



## **HEALTH AND SAFETY SPECIFICATION FOR UPGRADES OF SILAKA NATURE RESERVE**

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## 1. INTRODUCTION

- 1.1. In terms of Construction Regulation 5(1) (b) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), Eastern Cape Parks and Tourism Agency, as the Client and/or its Agent on its behalf, shall be responsible to prepare Health & Safety Specifications for any intended construction project and provide any Principal Contractor who is making a bid or appointed to perform construction work for the Client and/or its Agent on its behalf with the same.
- 1.2. The Principal Contractor and contractors shall be responsible for the Health & Safety Policy for the site in terms of Section 7 of the Act and in line with Construction Regulation 7 as well as the Health and Safety Plan for the project.
- 1.3. This 'Health and Safety Specifications' document is governed by the "Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), hereinafter referred to as 'The Act'. It should be noted that no single Act or its set of Regulations be read in isolation. Furthermore, although the definition of Health and Safety Specifications stipulates 'a documented specification of all health and safety requirements pertaining to associated works on a construction site, so as to ensure the health and safety of persons', it is required that the entire scope of the Labour Legislation, including the Basic Conditions of Employment Act be considered as part of the legal compliance system. With reference to this specification document this requirement is limited to all health, safety and environmental issues pertaining to the site of the project as referred to here-in. Despite the foregoing it is reiterated that environmental management shall receive due attention.
- 1.4. Prior to drafting the Health and Safety Plan, and in consideration of the information contained herein, the contractor shall set up a Risk Assessment Program to identify and determine the scope and details of any risk associated with any hazard at the construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard. This Risk Assessment and the steps identified will be the basis or point of departure for the Health and Safety Plan. The Health and Safety Plan shall include documented 'Method Statements of Work' detailing the key activities to be performed in order to reduce as far as reasonably practicable, the hazards identified in the Risk Assessment.
- 1.5. Every effort has been made to ensure that this specification document is accurate and adequate in all respects. Should it however, contain any errors or omissions they may not be considered as grounds for claims under the contract for additional reimbursement or extension of time, or relieve the Principal Contractor and contractors from his responsibilities and accountability in respect of the project to which this specification document pertains. Any such inaccuracies, inconsistencies and/or inadequacies must immediately be brought to the attention of the Agent and/or Client.

## **2. SCOPE OF HEALTH AND SAFETY SPECIFICATION DOCUMENT**

The Health and Safety Specifications pertaining to the upgrade of facilities at Dwesa– Cweba Nature Reserve, in Willowvale.

These specifications are contained in the index and intend to specify the normal and specific requirements of Eastern Cape Parks and Tourism Agency (ECPTA) pertaining to the health and safety matters (including the environment) applicable to the project in question. These Specifications should be read in conjunction with the OHS Act 85, 1993 and its Regulations with specific reference to the Construction Regulations. This will also include any Safety Standards which were or will be promulgated under the Act or incorporated into the Act and be in force or come into force during the effective duration of the project. The stipulations in this specification, as well as those contained in all other documentation pertaining to the project, including contract documentation and technical specifications shall not be interpreted, in any way whatsoever, to cancel or nullify any stipulation of the Act, Regulations and Safety Standards which are promulgated under, or incorporated into the Act.

## **3. PURPOSE**

The purpose of this specification document is to provide the Contractor with any information other than the standard conditions pertaining to construction sites which might affect the health and safety of persons at work and of persons in connection with the use of plant and machinery. It further aims to protect persons other than its employees against any potential hazards to their health and safety arising out of or in connection with the activities of persons at work during the construction work for Dwesa-Cweba Nature Reserve.

3.1. To brief the Principal Contractor/Contractor on the significant health and safety requirements and aspects of the project. This shall include the provision of the following information and requirements namely:

- a) safety considerations affecting the site of the project and its environment;
- b) health and safety aspects of the associated structures and equipment;
- c) required submissions on health and safety matters required from the Principal Contractor (and Contractors);
- d) and the Principal Contractor's (and Sub - Contractors) health and safety plans.

3.2. To serve to ensure that the Principal Contractor (and Contractors) is fully aware of what is expected from them with regards to the Occupational Health and Safety Act, 85 of 1993 and the Regulations made there-under including the applicable safety standards, and in particular in terms of Section 8 of the Act.

3.3 To inform the Principal Contractor that the Occupational Health and Safety Act, 85 of 1993 in its entirety shall apply to the contract to which this specification document applies. The Construction Regulations promulgated on 7 February 2014 and incorporated into the above Act by Government

Notice R 84, published in Government Gazette 37305 shall specifically apply to all persons involved in the construction work pertaining to this project.

#### 4. DEFINITIONS

“Purpose of the Act” –To provide for the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work; to establish an advisory council for occupational health and safety; and to provide for matters connected therewith.

"the Act" means the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);

“Agent” –means a competent person who acts as a representative for a client;

“Client” –means any person for whom construction work is performed;

"Construction manager" means a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site;

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

"Construction supervisor" means a competent person responsible for supervising construction activities on a construction site;

"Construction work" means any work in connection with -

(a) the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure; or

(b) the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system; or the moving of earth, clearing of land, the making of excavation, piling, or any similar civil engineering structure or type of work;

“Contractor” –means an employer who performs construction work;

"Designer" means-

(a) a competent person who-

(i) prepares a design;

(ii) checks and approves a design;

(iii) arranges for a person at work under his or her control to prepare a design, including an employee of that person where he or she is the employer; or

(iv) designs temporary work, including its components;

(b) an architect or engineer contributing to, or having overall responsibility for a design;

(c) a building services engineer designing details for fixed plant;

(d) a surveyor specifying articles or drawing up specifications;

(e) a contractor carrying out design work as part of a design and building project; or an interior designer, shop-fitter or landscape architect;

"Excavation work" means the making of any man-made cavity, trench, pit or depression formed by cutting, digging or scooping;

"Fall protection plan" means a documented plan, which includes and provides for—

(a) all risks relating to working from a fall risk position, considering the nature of work undertaken;

(b) the procedures and methods to be applied in order to eliminate the risk of falling; and

(c) a rescue plan and procedures;

"Health and Safety File" –means a file, or other record containing the information in writing required by the Construction Regulations;

"Health and Safety Plan" –means a site, activity or project specific documented plan in accordance with the client's health and safety specification;

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

"Method Statement" –means a document detailing the key activities to be performed in order to reduce as reasonably as practicable the hazards identified in any risk assessment;

"Principal contractor" means an employer appointed by the client to perform construction work;

"Risk Assessment" –means a program to determine any risk associated with any hazard at a construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard.

"National Building Regulations" means the National Building Regulations made under the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977), and promulgated by Government Notice No. R. 2378 of 30 July 1990, as amended by Government

Notices No's R. 432 of 8 March 1991, R. 919 of 30 July 1999 and R. 547 of 30 May 2008;

"Structure" means—

a) any building, steel or reinforced concrete structure (not being a building), railway line or siding, bridge, waterworks, reservoir, pipe or pipeline, cable, sewer, sewage works, fixed vessels, road, drainage works, earthworks, dam, wall, mast, tower, tower crane, bulk mixing plant, pylon, surface and underground tanks, earth retaining structure or any structure designed to preserve or alter any natural feature, and any other similar structure;

b) any falsework, scaffold or other structure designed or used to provide support or means of access during construction work; or

c) any fixed plant in respect of construction work which includes installation, commissioning, decommissioning or dismantling and where any construction work involves a risk of a person falling;

## **5. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT**

### **5.1. Organizational Structure of HSMS Responsibilities**

All responsibilities fall under the legal requirement of legal appointment letters – each responsible person must have an appointment letter.

#### **ROLE RESPONSIBILITIES**

##### **Client**

##### **Client Agent**

The Client and/or its Agent shall ensure that the Principal Contractor, appointed in terms of Construction Regulation 5(1) (k), implements and maintains the agreed and approved Health and Safety Plan. Failure on the part of the Client or Agent to comply with this requirement will not relieve the Principal Contractor from any duties under the Act and Regulations.

##### **CEO – Principal Contractor**

The Chief Executive Officer of the Principal Contractor in terms of Section 16 (1) of the OHS Act to ensure that the Employer (as defined in the Act) complies with the Act. The pro forma Legal Compliance Audit may be used for this purpose by the Principal Contractor or his/her appointed contractor.

##### **Person responsible for Health and Safety**

Section 16(2)- All OHS Act (85 /1993), Section 16 (2) appointee/s as detailed in their respective appointment forms shall regularly, in writing, report to management on health and safety matters or deviations identified during routine or ad hoc inspections/ audits.

All reports shall be made available to the principal Contractor to become part of their site records (Health & Safety File).

##### **Construction Manager Or Assistant**

The Construction Manager and Assistant Construction Supervisor/s appointed in terms of Construction Regulation 8 shall regularly, in writing, report to their managers

on health and safety matters or deviations identified during inspections. All reports

shall be made available to the principal Contractor to become part of site records

(Health & Safety File). SHE Representatives All Health and Safety Representatives (SHE-Reps) shall act and report as per Section 18 of the OHS Act. She Representatives shall inspect and monitor activities on a daily basis and report findings to the Client and Health and Safety manager immediately. These safety representatives have the right to stop any unsafe work or work due to unsafe conditions and report findings and reason immediately to Principal Contactor Management.

##### **Further (Specific) Supervision Responsibilities for OH&S**



Several appointments or designations of responsible and /or competent people in specific areas of construction work are required by the OHS Act and Regulations. The following competent appointments, where applicable, in terms of the Construction Regulations are required to ensure compliance to the Act, Regulations and Safety Standards.

#### **LEGAL APPOINTMENTS AS REQUIRED IN THE CONSTRUCTION REGULATIONS**

Item Construction Regulation Appointment Responsible Person

1. 5(1)(k) Principal contractor for each phase or project Client / Agent
2. 6 Designer Client / Agent
3. 7(1)(c)(v) Contractor Principal Contractor
4. 7(2)(c) Sub-Contractor Contractor
5. 8(1) Construction Manager Principal Contractor
6. 8(2) Assistant Construction Manager Principal Contractor
7. 8(6) Construction Safety Officer Principal Contractor & Contractor
8. 8(7) Construction Supervisor Construction Manager
9. 8(8) Assistant Construction Supervisor Principal Contractor & Contractor
10. 9(1) Person to carry out risk assessment Principal Contractor & Contractor
11. 9(4) Trainer/Instructor Principal Contractor & Contractor
12. 10(1)(a) Fall protection planner Principal Contractor & Contractor
13. 11(2) Competent structure inspector Owner
14. 6(2) & 12(1) Temporary Works Designer Principal Contractor & Contractor
15. 12(2) Temporary Works Supervisor Principal Contractor & Contractor
16. 13(1)(a) Excavation supervisor Principal Contractor & Contractor
17. 13(2)(b)(ii)(bb) Professional engineer or technologist Principal Contractor & Contractor
18. 13(2)(k) Explosives expert Principal Contractor & Contractor
19. 14(1) Supervisor demolition work Principal Contractor & Contractor
20. 14(2) + (3) Demolition expert Principal Contractor & Contractor
21. 14(11) Explosives expert Principal Contractor & contractor
22. 16(1) Scaffold supervisor, Scaffold erector & Scaffold Inspector Principal Contractor & Contractor
23. 17(1) Suspended platform supervisor Principal Contractor & contractor

24. 17(2)(c) Compliance plan developer Principal Contractor & Contractor
25. 17(8)(c) Suspended platform expert Principal Contractor & Contractor
26. 17(13) Outrigger expert Principal Contractor & Contractor
27. 18(1)(a) Rope access supervisor Principal Contractor & Contractor
28. 19(8)(a) Material hoist inspector Principal Contractor & Contractor
29. 20(1) Bulk mixing plant supervisor Principal Contractor &
30. 20(2) Bulk mixing plant operator Principal Contractor & Contractor
31. 21(2)(b) Explosive actuated fastening device expert Principal Contractor & Contractor
32. 21(2) (g) (i) Explosive actuated fastening device controller Principal Contractor & Contractor
33. 22(a) Tower crane supervisor Principal Contractor & Contractor
34. 22(e) Tower crane operator Principal Contractor & Contractor
35. 23(1)(d)(i) Construction vehicle and mobile plant operator Principal Contractor & Contractor
36. 23(1)(k) Construction vehicle and mobile plant inspector Principal Contractor & Contractor
37. 24(d) Temporary electrical installations inspector Principal Contractor & Contractor
38. 24 (e) Temporary electrical installations controller Principal Contractor & Contractor
39. 28 (a) Stacking and storage supervisor Principal Contractor & Contractor
40. 29 (h) Fire equipment inspector Principal Contractor & Contractor

This list may be used as a reference or tool to determine which components of the Act and Regulations would be applicable to a particular site, as was intended under paragraph 3 & 4 of the Chapter "Introduction" (page 4) above. This list shall not be assumed to be exclusive or comprehensive.

## **5.2 Communication & Liaison**

5.2.1 Communication between the Employer, the Principal Contractor, Contractors, Project manager, Architect and other concerned parties shall take place in the SHE Committee or Project meeting;

5.2.2 In addition to the above, communication may be directed to the Client or Client Agent, in writing, as and when the need arises;

5.2.3 The workforce may consult on Health and Safety matters with their Supervisor or She Representative;

5.2.4 The Principal Contractor shall be responsible for the dissemination of all relevant Health and

Safety information to Contractors and other Contractors e.g. design changes agreed with the Client and its Agent; instruction issued by the Client agent, exchange of information between Contractors, the reporting of hazardous/dangerous conditions/situations etc.

## **6. INTERPRETATION**

- 6.1. The Occupational Health and Safety Act and all its Regulations, with the exception of the Construction Regulations, distinguish between the roles, responsibilities and functions of employers and employees respectively. It views consultants and contractors as employees of the “owner” of a construction or operational project, the “owner” being regarded as the employer. Only if formally agreed to by way of the written agreement in this regard between the “owner(s)” and consultant and /or between the “owner(s)” and the contractor(s), will these assumptions be relinquished in favour of the position agreed upon between the relevant parties;
- 6.2. In terms of the Construction Regulations the “owner”, in terms of its instructions, operates (has to operate) in the role of client as per relevant definition;
- 6.3. The contractors working for the “client” are seen to be in two categories, i.e. the Principal Contractor and Contractors. The Principal Contractor has to take full responsibility for the health and safety on the site of the relevant project / contract. This includes monitoring health and safety conditions and overseeing administrative measures required by the Construction Regulations from all contractors on the project site;
- 6.4. Contractors are required to operate under the control (in terms of all health and safety measures which are covered in the Construction Regulations) of the Principal Contractor. Where, for the work Principal Contractor will have to execute himself, practical health and safety measures are applicable, he will also be subject to the relevant requirements with which Contractors have to comply. The Principal Contractor will, however, not have to actually fulfill such requirements in respect of any of the work / functions of any Contractors on the site for which he has been appointed as Principal Contractor. However, he has to monitor / oversee such processes, ensuring that the requirements are complied with and that the required appointments / evaluations / inspections / assessments and tests are done and that the records are duly generated and kept as prescribed in the Construction Regulations. This has to feature clearly in the Principal Contractor’s Health and Safety Plan.

## **7. RESPONSIBILITIES**

- 7.1 In terms of Construction regulation 5 a Client must
- (a) prepare a baseline risk assessment for an intended construction work project;
  - (b) prepare a suitable, sufficiently documented and coherent site-specific health and safety specification for the intended construction work based on the baseline risk assessment contemplated in paragraph (a);
  - (c) provide the designer with the health and safety specification contemplated in paragraph (b);

- (d) ensure that the designer takes the prepared health and safety specification into consideration during the design stage;
- (e) ensure that the designer carries out all responsibilities contemplated in regulation 6;
- (f) include the health and safety specification in the tender documents;
- (g) ensure that potential principal contractors submitting tenders have made adequate provision for the cost of health and safety measures;
- (h) ensure that the principal contractor to be appointed has the necessary competencies and resources to carry out the construction work safely;
- (i) take reasonable steps to ensure co-operation between all contractors appointed by the client to enable each of those contractors to comply with these Regulations;
- (j) ensure before any work commences on a site that every principal contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993);
- (k) appoint every principal contractor in writing for the project or part thereof on the construction site;
- (l) discuss and negotiate with the principal contractor the contents of the principal contractor's health and safety plan contemplated in regulation 7(1), and must thereafter finally approve that plan for implementation;
- (m) ensure that a copy of the principal contractor's health and safety plan is available on request to an employee, inspector or contractor;
- (n) take reasonable steps to ensure that each contractor's health and safety plan contemplated in regulation 7(1)(a) is implemented and maintained;
- (o) ensure that periodic health and safety audits and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least once every 30 days;
- (p) ensure that a copy of the health and safety audit report contemplated in paragraph (o) is provided to the principal contractor within seven days after the audit;
- (q) stop any contractor from executing a construction activity which poses a threat to the health and safety of persons which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site;
- (r) where changes are brought about to the design or construction work, make sufficient health and safety information and appropriate resources available to the principal contractor to execute the work safely; and
- (s) ensure that the health and safety file contemplated in regulation 7(1)(b) is kept and maintained by the principal contractor.

(2) Where a client requires additional work to be performed as a result of a design change or an error in construction due to the actions of the client, the client must ensure that sufficient safety information and appropriate additional resources are available to execute the required work safely.

(3) Where a fatality or permanent disabling injury occurs on a construction site, the client must ensure that the contractor provides the provincial director with a report contemplated in section 24 of the Act, in accordance with regulations 8 and 9 of the General Administrative Regulations, 2013, and that the report includes the measures that the contractor intends to implement to ensure a safe construction site as far as is reasonably practicable.

(4) Where more than one principal contractor is appointed as contemplated in sub-regulation (1)

(k), the client must take reasonable steps to ensure co-operation between all principal contractors and contractors in order to ensure compliance with these Regulations.

(5) Where a construction work permit is required as contemplated in regulation 3(1), the client must, without derogating from his or her health and safety responsibilities or liabilities, appoint a competent person in writing as an agent to act as his or her representative, and where such an appointment is made the duties that are imposed by these Regulations upon a client, apply as far as reasonably practicable to the agent so appointed.

(6) Where notification of construction work is required as contemplated in regulation 4(1), the client may, without derogating from his or her health and safety responsibilities or liabilities, appoint a competent person in writing as an agent to act as his or her representative, and where such an appointment is made the duties that are imposed by these Regulations upon a client, apply as far as reasonably practicable to the agent so appointed: Provided that, where the question arises as to whether an agent is necessary, the decision of an inspector is decisive.

(7) An agent contemplated in sub-regulations (5) and (6) must—

(a) manage the health and safety on a construction project for the client; and

(b) be registered with a statutory body approved by the Chief Inspector as qualified to perform the required functions;

(8) When the chief inspector has approved a statutory body as contemplated in sub regulation

(7)(b), he or she must give notice of that approval in the Gazette.

## 7.2 Principal Contractor

a) The Principal Contractor shall accept the appointment under the terms and Conditions of Contract. The Principal Contractor shall sign and agree to those terms and conditions and shall, before commencing work, notify the Department of Labour of the intended construction work in terms of Regulation 4 of the Construction Regulations. The Principal Contractor shall submit the notification in writing prior to commencement of work and inform the Client or his Agent accordingly;

b) The Principal Contractor shall ensure that he is fully conversant with the requirements of this Specification and all relevant health and safety legislation. This Specification is not intended to supersede the Act nor the Construction Regulations or any part of either. Those sections of the Act and the Construction Regulations which apply to the scope of work to be performed by the Principal Contractor in terms of this contract (entirely or in part) will continue to be legally required of the Principal Contractor to comply with. The Principal Contractor will in no manner or means be absolved from the responsibility to comply with all applicable sections of the Act, the Construction Regulations or any Regulations proclaimed under the Act or which may perceivable be applicable to this contract;

c) (1) A principal contractor must further —

(a) provide and demonstrate to the client a suitable, sufficiently documented and coherent site specific health and safety plan, based on the client's documented health and safety specifications contemplated in regulation 5(1)(b), which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the principal contractor as work progresses;

(b) open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, which must be made available on request to an inspector, the client, the client's agent or a contractor; and

(c) on appointing any other contractor, in order to ensure compliance with the provisions of the Act—

(i) provide contractors who are tendering to perform construction work for the principal contractor, with the relevant sections of the health and safety specifications contemplated in regulation 5(1)(b) pertaining to the construction work which has to be performed;

(ii) ensure that potential contractors submitting tenders have made sufficient provision for health and safety measures during the construction process;

(iii) ensure that no contractor is appointed to perform construction work unless the principal contractor is reasonably satisfied that the contractor that he or she intends to appoint, has the necessary competencies and resources to perform the construction work safely;

(iv) ensure prior to work commencing on the site that every contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993;

(v) appoint each contractor in writing for the part of the project on the construction site;

(vi) take reasonable steps to ensure that each contractor's health and safety plan contemplated in

(vii) ensure that the periodic site audits and document verification are conducted at intervals mutually agreed upon between the principal contractor and any contractor, but at least once every 30 days;

(viii) stop any contractor from executing construction work which is not in accordance with the client's health and safety specifications and the principal contractor's health and safety plan for the site or which poses a threat to the health and safety of persons;

- (ix) where changes are brought about to the design and construction, make available sufficient health and safety information and appropriate resources to the contractor to execute the work safely; and
- (x) discuss and negotiate with the contractor the contents of the health and safety plan contemplated in subregulation (2)(a), and must thereafter finally approve that plan for implementation;
- (d) ensure that a copy of his or her health and safety plan contemplated in paragraph (a), as well as the contractor's health and safety plan contemplated in subregulation (2)(a), is available on request to an employee, an inspector, a contractor, the client or the client's agent;
- (e) hand over a consolidated health and safety file to the client upon completion of the construction work and must, in addition to the documentation referred to in subregulation (2)(b), include a record of all drawings, designs, materials used and other similar information concerning the completed structure;
- (f) in addition to the documentation required in the health and safety file in terms of paragraph (c)(v) and subregulation (2)(b), include and make available a comprehensive and updated list of all the contractors on site accountable to the principal contractor, the agreements between the parties and the type of work being done; and
- (g) 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

**(2) A contractor must prior to performing any construction work—**

- (a) provide and demonstrate to the principal contractor a suitable and sufficiently documented health and safety plan, based on the relevant sections of the client's health and safety specification contemplated in regulation 5(1)(b) and provided by the principal contractor in terms of subregulation (1)(a), which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the contractor as work progresses;
- (b) open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, and which must be made available on request to an inspector, the client, the client's agent or the principal contractor;
- (c) before appointing another contractor to perform construction work be reasonably satisfied that the contractor that he or she intends to appoint has the necessary competencies and resources to perform the construction work safely;
- (d) co-operate with the principal contractor as far as is necessary to enable each of them to comply with the provisions of the Act; and
- (e) as far as is reasonably practicable, promptly provide the principal contractor with any information which might affect the health and safety of any person at work carrying out construction work on the site, any person who might be affected by the work of such a person at work, or which might justify a review of the health and safety plan.

(3) Where a contractor appoints another contractor to perform construction work, the duties determined in subregulation (1)(b) to (g) that apply to the principal contractor apply to the contractor as if he or she were the principal contractor.

(4) A principal contractor must take reasonable steps to ensure co-operation between all contractors appointed by the principal contractor to enable each of those contractors to comply with these Regulations.

(5) No 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.

(6) A 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.

(7) A contractor must at all times keep on his or her construction site records of the health and safety induction training contemplated in subregulation (6) and such records must be made available on request to an inspector, the client, the client's agent or the principal contractor;

(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.

## **8. SITE SPECIFIC WORKS INFORMATION**

These specifications are applicable to the specific scope of work pertaining to the

Upgrade of Dwesa –Cweba Nature Reserve in Willowvale as detailed in the tender documents.

### **DESCRIPTION OF THE SCOPE OF WORK**

#### **8.1 Employer's objectives**

Eastern Cape Parks & Tourism Agency wishes upgrade the existing services at the nature reserve in subject to revitalize the beauty of the nature in the area as also for more tourism purposes in the province. The

Strategic goal: to urgently address the upgrade and maintenance of existing, thereby ensuring that minimum acceptable standards are met. The Employer's objective is to attend to the immediate repairs, functional improvement and refurbishment prioritize works in the parks in phases, with this phase addressing the security features and building refurbishment.



## **COVID-19 MEASURES**

The legislation governing workplaces in relation to COVID-19 is the Occupational Health and Safety Act, Act 85 of 1993, as amended, read with the Hazardous Biological Agents Regulations. Section 8 (1) of the Occupational Health and Safety (OHS) Act, Act 85 of 1993, as amended, requires the employer to provide and maintain as far as is reasonably practicable a working environment that is safe and without risks to the health of employees. Specifically, section 8(2)(b) requires steps such as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard before resorting to personal protective equipment (PPE). However, in the case of COVID-19, a combination of controls is required, although the main principle is to follow the hierarchy of controls.

## **COVID-19 RISKS AND MITIGATION PLANS**

Despite having and complying with the occupational health and safety laws and regulations, the contractor needs to put additional measures in place to ensure the health and safety of employees on sites. Below are some of the identified risks and mitigation plans to be implemented by the contractor.

- Frequently clean hands by using alcohol-based hand rub or soap and water
- Avoid touching eyes, nose or mouth
- Always wear a suitable face mask
- Cancel travel for employees experiencing symptoms of the virus
- Regular testing of body temperature
- Risk Mitigation plan/action Responsibility Travelling to work – with public transport – exposure to the virus
- Office support staff to remain working from home
- Contractors to transport staff from a designated place
- Where not possible to avoid, use of public transport to comply with the transport limitations
- Provide employees with information on the virus and precautions to take during travel ie:
- If possible, maintain social distancing (at least 2 m) between yourself and anyone else when travelling Contractor
- No site access by nonemployees
- Stop all non-essential visitors.
- All employees and non-employees to be screened with non-contact thermometers.
- Body temperature check with thermometer upon employee's arrival as well as departure.
- Introduce staggered start and finish times to reduce congestion and contact at all times.
- Take body temperature of anybody stepping on or stepping off site
- Monitor site access points to enable social distancing

- Change the number of access points, either increase to reduce congestion or decrease to enable monitoring.
- Disinfectant is to be placed in the trough and all shoes coming onto site or leaving site will be disinfected.
- Remove or disable entry systems that require skin contact e.g. fingerprint scanners or biometric system.
- Require all workers to wash or clean their hands before entering or leaving the site.
- Allow plenty of space (two metres) between people waiting to enter site.
- Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone, handsets, desks, particularly during peak times.
- Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible.
- Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.

Contractor to:

- Provide additional handwashing facilities to the usual welfare facilities if a large spread out of site or significant numbers of personnel on site.
- Provide misting hand sanitizers in all strategic places on site.
- Ensure soap and fresh water is always readily available and kept topped up.
- Provide hand sanitizer where hand washing facilities are unavailable.
- Regularly clean the hand washing facilities and check soap and sanitizer levels.
- Provide suitable and enough rubbish bins for hand towels with regular removal and disposal.
- Sites to have extra supplies of soap, hand sanitizer and paper towels and these will be securely stored.
- Non-compliant employees will face disciplinary action in order to safeguard Contractor and Employees.
- Applicable in part to Off Site Office based work being done by Professional service providers as well and Safety Specification

#### **TOILETS:**

- Restrict the number of people using toilet facilities at any one time.
- Employees to wash hands before and after using the facilities.
- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently.

**OFFICE & CANTEEN:**

- Provide suitable and enough rubbish bins for hand towels with regular removal and disposal.
- The workforce should also be required to stay on site once they have entered it and not use local shops.
- Dedicated eating areas should be identified on site to reduce food waste and contamination.
- Break times should always be staggered to reduce congestion and contact.
- Hand cleaning facilities or hand sanitizer should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area.
- The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home.
- Workers should sit 2 metres apart from each other whilst eating and avoid all contact.
- Where catering is provided on site, it should provide pre-prepared and wrapped food only.
- Payments should be taken by contactless card wherever possible.
- Where only cash can be used, the usual hands cleaning and with sanitizers and soap should be observed.
- Crockery, eating utensils, cups etc. should not be used.
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced.
- Tables should be cleaned between each use.
- All rubbish should be put straight in the bin and not left for someone else to clear up.
- All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices

**Inadequate PPE;**

- No employee on site without adequate and relevant PPE.
- Re-usable PPE should be thoroughly cleaned after use and not shared between workers
- Single use PPE should be disposed of so that it cannot be reused

**Poor ventilation;**

- Increase ventilation in enclosed spaces
- Site meetings ; Only necessary meeting participants should attend.
- Attendees should be two metres apart from each other.
- Rooms should be well ventilated / windows opened to allow fresh air circulation.
- Consider holding meetings in open areas where possible.

### **Tracing of infected employees;**

-The necessary systems will be implemented to trace employees that are infected.

-The system will also enable the tracing, identification and quarantining of people who came into contact with the infected employee.

### **Medical Tests (additional to entry exit medicals)**

The normal requirements of pre-placement, periodic and exit medicals will remain, with the Occupational health service providing a methodology of how they will be including factors relating to Covid-19. No lung functions or peak flows will be done until deemed safe to do so by the South African Thoracic Society. It is preferable that occupational health service providers use a cloud-based record keeping service to ensure easy tracking and tracing. Free apps such as Square 1 is such an example. Any person who contracts the virus may need to be reported to the Compensation Commissioner as an occupational disease where their work is to monitor and in contact with others. Such details are provided in the Compensation for Injuries and Diseases Act (COIDA). Isolation of workers who have a temperature or any symptoms, and removal to the closest facility for testing and treatment, through the numbers provided. The PC is to ensure their policy on this includes such information.

Workers will be required to complete COVID-19 questionnaires prior to returning to site. Any worker with any symptoms is not to return to work, or notify the PC of same.

### **Access Control**

The PC is to ensure there is suitable and adequate provision to minimize the risk of persons who may be infected with Covid-19 entering the site, the spread of the virus between persons who work on or visit the site and the risk of potentially contaminated persons leaving the site and accessing public spaces or going home to their families. Principal contractor must make sure that site is being accessed by employees and necessary or mandatory site visitors (consultants/ agents of the Client). No unauthorized visitors will be allowed on site. No nonessential visitors will be allowed on site. Construction sites aren't public places and only employees following full health and safety protocols have access. It is important to mitigate the public safety risks associated with unattended construction sites, including damage from weather related incidents, security costs, break-in damage, plant maintenance and stock loss. The contractor is required to implement, inter alia the following measures:

- Persons accessing the site in groups to maintain social distancing of at least 1 metre while waiting to access the site;

- Persons waiting to access the site to be segregated from the public where required by the provision of dedicated, prominently identified public pedestrian walkways situated in such a way that social distancing is maintained between site personnel and the public;

- Screening of each person who enters the site with a no-touch infrared thermometer;

- Means of (fully) sanitizing each person and their belongings, who access and leave the site; Dedicated facilities for safekeeping of personal for each person. Such facilities are to allow for total segregation of

belongings and must be easy to sanitize. Provision of such facilities for safekeeping to be accompanied with a procedure for the use and sanitizing of the storage facility to reduce the risk of cross-contamination;

- Toolbox talks to be conducted outdoors when possible in order for persons to maintain social distancing. Where inclement weather does not allow for this, toolbox talks to be conducted with smaller groupings of workers in a sheltered area large enough to maintain social distancing, and

- Eating areas to be set up in such a way that the maximum number of persons who will use the area at any one time are able to maintain the required social distancing of 1 metre. Should this not be practicable, meal times are to be staggered on a rotational basis to avoid contact between persons.

\*This specification is not an exhaustive list and the contractor is encouraged to develop rigorous control measures and procedures to safeguard all persons accessing or working on the site against the risk of Covid-19.

Where possible remote means of monitoring such as use of drones or security cameras to monitor site conditions and to do site inspections could be considered.

#### Hand Sanitizing or cleansing & Social Distancing

Workers must be required to clean their hands upon entering or leaving the site. Principal contractor must ensure that common contact surfaces are cleaned (eg scanners, desks). Water and soap must be made available on site entrances as well as hand sanitizers. Every employer must ensure that social distancing measures are implemented through supervision both in the workplace and in the common areas outside the immediate workplace through queue control or within the workplace such as canteens and lavatories. These measures may include dividing the workforce into groups or staggering break-times to avoid the concentration of workers in common areas.

#### **Ablution Facilities**

Ablution facilities are an essential facility that must be available for workers across a site.

Facilities are a high risk area and increased cleaning regimes are required to be introduced. A policy on how this will be done is required, that will cover both portable and permanent facilities.

The following are considerations, which include, inter alia:

- Portable toilets to be provided at a 1:10 ratio
- Cleaners to continually clean and have a formal cleaning regime
- Hand washing facilities (soap and water, paper towel) to be available where possible, and if not, to provide hand sanitizer
- Induction training to educate to ensure all users are hand washing correctly
- Flush toilets preferably 1:15 unless increased cleaning regime present;
- Restrict the number of people using toilet facilities at any one time e.g. use a welfare attendant;
- Wash hands before and after using the facilities;

- Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush;
- Portable toilets should be avoided wherever possible, but where in use these should be cleaned and emptied more frequently;
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal that need to be managed as hazardous waste;
- Introduce staggered start and finish times to reduce congestion and contact at all times;
- Consider increasing the number or size of facilities available on site if possible, and
- Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.

### **Principal contractor workers to site Transportation**

Principal contractor must make sure that employees safely get to work through means public / private vehicle. The principal contractor must make sure that employees are provided with enough information about COVID-19, use of PPE and social distancing while in any form of transport to work.

### **Trainings**

Principal contractor must make sure that employees are trained and made aware of everything regarding the COVID-19 and other risks related to the nature of project works or their activities.

Principal contractor must make sure that register is kept on file as proof of any training done.

- Good Hygiene basics (hand wash, proper coughing/ sneezing etiquette)
- Proper use of PPE (eg wearing coveralls, masks, gloves)
- Education and awareness

### **Site meetings**

No site meetings are allowed to take place during the lock-down unless deemed necessary and permitted so according to the lockdown regulations. Rooms where meetings are held should be well ventilated/ windows opened or held in open spaces.

The virtual platforms for progress meeting are recommended and technical meetings should be held as walk about on site.

### **Stay at home leave policies**

Employees whose works are not deemed “essential” shall be required to stay/work at home. This will be done so as to reduce the number of employees that come to work or to reduce direct day-today contact of employees. Different shifts will be introduced in order to balance between the progress and human interaction.

## **Emergency and Isolation**

An emergency plan is to be completed that is in line with the current Regulations of the National Disaster Management Act.

- b) First aid- Extra gloves, and disinfectants are to be available, first aiders are to be issued with at least FFPT2 masks should they be required to respond
- c) Evacuation plans- Evacuation plans should consider social distancing.
- d) Isolation of potentially infected workers- The emergency plan is to consider how anyone who arrives on site and displays any of the symptoms, or has a raised temperature.

## **Hazardous Chemical Substances**

No HCSs should be brought on site without an MSDS (Material safety data sheet). HCS must be separately stored and the storage should be well ventilated. A detailed risk assessment should be done prior use of any HCS. Employees must be trained on proper use of HCSs as well as on the relevant hazards and risks. Principal Contractor must have safe work procedures on use of HCS.

## **Welfare Facilities**

The PC shall adapt arrangements regarding the provision of welfare facilities to be in line with Government guidelines and requirements.

- e) Clean, storage for food and personal belongings- The PC to provide lockable storage for all employees on site, which shall be disinfected daily. Training and awareness to address procedures and the importance of good hygiene practice.
- f) No personal belongings to be kept on site - Apart from extra clean personal clothing no other personal belongings allowed on site except if kept in locker provided by the PC.
- g) No communal drinking facilities (shared cups etc.)- The PC to provide adequate supplies of bottled water to all employees on site. Empty bottles to be disposed of as normal waste. Training and awareness to address procedures and the importance of good hygiene practice.
- h) Larger meeting areas/ preferably use technology (Skype, Zoom, Microsoft teams): The PC is to limit the number of employees at all activities to the minimum required to do the work in a safe manner. Where possible meetings must be held in open areas limited to essential personnel. Technological alternatives to be exploited for meeting attendance if possible. Training and awareness to address procedures and the importance of social distancing.
- i) Eating areas- The PC is to limit the number of employees at all activities to the minimum. Stagger lunchbreaks and resting periods for work teams. Training and awareness to address procedures and the importance of good hygiene practice and social distancing.

Workers are required to stay on site once they have entered it and not use local shops.

Dedicated eating areas should be identified on site to reduce food waste and contamination.

- Break times should be staggered to reduce congestion and contact at all times.
  - Hand cleaning facilities or hand sanitizer should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area;
  - Workers should be asked to bring pre-prepared meals and refillable drinking bottles from home;
  - Social distancing to be applied whilst eating and avoid all contact;
  - Where catering is provided on site, it should provide pre-prepared and wrapped food only;
  - o Payments should be taken by contactless card wherever possible;
  - o Crockery, eating utensils, cups etc. should be disposable if supplied;
- Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced;
- Tables should be cleaned and disinfected between each use;
  - All rubbish should be put straight in the bin and not left for someone else to clear up;
  - All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment device.

### **Consequences Management**

The Principal contractor to ensure that regular information pertaining to COVID 19 and or any Health and Safety matters is distributed to ensure that required measures/controls are timeously addressed. There are various information platforms available to the Employer and or employee that can assist in keeping them informed:

- Local Authority / Legislation
- World Health Organizations
- Health Care Departments / Health Care Professional's / Centre's / Hospitals
- Public Service Announcements – National News

The PC is responsible and required to keep his or her employees informed by means but not limited by conducting the following;

- Awareness campaigns -i.e. posters within work places
- Daily site task Inspections (DSTIs)
- Toolbox talks / Daily briefings
- Meetings
- Company policies / procedures / Employee Wellbeing interaction
- Company newsletters
- Telecommunications – Cell phones Apps / e-mail



## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The hierarchy of control applies with the use of PPE. Specific regard for the type and usage, training and control is to be outlined in the policies and procedures.

### **Masks**

Masks are compulsory for all employees; personnel and professional team members, reducing the potential of inhaled COVID-19 droplets. For general administration purposes, for essential staff on site only, cloth masks may be worn. N95 masks are only to be worn by first aiders or high risk workers, due to the national shortage thereof. All employees to have access to N95 or FFPT2 masks when required, only in instances of HIGH

### **RISK OF EXPOSURE**

All N95 and FFPT2 masks to be disposed with or after 1 day's use. Induction is to include training on the correct use of face masks.

Cloth face masks to be used on entering and leaving the site. It is advised that each worker is supplied with at least 3 cloth face masks. This would assist ensuring that the masks are hygienic (1 on the face; 1 in the wash and 1 as a backup).

The PC must ensure that sufficient stock is at all-time available on site. This will also have depended on the type of mask being issued.

All disposable masks are biological waste and must be properly disposed of. This must be disposed in container (locked) or in bags to be either removed as medical biological waste by registered service provider.

CLEARLY IDENTIFIABLE BINS INDICATING BIOLOGICAL WASTE TO BE PROVIDED

### **Face Shields**

The principal contractor could also look at options such as full face shields for preventing spreading of virus through eyes. This would assist the employee who is doing hard physical work to breathe more easily but still protecting the mouth, eyes and nose. Face shields should be cleaned daily before the shift and at the end of the shift. Proper cleaning agents/disinfectant must be used. Face shields should be issued to employees and no sharing is allowed

### **Overalls**

All employees must be issued with 3 overalls (1 overall wearing; 1 overall in the wash and one as the backup). This will ensure that the employee will be able to wear clean hygienic overalls. This must form part of the COVID-19 training for all employees.

### **Hand Gloves**

It is preferable that surgical gloves are not worn unless indicated and workers trained in the proper use thereof. Gloves must only be used when the activity demand the wearing of specific type of hand gloves. This will be directed by the PC risk assessment.

Site office personnel need to be made aware of the risks in the office environment, this include to handling of documents and plans. These employees could be issued with the appropriate hand gloves or sufficient hand wash / sanitizing facilities must be available in the site office.

## 8.2 Overview of the works

The Contractor will be required to perform the following functions:

a. Upgrade Dwesa- Cweba Nature reserve

## 8.3 Location of the works

The site is located at Dwesa Nature Reserve in Willowvale, Eastern Cape

## 8.4 Temporary works (Decanting) - Not applicable

## 8.5 Occupational Health and Safety

The contractor needs to study the following documents:

Occupational Health and Safety Act, 1993 – Construction Regulations 2014, including all other legislation requirements according to the Scope of Work reference;

-The contractor needs to comply with the following legal requirements:

- Occupational Health and Safety Act, 1993 – Construction Regulations, 2014;

- Annexure A – ECPTA Occupational Health and Safety specification;

- Annexure B – ECPTA Baseline Risk Assessment;

- Annexure C - ECPTA Safety, Health, Environment and Quality Policy.

## 8.6 Other

The Principal Contractor/Client or its Agent will provide a scope of work to the Principal Contractor. As a result of the inherent nature of the Health and Safety Baseline Specifications document, specific relevant information on the project must be provided and it may be necessary to draft the required information under this paragraph on a separate attached document.

If at any time after commencement of the project changes are brought about to the design or construction, sufficient health and safety information and appropriate resources are to be made available to the Principal Contractor to execute the work safely. Principal Contactor shall for the duration of the project make available SHE Representatives on a daily basis to inspect the workplace.

According to Construction Regulation 7(1) (c) (ii) all potential contractors submitting tender's must make provision for the cost of health and safety measures during the construction process. When submitting a tender, the Principal Contractor shall therefore, make provision for the cost of health and safety measures in terms of their documented Health and Safety Plan and ECPTA

ECPTA Health and Safety Specifications. The cost shall be clearly specified and quantified within the tender document under a section for health and safety.

The Health and Safety Plan is therefore to be included with the Tender documents when Tenders are invited for the Project.

## **9. HEALTH AND SAFETY FILE**

The Principal Contractor must, in terms of Construction Regulation 7(2) (b), keep a Health & Safety on site at all times that must include all documentation required in terms of the Act and Regulations and must also include a list of all Contractors on site that are accountable to the Principal Contractor and the agreements between the parties and details of work being done. A more detailed list of documents and other legal requirements that must be kept in the Health and Safety File is attached as an addendum to this document.

### **IMPORTANT:**

The Health and Safety File will remain the property of the Client and/or its Agent on its behalf throughout the period of the project and shall be consolidated and handed over to the Client and/or its Agent on its behalf at the time of completion of the project.

## **10. OH&S GOALS AND OBJECTIVES AND ARRANGEMENTS FOR MONITORING AND REVIEWING OH&S PERFORMANCE**

The Principal Contractor is required to maintain an acceptable disabling incident frequency rate (DIFR) and report monthly on their performance to the Client or its Agent.

## **11. IDENTIFICATION OF HAZARDS AND DEVELOPMENT OF RISK ASSESSMENTS, STANDARD WORKING PROCEDURES (SWP) AND**

### **METHOD STATEMENTS**

The Principal Contractor is required to perform risk assessments, compile Standard Working Procedures (SWP) and Method Statements for each activity executed in the contract or project (see 13. below "Project/Site Specific Requirements").

The identification of hazards is over and above the hazards identification program and those hazards identified during the drafting of the Health and Safety Plan.

## **12. ARRANGEMENTS FOR MONITORING AND REVIEW**

### **12.1 Periodical Audit by Principal Contractor/ Client or its Agent.**

The Client and/or its Agent on its behalf will be conducting Periodic Audits at times agreed with the Principal Contractor to comply with Construction Regulation 7(1) (c) (vii) to ensure that the principal Contractor has implemented, is adhering to and is maintaining the agreed and approved OH&S Plan (audits must be done at least once every 30 days).

### **12.2 Other audits and inspections by client or agent.**

The Client or its Agent reserves the right to conduct any ad hoc audits and inspections as it deems necessary. A representative of the Principal Contractor and the relevant Health and Safety

Representative(s) (SHE-Reps) must accompany the Client and/or its Agent on all Audits and Inspections and may conduct their own audit/inspection simultaneously. Each party will, however, take responsibility for the results of his/her own audit/inspection results. The Client or its Agent may request a copy of the Principle Contractor SHE Committee meeting minutes, reflecting possible recommendations made by that committee to the employer for reference purposes.

### 12.3 Incident Investigation and Reporting

12.3.1 The Principal Contractor shall report all incidents where an employee is injured on duty to the extent that he/she:

- Dies;
- becomes unconscious;
- loses a limb or part of a limb;
- is injured or becomes ill to such a degree that he/she is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he/she was usually employed. or where:
- a major incident occurred;
- the health or safety of any person was endangered (this could be a near miss);
- where a dangerous substance was spilled;
- the uncontrolled release of any substance under pressure took place;
- machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects;
- machinery ran out of control.

12.3.2 The Principal Contractor is required to provide the Client and/or its Agent on its behalf with copies of all statutory reports required in terms of the Act and the Regulations;

12.3.3 The Principal Contractor is required to provide the Client and/or its Agent on its behalf with a monthly "SHE Risk Management Report";

12.3.4 The Principal Contractor is required to provide a.s.a.p. the Client and/or its Agent on its behalf with copies of all internal and external accident/incident investigation reports including the reports contemplated in clause 12.7, 12.8.2, 15, 16, 17, 21 and 22 below.

As soon as the occurrence of any accident/incident of whatever nature comes to the notice of the Principal Contractor, it shall be reported immediately to any of the following:

- Project Manager / Client / Agent; and
- Health and Safety Manager.

## 12.4 Review

-The Principal Contractor is to review the Hazard Identification, Risk Assessments and Standard Work Processes at each Construction Planning and Progress Report meeting as the construction work develops and progresses. Each time changes are made to the designs, plans and construction methods and processes. These items must be reviewed;

-The Principal Contractor must provide the Client and/or its Agent on its behalf, other Contractors and all other concerned parties with copies of any changes, alterations or amendments as contemplated in the above paragraph.

## 12.5 Site Rules and other Restrictions

### 12.5.1 Site OH&S Rules

The Principal Contractor must develop a set of site-specific Health and Safety Rules that will be applied to regulate the Health and Safety Plan and associated aspects of the construction project.

When required for a site by law, visitors and non-employees upon entering the site shall be issued with the proper Personal Protective Equipment (PPE) as and when necessary.

### 12.5.2 Security Arrangements

- The Principal Contractor must establish site access rules and implement and maintain these throughout the construction period. Access control must include the rule that nonemployees shall at all times be provided with fulltime supervision while on site;

- Additional Access Rules may be imposed by the Project Manager or Client Agent in the interest of the safety of Principal Contractor's employees, visitors and customers;

-The Principal Contractor must develop a set of Security rules and procedures for their allocated site and maintain these throughout the construction period. These security rules must be submitted to the Client for approval. Additional security measures or rules may be specified for risk minimization purposes;

- If not already tasked to the H&S Officer appointed in terms of Construction Regulation 8(6), the Principal Contractor must appoint a competent Emergency Controller who must develop contingency plans for any emergency that may arise on site as indicated by the risk assessments.

These must include a monthly practice/testing programme for the plans e.g. January: trench collapse, February: flooding etc. and practiced/tested with all persons on site at the time, participating.

## 12.6 Training

The contents and syllabi of all training required by the Act and Regulations including any other related or relevant training as required must be included in the Principal Contractor's Health and Safety Plan and Health and Safety File.

### 12.6.1 General Induction Training

All employees of the Principal and other Contractors must be in possession of proof of General Induction training.

### 12.6.2 Site Specific Induction Training

All employees of the Principal and other Contractors must be in possession of Site Specific Occupational Health and Safety Induction or other qualifying training.

COVID-19 Educational induction should be undertaken on the first day of reestablishment.

### 12.6.3 Other Training

- All operators, drivers and users of construction vehicles, mobile plant and other equipment must be in possession of valid licenses and proof of training;
- All employees performing jobs requiring specific training in terms of the OHS Act 85, 1993 and Regulations must submit proof of such training;
- Occupational Health and Safety Training Requirements: (as required by the Construction Regulations and as indicated by the Health and Safety Specification Document & the Risk Assessment/s and recommendations by the Health and Safety Committee): General Induction (Section 8 of the Act & CR 7(5));
- Site/Job Specific Induction (also visitors) (Sections 8 & 9 of the Act & CR 7(5)&(6));
- Site/Project Manager;
- Training of the Appointees indicated in 12.6.1 & 12.6.2 above;
- Operation of Cranes (Driven Machinery Regulations 18 (11));
- Operators & Drivers of Construction Vehicles & Mobile Plant (Construction Regulation 23);
- Basic Fire Prevention & Protection (Environmental Regulations 9 and Construction Regulation 29);
- As a minimum basic First Aid to be upgraded when necessary (General Safety Regulations 3);
- Storekeeping Methods & Safe Stacking (Construction Regulation 28);
- Emergency, Security and Fire Coordinator.
- Education and awareness

### 12.7 Incident Investigation

The Principal Contractor is responsible to oversee the investigation of all incidents. This will include first aid, medical treatment by a doctor and hospital or clinic cases. (General Administrative Regulation 9).

All incidents must be recorded in the Accident/Incident Register. (General Administrative Regulation 9).

The Principal Contractor is responsible for the investigation of all incidents as described in Section 24 (1) (b) & (c) of the Act and keeping a record of the results of such investigations including the corrective action to prevent similar incidents in future.

The Principal Contractor is responsible for the investigation of all road traffic accidents relating to the construction site and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.

Notwithstanding the requirements of Section 24 of the Act, all incidents shall be investigated and reported on in writing, irrespective of whether such incident gave rise to injury or damage.

## 12.8 SHE Representatives and SHE Committees

### 12.8.1 Designation of SHE Representatives

Where the Principal Contractor employs more than 20 persons (including the employees of the Contractors) he has to appoint a minimum of one SHE Representatives, then he must appoint one for every 50 employees or part thereof. (OHS Act85, 1993 - Section 17 and GAR 6; 7.);

- These SHE Representatives shall be designated in writing.

12.8.2 Duties and Functions of the H&S Representatives (This is based on the Construction norms and is not an exhaustive list)

- The Principal Contractor must ensure that the designated SHE Representatives conduct a formal weekly inspection of their respective areas of responsibility using a checklist. All findings must be reported to the Principal Contractor. The reports shall be submitted to the Health and Safety Committee for action. Record shall be kept in the form of minutes;

-SHE Representatives must take part in incident investigations;

- SHE Representatives shall be members of at least one SHE Committee and attend all the SHE Committee meetings.

### 12.8.3 Establishment of H&S Committee(s)

The Principal Contractor must establish H&S Committees consisting of designated H&S Representatives together with a number of Employers Representatives appointed as per Section 19(3) that are not allowed to exceed the number of H&S Representatives on the committee. The persons nominated by the employer on an H&S Committee must be designated in writing for such period as may be determined by him. The H&S Committee shall co-opt advisory (temporary) members (who are not allowed to vote on issues discussed) and determine the procedures of the meetings including the chairmanship.

Legally, the H&S Committee must meet minimum every 3 months, but it is advised that they meet at least once a month and consider, at least, the following Agenda for the first meeting.

Thereafter the H&S Committee shall determine its own procedures as per the previous paragraph.

Agenda:

- 1) Opening and determining of chairmanship (only when necessary);
- 2) Facilities and Hygiene;
- 3) Housekeeping;
- 4) Incidents and incident investigation; and
- 5) Inspection checklists and Registers:
  - a. H&S Rep. Inspections;
  - b. Matters of First Aid;
  - c. Scaffolding;
  - d. Ladders;
  - e. Excavations;
  - f. Portable Electric Equipment;
  - g. Fire Equipment;
  - h. Explosive Power Tools;
  - i. Power Hand tools;
  - j. Incident Investigation reports;
  - k. Pressure Equipment and vessels under pressure;
  - l. Personal Protective Equipment.
- 6) Safety Statistics;
- 7) Health and Safety Awareness / Training / Posters and Symbolic signs;
- 8) First Aiders and First Aid equipment;
- 9) Demarcation of work- /hazardous-/safe areas/walkways;
- 10) Safety Suggestions;
- 11) Environmental Management;
- 12) General;
- 13) Date of Next Meeting; and
- 14) Closing.



### 13. PROJECT/SITE SPECIFIC REQUIREMENTS

The following is a list of specific activities and considerations that have been identified for the project and site and for which Risk Assessments, Standard Working Procedures (SWP), management and control measures and Method Statements (where necessary) have to be developed by Principal Contactor to ensure legal compliance to legislation:

Description of the site and scope of works (CR5 (1) (b));

Scope of works - The PC is to display a site lay-out drawing to indicate at least the following (Not exclusive):

- PC site office, access and egress arrangements inclusive of delivery arrangements, employee facilities and highlighted "No-Go" areas;
- Emergency assembly points.
- Project title sheet;
- A depiction of total people on site daily;
- A list of Sub-contractors active on site with contact details;
- Plant and material listings;
- Emergency contact numbers;
- SHE files to note where all drawings, plans and permits are stored for all the disciplines involved in the construction phase of the project;
- Chemical inventory with MSDS references;
- First aid box and first aid arrangements;
- Fire extinguisher(s);
- Employee shaded eating area;
- Communication board.

Task Activities undertaken in the execution of the above-mentioned work packages and must be addressed in the safety plan of the contractor.

- Installation and Maintenance of Temporary Construction Electrical Supply, Lighting and Equipment;
- Adjacent properties and surrounding building exposures;
- Boundaries and Access control/Public Liability Exposures;
- Exposure to Noise;
- Exposure to Vibration;

- Protection against dehydration and heat exhaustion;
- Protection from the elements.
- Handling, Storage, removal and disposal of Asbestos Contaminated Material.
- Use and Storage of Flammable Liquids and other Hazardous Substances – (the client and/or its agent appointed on its behalf to be informed of this prior to commencing of the project).
- Backfilling and compacting of Trenches.
- Protection against Flooding.
- Use of Explosives – (the client and/or its Agent appointed on its behalf to be informed of this prior to commencing of the project) when necessary.
- Protection from Overhead Power Lines.
- As discovered by the Principal Contractor’s hazard identification exercise.
- As discovered from any inspections and audits conducted by the Client and/or its Agent on its behalf or by the Principal Contractor or any other Contractor on site.
- As discovered from any accident/incident investigation.

13.1 The following are in particular requirements depending on scope of works and will form a basis for compliance audits.

1. Administrative and Legal Requirements;
2. Education, Training & Promotion;
3. Public Safety and Emergency Preparedness;
4. Personal Protective Equipment;
5. Housekeeping;
6. Scaffolding, Formwork & Support work;
7. Ladders;
8. Electrical Safeguarding;
9. Emergency Procedures /Fire Prevention and Protection;
10. Excavations and Demolition;
11. Tools;
12. Cranes and other driven machinery;
13. Personnel and Material Hoists;

- 14. Transport and Materials Handling;
- 15. Site Plant and Machinery;
- 16. Stacking and Storage Site/ Yards/ Site Workshops Specifics;
- 17. Health and Hygiene; and
- 18. Facilities.

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

Administrative & Legal Requirements

OHS Act Section/

Regulation

Subject Requirements

Construction Regulations 3 & 4

Application for construction work permit

Notice of carrying out

Construction work

Department of Labour must be notified by the client and by the contractor.

Copy of Notice available on Site.

Work permit to be displayed at the entrance if required.

General Admin Regulations 4

Copy of OH&S Act (Act 85 of 1993)

Updated copy of Act & Regulations available on site.

Readily available for perusal by employees.

COID Act

Registration with Compensation Insurer

Written proof of registration/Letter of good standing available on Site Construction Regulations5(1)

SHE Specification and Program

SHE Spec received from Client and/or its Agent

SHE Program developed and updated.

Section 8(2)(d) of the OHS Act and Regulations 5(1) & 7 of the Construction.

Hazard Identification & Risk Assessment

Identifications of hazards/Recorded

Risk Assessment and – Plan drawn up/Updated

Risk Assessment Plan available on Site

Employees/Contractors informed/trained

## **15. THE PRINCIPAL CONTRACTOR'S GENERAL DUTIES**

The Principal Contractor shall at all times ensure his status of an “employer” as referred to in the Act, and will abide by his/her responsibilities, duties and functions as per the requirements of the Act and Regulations with specific reference to Section 8 of the Act.

The Principal Contractor shall keep, and on demand make available, a copy of the Act on site at all times and in addition to that he/she will introduce and maintain a file titled “Health and Safety File”, or other record in permanent form, which shall contain all relevant aspects and information as contemplated in the Construction Regulations. He/she will make this file available to the client or his representative whenever necessary or on request to an interested party.

## **16. THE PRINCIPAL CONTRACTOR'S SPECIFIC DUTIES**

The Principal Contractor's specific duties in terms of these specifications are detailed in the Construction Regulations as published under government notice No. 84 dated 7 February 2014.

The Principal Contractor is specifically referred to the following elements of the Construction

Regulations:

Regulation No. 1 - Definitions

Regulation No. 2 - Scope of application

Regulation No. 3 - Application for construction work permit

Regulation No. 4 - Notification of construction work

Regulation No. 5 - Duties of client

Regulation No. 6 - Duties of designer

Regulation No. 7 - Principal Contractor and Contractor

Regulation No. 8 - Management and supervision of construction work

Regulation No. 9 - Risk Assessment for construction work

Regulation No. 10 - Fall protection

Regulation No. 11 – Structures

Regulation No. 12 - Temporary works

Regulation No.13 - Excavation

Regulation No. 14 -Demolition work

Regulation No. 15 -Tunneling

Regulation No. 16 - Scaffolding

Regulation No. 17 - Suspended platforms

Regulation No. 18 - Rope access work

Regulation No. 19 - Material hoists

Regulation No. 21 - Explosive actuated fastening device

Regulation No. 22 - Cranes

Regulation No. 23 - Construction vehicles and mobile plant

Regulation No. 24 - Electrical installations and machinery on construction sites

Regulation No. 25 - Use and temporary storage of flammable liquids on construction sites

Regulation No. 26 - Water environments

Regulation No. 27 - Housekeeping and general safeguarding on construction sites

Regulation No. 28 - Stacking & Storage on construction sites

Regulation No. 29 - Fire precautions on construction sites

Regulation No. 32 - Approved Inspection Authorities

Regulation No. 33 - Offences and penalties

The Principal Contractor shall ensure compliance to the Act and its Regulations and specifically to the above regulations and document each record in the Health and Safety File.

## **17. THE PRINCIPAL CONTRACTOR'S SPECIFIC RESPONSIBILITIES WITH REGARDS TO HAZARDOUS ACTIVITIES**

The following activities are identifiable as hazardous in terms of the Construction Regulations.

The contractor shall execute the activities in accordance with the following Construction Regulations and other applicable regulations of the Act:

Regulation No. 10 - Fall Protection

Regulation No. 11 - Structures

Regulation No. 13 - Excavation work

Regulation No. 14 - Demolition work

Regulation No. 15 - Tunneling

Regulation No. 16 - Scaffolding

Regulation No. 17 - Suspended Platforms

Regulation No. 18 - Rope access work

Regulation No. 19 - Material hoists

Regulation No. 20 - Bulk mixing plant

Regulation No. 21 - Explosive actuated fastening device

Regulation No. 22 - Cranes

Regulation No. 23 - Construction vehicles and mobile plant.

Regulation No. 24 - Electrical installations and machinery on construction sites

Regulation No. 25 - Use and temporary storage of flammable liquids on construction sites

Regulation No. 26 - Water environments

Regulation No. 27 - Housekeeping on construction sites

Regulation No. 29 - Fire precautions on construction sites.

All of the above requirements will be read in conjunction with the relevant regulations and health and safety standards as required by the Act. All documents and records required by the Construction Regulations will be kept in the Health and Safety File and will be made available at any time when required by the client or his representative, or on request to an interested party.

## **18. GENERAL NOTES TO THE PRINCIPAL CONTRACTOR**

Legal Framework and obligations

The more important Acts and relevant subordinate/secondary legislation as well as other (inter alia Local Government) legislation that also apply to the project as well as to project owned buildings and premises:

(i) The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises";

(ii) The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended and the municipal by-laws and any special requirements of the local supply authority;

(iii) The Fire Brigade Services Act 1987, Act 99 of 1987 as amended;

(iv) National Building Regulations made under the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977), and promulgated by Government Notice No. R. 2378 of 30 July 1990, as

amended by Government Notices No's R. 432 of 8 March 1991, R. 919 of 30 July 1999 and R. 547 of 30 May 2008; (SANS 100400);

(v) The Post Office Act 1958 (Act 44 of 1958) as amended;

(vi) The Electricity Act 1984, Act 41 of 1984;

(vii) The Regulations of Local Gas Board(s), including Publications of the SABS Standards and Codes of Practice, with specific reference to GNR 17468 dated 4th October 1997;

(viii) Legislation pertaining to water usage and the environment;

(ix) Legislation governing the use of equipment, which may emit radiation (e.g. X-Rays etc.)

(x) Common Law Legal Liabilities

Common Law and Legislation

Based on two main criteria –

-Would the reasonable person have foreseen the hazard?

That is a reasonable person in that specific position, taking experience, qualifications, authority, position in the organization etc. into consideration

-Would the reasonable person have taken precautionary measures (action) to prevent or limit the hazard?

Negligence can be proven on failure on any or both of the above criteria (There may not necessarily be a relationship between criminal and civil liability!)

## **19. HOUSE KEEPING**

Good housekeeping will be maintained at all times as per Construction Regulation 27. Poor housekeeping contributes to three major problems, namely, costly or increased accidents, fire or fire hazards and reduction in production. Good housekeeping will enhance production time.

Particular emphasis is to be placed on the following crucial elements of a construction site:

-Phase priorities and production/plant layout;

- Enclosures;

- Pits, openings and shoring;

- Storage facilities;

- Effective, sufficient and maintained lighting or illumination;

- Principal sources of injuries e.g. stairways, runways, ramps, loose building material;

- Oil, grease, water, waste, rubble, glass, storm water;

- Color coding;

- Demarcations;

- Pollution;
- Waste disposal;
- Ablution and hygiene facilities; and
- First aid.

This list must not be taken to be exclusive or exhaustive!

In promotion of environmental control all waste, rubble, scrap etc. will be disposed of at a registered dump site and records will be maintained. Where it is found to be impractical to use a registered dump site or it is not available, the Principal Contractor will ensure that the matter is brought to record with the client or his representative, after which suitable, acceptable alternatives will be sought and applied.

Dross and refuse from metals, and waste matters or by-products whose nature is such that they are poisonous or capable of fermentation, putrefaction or constituting a nuisance shall be treated or disposed of by methods approved of by an inspector.

NOTE: No employer (Principal Contractor) shall require or permit any person to work at night or after hours unless there is adequate, suitable artificial lighting including support services in respect of Health and Safety.

## **20. LOCKOUT SYSTEMS - ELECTRICAL**

A system of control shall be established in order that no unauthorized person can energize a circuit, open a valve, or activate a machine on which people are working or doing maintenance, even if equipment, plant or machinery is out of commission for any period, thus eliminating injuries and amage to people and equipment as far as is reasonably practicable.

Physical/mechanical lock-out systems shall be part of the safety system and included in training.

Lockouts shall be tagged and the system tested before commencing with any work or repairs.

## **21. INCIDENT INVESTIGATION**

Inspection and reporting is the best way in which a responsible contractor can control his area of responsibility. All incidents therefore, irrespective of whether it gave rise to loss, injury, damage or not, shall be investigated and the results recorded in the Health and Safety File.

## **22. GENERAL**

The project under control of the Principal Contractor shall be subject to periodic health and safety audits that will be conducted by the client at intervals agreed upon between the Principal Contractor and the client, provided such intervals will not exceed periods of one month. The Principal Contractor is to ensure that he/she and all persons under his control on the construction site shall adhere to the above specifications, as non-conformance will lead to the client taking action as directed by Construction Regulation 5.1(q). The Principal Contractor should note that he/she shall be held liable for any anomalies including costs and resulting deficiencies due to delays caused by non-conformance and/or non-compliance to the above Health and Safety Specifications and the Health and Safety Plan based on these specifications.



## **23. IMPORTANT LISTS AND RECORDS TO BE KEPT**

The following are lists of several records that are to be kept in terms of the Construction Regulations. The lists are:

- List of appointments;
- List of record keeping responsibilities; and
- Inspection checklist.

These lists and documents are to be used as a point of reference to determine which components of the Act would be applicable to a particular site or task or project, as was intended under paragraph 1 (“Preamble”) above.

### **23.1 LIST OF APPOINTMENTS**

See clause 5.1 of appointments needed

### **23.2 LIST OF RECORD KEEPING RESPONSIBILITIES ITEM CR RECORD TO BE KEPT RESPONSIBLE PERSON**

1. 3(2) Application for construction work permit to Provincial Director – Annexure 1, where applicable

Available on site

2. 4(1) Notification to the Provincial Director – Annexure 2, where applicable

Available on site

3. 5(1)(m) Copy of Principal Contractor’s Health & Safety Plan Available on request

4. 7(d) Copy of Principal Contractor’s Health & Safety Plan As well as each Contractor’s Health & Safety Plan Available on request

5. 7(b) Health and Safety File opened and kept on site (including all documentation required i.t.o. OHS & Regulations

6. 7(e) Consolidated Health and Safety File handed to Client on completion of Construction work.

Principal Contractor

To include all documentation required i.t.o. OHS & Regulations and records of all drawings, designs, materials used and similar information on the structure

7. 7(f) Comprehensive and Updated List of all Contractors on site, the agreements between the parties and the work being done included in Health and Safety file and available on request

8. 8(6) Keep record on the Health and Safety Officers registration with a statutory body approved by the Chief Inspector.

9. 9(1) Risk Assessment - Available on site for inspection Contractor

10. 7 (5) Proof of Health and Safety Induction Training Every Employee on site

11. 10(3) Construction Manager [CR 8(1)] has latest updated version of Fall Protection Plan [CR 10(1)]
12. 11(2)(b) Record of inspections of the structure [First 2 years – once every 6 months, thereafter yearly]  
- Available on request
13. 11(2)(c) Maintenance records - safety of structure - Available on request Owner of Structure
14. 13(2)(h) Record of excavation inspection - On site available on request Contractor
15. 17(11) Suspended Platform inspection and performance test records Kept on site available, on request
16. 19(8)(c) Material Hoist daily inspection entered and signed in record book kept on the premises
17. 19(8)(d) Maintenance records for Material Hoist - Available on site Contractor
18. 20(8) Records of Batch Plant maintenance and repairs On site available for inspection
19. 21(2)(g)(ii) Issuing and collection of cartridges and nails or studs (Explosive Powered Tools) recorded in register – recipient signed for receipt as well as return Contractor
22. 23(1)(k) Findings of daily inspections (prior to use) of Construction Vehicles and Mobile Plant
23. 24(d) Record of temporary electrical installation inspections [once a week] and electrical machinery [daily before use] in a register and kept on site
24. 29(l) Fire Evacuation Plan Contractor

### 23.3 INSPECTION CHECKLIST

#### EMPLOYER DETAILS

Employer:

Registered Name of Enterprise:

Trade Name of Enterprise:

Company Registration No.:

SARS Registration No.:

UIF Registration No.:

COIDA Registration No.:

Relevant SETA for EEA purposes:

Industry Sector:

Bargaining Council:

Contact Person:

Address of Premises:

Postal Address:

Telephone Number:

Fax Number:

E-mail Address:

Chief Executive Officer:

Chief Executive Officer Address:

Competent Person:

Maximum power demand: in KW

Health and Safety Representatives:

Activities, products manufactured and/  
services rendered:

Raw materials, materials and chemical/  
biological substances:

Total Number of Employees:

Male:

Female:

### **CONTRACTOR INFORMATION**

Contractors:

Site Address:

Contracts Manager:

Managing Director:

Competent Persons:

CR16: SCAFFOLDING:

CR17: SUSPENDED SCAFFOLDING:

CR19(6): MATERIAL HOIST (S):

CR20(1): BULK MIXING PLANT:

CR10(1)(a): FALL PROTECTION:

CR13(1)(a): EXCAVATION WORK:

CR14: DEMOLITION WORK:

CR21(2)(b): EXPLOSIVE ACTUATED

FASTENING DEVICES:

CR28(a): STACKING

INSPECTION SHEET SECTION/REGS ITEM CHECKED N/A YES NO

**APPOINTMENTS**

5(1)(k) Principal contractor for each phase or project

6 Designer

7(1)(c)(v) Contractor

7(2)(c) Sub-Contractor

8(1) Construction Manager

8(2) Assistant Construction Manager

8(6) Construction Safety Officer

8(7) Construction Supervisor

8(8) Assistant Construction Supervisor

9(1) Person to carry out risk assessment

9(4) Trainer/Instructor

10(1)(a) Fall protection officer

11(2) Competent structure inspector

6(2) & 12(1) Temporary Works Designer

12(2) Temporary Works Supervisor

13(1)(a) Excavation supervisor

13(2)(b)(ii)(bb) Professional engineer or technologist

13(2)(k) Explosives expert

14(1) Supervisor demolition work

14(2) + (3) Demolition expert

14(11) Explosives expert

16(1) Scaffold supervisor, Scaffold Erector & Scaffold Inspector

17(1) Suspended platform supervisor

17(2)(c) Compliance plan developer  
17(8)(c) Suspended platform expert  
17(13) Outrigger expert  
19(8)(a) Material hoist inspector  
18(1)(a) Rope access supervisor  
20(1) Bulk mixing plant supervisor  
20(2) Bulk mixing plant operator  
21(2)(b) Explosive actuated fastening device expert  
21(2) (g) (i) Explosive actuated fastening device controller  
22(a) Tower crane supervisor  
22(e) Tower crane operator  
23(1)(d)(i) Construction vehicle and mobile plant operator  
23(1)(k) Construction vehicle and mobile plant inspector  
24(d) Temporary electrical installations inspector  
24 (e) Temporary electrical installations controller  
28 (a) Stacking and storage supervisor  
29 (h) Fire equipment inspector

## **DOCUMENTS**

GAR 9(1) Records of Incidents  
GAR 4 Copy of the Act  
GAR 7 Safety Reps Report  
GAR 8 Safety Committee Minutes  
DMR 18(7) Lifting Machinery Log (Crane)  
CR 3(3) Application for construction work permit  
CR 4 Notification of Construction Work  
CR 9(2) Risk Assessment  
CR 9(9)(e) Proof of the Health & Safety Induction Training  
CR 13(13)(h) Inspection of Excavation (Records)

CR 22(g) Crane Operator Medical Certificate  
CR 23(11) Mobile Plant Operator Medical Certificate  
CR 20(9) Batch Plant Repairs & Maintenance Records  
CR24(d) Temporary Electrical Installation Record  
CR 7(1)(b) Health & Safety File  
HSS-1 Rev 00  
Health and Safety Specification

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CR 17(11) Suspended Platforms' Performance Records  
CR 19(b)& (c ) Material Hoists Record Book  
Scaffolding Log Book  
CR 7(8) Medical Certificate of Fitness  
CR 23(1)(l) Construction Vehicle & Mobile Plant Register  
CR 24(d) Electrical Installation & Machinery Register

#### INCIDENTS

GAR 8(1) S24 Reported  
GAR 9(1) Recorded, Investigated and action taken

#### PUBLIC SITE

FR 2(1) Sanitary Facilities  
CR 30(1) (c) Changing Facilities for each sex

NB Notice Pedestrian warning

#### PERSONAL SAFETY EQUIPMENT

GSR 2(3) Items Issued:

GSR 2(3) Items Required:

S23 (What is the payment on each item?)

#### SAFETY PLANS

#### FIRST AID

GSR 3(6) Name(s) of First Aider(s):

CR 5(1)(b) Client's Health & Safety Specification

CR7(1)(b) Principal's contractor H&S Plan

#### FIRE HAZARD & PRECAUTIONS

GSR 4 Flammables used, waste, hot work, diesel, fuel, gas

ER 9(1) Portable Extinguishers

#### ELECTRICAL INSTALLATIONS & MACHINERY

CR24 Guarding & PPE to Electrical Installations

#### ILLUMINATION

ER 3(6) Dangerous Places and signage as well

ER 3 Housekeeping

ER6(2)(b),(c),(d) Clear space storage

ER6(3) Disposal of waste

#### EXCAVATIONS

CR 13(3)(l) Barricades (plus illumination!)

CR 13(3)(c) Safe Depth Shoring/Bracing

CR 13(1)(a) Monitored

CR 13(3)(h) Excavation Inspection Record

#### **GUARDING**

ER 6(2)(f) Floor Openings (plus illumination!)

Floor slab sides, Shafts (plus illumination!)

#### **SITE EQUIPMENT**

GSR 13A(a) Ladders condition, secured

SANS 10085 Scaffold condition, secured

SANS 10085 Platforms no. of boards condition Support 1.25. Toe Boards

SANS 10085 Hand Rails

#### **SITE MACHINES**

DMR 3(2)(3) Circulars, guards, riving knives

GMR 3 Mixers guarded

#### ELECTRIC POWER

EMR 6(1) Switchboards

GMR Condition of Tools, Leads, Plugs, etc

LIFTING MACHINE/TACKLE

DMR 18(8) Lifting of persons

DMR 18(8) Condition, Securing of Load

EXPLOSIVE ACTUATED FASTENING DEVICE

CR 21(1) Fastening Device

IMPROV Warning Notice

### **ROOF WORK**

CR 10(1) Safety equipment & precautions

CR 10(2) Fall protection plan

CR 10(3) Updated fall protection plan

CR 10(5) Roof Work

### **CEMENT**

AR 10(a) Suitable Tools

### **MEASUREMENT AND PAYMENT**

The payment items for Occupational Health & Safety are contained in the Bill of Quantities. The same rules are applicable in respect of the pricing of these items as for every other payment item. Attention is drawn to the Pricing Instructions provided by client.

### **PRINCIPAL CONTRACTOR ACCEPTANCE**

Confirmation and Acceptance:

Signature Date:

I confirm that I have read and understood the Health and Safety Specifications as set out above.

I confirm that I have read and understood and confirm my intention to comply with all the legal requirements.

I confirm my acceptance and understanding of the assigned responsibilities and duties involved.

Approved By :

Qaqamba Mtebele

OHS Agent: Can CHSO/3685/2020