INTRODUCTION

1. This site specification follows the requirements as displayed in the Construction Regulations (February 2014) and it is the Client's responsibility to prepare and issue project specific safety specification following the baseline risk assessment with the focus on the project dangerous design, construction, dangerous work processes and dangerous chemicals impacting on the Project

1.1 The purpose of the specification is to ensure compliance with the Occupational Health and Safety Act 85/1993 (OHS Act 85/93) and regulations, to prevent and/or reduce risks of incidents or injuries during the project.

1.2 The specification is supported by the principal contractors CR5 appointment, mandatory agreement and baseline risk assessment that must be taken into consideration when the project health & safety plan and supporting documents, are developed.

1.3 The project construction manager will approve the project safety officers weekly safety report and forward it to the client's safety representative. The guidelines in connection are displayed in Annexure A of this document. (Electronic copy is available)

1.4 The Principal Contractor accepts the risk of armed robbery and theft and the responsibility to appoint a security company and armed response as preventative measure.

1.5 The Principal Contractor accepts the influence that community leaders (construction mafia) may have on the project and will treat any member with respect. Any contact made by community leaders must be reported directly to the client project manager.

2. Non-adherence to the content of the client specification may result in total and/or partial work stop notice issued in the form of a contravening notice. When this notice is issued the Principal Contractor and contractor(s) will be liable to rectify the non-conformances to the satisfaction of the issuing authority before work may proceed. This may refer to any of the following non-conformances:

2.1 Deliberate violation of the requirements as contemplated in the OHS Act 85/93 and the regulations.

2.2 Deliberate violation of the clients specifications.

2.3 The recurrence of unsafe acts or conditions that may result in accidents with serious impacts on the safety of employees, the public or the environment.

Document Description

3. The purpose of this document is to ensure that the principal contractor is informed of the client's project safety requirements:

3.1 Planning. The Principal Contractor accepts that project construction safety is a priority and the responsibility of the construction manager, that construction safety is a pro-active intentional decision to ensure a safe work environment supported by develope and implementation of safe working procedures to ensure the safety of employees, visitors, the public and the environment.

3.2 Construction project management. The Principal Contractor is responsible to ensure that appointed contractors are competent, have the recourses and budget to execute the construction work safely. The Principal Contractor will issue the applicable sections of the specification, to the contractors

3.3 Project Documentation. The Principal Contractor will register and keep record of all decisions, risk communication, incidents, investigations and inspections during the project in or as part of the project principal contractors' diary.

3.4 Documented fonts and size. The Principal Contractor shall ensure that all safety documents is printed on A4 portrait orientation with font size at least 12. All paragraphs and sub-paragraphs will be numbered to assist easy referencing.

4. Legal interpretations

4.1 This specification is compiled with reference to South African legal requirements, and the client's specifications. The Principal Contractor is reminded that if any additional guidelines are required, the construction manager has to contact the client or representative directly to prepare and issue updated guidelines.

4.2 The definitions as listed in the Occupational Health & Safety Act 85/1993 and Construction Regulations (February 2014) apply throughout this document.

5. References:

5.1 OHS Act 85/93 Sec 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 24, 25, 26, 32, 37,

5.2 General Administrative Regulations
5.3 General Safety Regulations
5.4 Major Hazard Installation Regulations
5.5 Hazardous Biological Agent Regulation
5.6 Explosive Regulations
5.7 Construction Regulations February 2014
5.8 Asbestos Regulation
5.9 Environmental Regulations for Workplaces 1987
5.10 Hazardous Chemical Substance Regulation
5.11 Lead Regulations
5.12 Facilities regulation
5.13 The clients Site Requirements
5.14 SANS 10400: Building Regulations
5.15 SANS 10131: Above-ground storage for petroleum tanks (Bulk fuel storage)
5.16 SANS 10238:2011 Confined Spaces
5.17 Tobacco Control Bill 2018
5.18 Internal client guidelines
5.19 TRH 11: Dimensional and mass limitations and other requirements for abnormal load vehicles
5.20 COVID-19: Occupational health and safety measures in workplaces directive no 43258
5.21 Civil Aviation Regulations, 2011 Part 101
5.22 Driven Machinery Regulation 18(11): Training Providers of Lifting Machine Operators

6. Abbreviations:

6.1	CEO:	Chief Executive Officer
6.2	SHE:	Safety Health and Environment
6.3	OHS:	Occupational Health and Safety
6.4	OHSMS	Occupational Health and Safety Management System
6.5	OHSC:	Occupational Health and safety committee
6.6	OHSACT:	Occupational Health and Safety Act 85/93 and Regulations
6.7	OHSAS:	Occupational Health and Safety Assessment Series 18001:2007
6.8	IOD:	Injury on Duty
6.9	NC:	Non-Conformance
6.10	PC:	Principal Contractor
6.11	Cont.:	Contractor or subcontractor
6.12	CHS:	Construction Health and Safety
6.13	CR:	Construction Regulation
6.14	COID:	Compensation of Injuries and Diseases Act
6.15	CWMP	Construction Waste Management plan
6.16	COVID-19:	Coronavirus Disease 2019
6.17	RPAS:	Remotely Pilot Aircraft System
6.18	ROC:	Registered Operating Certificate
6.19	RPA:	Remote Pilot Aircraft
6.20	RPL:	Remote Pilot License

MINIMUM ADMINISTRATIVE REQUIREMENTS

7. Project name: GW176 SARB: HO Extension
7.1 Address: 370 Helen Joseph Street
7.2 Region: Pretoria

7.3 Project Scope Demolitions (Please see contract tender documentation)

8. Construction permit. The project value is within the limit of RM60, therefore it is not necessary that the client has to apply for a project permit.

9. Notification of construction. (CR 4) The principal contractor will submit the notification to the Provincial Director of the Department of Labour in writing of the intent of construction work 7 days before commencing the work. A copy of this notification and proof that it was faxed to the department must be available in the file on-site. (CR 4 Feb 2014)

10. Appointment of principal contractor. (CR 5) The client appointed Demolitions as Principal Contractor with the responsibility to carryout and supervise the required construction, own selected and client directly appointed contractors. The client and designers issued the principal contractor (Principal Contractor) with the following documents:

10.1 CR 5 Appointment.

10.2 Mandatory agreement.

10.3 Project baseline risk assessment.

10.4 Project site specification.

10.5 Project design drawings.

10.6 Demolition permit.

10.7 Hoarding permit.

10.8 Proof that all municipal services to the building was disconnected.

10.9 Certificate of City/Town council of disconnection of water supply.

11. Project design. (CR 6) The Principal Contractor and construction manager will ensure full understanding of the designer's designs issued as project drawings and register and keep record of drawings issued. When appointing a designer to ensure:

11.1 that only qualified and registered at the appropriate governing body i.e.: ECSA, ECASA, ASCAP or SACPMP designers be appointed for rational design and issue of construction drawings.

11.2 that all design drawings are signed by the designers, stamped and issued "issued for construction"

11.3 The principal contractors keep record of drawing issued on a drawing register, that drawings are kept at the site office and where applicable, copies issued to the contractors on-site to ensure effective construction where the absence of the drawing will impact on the safety of the construction erected.

11.4 that dangerous design, dangerous processes and hazardous chemicals are identified, that safety measures are considered and implemented for the safety of the employees, the public and the environment.

These may refer, but are not limited to the following:

11.4.1 Demolitions of existing structures.

11.4.2 Deep excavations or work at extreme heights or in extreme strong wind or severe weather conditions.

11.4.3 Working in confined spaces or area with insufficient natural airflow.

11.4.4 Crane installation operations and crane activities on-site (overhead work).

11.4.5 Gas or arc-welding activities.

11.4.8 Any roof work or work done from exiting roof.

11.4.9 Blasting activities

11.4.10 Dangerous chemical hazard substances

12. Principal Contractors duties. (CR 7) The Principal Contractor shall comply with the client's specification and appoint a SACPCMP ~~contractor MP~~ registered, full-time safety officer for the duration of the project, ~~to the project~~. The safety officer will support the project construction manager, managing project safety. Further:

12.1 The safety officer/manager will be responsible to carry out general safety officers duties, specifically:

12.1.1 Audit contractors SHE plan and project file 7 days before the start of the contract.

12.1.2 Record all appointed contractors audit scores on the register attached. **(Appendix A)**

12.1.3 Forward the required reports as per this specification to the project safety agent on the 25 the day of the monthly.

12.1.4 To keep an updated project risk register (Principal Contractor and contractor task risk assessments).

12.2 The Principal Contractor will ensure that project H&S file and all contractor files will consist of the following:

12.2.1 Updated index or content register.

12.2.2 Client mandatory agreement and CR5 appointment.

12.2.3 A company project HS&E policy and project scope of work.

12.2.4 A company project HS&E plan which shall display management intent to carry out or enforce safe work procedures.

12.2.5 A detailed HS&E structure that display all the appointments that will be made for the project that includes contractors that will be appointed.

12.2.6 All appointments accompanied by the members' ID, competencies and medicals, copies to be SAPS certified.

12.2.7 The risk assessment methodology, method statements or procedures and risk assessments for all tasks and activities.

12.2.7.1 Specific tasks required detailed operational plans or method statements.

12.2.7.2 This will be supported by task and PPE assessments.

12.2.8 The Principal Contractor's incident and accident plan and methodology of reporting incidents with supported registers and documentation e.g. Incident report, Annexure 1, WCL2 and investigation proforma.

12.2.9 Fall protection plan specifically developed for the task and hazards identified.

12.2.10 The Principal Contractor's communication strategy, including safety meetings, minutes, toolbox talks.

12.2.11 The Principal Contractor's inspection plan including all copies of registers and inspection sheets.

12.2.12 MSDS'e to be displayed separately in the file.

12.3 Before the Principal Contractor appoints a contractor, the Principal Contractor must ensure that the contractor is competent for the task, is in good standing with the compensation commissioner and has the resources to execute the task safely. Refer CR 7(1)(c). The Principal Contractor to ensure that:

12.3.1 The contractor is registered and in good standing with the workman's compensation commissioner, if not, the Principal Contractor must register the Principal Contractor, and pay the levies required. (COID Act 89).

12.3.1.1 The Principal Contractor may assist a contractor not in good standing with the workman's compensation commissioner by pay the levies outstanding.

12.3.1.2 The Principal Contractor may legally deduct the monies paid by agreement from the contractor based on their agreement.

12.3.2 The contractor appointed a registered safety officer/consultant that will visit the site weekly and submit an audit report to the Principal Contractor safety officer or manager.

12.3.3 Where the contractor appoints a contractor, either to install the services he was appointed for, or to assist the contractor with the construction, the contractor appointed will act as principal contractor for the duration of the project. However, for the duration of this contract, the following rules will also be implemented:

12.3.3.1 The project Principal Contractor will be responsible to approve the contractor appointed contractor specifically to ensure that contractors have the competency and recourses to carry out the task safely.

12.3.3.2 The project Principal Contractor will assess and audit the (sub) contractor file before allowing the contractor to start on the project.

12.3.3.3 The project Principal Contractor will follow-up and assess the contractor monthly audits done by the contractor's safety officer and include the audit outcomes into the register.

12.3.3.4 The project Principal Contractor safety officer will carry out on-site PTO to ensure the (sub) contractor conducts the task to meet the project standard.

12.3.4 The Principal Contractor will issue applicable sections of the project specification and sections of its own SHE plan as safety guidelines to each contractor to ensure work on-site is done according to the required standard.

12.3.5 The Principal Contractor will keep an updated register with relevant data of all contractors appointed for the project. The register must contain the date of appointment, the status of the file audit, reference to legal documentation (mandatory agreement and appointment). This register must kept on-site for inspection.

12.3.6 That the Principal Contractor project file is developed, kept updated and available on-site for the duration of the project.

12.3.7 That all employees registered to work on-site receive site safety induction, are medically fit and in possession of an updated medical fit certificate. Members scheduled to work at heights: medical certificates must indicate that the member was tested and fit to conduct work at heights.

12.3.8 That own- (Principal Contractor's) and contractor files will be audited on a monthly basis and that NC's reports are forwarded to the clients agent. Proof that the NC's are eliminated must be available in the file.

12.3.9 The Principal Contractor will enforce stop notices in accordance with the assessment of the severity of the unsafe act or condition or transgressing of the legal- and/or the client safety requirements/specifications.

12.3.10 When practical completion of the contract is obtained and issued to the client, the Principal Contractor/safety officer will submit a updated project file to RCS.

12.4 The Principal Contractor/construction manager/safety officer must inform the client's safety agent in writing of

12.4.1 Incidents occurring with potential to result in reportable incident.

12.4.2 If the scope of services are altered from approved scope of work.

12.4.3 When contractor's are appointed for additional construction work not in the original scope of work.

12.4.4 Outstanding legal documents required to ensure 100% compliance.

12.5 The Principal Contractor shall ensure that safety measures are developed to ensure safety compliance with activities of high risk and injury consequences . This includes all work dangerous activities or work processes.

12.6 Working in confined spaces is not considered for this project, when work in confined spaces is identified the Principal Contractor needs to contact RCS to issue specific guidelines.

12.8 Drone activities. The use of drones are not considered for this project, Principal Contractor needs to contact RCS to issue safety guidelines if the use of a drone and specialist is considered.

12.10 Noticeboard. The principal contractor is required to erect a noticeboard on-site to display the following

12.10.1 The principal contractor company's Health and Safety Policy signed by their Chief Executive Officer in accordance with OHS Act 85/93 sec 7. The Policy must outline the safety objectives and intended control implementation.

12.10.2 List of the emergency numbers and the principal contractor control staff on-site.

12.10.3 The emergency and evacuation plan.

12.10.4 The principal contractor will display a safety structure (in the safety file) indicating the health and safety appointments for the project. The structure will also be available on the noticeboard.

12.10.5 COVID-19 motivational signage.

13. Legal Appointments. The Principal Contractor will appoint responsible members as per project safety structure. Appointments, where required will be accompanied by detailed CV's and/or proof of competencies. (This will be kept in the project SHE file).

13.1 The Principal Contractor's appointments will specify duties relating to the each appointment.

13.2 Project task specific mandatory agreements signed between the Principal Contractor and contractors will focus on the responsibility between the parties.

13.3 Appointed Contractor's will receive a CR7(10(c)(v) contractor's appointment as per CR7.

14. Project Period. The construction period and target dates are outlined in the project schedule and managed by the principal agent and engineers. The principal contractor to ensure the following document control and feedback will be made available at the progress meetings for the duration of the construction period:

14.1 Progress meetings. The safety officer/manager will prepare documented feedback and submit it at the progress meetings.

14.1.1 Register of all contractors on-site displaying the contractors name, total employees and latest audit scores.

14.1.2 Provide feedback on nonconformances reported.

14.1.3 Provide feedback on incidents, investigations conducted.

14.2 Health and Safety Meetings. The safety officer/manager will arrange an H&S meeting with all contractors safety officers and representatives once a month. The following must be discussed:

14.2.1 That contractors attendance is done on an attendance register.

14.2.2 Contractors feedback following weekly visits.

14.2.3 Feedback following the progress and Principal Contractor meeting.

14.2.4 Safety related issues for future tasks.

14.2.5 Corrective actions required following safety agents visit reports.

14.2.6 Minutes of the meeting to be distributed to the Principal Contractor, contractors and safety agent.

14.3 The safety officer/manager will follow the procedure to closeout the contractors that competed their task and leave site permanently:

14.3.1 Cancel contractors' appointments and mandatory agreements and project safety inductions.

14.3.2 The mentioned detail must be displayed on the monthly documented feedback.

15. Health and safety training. The Principal Contractor will comply with the following training requirements and provide documented proof thereof:

15.1 Induction Training. The principal contractor will ensure that all the employees, contractors, professional team members and visitors received project specific safety induction. Record of attendance will be kept in the health and safety file. (OHS Act sec 13).

15.2 Awareness Training. The Principal Contractor will ensure that on-site toolbox talks/safety talks are scheduled for the first day of the week. These talks will conducted by a senior member of the company and focusses on topics relevant the task, the hazards of the activities identified for the week's programme. Documented record of attendance will be kept in the health and safety file. Toolbox talks not replacing the daily safety motivation and the DSTI's which none of these documents are accepted as an attendance register. (OHS Act 85/93 Sec 13.1).

15.3 Competency Training. Competency training is the training conducted where the course is developed to a SAQA standard or tertiary education/qualification. All operator certificates to comply with Driven Machinery Regulation 18(11)2015 and OHS Act 85/93 Sec 8.2.e:

15.3.1 The Principal Contractor and contractors will ensure that copies of ID's, competency certificates or qualifications of all members on-site are certified by an commissioner of oath. (SAPS).

15.3.2 Non-SAQA competency course and certification is only valid for a period of 12 months.

16. Emergency Response Plan (ERP). The Principal Contractor will assess, develop and submit a detailed, project specific, emergency and response plan for approval by the client at the start of the project. The Principal Contractor will issue the emergency, response, evacuation and rescue plan to contractors and ensure contractors understand the intent of these documents. In addition the Principal Contractor will:

16.1 Assess, determine and display a list of all the emergencies that may arise from the activities of the project and those emergencies that pose a risk to the surrounding area buildings or businesses.

16.2 Prepare an emergency and response plan that includes first aid-, medical treatment and or fatality cases on-site, or where incidents may result in the following circumstances:

16.2.1 Incidents where falling form heights can occur.

16.2.2 Vehicle or plant accidents.

16.2.3 Persons trapped in collapsed excavations.

16.2.4 Injuries and/or property damage resulting from blasting or demolition processes.

16.2.5 Incidents leading to injuries of the public or visitors.

16.2.6 Crane failure or the failure of tools or equipment installed for the protection of the public.

16.2.7 Where a risk exists that the public may be injured in the general construction activities and processes.

16.2.8 Emergencies of transporting the heavy equipment to site.

16.2.9 Incidents that might pose a direct risk to the safety of public.

16.2.10 Incidents that might pose a risk of damage to existing buildings.

16.3 The principal contractor will ensure that the rescue plan made provision for the project risks, the appointment and training of the rescue team, and the provision of the rescue equipment. Where specific contractors' risks are not included in the principal contractor's rescue plan, clear guidelines and instruction must be communicated with the contractors to provide their own rescue equipment and rescue personnel.

16.4 The principal contractor will develop and implement a project specific emergency evacuation plan. The plan must be displayed on notice boards, explained during safety induction, and practiced monthly during the construction phase. Assembly point(s) to meet the following standards:

16.4.1 large enough to accommodate all the employees on-site;

16.4.2 protect the safety of employees during an emergency;

16.4.3 is equipped with safe access and exit routes;

17. Incident investigations. The Principal Contractor will keep record of near misses and incidents on-site:

17.1 All incidents that occur on-site, will be recorded on a incident report stating the date, time, nature, damage or injury, and step taken to prevent further loss. (Safety officer to complete the questionnaire by scanning the bar code).

17.2 Minor incidents will be investigated on Annexure A, signed by the investigator and construction manager/ assistant construction manager. A copy of the document must be forwarded to project CHSA.

17.3 Serious incidents (incidents that require medical treatment or damage to existing property) must be formally investigated. After completion of the Annexure A, WCL2, the responsible incident investigator will conduct an investigation that complies with the following guidelines:

17.3.1 Investigator to be appointed by the principal contractor and must consist of at least: the safety officer and a representative of the contactor in which the incident occurred.

17.3.2 The incident investigation report will consist of at least the following:

17.3.2.1 Incident initial report e.g. email with the description of the incident, the injuries or damage, the name of the investigator and the target date of completion.

17.3.2.2 Evidence that the incident was reported to DOL. (Incidents as per OHS Act section 24(1))

17.3.2.3 Pictures of the incident scene and damage to the property.

17.3.2.4 Statements of eye witnesses.

17.3.2.5 Documented evidence of the root cause analysis e.g. cause and defect diagram, why tree or similar.

17.3.2.6 Annexure a: completed with first doctor report if available.

17.3.2.7 Summary of events of the incident.

17.3.2.8 Recommendations to prevent a recurrence of the incident.

17.3.2.9 Remarks and recommendations by the incident investigation team.

17.3.2.10 Remarks by the principal contractor /16.2/construction manager.

17.3.2.11 Evidence of the implementation of the suggested programme.

17.3.3 The principal contractor will record and keep copies of all incident investigation documentation in a separate file in the safety office and add the information on the monthly health and safety feedback report.

18. General Record Keeping. The Principal Contractor will ensure that records required in terms of OHS Act and Regulations are updated and available in the project safety file. The records must be a true reflection of the status or serviceability of the tools, equipment, workplace or part of the construction inspected at that date and time.

18.1 Registers. These documents refer to a list of items i.e.: tools, equipment, chemicals with serial numbers, inspections of construction activities including sidewalls, retaining wall excavations, and trench sidewalls, which will be inspected daily or following rain or severe weather conditions.

18.2 Inspection forms. These documents display the physical inspection standards, name of the inspector who conducted the inspection. The abbreviations that differs form "OK/US/NA" must appear on the inspection documents listed under the "KEY". Inspection must be done by competent members with safety officers carrying out spot checks on the inspection registers.

18.3 Unserviceable tools and equipment. Faulty equipment and tools identified during the inspection must be withdrawn from the workplace, recorded on a register and stored separately in an area, cabinet or store facility clearly marked "US/redundant tools". With respect to electrical cords:

18.3.1 Ensure that electrical extension cords are serviceable, do not have any unsafe joints and not more than 1 joint per 10 m.

18.3.2 All electrical extensions must consists of the standard three wires: neutral, live and common, with serviceable plugs and sockets fitted. Each of these wires shall be 2mm or equalling to carry 20 A.

18.3.3 Electrical cords must be inspected by a senior member to ensure that plugs and sockets including the polarity of the live and common is correctly connected with safe isolation.

18.4 The project safety officer and safety representatives must carry out spot-checks on a weekly basis.

19. Occupational Health and Safety Signage. The Principal Contractor will provide and install clear and adequate health and safety signage on-site for the safety of employees, visitors, and the public, This signage may include but is not limited to: safe walkways, prohibited areas, site office, first aid-, fire-fighting, and evacuation signs:

19.1 Construction board declaring the construction-site and minimum PPE requirements.

19.2 General information-, warning-, propitiatory- and mandatory signs.

19.3 Safety barrier (webbed netting or wire with danger tape). Note that danger tape is not to be used as barrier, but only as a warning device.

19.5 Safety guards, guard rails to be a minimum of 900 mm in height and of sound material, hand and knee rails to be installed.

19.7 Water barriers, chevron boards, reflector strips, delineators, and flashing lights will be installed when excavations impact public traffic and after-hours or poor visibility conditions.

19.8 Project health and safety barricading. The project management will assess the impact of engulfment and provide the necessary safe barricading to prevent accidents. Danger tape is not accepted as barricading.

S/no	Description	Example	Type barricade to be installed
19.8.1	General area dangers	Trip and fall hazards that can cause minor injuries	Signage and danger tape
19.8.2	Trenching, excavations dangers	Trenches or heights less than 1m posing a danger of fall into or from hazards resulting in minor and serious injuries	Netting with warning signs
19.8.3	Trenching, excavations dangers	Trenches or heights more than 1m that pose a danger of falling incident resulting in disabling injuries	Fixed barricading with solid material and waring signs
19.8.4	Areas resulting in drop-off edges	Deep excavations, preparation of slabs posing a danger of falling incidents resulting in fatality	Fixed barricading with solid material/water- or concrete barriers and warning signs
19.8.5	Areas resulting in falling of equipment	Working at heights posing a danger where tools, equipment can fall from, causing incidents resulting in serious, fatality or multiple fatalities.	Fixed barricading with solid material/water barriers/concrete barriers lockout area below, lanyards securing the tools, items

20. Construction hot work permits. The following tasks requires the issue of hot work permits approved construction safety officer/manager:

20.1 Hot work permit (Refer: Mandatory Agreement).

20.2 All gas- or arc welding.

20.3 Grinding activities.

20.4 Waterproofing activities.

20.5 Hot work permits will be issued and are valid for a period of 6 working days and may only be issued for a specific week or period thereof. Contractors that plan to conduct hot work must prepare and submit the following documents to the safety officer for approval and issue of the hot work permit:

20.2.1 The description, location, period the permits are required and supervisory staff.

20.2.2 The method statement and risk assessment for the task.

20.2.3 The competencies and appointments of the member(s) involved in this task.

20.2.4 The name of the employee must appear on the permit.

21. Client Audits. The project CHSA will carry out monthly health & safety visits and conduct systems and process audits on the project activities to assess the safety adherence to this specification. The audit process includes “sample” auditing of all documents (SHE files) and the implementation of the documented system.

21.1 Audit Reports. Audit feedback will be given verbally on the day of the audits, while reports will be issued within 24 hours of the audit to the Principal Contractor and client.

21.2 Red Deviations. If a red deviation notice is issued to the Principal Contractor, urgent attention is required to rectify the non-conformance by the end of the day's work. The safety agent is authorised to “STOP” any unsafe work noticed that may result in incidents with serious consequences or any of the following:

21.2.1 Contractor's without updated LOG where the LOG is not obtained, or proof could be provided that the company has made full payment to the workman's compensation.

21.2.2 Employees without updated medical reports. (Medicals to be issued in accordance with Annexure 1 of the CR2014). Where medicals expired and payment made for renewal, the existing medical will be accepted for 14 days.

21.2.3 Non-compliance with the requirement in this document regarding working at heights, fall prevention techniques i.e.: incorrect placement or setup of lifelines and the absence of edge barricading or unsafe work done from MWEP, roof work or steel installation.

21.2.4 Absence of tool certificates or temporary distribution boxes without COC issued.

21.2.5 The absence of permits as displayed in par. 20 of this document.

21.2.6 Any lifting done by crane or mobile crane without the presence of qualified banksman or rigger.

21.3 Corrective actions report. The Principal Contractor shall prepare a corrective action report to treat non-conformance reported within 24 hour after receiving the report, the report is to focus on preventing a recurrence of the NC's.

21.4 Audit scores. The principal contractor to take note that the system score will be impacted and adjusted by the process audit findings raise. The auditor may subtract maximum 10 marks for each deviation or non conformance recurring or with potential life threatening situation.

22. Principal Contractor Internal audits. It is required that the Principal Contractor conducts and records monthly internal audits, inspections, PTO’s on own project- and appointed contractors files and processes of construction:

CONSTRUCTION HEALTH AND SAFETY MONITORING, CONTROL AND REPORTING

23. Project construction manager duties. (CR 8 : 2014)The Principal Contractor shall appoint a competent construction manager to manage the construction and construction safety on the project GW176 SARB: HO Extension

This includes the appointed contractor-contractors and specialists assigned to the project. Further:

23.1 To plan, task and monitor the construction activities aligned with the clients specification.

23.2 To plan, develop, implement and monitor all tasks and activities through an audit programme and keep record of findings and scores.

23.3 To ensure that the project access is controlled to prevent any unauthorised entry, specifically that visitors are registered and receive safety induction.

23.4 To appoint an competent assistant construction manager, foreman and construction supervisors to assist in managing the construction activities carried out safely on-site :

23.4.1 That appointed supervisors are competent and understand the hazards pertaining to the task, to assist the construction manager in the monitoring of project safety at all times.

23.4.2 That supervisors conduct inspections, risk assessment PTO's with the authority to implement corrective actions to prevent recurrence of hazards or NC's.

23.5 To ensure that project safety is supported by good construction, administration- and communication skills. Safety meetings with Contractors will be held at least weekly and minutes kept of the safety issues discussed:

23.5.1 To ensure contractor's files are audited monthly and up to standard with documented, method statements, risk assessments, inspections and corrective actions required.

23.5.2 To ensure that all construction work, tasks and activities on-site are documented, risk assessed and supervised by members who understand the task and related hazards with the authority to take action to prevent an incident.

23.5.3 To ensure that all the tasks and activities on-site are carried out in a safe manner and fall within the scope of work of the particular contractor competencies.

23.5.4 To ensure that the contractor employees' details are correct and valid for the duration of the project.

23.6 To ensure that the continuous risk assessments and DSTI system are enforced

23.7 To ensure that incidents and accidents are investigated, that precautionary measures are taken and implemented, which may include disciplinary actions to prevent a recurring or NC's.

23.8 To ensure that unsafe construction work, unsafe acts and unsafe conditions are “STOPPED” and corrective measures implemented before the work may proceed. Record to be kept of all stop notices issued to contractors.

23.9 To ensure that a process is implemented in which every contractor on-site keeps daily attendance of their employees. A daily safety talk is not accepted as attendance register. (See appendix F, electronic copy available). Daily attendance shall be reported on RCS application, the bar code will be issued to respective managers or safety officers.

24. Hazard Identification and Risk Assessments. (CR 9: 2014) The Principal Contractor and contractors shall develop project- and task specific risk assessments to comply with construction regulations. (OHS Act 85.93 Sec 8.d). The appointed risk assessor will be a permanent employee of the Principal Contractor, where the principal contractor fails to enforce this instruction with regards to the appointed contractors, the principal contractor shall be responsible to ensure contractors risk assessments complies with this document. (See appendix G for example) Further that:

24.1 The project safety officer/manager will ensure that all the tasks and activities are described in sequence of execution in the task procedures or method statements. Further that the procedures or method statements are followed when the task or job risk assessments are developed. The method statement must display the following information:

24.1.1 Detailed task and activities are listed in chronological sequence steps.

24.1.2 The equipment and plant required for the task indicated on the method statement.

24.1.3 Reference to existing safety procedures or risk treatment factors listed

24.1.4 Possible emergencies to be listed

24.1.5 Signed by the developer and approved by the Principal Contractor construction manager/safety officer

24.2 The project safety officer/manager will ensure that a project specific risk register is prepared, updated and available on-site. It must be attached to the monthly health and safety feedback report.

24.3 The layout of risk assessment must at least display the following:

24.3.1 General information: date developed, task name, risk assessor name and the acceptable risk training determined by the company CEO.

24.3.2 The task or activity list.

24.3.3 The hazards identified that impact on the safety of the employee, property safety or public and or environment.

24.3.4 Assessment done considering and displaying the severity and likelihood and risk rating, suggested control measures to mitigate the risk rating and reassess the severity and likelihood to lower the risk rating.

24.3.5 Risk matrix available in the file.

24.4 The project safety officer/manager shall ensure that continuous risk assessments are implemented where existing risk assessments lack the correct risk detail. The continuous risks assessment will be used to update the exiting risk assessments.

24.5 The project safety officer/manager shall ensure that the a copy of the approved risk assessment is present at the work place where the tasks are executed. A daily safe task inspection (DSTI) shall be implemented to ensure the workplace was made safe before- and at the end of the day shift.

24.5.1 The DSTI will be completed by the supervisor.

24.5.2 Kept on-site where the task is conducted for the duration of the task.

24.5.3 DSTI's to be handed in at the office/project safety officer for record keeping and updating the respective risk assessment.

24.6 The principal contractor and appointed contractors are mutually responsible to ensure that the correct SABS approved PPE are issued and worn correctly, for the protection of employees, therefore:

24.6.1 Carry out a task assessment and PPE assessment for all the tasks the company may be involved in to determine the specific PPE requirements. Principal Contractor 's must be prescriptive when appointing contractors for a task in terms of PPE.

24.6.2 Carry out monthly inspections to ensure PPE is maintained and change those PPE damaged during the flow of construction.

24.6.3 Ensure PPE will be SABS approved, where certificates are applicable, the contractor will make available the certificate.

24.6.4 Ensure that the PPE issued will protect the employee against the hazards and risks that may arise from the activities e.g. work at heights will include chin straps.

24.6.5 That only double lanyard full body harnesses will be provided for working at heights on this project. Steel latches to be used when employees work at heights to secure each lanyard separately to the beams.

24.6.6 Ensure that the PPE requirements displayed on the construction board will be adhered to by all employees, contractor management and employees, professional team and visitors to the site. The following specific arrangement will be enforced:

24.6.6.1 Short pants are not accepted as PPE/uniform and will not be worn on-site unless assessed and construction board changed.

24.6.6.2 Members mixing concrete by hand and pouring concrete must be issued and wear gum boots with steel cup.

24.6.7 All employees involved in the construction project will protect and maintain the PPE issued. Only SABS PPE may be issued, substandard, damaged or PPE contradicting this rule, will not be allowed on-site.

25. Site Establishment. The Principal Contractor shall develop a site establishment plan to ensure the correct positioning and safe layout of the following aspects:

25.1 Access control to the site, including notices of "construction-site " or "be aware of constructions activities" and "visitors to report to the site office" to be installed. COVID-19 access to be implemented, no screening, recording = no access. (Suggested)

25.2 Identify a safe laydown area and layout of the contractor's containers/sheds to ensure the safety of tools, material and equipment.

25.3 Display of evacuation signage to point out the route to the assembly.

25.4 Effective barricading of engulfment areas, and installation of the appropriate signage. (See par. 19.8)

25.5.1 Is equipped with correct serviceable fire extinguishers and signage.

25.5.2 The safety and safe keeping of contractor’s equipment, tools and materials remain the responsibility of the contractor.

25.5.3 The Principal Contractor and contractors to apply sound and good housekeeping principles for the duration of the project.

25.6 Physical site security, security lighting and guards to be considered and applied or implemented. (To allow safre work)

25.7 Eating and toilet facilities of employees, including facilities for visitors of both genders, to be erected and equipped with the required signage.

25.8 The project evacuation plan is to be developed and the correct signage to be installed from all areas of the construction-site . The Principal Contractor shall:

25.8.1 Inform all Contractor's of the evacuation plan in writing.

25.8.2 Ensure that the evacuation drill (exercise) is carried out at least once a month. This should be exercised individually and contractor specific without interfering with the normal construction activities

25.9 The principal contractor shall coordinate tasks between contractors including lifting operations to ensure safe progress of the construction activities on site.

26. Fall Protection plan. (CR10:2014) The Principal Contractor will ensure that a comprehensive project specific fall protection plan (FPP) is developed (by a qualified member) taking into account all phases of the project and construction activities with the risk of fall from, fall into, or collapsing of structures or side walls exist. The FPP complies with the following:

26.1 That the FPP will develop task specific, taking the project fall risk tasks/hazards into consideration.

26.2 That the FPP is supported by the project rescue plan, that the necessary equipment to implement the plan is available onsite.

26.3 That the fall protection team is trained in the rescue methodology and all employees are trained in self rescue when hanging in fall arrest position, in a safety harness.

26.4 The following preventative measures must be taken to ensure workplace safety:

26.4.1 That supervisors are competent in the installation of life lines.

26.4.2 That supervisors remain responsible for ensuring that edge barricading are installed or erected.

26.4.3 That high windspeed is taken into consideration when working at heights.

26.4.4 Additional safety measures is taken into consideration when decking of formwork is covered with shutter board or where or tools and equipment can be dislodged from the formwork during strong winds.

27. Structures. (CR 11: 2014) The Principal Contractor shall ensure that the provisions of the regulation CR 11:2014 are met and record is kept of inspections carried out by a competent person of the integrity of the structure and the following:

27.1 The drawings pertaining to the design of the structure are kept on-site and are available on request of an inspector, client or representative and employees.

27.2 That project drawings issued comply with the requirements as displayed in SANS 10400 Part A e.g. displaying the required signage, notes, dated and signed by the draftsman and responsible person and stamped "issued for construction".

27.3 That the structure is inspected and any signs of damage reported to the structural engineer.

27.4 The construction manager must ensure that no structure or part of a structure is loaded in a manner that enhances or poses a risk of collapse.

27.5 Before demolishing of a structure, that the structural engineer's method statement is received and studied to ensure the support e.g. back propping suggested are installed.

27.6 Records of all inspections must be kept in a register onsite .

27.8 Installation of steel structures, trusses, sheeting and façade, shall ensure that work is assessed and carried out safely: Furthermore that:

27.8.1 The installation of steel structures and sheeting shall be done following the designer's approved drawing issued for construction.

27.8.2 The offloading, assembly of steel sections and sheeting shall be done in alignment with this document and the main Principal Contractor allocation of laydown areas.

27.8.3 Manual or mechanical material handling shall be done under supervision of a supervisor that understands the risks assessed as per method statement and risk assessments.

27.8.4 Lifting of steel structures by crane or in tandem with another crane or where interaction is required from installers on mobile working elevated platform (MWEP) shall be carried out by qualified, experienced rigger.

27.8.5 No load may hang suspended when the crane operator leaves the crane cabin.

27.8.6 The lifting area must be barricaded to prevent accidental entry to the danger zone of the lifting process.

27.8.8 Employees involved with the lifting and securing the steel structures, roof- and side wall sheeting shall secure their harnesses to a safety line.

27.8.9 Steel structures or sheeting stacking on the roof trusses shall be secured and tied to existing secure trusses to prevent accidental dislodging by strong wind.

28. Temporary works. (CR 12:2014) This project excludes temporary works. If the scope of work changes and includes temporary works, the Principal Contractor must contact the safety agent to issue updated specifications.

28.12 Erecting scaffold as working platform. (Please see par. 32 in this document for detail) The Principal Contractor shall ensure that:

28.12.1 Scaffold erected as working platform is erected by a competent scaffold erector, with serviceable and sound material, equipped with access ladder and the platform fully boarded.

28.12.2 That employees are issued with safety harnesses, tools fixed to the scaffold with suitable lanyards.

28.12.3 Where wheels are fitted, that serviceable locks are fitted and that the locks are in the lock position before employees access the scaffold.

28.12.4 That any damaged part or section of the scaffold is removed from site.

29. Excavation and earthworks. (CR 13:2014) Bulk earthworks are not included in this project. If the scope of work changes the principal contractor must contact the safety agent to assess and issue updated specifications. (Where limited earthworks of excavations are required in the scope of works, the PC to ensure to comply with CR13)

30. Demolitions. (CR 14:2014) The principal contractor shall ensure that the provisions of the regulation CR 14:2014 are met and ensure that the structural engineer's method statement is taken in consideration in the planning of safe demolition of a structure. Where the building carries heritage status, that the approved heritage plan will be implemented and the portion of the structure that remains, will be secured as per structural design. Further that:

30.1 A qualified, competent demolition supervisor is appointed, who understands the hazards and risks involved in demolishing a building. Where the supervisor does not have a qualification, the person must have no less than 10 years' experience in demolition of buildings.

30.2 That the wayleaves of existing services are taken into consideration and services disconnected or locked out before the demolition process starts.

30.3 That the authorisation to demolish (power of attorney) is issued before the start of demolition and instructions issued to ensure the safety precautions to lockout the services has been taken.

30.4 The contractor responsible for the demolition will take all reasonable precautions to protect employees and the public from injury during the demolition process.

30.5 Where demolition work may affect the structural integrity of columns and or structure, the contractor construction manager will request additional detail from the structural engineer before proceeding.

30.6 Demolition of the building will follow a chronological sequence, i.e.: soft stripping, knocking down brickwork and structures. The procedure will include:

30.6.1 Planning and installation of demarcation/barricading of the work area to prevent unauthorised entry.

30.6.2 Demolishing and stripping by hand e.g. removing all non structural items.

30.6.3 That all material stripped from the building is sorted, loaded, and transported to the point for recycling or dumping.

30.6.4 Removing of all glass and the installation of preventative measures e.g. dust control, back propping and methodology to remove rubble form the building and area.

30.6.5 Demolition of brick walls and structures e.g. jackhammers, excavators equipped with pecker or scissors devices.

30.6.6 That rebar is removed from building rubble before loading, covering of rubble and carting to the registered dumping site. (Where required from the dumping site)

30.6.7 Demolition and removing of all foundations and concrete bases. (Please refer to scope of work as per tender documentation)

30.6.8 Demolition and removing of any concrete or steel structure that might be covered by the current project.

30.7 The construction manager to ensure that supervisors are competent and understand the hazards, risks and consequences of the demolition process.

30.8 The construction manager to ensure that safety precautions for dangerous work are implemented before allowing employees to carry out the task e.g.:

30.8.1 Life lines are installed and safety harnesses worn when stripping of roof sheeting.

30.8.2 That the correct PPE is assessed, issued and worn during each process of the demolition.

30.8.3 That additional safety measures are implemented where hand and machine demolition are carried out.

30.9 That the construction manager project emergency and response plan will contain the detail of all the emergencies that may arises from the demolition project and that the employees are acquainted with it.

30.10 That the construction manager ensures that all the employees and operators are competent with skill to carry out their task safely.

30.11 That the contractor removing stockpile or rubble to ensure that the plant is serviceable and that dumping is done legally at a yard of dumping site registered for that purpose.

30.12 That the contractor appoints a dedicated person to clear rubble from the plant sides preventing pollution or rubble fall on the road that may cause accidents.

30.13 That the contractor ensures a flagman is appointed to control traffic, especially when plant merging with public traffic.

30.14 Where asbestos was removed from the building, the client will provide the contractor with the necessary certificate.

30.14.1 Classification of the type and classification of the asbestos.

30.14.2 Methodology of removing, handling, protecting and transporting of the asbestos.

30.14.3 The construction manager will ensure that the weight leaves received from the waste company is kept on-site and available for inspection by an inspector.

30.14.4 The construction manager will ensure that members competent with asbestos removal, acquainted with the removal plan, and the safety measures involved with the process, are appointed for the task.

30.14.5 The construction manager will ensure that appropriate PPE are available and issued to members removing the asbestos.

30.14.6 The construction manager will ensure that asbestos is removed, handled, treated, loaded in a vehicle with canopy that can be closed to cart the asbestos to the registered dumping site.

30.15 Daily safety inspections to be done to ensure safe working conditions and the integrity of the structure during the project. When the integrity of the structure is not trusted, the construction manager will request the structural engineer to advise before demolitions may proceed.

30.16 Heritage buildings. The demolition of heritage structures (buildings 60 year old or of specific historical value) require specific authority before it may be demolished. The following procedure to be followed:

30.16.1 The appointed contractor for the demolition shall adhere to the approved heritage plan.

30.16.2 Where the portion of historical value is required to be protected, the structural engineer will be informed to conduct a survey and prepare and issue a structural report to protect the specific area of the building.

30.16.3 The contractor will implement the structural engineer's report for approval before demolishing the building connected to the historical part or section.

30.17 Blasting activities are not considered for this project, if blasting is required, the principal contractor needs to contact RCS to issue blasting safety guidelines.

31. Tunnelling. (CR15:2014) Tunnelling is not included in this project. If the scope of work changes to include tunnelling operations, the project safety agent must be contacted for an update specification.

32. Scaffolding. (CR16:2014) The Principal Contractor will ensure that the provisions of the regulation CR 16:2014 are met and ensure that scaffolding erected on-site is erected and supervised by competent members in accordance of the SANS 10085. The construction manager and supervisors to ensure that:

32.1 All scaffolding on-site must be erected for a specific purpose and need and must adhere to the requirements of the SANS 10085 for the type and height required. Where applicable it must be designed by a temporary works designer.

32.2 Scaffolding parts are inspected and only serviceable parts used in the scaffold that is erected. Any part of the scaffold with visual damage must be removed from site.

32.3 That only qualified scaffold erectors and approver are allowed to erect, dismantle or change the layout of scaffolding or working platforms.

32.4 The footing of scaffolding is firmly placed on sole boards of required dimensions and material.

32.5 Ensure scaffolding is erected, braced, secured to structure and inspected as per SANS 10085.

32.6 Ensure scaffolding register is updated and safe to use; signs are displayed after scaffolding is declared safe to use.

32.7 Erected scaffolding:

32.7.1 May only be used for the purpose for which it is designed and erected.

32.7.2 May only be accessed when the green tag is displayed. Access is only permitted through official access installed.

32.7.3 May not be loaded with material exceeding the weight as planned.

32.7.4 Must be equipped with safe access.

32.7.5 The members' tools are attached with lanyards preventing the tool falling from the platform.

32.7.6 Safety measures, netting are installed preventing accidental falling of debris onto adjoining buildings and/or endangering public.

32.8 Only scaffolding erectors may alter or change the layout of erected scaffolding. No part of the approved scaffold may be removed to access the work unless:

32.8.1 The removal is approved by the scaffold inspector and construction manager.

32.8.2 Clear signage is installed indicating the dangers.

32.8.3 All members working on that part of the platform are wearing safety harnesses, attached to a safe anchor point.

32.9 The erection of cantilevers must follow:

32.9.1 the design of the temporary works designer;

32.9.2 erected and approved by a competent, appointed person;

32.9.3 inspected by the temporary works designer, recorded on an handover to the Principal Contractor for use.

32.10 Ladders and the general use thereof must comply with the following guidelines:

32.10.1 Ladders must be registered, serviceable and of the correct type and length.

32.10.2 No employee will be permitted to work from a ladder's top three rungs/steps.

32.10.3 Where employees are working from A frame type ladder without a secure point to fix a harness, the supervisor must ensure that alternative safety measures are implemented. E.g. second member holding the ladder stable.

32.10.4 Extended ladders must protrude at least 1 m above the landing with ration 1/4. The ladder must be secured at the footing and on the landing area.

32.10.5 Wooden ladders may not be used on-site.

32.11 No member shall be permitted or authorised to work from an incomplete scaffold or a scaffold that any ledger or any part of the scaffold was removed unless:

32.11.1 The member is competent and experienced to work from scaffold platforms.

32.11.2 The members are wearing safety harnesses hooked onto a safe anchor point preventing falling from incidents.

32.12 When permitting work to be done from trestle's, the following safety arrangements shall be implemented:

32.12.1 The trestle must be serviceable and without any defects.

32.12.2 The trestle may not be erected on bricks or similar material.

32.12.3 When trestle is extended to reach a height displayed in the fall protection plan, the safety arrangements as displayed in the plan shall be complied with.

32.12.4 The trestle shall be fully boarded or supplied with scaffold boards.

32.12.5 Where possible, a barricade to be installed at the rear to prevent accidental fall from incidents.

33. Suspended platform. (CR 17:2014) Suspended platform operations are not included in this project. If the scope of work changes and includes suspended platform operations, the principal contractor must contact the safety agent to assess the matter and issue updated specifications.

33.2 Motorized platform. Skyjacks (MEWP): All operator Certificates to adhere to the requirements of DMR 18(11) and will be renewed before expiration date. The certificate will display the detail as prescribed in par. 11.1 and 2 of the mentioned document.. Further:

33.2.1 The constructor shall appoint a competent supervisor that understand the hazards and risks of motorized operations, to oversee all work conducted from these platforms.

33.2.2 Only qualified and competent operators may operate and carry out daily inspections of the motorized equipment.

33.2.3 Before lifting the platform, and only if the MWEP is fitted with outriggers, the outriggers shall extended to secure the lift.

33.2.4 Work area under the motorised platform is barricaded to prevent unauthorised entry in the danger zone.

33.2.5 Records of inspection shall be available on-site and at the specific MEWP. Service record must be kept in the contractor file.

33.2.8 The construction manager must ensure that motorised platforms are compliant with the engineering specifications and that platforms with any damage are removed from site.

33.2.9 That all safety measures, equipment, stabilizing controls and engineering safety controls are serviceable before permitting the operation of the equipment.

33.2.10 That the maximum load rating is not exceeded for the lifting machine in use.

33.2.11 That all employees are trained specifically with the emergency procedures before permitting them working from the machines platform.

33.2.12 That the operator is to take charge of the safe use of the lifting machine and that employees working from this platform are wearing safety harnesses attached to the platform railing.

33.2.13 That the operator is responsible for the safety when employees are exiting the working platform to a stable steel structure of similar.

33.2.14 That the operator is responsible for the sanitizing of the cage and controls touched by employees.

33.3 Suspended and motorized platform used on-site will be inspected daily and record of inspections be available on request of an inspector.

33.4 Emergencies and rescue must be determined and be included in the emergency response and rescue plan.

33.5 That a load test certificate is available on-site for each suspended platform before installation and use thereof.

33.6 When a member must exit the cage of MWEP, the safety harness one safety hook must be fixed to the secure hook before unhooking the second hook from the cage.

34. Rope Access. (CR 18:2014) Rope access operations are not included in this project. If the scope of work changes to include suspended platform operations, the Principal Contractor must contact the safety agent to assess the matter and issue updated specifications.

35. Material Hoists. (CR 19:2014) Material hoist operations are not included in this project. If the scope of work changes to include material hoist operations, the Principal Contractor must contact the safety agent to assess the matter and issue updated specifications.

PLANT AND MACHINERY

36. Bulk mixing plant. (CR 20:2014) Bulk mixing plant is not considered for this project. If the scope of work changes and includes Bulk Mixing Plant, the Principal Contractor must contact the safety agent to assess and issue updated specifications.

37. Explosive actuated fastening device. (CR21:2014) The Principal Contractor will ensure that the provisions of the regulation CR 21:2014 are met and ensures that explosive actuated fastening devices are fitted with a muzzle and complies to the following:

37.1 That only competent employees are appointed and understand the risk of the device, may use it during construction activities. Further that a member is appointed in writing to:

37.1.1 Issue explosive actuated fastening device.

37.1.2 Issue explosive actuated fastening cartridges and nails (shots & pins).

37.1.3 Inspect the explosive actuated fastening device before issue and on return.

37.1.4 Clean and maintain the explosive power actuated fastening device.

37.2 Explosive actuated device to be inspected daily before use and records to be kept.

37.3 Explosive cartridges and nails to be recorded when issued and when returned.

37.4 Explosive actuated device, cartridges and nails to be locked securely.

37.5 Explosive actuated device to be fitted with a muzzle on the end to control debris.

37.6 Only a competent appointed user my operate the explosive power actuated device.

38. Crane operations (CR21:2014) Crane operations are not considered for this project. If the scope changes and includes crane operations, the principal contractor must contact the safety agent to asses and update the specifications.

39. Construction Vehicles and Plant. (CR 23:2014) The Principal Contractor shall ensure that the provisions of the regulation CR 23:2014 are met that includes the safety and operational safety of construction vehicles and plant. (As per definition CR2014)

39.1 The construction manager shall appoint a competent member to supervise the movement of construction vehicle and plant on-site.

39.2 Operators to be issued and to wear the appropriate PPE when moving on-site outside their plant.

39.3 Operator competencies to be complaint with the Driven Machinery Regulation 18(11): Training Providers of Lifting Machine Operators requirements:

39.3.1 SAPS certified copies of operator(s) competencies and proof of medical fitness must be available in the plant.

39.3.2 Plant inspection register must be completed on a daily basis and kept in the plant. No tick's are allowed instead, OK or US or NA must be used to indicate the status of the item inspected.

39.4 Construction vehicles with the following defects will not be allowed on-site :

39.4.1 Defective exhaust systems.

39.4.2 Serious oil or fuel leaks.

39.4.3 Unsafe bodywork or loads.

39.4.4 Non-standard equipment fitted.

39.4.5 Vehicles and plant not road worthy.

39.4.6 Any obvious mechanical defect e.g. poor brakes, no reverse alarm, flashing lift or broken windscreen.

39.4.7 Excavator front windows to be protected with wire mesh.

39.5 Earth-moving equipment will be operated in accordance with good safety practices so as to protect the operator and other workers or persons in the area.

39.6 Plant will be equipped with flashing light and reverse siren and requires chevron tape as prescribed in the construction regulation.

39.7 Plant removing soil or stockpile from site will be inspected and the sides, mudguards and tow bars cleaned to prevent soil spilling onto the road. When required by town council by-laws, loads will be covered with shadow net to prevent pollution.

39.8 Plant to be roadworthy when moving on national roads.

39.8.1 Plant carting material on and off site to ensure that all material is inside the plant and not overhanging on or over the sides of the plant.

39.8.2 Plant will be supported by sufficient number of flagmen when entering or exiting the site and merging with public vehicles.

39.9 Hired plant and Machinery. The Principal Contractor will sign an agreement with plant hire company to supply plant and operators in accordance with this site specification:

31.9.1 The construction manager shall ensure that where operators are included with the plant hire, that the same rules apply as for own operators and plant. Operators will be safety inducted.

31.9.2 The construction manager to ensure that hired plant and operators are specifically tasked and that work is supervised and carried out to standard of the Principal Contractor standard and the requirements of the site specification.

39.10 Replenishing of fuel. The Principal Contractor shall develop a fuel replenishing plan for the project the includes the following:

39.10.1 A designated area where replenishing may be done.

39.10.2 That the area will be barricaded, equipped with warning signage and fire-fighting equipment.

39.10.3 That the members responsible for the replenishing process comply with smoking policy and fire protections arrangements i.e.: Installing of drip trays.

39.10.4 That fuel bowser or trailer will not be permitted to the site if not complying with the legal requirement. Further:

39.10.4.1 That the bowser of trailer is road worthy and licenced.

39.10.4.2 That the required signage and serviceable fire-extinguishers are available and displayed.

39.10.4.3 That replenishing is conducted following the set procedure.

39.11 Maintenance repairs of plant on-site will comply to the following instructions:

39.11.1 Maintenance vehicle, tools and equipment brought to site must be serviceable.

39.11.2 All maintenance and repairs processes must be assessed and follow a documented procedure.

39.11.3 Maintenance work to be assessed and on-site conditions taken into account when risk assessment is completed to assess the hazards impacting directly on the maintenance process.

39.11.4 All the members of the maintenance team must be in possession of an medical fitness certificate.

39.11.5 The maintenance procedures must include the prevention of soil and water pollution. This should be described in the maintenance plan.

39.12 Bulk fuel storage to adhere to the following requirements:

39.12.1 Fuel storage to erected with bund wall to contain 10% more of the content of the amount fuel stored.

39.12.2 Installation of correct type portable fire-extinguishers at the bulk storage point.

39.12.3 Fire equipment should be selected and located to enable fires adjacent to the storage vessel to be extinguished and so prevent spreading of the fire.

39.12.4 The appropriate symbolic safety signs that comply with the requirements of SANS 1186-1 shall be mounted including no smoking, no use of cell phone.

40. Electrical installations and machinery. (CR 24:2014) The Principal Contractor shall ensure that the provisions of the regulation CR 24:2014 are met and ensure that electrical installations on-site is accompanied by electrical COC:

40.1 DB's are secured, correct safety signs installed, cover plate secured with legend of the supply.

40.2 Temporary DB's on-site are to be installed by a competent person and a COC is issued after each installation.

40.3 Any equipment or extensions plugged into any DB are serviceable and inspected regularly.

40.4 No illegal or unsafe electrical connections are allowed to be connected to the DB's or to the plug points provided at temporary distribution boards.

40.5 Use of generator as energy source

40.5.1 Generator to be serviceable, registered and inspected daily.

40.5.2 Generators to be positioned safely and supported by a serviceable fire extinguisher.

40.5.3 Generator start-up-, switch-off and emergency procedures to be developed and employees trained to adhere to the procedures.

40.5.4 All connections fitted to the generator to be serviceable.

40.8 Portable electrical tools. (Electrical machinery regulations 2011) The construction manager shall ensure that employees and contractors comply with the legislation and site specifications with respect to the use, storage and inspections of portable electric tools and equipment:

40.8.1 Electrical tools and equipment must be registered and inspected by a competent person at least once a month. Users of electric tools and equipment must conduct an inspection daily to their safe to use.

40.8.2 Tools issued by the storeman must be inspected by the storeman and employee to ensure the tools are serviceable.

40.8.3 Tools that show wear and tear or any defect must be withdrawn from the serviceable tools and stored on the redundant shelf and marked US. It must be removed from site.

40.8.4 Only competent persons may use or apply the electrical portable tools and equipment.

40.8.5 Awareness training in regard to the dangers of electricity is carried out and safety measure enforced for the duration of the project.

40.8.6 That tool safety covers, plug points and safety features are protected.

40.8.7 That electrical lockout is enforced when electric tools are not in use by removing the plug point from the socket.

41. Use and temporary storage of flammable liquids on construction sites. (CR25:2014) The Principal Contractor shall ensure that the provisions of the regulation CR 25:2014 are met when stacking and storage of flammable liquids stored on-site:

41.1 The construction manager will appoint a competent supervisor to oversee the use and storage of flammable liquids on-site .

41.2 The construction manager will ensure that the storage of flammable liquids will meet the following guidelines:

41.2.1 That the storage will be of the appropriate size, ventilated, lockable and equipped with the correct type of fire-extinguishers and signage.

41.2.2 That the items stored in this storage are listed on a register and controlled by the storeman.

41.2.3 That the storage of petrol and liquids with low flashpoint must be planned and kept to the absolute minimum.

41.2.4 That specific warning signs - no smoking, flammable chemical store - are installed.

41.2.5 That a copy of the flammable liquids MSDS are kept in the store.

41.2.6 That the hazards are assessed and emergencies developed and included in the emergency, response and rescue plan.

41.3 The construction manager to ensure that the storage of vessels under pressure (VuP) comply with the regulations, and:

41.3.1 All VuP and LP gas bottles are marked and listed on a register.

41.3.2 All VuP and LP gas bottles are inspected monthly.

41.3.3 VuP and LP gas bottles are transported correctly and the required signage displayed on the vehicle.

41.3.4 Regulators, pipes and equipment are inspected monthly and kept on-site.

41.3.5 LP gas bottles stored in a secured ventilated, lockable store room, equipped with relevant signage and firefighting equipment installed at the storeroom.

41.3.6 All work involving VuP and LP gas are assessed, accompanied by the appropriate fire extinguishers while bottles are fixed upright to the structure or in a trolley.

41.3.7 The emergencies assessed and included in the project emergency, response and rescue plan.

41.5 The construction manager to ensure that hazardous chemicals are stored in a ventilated, secured store room, and:

41.5.1 That members required to mix or work with the chemicals are competent and understand the hazards and dangers associated.

41.5.2 That members are issued with the necessary PPE before mixing or working with it.

41.5.3 That the correct signage is displayed at store room.

41.5.4 That first aiders are in possession of the chemical MSDS and know how to treat HCS case appropriately.

41.5.5 That a bund wall is erected around the storeroom with at least 10% more capacity stored to contain a spill.

41.5.6 That an updated list of chemicals, including the record of issue and quantities is available in the store.

41.5.7 That the applicable MSDS's are kept on-site and copies thereof are displayed at the store and fist aid box.

42. Water environments. (CR 26:2014) The Principal Contractor shall ensure that the provisions of the regulation CR 26:2014 are met and plan the control and protection of water environments.

42.1 Prevent employees and the public falling into the water with the danger of drowning.

42.2 Prevent water pollution directly into the environment or into storm water drains flowing into the water environment.

42.3 That application is submitted to the authorities to obtain a record of decision, if the water from the water environment needs to be used.

42.4 The risks of pollution or employees falling into water environment to be assessed and the risk recorded and included in the emergency, response and rescue plan.

42.5 That the boundary safe distance from the wetland/water environment is clearly marked to prevent construction activates crossing and contaminating or polluting the water environment.

42.6 All employees, contractors and visitors are informed of the wetland boundaries.

42.7 Storm water drain inlets to be covered with material to prevent dirt, rubble and building rubble to be washed into the drains.

43. Housekeeping and general safeguarding. (CR 27:2014) The Principal Contractor shall ensure that the provisions of the regulation CR 27:2014 are met and the construction manager develops and issue a clear instructions with regard to good housekeeping:

43.1 Stacking of equipment and tools in the workplace must be assessed to ensure open safe evacuation routes are available.

43.2 Actions to prevent timber with protruding nails that pose a risk of injuring employees being knocked-in or removed from the timber.

43.3 Safety representatives inspection list to include daily inspection of housekeeping.

43.4 That good housekeeping principles shall be implemented by all contractors and employees.

43.5 Slings, electrical cords, or extension cords to be stored safely (hung up) to prevent damage to equipment.

43.6 Safety reps to conduct spot checks on Contractor's store rooms to ensure compliance.

43.7 Where rubble poses a danger to the safety of employees or causes an engulfment area, to report that to the site manager.

43.8 All packaging material including boxes, pallets, and crates stored safely in the laydown- or refuse area until it is removed from the site. The storage of these items should not pose a fire risk to the project.

43.9 Stacking of props during the dismantling of support must be planned to ensure evacuation routes are open.

44. Stacking and storage on construction sites. (CR 28:2015) The construction manager shall ensure that the provisions of the regulation CR 27:2015 are met and the construction manager develops and issues clear instructions with regards to laydown areas, stacking, and storage on the project. Further that:

44.1 General Material. The construction manager to ensure that stacking and storage of company and Contractor's equipment and material adheres to the following:

44.1.1 That specific laydown areas are allocated for Contractor's material and equipment.

44.1.2 That suitable space for bulk sand/brick/cement/rebar or steel structures and other building materials are allocated.

44.1.3 Stacking and storage of props, shutters, scaffold must be planned and stack accordingly without preventing open evacuation routes.

44.1.4 That storage areas are to be kept neat, demarcated and good housekeeping enforced through continuous inspections.

44.1.5 No food preparation or storage of food is permitted in the store room containers.

44.1.6 Storeman to differentiate between serviceable/unserviceable equipment and tools.

44.1.7 Fire extinguishers to be installed at the storage area when a risk of fire exists.

44.1.8 Emergency and evacuation signs and barricading to be installed for the safety of employees.

44.1.9 Accumulation of general waste is not permitted, contractors to prevent the accumulation of waste or empty containers by removing them regularly.

44.2 Stock pile. The Principal Contractor or construction manager to ensure that stacking of stock pile does not pose a danger to the employees, public and the environment, further:

44.2.1 Laydown areas are safe and do not pose a risk of overloading the side walls of trenches.

44.2.2 That area where plant is loaded with stock pile are clearly demarcated and provide space for manoeuvring of the plant.

44.2.3 That the area is accessible for excavators and plant.

44.2.4 Positioning of stock pile may not block or limit excavation route.

44.2.5 Routes from and to stock pile to be clearly marked.

44.2.6 Where stock pile is crushed by on-site crusher the position of crusher to be assessed to be accessible .

44.3 Laydown area. Laydown area created for the offloading and loading of equipment must be safe, demarcated, good housekeeping maintained and supervised by a competent supervisor. Further:

44.3.1 It must be reachable with safe access and exit routes.

44.3.2 Correctly positioned to allow loading equipment by tower crane.

44.3.3 Not being used as dumping site.

45. Fire precautions. (CR 29:2014) The Principal Contractor shall ensure that the provisions of the regulation CR 28:2014 are met and provide adequate serviced fire-fighting equipment located at strategic points during construction:

45.1 The appropriate notices and signs must be posted as required. Fire-equipment and evacuation signs must be displayed throughout the construction area.

45.2 The construction manager to ensure that a fire team or teams are established on-site with competent trained employees as fire fighters, emergency controller and employees qualified as first aiders.

45.3 That fire-fighting equipment is on register and inspected by a competent person, monthly. Used or damaged fire fighting equipment must be removed from site.

45.4 No open fires are allowed on-site.

45.5 Member carrying out any hot work as described in this documentation, must have a serviceable fire extinguisher in close proximity to where hot work is taking place. These extinguishers may not be removed from an area where it was place following an assessment.

45.6 That sufficient and correct fire-fighting equipment is present in the workplace, on register and inspected by a competent person, monthly.

46. Construction employee's facilities. (CR 30:2014) The Principal Contractor will ensure that the provisions of the regulation CR 30:2014 are met ito facilities provided on construction sites:

46.1 Toilet facilities. Sufficient number of toilets clearly marked for male/female to be provided. (1 toilet per 30 workers). Hand soap and toilet paper to be made available on-site . A register to be kept of the cleaning and servicing of toilets. (Cleaning refer to COVID-19 cleaning schedule)

46.2 Waste bins must be strategically placed and emptied regularly. Bins must be equipped with covers to prevent the hatching of insects and pests.

46.7 Hygiene. The construction manager to identify occupational health hazards that impacts on the employees. These hazards to be assessed and treated i.e.: wearing of PPE to prevent:

46.7.1 Inhalation, ingestion, and absorption of any hazardous fumes, cement dust, wet concrete, wood-dust, noise, or substance.

46.7.2 High noise level exposure must be identified and the wearing of earplugs to be enforced.

46.7.3 Food remains to be deposited in bin with plastic bag and must be cleared on a daily basis.

46.8 COVID-19. although COVID-19 has nothing to do with personal hygiene, the washing of hands, clothing, masks, disinfection of tools, equipment and work places, and maintaining social distancing are requirements of the disaster management act to prevent the spreading of the virus. Further:

46.8.1 The construction manager shall ensure that all the members entering the project site are COVID-19 screened and recorded. The COVID-19 compliance officer must confirm that employees are trained and educated to prevent COVID-19 infections. This must include:

46.8.1.1 Hand disinfection and wash stations must be provided to all the employees at the entrance, bathrooms and eating areas. Contractors should provide own sanitizers.

46.8.1.2 Isolation area to be equipped with a disinfecting station, signage and the procedure must be communicated to the members during the safety induction.

46.8.1.3 Disinfecting of tools, equipment, offices, and bathrooms to be planned and displayed on a schedule and recorded on a register.

46.8.1.4 Detailed procedures and training to be planned on the actions that must be followed when an employees falls sick at home or realises he was in contact with a COVID-19 infected person.

46.8.2 The principal contractor shall appoint a dedicated person as the project COVID-19 officer.

46.8.3 The principal contractor and contractors shall appoint and train dedicated person(s) that will execute the screening and recording of their employees at arrival to the project daily. Visitors will be screen by the principal contractor's screening crew.

46.8.4 All screening shall be done with electronic thermometers. Records to be kept in periods of 10 days. This will be used to trace the employees that could have been in direct contract with a possible infected persons.

46.8.5 An area prepared as isolation area. (The principal contractor take note that guidelines shall be updated whenever government update the COVID-10 regulation. Compliance is compulsory)

46.8.6 The construction manager shall ensure that the screening of all operators arriving in plant to be done before access is permitted.

46.8.7 Displaying of notices and signs to remind members to wash hands, social distance, not sharing food bowls, and wearing of mask as part of PPE is required to remind employees of the safety.

46.8.8 Constant training and reminding of employees to social keep distance (where possible) hand sanitizing, washing hands with water and soap must be planned. Hand sanitizing stations to be provided throughout the project but specifically at the eating place, bathrooms and store rooms.

46.8.9 Training must include transport guidelines and threads. Employees making use of public transport to be informed of the risks and reinforced that wearing of masks are mandatory at all times.

46.8 Private food stalls. Private food stalls are not considered for this project. If the scope changes where food stalls will be considered, the Principal Contractor must contact the safety agent to assess and update the specifications.

PUBLIC AND VISITOR SAFETY GUIDELINES

47. Public and Visitor health and safety. The Principal Contractor shall ensure that visitors to the site be made aware of the engulfment areas and the dangers likely to arise from construction activities, including the precautions to be taken to avoid or minimise those dangers or risks. The precautionary measures may include any of the following:

47.1 Displaying the appropriate health and safety notices and signs on specific places, entrances, staircases to ensure that it will be noticed by the visitors. When the client invites future tenants to the site, the Principal Contractor to ensure that:

47.1.1 Work areas that are out of bounds due to construction activities to be demarcated and signage clearly prohibiting entrance. "Construction in Progress, no unauthorised entry allowed".

47.1.2 Each work area must be lockable after hours to prevent unauthorised entry.

47.2 Site offices must be clearly marked and where applicable all visitors to the site must be briefed on the hazards and risks they may be exposed to and what measures are in place or should be taken to control these hazards and risks. A record of the "safety induction" must be kept on-site in accordance with the Construction Regulations.

47.3 The construction manager to consider and install appropriate barricades to eliminate the consequence that the hazard poses to ensure the safety of the public:

47.3.1 Barricades to be erected of solid material no entry signs installed where it will be noticed.

47.3.2 Barricades must be inspected regularly to ensure it is appropriate and valid for the risk it is intended for.

47.3.3 Barricades that creates a risk of injury when colliding with it must be marked with danger tape an reflector strip.

47.3.4 Barricades that protect against debris falling onto public must be secured, inspected, and cleared from such debris daily.

47.4 The construction manager will consider traffic/pedestrian traffic and surrounding buildings with respect to dust and noise control.

47.5 The Principal Contractor and construction manager will secure construction activities close to schools to ensure that engulfment areas and hazards created by the construction activities are safe and/or out of reach for children.

47.6 The construction manager will implement a flag control system where construction vehicles are merging with public vehicles and pedestrians .

47.7 The construction manager will ensure that access routes to emergency equipment, the signage indicating the equipment and evacuation routes are not obstructed, but accessible.

47.8 The construction activities that pose a direct danger to the public are assessed and safe walkway tunnels erected to ensure the safety of the public.

48. Night Work. Night work is not permitted unless approved by the client and DOL notified of the intention. When approved:

48.1 Night work shall be supervised by the construction manager or assistant construction manager.

48.2 Night work activities are carried out by trained employees, operators under supervision of qualified supervisors.

48.3 Night work shall be supported by a qualified first aider and SHE representative, present at each shift.

48.4 Night work shall be supported by effective illumination and provided by the principal contractor or respective contractor.

48.5 Night work shall be assessed, taking into consideration the hazards relating to the work and external factors impacting on the safety of the task.

48.6 All the members working night work shall receive safety induction, wearing specific PPE required to be visible in dark areas of the project.

49. Transport of workers. The Principal Contractor and contractors shall ensure that:

49.1 Employees, tools, and equipment shall not be transported in the same vehicle.

49.2 No employee will be transported on a vehicle without a canopy, equipped with suitable seats and safety belts.

49.3 Workers will not be permitted to stand or sit on the edge of the vehicle used as transport.

50. Traffic Management Plan. It is not required that an official TMP is drawn up for this project, general safety rules for driving and transporting of goods need to be complied with as per Roadworthy Act.

51. Alcohol and drugs. No alcohol or drugs are allowed to be used or sold to site. Employees or visitors under the influence of alcohol or drugs must be escorted to the site office:

51.1 The Principal Contractor shall conduct sample tests on operators of plant entering at least once a month or if it is suspected the alcohol or drugs was brought onto site.

51.2 No weed or canvas may be sold, provided, eaten or smoked on this construction project. Members with proof of medical record to take this for medical reasons must consult with management to be removed from the project.

51.3 Any person suffering from any illness/condition that requires the use of medical prescription tablets on-site that may have a negative effect on his/her safety or endanger the safety of co-employees or the project, must be removed and relocated to the Principal Contractor's head office.

51.4 Any person suspected of being under the influence of alcohol or drugs must be accompanied to the site office where the necessary actions will be take e.g. legal registers will be completed and arrangements made to ensure the member is sent home safely.

51.5 Members with addiction should be referred to the companies administrative procedures for help, members that violate this guideline on purpose must be removed from site and should be subject to the company's disciplinary procedures.

ENVIRONMENTAL SAFETY GUIDELINES

52. It is required that the Principal Contractor assess the project's impact on the environment and compile a detailed method statement or procedure, detailed risk assessment and safety measures preventing and/or limiting damage to the environment with regard to:

52.1 Ground and soil pollution

52.2 Water pollution

52.3 Air pollution

53. Hazardous material i.e. asbestos and emissions of toxic gasses is not considered for this project, if asbestos is identified on-site, the Principal Contractor will inform the client and safety agent to assess and issue updated specifications.

53. Hazardous material and toxic gasses.(HCR) The principal contractor shall ensure that the provisions of the HCR regulation are met upon discovery of asbestos or when toxic gasses were released accidently :

53.1 The principal contractor will ensure adherence to the following when asbestos is discovered on-site:

53.1.1 Inform the client and client safety agent of the asbestos immediately.

53.1.2 All work in this area must be barricaded and no entry signs installed .

53.1.3 Appoint an AIA to assess and compile a report on the type, grade and dismantling and removing of asbestos from site.

53.1.4 Inform DOL of the asbestos and plan of actions as per AIA report.

53.1.5 Appoint a specialized company to remove the asbestos to registered dumping site. When the principal contractor is registered to demolish and remove asbestos:

53.1.6 Site specific asbestos safe work procedures will be developed including relevant risk assessments.

53.1.6.1 Only employees trained and competent to remove asbestos may remove the asbestos following the written procedure.

53.1.6.2 That asbestos will be wet with water before dismantling to prevent air and soil pollution with asbestos dust.

53.1.6.3 That asbestos will be disposed at a registered waste company and weight certificate collected as proof of disposal.

53.1.6.4 That employees will be provided with PPE, dust coats for the protection of inhaling asbestos dust.

53.2.3 That no spraying shall occur outside the booth and testing of the system will only be done when all preventative measures are implemented.

53.2.4 That the appropriate PPE is made available to all members entering the spraying area and the PPE is stored separately away form the spray paint booth.

53.2.5 That a warning system is installed to indicate that spraying is in progress.

53.2.6 Warning signs displayed of required PPE, no smoking and open flame.

53.2.7 That MSDS'e are available and analysed for compatibility with other chemicals and MSDS'e in the first aid box to be followed in case of emergency,

53.2.8 Sufficient number of appropriate fire extinguishers installed in close proximity to the booth.

54. Waste management. The Principal Contractor will develop and implement a waste management plan to dispose of all waste generated on-site . Waste is classified into different categories:

54.1 General and office waste. Office paper and waste including food remains to be placed in black bags and disposed by removing it to a general waste dumping site on a daily basis. Waste bins to be available for this purpose.

54.2 Construction building waste. The Principal Contractor is responsible for removing building waste from the site to the relevant dumping site.

54.3 Hazardous waste. This waste refers to all waste that poses a health risk to humans or damage to the environment. Hazardous waste must be collected and stored in the required bags or drums, specially labelled for this purpose, until a registered hazardous waste collector collects, disposes and issues a certificate of disposal.

55. Project maintenance/shopfitting is not considered for this phase of the project.

Closure

56. Although the work is conducted under the supervision of the construction manager, the CEO (OHS Act 85/93 section 16) remains accountable to provide the safety resources and relevant equipment to ensure the safety of the project.

57. This site specification displays the hazards and risks pertaining to the construction work for the project. The Principal Contractor must ensure that when any task not assessed in the specification and required guidelines arises, to contact the safety agent to assess, prepare and issue an revised site specification.

58. Advertisement. No company specific advertising board, posters may be displayed on the boundary fence or visible from the access roads accept those which are approved by Equites Property Fund representative.

Specification Updated on 09-Feb-21

Johan Ackerman
AUDITOR OHSAS 18001:2007
PrCHSA/103/2019

Approved by the Client Representative

Sylvia Heyn
SARB
Project Manager

Acceptance by Principal Contractor: I, the undersigned, declare that the site specification was received and confirm that I have read and understand the content thereof. I confirm that I will contact the CHSA to discuss any uncertainty or aspect that cannot be adhered to for a decision.

Name: _____

Company: **"The Contractor"**

SIGNATURE **Date**

PRINCIPAL CONTRACTOR MONTHLY PROJECT SAFETY REPORT

Date from: _____ to _____

1. Project contractor compilation

S/no	Contractor	Total employees	Core Business	Starting date	Preliminary audit	Monthly Audit Score

2. Incidents

S/no	Contractor	Date of incident	Incident type	Incident description	Investigation Reference

3. Project safety summary

S/no	Contractor	Month	Safety Officer Name	Number of visits	Report submitted	NC Rectified

4. Project safety manager/officer remarks:

_____ _____

Signature Construction Manager Signature

Client audit layout						Annexure B
Client:						
Contractor						
Audit date:						
Auditor / Inspector:						
Company representative:					Site:	
Site: Total employees			F Aiders		SHE Rep's	
Number Contractors						
Requirement	System Audit	Target	Score	Status of Compliancy/Non-conformances		Legal Reference
1.1	Preliminary Legal documents	3				
1.2	Construction Project H&S MS	3				
1.2.1	Planning: Project construction	3				
1.2.2	Planning: Site specific SHE plan	3				
1.2.3	Planning: Appointments matching safety structure	3				
1.2.4	Planning: Risk management	3				
1.2.5	Planning: Emergency Management	3				
1.2.6	Planning: Accident management	3				
1.2.7	Planning: Safety Communication	3				
1.2.8	Planning: Inspection Management	3				
1.2.9	Planning: Notice board	3				
Process audit						
1.3	Construction Process Audit	30				
1.3.1	CR7: PC duties	28				
1.3.2	CR8: Construction Manager Duties	30				
1.3.3	CR9: Risk Management	30				
1.3.4	CR10: Project Fall Project Plan	18				
1.3.5	CR 11: Structures	12				
1.3.6	CR12: Project Temporary Works	30				
1.3.7	CR13: Excavations	24				
1.3.8	CR14: Demolitions	36				
1.3.9	CR15: Tunnelling	12				
1.3.10	CR16: Scaffold	18				
1.3.11	CR17: Suspended Platforms	9				
1.3.12	CR18: Rope access work	12				
1.3.13	CR19: Material hoists	18				
1.3.14	CR20: Bulk Mixing Plant	15				
1.3.15	CR21: Explosive actuated fastening device	12				
1.3.16	CR22: Crane	24				
1.3.17	CR23: Construction Vehicle/Plant	28				
1.3.18	CR24: Electrical installations	18				
1.3.19	CR25: Stacking storage	21				
1.3.20	CR26: Water Environments	16				
1.3.21	CR27 Housekeeping	24				
1.3.22	CR28: Stacking and storage	28				
1.3.23	CR29: Fire Precautions	18				
1.3.24	CR30: Construction Facilities	12				
2.	Daily Operation (Employees)					
Unsafe acts / conditions -10 per item mentioned	-10	0				
		0				
Total deviations (Unsafe acts / conditions		0				
Total score / compliant	0	0				
Percentage	0,0%	100><85; To standard; 84><80 Compliant; 80><70; Require urgent Attention; 60> stop work notice				

LOGO	Project name	Ref No: 4.5.1
		CRMS
	DECK HANDOVER DOCUMENT	Revision date: Dec 20

Document Title: HANDOVER PERMIT – DECKS

I, formwork supervisor for herewith confirm that the following deck is erected is erected in accordance with the following :

No	Description		Formwork Supervisor	Signature PC
1	Drawing number:			
2	Gridlines:			
3	Level			
4	All props are installed			
5	Intermediate props are installed			
6	All column braces and cross braces are installed and secured			
7	I further confirm that the			
8	Shutterboard is secured			
9	Opernings in the shutterboard are closed and secured			
10	Edge protection is installed and secured			
11	Additional measures to prevent displodge in gale force winds, are installed			

SIGNATURE DATE

TO BE COMPLETED AND SIGNED BY THE PRINCIPAL CONTRACTOR PERSON RESPONSIBLE FOR THIS INSPECTION

I, _____ herewith confirm that I conducted and inspection and accept that the above declartion is correct / the following deviation to be rectified

Description	Target date

SIGNATURE DATE

INSPECTIONS BY DESIGNERS BEFORE CONCRETE POUR (BY SIGNING THE FORM THE RISK MANAGER APPROVE THE TASK IS DONE CORRECTLY ACCORIND THE DRAWING ISSUED

Description	Date	Risk Manager	Name	Signature
Rebar inspection		Structural engineer		
Formwork inspection		Structural engineer		
Deck and support inspection		Temporary work designer		
ACCEPTANCE		Principal Contractor		

Appendix D

Project file

S/no	Description	Available	Remarks
1	Proof that the Contractor's OHS file has been signed off		
2	Contractor's Letter of Appointment by The client		
3	Section 37.2 Agreement		
4	Contractor's Letter of Good Standing		
5	Method statement and Scope of Work		
6	The client Health and Safety Specification		
7	OHS Plan		
8	OHS Policy		
9	Emergency Plan		
10	Fall Protection Plan		
11	Incidents management		
12	Organogram		
13	Employees list on attendance register, ID's SAPS certified copies		
14	Induction training relevant and proof of attendance		
15	Appointment Letters, competency and medical certificate		
16	ID's SAPS certified copies medical certificates of labourers		
17	Procedures (SOP's/SWP's) and method statements		
18	Risk Assessment		
19	Procedures (SOP's/SWP's) and method statements		
20	Registers		
21	Checklists		
22	Toolbox Talks		
23	List of Chemicals and Corresponding MSDS's		
24	Audits and Inspections		
25	Acts and other Legal Documents		

COVID-19 QUESTIONNAIRE		
1.	Name	
	Surname	
	Company	
2.	Date of birth	
3.	Address in RSA	
4.	Contact number	
5.	Next-of kin contact number	
6.	Do you suffer from – diabetes, chronic airways disease, heart-or blood vessel disease any other medical conditions which renders you vulnerable?	
7.	In the past 14 days have you in	
7.1	Contact with a person coming from a region where there are cases of COVID-19	
7.2	Contact with persons who may be infected	
7.3	Contact with friends of family members who have been in contact with sick persons	
8	Do you currently have symptoms	
9	In the last 24 hours have you experienced a sore throat?	
10	In the last 24 hours have you experienced an onset of coughing?	
11	In the last 24 hours have you experienced chills or fever?	
12	In the last 24 hours have you experienced a general unwell feeling or unusual weakness?	

Declaration

I, the under signed herewith declare that the answer I provided is correct

Name: _____Signature: _____ Date: ____/_____/2020

Attendance register: Company:

Month:

Key:	
P	Present
A	Absent
L	Leave
SL	Sick leave

Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Total																															

	Project Name	Ref No: 4.3.7
	Risk Assessment: Excavations	OHS MS
		Revision Date: Dec 21

Consequence (Severity) [Worst Case Scenario if hazard should realize.]			Exposure (Frequency) [How Often hazardous event occurs or is present]			Probability [Chance of loss / harm during the exposure period]			Risk Score	
	1	**Of Concern** (minor injury damage over R1,000)		0.5	**Very rarely** (not known to have occurred but remotely possible)		0.1	**Practically impossible** (1: 1 000 000)		
	3	**Important** (temporary disability or damage over R10,000)		1	**Rare** (yearly)		0.5	**Conceivable but very unlikely** (hasn't happened yet)	Very high risk	401 - 10000
	7	**Serious** (injury or damage over R100,000)		2	**Unusual** (once per month - once per year)		1	**Only remotely possible** (has happended somewhere)	High Risk	201 - 400
	15	**Very serious** (one fatality or damage over R 1 000 000)		3	**Occasionally** (once per week - monthly)		3	**Unusual but possible**	Substantial Risk	71 - 200
	40	**Distaster** (a few fatalities or damage over R 10 000 000)		6	**Frequent** (once daily)		6	**Quite possible** (50/50 chance)	Possible Risk	21 - 70
	100	**Catastrophic** (many fatalities or damage over R 100 000 000)		10	**Continuous** (many times daily)		10	**Most likely and expected result if event occurs**	Risk	0.05 - 20

Task or activity	What is the hazard?	What is the risk?	Consequences	Likelihood	Probability	Risk Ranking	What controls are in place? / What additional controls are suggested	Consequences	Likelihood	Probability	Risk Ranking	Abbreviated SOP / Acceptable risk rating 120
Driving to Site												
Driving without licence	Vehicle accidents involving public	Injury resulting in a fatality	40	3	3	360	Company policies and procedures	40	2	2	160	Road Traffic Act
Load not secured	Pollution when loads are not secured	Property damaged less that R10 000	15	2	6	180	Follow Method Statement	15	1	4	60	Company Policies and Procedures
Passengers not using safety belts	Injuries if plant are involved in an accident	Injuries resulted in disablement longer that 13 days	15	3	6	270	Company policies and procedures	15	2	4	120	Road Traffic Act
Hazardous material and staff transported on back of vehicle	Chemical spill, injuries of disease through chemical fumes	Pollution damage result in a value of more that R10 000	15	2	3	90	Training and competency	15	1	1	15	HC Regulation
Site not barricade	Injures when unauthorised entry is gained by public	Injuries resulted in disablement shorter that 13 days	15	6	4	360	Warning signage, notices	15	4	2	120	SHE plan
Access not controlled	Unauthorised entry could result in serious injuries	Injuries resulted in disablement longer that 13 days	15	4	4	240	Provide trained supervision	15	2	2	60	SHE plan
Safety Signs and Notices not installed	Injuries to employees and staff or public if not informed of construction project	Injuries resulted in disablement longer that 13 days	20	3	4	240	Install Safety Signs	20	1	2	40	Construction regulation 2014
Laydown area(s) not allocated	Uncontrolled stacking and storage or stockpile could	Injuries resulted in disablement longer that 13 days	15	4	3	180	Supervision	15	2	1	30	Company Policies and Procedures
No HIRA completed of the area	Potential hazardous tasks or activities not assessed to determine the impact on employee safety	Injuries resulted in disablement longer that 13 days	15	6	6	540	Safety Precautions	15	4	2	120	Construction regulation 2014