver/lines drained daily</p> <p>Hoses good condition/clamped, not wired</p> <p>Compressed air NEITHER used to dust off clothing/PPE/ and work areas NOR on bare skin</p>
<p>Concrete Mixer / Batch Plant</p>	<p>Top platform provided with guardrails.</p> <p>Dust abatement methods in use.</p> <p>Operators using correct PPE - eye / hands / respirators.</p> <p>All moving drive parts guarded.</p> <p>Emergency stops identified / indicated and accessible.</p> <p>Area kept clean/dry/and free from tripping and slipping hazards.</p> <p>Operators overseer identified and crane signals displayed and used.</p>
<p>*Gas Welding / Flame Cutting Equipment</p>	<p>Only authorised/trained persons use the equipment.</p> <p>Torches and gauges in good condition.</p> <p>Flashback arrestors fitted at cylinders and gauges.</p> <p>Hoses in good condition/correct type/all connections with clamps</p> <p>Cylinders stored, used and transported in upright position, secured in trolley / cradle / to structure.</p> <p>All cylinders regularly checked for leaks, leaking cylinders returned immediately</p>

Fire prevention/control methods applied/hot work permits

14.7.17 Plant & Storage Yards/Site Workshops Specifics

Subject	Requirements
Section 8(2)(1) General Machinery Regulation 2(1): Supervision of the Use & Maintenance of Machinery	Person/s with specific knowledge and experience designated in writing to Supervise the Use & Maintenance of Machinery Critical items of Machinery identified/numbered/placed on register/inventory Inspection/maintenance schedules for abovementioned Inspections/maintenance carried out to above schedules Results recorded
General Machinery Regulation 9(2): Notices re. Operation of Machinery	Schedule D Notice posted in Work areas
Vessels under Pressure Regulation 13(1)(b): Supervision of the Use & Maintenance of Vessels under Pressure (VuP)	Person/s with specific knowledge and experience designated in writing to Supervise the Use & Maintenance of VuP's VuP's identified/numbered/placed on register/Manufacturers plate intact Inspection/maintenance schedules for abovementioned Inspections/maintenance carried out to above schedules Results recorded/Test certificates available

Lock-out Procedure	Lock-out procedure in operation
Ergonomics	Ergonomics survey conducted – results on record Survey results applied
Demarcation & Colour Coding	Demarcation principles applied All services, pipes, electrical installation, stop-start controls, emergency controls etc. colour coded to own published or SABS standard Employees trained to identify colour coding
Portable & Bench Grinders	Area around grinder clear/trip/slip free Bench grinders mounted securely/grinder generally in good condition/No excessive vibration On/Off switch/button clearly demarcated/accessible Adequate guards in place Tool rest – secure/square/max. 2 mm gap, perpendicular to drive shaft Stone/disk - correct type and size/mounted correctly/dressed Use of Eye protection enforced
Battery Storage & Charging	Adequately ventilated, ignition free room/area/no smoking sign/s Batteries placed on rubber/wooden surface Emergency shower/eye wash provided No acid storage in area Prescribed methods in place and adhered to when charging batteries
Ancillary Lifting Equipment	Chain Blocks/Tirfors/jacks/mobile gantries etc. identified/numbered on register Chains in good condition/links no excessive wear/checked daily Lifting hooks – throat pop marked/safety latch fitted SWL/MML marked/displayed
Presses/Guillotines/Shears	Only operated by trained/authorised persons Interlocks/lock-outs fitted/PPE worn or used at all times

14.7.18 Workplace Environment, Health and Hygiene

<i>Subject</i>	<i>Requirement</i>
*Lighting	Adequate lighting in places where work is being executed e.g. stairwells and basements. Light fittings placed / installed causing no irritating/blinding glare. Stroboscopic effect eliminated (not only reduced) where moving objects or machinery is used

*Ventilation	Adequate ventilation / extraction / exhausting in hazardous areas e.g. chemicals / adhesives / welding / petrol or diesel/ motors running and in confined spaces / basements.
*Noise	Tasks identified where noise levels exceeds 85 dB at any one time. All reasonable steps taken to reduce noise levels at the source. Hearing protection used where noise levels could not be reduced to below 85 dB.
*Heat Stress	Measures in place to prevent heat exhaustion in heat stress problem areas e.g. steel decks, when the WBGT index reaches 30. (See Environmental Regulation 4) Cold drinking water readily available at all times.
*Ablutions	Sufficient hygiene facilities provided - 1 toilet per 30 employees (National Building Regulations prescribe chemical toilets for Construction sites) Toilet paper available. Sufficient showers provided. Facilities for washing hands provided Soap/cleaning agent available for washing hands Means of drying hands available Lock-up changing facilities / area provided. Ablution facilities kept hygienic and clean.
*Eating / Cooking Facilities	Adequate storage facilities provided. Weather protected eating area provided, separate from changing area Refuse bins with lids provided. Facilities kept clean and hygienic.
*Pollution of Environment	Measures in place to minimize dust generation. Accumulation or littering of empty cement pockets, plastic wrapping / bags, packing materials etc. prevented.

	Spillage / discarding of oil, chemicals and diesel into storm water and other drains or into existing or newly dug holes/cavities on site expressly prohibited.
*Hazardous Chemical Substances	All substances identified and list available e.g. acids, flammables, poisons etc. Material Safety Data Sheets (MSDS) indicating hazardous properties and emergency procedures in case of incident on file and readily available. Substances stored safely. Expiry dates meticulously checked where applicable

15 SITE HEALTH & SAFETY INDUCTION (CR 7 (5))

- 15.1 The Principal Contractor shall develop a job- or project-specific induction training programme in health and safety, based on the risk assessment, to ensure that all employees on site are conversant with:
- 15.1.1 The risks of the construction project
 - 15.1.2 The controls documented in the H&S Plan
 - 15.1.3 The role they are expected to play in ensuring health and safety on the construction site.
- 15.2 No Principal contractor may allow or permit any employee or person to enter any site, unless that employee or person has undergone health and safety induction training pertaining to the hazards prevalent on the site at the time of entry.
- 15.3 The Principal contractor must ensure that all visitors to a construction site undergo health and safety induction pertaining to the hazards prevalent on the site and must ensure that such visitors have the necessary personal protective equipment.
- 15.4 The Principal contractor must at all times keep on his or her construction site records of the health and safety induction training contemplated in sub-regulation (6) and such records must be made available on request to an inspector, the client, the client's agent or the principal contractor;.
- 15.5 When working in or close to production areas or areas where the ORTDM employees, visitors or stakeholders are working, each employee of a contractor accessing the site, including management, shall complete the ORTDM induction; Each contractor shall ensure that none of his employees accesses the ORTDM site/s unless having been inducted by the ORTDM.

16. HEALTH AND SAFETY TRAINING AND ONGOING RISK COMPETENCY (CR 9 (3) (4))

- 16.1 The Principal Contractor shall ensure that daily pre-task health and safety instructions are given to all employees.
- 16.2 The methods for ensuring that daily pre-task instructions or start-up talks or toolbox talks occur, including the method of documenting the contents and attendance recording, shall be described in the H&S Plan.

17. INSPECTION, MONITORING AND REPORTING (CR 5)

- 17.1 The Principal Contractor shall carry out daily safety inspections on the site (or more frequent, where so required in the Regulations), and shall take steps to
to rectify any unsafe condition of which he is aware.
- 17.2 The H&S File shall contain an inspection schedule addressing all identified risks; the schedule and contents of the inspection shall be relative to the residual risks.
- 17.3 The Construction Supervisor and Safety Officer shall perform regular inspections and document these in the H&S File.
- 17.4 The relevant inspection templates and the frequency of inspections shall be included in the H&S File.
- 17.5 The H&S File shall contain a list and template of all statutory inspection registers which shall be kept on site.

18. INCIDENT MANAGEMENT [INCIDENTS, ACCIDENTS AND EMERGENCIES] (OHS – Section 24, GAR 8 & GAR 9)

- 18.1 All near misses, incidents and accidents must be recorded, investigated and managed in accordance with the statutory provisions.
- 18.2 Each H&S incident 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.
- 18.3 Every incident in which an employee sustains any form of injury shall be reported to the Public Health Directorate or its Agent within the working shift in which the incident occurs. Section 24 of the OHS Act and in accordance with regulations 8 and 9 of the General Administrative Regulations, 2003, incidents shall be reported in the prescribed manner to the Department of Labour, to the COIDA Compensation Commissioner in the prescribed manner [Annexure 1 & WCL2] and to the ORTDM Public Health Directorate or its Agent.
- 18.4 A record of all incidents and investigations shall be kept.
- 18.5 A record / register [matrix] shall be kept to indicate the categories of injuries [first aid / IOD non-disabling, IOD Disabling and dangerous occurrences] sustained by employees, visitors and sub-contractors to date.
- 18.6 Each contractor shall ensure that a proper incident reporting and investigation management procedure is documented and a site emergency procedure is formulated, documented, implemented (drills) and is available on site, outlined in detail, and included in the H&S File. The emergency arrangements shall be displayed on site and shall include:
- 18.6.1 A comprehensive emergency and evacuation plan;
 - 18.6.2 An site specific emergency evacuation top down plan/flow chart;
 - 18.6.3 An updated list of emergency telephone numbers including those of fire, police, ambulance, medical & hospitals.

18.7 Emergency procedure(s) shall include, but not be limited to, fire, spills, accidents to employees and injury resulting from the use of hazardous substances, etc.

18.8 In the event of an emergency arising, the Principal Contractor shall advise the Directorate or its Agent in writing of the incident, together with a record of any action taken, within 24 hours of the emergency occurring

19. AUDITS AND INSPECTIONS (CR 5 (1) (o) (p))

19.1 The Public Health Directorate, OHS&W Sub Directorate, OHS Division and the appointed H&S Agent by arrangement (where applicable), shall perform regular inspections and audits of the construction site (CR (5)(1)(o) "at least once every 30 days") and the inspection / audit report shall be provided to the Principal Contractor and Public Health Directorate, OHS&W Sub Directorate within 7 days. Unsafe work will be stopped.

19.2 All inspections and audits are done in accordance with the ORTDM H&S procedure for the audit and inspection of construction sites.

19.3 Records of audits shall be kept together with a record of any non-conformance report/s, investigation and corrective & preventative actions required by the Principal Contractor.

19.4 The Principal Contractor's H&S Plan shall document the corrective and preventative action procedure applicable to the project.

19.5 The Public Health Directorate, OHS&W Sub Directorate, OHS Division, or its appointed H&S Agent (where applicable) shall stop all or any work activity which does not conform to the H&S Plan, which is contradictory to statutory requirements or which poses a threat to the health and safety of persons.

19.6 The Principal Contractor shall conduct regular health & safety audits (at least once a month) to ensure compliance with the OHS Act, its Regulations and the Contractors' H&S Plan. Each contractor on site, whether appointed by the Principal Contractor or by any of his sub-contractors shall be audited by the Principal Contractor.

19.7 The H&S File of the Principal Contractor shall include a contractor's auditing procedure, template and schedule.

19.8 The Principal Contractor shall stop all or any work activity which does not conform to the H&S Plan, which is contradictory to statutory requirements or which poses a threat to the health and safety of persons

20. PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLOTHING (GSR 2)

20.1 The Principal Contractor shall ensure that every employee is issued with, and wears SABS-approved PPE, consisting of all PPE identified in the PPE needs analysis and indicated in the risk assessment.

20.2 The Principal Contractor shall document the procedure applicable for the issue, use and replacement criteria of PPE in the H&S File.

20.3 All the contractors' employees shall wear; full length overalls, and shall wear clearly visible identification with respect to their employer.

20.4 Contaminated PPE shall be disposed of in the prescribed manner as referenced in the OHS Act – HCS Regulations and to an approved waste disposal site.

20.5 Furthermore, the Principal Contractor shall ensure that at the minimum (*but not limited to*), all employees on site shall comply with the following PPE requirements;

- Full length overalls
- Reflective vests (no bibs)
- Gloves
- Safety shoes – steel capped
- Gum Boots – water environment
- Rain Coats – inclement weather
- Hard hats
- Dust masks
- Ear plugs

20.6 The Principal Contractor shall also ensure that where there is a risk of falling objects (drop zone), all persons to wear hard hats.

21. OCCUPATIONAL HEALTH AND SAFETY SIGNAGE (GSR 2)

21.1 The Principal Contractor shall erect and maintain quality mandatory, warning, general information, prohibiting and fire fighting safety signage and the Principal Contractor shall ensure that such signage is available or visible in workplaces where maintenance work is performed. Absence there-of are to be reported to the ORTDM representative for corrective actioning.

21.2 The signage shall reflect through text & symbolical means, all the risks identified in the H&S plan that necessitate the use of PPE as a control factor.

21.3 Where falling objects may occur, relevant barricading and warning signs must be erected;

22. PEDESTRIAN / VISITOR ACCESS AND TRAFFIC MANAGEMENT (CR 23 (2) (b, c , d & j) (SARTSM – VOL.2 – CHAPTER 13)

22.1 Where access to the construction site or to the NMBM has been identified as a risk, an 'Access and traffic' SWP or WI shall be included in the H&S File.

22.2 The risk of all traffic arrangements included in the scope of the work shall be assessed and a traffic control SWP or WI included in the H&S File.

22.3 Prescribed traffic and pedestrian control measures are to be implemented and maintained for the duration of the construction project works. (Ref. CR 23 (2) (b, c, d) & (j) & SATRSM Vol.2 Ch 13)

22.4 Appropriate health and safety signage shall be posted; the type of signage planned for must be documented in the H&S Plan.

22.5 The Principal Contractor shall ensure that each person visiting the site shall be inducted to the site and such abridged induction shall outline the hazards likely to arise from on-site activities and the precautions to be observed to avoid or minimise those risks. The template induction and record shall be included in the H&S File.

22.6 Where the need for public barricading is identified in the risk assessment or in a specific construction H&S Specification, the Principal Contractor shall document a SWP for the erection, maintenance and control of barricades or fences and controlled access points, to prevent the entry of unauthorized persons.

22.7 Where the need for traffic deviation is identified in the risk assessment or in a specific construction H&S Specification, the Contractor shall perform an issue based risk assessment and document a SWP compliant to the relevant traffic ordinances and traffic controls standards; the method statement shall include competence of traffic officers, flagmen and operators of traffic control equipment.

23. SUB-CONTRACTORS (CR 7 (1) (c – x))

23.1 Sub-contractors must be given a copy of this Construction H&S Specification and any additional specification issued by Principal Contractor, the ORTDM or the Public Health Directorate, and shall comply with these specifications.

23.2 The Principal Contractor shall ensure that all sub-contractors on site, including sub contractors of his sub contractors, plan the construction work in an H&S Plan, approved by the Principal Contractor.

23.3 Principal Contractors shall ensure that sub-contractors comply with their H&S Plans, based on all applicable Construction H&S Specifications, the requirements of the OHS Act and all other relevant legislation.

23.4 Monthly audits of all sub-contractors must be recorded and filed in the H&S File, for inspection by the ORTDM or its Agent.

23.5 All sub-contractor H&S Files must strictly follow the Contents and Numbering system as per Annexure A.

23.6 The H&S Plan must include the Principal Contractor's actions to ensure that all sub-contractors fully comply with the Regulations.

24. NIGHT WORK AND AFTER-HOUR'S WORK

24.1 No night work shall be performed unless authorised by the ORTDM or its Agent.

24.2 Where applicable the risk assessment and method statements in the H&S File shall include night risks including but not limited to work sites, excavations, road obstructions, traffic obstructions or deviation, night security, after hours delivery.

24.3 Where applicable the risk assessment and method statements in the H&S File shall include after hour work and the safe management thereof.

25. FACILITIES MANAGEMENT [FACILITIES FOR EMPLOYEES] (CR 30 & FR 2)

25.1 The Principal Contractor shall document the construction site's methods to ensure the statutory application of employee's rights in terms of employee facilities as defined in the OHS Act, Facilities Regulations, 2004, and the Construction Regulation 2014.

25.2 Where the construction work includes access to production or utility areas, such access shall be planned and authorised by ORTDM operational responsible person/s.

26. HEALTH AND SAFETY REPRESENTATIVES AND COMMITTEES (Section 17 & 19)

26.1 The Principal Contractor and all contractors must ensure that for any workplace where more than 20 employees work, the minimum legislative prescribed number of Health and Safety Representatives in a ratio of 1:50 employees be nominated, elected, designated in writing and trained to carry out their prescribed functions.

26.2 In areas where twenty (20) or less employees are engaged in an activity, at least one Health and Safety Representative shall be designated in writing and operate as above.

26.3 The Principal Contractor shall ensure that Health and Safety Committee meetings are held monthly and are chaired by the Construction Supervisor. Meeting agendas and minutes shall be filed in the H&S file. Alternatively, such structure may be incorporated into that of the ORTDM existing structures.

27. HOUSEKEEPING, STACKING, STORAGE, DROP ZONES AND LAY-DOWN AREAS (CR 27 & CR 28)

DROP ZONE = AN ELEVATED AREA WITHIN THE WORKING ENVIRONMENT WHERE THERE IS A POTENTIAL RISK OF FALLING MATERIALS AND OR OBJECTS THAT MAY CAUSE INJURIES

LAY-DOWN AREA = AN AREA WHERE MATERIALS, EQUIPMENT AND SUNDRY IS STAGED THAT IS REQUIRED FOR PROJECT RELATED PURPOSES

27.1 The principal contractor shall appoint a person responsible for general housekeeping, and stacking and storage of materials and equipment on the entire site.

27.2 Where the baseline risk assessment *identified* the risk of falling tools, items, objects and materials, the area shall be barricaded or demarcated, appropriate warning signage installed and such hazards included in a method statement & issue based risk assessment prior to or when work activities are performed within such zones.

27.3 Furthermore, the same stipulation is required for site lay-down areas where equipment, plant, materials, substances and other items are stored / staged for the site project works.

27.4 Stacking and storage areas shall be clearly defined and demarcated on the site with the appropriate symbolic signs.

28. WASTE MANAGEMENT (CR 27)

28.1 The principal contractor shall appoint a person responsible for site-wide control & removal of scrap, waste and debris;

28.2 No waste, including scrap, debris, hazardous waste, combustible materials and containers shall accumulate on the construction site;

28.3 Hazardous waste (*liquid / Solids*) shall be disposed of in the prescribed manner and at HH disposal sites;

28.4 The principal contractor shall document a waste management SWP or WI in the H&S File.

29. OCCUPATIONAL HEALTH (CR 7 (8) & ERFWP)

29.1 The H&S File shall include medical certificates of fitness for all employees. (refer: CR 7 (8)).

29.2 Medical certificates must be issued by an occupational health practitioner (refer: CR 2014, Reg.7 (1) (g) after performing the medical tests.

29.3 Medical certificates must be on the prescribed Annexure.3 form and conform to the applicable statutory requirements. i.e

29.3.1 Health quest – comprehensive questionnaire i.r.o past, present & family related health conditions

29.3.2 Audiogram – SANS 10083/2013

29.3.3 Lung-function test

29.3.4 Vision test

29.3.5 Blood Pressure measurement (hypertension)

29.3.6 HGT – blood glucose measurement

29.3.7 Hepatitis A vaccination

29.3.8 Fitness to perform work activities within Confined spaces & Use of Self Contained Breathing Apparatus Equipment

29.3.9 Fitness for Working @ Heights and elevated positions etc

29.4 Medical certificates are valid for a period of 12 months (1 year).

29.5 Necessary vaccinations for Hepatitis – A, or other where deemed necessary, must be performed prior to the contractor's employees commencing work activities.

29.6 The H&S File shall also include procedures that must be followed to minimise or prevent Noise Induced Hearing Loss.

29.7 Where noise is identified as a hazard the requirements of the NIHL regulations must be complied with.

30. FIRST AID MANAGEMENT (GSR 3)

- 30.1 Principal Contractors & sub-contractors shall ensure that every site where they are engaged in work activities, has adequately trained first aiders at all times.
- 30.2 Where high risk substances, toxic, corrosive or similar hazardous substances are used, handled, or processed, the Principal Contractor shall ensure that the First Aider is trained in the first aid procedures to treat injuries that may result from such activities.
- 30.3 First aiders shall be identified and shall have immediate access to a comprehensively stocked first aid box.
- 30.4 Such first aid box/s shall be stocked to include all first aid equipment as per the minimum requirements listed under General Safety Regulation 3 & 4, and any additional items identified in the risk assessment.
- 30.5 All the above first aid controls, including the letter of appointment, proof of competency, signage, injury-record and stock-control registers shall be documented in the H&S File.

31. NON-COMPLIANCES & LEGISLATIVE CONTRAVENTIONS (CR 5 (1) (o) (p))

- 31.1 Compliance to OHS legislation shall be monitored via regular inspections & audits conducted by a member of the Public Health Directorate – mandated for OHS legal compliance, referencing relevant legislative requirements for operational and construction project works.(at least once a month)
- 31.2 Should any breaches or non compliances of OHS legislation and operational protocols be identified, the Public Health Directorate appointed OHS staff member must:
- Depending on the severity of the breach / non compliance, either stop the work activity or complete works and / or issue to the responsible person of that work place a Contravention Notice or Prohibition Notice.
 - A Contravention Notice issued will relate to less serious non-compliance matters but serious enough warranting management attention within a prescribed time frame
 - When a Prohibition Notice is issued warranting management immediate attention, it shall be for more serious / critical non-compliances that may result in fatal or catastrophic incidents occurring and all work activities must cease with immediate effect and shall not commence until the non-compliances have been rectified and the Prohibition Notice revoked.
 - The Public Health Directorate will inform workplace management teams accordingly where such Notices have been issued.

32. FIRE RISKS, FIRE EXTINGUISHERS AND FIRE FIGHTING EQUIPMENT (CR 29)

- 32.1 No open fires are allowed on site.
- 32.2 No smoking is allowed on site, except in designated smoke areas, identified in the H&S Plan.

- 32.3 All combustible and all flammable products must be stored in an adequate storage facility; this process shall be documented in a SWP or WI in the H&S File.
- 32.4 The Principal Contractor shall provide suitable fire extinguishers when working in workplaces outside of the normal ORTDM operational installations, as defined in the H&S controls, which shall be serviced regularly, in accordance with the manufacturer's recommendations.
- 32.5 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.
- 32.6 The following are minimum requirements for competency in the use of a fire extinguishers:
- 32.6.1 At least one employee on each construction site;
 - 32.6.2 All employees engaged in hot work;
 - 32.6.3 All store men;
 - 32.6.4 All persons involved in re-fuelling;
 - 32.6.5 All persons handling flammable substances;
- 32.7 The fire extinguisher inspection register, the inspection methodology and the letter of appointment of the competent inspector shall be included in the H&S File.

33. COVID 19 PREVENTION AND SCREENING

1. Purpose

To reduce the risk of COVID-19 outbreak in the workplace and the impact on workers, customers and the public.

2. Scope

Applies to all employees, clients, suppliers and sub-contractors who are associated with [Company]

3. Responsibility

- Safety Officer must ensure all workers under their supervision adhere to specifics of this procedure
- Coordinate the COVID Management Plan/COVID Procedure on behalf of [Company]
- Develop a COVID-19 specific risk assessment, raise awareness in the workplace, conduct routine monitoring to ensure compliance and put in place corrective measures where required
- Cooperate with supervisors by adhering to set guidelines and lawful instructions.

4. Implementing Workplace Controls

The legislation governing workplaces in relation to COVID-19 is the Occupational Health and Safety Act (Act 85 of 1993) as amended in conjunction with the Hazardous Biological Agents

Regulation. A COVID-19 specific risk assessment together with a written policy concerning the health and safety of employees shall be drawn up and communicated to all employees and Mitigation.

5. Workplace Controls:

- All offices (including site offices) will be sanitised before opening for business each day
- Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance of site and offices.
- On-site induction with special emphasis on COVID-19 will be done with all newemployees and visitors.
- Provide tissues and waste bins lined with a plastic bag so that they can be emptied without contacting the contents
- Instruct employees to clean their hands frequently, using soap and water for at least 20seconds or with an alcohol-based hand sanitizer that contains at least 70% - 95% alcohol.
- Continue routine environmental cleaning, which includes tools and equipment.
- Increase ventilation in offices by natural or mechanical means
- Provide soap and water and/or alcohol-based hand rubs (at least 70%) in the workplace in multiple locations and in common areas to encourage hand hygiene.
- Practice social distancing (2m) as far as possible (no handshakes, hugs, kissing, horseplay or touching each other). Keep distance from each other while working on site Supervisors will monitor this throughout the day.
- While queuing at the gate to enter the site, employees must stand in a line, with at least 2m between them.
- Desks for employees working in the office (site office) will be spaced at least 1.5m apart, or placement of one person per office will be implemented.
- It is compulsory to wear face masks at all times.
- Each employee will be issued with two cloth face masks to wear at work and while commuting, with appropriate training on the use of these masks.
- Arrangements will be made for the washing, drying and ironing of cloth masks.
- Temperature testing will be done on all employees every morning upon arrival to site, and also randomly during the day.
- All readings will be recorded, monitored and sent to the Safety Officer department. The testing will be conducted by the site safety officer. On sites where a full-time safety officer is not available, the responsibility will fall onto the supervisor
- During the temperature screening, employees will be screened for any additional symptoms such as body aches, loss of smell or taste, nausea, vomiting, diarrhea , fatigue, weakness or tiredness.
- The results will be recorded in the Social Distancing Control Sheet and send to the SHEQ department.

- If an employee displays any of the symptoms, he will not be permitted to enter the site/offices.
- In addition to posters, brief employees and sub-contractors that anyone with a mild cough or low-grade fever (37.3 or more) needs to stay at home and take sick leave.
- Any employee who develops flu-like symptoms (i.e. cough, shortness of breath, fever) or any of the additional symptoms should inform his supervisor immediately.
- Where practical, the minimum number of employees will be allowed on site, and rotation staggered working hours and shift work may be implemented
- .Promote working from home for employees who are able to do so
- All visitors to site will undergo induction and temperature screening and must be in possession of the appropriate PPE (i.e. face mask) prior to being allowed access to site.
- No access will be granted to visitors not complying.
- All visitors will be required to sanitize their hands before entering the site as well as when they leave.
- Sub-contractors shall ensure that all of their employees are issued with face masks and any other necessary PPE, and that hand sanitizer and soap is available for their employees.
- Temperature testing will be done by [Company] and records kept.
- Failure to do so will result in the sub-contractor employee/s being put off-site until compliant.
- A copy of the Essential Service Permit must be available on site at all times. All sub-contractors to provide a copy of their Permit prior to being granted permission to work.
- All employees are obliged to comply with measures introduced in the workplace.

34 POTENTIAL SOURCES OF RISK

The following potential sources of risk to the health and safety of persons on site have been identified, as per the risk assessment which accompanies this health and safety specification, and must, as a minimum, be appropriately addressed by the Principal Contactor. In addition, the Principal Contractor must perform its own risk assessments to enable it to take precautions to protect the health and safety of persons on site, to comply with the Principal Contractor's obligations under the Act and all Regulations made there under, including the Construction Regulations. All such precautionary measures and procedures must be included in the Principal Contactor's Health & Safety Plan, which must be submitted to the Client for review and approval and where applicable should include:

- Noise
- Excavation and trenches
- Material laying
- Working at height (fall protection)

- Sewer Pipe laying
- Formwork and support work
- Scaffolding
- Construction vehicles and mobile equipment
- Electrical installations and electrical machinery
- Housekeeping
- Stacking and storage practices
- Fire risks and fire precautions
- Manholes
- Hand tools
- Portable electrical tools
- Intoxicated persons on site
- Manal Handling

ANNEXURE A – REVISION.7.1 (Edition 3 – 2016) CONTENTS AND NUMBERING SYSTEM FOR THE HEALTH AND SAFETY FILE (H&S PLAN & PORTFOLIO OF EVIDENCE)

No	Element	Content & Guidelines
1	Index to H&S Plan / File	
2	Scope of Work	Describe site specific activities as per contract agreement
3	Application for Construction Work Permit Notification to Commence Construction Work	Client obtain from Department of Labour Both parties sign & dated
4	Contract Agreement CR 5 (1) (k) Contractor Appointment	Both parties sign & dated Both parties sign & dated
5	H&S Mandatary Agreement (S37 (2))	Both parties sign & dated
6	Client OHS Specification	Site Specific H&S Specification
7	Letter of Good Standing	Current or proof of submission
8	H&S Budget	Budget to reflect all expenses / cost i.r.o HS&E management - H&S Training - Symbolic signs - Personal Protective Equipment & Clothing - H&S Plan draft & submitted - External inspection & audits etc, etc
9	OHS Plans	- H&S Plan - Fall Protection Plan (as per project definition) - Environmental Management Plan (<i>“Process” Waste management / Spillage Control / Disposal certificates</i>) (as per project definition)
10	Method Statements	- All work activities & aligning to the relevant Risk Assessments (<i>Method Statements to be linked to each Risk Assessment and numbered accordingly</i>)
11	Hazard Identification Risk Assessments	- Risk Register - Risk Assessment Monitoring & Review Procedure - Baseline Risk Assessment - Issue Based Risk Assessment
12	Emergency Plan & Response	- Emergency Planning & Response Procedure - Emergency Contact Numbers & Detail - Emergency Procedure Flow Chart
13	OHS Policies	- OHS Policy - Environmental Policy - HIV / Aids Policy

14	Organisational Chart	<ul style="list-style-type: none"> - Site Specific organisation - Positions indicated legal reference - Person/s names - Inclusive of all employees on site
15	Appointments	<ul style="list-style-type: none"> - All appointments must be signed & dated - Appointments to be looped back to the organisational chart
16	Medical Certificates	All employees to have valid medical certificates of fitness
17	CV's & Competency Certification	<ul style="list-style-type: none"> - CV's - Competency Certificates
18	Site Induction & H&S Awareness Training	<ul style="list-style-type: none"> - Training Matrix / Record / SWP / WI / MS / RA / SAMTRAC / Fire Fighting / First Aid / Mobile Plant & equipment / IRCON / Supervisor Safety / HCS / PPE Legal liability / - Risk Assessor / Incident Investigation / Site & Company Induction / Safety / Tool Box Talks / Safety Awareness Posters / Etc, etc
19	Accident / Incident Management including First Aid Facilities	<ul style="list-style-type: none"> - Section 24 Procedure – Annexure.1 & WCL.2 - Injury recording - Incident investigation - Non compliance reporting - Preventative & corrective actions
20	Construction Plant, Machinery & Equipment Management	<p>Mobile plant, machinery, equipment & tools inventory</p> <ul style="list-style-type: none"> - Vehicles / Mobile Crane / Skyjacks & Material Hoist / Compactors / TLB's / Batch Plants / Hand tools / Portable electrical equipment etc
21	Access, Traffic Control & Public Safety Management	<ul style="list-style-type: none"> - Security - Employee / Visitors / Public - Vehicular
22	Hazardous & Flammable Substance Management	<ul style="list-style-type: none"> - MSDS - Handling, use, storage & disposal procedures / instructions
23	Safe Work Permits	<ul style="list-style-type: none"> - Confined space permit (if applicable) - Hot work permit (if applicable) - Working at heights permits - Hazardous Chemical Substance Permits - Energy lockout permit - Excavation Permit etc, etc
24	Daily Safe Task Instruction (DSTI)	- DSTI (<i>must loop back to the risk assessment</i>)
25	Inspection Registers & Certificates (C.O.C)	<ul style="list-style-type: none"> - Plant, machinery & equipment inspection registers - Excavation inspection register - PPE inspection register - Stacking & Storage inspection register - Housekeeping Inspection register etc, etc

26	Facilities Management Procedures (male / female)	<ul style="list-style-type: none"> - Toilets - Change room - Sheltered Eating - Accommodation / Transportation
27	PPE Management	<ul style="list-style-type: none"> - PPE Needs Analysis - PPE Issue record
28	Contractor Management	<ul style="list-style-type: none"> - H&S Agreement (S37(2) (signed) - CR 5 (3) (b) - Appointments (signed)
29	Safe Work Procedures and or Work Instructions	<ul style="list-style-type: none"> - Decanting / Excavations / Confined Spaces / Housekeeping & Hygiene / Stacking & Storage / Electrical Powered / Drilling / Electrical Powered Cutting & Grinding / Handling / Concrete Pouring / Form Work / Portable Electrical Equipment / Traffic & Pedestrian Control / Fire Risks - Incident reporting & investigation / Fall Protection / Mobile Plant & Equipment / Flammable Liquid Storage / Equipment / Drop Scaffolding / Scaffold Erect & / Dismantle / Skill Saw Use etc, etc
30	H&S Inspections & Audits	<ul style="list-style-type: none"> - Internal & External
31	Legal Requirements	<ul style="list-style-type: none"> - OHSA 1993 - COIDA - Construction Régulations - By-Laws - BCEA - Signs & Notices etc, etc
32	H&S Committee	<ul style="list-style-type: none"> - H&S Committee minutes - Committee member appointment
33	Record Keeping Management	<ul style="list-style-type: none"> ▪ Completed Audits ▪ Inspection Registers ▪ Checklists etc, etc

ANNEXURE (B)

SECTION 37(2) MANDATORY H&S AGREEMENT:

WRITTEN AGREEMENT ON
OCCUPATIONAL HEALTH AND SAFETY

In accordance with the provisions of Section 37(2) of the Occupational Health and Safety Act 85 of 1993
as amended

AS ENTERED INTO BY AND BETWEEN

(Hereinafter referred to as "the Employer")

AND

(Hereinafter referred to as "the Mandatory")

Compensation Fund number:

Common Law Liability

Insurance in respect of Third

Parties for the Minimum Sum of R...

1. **Reporting**

The Mandatory and/or his designated person appointed in terms of Section 16 (2) of the Occupational Health and Safety Act 85 of 1993 ("the OHS Act") as amended shall report to the Construction Manager CR 8.1 and/or a representative designated by the Employer prior to commencing the work at the premises.

2. **Warranty of compliance**

2.1 In terms of this agreement the Mandatory warrants that he agrees to the arrangements and procedures as prescribed by the Employer and as provided for in terms of Section 37 (2) of the OHS Act for the purposes of compliance with the Act.

2.2 The Mandatory acknowledges that this agreement constitutes an agreement in terms of Section 37 (2) of the OHS Act, whereby all responsibility for health and safety matters relating to the work that the Mandatory and his employees are to perform on the premises shall be the obligation of the Mandatory.

2.3 The Mandatory further warrants that he and/or his employees undertake to maintain such compliance with the OHS Act. Without derogating from the generality of above, neither from the provisions of the said agreement, the Mandatory shall ensure that the clauses as hereunder described are at all times adhered to by himself and his employees.

3. **Refer:**

- Occupational Health & Safety Act No.85 of 1993 as amended including Regulations
- Hazards Chemical Substance Regulations of 1995
- Compensation for Occupational Injuries and Diseases Act 130 of 1993 as amended
- Hazardous Substance Act 15 of 1973
- National Environmental Management Act 107 of 1998
- National Environmental Management: Air Quality Act 39 of 2004
- National Road Traffic Act No.83 of 1996
- National Water Act 36 of 1989
- National Building Regulations and Building Standards Act 103 of 1977

4. **Mandatory an employer**

The Mandatory shall be deemed to be an employer in his own right while on the Employer's premises. In terms of Section 16 (1) of the OHS Act, the Mandatory shall accordingly ensure that himself, and/or his nominated Chief Executive Officer comply with the requirements of the OHS Act.

5. **Appointments and training**

- 5.1 The Mandatory shall appoint competent persons as per the OHS Act 85 / 1993, Construction Regulations 8.1 and Construction Regulations 8.7 – referring the Construction Regulations 2014.as well as other workplace legislative appointments as per workplace activities in accordance with the OHS Act 85 / 1993
- 5.2 Any such appointed person shall be trained on any occupational health and safety matter and the OHS Act provisions pertinent to the work that is to be performed under his responsibility.
- 5.3 Copies of any appointments made by the Mandatory shall immediately be provided to the Employer.
- 5.4 The Mandatory shall further ensure that all his employees are trained on the health and safety aspects relating to the work and that they understand the hazards associated with such work being carried out on the premises.
- 5.5 Without derogating from the foregoing, the Mandatory shall in particular, ensure that all his users or operators of any materials, machinery or equipment are properly trained in the use of such materials, machinery or equipment.
- 5.6 Notwithstanding the provisions of the above, the Mandatory shall ensure that he, his appointed responsible persons and his employees are at all times familiar with the provisions of the OHS Act, and that they comply with the provisions of the Act.

6. **Supervision, discipline and reporting**

The Mandatory shall ensure that all work performed on the Employer's premises are done Under strict supervision and that no unsafe or unhealthy work practices are permitted.

Discipline regarding health and safety matters shall be strictly enforced against any of his employees regarding non-compliance by such employee with any health and safety matters.

The Mandatory shall further ensure that his employees report to him all unsafe or unhealthy work situations immediately after they become aware of the same and that he in turn immediately reports these to the Employer and/or his representative.

7. Access to the OHS Act

The Mandatory shall ensure that he has an updated copy of the OHS Act on site at all times and that this is accessible to his appointed responsible persons and employees, save that the parties may make arrangements for the Mandatory and his appointed responsible persons and employees to have access to the Employer's updated copy/copies of the Act.

8. Cooperation

8.1 The Mandatory and/or his responsible persons and employees shall provide full co-operation and information if and when the Employer or his representative inquires into occupational health and safety issues concerning the Mandatory.

8.2 It is hereby recorded that the Employer and his representative shall at all times be entitled to make such inquiry.

8.3 Without derogating from the generality of the above, the Mandatory and his responsible persons shall make available to the Employer and his representative, on request, all and any checklists and inspection registers required to be kept by him in respect of any of his materials, machinery or equipment

9. Work procedures

9.1 The Mandatory shall be entitled to utilise the procedures, guidelines and other documentation as used by the Employer for the purposes of ensuring a healthy and safe working environment.

9.2 The Mandatory shall then ensure that his responsible persons and employees are familiar with and utilise the documents.

9.3 The Mandatory shall implement safe work practices as prescribed by the Employer and shall ensure that his responsible persons and employees are made conversant with and adhere to such safe work practices.

9.4 The Mandatory shall ensure that his employees prior to the obtaining of such a permit do not perform work for which the Employer requires a permit.

10. Health and safety meetings

10.1 If required in terms of the OHS Act, the Mandatory shall establish his own health and safety committee(s) and ensure that his employees, being the committee members, hold health and safety meetings as often as may be required and at least once every three (3) months.

10.2 The Employer may elect to permit the Mandatory's health and safety representatives or a mandatory representative to attend the Employer's health and safety committee meetings.

11. Compensation registration

11.1 The Mandatory shall ensure that he has a valid registration with the Compensation Commissioner, as required in terms of the Compensation for Occupational Injuries and Diseases Act 130 of 1993, and that all payments owing to the Commissioner are discharged.

11.2 The Mandatory shall further ensure that the cover shall remain in force while any such employee is present on the premises.

12. Medical examinations

The Mandatory shall ensure that all his employees undergo routine medical examinations and necessary vaccinations where applicable and that they are medically fit for the purposes of the work they are to perform.

13. Incident reporting and investigation

13.1 The Mandatory to the Department of Labour and to the Employer shall report all incidents referred to in Section 24 of the OHS Act.

13.2 The Employer shall further be provided with copies of any written documentation relating to any incident.

13.3 The Employer retains an interest in the reporting of any incident as described above as well as in any formal investigation and/or inquiry conducted in terms of Section 32 of the OHS-Act into such incident.

14. **Statutory Obligations of the Mandatory & Contractor**

- 14.1 The Mandatory shall notify the Employer of any subcontractor he may wish to perform work on the Employer's premises.
- 14.2 It is hereby recorded that all the terms and provisions contained in this clause shall be equally binding upon the subcontractor prior to the subcontractor commencing with the work.
- 14.3 Without derogating from the generality of this paragraph:
- 14.3.1 The Mandatory shall ensure that training as discussed under Appointments and training, is provided prior to the subcontractor commencing work on the Employer's premises.
- 14.3.2 The Mandatory shall ensure that work performed by the subcontractor is done under strict supervision and discipline enforced, as well as reporting of incidents and / or injuries.
- 14.3.3 The Mandatory shall inform the Employer of any health and safety hazard and/or issue that the subcontractor may have brought to his attention
- 14.3.4 The Mandatory shall inform the Employer of any difficulty encountered regarding compliance by the subcontractor with any health and safety instruction, procedure and/or legal provision applicable to the work the subcontractor performs on the Employer's premises.
- 14.3.5 The Mandatory hereby undertakes to ensure that the health and safety of any other person on the premises is not endangered by the conduct and/or activities of all his employees while they are on the Employer's premises i.e.
- Horseplay, scuffling, fighting, running or throwing of objects.
 - The possession, consumption or offering for consumption to any person of intoxicating liquor or habit-forming drugs.
 - Any employee suspected of being under the influence of alcohol or other intoxicating substance will not be allowed to enter or remain on the Employer's premises.
 - The tampering with or misuse of any safety equipment installed or provided to any person by an employer or user of machinery.
 - The failure to use any safety equipment at a workplace, or in the course of employment or in connection with the use of machinery which is provided by an employer or user of machinery.
 - The doing of anything at a workplace or in connection with the use of machinery, calculated to threaten the safety of any person.

- Contractors are required to take all reasonable measures to ensure that the requirements of the Act and the regulation are observed by his employees.
- Contractors must, in the interests of safety, enforce discipline

15. **Security and access**

- 15.1 The Mandatory and his employees shall enter and leave the premises only through the main gate(s) and/or checkpoint(s) designated by the Employer.
- 15.2 The Mandatory shall ensure that employees observe the security rules of the Employer at all times and shall not permit any person who is not directly associated with the work from entering the premises.
- 15.3 The Mandatory and his employees shall not enter any area of the premises that is not directly associated with the work.
- 15.4 The Mandatory shall ensure that all materials, machinery or equipment brought by him-self onto the premises are recorded at the main gate(s) and/or checkpoint(s). A failure to do this may result in a refusal by the Employer to allow the materials, machinery or equipment to be removed from the premises.
- 15.5 The Mandatory shall ensure that no persons carry firearms on the company's or Employer's premises unless written permission has been obtained from the designated person.

16. **Fire precautions and facilities**

- 16.1 The Mandatory shall ensure that an adequate supply of fire-protection and first-aid facilities are provided for the work to be performed on the Employer's premises, save that the parties may mutually make arrangements for the provision of such facilities.
- 16.2 The Mandatory shall further ensure that all his employees are familiar with fire precautions at the premises, which include fire-alarm signals and emergency exits, and that such precautions are adhered to.

17. **Hygiene and cleanliness**

- 17.1 The Mandatory shall ensure that the work site and surrounding area is at all times maintained to a reasonably practicable level of hygiene and cleanliness.
- 17.2 In this regard, no loose materials shall be left lying about unnecessarily and the work site shall be cleared of waste material regularly and on completion of the work.

18. **No nuisance**

- 18.1 The Mandatory shall ensure that neither he nor his employees undertake any activity that may cause environmental impairment or constitute any form of nuisance to the Employer and/or his surroundings.
- 18.2 The Mandatory shall ensure that no hindrance, hazard, annoyance or inconvenience is inflicted on the Employer, another Mandatory or any tenants. Where such situations are unavoidable, the Mandatory shall give prior notice to the Employer.

19. **Intoxication not allowed**

- 19.1 No intoxicating substance of any form shall be allowed on site. Any person suspected of being intoxicated shall not be allowed on the site.
- 19.2 Any person required to take medication shall notify the relevant responsible person thereof, as well as the potential side effects of the medication.

20. **Personal protective equipment**

- 20.1 The Mandatory shall ensure that his responsible persons and employees are provided with adequate personal protective equipment (PPE) for the work they may perform and in accordance with the requirements of General Safety Regulation 2 (1) of the OHS Act.
- 20.2 The Mandatory shall further ensure that his responsible persons and employees wear the PPE issued to them at all material times.

21. **Plant, machinery and equipment**

- 21.1 The Mandatory shall ensure that all the plant, machinery, equipment and/or vehicles he may wish to utilise on the Employer's premises is/are at all times of sound order and fit for the purpose for which it/they is/are intended, and that it/they complies/comply with the requirements of Section 10 of the OHS Act.

21.2 In accordance with the provisions of Section 10 (4) of the OHS Act, the Mandatory hereby assumes the liability for taking the necessary steps to ensure that any article or substance that it erects or installs at the premises, or manufactures, sells or supplies to or for the Employer, complies with all the prescribed requirements and will be safe and without risks to health and safety when properly used.

21.3 The Mandatory shall further ensure that all plant, machinery and equipment is inspected by a competent person as prescribed by legislation & records thereof retained.

22. **No usage of the Employer's equipment**

The Mandatory hereby acknowledges that his employees shall not be permitted to use any materials, machinery or equipment of the Employer unless the prior written consent of the Employer has been obtained, in which case the Mandatory shall ensure that only those persons authorised to make use of same, have access thereto.

23. **Transport / Vehicles**

23.1 The Mandatory shall ensure that all road vehicles used on the premises are in a roadworthy condition and are licensed and insured.

23.2 All drivers shall have relevant and valid driving licences and no vehicle shall carry passengers unless it is specifically designed to do so.

23.3 All drivers shall adhere to the speed limits and road signs on the premises at all times.

23.4 In the event that any hazardous substances are to be transported on the premises, the Mandatory shall ensure that the requirements of the Hazardous Chemical Substances Act of 1995 are complied with at all times.

24. **Confined Spaces**

In the event of having to entering confined spaces, work shall not be performed unless defined through a Specific Confined Space Work Instruction and detailed by the contractor as to the precautionary measures that should be implemented prior to and during the work activities required in confined spaces; i.e.

- Air Sampling
 - Air Monitoring
 - Personal Air Monitoring
 - No employee to enter suffering from claustrophobia
- Permits

- Standby present
- Self contained breathing apparatus
- Life line etc

25. **Clarification**

In the event that the Mandatory requires clarification of any of the terms or provisions of this agreement, he should contact the Public Health, Safety & Wellness Sub-Directorate of the Employer.

26. **Duration of agreement**

This agreement shall remain in force for the duration of the work to be performed by the Mandatory and/or, while any of the Mandatory workmen would be present on the Employer's premises.

27. **Headings**

The headings as contained in this agreement are for reference purposes only and shall not be construed as having any interpretative value in them or as giving any indication as to the meaning of the contents of the paragraphs contained in this agreement.

Thus done and signed at on

For, and on behalf of the Employer

Date

NAME: _____
SIGNATURE: _____

for, and on behalf of the Mandatory

Date

NAME: _____
SIGNATURE: _____

Witness

Date

NAME: _____
SIGNATURE: _____

ANNEXURE (C)

**OCCUPATIONAL HEALTH AND SAFETY ACT, 1993
(Regulation 4 of the Construction Regulations, 2014)**

NOTIFICATION OF CONSTRUCTION WORK

1.(a) Name and postal address of principal contractor:

(b) Name and tel. no of principal contractor's contact person:

2. Principal contractor's compensation registration number:

3.(a) Name and postal address of client:

(b) Name and telephone no of client's contact person or agent:

4.(a) Name and postal address of designer(s) for the project:

(b) Name and telephone no of designer(s) contact person:

5. Name and telephone number of principal contractor's construction supervisor on site appointed in terms of regulation 8.(1). _____

6. Name/s of principal contractor's sub-ordinate supervisors on site appointed in terms of regulation 8.(2).

7. Exact physical address of the construction site or site office:

8. Nature of the construction work:

9. Expected commencement date: _____

10. Expected completion date: _____

11. Estimated maximum number of persons on the construction site.

Total: _____ Male: _____ Female: _____

12. Planned number of contractors on the construction site accountable to principal contractor:

13. Name(s) of contractors already chosen.

Principal Contractor

Date

Client _____

Date _____

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

ANNEXURE (D) Annexure 3

OCCUPATIONAL HEALTH AND SAFE Act, 85 of 1993 Construction Regulations 2014

Medical Certificate of Fitness

	* Possible Exposures e.g. noise, heat, fall risk, confined space etc.	* Job Specific e.g. Operating Mobile Crane, Digging Trenches, Erecting Formwork & Support Work etc	* Protective Equipment e.g. Dust Respirator, (Light Duty), Welding Gloves etc.
* Occupation e.g. General Worker, Welder, Bricklayer, Steel Fixer, Mobile Crane Operator etc			

* The Employer to complete the information in the spaces marked with an * before sending the Employee for a medical examination.

Declaration by the Medical Examiner:

I certify that I have, by examining and testing, using the above criteria specified by the employer, satisfied myself that the abovementioned employee is fit to perform the duties as described by the employer in the matrix above.

Occupational Medicine Practitioner / Occupational Health Nursing Practitioner (please print name)

Signature: _____ **Practise Number:** _____ **Date:** _____

Address: _____

ANNEXURE (E)

PROHIBITION NOTICE	<input type="checkbox"/>	CONTRAVENTION NOTICE	<input type="checkbox"/>
--------------------	--------------------------	----------------------	--------------------------

Date _____ **Site Location** _____
Site HSO Name _____ **Site Manager Name** _____

The undersigned is duly appointed and mandated by a ORTDM executive directive, as the for the Nelson Mandela Bay Municipality Operations in terms of the Occupational Health & Safety Act No.85 of 1993 (as amended) referring Section 37. A department / workplace / Construction Site inspection / audit were conducted on _____ at _____.

The **inspection** / **audit** were performed in terms of Section 8 and Construction Regulations 5 (1) (q)

The following non-conformances were identified during the site inspection:

No	Description	Finding	Legal / H&S Spec/ H&S Plan Ref

In terms of the OHSA 85 of 1993, Section 8(1) & (2) f, g, h and Section 9 (1) (2) and Construction Regulations CR 5 (1) (q), you are hereby instructed by virtue of a **Contravention Notice**, to implement and effect mitigation and / or reduction arrangements and substantially reduce the threat which gave rise to the imposition of this **Contravention Notice within** _____ **hours / days. Failure to comply this notice will result in a Prohibition Notice being issued.**

In terms of the OHSA85 of 1993, Section 8(1) & (2) f, g, h, Section 9 (1) (2) and Construction Regulations CR 5 (1) (q) you are hereby instructed to stop the operations by virtue of a **Prohibition Notice**. Revoking of the prohibition notice or any amendments thereto, shall only be effected when mitigation and / or reduction arrangements have been implemented to substantially reduce the threat which gave rise to the imposition of this prohibition notice.

Construction Manager / Supervisor

Name & Surname: _____ Signature: _____ Date: _____

ORTDM official:

Name & Surname: _____ Signature: _____ Date: _____

ANNEXURE (F)

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

NAME OF COMPANY:
.....

IN TERMS OF THE ABOVE-MENTIONED ACT:

I/WE having been appointed to ensure full compliance with the

OHSA and Regulations, hereby appoint you as the Principal Contractor of

Construction Work in terms of the Construction Regulation 2014, Sub-Regulation 5(1) (k). The appointment is for the following project:

.....Project.

YOUR RESPONSIBILITIES ARE TO:

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

A copy of the said Construction Regulations 2014 of the OHS Act is attached for your convenience and you are to familiarise yourself with the requirements of the Regulations and ensure that all construction work is done in accordance with this Regulation.

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

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

Yours Faithfully

Signature:

Date:.....

Client Representative Designation:.....

ACCEPTANCE

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

Signed:
.....

Date:

ANNEXURE (G)

DECLARATION

This original document has been prepared, reviewed and received by the undersigned:

ORIGINAL			CLIENT
Prepared by:	Approved by:	Reviewed by:	Commented on by:
Name:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:
Date:	Date:	Date:	Date:
Capacity:	Capacity:	Capacity: Project Manager	Capacity: Client