

 OHS Inc. occupational health and safety consultants	
Project Health and Safety Specification In terms of OHS ACT 85 Of 1993 & Construction Regulations 2014	
Project : BUILDING OF TOILETS TO THE EXISTING PROPERTY ON VARIOUS ERFEN WITHIN THE GEORGE MUNICIPAL AREA	
For: GEORGE MUNICIPALITY DIRECTORATE HUMAN SETTLEMENTS SECTION NEW HOUSING	
Project Directory	
Project Client	
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Project Details	
Provisional Start Date:	TBA
Provisional Completion Date:	TBA
Proposed Contract Duration:	± 1 Year
Proposed Project Value:	TBA
Notification of Construction Work:	TBA
Construction Work Permit Application:	N/A
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1. **Purpose**

1. **The purpose of this document is to provide health and safety information about specific project risks known by the Client, Designer and Client Agent. These risks are applicable to this project and may not necessarily be common knowledge to the Contractor. The Contractor must take this information into account and ensure that their tenders include adequate resources to deal with the matters detailed in this document. Compliance must be ensured by the Contractor and Appointed Sub-Contractor to all relevant legislation. Safeguarding of employees, sub-contractors and other persons affected by the construction activities must be ensured.**
2. **Reference should be made to the following documentation in conjunction with this safety specification (including existing surveys, drawings and reports):**
 - (a) Engineers Drawings
 - (b) Designers Input
 - (c) Tender Documents
3. Due to potentially dangerous operations being undertaken in construction, there is a possibility of incidents and accident which may lead to injuries or fatalities. In many instances non-compliances to the Occupational Health and Safety Act (OHS Act) has resulted in severe consequences for the parties involved. The Project Client is determined to ensure the highest health and safety standards throughout the Contract.
4. To ensure this The Project Client / Client Agent has prepared and published this document. This document should be used as a guideline for minimum levels of awareness and guidance for health and safety requirements for this Contract. The responsibility for adhering to these requirements rests with the Contractors.
5. **Every Employer will provide and maintain, as far as reasonably practicable, a set working environment that is safe and without risk to the health of his employees. OHS Section Act 8 (1) General duties of employers to their employees**
6. **Compliance with the OHS Act and Regulations will not be limited to this specification and the definitions contained in this document.**
7. **Tenderers are expected to be conversant with the requirements and effect of health and safety legislation Occupational Health and Safety Act, 85 of 1993,**
8. The Contractor's personnel will be responsible implementation all necessary legislative requirements. Document control and record systems associated with the legislation must be kept by the Contractor.
9. This document should be used to assist them Contractor towards achieving compliance with the OHS Act 85 of 1993.
10. The Specification will be implemented during construction of the works Project Client / Client Agent has control over.
11. ***The Project Client is committed to ensure compliance to all the relevant legislation regarding Occupational Health and Safety is maintained and no accident occurs.***
12. This document must be used as a means of measuring performance of all parties entering into a contract with the project Client or Contractor in Occupational Health and Safety Standards.

13. The Project Client does not accept any liability which may result from the Contractor failing to comply with the Document; the Contractor remains responsible for achieving the required performance levels.
14. This document forms part of the Contract, and Contractors are required to make it part of their Contracts with Sub-Contractors and Suppliers.
15. ***The successful Contractor will ensure that a Safety Plan complying with all the relevant legal requirements and this document is compiled and approved by the Client/Client Agent before commencement of Construction.***

1.2 PROJECT DETAILS

Description of Work

The contractor to extend an estimated 4m² to toilet with klinker Bricks followed with internal plaster and paint & External as per existing finish.

FOUNDATIONS AND FLOOR SLAB

The contractor / service provider must extend an estimated 4m² as per provided plan, contractor to dig trenches 600mm wide and 600mm deep that will receive 600 mm x 250 mm concrete strip footing between 15 -2A MPa in a strength. A 400mm high, 140mm wide cavity wall with klinker bricks / equivalent foundation wall to be constructed with brick force in every layer of brick work, the contractor to omit the interior brick once the wall is 400mm high, this is to allow the concrete to spill into the cavity

The contractor to put down a well compacted layer of sand ,50mm thick that will receive a 250micron damp proof membrane. A concrete slab 85- 100mm thick of 15-20MPA in strength to be cast on top of the DPM (wet proof (membrane) and the concrete surface to be kept wet to prevent cracks from forming.

DPC TESTING

Contractor will be responsible for one (1) DPC test to be done on the prepared ground works before concrete foundations and floor slabs are cast.

WINDOWS

Window Frames to be top-Hung Aluminium windows, supply and install in 1 x aluminium window 600 x 600 mm powder coated with 4mm obscure float glass.

DOORS EXTERNAL

Contractor must supply and install one (1) 0.900m in width x 2.1m in height new internal semi solid core door in meranti rebated frame required ironmongery SABS approved (locks, hinges, handles & bolts), painted with glass white three (3) before installation.

CEILING

Supply and install according to manufactures specifications new nutec/equivalent (2400 - 3000 x 900 x 4 mm) plain ceiling boards, fix with all necessary fixing accessories, an H-profile steel jointing strip including 28x28 brandering, fasteners galvanized serrated ceiling nails (2,5

x 32 mm), cornice plain (nu-doric 127 x 3000mm) and seal with nu-cornice adhesive. On ceiling 130mm thick glass wool insulation must be installed and laid according to manufactures specifications. A minimum of 3 ceiling paint coats must be applied on the new ceiling boards and cornice.

WALLS (EXTERNAL & TINTERNAL)

Construction of wall to proceed after 7 days,

Contractor to make use of 140mm x 390 x 190mm wide wall construction, every second layer to receive brick force, the intermediate layer to be tied to the existing structure with hoop iron (minimum length 70mm), Contractor to allow for a vertical expansion Joint between the new and existing structure, the void to be filled with an approved joint silicon, this is to allow for movement between the two structures.

Contractor to allow for prestressed lintels over door and window. New door opening to be formed in existing wall. External face of wall shall be plastered and painted with a plaster primer, followed by 2 x coats water resistant acrylic paint on the new extended area and the existing structure. Internal walls to be plastered on all surfaces and followed by 2 coats super acrylic PVA paint.

WINDOW SILLS

Outside klinker brick or equivalent alternative sill as per plan and specifications

ROOF

Roof Construction to be engineered designed AS PER EX|STING on SA pine purlins on Trusses to match existing by gang nail or equal approved. IBR metal roof sheets on 50 x 50mm SA Pine purlins (3 no off) on 114 x 38mm SA Pine rafters at 900 centres. Roof Angle 3 deg. Metal end and side wall flashing (Contractor to make provision for installation from existing Asbestos to new IBR sheeting for extended toilet), Fibre cement facia to match existing painted exterior quality gloss white.

Note: Contractor to supply a Roof certificate.

SANITARY WARE

Supply and install a new ceramic toilet, complete with PVC cistern and all necessary sanitary fittings, Supply and install 1 new x ceramic basin with chrome tap, at a maximum height of 850mm above finished floor level.

SANITARY WARE DISABLED

Supply and install a new disabled ceramic toilet pan 450mm above floor level with steel /equivalent disabled grab rail (Photo attached) above pan, complete with new PVC cistern fitted with disabled handle (photo attached) and all necessary sanitary and plumbing fittings. Supply and install 1 new x ceramic basin with chrome disabled handle tap and disabled grab rail next to basin, at a maximum height of 650mm above finished floor level and all necessary sanitary and plumbing fittings.

MUNICIPAL SERVICES & PLUMBING CONNECTION

No chasing is allowed into block work, water pipe to be 15mm polycop laid at a minimum depth of 450mm with a single stopcock. All soil drainpipes (110mm) to have a minimum fall of 1:60 with minimum cover of 450mm with a vented, closed gulley, all waste pipes to be 40mm external diameter. Rodding eyes to be installed at max distance as prescribed in SANS /SABS change of directing or fall. Contractor to locate existing drainage run on site and connect to same. Ensure that the toilet has a working stop valve. Newly installed plumbing to be connected to existing onsite water & sewer reticulation. The contractor to ensure to quote per meter for connection from newly erected toilet into the nearest municipal manhole.

Note: Contractor to supply Plumbing Certificate.

ELECTRICITY & SECURITY LIGHTS

Contractor to supply and install LED light fitting with a light switch next to the door opening.

Note: Contractor to supply Electrical COC.

1.3. EXISTING ENVIRONMENT

The contractor will be expected to comply to Section 9 of the Occupational Health and safety Act 85 of 1993

9. General duties of employers and self-employed persons to persons other than their employees

(1) Every employer shall conduct his undertaking in such a manner as to ensure, as far as is reasonably practicable, that persons other than those in his employment who may be directly affected by his activities are not thereby exposed to hazards to their health or safety.

(2) Every self-employed person shall conduct his undertaking in such a manner as to ensure, as far as is reasonably practicable, that he and other persons who may be directly affected by his activities are not thereby exposed to hazards to their health or safety.

All work areas to be barricaded/fenced and the required safety warning signs displayed (COVID-19 included). No visitors will be allowed on site as a result of COVID-19

1. Hazards particular to this project Baseline Risk Assessment

1.4 BASELINE RISK ASSESSMENT

Significant Risks and Hazards identified by the Client/Designer/Client Agent.

- COVID-19
- Roof work
- Working at High Heights
- Installation of windows
- Brick work & cement Mixing
- Repetitive Movement (Soft tissue damage to the shoulders, neck and wrists, Back injuries affecting ligaments, muscles and disks, Muscle strains and sprains)
- Eye Injuries
- Hearing Loss (Noise induced hearing loss)
- Extreme Temperature

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- Use of Hand Tools
- Use of Ladders
- Use of Scaffolding
- Contact with Raw Sewage
- Exposure to various chemicals (Hazardous Substances)
- Ergonomics
- Working close to live electricity
- Lock out and tag out
- Earthing of electrical equipment and installations
- Excavations manually and with construction plant
- Noise and Dust.
- Use of Portable Electrical Equipment
- Loading & Offloading
- Fire.
- Manual Handling of General Items
- And any other task that has the potential to cause death, injury or property damages

NOTE:

Please refer to end of Safety Specification for minimum control measures required to address these risks.

The following materials and substances have, or may have, to be used in the works or is present and are identified as potentially posing special health and / or safety hazards during the project. Appropriate measures will need to be specified for their control:

- Petrol
- Diesel
- Hydraulic Oil
- Cement
- Chemicals used for cleaning
- Silicon Sealer

The following Project Client safety rules and/or requirements are to be observed:

Safety Rules

COVID-19	Perform daily screening, wear mask at all times, wash hands with soap and water or sanitize regularly, maintain social distancing of 1.5 meters at all times
MANUAL LIFTING	Keep your back straight, Bend the knees, don't reach and lift, Get help for heavy loads.
FALLS & FALLING OBJECTS	Look before you step, keep all walk areas clean, stay out from under loads, don't use unsafe ladders
WORKING WITH ELECTRICITY	Avoid contact with energized electrical circuits, always use insulated tools, always use appropriate insulated rubber gloves and goggles, follow lock out and tag out

	procedure requirements never work on energized systems
UNSAFE USE OF TOOLS	Inspect regularly, report all defects at once, use the right tool safely, Put it away safely
PROTECTIVE EQUIPMENT	Ensure you use the correct PPE for the job at hand
HOUSEKEEPING	A clean job is a safe job, use waste bins, Pile materials safe and neat, Remove hazardous debris
TEAMWORK	Plan all work with safety - Protect fellow workers

Labour Records

At the end of each week the contractor will provide a written record, in schedule form reflecting the number and description of tradesmen and labourers employed by him and all his sub-contractors on the works each day. The record must also indicate total amount of people on site as well as total hours worked for the week.

Plant Records

At the end of each week the contractor will provide a written record, in schedule form reflecting the number, type and capacity of all plant, excluding hand tools, currently used on the works.

GENERAL PROJECT INFORMATION

The purpose of this section is to provide general health and safety information about construction risks which are applicable to the construction industry as a whole.

The Contractor must take all information in this section into account and ensure that their tenders include adequate resources to deal with the matters detailed below. All relevant risks must be dealt with in compliance with legislation

2. STANDARD OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

2.1. Scope

1. This Section covers the requirements for eliminating and mitigating incidents and within the Contract. The scope addresses minimum legal compliance, hazard and risk management, promotion of a health and safety culture amongst all parties involved in the project and those affected by the activities taking place.
2. Contractors employed by The Project Client / Project Agent must ensure that the provisions of the specifications are applied both on the site and all off site activities relating to this project.
3. The Contractor must enforce the provisions of these Specifications amongst all subcontractors and suppliers for the project.

2.2 Interpretation

2.2.1 Application

1. The Occupational Health and Safety Specification contains clauses that are applicable to building / construction and impose pro-active controls associated with activities that impact on human health and safety as it relates to plant and machinery. Compliance to the requirements of the Act is in addition to the requirements of the Occupational Health and Safety Specification and form part of the Contractor's responsibility. The Client / Client Agent will monitor that the Contractors compliance with the requirements of the OHS Act.

2.2.2 Definitions

For the purpose of this Occupational Health and Safety Specification following the definitions, hereunder will apply:

Accident

means an accident arising out of and in the course of an employee's employment and resulting in a personal injury, illness or the death of the employee;(xxiv)

Construction Work (*as defined in the Construction Regulations, 2014*) means any work in connection with—

- a) the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure; or
- b) the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system; or the moving of earth, clearing of and, the making of excavation, piling, or any similar civil engineering structure or type of work;

Competent person

Means a person who

- (a) has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualifications Framework Act, 2000 (Act No. 67 of 2000), those qualifications and that training must be regarded as the required qualifications and training.
- (b) Is familiar with the Act and with the applicable regulations made under the Act;

(COC) "certificate of compliance" means

- (a) a certificate with a unique number obtainable from the chief inspector, or a person appointed by the chief inspector, in the form of Annexure 1 J and issued by a registered person in respect of an electrical installation or part of an electrical installation; or
- (b) a certificate of compliance issued under the Electrical Installation Regulations, 1992;

"danger"

means anything which may cause injury or damage to persons or property;

"electrical installation"

means any machinery, in or on any premises, used for the transmission of electricity from a point of control to a point of consumption anywhere on the premises, including any article forming part of such an electrical installation irrespective of whether or not it is part of the electrical circuit, but excluding

- (a) any machinery of the supplier related to the supply of electricity on the premises;

(b) any machinery which transmits electrical energy in communication, control circuits, television or radio circuits;
 (c) an electrical installation on a vehicle, vessel, train or aircraft; and
 (d) control circuits of 50 V or less between different parts of machinery or system components,
 forming a unit, that are separately installed and derived from an independent source or an isolating transformer;

"Electrical Installation Regulations, 1992"

means the Electrical Installation Regulations, 1992, promulgated by Government Notice No. R. 2920 of 23 October 1992;

"employee"

means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person;

"employer"

means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him, but excludes a labour broker as defined in section I (1) of the Labour Relations Act, 1956 (Act No. 28 of 1956);

"general control"

in relation to electrical installation work that is being carried out, includes instruction, guidance and supervision in respect of that work;

Hazard

Means a source of or exposure to danger which may cause injury or damage to persons or property;

Hazard identification

Means the identification and documenting of existing or expected hazards to health and safety of persons which are normally associated with the type of construction work being executed or to be executed;

"health and safety equipment"

means any article or part thereof which is manufactured, provided or installed in the interest of the health or safety of any person;

"healthy" means free from illness or injury attributable to occupational causes;

"incident"

means an incident as contemplated in section 24 (1);

"mandatary"

includes an agent, a contractor or a subcontractor for work, but without derogating from his status in his own right as an employer or a user;

"occupational health"

includes occupational hygiene, occupational medicine and biological monitoring;

"occupational hygiene"

means the anticipation, recognition, evaluation and control of conditions arising in or from the workplace, which may cause illness or adverse health effects to persons;

"premises"

includes any building, vehicle, vessel, train or aircraft; "prescribed" means prescribed by regulation;

"properly used"

means used with reasonable care, and with due regard to any information, instruction or advice supplied by the designer, manufacturer, importer, seller or supplier;

"reasonably practicable"

means practicable having regard to-

- (a) the severity and scope of the hazard or risk concerned;
- (b) the state of knowledge reasonably available concerning that hazard or risk and of any means of removing or mitigating that hazard or risk;
- (c) the availability and suitability of means to remove or mitigate that hazard or risk; and
- (d) the cost of removing or mitigating that hazard or risk in relation to the benefits deriving therefrom;

Risk

Means the probability or likelihood that a hazard can result in injury or damage.

Risk assessment

Means a program to determine any risk associated with any hazard at a construction site, in order to identify the steps needed to be taken to remove or control such hazard

"substance"

includes any solid, liquid, vapour, gas or aerosol, or combination thereof;

"supplier"

in relation to a particular electrical installation, means any person who supplies or contracts or agrees to supply electricity to that electrical installation;

Site

Means the area in the possession of the Contractor for the construction of the works. Where there is no demarcated boundary it will include all adjacent areas, which are reasonably required for the activities for the Contractor;

The Act

Means, unless the context indicates otherwise, the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and Regulations promulgated there under.

"user",

in relation to plant or machinery, means the person who uses plant or machinery for his own benefit or who has the right of control over the use of plant or machinery, but does not include a lessor of, or any person employed in connection with, that plant or machinery;

"work"

means work as an employee or as a self-employed person, and for such purpose an employee is deemed to be at work during the time that he is in the course of his employment, and a self-employed person is deemed to be at work during such time as he devotes to work as a self-employed person;

"workplace"

means any premises or place where a person performs work in the course of his employment.

2.3 General Health and Safety Provisions

2.3.1 Notification of Intention to Commence Construction Work

1. A contractor who intends to carry out any construction work other than work contemplated in regulation 3(1), must at least 7 days before that work is to be carried out notify the provincial director in writing in a form similar to Annexure 2 if the intended construction work will—
 - (a) include excavation work;
 - (b) include working at a height where there is risk of falling;
 - (c) include the demolition of a structure; or
 - (d) include the use of explosives to perform construction work.
2. A contractor who intends to carry out construction work that involves construction of a single storey dwelling for a client who is going to reside in such dwelling upon completion, must at least 7 days before that work

2.3.2 Assignment of Contractor's Responsible Persons to Supervise Health & Safety on Site

2.3.2.1 Construction Manager

1. A principal contractor must in writing appoint one full-time competent person as the construction manager with the duty of managing all the construction work on a single site, including the duty of ensuring occupational health and safety compliance, and in the absence of the construction manager an alternate must be appointed by the principal contractor.
2. Where the construction manager has not appointed assistant construction managers as contemplated in Construction Regulation 8(2) or, in the opinion of an inspector, a sufficient number of such assistant construction managers have not been appointed, that inspector must direct the construction manager in writing to appoint the number of assistant construction managers indicated by the inspector, and those assistant construction managers must be regarded as having been appointed under Construction Regulation 8(2).
3. No construction manager appointed under Construction Regulation 8(1) may manage any construction work on or in any construction site other than the site in respect of which he or she has been appointed.
4. A construction manager must in writing appoint construction supervisors responsible for construction activities and ensuring occupational health and safety compliance on the construction site.

2.3.2.2 Assistant Construction Manager

1. A principal contractor must upon having considered the size of the project, in writing appoint one or more assistant construction managers for different sections thereof: Provided that the designation of any such person does not relieve the construction manager of any personal accountability for failing in his or her management duties in terms of this regulation

2.3.2.3 Construction Safety Officer

1. A contractor must, after consultation with the client and having considered the size of the project, the degree of danger likely to be encountered or the accumulation of hazards or risks on the site, appoint a full-time or part-time construction health and safety officer in writing to assist in the control of all health and safety related aspects on the site: Provided that, where the question arises as to whether a construction health and safety officer is necessary, the decision of an inspector is decisive.

2. No contractor may appoint a construction health and safety officer to assist in the control of health and safety related aspects on the site unless he or she is reasonably satisfied that the construction health and safety officer that he or she intends to appoint is registered with a statutory body approved by the Chief Inspector and has necessary competencies and resources to assist the contractor.

2.3.2.4 Construction Supervisor

1. A contractor must, upon having considered the size of the project, in writing appoint one or more competent employees for different sections thereof to assist the construction supervisor contemplated in Construction Regulation 8(7) and every such employee has, to the extent clearly defined by the contractor in the letter of appointment, the same duties as the construction supervisor: Provided that the designation of any such employee does not relieve the construction supervisor of any personal accountability for failing in his or her supervisory duties in terms of this regulation.
2. Where the contractor has not appointed an employee as contemplated in Construction Regulation 8(8), or, in the opinion of an inspector, a sufficient number of such employees have not been appointed, that inspector must instruct the employer to appoint the number of employees indicated by the inspector, and those employees must be regarded as having been appointed under Construction Regulation 8(8).
3. No construction supervisor appointed under Construction Regulation 8(7) may supervise any construction work on or in any construction site other than the site in respect of which he or she has been appointed: Provided that if a sufficient number of competent employees have been appropriately designated under Construction Regulation 8(7) on all the relevant construction sites, the appointed construction supervisor may supervise more than one site.

The Contractor will submit proof of supervisory appointments and any relevant appointments in writing (as stipulated by the OHS Act), prior to commencement of work

2.3.3 Competency for Contractor's Responsible Persons

1. The Contractor's responsible persons will be competent in health and safety and will have undergone Health and Safety Management Courses.

Typical courses will include, HIRA, Legal liability, Incident Investigation, Construction regulations 2014 and OHS Act training. Proof must also be provided that the relevant appointed responsible person has experience related to the work that will be conducted

2.3.4 Compensation of Occupational Injuries and Diseases Act 130 of 1993 (COIDA)

1. The Contractor will submit a letter of good standing with the Compensation Insurer to The Project Client / Client Agent, within 10 working days from receipt of the Letter of Acceptance from The Project Client / Client Agent prior to commencing work on site.

2.3.5 Occupational Health and Safety Policy

1. The Contractor shall have a HSE Policy (or policies) in line with the OHS Act 85 of 1993 section 7 requirements, the policy shall be duly signed by an authorised signatory. The policy must address commitments relating to the protection of the Health and Safety of Contractor's personnel and others, as well as the protection of the environment, in and about the execution of the works.
2. Copies of the contractors HSE Policy shall be provided as and when contractors are

appointed

3. The Contractor shall prominently display a copy of the policy in the workplace where his employees normally report for service.

2.3.6 Health and Safety Organogram

1. The Contractor will submit an organogram to the Client/ Client Agent, outlining the Health and Safety site team appointments as required by the OHS Act. The organogram must include the legal reference under which each person is appointed as well as the persons contact details (Cell phone number and e-mail address).

2.3.7 Risk Assessment for construction work

1. A contractor must, before the commencement of any construction work and during such construction work, have risk assessments performed by a competent person appointed in writing, which risk assessments form part of the health and safety plan to be applied on the site, and must include—
 - (a) the identification of the risks and hazards to which persons may be exposed to;
 - (b) an analysis and evaluation of the risks and hazards identified based on a documented method;
 - (c) a documented plan and applicable safe work procedures to mitigate, reduce or control the risks and hazards that have been identified;
 - (d) a monitoring plan; and
 - (e) a review plan.
2. A contractor must ensure that as far as is reasonably practicable, ergonomic related hazards are analyzed, evaluated and addressed in a risk assessment.
3. A contractor must ensure that all employees under his or her control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures and or control measures before any work commences, and thereafter at the times determined in the risk assessment monitoring and review plan of the relevant site.
4. A principal contractor must ensure that all contractors are informed regarding any hazard that is stipulated in the risk assessment before any work commences, and thereafter at the times that may be determined in the risk assessment monitoring and review plan of the relevant site.
5. A contractor must consult with the health and safety committee or, if no health and safety committee exists, with a representative trade union or representative group of employees, on the monitoring and review of the risk assessments of the relevant site.
6. A contractor must ensure that copies of the risk assessments of the relevant site are available on site for inspection by an inspector, the client, the client's agent, any contractor, any employee, a representative trade union, a health and safety representative or any member of the health and safety committee.
7. A contractor must review the relevant risk assessment—
 - (a) where changes are effected to the design and or construction that result in a change to the risk profile; or
 - (b) when an incident has occurred.

Ergonomics must be addressed in the risk assessment

Issue Based Risk Assessment

1. As circumstances and needs arise, separate risk assessment will need to be conducted. An additional risk assessment will need to be conducted when for example:
 - (a) A new operation introduced onto site
 - (b) A system for work is changed
 - (c) After an accident or a 'near miss' has occurred

Continuous Risk Assessment

1. This should take place continually, as it forms an integral part of day-to-day management.
2. It should be conducted by frontline supervisors on a **DSTI (Daily Safe task instruction)** on site and it is essential that formal training is provided to enable the said personnel to be efficient in conducting said assessment. The Contractor must ensure that the Risk Assessment identifies the hazards present in work activities on site. This must be followed by an evaluation of the risks involved taking into account those precautions already being taken.

2.3.8 Health and Safety Representative(s)

1. The Contractor will ensure that a Health and Safety Representative(s) are /is elected for every 20 employees on site and trained to carry out his / her functions. The appointment must be in writing. The Health and Safety Representative will carry out regular inspection, keep records and report to the supervisor to take appropriate action. He / She will attend Health and Safety Committee Meetings. The Health and Safety Representative will be part of the team that will investigate incidents, accidents & non-conformances.

2.3.9 Health and Safety Committee

1. The Contractor will ensure that monthly health and safety meetings are held, and minutes are kept on record. Meetings must be organized and chaired by the Contractor's Responsible Person. The Contractor will ensure that the *Health and Safety Representative(s)* is/are invited to attend the meeting as observer. Copies of the minutes must be made available to the Client/ Client Agent or Inspector.

2.3.10 Inductions & Training

1. The Contractor will ensure that all employees under his / her control have gone through and internal health and safety induction **before being allowed to perform any task on site, a copy of the induction material (Syllabus) must also be available as proof of topics discussed during induction.** The Contractor will keep a copy of the attendance register of all his / her employees who attended the induction. The contractor must ensure that as new employees are brought to site during the project they must also undergo inductions before being able to perform any task on site.
2. Employees are responsible for their own Health and Safety and that of their co-workers within their work area. They shall be made aware of their responsibilities during induction and awareness sessions which include:
 - Familiarising themselves with their workplaces and Health and Safety procedures;
 - Working in a manner that does not endanger them or cause harm to others;
 - Keeping their work area tidy;
 - Reporting all incidents / accidents / occupational ill-health and near misses;
 - Protecting fellow workers from injury;

- Reporting unsafe acts and unsafe conditions;
 - Reporting any situation that may become dangerous;
 - Carrying out lawful orders and obeying HSE rules.
3. The Contractor shall ensure that all Contractors' personnel are adequately trained in the type of work / tasks to be performed. This training shall extend to include relevant procedures, Hazard Identification and Risk Assessment. Contractor's personnel shall have the appropriate qualifications and shall work under competent supervision. Copies of records of appropriate training and qualifications for all employees shall be kept and maintained.

2.3.11 Medical certificates of fitness

1. A contractor must ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3 of Construction Regulation 2014. This medical certificate must specifically state that the person is fit for duty and must also highlight any medical restrictions identified. **The contractor must keep a detailed register in his safety file for all employees with restrictions and document how the restrictions are being managed.**

2.3.12 Awareness

1. The Contractor will conduct, toolbox talks twice weekly and before any hazardous work takes place. The talks will cover the relevant, daily, activity and an attendance register must be kept and signed by all attendees. A record of the content of the topic will be kept on the site health a safety file.

2.3.13 Competency

1. After the Contractor has identified the training to be conducted, based on the Hazard Identification Risk Assessment (HIRA); he / she will send the relevant persons on appropriate courses and keep certificates of training for reference.
2. The Contractor shall keep a record of all employees including the Subcontractor's employees, indicating their date of induction, relevant skills and licenses, and be able to produce this list at the request of the Client/Client Agent.

2.3.14 General Record Keeping

1. The contractor will keep and maintain Health and Safety records to demonstrate compliance with the Occupational Health and Safety Specification and the Act. The contractor will ensure that all records of incidents, spot fines, training etc. are kept on site. All documents will be available for inspection by The Project Client / Client Agent or Inspectors.

2.3.15 General Inspection, Monitoring and Reporting

1. The Contractor will carry out daily inspections and investigate all incidents and report to The Project Client / Client Agent. The contractor will be required to keep records of all inspections and investigations which were undertaken and any other inspections and investigations by person's authorised to do so.

2.3.16 Internal Audits

1. The contractor's responsible Safety Officer will conduct monthly Health and Safety Audits to ensure compliance with the OHS Act 85 of 193 requirements and Occupational Health and Safety Specification and communicate the findings to the Client Agent on a monthly basis. Records of audits must be kept, and non-conformance reported, investigated and corrective action must be taken to prevent re-occurrence.

2.3.17 External Audits

1. The Project Client / Client Agent will conduct health and safety audits to ensure compliance with the Occupational Health and Safety Specification and any relevant Health & Safety Legislation. All documentation held by the Contractor will be available for inspection.
2. Audits and Inspections may be conducted on an ad hoc basis without informing the Contractor.
3. **Any findings observed during these audits must be placed on an audit action plan that will show the deviation, the reason for the deviation occurring, the proposed actions that will be taken to correct the deviation, responsible persons name, proposed close out date, actual closed out date and a signature of the contractor's responsible person confirming the close out.**

2.3.18 Emergency Procedures

1. The Contractor will submit a detailed Emergency Procedure for approval by The Project Client / Client Agent prior to commencement on site. The procedure will detail the response plan including the following key personnel:
 - (a) List of key personnel,
 - (b) Details of emergency services,
 - (c) Actions or steps to be taken in the event of the emergency; and
 - (d) Information on hazardous materials / situations, including each material's hazardous potential impact or risk on the environment or human and measures to be taken in the event of an accident.
2. Emergency procedures will include, but will not be limited to, COVID-19, fire, spills, accidents to employees, use of hazardous substances, electrical shock or contact, etc. The Contractor will advise The Project Client / Client Agent in writing of any on site emergencies, together with a record of action taken, within 24 hours of the emergency occurring. A contact list of all service providers (Fire Department, Ambulance, Police, Medical and Hospital, etc.) must be maintained and available to site personnel.

2.3.19 First Aid Box and First Aid Equipment

1. The Contractor will appoint in writing a First Aider(s). The appointed First Aider(s) are to be sent for accredited first aid training before starting on site, or must be in possession of a valid certificate, of which copies are to be kept on site. The Contractors will provide, on site, First Aid Boxes, adequately stocked at all time, and ensure that the First Aid Box is accessible and fully controlled by a qualified First Aider. In addition, the location of these boxes must be indicated by means of Health and Safety Signage. A picture with the name and contact number of the First Aider on duty must be on displayed in all relevant areas.

2.3.20 Accident / Incident Reporting and Investigation

1. The Contractor will in addition to the prescribed requirements of the OHS Act investigate, record and report all reportable incidents. The investigations will be conducted by a qualified person or persons who have sufficient knowledge to carry out an investigation. In the case of a serious injury, meaning one in which a loss of man-hours are experienced exceeding 7 days, an independent investigator must be appointed by the Contractor. All incidents on site must be reported to the Client Agent within 1 hour of occurrence by means of a telephone call or SMS.

2. The Contractor shall investigate all incidents immediately and supply to the Client/Clients Agent a written report within 3 days, which shall include:

- Date, time and place of incident;
- Description of incident;
- Root causes of incident/accident;
- Type of injury and/or (if any);
- Medical treatment provided (if any);
- Persons involved;
- Loss or damage sustained (if any);
- Names and contact details of witness/s;

2.3.21 Hazards and Potential Situations Communication

1. The Contractor will immediately notify other Contractors or Sub-contractors of any hazardous or potentially hazardous situations, which may arise during performance of the activities.

2.3.22 Personal Protective Equipment (PPE) and Clothing

1. In terms of Section 8 of the OH&S Act, the duty of the Contractor is to take steps to eliminate or mitigate (hierarchy of control measures) any hazard or potential hazard to the safety or health of employees before resorting to PPE
2. The Contractor's personnel and Contractor's visitors shall use risk based PPE, approved by SANS or the relevant internationally recognised authority, at all times, as a minimum.
3. The relevant standard of PPE shall be recorded on the appropriate method statement or assessment to allow workers to ensure that they have been provided with the correct type of PPE.
4. Additional PPE shall be identified from task risk assessments for specific areas where access is permitted.
5. Symbolic signs in terms of SANS 1186 indicating the type and use of PPE shall be placed at all entry points to the Contractor's yard and areas of the works under its control.
6. The Contractor will clearly outline procedures to be taken when PPE or clothing is:
 - (a) Lost or Stolen
 - (b) Worn Out or Damaged
 - (c) When and where it must be worn or used

2.3.23 Occupational Health and Safety Signage

1. The Contractor will provide adequate on site OHS signage complying with **SANS1186 requirements**. OHS signage will include, but will not be limited to, Construction area, Hard Hat / Helmet Area; Safety Goggles, Safety Shoes to be worn on site; Dust Masks to be worn in areas where there might be exposure to excessive dust; Ear Plugs / Muffs to be worn where there might be exposure over 85 dBA; Gloves; Safety Goggles; Safety Harness, etc. The Contractor will be responsible to maintain the quality and replacement of signage. Type of signage needed will be determined by the existing hazards and risks on site.
2. The contractor will also be required to display all relevant COVID-19 Instructive and informative posters at the offices and works areas.

2.3.24 Consolidated Health and Safety File

1. The Contractor will in accordance with Construction Regulation 7(1)e, hand a consolidated health and safety file to the client on completion of construction work, this must include records of drawings, designs, entry/exit medicals, incident investigations, non-conformances raised or received, risk assessments as well as significant information regarding the construction of the completed structure.
2. **IMPORTANT:** The Health and Safety File will remain the property of the Client and/or its Agent on its behalf throughout the period of the project and shall be consolidated and handed over to the Client and/or its Agent on its behalf at the time of completion of the project.

2.3.25 Permits

1. The Contractor will issue a permit for all hazardous or dangerous activities to be carried out during construction. The following is a list of hazardous activities which need a permit:
 - (a) Working in Confined Space;
 - (b) Use of a Hazardous Chemical Substance, e.g. Asbestos, Lead;
 - (c) Use of Explosives and Blasting; and
 - (d) Piling.
2. Wayleave application must be done at George Municipality Electrotechnical Department for all work that will be conducted inside the Substation area. There must be a wayleave specifically for each area of work

2.3.26 Contractors

1. The Principal Contractor will ensure that all contractors under his / her control are complying with the Occupational Health and Safety Specification, requirements by the OHS Act 85 of 1993 , and any relevant legislation which may relate to the activities directly or indirectly. Each sub-contractor must sign a 37(2) agreement as well as some Construction regulations 7(1)(c)(v) contractor appointment before being allowed to perform any work.

2.4 Occupational Safety

2.4.1 Excavations, Shoring, Dewatering or Drainage and Tunnelling

1. A contractor must -
 - (a) ensure that all excavation work is carried out under the supervision of a competent person who has been appointed in writing for that purpose; and
 - (b) evaluate, as far as is reasonably practicable, the stability of the ground before excavation work begins.
2. A contractor who performs excavation work –
 - (a) must take reasonable and sufficient steps in order to prevent, as far as is reasonably practicable, any person from being buried or trapped by a fall or dislodgement of material in an excavation;
 - (b) may not require or permit any person to work in an excavation which has not been adequately shored or braced: Provided that shoring and bracing may not be necessary where -
 - i. the sides of the excavation are sloped to at least the maximum angle of repose measured relative to the horizontal plane; or
 - ii. such an excavation is in stable material: Provided that -
 - (a) permission has been given in writing by the appointed competent person contemplated in Construction Regulation 13(1) upon evaluation by him or her of the site conditions; and

- (b) (bb) where any uncertainty pertaining to the stability of the soil still exists, the decision from a professional engineer or a professional technologist competent in excavations is decisive and such a decision must be noted in writing and signed by both the competent person contemplated in Construction Regulation 13(1) and the professional engineer or technologist, as the case may be;
- (c) must take steps to ensure that the shoring or bracing contemplated in paragraph (b) is designed and constructed in a manner that renders it strong enough to support the sides of the excavation in question;
- (d) must ensure that no load, material, plant or equipment is placed or moved near the edge of any excavation where it may cause its collapse and consequently endangers the safety of any person, unless precautions such as the provision of sufficient and suitable shoring or bracing are taken to prevent the sides from collapsing;
- (e) must ensure that where the stability of an adjoining building, structure or road is likely to be affected by the making of an excavation, steps are taken to ensure the stability of such building, structure or road and the safety of persons;
- (f) must cause convenient and safe means of access to be provided to every excavation in which persons are required to work, and such access may not be further than six meters from the point where any worker within the excavation is working;
- (g) must ascertain, as far as is reasonably practicable, the location and nature of electricity, water, gas or other similar services which may in any way be affected by the work to be performed, and must before the commencement of excavation work that may affect any such service, take the steps that are necessary to render the circumstances safe for all persons involved;
- (h) must ensure that every excavation, including all bracing and shoring, is inspected -
 - i. daily, prior to the commencement of each shift;
 - ii. after every blasting operation;
 - iii. after an unexpected fall of ground;
 - iv. after damage to supports; and
 - v. after rain,
 by the competent person contemplated in Construction Regulation 13(1), in order to ensure the safety of the excavation and of persons, and those results must be recorded in a register kept on site and made available on request to an inspector, the client, the client's agent, any other contractor or any employee;
- (i) must cause every excavation which is accessible to the public or which is adjacent to public roads or thoroughfares, or whereby the safety of persons may be endangered, to be -
 - i. adequately protected by a barrier or fence of at least one metre in height and as close to the excavation as is practicable; and
 - ii. provided with warning illuminates or any other clearly visible boundary indicators at night or when visibility is poor,
 or have resort to any other suitable and sufficient precautionary measure where subparagraphs (i) and (ii) are not practicable;
- (j) must ensure that all precautionary measures stipulated for confined spaces as determined in the General Safety Regulations, 2003, are complied with by any person entering any excavation;
- (k) must, where the excavation work involves the use of explosives, appoint a competent person in the use of explosives for excavation, and must ensure that a method statement is developed by that person in accordance with the applicable explosives legislation; and
- (l) must cause warning signs to be positioned next to an excavation within which or where persons are working or carrying out inspections or tests.
- (m) No person may enter a tunnel, which has a height dimension of less than 800 millimetres.

Contractors will ensure excess soil is removed at least 1 meter away from the edge of all excavations and trenches, no plant, machinery or equipment will be allowed closer than 2 meters from the edge of an excavation.

2.4.2 Stacking of Materials

1. A contractor must, in addition to compliance with the provisions for the stacking of articles in the General Safety Regulations, 2003, ensure that –
 - (a) a competent person is appointed in writing with the duty of supervising all stacking and storage on a construction site;
 - (b) adequate storage areas are provided;
 - (c) there are demarcated storage areas; and
 - (d) storage areas are kept neat and under control.

2.4.3 Housekeeping and General Safeguarding on Construction Sites

1. A contractor must, in addition to compliance with the Environmental Regulations for Workplaces, 1987, promulgated by Government Notice No. R. 2281 of 16 October 1987, ensure that suitable housekeeping is continuously implemented on each construction site, including –
 - (a) the proper storage of materials and equipment;
 - (b) the removal of scrap, waste and debris at appropriate intervals;
 - (c) ensuring that materials required for use, are not placed on the site so as to obstruct means of access to and egress from workplaces and passageways.
 - (d) ensuring that materials which are no longer required for use, do not accumulate on and are removed from the site at appropriate intervals;
 - (e) ensuring that waste and debris are not disposed of from a high place with a chute, unless the chute complies with the requirements set out in regulation 14(6);
 - (f) ensuring that construction sites in built-up areas adjacent to a public way are suitably and sufficiently fenced off and provided with controlled access points to prevent the entry of unauthorized persons; and
 - (g) ensuring that a catch platform or net is erected above an entrance or passageway or above a place where persons work or pass under, or fencing off the danger area if work is being performed above such entrance, passageway, or place so as to ensure that all persons are kept safe in the case of danger or possibility of persons being struck by falling objects.

2.4.4 Hazardous Chemical Substances (HCS)

1. In addition to the requirements in the HCS Regulations, the principal contractor must provide proof in the Health and Safety Plan that:
 - (a) Material Safety Data Sheets (MSDS's) of the relevant materials / hazardous chemical substances are available prior to use by the contractor. Mention should be made how the principal contractor is going to act according to special/unique requirements made in the relevant MSDS's. All MSDS's will be available for inspection by the agent at all times.
 - (b) Exposure monitoring is done according to OESSM and by an Approved Inspection Authority (AIA) and that the medical surveillance programme is based on the outcomes of the exposure monitoring.
 - (c) How the relevant HCS's are being/going to be controlled by referring to:
 - i. Limiting the amount of HCS
 - ii. Limiting the number of employees

- iii. Limiting the period of exposure
 - iv. Substituting the HCS
 - v. Using engineering controls
 - vi. Using appropriate written work procedures
 - (e) The correct PPE is being used.
 - (f) HCS are stored and transported according to SABS 072 and 0228.
 - (g) Training with regards to these regulations was given.
2. The H&S plan should make reference to the disposal of hazardous waste on classified sites and the location thereof (where applicable).
 3. The First Aider must be made aware of the MSDS and how to treat HCS incidents appropriately.

2.4.5 Noise Induced Hearing Loss

1. Where noise is identified as a hazard the requirements of the NIHL regulations must be complied with and the following must be included / referred to in the Health and Safety Plan. The Contractor must be able to:
 - (a) Proof of training with regards to these regulations.
 - (b) That monitoring carried out by an AIA and done according to SABS 083.
 - (c) Medical surveillance programme is established and maintained for the necessary employees.
 - (d) Control of noise by means of:
 - i. Engineering methods considered
 - ii. Admin control considered
 - iii. Personal protective equipment considered/decided on
 - iv. Describe how records are going to be kept for 40 years.

2.4.6 Construction Plant

“**Construction Plant**” encompasses all types of plant including but not limiting to, cranes, piling frames, boring machines, and excavators, draglines, dewatering equipment and road vehicles with or without lifting equipment.

1. A contractor must ensure that all construction vehicles and mobile plant –
 - (a) are of an acceptable design and construction;
 - (b) are maintained in a good working order;
 - (c) are used in accordance with their design and the intention for which they were designed, having due regard to safety and health;
 - (d) are operated by a person who -
 - i. has received appropriate training, is certified competent and in possession of proof of competency and is authorised in writing to operate those construction vehicles and mobile plant;
 - ii. has a medical certificate of fitness to operate those construction vehicles and mobile plant, issued by an occupational health practitioner in the form of Annexure 3 of Construction Regulation 2014
 - (e) have safe and suitable means of access and egress;
 - (f) (f) are properly organized and controlled in any work situation by providing adequate signalling or other control arrangements to guard against the dangers relating to the movement of vehicles and plant, in order to ensure their continued safe operation;

- (g) (g) are prevented from falling into excavations, water or any other area lower than the working surface by installing adequate edge protection, which may include guardrails and crash barriers;
 - (h) (h) are fitted with structures designed to protect the operator from falling material or from being crushed should the vehicle or mobile plant overturn;
 - (i) (i) are equipped with an acoustic warning device which can be activated by the operator;
 - (j) (j) are equipped with an automatic acoustic reversing alarm; and
 - (k) (k) are inspected by the authorised operator or driver on a daily basis using a relevant checklist prior to use and that the findings of such inspection are recorded in a register kept in the construction vehicle or mobile plant.
2. A contractor must ensure that –
- (a) no person rides or is required or permitted to ride on a construction vehicle or mobile plant otherwise than in a safe place provided thereon for that purpose;
 - (b) every construction site is organized in such a way that, as far as is reasonably practicable, pedestrians and vehicles can move safely and without risks to health;
 - (c) the traffic routes are suitable for the persons, construction vehicles or mobile plant using them, are sufficient in number, in suitable positions and of sufficient size;
 - (d) every traffic route is, where necessary, indicated by suitable signs;
 - (e) all construction vehicles and mobile plant left unattended at night, adjacent to a public road in normal use or adjacent to construction areas where work is in progress, have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors, in order to identify the location of the vehicles or plant;
 - (f) all construction vehicles or mobile plant when not in use, have buckets, booms or similar appendages, fully lowered or blocked, controls in a neutral position, motors stopped, wheels chocked, brakes set and ignition secured;
 - (g) whenever visibility conditions warrant additional lighting, all mobile plant are equipped with at least two headlights and two taillights when in operation;
 - (h) tools, material and equipment are secured and separated by means of a physical barrier in order to prevent movement when transported in the same compartment with employees;
 - (i) vehicles used to transport employees have seats firmly secured and adequate for the number of employees to be carried; and
 - (j) all construction vehicles or mobile plant travelling, working or operating on public roads comply with the requirements of the National Road Traffic Act, 1996.

2.4.7 Pressure Vessels Including Gas Cylinders

1. The Contractor will comply with Pressure Equipment regulations, including:
- (a) Providing competency and awareness training to the operators;
 - (b) Providing PPE or clothing;
 - (c) Providing and maintain appropriate signage in areas Pressure equipment are
 - (d) used;
 - (e) Inspect equipment regularly and keep records of inspections;
 - (f) Providing appropriate firefighting equipment (Fire Extinguishers).

2.4.8 Fire Extinguishers and Fire Fighting Equipment

1. The Contractor will provide adequate, regularly serviced fire extinguishers located at strategic points on site. The Contractor will keep spare serviced portable fire extinguishers. The Contractor will have adequate persons trained or competent to use the Fire Fighting Equipment. Safety signage will be posted; indicating locations of fire extinguishers.

2.4.9 Hired Plant and Machinery

1. The contractor will ensure that any hired plant and machinery brought to site is safe for use. The necessary requirements as stipulated by the OHS Act as well as those that are stipulated by this Occupational Health and Safety Specification, will apply. Health and Safety Induction is to be conducted with any hire plant or machinery operators and attendance of appropriate toolbox talks ensured. All operators of hired plant or machinery must be in possession of valid operator's certificates and medical certificates of fitness, as per requirement by the OHS Act.

2.4.10 General Machinery

1. The Contractor will comply with the Driven Machinery Regulations, which include inspecting machinery regularly, appointing a competent person to inspect and ensure maintenance, issuing PPE or clothing and training those that use machinery and enforce compliance.

2.4.11 Portable Electrical Tools / Explosive Power Tools

1. A contractor must, in addition to compliance with the Electrical Installation Regulations, 2009, and the Electrical Machinery Regulations, 1988, promulgated by Government Notice No. R. 1593 of 12 August 1988, ensure that –
 - (a) before construction commences and during the progress thereof, adequate steps are taken to ascertain the presence of and guard against danger to workers from any electrical cable or apparatus which is under, over or on the site;
 - (b) all parts of electrical installations and machinery are of adequate strength to withstand the working conditions on construction sites;
 - (c) the control of all temporary electrical installations on the construction site is designated to a competent person who has been appointed in writing for that purpose;
 - (d) all temporary electrical installations used by the contractor are inspected at least once a week by a competent person and the inspection findings are recorded in a register kept on the construction site; and
 - (e) all electrical machinery is inspected by the authorized operator or user on a daily basis using a relevant checklist prior to use and the inspection findings are recorded in a register kept on the construction site.

2.4.12 High Voltage Electrical Equipment & Electrical Regulations

High Voltage Electrical Equipment

1. The Contractor will ensure that, where the work is under, on or near high-voltage electrical equipment the Electrical Regulations, together with safety instructions (Regulations of the Owner of the Equipment George Municipality) are complied with.
2. Such equipment includes: -
 - Eskom and the Local Authority equipment
 - The Contractor's own power supply; and
 - Electrical equipment being installed but not yet taken over from a Contractor by The Project Client / Client Agent.

2.4.13 Public Health and Safety

1. The Contractor will ensure that each person working on or visiting a site, and the surrounding community, will be made aware of the dangers likely to arise from on-site activities and the

precautions to be observed to avoid or minimize those dangers. Appropriate health and safety signage will be posted at all times. No visitor will be allowed to be on site without permission of the Construction Supervisor or his/her Assistant. All visitors must complete a visitors register, which should include the name, reason for visit and contact detail of said person. Members of the public will not be allowed to enter the work site as this will be a high risk activity. The access gate to the work area must be kept locked at all times to prevent unauthorised persons from entering.

2. Both the Project Client / Client Agent and the Contractor have a duty in terms of the OHS Act to do all that is reasonably practicable to prevent members of the public and others being affected by the construction processes to be aware and put preventative measure in place. The public or visitors will go through a brief health and safety induction detailing hazards and risks they may be exposed to and what measures are in place to control these hazards and risks. All visitors must complete a register, which should include the name, reason for visit and contact detail of said person.

2.4.14 Night Work

1. The Contractor will not undertake any night work without prior arrangement and a written permit from The Project Client / Client Agent. The Contractor will ensure that adequate lighting is provided for all night work and failure to do so will result in work being stopped.

2.4.15 Facilities for Safekeeping and Eating Area (Mess Room) for workers

1. There will be a temporary structure to serve as a mess room or eating area.

2.4.16 Fall Protection (where applicable)

1. A contractor must –
 - (a) designate a competent person to be responsible for the preparation of a fall protection plan;
 - (b) ensure that the fall protection plan contemplated in paragraph (a) is implemented, amended where and when necessary and maintained as required; and
 - (c) take steps to ensure continued adherence to the fall protection plan.
2. A fall protection plan contemplated in Construction Regulation 10(1), must include –
 - (a) a risk assessment of all work carried out from a fall risk position and the procedures and methods used to address all the risks identified per location;
 - (b) the processes for the evaluation of the employees' medical fitness necessary to work at a fall risk position and the records thereof;
 - (c) a programme for the training of employees working from a fall risk position and the records thereof;
 - (d) the procedure addressing the inspection, testing and maintenance of all fall protection equipment; and
 - (e) a rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following the incident.
3. A contractor must ensure that a construction manager appointed under regulation 8(1) is in possession of the most recently updated version of the fall protection plan.
4. A contractor must ensure that –

- (a) all unprotected openings in floors, edges, slabs, hatchways and stairways are adequately guarded, fenced or barricaded or that similar means are used to safeguard any person from falling through such openings;
 - (b) no person is required to work in a fall risk position, unless such work is performed safely as contemplated in Construction Regulation 10(2);
 - (c) fall prevention and fall arrest equipment are -
 - i. approved as suitable and of sufficient strength for the purpose for which they are being used, having regard to the work being carried out and the load, including any person, they are intended to bear; and
 - ii. (ii) securely attached to a structure or plant, and the structure or plant and the means of attachment thereto are suitable and of sufficient strength and stability for the purpose of safely supporting the equipment and any person who could fall; and
 - (d) fall arrest equipment is used only where it is not reasonably practicable to use fall prevention equipment.
5. Where roof work is being performed on a construction site, the contractor must ensure that, in addition to the requirements set out in Construction Regulation 10 (2) and (4), it is indicated in the fall protection plan that –
- (a) the roof work has been properly planned;
 - (b) the roof erectors are competent to carry out the work;
 - (c) no employee is permitted to work on roofs during inclement weather conditions or if any conditions are hazardous to the health and safety of the employee;
 - (d) all covers to openings and fragile material are of sufficient strength to withstand any imposed loads;
 - (e) suitable and sufficient platforms, coverings or other similar means of support have been provided to be used in such a way that the weight of any person passing across or working on or from fragile material is supported; and
 - (f) suitable and sufficient guard-rails, barriers and toe-boards or other similar means of protection prevent, as far as is reasonably practicable, the fall of any person, material or equipment.

2.4.17 Scaffolding

1. A contractor must appoint a competent person in writing who must ensure that all scaffolding work operations are carried out under his or her supervision and that all scaffold erectors, team leaders and inspectors are competent to carry out their work.
2. (A contractor using access scaffolding must ensure that such scaffolding, when in use, complies with the safety standards incorporated for this purpose into these Regulations under section 44 of the Act.

2.5 Occupational Health

1. Exposure of workers to occupational health hazards and risks are very common in any work environment, especially in construction. The occupational hazards and risks may enter the body in three ways:
 - (a) Inhalation e.g. cement dust;
 - (b) Ingestion through swallowing;
 - (c) Absorption through the skin (pores) e.g. painting or use of thinners.
2. All contractors are to ensure that where employees are exposed to airborne contaminants, pre-employment medicals should be conducted to ensure fitness to work under such conditions.

3. All contractors will be responsible for the full cost of medical treatment that his staff may require; the contractor is therefore required to ensure that all his personnel are medically fit.
4. All Contractors should ensure that Occupational Hygiene surveys are conducted as per the Occupational Health and Safety Act to ensure employees is not exposed to hazards. Risk Assessments should identify areas where surveys are to be conducted.

2.6 **COVID-19 (SARS-CoV-19 virus) Workplace Preparedness:**

DISASTER MANAGEMENT ACT, 2002: AMENDMENT OF REGULATIONS ISSUED IN TERMS OF SECTION 27(2)

Mandatory protocols when in a public place

51. A person -

- (a) must when in a public place, wear a face mask; and
- (b) may not be allowed to be in a public place, use any form of public transport, or enter a public building, place or premises, if that person is not wearing a face mask.

Operation of economic sector 62.

- (1) Businesses may operate except for those set out in Table 3.
- (2) Businesses with more than 100 employees, working together in a group in the same floor space, must where possible, make provision for minimising the number of employees at the workplace at any given time, through rotation, staggered working hours, shift systems, remote working arrangements or similar measures, in order to achieve social distancing and to limit congestion in public transport and at the workplace.
- (3) Relevant health protocols and social distancing measures for persons employed in private residences must be adhered to.
- (4) Relevant health protocols and social distancing measures set out in directions must be adhered to, in addition to the occupational health and safety directions issued by the Cabinet member responsible for employment and labour, and applicable labour legislation.
- (5) Employers must implement appropriate measures for employees who are over the age of 60 or those with co- morbidities to facilitate their safe return to work, which may include special measures at the work place to limit employees' exposure to COVID -19 infection and where possible for the employees to work from home.
- (6) Construction, manufacturing, business and financial services firms with more than 500 employees must adhere to the appropriate sector or workplace arrangements or compacts to address the following-
 - (a) provide, or arrange transport to their employees coming to site, or, where this is not possible, consider staggered working time arrangements to reduce congestion in public transport;
 - (b) stagger the return to work of employees to ensure workplace readiness and avoid traffic congestion during peak travel times as a result of the return to work;
 - (c) screen employees daily for symptoms of COVID -19 and refer the employees who display symptoms for medical examination and testing where necessary; and
 - (d) submit data collected during the screening and testing process to the Director -General: Health.
- (7) (a) Sector -specific health protocols which must include provisions to limit the spread of COVID -19 in the sector concerned and to provide for circumstances where a firm cannot operate staggered working hours or provide transport to its employees, must be adhered to.
- (b) The sector -specific health protocols referred to in paragraph (a) where these are still to be developed, must be developed in consultation with the Department of Health.

Compliance officers 63.

- (1) Industries, businesses and entities, both private and in the public sector, must -
 - (a) designate a COVID -19 compliance officer who must oversee-

- (i) the implementation of the plan referred to in paragraph (b); and
 - (ii) strict adherence to the standards of hygiene and health protocols relating to COVID-19 at the workplace;
 - (b) develop a plan for the phased -in return of their employees to the workplace, prior to reopening the workplace for business, which plan must correspond to Annexure E and must be retained for inspection and must contain information regarding the following:
 - (i) Employees who are permitted to work;
 - (ii) what the plans for the phased -in return of their employees to the workplace are;
 - (iii) the health protocols that are in place to protect employees from COVID -19; and
 - (iv) the details of the COVID-19 compliance officer;
 - (c) phased -in the return of their employees to work in order to manage the return of employees from other provinces, metropolitan areas and districts; and
 - (d) develop measures to ensure that the workplace meets the standards of health protocols, adequate space for employees and social distancing measures for the public and service providers, as required.
- (2) A person in control of a retail store or institution must -
- (a) take steps to ensure that customers keep a distance of at least one and a half metres from each other and that all directions in respect of health protocols and social distancing measures are strictly adhered to; and
 - (b) designate a compliance officer to ensure that safety controls are strictly adhered to and display the name of the compliance officer prominently in the store or institution in a visible area.

Offences and penalties 64.

- (1) For the duration of the national state of disaster, any person who hinders, interferes with, or obstructs an enforcement officer in the exercise of his or her powers, or the performance of his or her duties in terms of these Regulations, is guilty of an offence and, on conviction, liable to a fine or to imprisonment for a period not exceeding six months or to both such fine and imprisonment.
- (2) For the purposes of this Chapter, any person who fails to comply with or contravenes a provision of regulations 56(1), 57(1), 60(3)(a) and 61(1) of these Regulations commits an offence and is, on conviction, liable to a fine or to imprisonment for a period not exceeding six months or to both such fine and imprisonment. "

All persons who are able to work from home must do so.

- (a) strict adherence to health protocols and social distancing measures;
- (b) the return to work being phased -in in order to put in place measures to make the workplace COVID -19 ready;
- (c) the return to work being done in a manner that avoids and reduces risks of infection; and

COVID Manager

COVID-19 Direction on Health and Safety in the Workplace issued by the Minister in terms of Regulation 10(8) of the National Disaster Regulations. - Administrative measures

16. Every employer must establish the following administrative measures:

16.5 It must appoint a manager to address employee or workplace representative concerns and to keep them informed and, in any workplace in which an health and safety committee has been elected, consult with that committee on the nature of the hazard in that workplace and the measures that need to be taken;

General Precautionary Measures

Use checklists/Questionnaire completed daily by the employees that addresses symptoms of COVID-19 and where temperature measurements are noted. The document should at minimum include the following.

- Date Completed
- Name and Surname of employee
- ID Number
- Job description
- Contact number as well as alternative contact number
- Site information

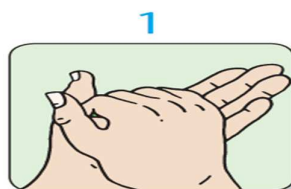
The following minimum questions regarding symptoms must form part of the document

- | | |
|----------------------------------|--------|
| ○ Fever/Chills | Yes/No |
| ○ Cough | Yes/No |
| ○ Sore throat | Yes/No |
| ○ Shortness of Breath | Yes/No |
| ○ Body Aches | Yes/No |
| ○ Redness of eyes | Yes/No |
| ○ Loss of smell OR loss of taste | Yes/No |
| ○ Nausea/vomiting/diarrhoea | Yes/No |
| ○ Fatigue/weakness | Yes/No |

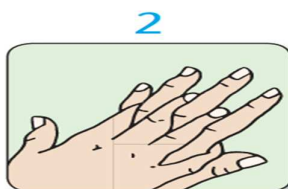
- Ensure a minimum distance of at least 1.5 meters between workers.
- Avoid close contact with people suffering from acute respiratory infections.
- Frequent sanitizing and handwashing
- Regularly sanitize and clean tools, equipment and stationary used
- Avoid crowded places and close contact with people who are unwell or showing symptoms of illness.
- People with symptoms of acute respiratory infection should practice cough etiquette (maintain distance, cover coughs and sneezes with disposal tissues or clothing, and wash hands).
- Wear required face masks.
- Cover all wounds or cuts on hands with waterproof plasters.
- Practice good personal hygiene (e.g. after clean-up is carried out, after handling waste or other dirty items, and after visiting the toilet).
- Seek medical attention promptly if one is feeling unwell.
- Avoid handshakes, fist bumps or any type of physical contact.

The Correct Way To Wash Your Hands

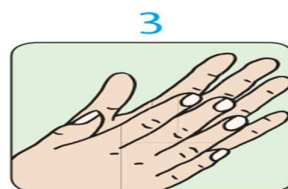
Proper hand washing means washing your hands for at least 30 seconds with soap and water. The constant rubbing action helps soap break down the grease and dirt that carry most germs. This way, you will reduce the germ count on your hands by up to 99%.



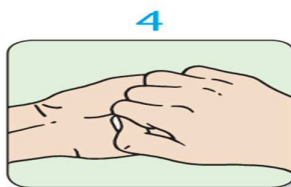
Palm to palm.



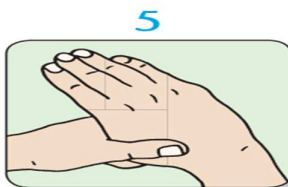
Right palm over left dorsum and left palm over right dorsum.



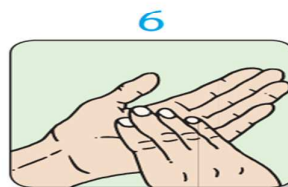
Palm to palm, fingers interlaced.



Backs of fingers to opposing palms with fingers interlocked.



Rotational rubbing of right thumb clasped in left palm, then vice versa.



Rotational rubbing, backwards and forwards with clasped fingers of hand in left palm then vice versa.

Precautionary Measures Towards General Housekeeping / Waste Management

- Assign a team of employees to carry out cleaning and housekeeping daily.
- Provide facial masks, rubber gloves, safety glasses & other required PPE for housekeeping employees.
- Disinfect high human contact points such as doorknobs / door handles and tabletops with disinfectants such Hypochlorite, Alcohol min 70%, Hydrogen peroxide, phenolic compounds or Quaternary ammonium compounds on a daily basis. Consult labels and material safety data sheets for PPE and first aid requirements.
- Ensure waste bins are always covered and emptied daily.
- Clean up any spillages immediately.
- Clean toilets regular and pay attention to areas with high human contact such as water taps, door / towel / cistern handles, seats and cover flaps, wash basins, doorknobs, buttons and switches.
- Provide adequate supply of toilet paper.
- Do not use a common hand towel. Always use disposable paper towel or hand dryers and liquid soap .
- Ensure toilet – flushing apparatus is always functioning .
- Ensure that all sanitary pipes and fittings are in good working conditions.

Site Entry

- Regular toolbox talks must be introduced upon reporting for duty
- Employees must be sensitized on the precautionary measures with regard to the exposure and the personal hygiene of employees.
- Emphasize the importance of reporting symptoms such as cough, sore throat, high fever, if you believe you may have been exposed to someone with the Novel Corona virus.
- Provide employees with the COVID-19 helpline number **0800 029 999**
- Encourage employees if they do have a mild cough or other flu like symptoms to visit the local clinic or doctor.
- **If employees experience any COVID-19 symptoms, they should report immediately to their Line Managers and / or HR Manager.**
- Keep updated register of employees on site each day for tracing purposes should an employee test positive

Precautionary Measures For Handling Visitors

External visitors access must be restricted. Only critical customer and supplier visitors must be allowed access to site/work area . Any other exceptions will also require site manager/client approval prior to entry.

Continued Precaution

Employees who have symptoms (such as a fever and a dry cough) or have reason to believe they were Exposed to someone diagnosed with Covid-19, may not come to work and must contact their local Human Resources representative immediately.

- Monitor themselves for fever (e.g. $\geq 37.5^{\circ}\text{C}$) and respiratory symptoms such as cough and breathlessness.
- If employees develop fever, cough, or breathlessness, or are feeling unwell, they should seek medical attention immediately at any outpatient clinic. Inform the clinic staff and the doctor of their travel history of the last 14 days. Wear a surgical mask before leaving their residence and avoid taking public transport.
- In emergency situations (e.g. difficulty in breathing), employees should call emergency ambulance services to take them to hospital.

- Employees should update their employer if they feel unwell and that they are seeking medical attention.

Risk assessment

Worker risk of occupational exposure to SARS-CoV-2 (the virus that causes COVID-19) during an outbreak may vary from very high to high, medium, or low (caution) risk. The level of risk depends in part on the industry type, need for contact within 2 metres (6 feet) of people known to be, or suspected of being infected with SARS-CoV-2, or requirement for repeated or extended contact with persons known to be, or suspected of being infected with SARS-CoV-2. The contractor must conduct a full risk assessment addressing all hazards and risks in his/her work area associated with COVID-19. The following classifications must be used for this purpose

Very High Exposure Risk

Very high exposure risk jobs are those with high potential for exposure to known or suspected Sources of COVID-19 during specific medical, post mortem, or laboratory procedures.

High Exposure Risk

High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include: Healthcare delivery and support staff (e.g. doctors, nurses, and other hospital staff who must enter patients rooms) exposed to known or suspected COVID-19 patients.

Medium Exposure Risk

Medium exposure risk jobs include those that require frequent and/or close contact with (i.e. within 2 meters of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travellers who may return from international locations with widespread COVID-19 transmission.

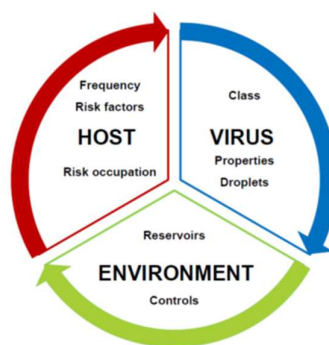
Lower Exposure Risk (Caution)

Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being infected with SARS-CoV-2, nor frequent close contact with (i.e. within 2 meter of) the general public. Workers in this category have minimal occupational contact with the public and other co-workers.

Back to basics....

Hazard identification & Risk assessment

- A risk assessment should be conducted in the workplace to determine the **RISK of EXPOSURE to COVID-19** and be **communicated to all workers**.
- This should be assessed with all other hazards
 - Biological, Physical, Chemical, Ergonomic
 - Psychosocial - exposure to long working hours, psychological distress, fatigue, occupational burnout, stigma, physical and psychological violence



Different workers have different risk exposures: based on job specific risk assessments, consider the following:

Implementing Workplace Controls

The legislation governing workplaces in relation to COVID – 19 is the Occupational Health and Safety Act, Act 85 of 1993, as amended, read with the Hazardous Biological Agents

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

With COVID-19, it may not be possible to eliminate the hazard, the most effective protection measures are (listed from most effective to least effective): engineering controls, administrative controls, safe work practices (a type of administrative control), and PPE. There are advantages and disadvantages to each type of control measure when considering the ease of implementation, effectiveness and cost. In addition to the types of workplace controls discussed below, the National Institute for Communicable Diseases (NICD) provides fact sheets that guide specific workplaces (employers and employees) in relation to recommended infection prevention strategies to implement in workplaces.

Engineering Controls

Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying solely on worker behaviour and can be the most cost-effective solution to implement. Engineering controls for SARS-CoV-2 include:

- Installing high-efficiency air filters (not to be relied on as the most appropriate in isolation of other controls).
- Increasing ventilation rates in the work environment.
- Installing physical barriers such as face shields.
- Specialized negative pressure ventilation in some settings (e.g. airborne infection isolation rooms in healthcare settings and autopsy rooms in mortuary settings).

Administrative Controls

Administrative controls require action by the employee and employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. Examples of administrative controls for SARS-CoV-2 include:

- Encouraging sick workers to stay at home.
- Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications e.g. conference calls, Skype, etc.
- Minimizing the number of workers on site at any given time e.g. rotation or shift work.
- Discontinuing nonessential local and international travel. Regularly check travel advice from the Department of Health at: www.health.gov.za
- Developing emergency communications plans, including a task team for answering workers' concerns and internet-based communications, if feasible.
- Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviours (e.g. cough etiquette and care of PPE).
- Training workers who need to use protective clothing and equipment on how to put it on, use/wear it and take it off correctly, including, in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

Safe Work Practices

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. Examples of safe work practices for SARS-CoV-2 include:

- Providing resources and a work environment that promotes personal hygiene. For example, no-touch refuse bins, hand soap, alcohol-based hand rubs containing at least 70 percent alcohol, disinfectants, and disposable towels for workers to clean their hands and their work surfaces.
- Requiring regular hand washing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.
- Display handwashing signs in restrooms.

Personal Protective Equipment (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to SARS-CoV-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include: gloves, goggles, face shields, face masks, gowns, aprons, coats, overalls, hair and shoe covers and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. Employers should check the NICD website regularly for updates about recommended PPE.

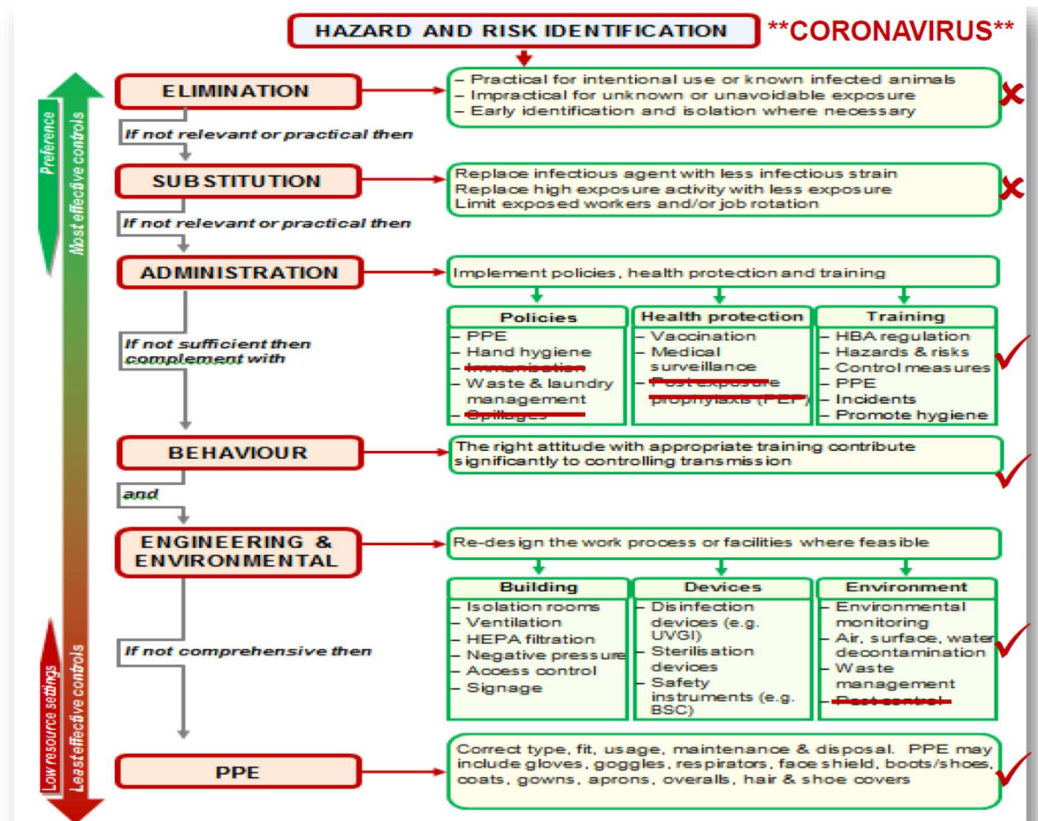
All types of PPE must be:

- Selected based upon the hazard to the worker.
- Properly fitted (e.g., respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Employers are obligated to provide their workers with PPE needed to keep them safe while performing their duties. The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected with SARS-CoV-2 while working and job tasks that may lead to exposure. Workers, including those who work within 2 meters of patients known to be, or suspected of being, infected with SARS-CoV-2 and those performing aerosol-generating procedures, need to use respirators:

- Approved N95 filtering half face respirators as a minimum used in the context of a comprehensive, written respiratory protection program that includes fit-testing, training, and medical exams.
- The appropriate form of respirator will depend on the type of exposure and on the transmission pattern of COVID-19.

The process of implanting the hierarchy of controls may be summarised in Figure, below. If the first step of the hierarchy is not applicable, the employer must move to the next step.



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

ANNEXURE A

OHS Act Section/ Regulation	Subject	Requirements
Construction Regulations 3 & 4	Application for construction work permit Notice of carrying out Construction work	Department of Labour must be notified by the client and by the contractor. Copy of Notice available on Site. Work permit to be displayed at the entrance if required
General Admin Regulations 4	Copy of OH&S Act (Act 85 of 1993)	Updated copy of Act & Regulations available on site. Readily available for perusal by employees.
COID Act Section 80	Registration with Compensation Insurer	Written proof of registration/Letter of good standing available on Site
Construction Regulations 5(1)	SHE Specification and Program	SHE Spec received from Client and/or its Agent SHE Program developed and updated.
Section 8(2)(d) of the OHS Act and Regulations 5(1) & 7 of the Construction.	Hazard Identification & Risk Assessment	Identifications of hazards Recorded Risk Assessment and – Plan drawn up and Updated Risk Assessment Plan available on Site Employees/Contractors informed and trained
Section 16(2)	Assigned duties (Managers)	Responsibility of complying with the OH&S Act assigned to other person/s by CEO
Construction Regulations 8(1)	Designation of Person Responsible on Site	Competent person appointed in writing as Construction Manager with job description
Construction Regulations 8(2)	Designation of Assistant for above	Competent person appointed in writing as Assistant Construction Manager with job description
Section 17 & 18 General Administrative Regulations 6 & 7	Designation of SHE Representatives	More than 20 employees - one H&S Representative, one additional H&S Rep. for each 50 employees or part thereof. Designation in writing, period and area of responsibility specified in terms of GAR 6 & 7 Meaningful H&S Rep. reports. Reports actioned by Management
Section 19 & 20 General Administrative Regulations 5	Health & Safety Committee/s	SHE Committee/s established. All SHE Reps shall be members of SHE Committees Additional members are appointed in writing. Meetings held monthly, Minutes kept. Actioned by Management.

Section 37(1) & (2)	Agreement with Mandatories/ Contractors	Written agreement with Contractors List of Contractors displayed. Proof of Registration with Compensation Insurer/Letter of Good Standing (COID) Construction Manager designated Written arrangements regarding SHE Reps and Committee (OHSA Section 17,18) Written arrangements for First Aid (COID)
Section 24 & General Admin Regulations 8, Construction Regulation 5(3) & COID Act Sect.38, 39 & 41	Reporting of Incidents (Dept. of Labour)	Incident Reporting Procedure displayed. All incidents in terms of Sect. 24 reported to the Provincial Director, Department of Labour, within 3 days. (Annexure 1)(WCL 1 or 2) and to the Client and/or its Agent on its behalf Cases of Occupational Disease Reported Copies of Reports available on Site Record of First Aid injuries kept
General Admin Regulations 9	Investigation and Recording of Incidents	All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by investigator designated in writing. Copies of Reports (Annexure 1) available on Site Tabled at H&S Committee meeting Action taken by Site Management.
Construction Regulations 10	Fall Prevention & Protection	Competent person appointed to draw up and supervise the Fall Protection Plan Proof of appointee's competence available on Site Risk Assessment carried out for work at heights Fall Protection Plan drawn up/updated and available on Site
Construction Regulations 10(5)	Roof work.	Competent person appointed to plan & supervise Roof Work Proof of appointees competence available on Site Risk Assessment carried out Roof work Plan drawn up/updated Roof work inspect before each shift. Inspection register kept Employees medically examined for physical & psychological fitness. Written proof on site
Construction Regulations 11	Structures	Information re. the structure being erected received from the Designer including: - geo-science technical report where relevant - the design loading of the structure

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		- the methods & sequence of construction - anticipated dangers/hazards/special measures to construct safely Risk Assessment carried out Method statement drawn up All above available on Site Structures inspected before each shift. Inspections register kept
Construction Regulations 12	Temporary Works	Competent persons appointed in writing to: - Inspect structures - Ensure that design are followed
Construction Regulations 13	Excavations	Competent person/s appointed in writing to supervise and inspect excavation work Written Proof of Competence of above appointee/s available on Site Risk Assessment carried out Inspected: - before every shift - after any blasting - after an unexpected fall of ground - after any substantial damage to the shoring - after rain. Inspections register kept Method statement developed where explosives will be/ are used
Construction Regulations 14	Demolition Work	Competent person/s appointed in writing to supervise and control Demolition work Written Proof of Competence of above appointee/s available on Site Risk Assessment carried out Engineering survey and Method Statement available on Site Inspections to prevent premature collapse carried out by competent person before each shift. Inspection register kept
Construction Regulations 15	Tunnelling	No people permitted to enter a tunnel if which has a height dimension of less than 800 millimetres
Construction Regulations 16	Scaffolding	Competent persons appointed in writing to: - erect scaffolding (Scaffold Erector/s) - act as Scaffold Team Leaders - inspect Scaffolding weekly and after inclement weather (Scaffold Inspector/s) Written Proof of Competence of above appointees available on Site

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		Copy of SABS 085 available on Site Risk Assessment carried out Inspected weekly/after bad weather. Inspection register/s kept
Construction Regulations 17	Suspended Platforms	Competent persons appointed in writing to: - control the erection of Suspended platforms - act as Suspended platforms Team Leaders - inspect Suspended Scaffolding weekly and after inclement weather Risk Assessment conducted Certificate of Authorization issued by a registered professional engineer available on Site/copy forwarded to the Department of Labour The following inspections of the whole installation carried out by a competent person - after erection and before use - daily prior to use. Inspection register kept The following tests to be conducted by a competent person: - load test of whole installation and working parts every three months - hoisting ropes/hooks/load attaching devices quarterly. Tests log book kept Employees working on Suspended Platform medically examined for physical & psychological fitness. Written proof available
Construction Regulations 22/ Driven Machinery Regulations 18 & 19	Cranes & Lifting Machines Equipment	Competent person appointed in writing to inspect Cranes, Lifting Machines & Equipment Written Proof of Competence of above appointee available on Site. Cranes & Lifting tackle identified/numbered Register kept for Lifting Tackle Log Book kept for each individual Crane Inspection: - All cranes - daily by operator - Tower Crane/s - after erection and 6monthly - Other cranes - annually by comp. person - Lifting tackle(slings/ropes/chain slings etc.) - daily or before every new application
Construction Regulations 24 Electrical Machinery Regulations 9 & 10/ Electrical Installation Regulations	Inspection & Maintenance of Electrical Installation & Equipment (including portable electrical tools)	Competent person appointed in writing to inspect/test the installation and equipment. Written Proof of Competence of above appointee available on Site. Inspections: - Electrical Installation & equipment inspected after installation, after alterations and quarterly. Inspection Registers kept Portable electric tools, electric lights and extension leads must be uniquely identified and

		numbered. Weekly visual inspection by User/Issuer/Storeman. Register kept.
Construction Regulations 25	Use of temporary storage of flammable liquids on construction site	Flammable liquids must be stored in a way that it does not cause a fire or explosion hazard, and that the workplace is well ventilated. Suitable notices to be posted.
Construction Regulations 27	Housekeeping	Suitable housekeeping measures must be implemented to reduce the risk of injuries and damage to the structures, machinery, etc. Debris must be removed with a chute from a high place. Construction area must be fenced off.
Construction Regulations 28 General Safety Regulations 8(1)(a)	Designation of Stacking & Storage Supervisor.	Competent Person/s with specific knowledge and experience designated to supervise all Stacking & Storage Written Proof of Competence of above appointee available on Site
Construction Regulations 29 Environmental Regulation 9	Designation of a Person to Co-ordinate Emergency Planning and Fire Protection	Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution and fire prevention measures Emergency Evacuation Plan developed: - Drilled/Practiced - Plan & Records of Drills and Practices available on Site Fire Risk Assessment carried out All Fire Extinguishing Equipment identified and on register. Inspected weekly. And inspection register kept. Serviced annually
Construction Regulations 30	Employees Facilities	The contractor must provide and maintain in hygienic condition facilities for employees that include: • Showers (1 for every 15 employees) • Sanitary facilities for each sex (1 for every 30 employees) • Changing facilities for each sex • Sheltered eating areas
General Safety Regulations 3	First Aid	Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed) First Aid freely available Equipment as per the list in the OH&S Act. One qualified First Aider appointed for every 50 employees. (Required where more than 10 persons are employed) List of First Aid Officials and Certificates Name of person/s in charge of First Aid box/es displayed. Location of First Aid box/es clearly indicated. Signs instructing employees to report all Injuries/illness including first aid injuries

General Safety Regulations 2	Personal Safety Equipment (PPE)	PPE Risk Assessment carried out Items of PPE prescribed/use enforced Records of Issue kept Undertaking by Employee to use/wear PPE. PPE remains property of Employer, and is not to be removed from the premises GSR 2(4) PPE inspected regularly by an appointed PPE inspector and findings noted on an inspection register
General Safety Regulations 9	Inspection & Use of Welding/Flame Cutting Equipment	Competent Person/s with specific knowledge and experience designated to Inspect Electric Arc, Gas Welding and Flame Cutting Equipment Written Proof of Competence of above appointee available on Site All new vessels checked for leaks, leaking vessels NOT taken into stock but returned to supplier immediately Equipment identified/numbered and entered into a register Equipment inspected weekly. Inspection Register kept Separate, purpose made storage available for full and empty vessels
Hazardous Chemical Substances (HCS) Regulations Construction Regulations 25	Control of Storage & Usage of HCS and Flammables	Competent Person/s with specific knowledge and experience designated to Control the Storage & Usage of HCS (including Flammables) Written Proof of Competence of above appointee available on Site Risk Assessment carried out Register of HCS kept/used on Site Separate, purpose made storage available for full and empty containers
Pressure Equipment Regulations	Pressure Equipment	Competent Person/s with specific knowledge and experience designated to supervise the use, storage, maintenance, statutory inspections & testing of Pressure Equipment. Written Proof of Competence of above appointee available on Site Risk Assessment carried out Certificates of Manufacture available on Site Register of Pressure Equipment on Site Inspections & Testing by Approved Inspection Authority (AIA): - after installation/re-erection or repairs - every 36 months. - Register/Log kept of inspections, tests. Modifications & repair
Construction Regulations 23	Construction Vehicles and Earth Moving Equipment	Operators/Drivers appointed to: - Carry out a daily inspection prior to use - Drive the vehicle/plant that he/she is competent to operate/drive Written Proof of Competence of above appointee available on Site. Record of Daily inspections kept

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General Safety Regulations 13A	Inspection of Ladders	Competent person appointed in writing to inspect Ladders Ladders inspected at arrival on site and weekly thereafter. Inspections register kept. Application of the types of ladders (wooden, aluminium etc.) regulated by training and inspections and noted in register
General Safety Regulations 13B	Ramps	Competent person appointed in writing to Supervise the erection & inspection of Ramps. Inspection register kept. Daily inspected and noted in register
Asbestos Regulations 2 - 21	Handling, storage, transportation	All applicable requirements as per scope of work; Asbestos regulations 2 - 21

Assignment of Contractor's Responsible Persons

ANNEXURE B

The contractor **will** make the following appointments where applicable and ensure that CV's and competency certificates are attached to the relevant appointments* but are not limited to:

16.2 (Competent Person for OHS) - OHS 16(2)*
Construction Manager CR 8(1)*
Construction Safety Officer - CR 8(5)
Construction Work Supervisor - CR 8(7)*
Construction Work Assistant Supervisor - CR 8(8)*
Risk Assessor - CR 9(1)
Fall Protection Planner CR 10(1)
Construction Vehicle & Mobile Plant Operator - CR23(1)(d)*
Temporary Electrical Installation Inspector CR 24
Stacking & Storage Supervisor - CR 28(a)
Fire Equipment Inspector - CR 29(h)
Emergency Coordinator - ER 9
H&S Committee Chairperson - OHS 19 (<i>where applicable</i>)
First Aider/s - GSR 3 (Compulsory)
Hazardous Chemical Substance Supervisor - HCS Regulations
Health and Safety Representative - OHS 17(1) (<i>where applicable</i>)
Incident / Accident Investigator - GAR 9(2)
Responsible Person for Machinery - GMR 2(1)
COVID-19 Manager
COVID-19 Compliance Officer

OTHER Occupational Health and Safety Specification REQUIREMENTS**ANNEXURE C**

The contractor will comply and not be limited to the following requirements:

What	When	Output	Reference information
Education & Training			
Company OH&S Policy Section 7(1)	Before Contract starts	Policy signed by CEO and published/Circulated to Employees Policy displayed on Employee Notice Boards Management and employees committed.	
Company/Site SHE Rules (Section 13(a))	Before Contract starts	Rules published Rules displayed on Employee Notice Boards Rules issued and employees effectively informed or trained: written proof Follow-up to ensure employees understand/adhere to the policy and rules.	
Induction & Task Safety Training (Section 13(a))	Before Contract starts	All new employees receive SHE Induction Training. Training includes Task Safety Instructions. Employees acknowledge receipt of training. Follow-up to ensure employees understand/adhere to instructions.	
General SHE Training (Section 13(a))	Before Contract starts	All current employees receive specified SHE training: written proof Operators of Plant and Equipment receive specified training Follow-up to ensure employees understand/adhere to instructions.	
Awareness training Toolbox talks	Twice a week and before hazardous work is carried out	Attendance Register	
DSTI	Daily before work starts	Signed document	
Health and Safety Committee Meetings	Monthly	Minutes signed by the employer (Contractor) Covering: a) Health and Safety Representative Checklist	
Health and Safety Reports	Monthly	Report covering: a) Incidents/Accidents and Investigations b) Non-conformance c) Health and Safety Training d) HIRA Updates e) Internal and External Audits	Incident reporting and investigation for The Project Client / Client Agent & Contractor form

General Inspections	As per Occupational Health and Safety Specification and OHS Act	Report on Occupational Health and Safety Specification and OHS Act compliance: a) Scaffolding b) Lifting Machinery c) Excavations	
General Inspections	Monthly	Covering: a) Firefighting Equipment b) First Aid boxes c) Portable Electrical Equipment d) Ladders e) Vehicle & plant inspections	
Record keeping	Ongoing	Covering: a) General complaints b) Fines c) General incidents d) MSDS e) Surveillance Medicals f) Inspection Register	
Permits	Before commencement with certain activities	As stipulated by the Occupational Health and Safety Specification and the OHS Act / Construction Regulations	
Public Safety, Security Measures & Emergency Preparedness			
Notices & Signs	Ongoing	Notices & Signs at entrances / along perimeters indicating "No Unauthorized Entry" . Notices & Signs at entrance instructing visitors and non - employees what to do, where to go and where to report on entering the site/yard with directional signs. e.g. "Visitors to report to Office" Notices & Signs posted to warn of overhead work and other hazardous activities. e.g. General Warning Signs	
Site Safeguarding	Ongoing	Nets, Canopies, Platforms, Fences etc. to protect members of the public passing / entering the site.	
Personal Protective Equipment			
PPE needs analysis	Before contract starts	Need for PPE identified and prescribed in writing. PPE remain property of Employer, not to be removed from premises GSR 2(4)	
Foot Protection 	Before contract starts/Ongoing	All employees on site wearing Safety Footwear including Gumboots for concrete / wet work and non-slip shoes for roof work. Visitors to wear same upon request or where prescribed	

Eye and Face Protection 	Before contract starts/Ongoing	Eye and Face (also Hand and Body) Protection (Goggles, Face Shields, Welding Helmets etc.) used when operating the following: ☐ Jack/ Kango Hammers ☐ Angle / Bench Grinders ☐ Electric Drills (Overhead work into concrete / cement / bricks ☐ Explosive Powered tools ☐ Concrete Vibrators / Pokers ☐ Hammers & Chisels ☐ Cutting / Welding Torches ☐ Cutting Tools and Equipment ☐ Guillotines and Benders ☐ Shears ☐ Sanders and Sanding Machines ☐ CO2 and Arc Welding Equipment ☐ Skill / Bench Saws ☐ Spray Painting Equipment etc.	
Hearing Protection 	Before contract starts/Ongoing	Hearing Protectors (Muffs, Plugs etc.) used when operating the following: ☐ Jack / Kango Hammers ☐ Explosive Powered Tools ☐ Wood/Aluminium Working Machines e.g. saws, planers, routers	
Hand Protection 	Before contract starts/Ongoing	Protective Gloves worn by employees handling / using: ☐ Cement / Bricks / Steel / Chemicals ☐ Welding Equipment ☐ Hammers & Chisels ☐ Jack / Kango Hammers etc.	
Respiratory Protection and face masks  	Before contract starts/Ongoing	Suitable/efficient prescribed Respirators worn correctly by employees handling / using: Face masks must be worn at all times due to COVID-19 ☐ Dry cement ☐ Dusty areas ☐ Hazardous chemicals ☐ Angle Grinders ☐ Spray Painting etc.	
Fall Prevention Equipment 	Before contract starts/Ongoing	Suitable Safety harnesses / Fall Arrest Equipment correctly used by persons working on / in unguarded, elevated positions e.g.: ☐ Scaffolding ☐ Lift shafts ☐ Edge work Other methods of fall prevention applied e.g. catch nets	

Protective Clothing 	Before contract starts/Ongoing	All jobs requiring protective clothing (Overalls, Rain Wear, Welding Aprons etc.) Identified and clothing worn. Disposable overalls when Asbestos is handled.	
PPE Issue & Control 	Before contract starts/Ongoing	Identified Equipment issued free of charge. All PPE maintained in good condition. (Regular checks). Workers instructed in the proper use & maintenance of PPE. Commitment obtained from wearer accepting conditions and to wear the PPE. Record of PPE issued kept on H&S File. PPE remain property of Employer, not to be removed from premises GSR 2(4)	
Housekeeping			
Scrap Removal System	Ongoing	All items of Scrap/Unusable Off-cuts/Rubble and redundant material removed from working areas on a regular basis. (Daily) Scrap/Waste removal from heights by chute/hoist/crane. Nothing thrown/swept over sides. Scrap disposed of in designated containers/areas Removal from site/yard on a regular basis.	
Stacking & Storage	Ongoing	Stacking: * Stable, on firm level surface – base. * Prevent leaning/collapsing * Irregular shapes bonded * Not exceeding 3x the base * Stacks accessible * Removal from top only. Storage: * Adequate storage areas provided. * Functional – e.g. demarcated storage areas/racks/bins etc. * Special areas identified and demarcated e.g. flammable gas, cement etc. * Neat, safe, stable and square. * Store/storage areas clear of superfluous material. * Storage behind sheds etc. neat/under control. * Storage areas free from weeds, litter etc.	

Waste Control Reclamation	Ongoing	Re-usable off-cuts and other re-usable material removed daily and kept to a minimum in the work areas. All re-usable materials neatly stacked/stored in designated areas. (Nails removed/bent over in re-usable timber). Issue of hardware/nails/screws/cartridges etc. controlled and return of unused items monitored.	
Asbestos contaminated material (waste)	Ongoing	On site storage prior removal of this material must be advised by a registered Asbestos Contractor. Asbestos contaminated material must be removed from the site by a company registered for handling and transportation of Asbestos, certificate of accreditation to be obtained from the owner. This material must be disposed of on sites specifically designated for this purpose.	
Contractors (Housekeeping)	Ongoing	Contractors always required to ensure good housekeeping	

SAFETY FILE REQUIREMENTS (CONTRACTOR FILE TO BE DRAFTED ACCORDINGLY)

ANNEXURE D

The contractor will comply and not be limited to the following requirements: **Items that are not applicable must be marked accordingly**

NO	CRITERIA	DESCRIPTION
1	OHS Act Section 37(2) Health and Safety Agreement	Is the agreement signed between CLIENT and the contractor (Verify signatory authority), (All pages initialled)
2	OHS Act CR 5(1)(k) Appointment as Principal Contractor	Is the agreement signed between CLIENT and the contractor (Verify signatory authority), (All pages initialled)
3	Scope of Work	Provide proof of scope of work
4	Contractor Public Liability Insurance Cover	Provide a valid insurance cover/policy
5.1	EHS Plan	Provide a documented EHS Plan on the provided scope of work that is in line with CLIENT requirements
5.2		Approved by 16(2) Appointee (All pages initialled)
5.3		COVID-19 Workplace preparedness plan
6	Organisational Structure	Provide detailed chain of command structure with contact numbers. Site organogram must reflect relevant legal appointment references and contact details
7	Environmental Management Plan	Provide a documented EMP based on the Scope of Work, project EMP, ROD and EIA.
8	EIA and ROD received	Environmental impact study completed and EIA available before work starts
9	Waste Management Plan	List all possible waste groups generated and how will each type of waste be managed and disposed of (Record Keeping)
10.1	Fall Protection Plan	Provide a detailed fall protection plan when applicable to the scope of work (Compiled by competent person)
10.2		Risk Assessment of all work carried out at a fall risk position
10.3		Process to evaluate employee's medical fitness
10.4		A programme for training
10.5		Procedure addressing inspection, testing and maintenance of fall protection equipment
10.6		A rescue plan
11	Notification of Construction to Department of labour (Copy)	Provide a completed "Annexure 2" document with a acknowledgement stamp from the DOL
12	Extended working hours	Exemption from MEIBC or relevant body to work longer hours than stipulated within BCOE Act
13	Client SHE Specifications, contractual requirements in EHS File	Copy of Specifications
14.1	Letter of Good Standing with a licenced compensation commissioner (COID)	Provide a valid letter of good standing issued by the compensation commissioner or other licenced insurer
14.2		What is the registration Number?
15.1	Area emergency plan, Site Emergency, Fire, explosion management	Provide a detailed emergency response/evacuation plan based on the specific plan conditions
15.2		Construction area layout plan with escape routes shall be indicated on a plot plan
15.3		Emergency number list
16.1	Induction Training Arrangements	Provide proof of own induction training program
16.2		Provide proof of communication by means of a attendance register
16.3		Provide proof of inductions attended card or sticker

17.	Risk Assessments	Risk Assessment process led by a competent person as per the appointment letter	
		Risk Assessment done by a group of employees	
		Hazard and associated risk identification	
		Ergonomic hazards Included	
		Risk Analysis and evaluation	
		Risk Controls / Safe Work procedures / Method Statements	
		Risk matrix and rating	
		Monitoring Plan	
		Review Plan	
		Proof of employees trained on risk assessments and work procedures	
18.	Appointment Letters (provide copies of legal appointment letters , competencies as well as (CV's *))	OHS Act Sect. 16(1)	Board Resolution or Declaration of acceptance of responsibilities
		OHS Act Sect. 16(2)*	Responsible Person
		OHS Act Sect. 17	Health and Safety rep
		GSR 3(4)	First Aider
		GAR 9(2)	Incident Investigator
		CR 8 (1)*	Construction Manager
		CR 8(2) *	Assistant Construction Manager
		CR 8 (5)*	EHS Practitioner
		CR 8 (7)*	Construction Supervisor
		CR 8 (8)*	Assistant to Construction Supervisor
		CR 9 (1)	Risk Assessor
		CR 10 (1)(a)	Fall Protection Plan Developer
		CR 13(1)	Excavation Supervisor
		CR 16 (1)	Scaffold Supervisor
		CR 23(1)(d)(i)	Construction vehicle authorisation
		CR 24 (c)	Temp. Electrical Installation Controller
		CR 27	Housekeeping Supervisor
		CR 28 (a)	Stacking and storage Supervisor
		CR 29 (h)	Fire Fighting Equipment Inspector
		CR 29 (L)	Emergency Evacuation Controller
19	Staff selection criteria and proof of competencies	Disaster M Act	COVID-19 Manager
		Disaster M Act	COVID-19 Compliance Officer
20	Man Job Specifications	Provide guidelines for the selection of staff and competency verification	
21	Man Job Specifications	Man Job Specifications (Pipe Fitters, Scaffold Erectors, Riggers, Electricians etc.)	
22	Financial allocation for construction EHS measures	Indicate the financial impacts and considerations to make provisions for EHS aspects (i.e. Appointment of EHS Practitioner)	
23	Arrangements for continuous risk assessments on the project (Methodology)	Provision to be made in H&S plan for continuous assessment of current risk assessments as well as for any changes	
23.1	Maintenance and control of high risk equipment (Cranes, welding, grinding and blasting)	Provision to be made in H&S plan for continuous assessment of current risk assessments as well as for any changes	
23.2		State how high risk equipment will be maintained	
24	Site specific audits and internal inspections arrangements	Mobile machinery registers / Checklist	
24	Site specific audits and internal inspections arrangements	State what internal audits will be conducted. How often are these audits conducted and by whom (proof to be available on request)	
25.1	Selection, procurement & management of other contractors	Indicate the procedures followed in the selection and competency verification of contractors to execute work (EHS involvement)	
25.2		Selection EHS minimum requirements	

26.1	Personal Protective Equipment	Indicate how PPE is managed (Type, SANS, Issue, Acceptance, inspections, matrix)
26.2		Training Program
26.3		Issue Registers
27.1	Workers welfare facilities and waste management	What facilities does the company provide on the project and how are these facilities managed (Personnel Strength)
27.2		Lay out plan to reflect toilets, eating facility, showers and changing facilities)
28	Site EHS Meeting arrangements	Provide a schedule of EHS Meetings to be held on site and intended attendance
29	Induction, communication, meetings & toolbox talk arrangements	Indicate all types of EHS communication to be in place for the workforce
30.1	Monitoring mechanisms and monthly reporting	Indicate how EHS performance is monitored on the project. Monthly EHS report.
30.2		Formal non-conformance method
31.1	Accident / Incident reporting and investigation arrangements	Indicate how incidents are dealt with and the documentation supporting investigations
31.2		Client Flash Report Notification forms?
32.1	Medical and first aid arrangements	State pre/exist employment surveillances medical facilities to be used (Record keeping)
33	Provisions allowed for workers transportation and security	Indicate how workers will be transported to the project site
34	Past EHS performance statistics of the company (At least two years)	Provide copies of the past two years statistics of the company
35	Construction safety file (Index)	Provide an index of the EHS documents contained in the file
36	Construction work procedures (Index)	Provide an index of all EHS procedures that will be used on this project
37	Trade Competency Certificates	Training certificates, driven machinery licences etc.
38	Equipment / Tools inspections checklist / registers	List all equipment, material and tools used with inspection registers
39.1	MSDS	Material Safety Data Sheets for chemicals / flammable liquids
39.2		Alphabetical register of chemicals used on site
40	Medical Surveillance Certificates	All medicals to be performed by a registered Occupational Health Practitioner
41	Site Safety Rules	Provide communication proof,