

ESTABLISHMENT OF FLEET CENTRE / WORKSHOP PHASE 2
Situated in
ELIAS MOTSOLEDI LOCAL MUNICIPALITY

C3: SCOPE OF WORK

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C.3.1 PROJECT SPECIFICATIONS

1 DESCRIPTION OF THE WORKS

1.1 Employer's objectives

The employer's objectives are to deliver new high quality fleet centre / infrastructure using labour intensive methods and in so doing provide work place training opportunities to local labour.

1.2 Overview of the works

The works comprise of clearing and the construction of a fleet centre facility within Groblersdal Municipal site located in End Street. The proposed new structure consists of foundations that have recently been constructed including service pits that have been excavated.

Labour-intensive works comprise the activities described in SANS 1921-5, *Earthworks activities which are to be performed by hand*, and its associated specification data. Such works shall be constructed using local workers who are temporarily employed in terms of this Scope of Work.

1.3 Extent of the works

- Site establishment and clearing of the site
- Civil works to allow for surrounding infrastructure and connecting services for new facilities
- Construction of new face brick ablution facilities and administration offices
- Construction of the main fleet centre by means of structural steel top structure consisting of steel members and covered with corrugated iron sheeting.

1.4 Location of the works

The Site is located in Groblersdal Town, Limpopo Province. GPS coordinates of the site are:
25° 9' 53.69" S 29° 24' 7.66" E

1.5 Temporary works (Decanting)

Decanting of municipal staff and existing fleet may be required to improve safety on site.

1.6 Occupational Health And Safety

The contractor needs to study the following documents:

- Occupational Health and Safety Act, 1993 – Asbestos Regulations, 2001
- Occupational Health and Safety Act, 1993 – Construction Regulations, 2003
- SITE OHS Doc

2 Drawings

The drawings used for setting up the Bills of Quantities are as follows:

ARCHITECTURAL DRAWINGS

| | | |
|------------|---|---|
| 16/007-001 | - | Ground Floor Plan |
| 16/007-002 | - | Sections and Elevations |
| 16/007-003 | - | Site Plan and Car Port Plan, Section and Elevations |
| 16/007-004 | - | Window Schedule / Water and Sewer Layout |
| 16/007-005 | - | Door Shedule / Electrical Layout |
| 16/007-006 | - | Fire Layout Plan |

STRUCTURAL DRAWINGS

| | | |
|--------|---|---|
| 3416/1 | - | Footing and Roof Layout Plan, Sections and Details |
| 3416/2 | - | Compressor Slab & Bending Schedule and Details |
| 3416/3 | - | Steel Structure East & West Elevations and Details |
| 3416/4 | - | Floor Joint Plan, Service Pit, Reinforcement and Details |
| 3416/5 | - | Carport Layout Plan, Section, Column Base Details and Steel Staircase |

3 Procurement

3.1 Preferential procurement procedures

The works shall be executed in accordance with the conditions attached to preferences granted in accordance with the preferencing schedule.

3.2 Scope of mandatory subcontract work

The following portions of the works shall be subcontracted to CIDB registered contractors in accordance with the subcontracting procedures described hereunder.

- **Joinery Works**
- **Electrical Works**
- **Gas Installations**

Competitive tenders shall be invited in respect of each of the above portions of the works in accordance with the relevant provisions of the latest edition of the CIDB Standard for Uniformity in Construction Procurement. The Contract Data in the associated procurement documents shall be based on the use of BIFSA Non-Nominated Subcontract for use with the JBCC Series 2000 Principal Building Agreement / CIDB Standard subcontract (labour only) / JBCC Series 2000 Nominated / Selected Subcontract Agreement / SAFCEC General conditions of subcontract (2003 edition) (select appropriate option) / NEC Engineering and Construction Subcontract / NEC Engineering and Construction Short Subcontract with minimal project specific variations and amendments that do not change their intended usage.

The Employer together with the Contractor shall evaluate the tenders received in accordance with the provisions of the Standard Conditions of Tender contained in Annex F of Standard for Uniformity in Construction Procurement. The evaluation panel shall comprise equal representatives from the Employer and from the Contractor.

The Contractor shall without delay enter into contract with the successful tendering subcontractor based on their accepted tender submission. The Contractor shall remain responsible for providing the subcontracted portion of the works as if the work had not been subcontracted.

The Contractor shall indicate within the list of proposed sub-contractors the names and a copies of the registration documents of the proposed sub-contractor registered with the necessary council to be an approved asbestos removal specialist

4 Construction

4.1 Applicable SANS 2001 standards for construction works

The following parts of SANS 2001 Construction works standards and associated specification data are applicable to the works:

- 1) SANS 2001BE1
- 2) SANS 2001BS1
- 3) SANS 2001CC2
- 4) SANS 2001CG1
- 5) SANS 2001CM1
- 6) SANS 2001CS1
- 7) SANS 2001CT2
- 8) SANS 2001DP1
- 9) SANS 2001DP2
- 10) SANS 2001DP3
- 11) SANS 2001DP4
- 12) SANS 2001DP5
- 13) SANS 2001DP6
- 14) SANS 2001EM1

The abovementioned South African National Standards make several references to the Specification Data for data, provisions and variations that make these standards applicable to this contract. The Specification Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and these standards.

Each item of Specification Data given below is cross-referenced to the clause in the standard to which it mainly applies.

4.2 Applicable national and international standards

- Standardized Specifications for Civil Engineering Construction SANS 1200
- The National Building Regulations SABS0400
- Construction and Management Requirements for Works Contracts SANS1921-1
- Targeted Construction Procurement SANS1914-4

4.3 Particular / generic specifications

4. EPWP labour intensive specification

4.1 Labour intensive competencies of supervisory and management staff

Contractors having a CIDB contractor grading designation of 5GB and higher shall only engage supervisory and management staff in labour intensive works who have either completed, or for the period 1 September 2013 to 30 June 2013, are registered for training towards, the skills programme outlined in Table 1.

The managing principal of the contractor, namely, a sole proprietor, the senior partner, the managing director or managing member of a close corporation, as relevant, having a contractor grading designation

of 1GB, 2GB, 3GB and 4GB shall have personally completed, or for the period 1 September 2013 to 30 June 2013 be registered on a skills programme for the NQF level 2. All other site supervisory staff in the employ of such contractors must have completed, or for the period 1 September 2013 to 30 June 2013 be registered on a skills programme for, the NQF level 2 unit standards or NQF level 4 unit standards.

Table 1: Skills programme for supervisory and management staff

| Personnel | NQF level | Unit standard titles | Skills programme description |
|---|-----------|---|--|
| Team leader / supervisor | 2 | Apply Labour Intensive Construction Systems and Techniques to Work Activities | This unit standard must be completed, and |
| | | Use Labour Intensive Construction Methods to Construct and Maintain Roads and Stormwater Drainage | } any one of these 3 unit standards |
| | | Use Labour Intensive Construction Methods to Construct and Maintain Water and Sanitation Services | |
| | | Use Labour Intensive Construction Methods to Construct, Repair and Maintain Structures | |
| Foreman/ supervisor | 4 | Implement labour Intensive Construction Systems and Techniques | This unit standard must be completed, and |
| | | Use Labour Intensive Construction Methods to Construct and Maintain Roads and Stormwater Drainage | } any one of these 3 unit standards |
| | | Use Labour Intensive Construction Methods to Construct and Maintain Water and Sanitation Services | |
| | | Use Labour Intensive Construction Methods to Construct, Repair and Maintain Structures | |
| Site Agent / Manager (i.e the contractor's most senior representative that is resident on the site) | 5 | Manage Labour Intensive Construction Processes | Skills Programme against this single unit standard |

4.2 Employment of unskilled and semi-skilled workers in labour-intensive works

4.2.1 Requirements for the sourcing and engagement of labour.

4.2.1.1 Unskilled and semi-skilled labour required for the execution of all labour intensive works shall be engaged strictly in accordance with prevailing legislation and SANS 1914-4, Participation of Targeted enterprise and targeted labour.

4.2.1.2 The rate of pay set for the SPWP is equal to 100% of normal daily payment

4.2.1.3 Tasks established by the contractor must be such that:

- a) the average worker completes 5 tasks per week in 40 hours or less; and
- b) the weakest worker completes 5 tasks per week in 55 hours or less.

4.2.1.4 The contractor must revise the time taken to complete a task whenever it is established that the

time taken to complete a weekly task is not within the requirements of 4...2.1.3.

4.2.1.5 The Contractor shall, through all available community structures, inform the local community of the labour intensive works and the employment opportunities presented thereby. Preference must be given to people with previous practical experience in construction and / or who come from households:

- a) where the head of the household has less than a primary school education;
- b) that have less than one full time person earning an income;
- c) where subsistence agriculture is the source of income.
- d) those who are not in receipt of any social security pension income

4.2.1.6 The Contractor shall endeavour to ensure that the expenditure on the employment of temporary workers is in the following proportions:

- a) 60 % women;
- b) 20% youth who are between the ages of 18 and 25; and
- c) 2% on persons with disabilities.

4.2.2 Specific provisions pertaining to SANS 1914-4

4.2.2.1 Definitions

Targeted enterprise: An enterprise which has its sole office of head office located within the Target Area

Targeted labour: Unemployed persons who are employed as local labour on the project.

4.2.2.2 Contract participation goals

4.2.2.2.1 There is specified contract participation goal for the contract is as follows:

- | | |
|--------------------------------|------------------------|
| • Local Labour Content (wages) | :10% of the tender sum |
| • Local SMME Content | :20% of the tender sum |

4.2.2.2.2 The wages and allowances used to calculate the contract participation goal shall, with respect to both time-rated and task rated workers, comprise all wages paid and any training allowance paid in respect of agreed training programmes.

4.2.2.3 Terms and conditions for the engagement of targeted labour

Further to the provisions of clause 3.3.2 of SANS 1914-4, written contracts shall be entered into with targeted enterprise and labour.

4.2.2.2.4 Variations to SANS 1914-4

4.2.2.2.4.1 The definition for net amount shall be amended as follows:

Financial value of the contract upon completion, exclusive of any value added tax or sales tax which the law requires the employer to pay the contractor.

4...2.2.2.4.2 The schedule referred to in 5.2 shall in addition reflect the status of targeted labour as women, youth and persons with disabilities and the number of days of formal training provided to targeted labour.

4...2.2.2.5 Training of targeted labour

4...2.2.2.5.1 The contractor shall provide all the necessary on-the-job training to targeted labour to enable such labour to master the basic work techniques required to undertake the work in accordance with the requirements of the contract in a manner that does not compromise worker health and safety.

4...2.2.2.5.2 The cost of the formal training of targeted labour, will be for the contractors own account and should be priced within the preliminaries and general forming part of the Bills of Quantities. This training should take place as close to the project site as practically possible.

4...2.2.2.5.4 The contractor shall be responsible for scheduling the training of workers and shall take all reasonable steps to ensure that each beneficiary is provided with a minimum of **thirteen (13) days** of formal training.

4...2.2.2.5.5 The contractor shall do nothing to dissuade targeted labour from participating in training programmes.

4...2.2.2.5.4 An allowance equal to 100% of the task rate or daily rate shall be paid by the contractor to workers who attend formal training, in terms of 4...2.2.2.5.4 above.

4...2.2.2.5.5 Proof of compliance with the requirements of 4...2.2.2.5.2 to 4...2.2.2.5.6 must be provided by the Contractor to the Employer prior to submission of the final payment certificate.

4... Certification by recognized bodies

Not Applicable

4... Plant and materials provided by the employer

Not Applicable

4... Services and facilities provided by the employer

Not Applicable

4... Plant and equipment

The plant and equipment used on the site shall not be inferior to that described in the Schedule of Plant and Equipment.

5 Management

5.... SANS 1921 standards

The SANS 1921 Construction works standards and associated specification data are applicable to the works:

The abovementioned South African National Standards make several references to the Specification Data for data, provisions and variations that make these standards applicable to this contract. The Specification Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and these standards.

Each item of Specification Data given below is cross-referenced to the clause in the standard to which it mainly applies.

The associated Specification Data is as follows:

| SANS 1921-1, Construction and management requirements for works contracts – Part 1: General engineering and construction works | |
|---|--|
| Clause | Specification data |
| Essential data | |
| 4.1.7 | There are no requirements for drawings, information and calculations for which the contractor is responsible |
| 4.2.1 | The responsibility strategy assigned to the contractor for the works is A. |
| 4.2.2 | The structural engineer is Dikgabo Consulting Engineers |
| 4.3.1 | The planning, programme and method statements are to comply with the following: 1) Program to be submitted in Microsoft Project format 2) Gantt chart to indicate critical path and progress 3) Gantt chart to be updated before monthly site meeting |
| 4.3.3 | The notice period for inspection is 2 Days |
| 4.9.3 | The trees and shrubs which are not to be disturbed are to be identified on site. Where possible, the disturbance of trees should be avoided. |

| | |
|---------------------------|---|
| 4.14.3 | The office accommodation, equipment, accommodation for site meetings and other facilities for use by the employer and his agents are: 1) Site office which shall be used for site meetings and for the contractor's use. Such an office shall comprise a minimum of 20m ² in area and 3 m high, be ventilated, have good lamination, must be reasonably sound proof, and have a hard floor construction. It shall be furnished with a desk on which drawings can be rolled open and on which there is sufficient writing space and sufficient temporary chairs or benches to accommodate all persons present at site meetings. (Minimum 15 seater) 2) The following facilities will be supplied to the employers representatives: - 15 Hardhats for employers representatives visiting the site - 15 Safety (High visibility) jackets for employer representatives visiting the site |
| 4.14.5 | The Contractor is required to provide latrine and ablution facilities for the exclusive use of the professional team and client |
| 4.14.6 | The requirements for the provision and erection of separate sign boards for consultants and subcontractors are: 1) The boards must comply with the official standard type signboard of the Employer and be at least 2750 x 1800 mm high. 2) The boards must be constructed with a firm flat exposed face using suitable material of firm construction, painted and lettered according to the standard drawings available from the Employer on request and mounted on sturdy pipe-standards at a height of 1800 mm above natural ground level. |
| 4.17.1 | The requirements for the termination, diversion or maintenance of existing services are: 1) none |
| 4.17.3 | Services which are known to exist on the site are: 1) Water network. 2) Electricity reticulation |
| 4.17.4 | The requirements for detection apparatus are: 1) Communication with school employees |
| Additional clauses | |

1 Site meetings and procedures

The Employer's Representative and the Contractor shall hold meetings relating to the progress of the works at regular intervals and at other such times as may be necessary. The Contractor shall attend all site meetings and shall ensure that all persons under his jurisdiction are notified timeously of all site meetings should the Employer's Representative require their attendance at such meetings.

The Contractor shall keep on site a set of minutes of all site meetings, daily records of resources (people and equipment employed), a site instruction book, a complete set of contract working drawings and a copy of the procurement document and make these available at all reasonable times to all persons concerned with the contract.

2 Water and electricity

The Employer does not warrant that any water supply or electricity supply that may exist is adequate for the proper execution of the works. The responsibility strategies in terms of the tabulation below that will apply to the contract is:

- a) water : A
- b) electricity : A

| Service | Option | | |
|-------------|---|---|--|
| | A Contractor responsibility | B Employer responsibility | C |
| Water | The Contractor is to provide, and remove and make good upon completion, all the necessary temporary plumbing connections and purchase water from the local authority for the works at his own cost. | The Contractor shall make, and upon completion remove, all the necessary connections to the Employer's water supply at designated points and make use of water free of charge for construction purposes only. | The Contractor shall make, and upon completion remove, all the necessary connections and water meters to the Employer's water supply at designated points and be responsible for costs associated with all water consumed. |
| Electricity | The Contractor is to provide, and remove and make good upon completion, all the necessary temporary electrical connections and installations and purchase electricity from the local authority / ESKOM for the works at his own cost. | The Contractor shall make, and upon completion remove, all the necessary electrical connections to the Employer's electrical supply at designated points and make use of electricity free of charge for construction purposes only. | The Contractor shall make, and upon completion remove, all the necessary connections and meters to the Employer's electrical supply and be responsible for costs associated with all electricity consumed. |

The following temporary services is the responsibility and will be supplied by the contractor:

- Security

| | |
|---|--|
| <ul style="list-style-type: none"> Sewer services in the form of temporary toilets Waste disposal facility | |
| SANS 1921-5, Construction and management requirements for works contracts – Part 5: Earthworks activities which are to be performed by hand. | |
| Clause | Specification Data |
| Essential Data: | |
| 5.1 | The depth of trenches which are to be excavated by hand is 1,5 metres. |
| Additional clauses: | |
| 1 | Stone pitching and rubble concrete masonry All stone required for stone pitching and rubble concrete masonry, whether grouted or dry, shall be collected, loaded, off loaded and placed by hand. Sand and stone shall be hauled to its point of placement by means of wheelbarrows where the haul distance is not greater than 150m. Grout shall be mixed and placed by hand. |
| 2 | Manufactured Elements Elements manufactured or designed by the Contractor, such as manhole rings and cover slabs, precast concrete planks and pipes, masonry units and edge beams shall not individually, have a mass of more than 320kg. In addition the items shall be large enough so that four workers can conveniently and simultaneously acquire a proper hand hold on them. |
| SANS 1921-6, Construction and management requirements for works contracts – Part 6: HIV/AIDS awareness. | |
| 4.2.1(a) | A qualified service provider is a service provider that is one that is accredited or provisionally accredited training service provider in the HIV/AIDS field. A list of accredited service providers can be obtained from the Construction SETA (CETA) (tel 011-265 5900), Health and Welfare SETA (HWSETA) (011-622 6852) or on the Health and Welfare SETA website: www.hwseta.org.za . |
| 4.2.1(a) | The HIV/AIDS awareness programme is to be repeated at four month intervals throughout the duration of the contract. (Four times in total, including the initial one at the start of the contract.) |
| Additional clauses | |
| | The duration of each workshop is not to be less than 2 ½ hours. |

5... Recording of weather

The Contractor shall erect an effective rainfall gauge on the site and record the daily rainfall figures in a book. Such book shall be handed to the employer's representative for his signature no later than 1 days after rain that is considered to justify an extension of time occurs.

5... Unauthorised persons

The Contractor shall keep unauthorized persons from the works at all times Under no circumstances may any person except guards be allowed to sleep on the building site.

5.... Management meetings

A Schedule of meetings will be agreed with the contractor.

5... Daily records

The Contractor is instructed to keep a set of signed off daily diaries with specific detail relating to EPWP requirements.

5.... Payment certificates

Monthly valuations of completed work, including materials on site is to be completed and presented by to the client representative by no later than the 15th of each month to be assessed for payments. The payment certificate will be issued no later than the 25th of each month (Including Contractor's tax invoice) to the Principle Agent or payment within 30 calendar days.

C3.2 PARTICULAR SPECIFICATIONS

In addition to the Standardized and Project Specifications the following Particular Specifications shall apply to this contract and are bound in hereafter.

| <u>PARTICULAR SPECIFICATION</u> | <u>PAGE NO.</u> |
|---|------------------------|
| POHS : HEALTH AND SAFETY SPECIFICATIONS | C3.12-C3.49 |

C3.2 PARTICULAR SPECIFICATIONS

POHS HEALTH AND SAFETY SPECIFICATIONS

1. INTERPRETATIONS

Occupational Health and Safety Act, Act 85 of 1993 shall apply to this Contract. The Construction Regulations promulgated on 18 July 2003 and incorporated into the said Act by Government Notice R. 1010, published in Government Gazette 25207 apply to any person involved in construction work. These regulations are hereinafter referred to as “the Construction Regulations” and the said Act as “the Act”.

Construction work is defined as:

“Any work in connection with: -

- a) the erection, maintenance, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure;
- b) the installation, erection, dismantling of or maintenance of a fixed plant where such work includes the risk of a person falling;
- c) the construction, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or any similar civil engineering structure; or
- d) the moving of earth, clearing of land, the making of an excavation, piling, or any similar type of work”.

As per Construction Regulation 4 the employer is responsible to prepare this Health and Safety Specification for the required construction work.

Provision for the cost of Health and Safety on site is made in the Schedule of Quantities

2. GENERAL

The Contractor shall ensure that all employees and visitors are informed, instructed and trained regarding safety conditions on site.

- 2.1 Proof of induction training to all workers shall be filed in the Health and Safety file on site. All employees shall sign the relevant induction training forms. The contents of the Induction training shall be displayed in the file. Each worker shall write a Safety Induction test to proof their understanding of the induction training done.

The Contractor shall ensure that all professionals entering the site are informed, instructed and trained regarding safety conditions on site. Proof of Professional site safety induction shall be signed by professionals and filed in the Health and Safety file on site.

The Contractor shall ensure that all visitors are informed, instructed and trained regarding safety conditions on site. Visitors have to sign the visitors register before entering the site. Hardhats shall be issued to visitors. No visitor shall enter the site without the appropriate safety shoes.

2.2 Should the Contractor at any stage in execution of the Works -

- a) fail to implement or maintain his health and safety plan;
- b) execute construction work which is not in accordance with his health and safety plan; or
- c) act in any way which may pose a threat to the health and safety of persons **the Employer will stop the Contractor AT HIS/HER OWN COSTS** from executing construction work.

2.3 The Contractor shall provide proof of this registration and good standing with the Compensation Fund or with a licensed compensation insurer when submitting a TENDER. TENDERS without this will be regarded as non-responsive. (Construction Regulation 4)

2.4 The Contractor shall, in submitting his TENDER, demonstrate that he has made provision for the cost of compliance with the specified health and safety requirements, the Act and the Construction Regulations. The Schedule of quantities for Health and Safety requirements in the TENDER document shall be completed in full. Each and every item shall be priced. No summations or grouping of items are allowed

2.5 The Contractor shall consistently demonstrate his competence and adequacy of resources to perform the duties imposed on the Contractor in terms of this Specification, the Act and the Construction Regulations.

3. INDEMNITY OF EMPLOYER AND HIS AGENTS

- a) The annexures to this Contract Document contain a "Mandatory Form of Authority and Agreement in terms of Section 37(2) of the Occupational Health and Safety Act, No. 85 of 1993" which agreement shall be entered into and duly signed by both the Employer and Principal Contractor prior to commencement with work.
A copy of the signed agreement shall be included in the Contractor's health and safety file on site.
- b) Section 37(2) agreements shall be entered into and duly signed by both the Principal Contractor and Sub Contractors prior to commencement with work by Sub Contractors.
Copies of the signed agreements shall be included in the Principal's Contractor's health and safety plan.
- c) Any acceptance, approval, check, certificate, consent, examination, inspection, instruction, notice, observation, proposal, request, test or similar act by either the Employer, any of his agents or the Engineer (including absence of disapproval) shall not relieve the Principal Contractor from any responsibility he has under the Contract, the Act and the Construction Regulations, including responsibility for errors, omissions, discrepancies and non-compliances.

4. SCOPE

4.1 The specification as set out in this Portion is known as the Health and Safety Specification for the Construction work to be carried out by the Principal Contractor as per regulations of the Construction Regulations July 2003.

Information herein addressed might affect the Health and Safety of employee's or persons carrying

out the construction work as per this Tender document.

The Contractor shall ensure that it is fully conversant with the requirements of this Specification.

This Specification is not intended to supersede the Act nor the Construction Regulations. Those sections of the Act and the Construction Regulations, which apply to the scope of work to be performed by the Contractor in terms of this Contract, continue to be a legal requirement of the Contractor.

The Principal Contractor will be appointed in writing to be in overall control of the Construction site.

- 4.2 A Health and Safety Plan must be submitted by the Principal Contractor to the Employer or the Employer's Agent containing all the relevant documentation as required by this specification and terms of the provisions of this Specification, the Act and the Construction Regulations. (Construction Regulation 4)

Health and Safety Plans must also be submitted by Sub Contractors to the Principal Contractor containing all the relevant documentation as required by this specification and terms of the provisions of this Specification, the Act and the Construction Regulations. (Construction Regulation 5)

The H&S Plans shall be submitted before commencement of any work on site.

The H&S Plans must be approved by the Client and/or Employer's Agent. Any alterations required in the Plans shall be done before commencement of work.

Should the scope of work changes during the construction period, alterations to the plans shall be done accordingly.

The H&S plan shall contain the following items where applicable:

1. Description of contract
2. Construction site address / Building site address
3. Construction period
4. Name and details of employer –telephone, fax, address
5. Name and details of consultants –telephone, fax, address
6. Name and details of principal contractor–telephone, fax, address
7. Name and details of sub-contractors–telephone, fax, address
8. Company's policy towards health & safety
9. Company's policy towards drug and alcohol abuse
10. Company's policy towards disciplinary procedures
11. Company's policy towards environment.
12. Workmen compensation – number and expire date
13. Management and Supervision rules
14. Structure, Supervision of construction work and responsibilities
15. Health and Safety Officers/Representatives
16. Health and Safety Committees\
17. First Aid
18. Medical tests
19. Incident/ Accident reporting procedures
20. Emergency/evacuation procedures
21. Subcontractor agreements and requirements and super positioning
22. Material Safety Data Sheets
23. Transport of workers
24. Proposed PPE
25. Scope of works – describe type

26. Sequence and phases of the work to be performed describe stages involved in project
27. List of all equipment to be used on the specific site – tools, construction vehicles, mobile plant.
28. Company's approach toward hygienic facilities on the construction site (toilets, eating areas, drinking water, showers, refuse removal)
29. Company's approach towards other facilities as required by law (the transport act, the smoking act, PPE)
30. Local labour agreements, requirements, policies
31. Fire extinguishers and fire equipment
32. Oxygen, acetylene and LP gas cylinders
33. Welding, cutting, grinding and heating
34. Signs and symbols to be displayed on the specific site
35. Lock – out procedures
36. Public safety, hoarding and fencing
37. Risk assessment methods
38. Company's monitoring plan
39. Company's review plan.
40. Identification of risks and hazards
41. Appointments of personnel to be made (Safety reps, Supervisors, First Aiders, Fire equipment inspectors)
42. Registers to be completed by appointed employees (Checklists)
43. List of training material to be used for educational purposes of construction workers (Induction, Fire fighting, First Aid, etc.)
44. List of safe work procedures to be explained to workers.
45. Company's Policy on
 - House Keeping
 - Stacking and storage on sites
 - Construction welfare facilities
 - Explosive power tools
 - Ladders
 - Welding flame cutting and soldering
 - Electrical installations and machinery
 - Boatswain chairs
 - Suspended platforms
 - Material hoists/ Builders hoist
 - Batch plants
 - Water Environments
46. List of Safe Work procedures, Method Statements and Safety plans to be used:
 - Fall protection plan
 - Tunnelling plan
 - Pile driving plan
 - Steel assembling and placing method statement
 - Emergency/evacuation plan
 - Demolition plan
 - Scaffold erection procedures
 - Erection of structural steel procedures
 - Electrical installations plan.
 - Excavation plan
 - Form work and support work plan
 - Material Hoist rules
 - Lifting machines and tackle rules
 - Rules on Construction vehicle and mobile plant procedures
 - Rules on mobile and tower cranes
 - Fire precautions on the construction site
 - Rules on Hazardous chemicals on the site, storage and use

Rules on storage and use of Flammable liquids and substances on site
Rules on compressed gas cylinders
Rules on hand tools
Rules on portable electrical equipment

List of Risk Assessments

- ☐ Clearing and Grubbing of the area/site
- ☐ Site establishment including:
 - Office/s
 - Secure/safe storage for materials, plant and equipment
 - Ablutions
 - Sheltered eating area
 - Maintenance workshop
 - Vehicle access to the site
 - Dealing with existing structures
 - Location of existing services
 - Installation and maintenance of temporary construction electrical supply, lighting and equipment
 - Adjacent land uses/surrounding property exposures
 - Boundary and access control/public liability exposures (NB: the Employer is also responsible for the OH&S of non-employees affected by his work activities.)
 - Health risks arising from neighbouring as well as own activities and from the environment e.g. threats by dogs, bees, snakes, lightning etc.
 - Exposure to noise
 - Exposure to vibration
- ☐ Protection against dehydration and heat exhaustion
- ☐ Protection from wet and cold conditions
- ☐ Dealing with HIV/Aids and other diseases
- ☐ Use of portable electrical equipment including
 - Angle grinder
 - Electrical drilling machine
 - Skill saw
- ☐ Excavations including
 - Ground/soil conditions
 - Trenching
 - Shoring
 - Drainage of trench
- ☐ Welding including
 - Arc welding
 - Gas welding
 - Flame cutting
 - Use of LP gas torches and appliances
- ☐ Loading and offloading of trucks

- ☐ Aggregate/sand and other materials delivery
- ☐ Manual and mechanical handling
- ☐ Lifting and lowering operations
- ☐ Driving and operation of construction vehicles and mobile plant including
 - Trenching machine
 - TLB
 - Tippers
 - Grader
 - Water browser
 - Tractors
 - Excavator
 - Material handlers
 - Bobcat
 - Bomag roller
 - Plate compactor
 - Front end loader
 - Mobile cranes and the ancillary lifting tackle
 - Tower cranes
 - Parking of vehicles and mobile plant
 - Towing of vehicles and mobile plant
- ☐ Use and storage of flammable liquids and other hazardous substances
- ☐ Layering and bedding
- ☐ Installation of pipes in trenches
- ☐ Pressure testing of pipelines
- ☐ Backfilling of trenches
- ☐ Protection against flooding
- ☐ Gabion work
- ☐ Use of explosives
- ☐ Protection from overhead power lines
- ☐ Pre Cast concrete slab handling
- ☐ Ring beam construction
- ☐ Use of Scaffolding
- ☐ As discovered by the principal contractor's hazard identification exercise
- ☐ As discovered from any inspections and audits conducted by the employer or by the principal contractor or any other contractor on site
- ☐ As discovered from any accident/incident investigation

The Health and Safety Plan provided for by the Principal Contractor may be adjusted by the Employer to suit the requirements. The approved Health and Safety Plan will be implemented on the construction site.

The Health and Safety Plan of the Principal Contractor shall include all relevant Health and Safety Plans of Contractors (Sub-Contractors). The Contractor shall, throughout execution of the Contract, ensure that all sub-contractors have similar Health and Safety Plans in place which must be available on site.

The execution of the H&S plan shall be documented in the form of an H&S file which shall contain items as described elsewhere in this specification. A lever arch file shall be used with a clear index and dividers. Numbering of items shall be done clearly with numbers as specified elsewhere.

The file shall be available at all times and kept on site and made available for inspection by an Inspector, Employer, Employer Agent or Principal Contractor.

4.3 Provision for costs in respect to Health and Safety in the Tender shall be Tendered for in the Schedule of Quantities. The Tendered price is fixed. A provisional sum will be included in the schedule of quantities or elsewhere to make provision for an appointed H&S Consultant by the Engineer to act as a Service Provider to audit and assist the contractor in performing the H&S activities required by law.

4.4 The following paragraphs summarize the Health and Safety Activities to be performed by Contractors.

(Terms and definitions in the following paragraphs are explained elsewhere in this specification)

4.4.1 **The following activities shall be strictly performed by the Principal Contractor and Sub Contractors on acceptance of the Tender and before commencement of any work on the construction site.**

(Terms and definitions in the following paragraphs are explained elsewhere in this specification)

The contractor will only be allowed to start working once the submitted Health and Safety plan are approved by the Employer or the Employer's H&S Agent.

A prior Base Line Risk Assessment shall be done on site before the commencement of any work by a competent Risk Assessor. (Construction Regulation 7)

The Risk Assessment shall:

- Address tasks on site and hazards related to the type of work performed.
- Possible consequences of these hazards.
- Refer to legislative requirements concerning these hazards on the construction site
- Calculate the value of the risk associated with the hazard by an approved method taking into consideration the probability of occurrence, the degree of injury, lost time, production costs, and influence on the environment and frequency of occurrence.

The outcome of the Risk Assessment will determine:

- Method Statements, Safe Work Procedures, Training and Protective Equipment to be issued and implemented to reduce the Risk values.
- Type of training required,

- Type and number of Safe Work Procedures to be introduced to workers in the form of Toolbox Talks

Protective clothing as determined by the Risk Assessment shall be issued and the employees shall sign the issue register to indicate the type and number of equipment received by each employee

No work shall commence on the construction site prior to induction training of all employees intended to work on site.

Training shall be done by a competent Health and Safety Induction Trainer. Proof of training in the form of a register signed by the trained employees shall be kept in the H&S file. The contents of the training as well as the induction tests results shall also be displayed in the H&S file.

Appointments of people/workers related to Health and Safety as required by law and the Risk Assessment shall be done prior to the commencement of any work. Letters of appointment shall be kept in the H&S file for inspection by the Employer, Agent or any Inspector. Competency certificates and/or CV's shall be attached to the Letters of Appointment.

The CEO of the Principal Contractor Company shall appoint a Project Manager (16(2)). The Project manager shall appoint a Construction Supervisor (6(1)) to be permanent on site. The Construction Supervisor 6(1) shall have a detailed CV attached to his/her appointment letter.

The Construction Supervisor shall perform all other H&S appointments. All appointed workers shall have a proof of competency attached to the letter of appointment. (eg. TLB Operator shall have a valid TLB competency Certificate.)

Medical Fitness Certificates shall be obtained for the workers/operators at an Occupational Health and Safety Practitioner as determined by the Risk Assessment.

- 4.4.2 **During the construction period** the Contractor shall ensure that all employees and visitors are informed, instructed and trained regarding safety conditions on site. All employees shall have proof of this induction while employed on site in the form of signed induction training forms and induction tests. Proof of training shall be in the H&S file on site.

Additional training required on this project will be describe elsewhere

Notification of Construction work shall be done to the Department of Labour within 7 days from commencement of the construction work.

A Safety Management Information (SMI) board shall be erected at the site office and maintained during the construction period. The board shall be weather proof

Items to be displayed on the board shall include:

Copy of the OHS Act

Organograms of Appointments

Safety Statics

Letter of Good Standing with Compensation Commissioner

Copy of signed and stamped Notification of Construction Work to the Department of Labour.

Evacuation plan

Name and telephone number of appointed First Aider on site

Information on the location of the nearest First Aid Station.

Follow-up Risk Assessments shall be done during the construction period as and when the scope of work changes indicating new introduced hazards.

Additional appointments shall follow as required by the Risk Assessment.

4.4.3 Should the Contractor at any stage in execution of the Works

- a) fail to implement or maintain his health and safety plan;
- b) execute construction work which is not in accordance with his health and safety plan; or
- c) act in any way which may pose a threat to the health and safety of persons,
the Employer will stop the Contractor AT HIS/HER OWN COSTS from executing construction work.

4.5 The Employer will take reasonable steps to ensure that the Contractor's Health and Safety plan is implemented and maintained. The steps taken will include periodic audits at intervals of at least once a month.

4.6 Upon completion of the Works, the Contractor shall hand over a consolidated Health and Safety file to the Employer.

5. HEALTH AND SAFETY MAIN FILE

5.1 The following documentation shall be in the Health and Safety File of the Principal Contractor and Sub-Contractors:

- A1 Copy of the Occupational Health and Safety Act No 85 of 1993 including the Construction Regulations – July 2003
- A2 Proof of registration with Compensation Commissioner (Principal Contractor)
- A3 Copy of Notification of Construction work to the Department of Labour
- A4 Agreement in terms of section 37(2) of the Occupational Health and Safety Act, No. 85 of 1993. To be signed by Employer and Principal Contractor in presence of witnesses or by Principal Contractor and Subcontractor in presence of witnesses.
- A5 Health and Safety Specifications provided by the employer
- A6 Notices to Principal Contractor, Site Instructions related to H&S, Copies of H&S Audits done by the Employer's Agent, Notices by the Department of Labour, Schematics, Detail Drawings, As-Build Drawings and all other relevant documentation.
- A7 Health and safety plan describing all activities as mentioned elsewhere.
- A8 Company Safety Policy – To be signed by the Chief Executive Officer of the Company.
- A9 Organograms indicating site specific organizational structure with reference to requirements of the construction regulations.
- A10 Letters of Appointment

The following appointments are required for the project. Deviations will only be allowed with the approval

of the Agent. Appointment of an employee for more than one responsibility will be allowed and shall be approved by the Agent.

Basic Appointments

- Appointment of Principal Contractor by Employer
- Appointment of Project Manager (Section 16(2) of The Act) by CEO of Company
- Appointment of Contractors (Sub Contractors) by Principal Contractor (where applicable) (16(2) to appoint Sub-Contractors)
- Appointment of Construction Work Supervisor (Construction Regulation 6(1)) (full time employee on site)
- Appointment of Assistant Construction Work Supervisor (Construction Regulation 6(2)) (full time employee on site if required)

Appointments of Specialists (Refer to a Specialist Company)

- Appointment of a Safety Officer
- Appointment of Risk Assessment Officer
- Appointment of a SHE Coordinator
- Appointment of a Health and Safety Induction Trainer

Appointments of full time employees on site

- Appointment of a SHE Representative (Competent employee to control/monitor all H&S activities)
- Appointment of an Accident and Incident Investigator
- Appointment of the Safety Committee Members (Employees actively involved in H&S)
- Appointment of an Excavation Inspector.
- Appointment of Construction Vehicle and Mobile Plant Inspector
- Appointment of Construction Vehicle and Mobile Plant Operators
- Appointment of Concrete Mixer Operator (If required)
- Appointment of Hand Tool Inspector
- Appointment of a Portable Electrical Equipment Inspector.
- Appointment of a Ladder Inspector (If ladders are used)
- Appointment of a Scaffold Inspector (Where Scaffolds are used)
- Appointment of a Hygiene and Facility Inspector (Ablutions and eating places)
- Appointment of Fire Equipment Inspector

- Appointment of Fire Team Members (employees trained in fire fighting awareness)
 - Appointment of First Aid Equipment Inspector
 - Appointment of First Aid Team Members (employees trained in first aid awareness)
- A11 List of Contractors (Sub-Contractors)
- A12 Evacuation plan (To be also displayed on SMI board)
- A13 Refer to H&S TRAINING FILE
- A14 Risk Assessments - All Risk Assessments done before and during the Construction period
- A15 Refer to H&S REGISTER FILE
- A16 Safe Work Procedures and material safety data sheets
- A17 Fall protection plan
- A18 Incident recording forms
- A19 Medical records of workers
- A20 Minutes of safety meetings

Emergency telephone numbers to be displayed on the back of the file

5.2 HEALTH AND SAFETY REGISTER FILE

- A15 Registers as required

5.3 HEALTH AND SAFETY TRAINING FILE

- A13 The contents of all Training Material used on sited –
eg. Accredited and non-accredited training
Toolbox talks; and
All training records signed by workers

6. NOTIFICATION OF CONSTRUCTION WORK – REGULATION 3 OF THE CONSTRUCTION REGULATION – JULY 2003

The Employer will appoint the Contractor in writing for execution of the Works. The Contractor shall accept its appointment under the terms and Conditions of Contract. The 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 3 of the Construction Regulations. The Contractor shall submit the notification in writing prior to commencement with work. The annexure to this Contract Document contain a “Mandatory notification of construction work in terms of regulation 3 of the construction regulations (2003) of the Occupational Health and Safety Act no 85 of 1993” which shall be filled in by the contractor and forwarded to the Department of Labour. A copy of this notification shall be included in the Contractors Health and Safety file.

The Principal Contractor must notify the Provincial Director of:

- Construction work on a form similar to Annexure A in the Construction Regulation 2003 of the Occupational Health and Safety Act and Regulations.
- A copy of the notification form must be available on site for inspection by an Inspector.

No notification is required from the Sub Contractors.

7. CONTRACTOR'S SHE REPRESENTATIVE

Before commencing work, the Principal Contractor shall designate a competent Safety, Health and Environmental representative (SHE Rep) who shall be acceptable to the Agent, to represent and act for the Principal Contractor and Sub Contractors. The Principal Contractor/Contractor shall ensure that the appointed H&S Representatives are on site at all times to oversee the Employee's activities. The Contractor shall inform the Agent in writing of the name and address of the Contractor's SHE Rep and of any subsequent changes in the name and address of the SHE Rep, together with the scope and limitations of the SHE Rep's authority to act for the Contractor. The Contractor's SHE Rep shall make available to the Employer an all-hours telephone number at which the SHE Rep can be contacted at any time in the event of an emergency involving any of the Contractor's employees, or other persons at the Works. It should be noted that the Principal Contractor is held responsible for the activities of the Sub Contractors. Failure of Health and Safety measures by the Sub Contractor will revert directly back to the Principal Contractor.

8. SUPERVISION OF CONSTRUCTION WORK – REGULATION 6

The appointed Project Manager (Section 16(2) of the Act) of the Principal Contractor shall appoint a full time employee (Construction Regulation 6(1)) in writing as the Construction Supervisor. An assistant Construction Supervisor (Construction Regulation 6(2)) may also be appointed where required.

The appointed Project Manager (Section 16(2) of the Act) shall appoint all Sub – Contractors. All Sub- Contractors shall appoint a full time employee (Construction Regulation 6(1)) in writing as the Construction Supervisor. An assistant Construction Supervisor (Construction Regulation 6(2)) may also be appointed where required.

9. RISK ASSESSMENT – REGULATION 7

The Principal Contractor as well as all other Contractors shall appoint a competent person in writing to carry out a risk assessment before any construction work is started. The Risk Assessment shall form part of the Health and Safety Plan.

The Risk Assessment shall include:

- Identification of all tasks to be performed
- Risks and hazards associated with each task.
- Rating of possible consequences
- A documented plan of safe procedures to mitigate, reduce or control the risks and hazards. (SAFE WORK PROCEDURES AND PROTECTIVE CLOTHING)
- A monitoring plan
- A review plan

Copies of the risk assessment shall be available on each site for inspection.

All employees shall be informed, instructed and trained by an appointed competent person regarding all hazards and work related procedures.

A Risk Assessment communication register shall be displayed with each Risk Assessment done to prove communication of the Risk Assessment to the relevant workers.

The form shall be signed by all relevant workers.

10. LOCAL SERVICES

Contractor must establish all local services in area of excavations.
Plan of local services shall be documented in the Health and Safety file (A6).
Local services include:

Telkom, Gas, Water, Electricity Supplies and other similar services.

11. SAFE WORKING LOADS

The Contractor shall ensure that -

- a) the safe working loads of hoists, load-bearing beams and cranes are prominently displayed at all times.
- b) the safe working loads are not exceeded under any circumstances.
- c) all lifting gear is marked with a unique identity number and recorded in a register.

12. MACHINE GUARDING

All power tools and machinery driven by belts, gears, ropes, chains, couplings and similar drives shall be adequately guarded. The Contractor shall prohibit the use of any equipment with a damaged, missing or inadequate guard.

13. CONSTRUCTION VEHICLES AND MOBILE PLANT – REGULATION 21

The Contractor shall ensure that drivers of motor vehicles are in possession of a driver's licence, valid for the class of vehicle which they are required to drive, and shall produce the licence on request.

The Contractor shall not permit any driver to be in control of a vehicle at the Works while under the influence of alcohol, drugs or other substance.

All vehicles of the Contractor shall display a name board bearing the Contractor's name. Hired vehicles shall bear an identifying sticker.

A register shall be kept of workers operating construction vehicles and mobile plant.

The register shall contain proof of training of operators to operate construction vehicles and mobile plant, certification of competency and authorization of operators to operate machinery, vehicles or plant.

Names of operators and their relevant training with date and time stamps together with name of course instructor shall be kept in the Health and Safety File on site.

Physical and psychological fitness shall be proved by way of a medical certificate of fitness (**issued by a registered Occupational Medical Practitioner**) of the said operators before allowing operators to operate machinery, vehicles or plant.

The Health and Safety File shall include the written training material offered to operators for the different construction vehicles and mobile plant.

Each and every driver shall be trained on risks involved and safety procedures.

All Construction vehicles and mobile plant must be of acceptable design and construction and used according to their design.

All construction vehicles and mobile plant must be maintained in good working order.

Registers of all vehicles and plant shall be kept on site together with names of operators responsible for each.

The register shall report all maintenance activities performed on these vehicles and plant as well as signatures certifying the condition of the vehicles as in a good working order.

All requirements on the vehicles and mobile plant with regard to safety and health shall be inspected and certified.

These requirements include:

- a) Portable fire extinguishers mounted in specified positions on construction vehicles – 2kg dry powder Fire Extinguisher
- b) Safety belts and harnesses
- c) Inspection for leaking fuel or gasses which can cause a fire hazard
- d) Safe and suitable means of access
- e) Adequate signalling or other control arrangements to guard against the dangers relating to movement of vehicles and plant.

Attention must be paid to

- i) Turn indicators
- ii) Stop lights x2 – where poor visibility conditions warrant
- iii) Reverse siren or acoustic device
- iv) Tail lights
- v) Head lights x2 - where poor visibility conditions warrant
- vi) Rotating amber flashing light with lens heights of at least 200mm and an output of at least 100Watt on roof or other visible position
- vii) Warning boards mounted at least 1.5m above ground level to be clearly visible
- viii) Inspections of appropriate structures fitted to protect the operator from falling material or from being crushed should the vehicle or mobile plant overturn.
- ix) Appropriate seats must be firmly secured and adequate in number on vehicles used to transport employees

During use of Construction vehicles or mobile plant the following rules shall be adhere to:

1. Construction vehicles or mobile plant must be prevented from falling into excavations, water or any other area lower than the working surface. This protection must consist of adequate edge protection eg. guard rails and/or crash barriers
2. No person shall be allowed to or require to ride on any Construction Vehicle or Mobile Plant in a position otherwise than a safe place provided for on the construction vehicle or mobile plant as designed for that purpose.

3. The construction site must be organized in such a way that as far as is reasonable practical, pedestrians and vehicles can move safely and without risks to health and safety.
4. Traffic routes shall be of sufficient size, sufficient in number and in suitable positions to be used safely by construction vehicles, mobile plant and pedestrians.
5. Each and every traffic route shall be indicated by suitable signs for reasons of safety and health.
6. No tools and/or material shall be transported in the same compartment as the operators/drivers/employees unless the said are secured against movement during transportation.
7. All Construction Vehicles and Mobile Plant left unattended at night adjacent to a freeway in normal use or adjacent to construction areas where work is in progress, shall have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, in order to identify the location of vehicles or plant
8. Bulldozers, scrapers, loaders and other similar mobile plant are, when being repaired or when not in use, fully lowered or blocked with controls in a neutral position, motors stopped and brakes set.
9. Reflective indicators must be provided to workers in the form of reflective yellow jackets or vests as specified and worn by workers working on/or adjacent to public roads

14. SIGNS AND NOTICES

The use of colour codes, symbolic signs and notices are means of communication whereby information is visually conveyed to people and also provides early warning of dangers.

Safety signs provide for immediate recognition of danger, information, actions allowed or not allowed and procedures that have to be done.

There are 5 types of safety signs:

1. Black triangle on yellow background => WARNING
2. Red (round) on white background => PROHIBITORY
3. White on blue background => MANDATORY
4. White on green background => INFORMATION
5. Red (square) on white background => FIRE

The following signs shall be provided for on the site:

Traffic control signs- ROAD CLOSE
DETOUR
DIRECTION ARROWS

Warning signs- DANGER - MEN AT WORK

Propitiatory signs- NO ENTRY

Fire – POSITION OF EQUIPMENT ARROWS

First Aid – INFORMATION SIGNS

All signs shall be new or in good condition and approved by the Engineer.
All temporary signs shall be mounted on portable supports to facilitate moving.
Defective or missing items shall be replaced immediately.
All signs shall be inspected at least twice a day.

Prohibited area – TR208
Men at work – TW 336

15. EXCAVATION WORK – REGULATION 11

Excavation:

Definition: A space made by digging.

1. An excavation could be a hole or trench of any size and shape.
2. A Risk Assessment must be done prior to making an excavation.
3. The following must be taken in consideration when doing the Risk Assessment:
 - ⇒ Depth of the excavation
 - ⇒ Length of the excavation
 - ⇒ Type of soil
 - ⇒ Sloping of sides of excavation to maximum angle of repose
 - ⇒ Shoring and bracing required

 - ⇒ Existing services
 - ⇒ Barricading and demarcation

Depth of the excavation

1. Should an excavation be more than chest deep (1.5m), it must be adequately shored or braced.
2. Slopes or trenches shall be as flat as possible, 1 x vertical to 2 x horizontal must be considered maximum for dry conditions. In wet conditions either a much lower slope shall be used, or if space is a constraint, shoring and de-watering shall be applied.

A competent person shall be appointed to supervise excavation work.

Stability evaluation of ground must be done and a certificate shall be issued.

A plan for prevention of persons being trapped due to collapse shall be provided by Contractor

The design of shoring shall be documented by Contractor in the Health and Safety file as provided by the competent designer of shoring. To be filed at index A6

The maximum loading of sides of an excavation must be documented in a usable format

If adjacent structures and buildings are present and can be affected a design and construction of supporting details shall be represented.

Provision shall be made for access routes to the excavation. Routes must not be more than 6 meters away from worker.

Contractor must establish all local services in area of excavations.
Plan of local services shall be documented in the Health and Safety file.
To be filed at index A6

Local services include:
Telkom, Gas, Water, Electricity Supplies and other similar services.

Inspection shall be done on all bracing and shoring on a

- daily basis
- prior to each shift
- after every blasting operation
- after an unexpected fall of ground
- after substantial damage to supports
- after rain

An inspection register shall be completed by the Excavation Inspector during each and every inspection.

Barricading and Demarcation:

Excavations shall be fenced at least 1 meter high and as close to the excavation as possible, when accessible by public or other employees, or adjacent to public roads or thoroughfares.

Protection around excavations must be in the form of a physical barrier, to prevent persons from falling into the excavation. Danger Tape on its own is not considered as a barrier

Excavations must be provided with clearly visible boundary indicators and illuminated at night or where/when visibility is poor.

Precautionary measures in terms of confined spaces must be met and employees must be declared fit and not claustrophobic.

Explosives regulations must be adhered to if explosives are required to carry out the excavation. Competent persons with blasting certificates must be in charge.

Warning signs must be posted next to an excavation in which persons are working or carrying out inspection or tests.

16. BARRICADING AND DEMARCATION

The construction site shall be barricaded completely to prevent pedestrians and vehicles to enter the construction area.

Protection around the site must be in the form of a physical barrier and appropriate signage, to prevent public from entering the area.

A physical barrier will be a fence at least 1 meter high. Danger tape is not considered a physical barrier. Danger tape is considered as a signage only.

It is advised to use 1.2m high Day-Glo Mesh (barrier netting) to prevent pedestrians on pavements to enter the construction area.

17. LADDERS

Ladders to be used shall be undamaged and are of sound construction.

Ladders must be numbered and placed on a register and inspected on a monthly basis by an appointed Ladder Inspector.

Ladders are to be secured during use. If it is necessary to use a ladder before it can be secured, a second person must hold it steady at all times. Place the ladder's feet on a level base. (Wooden blocks or bricks are not to be used).

Ladders are not to be used as scaffolds or work platforms.

When used as access to trenches and work areas, the ladder must extend one meter above the step off point and be placed at an angle where the base of the ladder is one quarter of the ladder height away from the base of the structure, and must be fitted with non-skid devices.

Ladders must not be used nearer than 3 metres to any exposed electrical power source and never in substations or on electrical installation work.

Ladders are not to be used in a horizontal position.

Maintain 3-point contact by keeping two hands and one foot or two feet and one hand on the ladder at all times.

Do not carry objects in your hands while on a ladder.

Ladders must be fitted with non-skid devices at the bottom ends and hooks or similar devices at the upper ends.

Ladders with damaged stiles, or damaged or missing runs should never be used.

Ladders must never be fastened together to increase the reach.

Wooden ladders must never be painted.

18. CONCRETE MIXERS – REGULATION 18

The Contractor shall ensure that all concrete mixers are operated (Appointed Concrete Mixer Operator) and supervised by a competent person who has been appointed in writing as the Concrete Mixer Inspector.

The Contractor shall ensure that all devices to start and stop the concrete mixers are provided and that these devices are

1. placed in an easily accessible position; and
2. constructed in such a manner to prevent accidental starting

All dangerous moving parts of a mixer must be placed beyond the reach of persons by means of covers.

No person shall be permitted to remove or modify any guard or safety component unless authorized to do so by the appointed person. (Concrete Mixer Inspector)

A Contractor shall ensure that all persons authorized to operate the concrete mixers are fully:

1. aware of all dangers involved in the operation thereof
2. conversant with the precautionary measures to be taken in the interest of Health and Safety

A Safe Work Procedure on the specific Concrete Mixer shall be done and communicated to the operator and relevant workers.

No person supervising or operating a concrete mixer shall authorize any other person to operate the plant, unless such a person is competent to operate such machinery.

19. SCAFFOLDING – REGULATION 14

All scaffolding must be in compliance to SABS 085.

A competent person shall be appointed in writing to supervise the erection of all scaffolding operations. The Scaffolding Erector shall have the required accredited qualifications for scaffold erecting.

A competent Scaffold Inspector shall be appointed in writing to inspect the erected scaffolds and shall not be the same person as the erector.

An Inspection Register on scaffolding shall be kept in the Health and Safety File.

A copy of SABS 085 as amended shall be available on site and kept in the Health and Safety File.

20. HOUSE KEEPING AND CONSTRUCTION SITES – REGULATION 25

The Contractor shall at all time carry out the Works in a manner to avoid the risk of bodily harm to persons or risk of damage to any property. The Contractor shall take all precautions, which are necessary and adequate to eliminate any conditions, which contribute to the risk of injury to persons or damage to property. The Contractor shall continuously inspect all work, materials and equipment to discover and determine any such conditions and shall be solely responsible for the discovery, determination and elimination of such conditions.

During the period of this Contract, the Contractor shall be responsible for the safe storage of all materials and equipment required for execution of the Contract, and for disposal of all non-usable waste material in an orderly manner.

All materials, whether stored on the construction site or within the Contractor's designated area, shall be stored neatly and safely to prevent possible injury to any personnel. The material shall be stored to facilitate safe access to, and removal of the material from the storage area.

Any flammable material, such as paint, diesel fuel and oil, shall be stored in lockable non-combustible structures, which shall be clearly marked to indicate the hazardous nature of the materials stored within. The flammable materials stores shall be located in safe areas away from hazardous surroundings and adequate and suitable fire-fighting equipment shall be provided within easy reach of the materials stores.

All diesel tanks shall be erected on a suitable floor surrounded by a bund wall which will contain 110% of the maximum volume of diesel stored.

Loose material need for use shall not accumulate so as to obstruct means of access to and egress from the workplace. A demarcated area shall be identifying for waste disposal.

Scrap and waste shall not be allowed on site and must be removed daily.

The construction sites adjacent to build up area or public way shall be effectively fenced and controlled with access points.

21. STACKING AND STORAGE ON CONSTRUCTION SITES – REGULATION 26

A Competent person shall be appointed in writing with the duty of supervising all stacking and storage of material on site. Adequate storage areas shall be provided which includes demarcated areas. All storage areas shall be kept neat and under control. Registers and checklist on housekeeping shall be kept on site

22. FALL PROTECTION – REGULATION 8

A contractor shall cause-

- a) the designation of a competent person, responsible for the preparation of a fall protection plan;
- b) the fall protection plan contemplated in paragraph (a) to be implemented, amended where and when necessary and maintained as required;
- c) steps to be taken in order to ensure the continued adherence to the fall protection plan.

The fall protection plan contemplated in sub-regulation (1), shall include-

- a) a risk assessment of all work carried out from an elevated position which shall include the procedures and methods used to address all the risks identified per location;
- b) the processes for evaluation of the employees' physical and psychological fitness necessary to work at elevated heights.

- **Safety Harness:**

The wearing of an approved type of safety harness fitted with a shock absorber and correctly secured to any approved anchorage is compulsory for personnel working at heights.

Safety harnesses must be worn where a leaning bar cannot be installed, where handrails are not available, in instances where there is a risk of injury due to falling, and generally whenever work is undertaken at a height of more than "a person's height".

Where roof work is undertaken, harnesses must be attached to a lifeline or other substantial support.

The single support waist type safety belts should not be used; therefore a full parachute type harness of an approved type is required (double linear).

It is the contractor's responsibility to train his employees on the correct use of harnesses.

Safety belts may only be used as a fall restraint and not as a fall protection device.

- **Identify Risks:**

Lanyards must be used to attach tools and equipment used in elevated positions.

Scaffolding where possible, must be provided.

On windy/rain days, special precautions are to be taken especially when working with **loose roof sheets**.

Walking on asbestos roofs is prohibited unless supporting ladders or crawl boards are placed thereupon.

Consult your supervisor in that area if in any doubt.

23. STRUCTURES – REGULATION 9

1. A contractor shall ensure that-
 - (i) all reasonable practicable steps are taken to prevent the uncontrolled collapse of any new or existing structure or any part thereof, which may become unstable or is in a temporary state of weakness or instability due to the carrying out of construction work:

and
 - (ii) no structure or part of a structure is loaded in a manner which would render it unsafe.
2. The designer of a structure shall-
 - a) before the contractor is put out to Tender, make available to the employer all relevant information about the design of the relevant structure that may affect the pricing of the construction work;
 - (i) inform the contractor in writing of any known or anticipated dangers or hazards relating to the construction work, and make available all relevant information required for the safe execution of the work upon being designed or when the design is subsequently altered;
 - (ii) subject to the provisions of paragraph (a) and (b) ensure that the following information is included in a report and made available to the contractor-
 - (iii) a geo-science technical report where appropriate;
 - (iv) the loading of the structure is designed to withstand; and
 - (v) the methods and sequence of construction process;
 - b) not including anything in the design of the structure necessitating the use of dangerous procedures or materials hazardous to the health and safety of persons, which could be avoided by modifying the design or by substituting materials;
 - c) take into account the hazards relating to any subsequent maintenance of the relevant structure and should make provision in the design for that work to be performed to minimize the risk;
 - d) carry out sufficient inspections at appropriate times of the construction work involving the design of the relevant structure in order to ensure compliance with the design and a **record** of those inspections is to be kept on site;
 - e) stop any contractor from executing any construction work which is not in accordance with the relevant design;
 - f) conduct a final inspection of the completed structure prior to its commissioning to render it safe for commissioning and issue a completion certificate to the contractor; and

- g) ensure that during commissioning, cognizance is taken of ergonomic design principles in order to minimize ergonomic related hazards in all phases of the life cycle of a structure.
3. A contractor shall ensure that all drawings pertaining to the design of the relevant structure are kept on site and are available on request by an inspector, contractors, employer, employer's agent or employee.
 4. Any owner of a structure shall ensure that inspections of that structure upon completion are carried out periodically by competent persons in order to render the structure safe for continued use: Provided that the inspections are carried out at least once every six months for the first two years and thereafter yearly and records of such inspections are kept and made available to an inspector upon request.
 5. Any owner of a structure shall ensure that the structure upon completion is maintained in such a manner that the structure remains safe for continued use and such maintenance records shall be kept and made available to an inspector upon request.

24. FORMWORK & SUPPORT WORK – REGULATION 10

A competent person shall be appointed in writing to supervise all formwork and support work.
(Formwork and Support Work Inspector)

The name and address of such a person shall be included in the Health and Safety Plan of the Principal Contractor.

The contractor must ensure that all formwork and support work structures are adequately designed, erected, supported, braced and maintained so that they will be able to support all anticipated loads.

All drawings pertaining to formwork and support work must be kept on site and available for inspection by an inspector, contractor, employer, employer's agent or employee. (Index A6)

All formwork and support work must be inspected and checked for suitability by a competent person under the following conditions:

1. Before use
2. During placement of concrete or any other imposed load
3. After placement of concrete or any other imposed load
4. On a daily basis after placement of concrete until the structure is removed.
5. Ensure that concrete gains sufficient strength before the support work is removed.

Record must be kept of these inspections.

Weakened formwork or support work must be immediately reinforced.

Deck panels must be secured against displacement.

Persons must be prevented from slipping on support work.

Persons must not be affected by the use of solvents or any other similar substances.

Safe access must be provided for all support work.

Employees involved must be adequately trained and instructed to perform the work in a safe manner.

Foundations of formwork must be adequate to sustain the applied load.

25. FIRST AID

25.1 SMI Board

The Contractor shall provide a Safety Management Information Board where safety notices, site regulations concerning safe working practices and information on the location of the nearest first aid station, can be conspicuously displayed to all staff. The size of the notice board shall be at least 600 mm x 800 mm.

25.2 First Aid Equipment

The Contractor shall provide for its employees a stretcher for emergencies and an approved first aid box. The first aid box shall be checked weekly by a responsible person, who shall be appointed by the Contractor, and a record shall be kept of the contents. Any deficient medical supplies shall be promptly replenished by the Contractor.

25.3 Hazard Notices

The Contractor shall display hazard notices in all areas where hazardous conditions prevail or may occur.

25.4 Reporting of Incidents and/or Injuries

All incidents in respect of damage to Works, property or machinery, or injury to persons, shall be reported by the Contractor's SHE Representative to the Accident Investigator.

Minor Injuries and near misses shall be recorded on the appropriate forms.

In case of

- Any person dies
- Becomes unconscious
- Lose of limb or part thereof
- Suffer permanent physical disability
- Unable for 14 days to work

A mandatory incident report form (Annexure 1), containing full details of the incident, shall be completed by the appointed Accident Investigator and submitted to the Site Agent and the Department of Labour within twenty four (24) hours of the occurrence of the incident.

Within 7 days notice must be given in the form of WCL1 or WCL2 to the Provincial Director.

In case of

- Major incident
- Dangerous substance was spilled
- Uncontrolled release of any substance under pressure
- Machinery fractured resulting in flying, falling objects
- Machinery out of control

A mandatory incident report form (Annexure 1), containing full details of the incident, shall be completed by the appointed Accident Investigator and submitted to the Site Agent and the Department of Labour within twenty four (24) hours of the occurrence of the incident.

26. FIRE PRECAUTIONS ON CONSTRUCTION SITES – REGULATION 27

A register shall be kept on all Acetylene and Oxygen cylinders used on the site.

Condition of components, sub-components and safety components (e.g. Flame back arrestors) shall be listed in the register and signed by the construction supervisor at regular intervals as required with time and date stamp.

Acetylene, Oxygen and LP Gas cylinders shall be stored in suitable places to minimize the risk of fire.

Suitable storage is to be provided for flammable liquids, e.g. petrol, diesel, paint, thinners.

Smoking shall be prohibited in the workplace and notices posted accordingly.

Smoking areas with sand buckets / ashtrays will be demarcated when site is established.

Suitable and sufficient fire fighting equipment shall be placed in strategic positions in the work place. (On vehicles and other positions as deemed necessary).

A register shall be kept on type and number of equipment for each site in the Health and Safety File.

A competent person shall inspect all fire fighting equipment.

A sufficient number of employees shall be trained in the use of fire fighting equipment.

A register shall be kept in the Health and Safety File on site with names of employees and type of fire fighting training completed with date.

Suitable signs shall be erected in work places indicating escape routes.

Escape routes shall be kept clear. Evacuation plans shall be in Health and Safety File as part of Induction Training.

Combustible materials shall not accumulate on site.

A siren is installed and sounded in the event of fire

27. CONSTRUCTION WELFARE FACILITIES – REGULATION 28

On each site where existing facilities are not present, at least one sanitary facility shall be erected for every 30 male workers, at least one sanitary facility one shall be erected for every 30 female workers, shower for every 15 workers, a changing facility for each sex and sheltered eating areas.

If mobile toilets with bucket system are installed at the site, cleaning of buckets shall be arranged with the City Council or other authority.

Chemical toilets shall be used where applicable.

Eating facilities shall be made available in the form of a shaded net, table and chairs.

For sites in remote areas, transport shall be made available for workers to and from sites.

28. TOXIC MATERIALS

The Contractor shall exercise all necessary care in the handling of toxic compounds and shall be able to identify the major chemical components in the event of medical treatment being required.

29. HAZARDOUS CHEMICALS AND MATERIALS

- a) The Contractor shall provide suitable and adequate protective equipment when working in an area where hazardous chemicals and materials are being used.
- b) The Contractor shall ensure that its employees have familiarised themselves with the hazardous material data sheets applicable to the specific site as well as the location of fire fighting equipment, safety showers / baths and other washing facilities, prior to commencement of work.

Material Safety Data Sheets shall be provided on all chemicals use and filed in the H&S File

Examples:

Paint

Tile Glue

Tar

Diesel

Petrol

Thinners

Turpentine

Drain Cleaners

Weed Poisons

30. COMMISSIONING SAFETY PRECAUTIONS

The Contractor shall ensure that wherever repairs, adjustments or any other work are undertaken on any plant or machinery, the power supply is switched off, disconnected or the plant / machinery disengaged until the work or repairs have been completed.

31. ELECTRICAL INSTALLATIONS AND MACHINERY ON CONSTRUCTION SITES – REGULATION 22

Before construction commences or any other related works and during the progress thereof adequate steps must be taken to establish the presence of and guard against any danger to the workers in respect to electrical cables or apparatus.

In areas where it cannot be established where electrical devices are located, the employees must use tools of which the handles are insulated or rubber insulated gloves.

Any temporary electrical installation set up by the principal contractor or contractor must be inspected at least once a week by a competent person. The inspections shall be recorded in a register and kept in the Health and Safety File.

When working on or next to live electrical Machinery, the Principal Contractor or Contractor must provide insulated stands, trestles and mats.

When Distribution Boards are removed the incoming power supplies shall be cut by the employer's authorized Electrician. The incomer electricity supply feeder shall be earthed by a suitable earth wire or spike to prevent cable of becoming live during the installation of new Distribution Boards.

No person shall continue with wiring of premises unless the supply to the premises has been rendered dead and the above effective measures has been taken to ensure that such cables remains dead. When rewiring of premises is done the feeder breakers at the other end of the supply cables shall be locked out and the cable earthed to prevent any injury to workers by Electrical Shock.

A register shall be kept on site in the Health and Safety File indicating all signatures of competent persons switching electricity supply on or off with time and date stamps.

No person shall use or permit to use a portable electric load operating at a voltage exceeding 50V to earth unless it is connected to a source of electrical energy incorporating an earth leakage protection device.

A register shall be kept on site in which all daily checks of portable electric tools are performed and signed by the responsible person. Checks shall include condition of plug top, power cord, on-off switch and insulation condition of electric tool. All tools shall be numbered and entered accordingly into the register. Condition of tools as listed in the register shall be inspected and signed by the construction supervisor at regular intervals as required by the nature of the equipment.

32. REGISTERS REQUIRED ON SITE

The following list of Registers is merely an indication of what could be required by law on site.

PPE

- Personal Protective Clothing and Equipment issued

MACHINERY

- Daily Checklist - Compaction Machinery – Bowmag
- Daily Checklist - Compaction Machinery – Plate Compactor
- Daily Construction Vehicle Pre-ignition Checklist – Tractors
- Daily Checklist - Compaction Machinery – Tipper
- Daily Checklist - Compaction Machinery – Excavator
- Daily Construction Vehicle Pre-ignition Checklist – TLB
- Daily Checklist - Compaction Machinery – Material Handler
- Daily Checklist - Compaction Machinery – Water Lorry
- Daily Checklist - Compaction Machinery – Bowmag
- Daily Checklist - Compaction Machinery – Mini Excavator

- Daily Checklist - Compaction Machinery – Bobcat
- Daily Checklist - Compaction Machinery – Concrete Mixer
- Daily Checklist - Compaction Machinery – Crane

EQUIPMENT

- Ladder Inspection Register
- Scaffold Inspection Register
- Safety Harness Inspection Register
- Gas Cutting and Welding Inspection Register

TOOLS

- Monthly Checklist on Hand Tools
- Monthly Checklist on Portable Electrical Equipment

HOUSE KEEPING

- Stacking Inspection Register
- Excavations Inspection Register
- Monthly Environmental Checklist and Deviation
- Monthly Hygiene Facility Inspection Register – Mobile Ablutions and Eating areas

INCIDENTS

- Minor Incident Recording form
- Near misses Recording form
- Major Incident Recording forms (Wcl1 and WCL2)
(Injury/ occupational disease record book
Recording and investigation of incidents)
- Annexure 1 – report to Department of Labour
- Motor Vehicle Accident Report
- Safety Statics form

FIRE

- Fire Extinguishing Equipment Register
- Register of Trained Employees in Fire Fighting
- Fire Awareness Attendance Training Register

FIRST AID

- First Aid Box and Equipment Checklist
- Register of Trained Employees in Basic First Aid
- First Aid Awareness Attendance Training Register

TRAINING

- Induction Training Attendance Registers
- Risk Assessment Communication Registers
- Safe Work procedures Communication Registers

PERMITS

- Lock-out Request Forms (Water and Electricity)
- Lock-out Permits (Water and Electricity)

INSPECTIONS

- SHE Coordinator Inspection Register – Monthly checklist and deviations
- Minutes of Safety Committee Monthly meetings

33. SAFE WORK PROCEDURES REQUIRED IN HEALTH AND SAFETY FILE

The following list of SWP's is merely an indication of what could be required by law on site.

- Stacking of material
- Working with angle grinders
- Working with drills
- Working with glass panes
- Excavating of trenches
- Loading and transport of material
- Working with cement and concrete mixers
- Driving company vehicles
- Approaching Construction Vehicles
- Maintaining Scaffolding
- Form work repair guide
- Roof work
- Correct use of Fire Extinguishers
- Engaging and working with Contractors
- Dealing with Heat Stress
- Electrical Safety precautions
- Maintenance of Ladders
- Dealing with Silica and dust
- Trenches and open excavations
- Any other as required by activities on site

34. WRITTEN TRAINING COURSE MATERIAL TO BE FILED IN HEALTH AND SAFETY FILE

The following Training is merely an indication of what could be required by law on site.

- Induction Training (Workplace awareness – Site specific)
- Training of operators on Construction Vehicles and Mobile Plant (Certificates)
- First Aid Awareness
- Fire Fighting Awareness
- Toolbox talks on Hand Tools
- Toolbox talks on Machine Guarding

- Toolbox talks on Hand Tool Accidents
- Toolbox talks on Ten Commandments of Safety
- Toolbox talks on Fire prevention
- Toolbox talks on lifting materials by hand
- Toolbox talks on safe loading
- HIV Training Unit 1 - The Nature of HIV/Aids
- HIV Training Unit 2 - Transmission of the HI virus
- HIV Training Unit 3 - HIV/AIDS preventative measures
- HIV Training Unit 4 – Voluntary HIV/AIDS counselling and testing
- HIV Training Unit 5 – Living with HIV/AIDS
- HIV Training Unit 6 – Treatment options for people with HIV/AIDS
- HIV Training Unit 7 – The rights and responsibilities for workers in the workplace with regard to HIV/AIDS
- Toolbox talks on Environmental influences

35. TRAINING COURSES TO BE PRESENTED

PHASE 1

- Toolbox talks on the functions of the SHE Representative
- Induction Training (Workplace awareness) - Ten Commandments of Safety
- Training of the Community on Construction Workplace Hazards
- HIV Training Unit 1 - The Nature of HIV/Aids
- Toolbox talks on Environmental Awareness

PHASE 2

- Training of Operators on Construction Vehicles and Mobile Plant
- First Aid Awareness
- Fire Fighting Awareness
- Toolbox talks on Hand Tools and Hand Tool Accidents
- Toolbox talks on Machine Guarding

- Toolbox talks on lifting materials by hand
- Toolbox talks on Safe Loading
- Toolbox talks on Safety Signs
- HIV Training Unit 2 - Transmission of the HI virus
- HIV Training Unit 3 - HIV/AIDS preventative measures
- HIV Training Unit 4 – Voluntary HIV/AIDS counselling and testing
- HIV Training Unit 5 – Living with HIV/AIDS
- HIV Training Unit 6 – Treatment options for people with HIV/AIDS
- HIV Training Unit 7 – The rights and responsibilities for workers in the workplace with regard to HIV/AIDS
- Toolbox talks on Environmental Awareness

36. EQUIPMENT ON SITE

First Aid Kit (basic)

Stretcher

Fire Extinguishers – 9kg

37. PERSONAL PROTECTIVE CLOTHING

The Contractor shall provide the necessary personal protective clothing for its employees in hazardous areas, appropriate to the nature of the hazard.

37.1 Hard Hats

All employees of the Contractor shall wear hard hats in areas where appropriate hazard notices are displayed. The Engineer shall have the right to ban certain colours if they are similar to the Employer's identifying colours. Hard hats shall not be painted or otherwise defaced.

Colours

Red – Fire Fighter

Green _First Aider

White – Professional Team

Yellow –Supervisor

Blue – Workers

Pink – SHE Representatives

37.2 Eye Protection

Suitable eye protection shall be worn in areas where appropriate hazard notices are displayed, or when grinding, chipping, breaking, drilling, arc-welding, cutting with oxy-acetylene equipment or similar activities are taking place.

37.3 Hearing Protection

Suitable hearing protection shall be worn in areas where appropriate hazard notices are displayed.

37.4 Foot Wear

All employees of the Contractor shall wear undamaged, laced-up safety boots or safety shoes, suitable for the intended purpose, in prescribed areas where appropriate hazard notices are displayed.

37.5 Gloves

All employees of the Contractor shall wear suitable protective gloves in areas where appropriate hazard notices are displayed, or when handling hot or hazardous materials or chemicals.

Mixing cement and steelwork shall be attended to

37.6 Clothing

All employees of the Contractor shall wear suitable protective clothing when working in proximity of machinery, power tools, hazardous materials or chemicals.

Proposed Personal Protective Equipment required on this project:

| NO. | TYPE | WHEN TO WEAR |
|-----|----------------------------------|---|
| 1. | Hard Hats | Always |
| 2. | 400mm Shoulder Length PVC Gloves | Working with cement |
| 3. | Leather chrome Gloves | Working with steel |
| 4. | Plastic Trousers | Working with cement |
| 5. | Safety Goggles | Grinding, Cutting Cement |
| 6. | Gumboots | Working in water |
| 7. | Welding helmet | Welding |
| 8. | Gas welding safety goggles | Gas Welding |
| 9. | Safety shoes | Always except in water |
| 10. | Dust Masks | Grinding and dusty conditions |
| 11. | Ear Muff | Grinding |
| 12. | Leather apron | Welding/ gas welding |
| 13. | Reflective vests | Operators and workers on/near public road |
| 14. | Protective Overalls | Depends on nature of work |

AGREEMENT IN TERMS OF SECTION 37(2) OF THE OCCUPATIONAL HEALTH AND SAFETY ACT, NO. 85 OF 1993

The Employer and the Contractor hereby agree, in terms of the Provisions of Sections 37(2), 9 and 8(2) of the Occupational Health and Safety, Act No. 85 of 1993, hereinafter referred to as 'the Act', that the Contractor as an employer in its own right and in its capacity as Contractor for the execution of the works, shall have certain obligations and that the following arrangements shall apply between them to ensure compliance by the Contractor with the provisions of the Act, namely:-

- i) The Contractor undertakes to acquaint the appropriate officials and the employees of the Contractor with all relevant provisions of the Act, and the regulations promulgated in terms of the Act, and
- ii) The Contractor undertakes that all relevant duties, obligations and prohibitions imposed in terms of the Act and regulations will be fully complied with, and
- iii) The Contractor hereby accepts sole liability for such due compliance with the relevant duties, obligations and prohibitions imposed by the Act and regulations and expressly absolve the Employer and the Employer's Consulting Engineers from being obliged to comply with any of the aforesaid duties, obligations and prohibitions.
- iv) The Contractor shall be obliged to report forthwith to the Employer any investigation, complaint, or criminal charge which may arise as a consequence of the provisions of the Act and regulations pursuant to work performed on behalf of the Employer, and shall, on written demand, provide full details in writing of such investigation, complaint or criminal charge.

SIGNED at..... on this..... day of 20.....

For and on behalf of the **Contractor**:

_____ Print Name: _____

AS WITNESSES:

1. _____ 2. _____

Print Name: _____ Print Name: _____

For and on behalf of the **Employer**:

_____ Print Name: _____

AS WITNESSES:

1. _____ 2. _____

Print Name: _____ Print Name: _____

**MANDATORY NOTIFICATION OF CONSTRUCTION WORK IN TERMS
OF REGULATION 3 OF THE CONSTRUCTION REGULATIONS (2003) OF
THE OCCUPATIONAL HEALTH AND SAFETY ACT, NO. 85 OF 1993**

This document is to be forwarded by the Contractor to the Office of the Department of Labour **prior to commencement** of the Works. The Contractor shall ensure that all Sub-Contractors accountable to him forward similar documents to the mentioned Authority **prior to commencement with the Works**.

A. Particulars of Contractor

Name:

Postal Address :

Compensation Fund Registration No.

B. Particulars of Contractor's MD/ CEO/Managing Member of cc

Name:

ID No.

Postal Address:

Tel No. Cell phone No.

C. Particulars of Contractor's designated Construction Safety Officer appointed in terms of Clause 6(1) as the Construction Supervisor, with the duty of supervising health and safety at the Works:

Name:

ID No.

Postal Address:

Tel No. Cell phone No.

D. Particulars of Contractor's sub-ordinate supervisors at the Works, appointed in terms of Clause 6 (2):

| Name | ID No. | Postal Address | Tel No. | Cell phone no. |
|------|--------|----------------|---------|----------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

E. Physical address of the Works (Construction Site)

.....
.....

Co-ordinates (if available) Latitude (S)

Longitude (E)

F. Nature of the construction work:

.....
.....

G. Expected commencement date:

H. Expected completion date:

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

J. Planned number of Sub-Contractors on the construction site accountable to Principal Contractor:

.....

Name(s) of Sub-Contractors.

.....

.....
.....

K. Particulars of Employer (client)

Name:

Postal Address:

.....

Name of Employer's designated Representative / Agent.

.....

Tel No. Cell phone No.

L. Particulars of Design Engineer

Name:

Postal Address:

Tel No. Cell phone No.

Signed at on this day of 20.....

F Training Records of Construction Vehicle Operators

Name:.....Qualifications.....

Name:.....Qualifications.....

Name:.....Qualifications.....

G. Incident Statistics:

| Incidents during last 12 months | Date | Degree of Injury | Production days lost | Costs involved |
|---------------------------------|------|------------------|----------------------|----------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

C3.3 PARTICULAR SPECIFICATIONS

SECTION EMP: ENVIRONMENTAL MANAGEMENT SPECIFICATION

1. General
2. Training and Induction of Employees
3. Complaints Register and Environmental Incident Book
4. Site Cleanliness and Neatness
5. Access
6. Borrow Pits
7. Dust Control / Air Quality
8. Fauna
9. Fire Prevention and Control
10. Grave Sites
11. Materials Handling and Spills Management
12. Noise
13. Pollution Control
14. Rivers and Streams
15. Safety
16. Soil Management
17. Worker Conduct
18. Traffic Disturbances and Diversions
19. Vegetation
20. Waste Management

SECTION DWK: DAYWORKS

1. Scope
2. Type of Work
3. Materials
4. Construction Plant Hire
5. Salaries and Wages of Workmen
6. Measurement and Payment

SECTION OHS: PRE-CONSTRUCTION HEALTH AND SAFETY SPECIFICATION

1. Introduction and Background
2. Pre-construction Health and Safety specification
 - 2.1 Scope
 - 2.2 Interpretations
 - 2.3 Minimum Administrative requirements
 - 2.4 Health and Safety Induction, Training and Equipment
 - 2.5 Preliminary Hazard Identification and Risk Assessment
 - 2.6 Permits
 - 2.7 Incentives and Penalties
 - 2.8 Specific Project Requirements
3. Financial Provision for Health and Safety
4. Guidelines for the preparation of a Typical OH&S Plan