



**Project Health and Safety Specification**  
 In terms of OHS ACT 85 Of 1993 & and Construction  
 Regulations 2014

**Project Name:** Refurbishment of Wooden Floors at Civic Centre

**For:** George Municipality – Corporate Services

**PROJECT DIRECTORY**

**CLIENT**

Name: George Municipality – Corporate Services  
 71 York Street  
 George  
 6530

Contact Details:  
 (T) 044 801 9111

**OHS**

Name: EQProject Managers and Safety Solutions  
 Office Number 8  
 94 York Street  
 George  
 6530

Contact Details:  
 (T) 044 873 0752  
 (E) [eqpmss@gmail.com](mailto:eqpmss@gmail.com) /  
[admin@ericqampiprojects.co.za](mailto:admin@ericqampiprojects.co.za)

**Project Details**

Proposed Project Value:	TBC
Notification of Construction Work:	Yes
Required safety personnel	Fully Registered CHSO
Prepared by:	Eric Nqampi
Date Prepared:	13 October 2023

## PROJECT HEALTH AND SAFETY SPECIFICATION TABLE OF CONTENTS

CONTENT	PAGE NUMBER
1.Purpose	3
1.1. Reference	3
2.Client Statement	4
2.1. Project Details	4
2.2. Existing Environment	4
2.3. Potential Sources of Risk	5
2.4. Client safety Rules	6
3. Standard Occupational health and Safety Specification	7
3.1. Scope	7
3.2. Application	8
3.3. Definition	8
3.4. General Health and Safety Provisions	10
3.4.1. Notification of Construction Work	10
3.4.2. Assignment of Responsible Persons	10
3.4.3. Compensation of Occupational Injuries and Diseases Act	12
3.4.4. Occupational health and Safety policies	12
4. Ergonomics	12
4.1. Issue Based Risk Assessment	12
4.2. Continuous Risk Assessment	12
4.3. Inductions and Training	13
4.4. Medical Certificate of Fitness	13
4.5. Awareness	13
4.6. General Recordkeeping	14
4.7. General Inspection, Monitoring and Recording	14
4.8. Emergency Procedures	14
4.9. First Aid Box & First Aid Equipment	14
4.10 Accident/Incident Reporting and Implementation	15
5.Hazard & Potential Situation Communication	15
5.1. Personal Protective Equipment & Clothing	15
5.2. Consolidated H&S File	16
5.3. Stacking Of materials	16
5.4. Hazard Chemicals Substances	16
5.5. Fire extinguishers & Fire Fighting	17
5.6. Hired Plant & Machinery	17
5.7. Hand Tools	17
5.8. Public health and Safety	17
5.9. Severe Weather Conditions	18
5.10. Occupational health	18
5.11. Duties of Principal Contractor	18
Additional Requirements	19- 23
Acknowledge of Document	24

## 1. PURPOSE

The purpose of this document is to provide health and safety information pertaining to the specific project risks known by the Client, Designer and Client Agent. These risks are applicable to this project and may not necessarily be common knowledge to the Contractor. The information encapsulated in this document serve to align the Principal Contractor towards the achievement of the required compliance to the OHS Act (Act 85 of 1993), the Construction Regulations of 2014 and all the other relevant legislative mandates, regulations and attributed Norms and Standards revolving around the scope of works delineated for the nature of this project.

The Principal Contractor must take this information into account and ensure that their tenders include adequate resources to deal with the matters detailed in this document. Compliance must be ensured by the Contractor and Appointed Sub- Contractor to all relevant legislation. Safeguarding of employees, Contractors and other persons affected by the construction activities must be ensured.

### 1.1 Reference should be made to the following documentation in conjunction with this safety specification:

- (a) Engineers Drawings
- (b) Designers Input
- (c) Tender Documents
- (d) Legal mandates and relevant Municipal By-Laws

### References used for the drafting of this specification.

**OHS Act** – Occupational Health and Safety act 85 of 1993 and all regulations promulgated under this act, special reference to Regulations for Hazardous Chemical Agents, 2021

**NEMA (ACT 107 OF 1998)** – National Environmental Management Act 107 of 1998 and relevant specific environmental management acts promulgated under this act, special reference to NEM: WA (Act 59 of 2008).

**NEM: WA (Act 59 of 2008)** – National Environmental Management: Waste Act 59 of 2008 and regulations promulgated under this act, with reference to the National Waste Management Strategy, the Waste Classification Regulations and supporting Norms and Standards.

**Electrical Regulations** – Under department of Minerals and Energy

**The Waste Classification and Management Regulations, 2013, published as Government Notice No. R. 634 of 23 August 2013**

**The National Norms and Standards for the Assessment of Waste for Landfill Disposal, published as Government Notice No. R. 635 of 23 August 2013.**

## **COIDA Act - Compensation for Occupational Injuries and Diseases Act**

Due to potentially dangerous operations being undertaken in, there is a possibility of incidents and accidents which may lead to injuries or fatalities. In many instances non-compliance to the Occupational Health and Safety Act (OHS Act) has resulted in severe consequences for the parties involved. The Client is determined to ensure the highest health and safety standards throughout the Contract.

Every Employer will provide and maintain, as far as reasonably practicable, a set working environment that is safe and without risk to the health of his employees. OHS Act 8 (1) Compliance with the OHS Act and Regulations will not be limited to this specification and the definitions contained in this document.

This document should be used to assist the Principal Contractor towards achieving compliance with the OHS Act.

### **2. CLIENT STATEMENT OF COMMITMENT TO OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT.**

George Municipality (The Client) is committed to ensure that compliance to all the relevant legislation regarding Occupational Health and Safety is maintained and no accident occurs.

- i. This document must be used as a means of measuring performance of all parties entering a contract with the project Client or Contractor in Occupational Health and Safety Standards.
- ii. The Project Client does not accept any liability which may result from the Contractor failing to comply with the Document; the Contractor remains responsible for achieving the required performance levels.
- iii. This document forms part of the Contract, and Contractors are required to make it part of their Contracts with Sub-Contractors and Suppliers.

The successful Contractor will ensure that a Site-Specific Health and Safety Plan complying with all the relevant legal requirements and this document is compiled and approved by the Client/Client Agent before commencement of Construction.

#### **2.1. PROJECT DETAILS**

##### **2.1.1 DESCRIPTION OF WORK**

**Contract No: TBC**

The Principal Contractor will be responsible for the refurbishment of wooden floors in the George Municipality's Civic Centre. The detailed scope of works will include (but not limited to) the following activities:

- Supply and Refurbishment of existing wooden flooring estimated 800m<sup>2</sup>
- Industrial sanding and wood-sealing of wooden floor 800m<sup>2</sup>

- Replace of all broken skirting (100m) with new 22x90mm meranti skirting.
- Replace (broken)/Refurbish the four (4) staircases towards the side-hall.
- Replace the eight (8) stairway staircases.
- Refurbish the four swing wooden doors 2870H x 4480W with existing veneer finish,
- Refurbish all the double doors linked to the wooden floor including the strips around them.
- Refurbish an estimated 300m<sup>2</sup> of the wooden wall.
- Wood-seal all area with three coats with existing similar colour/finish
- Clear site of all debris.

## **2.2 EXISTING ENVIRONMENT**

The project will take place at the George Municipality's Civic Centre.

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

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

## **2.3 HAZARDS PARTICULAR TO THIS PROJECT BASELINE RISK ASSESSMENT**

### **2.3.1 POTENTIAL SOURCES OF RISK**

The following potential sources of risk to the health and safety of persons on site have been identified, as per the risk assessment which accompanies this health and safety specification, and must, as a minimum, be appropriately addressed by the Principal Contractor's health and safety plan. In addition, the Principal Contractor must perform its own activity risk assessments to enable it to take precautions to protect the health and safety of persons on site, to comply with the Principal Contractor's obligations under the Act and all Regulations made thereunder, including the Constructions Regulations.

All such precautionary measures and procedures must be included in the Principal Contractor's health and safety plan, which must be submitted to the Clients health and safety agent for review and approval and where applicable should include:

- Noise.
- Demolitions.
- Dust management.
- Drilling (Breaking of floors).

- Electrical tools and electrical machinery.
- Electrical installations.
- Housekeeping.
- Stacking and storage.
- Fire risks and fire prevention.
- Portable electrical equipment.
- Drug and alcohol use.
- Materials hoist.
- Excavations.
- Site establishment.
- Concrete work.
- Installation of hoarding.

The risk assessment to be included in the health and safety plan must clearly indicate:

- The methodology used to implement the risk assessments.
- A distinct breakdown of processes and activities covered therein.
- Subsequent hazards identified.
- Risk calculations considering consequence, frequency, and likelihood.
- A competent Risk assessor must be appointed by the Principal Contractor to oversee the holistic implementation of risk assessments.

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

- Cement.
- Diesel.
- Petrol.

**2.4 THE FOLLOWING CLIENT SAFETY RULES AND/OR REQUIREMENTS ARE TO BE OBSERVED:**

**Safety Rules**

<b>Covid-19</b>	Wash hands with soap and water or sanitize regularly.
<b>Manual Lifting</b>	Keep your back straight, Bend the knees, don't reach and lift, Get help for heavy loads.
<b>Falls &amp; Falling Objects</b>	Look before you step, keep all walk areas clean, stay out from under loads, don't use unsafe ladders
<b>Working with Electricity</b>	Avoid contact with energized electrical circuits, always use insulated tools, always use appropriate insulated rubber gloves and goggles, follow lock out and tag out procedure requirements never work on energized systems

<b>Unsafe Use of Tools</b>	Inspect regularly, report all defects at once, use the right tool safely, Put it away safely
<b>Protective Equipment</b>	Ensure you use the correct PPE for the job at hand
<b>Housekeeping</b>	A clean job is a safe job, use waste bins, Pile materials safe and neat, Remove hazardous debris
<b>Teamwork</b>	Plan all work with safety - Protect fellow workers

## **LABOUR RECORDS**

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

## **GENERAL PROJECT INFORMATION**

The purpose of this section is to provide general health and safety information about construction risks which are applicable to the construction industry. The Contractor must take all information in this section into account and ensure that their tenders include adequate resources to deal with the matters detailed below. All relevant risks must be dealt with in compliance with legislation.

### **3. STANDARD OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION**

#### **3.1 SCOPE**

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

#### **3.2 APPLICATION**

The Occupational Health and Safety Specification contains clauses that are applicable to the scope of work in question and impose pro-active controls associated with activities that impact on human health and safety as it relates to public safety and or all stakeholders involved. Compliance to the requirements of the Act is in addition to the requirements of the Occupational Health and Safety Specification and form part of the Principal Contractor's

responsibility. The Client / Client Agent will monitor the Service Providers compliance with the requirements of the OHS Act.

### **3.3 DEFINITIONS**

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

**"agent"** means a competent person who acts as a representative for a Client.

#### **Competent person**

Means a person who

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

#### **"Certificate of compliance" means**

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

**"client"** means any person for whom construction work is being performed;

#### **Hazard**

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

#### **Hazard identification**

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

#### **Hazardous Waste**

Hazardous waste is a waste that contains organic or inorganic elements or compounds that may, owing to the inherent physical, chemical, or toxicological properties of that waste, have a detrimental impact on health or the environment.



**"Health and safety file "** means a file, or other record containing the information in writing required by these Regulations.

**"health and safety plan"** means a site, activity or project specific documented plan in accordance with the Client's health and safety specification;

**"installation work" means**

- (a) the installation, extension, modification or repair of an electrical installation;
- (b) the connection of machinery at the supply terminals of such machinery; or
- (c) the inspection, testing and verification of electrical installations for the purpose of issuing a certificate of compliance.

**"Medical certificate of fitness"** means a certificate contemplated in regulation 7(8).

### **Risk**

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

### **Risk assessment**

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

### **"supplier"**

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

### **The Act**

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

## **3.4 GENERAL HEALTH AND SAFETY PROVISIONS**

### **3.4.1 Notification of Intention to Commence Construction Work**

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

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

### **3.4.2 Assignment of Contractor's Responsible Persons To Supervise Health & Safety On Site**

### **3.4.2.1 Competency for Principal Contractor's Responsible Persons**

The Principal Contractor's responsible persons will be competent in health and safety and will have undergone Health and Safety Management Courses. Typical courses will include, HIRA, Legal liability, Incident Investigation, Construction regulations 2014 and OHS Act training. Proof must also be provided that the relevant appointed responsible person has experience related to the work that will be conducted.

The following personnel must be appointed, with proof of competency provided:

#### **I. Construction Manager**

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

#### **II. Assistant Construction Manager**

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

#### **III. Construction Safety Officer**

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

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

#### **IV. Construction Supervisor**

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

**The Principal Contractor will provide proof of the abovementioned appointments and any relevant appointments in writing (as stipulated by the OHS Act), prior to commencement of work.**

#### **3.4.3 Compensation of Occupational Injuries and Diseases Act 130 Of 1993 (COIDA)**

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

#### **3.4.4 Occupational Health and Safety Policy**

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

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

#### **4. ERGONOMICS MUST BE ADDRESSED IN THE RISK ASSESSMENT – REFER TO ERGONOMICS REGULATIONS, 2019**

##### **4.1 Issue Based Risk Assessment**

As circumstances and needs arise, separate risk assessment will need to be conducted. An additional risk assessment will need to be conducted when for example:

- (a) A new operation introduced onto site
- (b) A system for work is changed
- (c) After an accident or a 'near miss' has occurred

##### **4.2 Continuous Risk Assessment**

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

##### **4.3 Inductions & Training**

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

- Reporting all incidents / accidents / occupational ill-health and near misses;
  - Protecting fellow workers from injury;
  - Reporting unsafe acts and unsafe conditions.
  - Reporting any situation that may become dangerous;
  - Carrying out lawful orders and obeying HSE rules.
3. The Principal Contractor shall ensure that all Service Providers' personnel are adequately trained in the type of work / tasks to be performed. This training shall extend to include relevant procedures, Hazard Identification and Risk Assessment. Service Provider's personnel shall have the appropriate qualifications and shall work under competent supervision. Copies of records of appropriate training and qualifications for all employees shall be kept and maintained.

#### **4.4 Medical certificates of fitness**

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

#### **4.5 Awareness**

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

#### **4.6 General Record Keeping**

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

#### **4.7 General Inspection, Monitoring and Reporting**

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

#### **4.8 Emergency Procedures**

1. The Principal Contractor will submit a detailed Emergency Procedure for approval by The Client/ Client Agent prior to commencement on site. The procedure will detail the response plan including the following key personnel:

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

#### **4.9 First Aid Box and First Aid Equipment**

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

#### **4.10 Accident / Incident Reporting and Investigation**

1. The Principal Contractor will in addition to the prescribed requirements of the OHS Act investigate, record, and report all reportable incidents. The investigations will be conducted by a qualified person or persons who have sufficient knowledge to carry out an investigation. In the case of a serious injury, meaning one in which a loss of man-hours are experienced exceeding 7 days, an independent investigator must be appointed by the Service Provider. All incidents on site must be reported to the Client Agent within 1 hour of occurrence by means of a telephone call or SMS.
2. The Principal Contractor shall investigate all incidents immediately and supply to the Client/Clients Agent a written report within 3 days, which shall include:
  - Date, time and place of incident;
  - Description of incident;
  - Root causes of incident/accident;
  - Type of injury and/or (if any);
  - Medical treatment provided (if any);
  - Persons involved;
  - Loss or damage sustained (if any);
  - Names and contact details of witness/s;

## **5. HAZARDS AND POTENTIAL SITUATIONS COMMUNICATION**

The Principal Contractor will immediately notify other Service Providers or Sub-Service Providers of any hazardous or potentially hazardous situations, which may arise during performance of the activities.

### **5.1 Personal Protective Equipment (PPE) and Clothing**

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

### **5.2 Consolidated Health and Safety File**

The Principal Contractor will in accordance with Construction Regulation 7(1)e, hand a consolidated health and safety file to the client on completion of construction work, this must include records of drawings, designs, entry/exit medicals, incident investigations, non-conformances raised or received, risk assessments as well as significant information regarding the construction of the completed structure.

### **5.3 Stacking of Materials**

A Principal Contractor must, in addition to compliance with the provisions for the stacking of articles in the General Safety Regulations, 2003, ensure that –

- (a) a competent person is appointed in writing with the duty of supervising all stacking and storage on a construction site.
- (b) adequate storage areas are provided.
- (c) there are demarcated storage areas; and

- (d) storage areas are kept neat and under control.

#### **5.4 Hazardous Chemical Substances (HCS)**

In addition to the requirements in the HCS Regulations, the Principal Contractor must provide proof in the Health and Safety Plan that:

- (a) Safety Data Sheets (SDS's) of the relevant hazardous chemical substances are available prior to use by the Service Provider. Mention should be made how the P
- (b) Principal Contractor is going to act according to special/unique requirements made in the relevant SDS's. All SDS's will be always available for inspection by the agent.
- (c) Exposure monitoring is done according to OESSM and by an Approved Inspection Authority (AIA) and that the medical surveillance programme is based on the outcomes of the exposure monitoring.
- (d) How the relevant HCS's are being/going to be controlled by referring to:
  - i. Limiting the amount of HCS
  - ii. Limiting the number of employees
  - iii. Limiting the period of exposure
  - iv. Substituting the HCS
  - v. Using engineering controls
  - vi. Using appropriate written work procedures (e)The correct PPE is being used.
- (f) HCS are stored and transported according to SABS 072 and 0228.
- (g) Training with regards to these regulations was given.

The H&S plan should refer to the disposal of hazardous waste on classified sites and the location thereof (where applicable).

The First Aider must be made aware of the MSDS and how to treat HCS incidents appropriately.

#### **5.5 Fire Extinguishers and Fire Fighting Equipment**

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

#### **5.6 Hired Plant and Machinery**

The Principal Contractor will ensure that any hired plant and machinery brought to site is safe for use. The necessary requirements as stipulated by the OHS Act as well as those that are stipulated by this Occupational Health and Safety Specification, will apply. Health and Safety Induction is to be conducted with any hire plant or machinery operators and attendance of appropriate toolbox talks ensured. All operators of hired plant or machinery



must be in possession of valid operator's certificates and medical certificates of fitness, as per requirement by the OHS Act.

### **5.7 Hand Tools**

All hand tools (hammers, chisels, spanners, etc.) must be inspected by the user prior to use.

Tools with sharp points in toolboxes must be protected with a cover. No make-shift tools on site. All cold chisels used on site shall be fitted with a hand guard to prevent hand injuries in case of a miss with the hammer.

All Service Providers shall have a user policy for use of craft knives. Knives shall not be carried in clothing pockets with an open blade. The Principal Contractor shall ensure that the appropriate cut resistant PPE is worn by the user. Cut resistant material coverage should include the forearm of the non-knife holding hand unless other safety measures are taken.

### **5.8 Public Health and Safety**

Both the Client/ Client Agent and the Principal Contractor have a duty in terms of the OHS Act to do all that is reasonably practicable to prevent members of the public and others being affected by the construction processes to be aware and put preventative measure in place. The public or visitors will go through a brief health and safety induction detailing hazards and risks they may be exposed to and what measures are in place to control these hazards and risks.

### **5.9 Severe Weather**

The Principal Contractor shall conduct operations in a manner that do not put personnel at risk from weather and weather-related injury. If the wind is blowing above 35km/h the installation of chemical toilets should be suspended.

### **5.10 Occupational Health**

Exposure of workers to occupational health hazards and risks are very common in any work environment. The occupational hazards and risks may enter the body in three ways:

- (a) Inhalation e.g., noxious gases.
  - (b) Ingestion of chemical agents through swallowing.
  - (c) Absorption of chemical agents through the skin (pores).
1. All Service Providers are to ensure that where employees are exposed to airborne contaminants, preemployment medicals should be conducted to ensure fitness to work under such conditions.
  2. All Service Providers will be responsible for the full cost of medical treatment that his staff may require; the Principal Contractor is therefore required to ensure that all his personnel are medically fit.

3. All Service Providers should ensure that Occupational Hygiene surveys are conducted as per the Occupational Health and Safety Act to ensure employees is not exposed to hazards. Risk Assessments should identify areas where surveys are to be conducted.

#### **5.11 Duties of the Principal Contractor**

The Principal Contractor must develop the health and safety plan in line with the health and safety specification. The plan will be evaluated and approved for implementation. The Principal Contractor must do his / her internal monitoring systems such as internal audits and inspections. The Client Agent will conduct audits to check compliance monthly.

The Principal Contractor must appoint a part time health and safety officer. The Principal Contractor must appoint a risk assessor as well as the incident investigator.

**OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION  
REQUIREMENTS FOR CONSTRUCTION**

**ANNEXURE A**

Notification of Intention to Commence Construction / Building work	To be completed and logged with the Department of Labour	Before commencement on site
Assignment of Responsible Person to Manage Building Work	All relevant appointments as per OHS Act	Before commencement on site
Assignment of Responsible Person to Supervise Building Work	All relevant appointments as per OHS Act	Before commencement on site
Medical Certificates of Fitness for all personnel on site	As per specifications and OHS Act	Before commencement on site
Competency for Responsible Persons	As per specifications and OHS Act	Before commencement on site
Compensation of Occupational Injuries and Diseases Act (COIDA) 130 of 1993	COIDA Requirement	Before commencement on site and during construction period
Occupational Health and Safety Policy	Contractor's Responsibility	At tender stage
Health and Safety Organogram.	Contractor's Responsibility	Before commencement on site
Health & Safety Representative	Section 17 OHS Act	Submit as soon as there are more than 20 employees on site

## ASSIGNMENT OF CONTRACTOR'S RESPONSIBLE PERSONS

<b>ANNEXURE B</b>
-------------------

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

CEO Section 16.1 Board Resolution or declaration
(Competent Person for OHS) - OHS 16(2)*
Construction Manager CR 8(1)*
Construction Safety Officer - CR 8(5)
Construction Work Supervisor - CR 8(7)*
Construction Work Assistant Supervisor - CR 8(8)*
Risk Assessor - CR 9(1)
Competent Person to perform Risk Assessment Training – CR 9(3)
Fall Protection Planner CR 10(1)
Construction Vehicle & Mobile Plant Operator - CR23(1)(d)*
Temporary Electrical Installation Inspector CR 24
Housekeeping Supervisor CR 27
Stacking & Storage Supervisor - CR 28(a)
Fire Equipment Inspector - CR 29(h)
Emergency Coordinator - ER 9
H&S Committee Chairperson - OHS 19 ( <i>where applicable</i> )
First Aider/s - GSR 3 ( <b>Compulsory</b> )
Hazardous Chemical Substance Supervisor - HCS Regulations
Health and Safety Representative - OHS 17(1) ( <i>where applicable</i> )
Portable Electrical Equipment Inspector EMR 10
Incident / Accident Investigator - GAR 9(2)
PPE Inspector – GSR 2
COVID-19 Compliance Officer

## OTHER OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION REQUIREMENTS

<b>ANNEXURE C</b>
-------------------

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

<b>What</b>	<b>When</b>	<b>Output</b>	<b>Reference information</b>
Awareness training Toolbox talks	Twice a week and before hazardous work is carried out	Attendance Register	
DSTI	Daily before work starts	Signed document	
Health and Safety Committee Meetings	Monthly	Minutes signed by the employer (Contractor) Covering: a) Health and Safety Representative Checklist	
Health and Safety Reports	Monthly	Report covering: a) Incidents/Accidents and Investigations b) Non-conformance c) Health and Safety Training d) HIRA Updates e) Internal and External Audits	Incident reporting and investigation for The Project Client / Client Agent & Contractor form
General Inspections	As per Occupational Health and Safety Specification and OHS Act	Report on Occupational Health and Safety Specification and OHS Act compliance: a) Scaffolding. b) Lifting Machinery c) Excavations	
General Inspections	Monthly	Covering: a) Firefighting Equipment b) First Aid boxes c) Portable Electrical Equipment d) Ladders e) Vehicle & plant inspections	
Record keeping	Ongoing	Covering: a) General complaints b) Fines c) General incidents d) MSDS e) Surveillance Medicals f) Inspection Register	
Permits	Before commencement with certain activities	As stipulated by the Occupational Health and Safety Specification and the OHS Act / Construction Regulations	

## SAFETY FILE REQUIRMENTS

<b>ANNEXURE D</b>
-------------------

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

Item	Description
1.	OHS Act section 37.2 Agreement & <b>CR 5(1)(k) Principal Contractor Appointment</b>
2.	EHS Plan <b><u>(Approved by Client as well as contractor responsible person)</u></b>
3.	Contractor Policies <b><u>(As well as proof of communication to employees)</u></b>
4.	Scope of Work & <b><u>Letter of award of contract</u></b>
5.	Contractor Public Liability Insurance Cover <b><u>(Proof of cover and policy number)</u></b>
6.	Notification of Construction Work to Department of Labour (Copy) <b>Stamped by DOL</b>
7.	Client SHE Specifications <b><u>(Proof of communication to Construction Manager &amp; Supervision)</u></b>
8.	Letter of Good Standing with a Licenced Compensation Commissioner (COID)
9.	Organisation Structure <b><u>(Must indicate legal appointment reference, contact number as well as e-mail address where applicable)</u></b>
10.	Induction <b><u>(Copy of training material and proof of training)</u></b>
11.	Risk Assessments <b><u>(Approved risk assessment by contractor and Agent as well as proof of communication to all employees)</u></b>
12.	Area Emergency Plan site specific <b><u>(Proof of communication to employees)</u></b>
13.	All Safe work procedures relevant to tasks that will be performed tasks identified as high-risk activities during risk assessment process
14.	Incident Investigation Procedure and Documents
15.	Appointments Letters <b><u>(Copy of legal appointments and competency/CV/Certificates)</u></b>

16.	Site Specific Audits and Internal Audits/Inspection Arrangements <b><u>(Client as well as internal)</u></b>
17.	Personal Protective Equipment <b><u>(Proof of issue as well as monthly inspections by supervision)</u></b>
18.	Workers Welfare Facilities & Waste Management <b><u>(Plot plan and inspections)</u></b>
19.	Toolbox Talks <b><u>(Topics and proof of communication)</u></b>
20.	Site EHS Meetings Arrangements
21.	Equipment/Tools Inspections Checklist/Registers
22.	Medical Surveillance Certificates
23.	Copy of the Act & WCL2 Forms
24.	MSDS'S of all chemicals that will be used on site (16 Point MSDS as required by law)
25.	Fall Protection Plan

**ACKNOWLEDGEMENT OF OHS SPECIFICATION**

Name of Company \_\_\_\_\_

I/We \_\_\_\_\_

*Hereby certify that I/we acquainted ourselves with the Health and Safety Act 85 Of 1993 as well as the Construction Regulations, 2014 and all conditions contained herein as laid down by the State for the carrying out of construction work for which I/We submit our response.*

*I/We further agree that the State shall recognise no claim from me/us for relief based on allegations that I/We overlooked any tender requirements or failed to take into account the purpose of completing the documentation as required.*

Signed at \_\_\_\_\_ On this the \_\_\_\_\_ Day Of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
**WITNESS**

\_\_\_\_\_  
**NAME IN BLOCK LETTERS**

\_\_\_\_\_  
**For and on behalf of Contractor:**

\_\_\_\_\_  
**Contractors Signature**

\_\_\_\_\_  
**I.D of Signatory**