



**CONSTRUCTION HEALTH AND  
SAFETY SPECIFICATION  
FOR THE SUPPLY AND INSTALL OF  
AIR CONDITIONING AND RELATED  
WORK AT THE GEORGE CIVIC  
CENTRE**

23 July 2024  
Revision 0

## DOCUMENT INFORMATION SHEET

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**Type of Report** : H&S Specification

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**DOCUMENT CONTROL SHEET**

**PROJECT NAME :** Supply and Install of air conditioning and related work at the George Civic Centre.


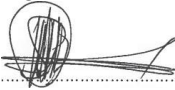
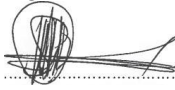
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**SIGNING OF THE ORIGINAL DOCUMENT**

We, the undersigned, accept this document as a stable work product to be placed under formal change control as described by our internal Procedure: Management of Controlled Documents.

<b>ORIGINAL</b>	<b>Prepared by</b>	<b>Reviewed by</b>	<b>Approved by</b>
Date:	Name: X Redcliffe	Name: L. Mzamo	Name: L. Mzamo
<b>24 -07- 2024</b>	Signature: 	Signature: 	Signature: 

**REVISION CHART**

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<i>Revision Number</i>	<i>Alteration</i>	<i>Date</i>
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THIS DOCUMENT WAS PREPARED BY:

XAKS Consulting (Pty)Ltd  
MR. Xavier Redcliffe  
Pr. CHSA/56/2017 SACPCMP  
Contact: +27 785463529/ 067 8474367  
E-mail: [xavier.redcliffe@xaks.co.za](mailto:xavier.redcliffe@xaks.co.za)  
[www.xaks.co.za](http://www.xaks.co.za)

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## 1. Definitions

For the purpose of this Construction Health and Safety Specification, all definitions in the Occupational Health and Safety Act & Regulations, the abbreviations and the definitions given hereunder shall apply:

1. “**Client**” refers to George Municipality.
2. “**COIDA**” means Compensation for Occupational Injuries and Diseases Act 130 of 1993
3. “**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 Qualification Framework Act, 2000 (Act No 67 of 2000), those qualifications and that training must be regarded as the required qualifications and training; and
  - b. is familiar with the Act and with the applicable regulations made under the Act;
4. “**construction manager**” means a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site including overseeing occupational health and safety;
5. “**construction site**” means the approved construction footprint and grounds where construction work is being performed as part of this contract.
6. “**construction supervisor**” means a competent person responsible for supervising construction activities on a construction site;
7. “**construction vehicle**” means a vehicle used as a means of conveyance for transporting persons or material, or persons and material, on and off the construction site for the purposes of performing construction work; and, includes a bakkie or LDV used by the principal contractor or any contractor
8. “**CHSS**” refers to this document, the Construction Health & Safety Specification
9. “**CR**” refers to the Construction Regulations, 2014
10. “**COC**” refers to Certificate of Compliance.
11. “**DSTI**” refers to a documented daily safe task instruction compiled and issued by a contractor and trained to all relevant employees
12. “**excavation work**” means the making of any man-made cavity, trench, pit or depression formed by cutting, digging or scooping;
13. “**fall risk**” means any potential exposure to falling either from, off or into;
14. “**H&S**” refers to Health and Safety
15. “**Health and Safety Plan**” refers to a documented plan which addresses hazards identified and includes safe work procedures to mitigate, reduce or control the hazards identified.

16. **“Health and Safety Specification”** refers to a documented specification of all health and safety requirements pertaining to the associated works on a construction site, so as to ensure the health and safety of persons.
17. **“medical certificate of fitness”** means a valid medical certificate of fitness; such medical testing shall be relevant to the risks of the construction work performed on site and shall conform to the Occupational Health and Safety Act and Regulations and to the requirements in this H&S specification.
18. **“Method statement”** refers to a document detailing the key step by step activities to be performed in order to reduce as reasonably as practicable the hazards identified in the risk assessment.
19. **“OHSA”** refers to the Occupational Health & Safety Act of 1993
20. **“Principal Agent/Engineers”** refers to the lead consultants of the project appointed by the Client.
21. **“Principal Contractor”** means an employer who performs construction work for the client and who is appointed by the client.
22. **“Regulations”** refers to the Regulations issued under the Occupational Health & Safety Act.
23. **“SACPCMP”** means the South African Council for the Project and Construction Management Profession

## **2. Introduction to this Construction H&S Specification**

1. This Construction Health & Safety Specification is published in terms of the Occupational Health & Safety Act of 1993 (OHSAct), Construction Regulations 2014, Regulation 5(1)(b).
2. The CHSS does not replace the Construction Regulations, 2014, but is a supplementary specification as required in terms of the Regulations. Partial references to or quotes from the Regulations do not imply that the sections not referred to or quoted from are of lesser importance or are not applicable.
3. The Principal Contractor is, at all times required to and will remain responsible to fully address all requirements and standards of the Occupational Health and Safety Act, Regulations and the full Construction Regulations in the Health and Safety Plan and the implementation thereof.
4. This Health & Safety Specification may be supplemented during the project with further specific Construction Health & Safety Specifications which deal with health & safety issues as these arise.

## **3. Limitation of liability**

1. The client or its Agent shall not be responsible for any acts or omissions of any Contractor which may directly or indirectly result from the application of the CHSS or any project specific version thereof.
2. All contractors must ensure that articles, work, equipment, machinery, plant and work practices are, at all times, compliant to the legal requirements as these apply.
3. The client or its Agent shall limit its responsibility to the application of the Construction Regulations' Client Requirements only.
4. The client or its Agent cannot be held responsible for any acts or omission of any contractor and no advice, approval of any document required by the CHSS or the Agent, such as hazard identification and risk assessment action plan or any other form of communication from the client or the Agent shall be construed as an acceptance by the client of any obligation that absolves the Principal Contractor from achieving the required level of performance and compliance with legal requirements. Further, there is no acceptance of liability by the client or the Agent which may result from the Principal Contractor failing to comply with the CHSS.
5. The Principal Contractor shall enter into a Mandatary Agreement with the client, as defined in Section 37(2) of the Occupational Health and Safety Act.

## **4. Purpose of the Construction H&S Specification**

1. This CHSS will be applicable to all construction work during the project.
2. This CHSS defines the client's standard by which all occupational health and safety risks shall be controlled at the construction site.
3. All employers working on the construction site shall conform to the standard in the CHSS. All the duties of a Principal Contractor in this CHSS equally apply, in full, to contractors of such Principal Contractor and to sub-contractors of such contractors.

## **5. Implementation of the Construction H&S Specification**

1. This CHSS forms an integral part of the Contract, and Principal Contractors are required to make it an integral part of their contracts with subcontractors and suppliers.
2. The Principal Contractor shall ensure that the H&S plan contains sufficient evidence of:
  - a. Adequate provision for the cost of health and safety measures.

- b. The principal contractor's access to and intention to appoint persons with the necessary competencies to carry out the construction work safely.
- c. The principal contractor's access to the necessary resources to carry out the construction work safely and without risk to the health of the workers.
- d. The principal contractors' planning of construction activities within the special requirements emanating from personnel deployment, time constraints and language barriers.

## **6. Scope**

1. This project entails the supply and installation of aircon unit at the George Civic Centre.
2. This CHSS covers the client's requirements for addressing, mitigating and controlling Occupational Health and Safety related risks, problems, incidents and injuries during the construction work on site.
3. The scope addresses legal compliance, hazard identification and risk assessment, and the promotion of a health and safety culture amongst those working on site.
4. The CHSS contains clauses that are generally applicable to construction and imposes controls associated with activities that impact on human health and safety.
5. The Principal Contractor is required to comply with the provisions of the OHS Act, all applicable Regulations and this CHSS.

## **7. Compensation for Occupational Injuries and Diseases Act**

1. The Principal Contractor, each contractor and each sub-contractor shall submit proof of Good Standing with the COIDA Commissioner, or a Mutual Association licensed in terms of Section 30 of COIDA, prior to starting any work on the site.
2. A copy of the Letter of Good Standing with the COIDA Commissioner must be included in the H&S Plan of each contractor working on the site and must remain updated for the duration of the construction work.
3. Contractors whose Letter of Good Standing expires will not be permitted to continue work on site.

## **8. Provision for the cost of H&S**

1. The appointed Principal Contractor shall allow in their tenders for the cost of complying with the requirements of this CHSS and the legislative requirements based on the project scope of works.
2. The principal contractor shall be required to submit the priced OHS BoQ to the Agent for verification and submission to the Department of labour during the application for the construction works permit.

## **9. Notification for Construction**

Based on the estimated Contract Value, duration of the project as well as estimated Man-hours of this project, it is not envisaged that a Construction Work Permit will be required. Therefore, the Principal Contractor should submit a Notification of Construction Works to the Regional



Department of Employment and Labour situated in George. Proof of acknowledgement of receipt of such notice shall be kept on file.

## **10. Construction Manager**

1. The principal contractor shall appoint a competent person as the construction manager with the duty of managing all the construction work on the Site.
2. The construction manager shall be responsible to ensure that the following duties are executed and shall actively communicate with the client-agent in order to:
  - a. Confirm and provide proof of compliance; and
  - b. Discuss any compliant constraints which may be experienced.
3. The construction manager may be assisted by the safety officer and, where such an arrangement is planned, the H&S plan of the Principal Contractor shall clearly define the respective duties of the construction manager and of the safety officer.
4. The construction manager shall be appointed in writing and each of the tasks below shall be included in the signed letter of appointment.
5. The construction manager shall present the site-specific health and safety plan, based on this health and safety specifications to the client agent and shall discuss and amend the H&S plan until finally approved by the Agent
6. The construction manager shall ensure that the H&S plan is applied from the commencement of and for the duration of the construction work.
7. The construction manager shall ensure that the H&S plan is reviewed and updated as work progresses.
8. The construction manager shall open and keep the Site health and safety file and ensure that, at all times, this file is on site and available to an inspector, the client, the client's agent or a contractor.
9. The construction manager shall provide contractors and sub-contractors with this CHSS.
10. The construction manager shall ensure that all contractors appointed by the Principal Contractor have an approved H&S plan, prior to appointing the contractor and prior to allowing the contractor to start working on site.
11. The construction manager shall ensure that contractors have evidence of both registration and good standing in terms of COIDA and shall not permit any contractor to start work or to continue with work on site unless a valid Certificate of Good Standing is on site.

## **11. Construction Safety Officer**

1. The Principal Contractor shall appoint a competent part time Construction health and safety Officer for the construction work at the client.
2. The construction health and safety officer appointed shall be registered with the South African Council for the Projects and Construction Management Professions. Candidate safety officer shall be accepted provided a mentoring agreement is in place and included in the H&S file for

approval. The mentoring agreement must be with a registered safety officer or safety manager with specific deliverables as per the requirements of the SACPCMP.

3. The Principal Contractor shall define the duties of the appointed health and safety officer in the H&S plan.
4. Proof of competence and proof of registration of the appointed construction health and safety officer must be included in the H&S file for review and approval before works commence.
5. The site safety officer should have the required resources on site to perform their work effectively.

## 12. Principal Contractor's Health & Safety Plan & File

1. The Principal Contractor shall provide and maintain an H&S File, containing all relevant documents as prescribed in the OHSS, the Construction Regulations of 2014 and all forms or records referred to that has relevance to specific legislation.
2. The H&S File shall be kept on site and available for inspection by the client Agent or the Department of Labour's Inspectors.
3. The content of the file is included in this specification, but additional items may be added.
4. The H&S plan should include and project background/introduction section taking into consideration the following:
  - I. Project name
  - II. Client details, name of responsible person and the business address
  - III. Principal Agent/Designer details, name of responsible person and the business address if applicable
  - IV. H&S CHSA details, name of responsible person and the business address
  - V. Principal Contractor, name of responsible person (16.2 appointee) and business address
  - VI. Completion project scope
5. The H&S plan should include a detailed site-specific overview of the
  - Scope of works and activities of the project; this overview must include all work controlled by the Principal Contractor, whether directly or through the services of a contractors or sub-contractors.
  - An overview of the machinery and plant used in the project; this overview must include all machinery and plant directly or indirectly (through the services of a contractor or sub-contractor) controlled by the Principal Contractor.
  - Specific on-site working hours should be stipulated in the H&S plan.

### H&S Plan Content & Numbering

1. Index of the H&S Plan
2. Project scope of works
3. Scope & activities, machinery, plant, equipment, hazardous articles to be used
4. Health and Safety Resources and Budget
5. Construction manager: duty, responsibility, authority, document control
6. Safety officer: duty, responsibility, authority, document control
7. Principal Contractor H&S management processes
8. Management of the issue-based risk-, risk review- and risk monitoring

9. H&S Induction training and H&S competency management
10. General record keeping management
11. Contractor and Sub-contractor management
12. Site communication management
13. Fall protection plan and method statements for heights work
14. First aid, accident & incident and emergency management
15. Fire prevention and equipment management
16. Safety signage management
17. Access & on-site traffic and public H&S management
18. 18 Electrical management
19. 20. Hazardous chemical substances management
20. 22. Lifting Operations and Management
21. Occupational hygiene, occupational health and fitness for work management
22. PPE management
23. Safety Inspections and Inspection Register management
24. Waste management

#### H&S File Content & Numbering

1. Index of the H&S File
2. Principal Contractor's Policies applicable to the construction site: Occupational Health and Safety Policy
3. Project and OHS organogram with contact numbers
4. Principal Contractor Appointment
5. Mandatary Agreement between client and the principal contractor
6. Proof of Construction Work Permit
7. Letter of Good Standing
8. Contractors Baselines Risk Assessment
9. H&S Plan
10. Induction Plan
11. Emergency Plan
12. Fall Protection Plan
13. Issue Based Risk Assessments
14. Construction Manager, Supervisor and Safety Officer letters of the appointed competent persons and evidence of competency (registrations, qualifications and other proof of competency)
15. Updated Employee List
16. Medical Certificates of Fitness
17. Legal appointment letters
18. Training and Competency Matrix
19. Training records
  - a. Employees H&S Induction records
  - b. Visitors Induction records
  - c. Records of training and competency for method statements
20. Incident Register & Investigation reports & COIDA Accident and incident management procedure
21. H&S Inspection Registers, list should be provided in the H&S Plan
22. PPE Issue Register
23. Internal Audits
24. Letters of approval of contractors and sub-contractors H&S Plans

25. Letters appointment of contractors and sub-contractors
26. Principal contractor's contractor- and sub-contractor audits
27. DSTI's
28. Audits by Client Agent
29. Corrective / Preventive Action plans for client audits
30. All supporting evidence deriving from the H&S Plan

### **13. Hazard Identification and Risk Assessment**

1. The Principal Contractor shall appoint competent person(s) to perform a site-specific baseline-and, thereafter, ongoing issue-based hazard identification and risk assessments. There may be more than one risk assessor appointed if this is required.
2. The competent risk assessor(s) shall form part of the full-time construction team working on the construction site.
3. The risk assessment must be based on the scope of work, the site-specific materials required and the site-specific machinery, equipment and structures applied during the project
4. Risk assessments of all site-specific risk-bearing activities identified in the scope of work, including those performed by contractors and sub-contractors, shall form an integral part of the H&S Plan and all risk controls (including those executed by contractors and sub-contractors) shall be documented.
5. The baseline assessment shall be included in the H&S Plan.
6. Additional risk assessments shall be conducted when:
  - a. A new machine is introduced onto site
  - b. A system for work is changed or operations altered
  - c. After an accident or near miss has occurred
  - d. New knowledge comes to light and information is received which may influence the level of risk to employees on site.
7. All risk assessments shall be conducted in terms of an acceptable and documented methodology, prior to commencement of work and in accordance with the provisions of the CR:
  - a. The baseline risk assessment shall identify the non-failure hazards; it may also include a failure mode analysis; both shall, as a minimum standard, document:
    - i. The planned engineering controls mitigating the risk
    - ii. The planned administrative controls, including
      1. Competency and responsibility appointments
      2. Method statements and/or safe work instructions, training and competency
      3. Occupational hygiene measurements
      4. Workplace organisation, including demarcation, signage, colour coding, routing, housekeeping, storage, stacking, access
      5. Emergency controls
      6. Medical fitness testing, medical surveillance and job placement requirements
      7. PPE
  - b. Issue-based risk assessment, risk monitoring and risk review shall be done at the hand of pre-task risk assessment communicated to all employers; a system of daily safe task instructions may be used. The risk assessment must include:
    - i. A daily documented listing of hazardous events
    - ii. A daily documented listing of H&S risk controls
    - iii. Proof of communication of the above to all employees: the client requires that the Principal Contractor shall ensure that all employees on site are conversant with the content of the all relevant risk assessments, the appropriate measures

to either eliminate or reduce the identified risks. The Principal Contractor shall outline to employees what role they are expected to play in the Risk Assessment and control measure process.

8. The principal contractor shall include a method for risk review ensuring that the all risks on site are adequately managed
9. All risk assessments must document all H&S controls which any Contractor plans to put in place.

## **14. Health and Safety Representatives and Committee**

1. Health and Safety Representatives
  - a. The Principal Contractor shall ensure that Health and Safety Representatives are appointed in writing and exercise their functions as defined in the OHSA.
  - b. The Principal Contractor and each contractor shall elect, train and appoint a health and safety representative regardless of the number of employees on site.
  - c. The H&S presentative shall at all times be on site and report to the Health and Safety Officer and Construction Manager (or Supervisor in the case of a contractor).
2. Health and Safety Committee
  - a. The Principal Contractor shall ensure that the H&S committee meets on a monthly basis.
  - b. The Principal Contractor's management and each contractor shall be represented at the H&S committee meeting; all contractors shall have a H&S representative at each committee meeting and each contractor shall have a management member attending each H&S committee meeting.

## **15. Close-Out and Consolidated H&S file**

1. The Principal contractor shall compile a consolidated H&S file and hand this to the Agent at the end of the construction work.
2. The consolidated H&S file shall be in hard copy and in USB format.
3. The consolidated file shall include:
  - a. A copy of the approved H&S plan of the principal contractor
  - b. The H&S file of the Principal Contractor, which, amongst the other, shall have dedicated chapters dealing with:
    - i. Project H&S plan Approvals Record
    - ii. Project H&S management plans, H&S plan, Fall Protection, Emergency plan, Storm water management, Traffic management
    - iii. Project Baseline Risk Assessments
    - iv. Designer inspections/assessments and confirmation of conformance
    - v. Monthly Risk & Incident Reports
    - vi. Incidents registers & IOD investigation record
    - vii. COIDA Claim incidents and supporting medical treatment record
    - viii. The completed final register required in the ' Staffing on Site' chapter of this CHSS
    - ix. Monthly H&S performance report
    - x. Monthly H&S audit reports from the Agent and the enjoining corrective action reports
    - xi. Endorsed minutes of H&S Committee meetings
    - xii. Employee lists as required in this CHSS
    - xiii. Records of exit medicals records

- c. A reference record of all drawings, designs and materials used
- d. A reference record of H&S statutory certificates required by the owner; this reference record shall indicate the designated person at the principal contractor, who is responsible for the document and the client-designate to whom the document has been handed.
- e. The comprehensive list of all the contractors on site accountable to the principal contractor, including a list of the agreements between the parties and the type of work being done
- f. An index of all inspections and reference to the inspection registers for the site
- g. A list of all responsible persons appointed in statutory positions for the duration of the project
- h. A list of all occupational injuries and diseases including the name of the injured, the reference number of the Annexure I document and the reference number of the COIDA notification of the injury (if any)
- i. All documents relating to any reportable injury or disease during the construction work, as defined in Section 24 and 25, of the Occupational Health and Safety Act,

## **16. Health and Safety Competency**

1. The principal Contractor shall ensure that the H&S plan includes evidence of such competence for every competent person designated to this construction site.
2. Work may only allow to be commenced if there is sufficient evidence of H&S competence for each person designated in the H&S plan; unless otherwise specified in this CHSS and as a minimum, this shall include:
  - a. Proof of training in the OHSA, CR and evidence that a training provider certifies the designated person to be familiar with the OHSA and with the applicable regulations made under the OHSA.
  - b. Proof of competency in the specific skill of the designation; amongst other this may include supervisory training, risk assessment training, equipment (such as ladders, lifting equipment, fire extinguishers, portable electrical machinery etc.) or high risk construction (such as excavation, scaffolding and any other H&S skills)

## **17. Public Health**

1. The principal contractor shall ensure that members of the community and users of the building is informed of the work and the hazards and risk associated on project.
2. All members entering site must indicate in what capacity they are visiting site and a site register should be completed and on record by the principal contractor.
3. The site should be fenced off to prevent easy access into site. Community members using the site must be directed away from the construction activities and signage should be displayed at strategic locations.
4. The Principal Contractor shall ensure that each person visiting the site shall be inducted to the site and such induction shall outline the hazards likely to arise from on-site activities and the precautions to be observed to avoid or minimise those risks.
5. Construction works where the public risks is evident should be planned and all risk control measures should be implemented before works commence.

## 18. Induction and H&S awareness

1. The Principal Contractor shall develop a documented project-specific induction training plan that must be submitted for approval by the Agent, to ensure that all employees on site are conversant with:
  - The risks of the construction project
  - The controls documented in the H&S file
  - The role of employees in ensuring health and safety on the construction site
  - The emergency arrangements that are put in place by the Principal Contractor
  - The public controls to be implemented on site
  - The general health and safety rules applicable to the site, inclusive of an introduction to whom the Construction Manager, Supervisors and Safety Officer is on site.
2. The Principal Contractor shall ensure that all employees have gone through the induction training before commencing duties on site.
3. The contents of the induction programme and method of ensuring that all employees are inducted will be documented in the H&S plan and the Principal Contractor is advised that a generic induction or a human-resource induction shall not be sufficient for the client to accept the H&S planning for the construction work.
4. When working on the site, each employee of any contractor and sub-contractor accessing the site, including management, shall complete the principal contractors' induction; the principal contractor shall ensure that none of his or his contractors' employees accesses the site unless having been inducted by the principal contractor. Each visitor to the site shall be inducted in the risks and risk controls which the visitor may be exposed to; the visitor's induction and method to ensure compliance shall be documented in the H&S file.

### H&S awareness

- b. The Principal Contractor shall conduct, on site, periodic toolbox talks, preferably weekly or before any hazardous work takes place. The talks shall cover the relevant activity and an attendance register must be kept and signed by all attendees.
- c. A record of who attended and the content of the topic will be kept on the site health and safety file as evidence of training.
  - i. Awareness training of management responsibility on site must be conducted with all management representatives including contractors and sub-contractors.

## 19. Health and Safety Training

1. Competency of employees and ongoing training in H&S matters shall be documented by including a training & competency matrix in the H&S plan.
2. The matrix in the H&S file shall be a training needs-matrix and shall indicate competency requirements and all start-up employees' current competency in safe working processes:
  - a. Each applicable safe work instruction must be included in the H&S Plan
  - b. The method of training and ensuring competence must be included in the H&S Plan.
3. The Principal Contractor shall ensure that specific daily pre-task health and safety instructions are given to all employees.
4. The methods for ensuring that training in safe work instructions and that daily pre-task instructions occur, including the method of documenting the contents and attendance, shall be described in the H&S Plan.

## 20. Staffing on site

1. The Principal Contractor shall compile a list of all employees on site indicating:
  - a. Name and ID number
  - b. Designation (job title)
  - c. Date of OHS Induction for the site
  - d. Date of expiry of medical
  - e. Where applicable, competency in the safe work instructions included in the H&S plan
2. This employee list shall be included in the start-up H&S file and maintained thereafter.
3. The H&S plan shall include a method statement on communication on site; this shall address:
  - a. Communication methods within and between teams (radio controls and permits)
  - b. Emergency communication methods
  - c. Regular planned meeting and communication sessions planned by the Principal Contractor.
  - d. The availability of a team personnel of the principal contractor who will attend the daily meetings between principal contractors and the Project Engineers.

## 21. Week-End Work

1. Where week-end work is planned, the principal contractor shall ensure that its construction supervisor is on site; this applies even if only contractors or sub-contractors are working on the site.
2. Where week-end work is planned, each contractor or sub-contractor shall ensure that its construction supervisor is on site; this applies even if the principal contractors' manager or supervisor is on the site.
3. The site risk assessment shall include a fatigue risk assessment including rostering risk, personal risks and work environment risks for all employees working on site. Abnormal working hours shall be included in the risk assessment. A fatigue management procedure shall be defined in the H&S plan.
4. Weekend works should be agreed in advance with the project engineer .

## 22. Inspection, Monitoring and Reporting

1. The Principal Contractor shall carry out daily safety planned task observations and planned H&S inspections on the site (or more frequent, where so required in the Regulations), and shall take steps to rectify any unsafe condition of which he is aware.
2. The appointed Construction Manager (or a person designated by the Construction Manager) and the Health & Safety Officer shall perform regular inspections and document the inspections in the H&S File.
3. The relevant inspection templates and the frequency of inspections shall be included in the H&S Plan.
4. The H&S Plan shall contain a list and template of all the inspection registers which shall be kept on site:
  - a. The templates must correlate with the machinery and equipment listed on site;
  - b. The inspector responsible for the inspection and maintenance of the register must be appointed in writing. Proof of training and competency in the performance of the inspections must be documented.



### 23. Contractors and Sub-contractors

1. Contractors and sub-contractors must be given a copy of this H&S Specification and any additional specification issued by the client, and shall comply with these specifications integrally. All employers working on this site shall conform to the standard in the CHSS. All the duties of a Principal Contractor in this CHSS equally apply, in full, to contractors of such Principal Contractor and to sub-contractors of such contractors.
2. The Principal Contractor shall ensure that all contractors and sub-contractors under his control, plan the construction work in a H&S Plan, approved by the Principal Contractor; such H&S plan and H&S file shall be in accordance with guidelines provided in the specifications.
4. Principal Contractors shall ensure that all contractors and sub-contractors comply with their H&S Plans, based on all applicable H&S Specifications, the requirements of the OHSA and all other relevant legislation.
5. Regular planned task observations planned H&S inspections and monthly audits of all contractors and sub-contractors must be recorded and filed in the principal contractor's H&S File, for inspection by the client Agent.
6. The Principal Contractor shall ensure that the comprehensive and updated list of all the contractors and sub-contractors on site, placed in the H&S file, includes:
  - a. A reference to the agreements between the parties, including all contractor's Section 37(2) agreements with the Principal Contractor and the Section 37(2) agreements with the client.
  - b. The type of work being done.
  - c. The date of the approval of the H&S plan.
  - d. The date of expiry of the COIDA certificate of good standing.
  - e. The date of the last monthly audit.
7. Principal Contractors shall ensure that each contractor and each sub-contractor enters into a Section 37(2) Mandatary Agreement with the client and that these agreements are signed and in place prior to approval of the contractor's or sub-contractors' H&S plan. The original agreement must be filed in the H&S file of the principal contractor.
8. The Principal Contractors' H&S Plan must include the Principal Contractor's procedures to ensure that all contractors and all sub-contractors fully comply with all H&S requirements; this must include, but is not limited to, defining the submission, assessment and final approval method (including the nominated responsible person) of H&S Plans of sub-contractors and the signing of a mandatary agreement with the client.

### 24. Personal Protective Equipment and Clothing

1. The Principal Contractor shall ensure that every employee is issued with, and wears SABS-approved PPE, consisting of all PPE identified in the risk assessment.
2. All the contractors' employees shall wear full length overalls and shall wear identification with respect to the employer.
3. All employees performing construction work shall wear steel-capped safety boots and a hard hat.
4. Employees working in the vicinity of mobile plant or construction vehicles shall wear a reflective vest; reflective stripes on overall do not meet the required visibility and shall not suffice.
5. The use of respiratory protective equipment shall be defined in the site risk assessment and validated at the hand of hygiene measurements of airborne pollutants for the specific risk.
6. The H&S Plan shall contain an outline of the PPE to be used and the management of such PPE on site, including the issuing of PPE, storage, any sanitising of PPE and all disposal of PPE.

7. Failure to use protective equipment as per the site risk assessment shall require disciplinary intervention and this process shall be documented in the site induction.
8. Disposal of PPE must conform to the Environmental legislation.

## 25. Occupational Health and Safety Signage

1. The Principal Contractor shall erect and maintain quality safety signage.
2. The signage shall include, but is not be limited to:
  - a. The work permit number displayed at the entrance
  - b. A sign indicating that all visitors must report to the site office and must be accompanied by the principal contractor when accessing the site
  - c. The name and telephone number of the responsible person(s)
  - d. Emergency telephone number(s)
  - e. PPE to be worn at the particular site
  - f. Traffic controls
  - g. Excavations and working at heights signs

## 26. First Aid Management

1. The Principal Contractor shall ensure that adequately trained first aiders are on site at all times when construction employees are on site; this is applies even if less than 10 employees are on site.
2. The Principal Contractor, any contractor or sub-contractor shall ensure that it appoints a trained First Aider on site regardless of number of labour on site.
3. First aiders shall be identified and shall have immediate access to a comprehensively stocked first aid box.
4. Such first aid box shall be stocked to include all first aid equipment as per the minimum requirements listed under General Safety Regulation 3, and any additional items identified in the risk assessment.
5. Where shift work is performed, each shift shall comply with the above first aid requirements.
6. All the above controls shall be documented in the H&S Plan.

## 27. Incidents, Accidents and Emergencies

1. All near misses, incidents and accidents must be recorded, investigated and managed in accordance with the statutory provisions.
2. Each H&S incident and accident must be recorded in a register kept in the H&S file; a template of the register shall be included in the H&S File.
3. Every accident shall be reported to the Agent immediately; that is as soon as the construction manager or the supervisor or the principal contractor becomes aware of it.
  - a. Such reporting must occur via direct contact (person-to-person or via telephone) and via e mail to [xavier.redcliffe@xaks.co.za](mailto:xavier.redcliffe@xaks.co.za).
  - b. Incident Investigation process must be followed by competent role players and a preliminary investigation report must be submitted to the Agent within 24 hours for review and comment.
  - c. Final investigation must be finalized by the Principal Contractor and submitted to the Agent within 7 working days, unless requested otherwise.
4. A record of all incident investigations shall be kept in the health and safety file and all records shall be made available to the client without exception; this includes records relating to Section 24 of the OHSA.

5. Where a fatality or permanent disabling injury or any incident referred to in Section 24 occurs on the construction site, the Principal Contractor must ensure that the provincial director is provided with a report contemplated in section 24 of the Act, in accordance with regulations 8 and 9 of the General Administrative Regulations, 2013, and that the report includes the measures that the Principal Contractor intends to implement to ensure a safe construction site as far as is reasonably practicable.
6. The Principal Contractor shall ensure that contractors and sub-contractors apply the same measure and shall require that this process is documented in these contractor's H&S plan. The Principal Contractor's H&S plan shall include a specific procedure in this regard, which shall include that all documents and instructions in respect of any incident referred to in Section 24 shall immediately and unconditionally be forwarded to agent.
7. The contractor shall organise and document detailed emergency and accident arrangements on site and outline these, in detail, in the H&S Plan. These arrangements shall be specific for the site H&S risks and shall make specific provisions for:
  - a. A specified ambulance service
  - b. A method to ensure that the appropriate COIDA documents are available on site, so that prompt medical aid, as defined in the COIDA, may be available to any injured employee.
8. The emergency arrangements shall be displayed on site and shall include:
  - a. A comprehensive emergency and evacuation plan
  - b. An emergency flow chart
  - c. An updated list of emergency telephone numbers
9. A site emergency and evacuation plan shall be included in the H&S plan.

## **28. Facilities for Employees**

1. The Principal Contractor shall document the construction site's method to ensure the statutory application of employee's rights in terms of employee facilities as defined in the OHSA, the General Safety Regulations and the Construction Regulation, including:
  - a. The provision of facilities for safekeeping and changing
  - b. The method of ensuring that employees requiring to change on site can do so in privacy
  - c. The provision of an eating area
  - d. The provision and maintenance of sufficient toilets on site.
2. Contractor's toilets must be:
  - a. Fixed so as to avoid becoming wind-blown
  - b. Sign-written: 'Male' and 'Female' use
  - c. Sanitised daily; an inspection and sanitising record must be kept in the H&S file
  - d. Inspected daily and, where bucket collections are in place, emptied at least twice a week and one of these occasions must be on Fridays.
3. Consider the scope of works, the principal contractor should consider having temporary toilet at strategic points on site where works will be performed.

## **29. Audits and inspections**

1. The client Agent shall conduct regular health & safety audits to ensure legal compliance and compliance with the Principal Contractors' H&S Plan.
2. Records of findings and audits shall be kept in the Principal Contractor's H&S File together with a record of any non-conformance report, investigation and corrective & preventative action.
3. The Principal Contractor shall document corrective action planning and forward this to the Client Agent within 48 hours of receiving a finding.

4. The Principal Contractor's H&S Plan shall document the corrective and preventative action procedure applicable to the project, including the planned method to ensure that non-conformities are managed immediately.
5. The client Agent shall stop all or any work which does not conform to the H&S Plan, which is contradictory to statutory requirements or which poses a threat to the health and safety of persons.
6. The Principal Contractor shall conduct and document monthly health & safety audits of all contractors and sub-contractors to ensure compliance with the OHSA, its Regulations and the Principal Contractors' H&S Plan and of these contractor's H&S plan.
7. Records of Principal Contractor audits of all contractors and sub-contractors on site shall be kept in the Principal Contractor's H&S File together with a record of any non-conformance report, investigation and corrective & preventative action by sub-contractors and shall be made available to the Agent during monthly H&S audits.

### 30. Fall Risks

#### Scaffolding:

1. The Principal Contractor shall submit the appointment letter and proof of competency of the competent persons appointed as:
  - a. Scaffold erectors
  - b. Competent person to inspect, maintain, move or dismantle scaffolds,
  - c. Competent person to supervise all scaffolding operations.
2. The H&S Plan must include the signed letters of appointment and the proof of competency.
3. The Principal Contractor shall ensure that all scaffolding complies with the requirements of the OHSA and Regulations and with the requirements of Temporary Works in this CHSS.
4. Scaffold erectors and inspectors must be formally trained and certified competent; such training must conform to the requirements of SANS 10085.
5. Scaffolds must be clearly tagged with safe access signage; scaffolds must be inspected daily prior to use and weekly by the scaffold inspector. All scaffolds on site must be individually identified and display a safe/not safe sign.
6. Inspections by the scaffold inspector must be documented on the scaffold tag and in a register; a template of the tag and of the register shall be included in the H&S file.
7. All scaffolds must be accessed with a ladder only. Ladders must be inside the scaffolds and hatches must close ladder-openings in decks.
8. All scaffold decks must be fully covered and barricaded so as to prevent persons working there from falling off.
9. Scaffold erectors must attach a fall prevention harness at all times; the double lanyards must be fitted with scaffold hooks only.
10. The H&S Plan shall include the safe work instruction applicable to all employees working on scaffolds and the method of ensuring competency.
11. Standard scaffolding designs, approved by a competent designer of the Principal Contractor may be included in the H&S file and all such scaffolds on site must conform to this standard.

#### Fall Protection and Fall Risk Work

1. The construction work includes high-risk fall risk work.
2. The Principal Contractor shall submit the name and the curriculum vitae of the competent person who has been appointed to prepare a fall protection plan together with the signed letter of appointment, in the H&S file.

3. The fall protection plan shall strictly comply with the requirements of the OHS Act, SANS10085-1, and the planning shall be commensurate with the fall risk work.
4. The fall protection plan shall include all fall risk work which is planned to be performed by contractors or sub-contractors.
5. The Principal Contractor and any contractor shall ensure that:
  - a. All fall risk work is planned and forms part of the daily safe task instructions; note that :
    - i. Work from a ladder or work where ladders are used as access tool are potential exposures of employee to falling either from, off or into and such work is considered 'heights work'
    - ii. There is no minimum of maximum height defining fall risk
    - iii. Fall risk work done on an ad hoc basis or which forms part of abnormal or emergency processes shall be risk assessed and employees shall be instructed in the safe work process prior to work commencing
  - b. Only trained and competent persons with a valid medical certificate of fitness are permitted to perform fall risk work
  - c. All medical certificates of fitness for fall risk work are issued by a registered occupational medical practitioner and are included in the H&S file
  - d. All elevated areas are reached by means of a ladder, scaffold or man cage; and climbing on machinery, installations or make-shift means of access is not permitted
  - e. No person must be allowed to work under an area where there is a risk of falling tools or materials
  - f. As far as reasonably practical all openings through which persons can fall are closed off with material which can support the weight of a person; such material shall be permanently fixed over the opening
  - g. Where openings cannot be closed, a sturdy barricade of at least 1.5 m high, which adequately prevents persons from falling through the opening, shall be in place at all times
  - h. Man-lift machinery is not used for lifting of materials in position
6. A copy of the fall protection plan, the signed appointment letter and proof of competency must be included in the H&S file.
7. Where the use of any harnesses is indicated in the fall protection plan, the H&S Plan shall contain the following:
  - a. The need for the use of fall prevention- or fall arrest harnesses
  - b. The safe application, attachment and maintenance processes for harnesses
  - c. The type of harness and the type of hook to be used and the specific attachment points applicable to the fall risk work
  - d. The method of storing the harnesses when not in use
  - e. The method and register for the safety inspection of harnesses
  - f. A fall recovery method statement.

### **31. Hot Work, Fire Risks, Fire Extinguishers and Fire Fighting Equipment**

1. No open fires are allowed on site.
2. All flammable products must be stored in an adequate storage facility; this process shall be documented in a method statement in the H&S Plan.
3. The Principal Contractor shall provide suitable fire extinguishers, which shall be serviced regularly, in accordance with the manufacturer's recommendations.

4. Safety signage shall be prominently displayed in all areas where fire extinguishers are located. The Principal Contractor shall arrange for the training of the relevant personnel, in the use of fire extinguishers.
5. The fire extinguisher inspection register and the letter of appointment of the competent inspector shall be included in the H&S Plan.
6. No hot work is permitted on site or in the builders' yard unless appropriate screens, fire prevention, fire extinguishing and a documented safe work permit system are all in place.
7. The principal contractor shall include a hot work method statement in the H&S plan for approval. Each person perform hot work shall be trained in the use of a fire extinguisher and this training shall be documented in the H&S file.

### **32. Existing Services**

1. The Principal Contractor should ensure an on-site assessment is to determine the existing services before commencement of construction work.
2. Upon identification of the existing services, mitigation measure should be implemented on site to ensure minimal disruption or risk exposures to employees. Safe clearance distances should be implemented for all known services on site and the movement and operations of mobile plant should be adequately planned and managed on site.
3. The contractor should therefore ensure the required wayleaves are obtained from the relevant authorities if required.
4. The Principal contractor should ensure safe working method are implemented on site with regards to working in close proximity of existing services.

### **33. Live Energy Work and Electrical Reticulations and Machinery**

1. The Principal Contractor shall appoint a competent electrician who shall ensure zero potential of all electrical reticulations worked on and who shall ensure that dedicated power sources are safely installed for the use during the construction. A registered competent Electrician shall also be responsible to ensure safe and compliant electrical installations in the newly built sections.
2. The Principal Contractor shall appoint a competent person to identify and inspect all exposed underground cables, overhead cables or any other electrical installations to ensure that these are not a hazard to any person.
3. The competent person shall certify and inspect all temporary electrical installations and machinery; the frequency shall be determined in the H&S plan.
4. The letters of appointment, proof of competency and registers applicable to these inspections shall be included in the H&S Plan.
5. All electrical cables shall be assumed "alive" and, where applicable, the Principal Contractor shall take adequate steps to ensure that all persons are prevented from accessing any electrical installations.
6. All existing electrical services must be assumed live at all times.
7. No live energy work shall be performed. Contractors will ensure that all energy is brought to zero potential, that residual energy is purged, that energy sources are switched off and locked out by all employees working in the danger zone and are tagged, prior to any work being performed on the energy source or reticulation. The contractor shall include a zero Potential, Lock Out and Tag Out method statement and safe work instruction(s) in the H&S Plan.
8. No electrical machinery shall be allowed to have any joined leads.

9. The principal Contractor shall ensure that all electrical testing equipment to be used on site has a valid calibration and that the calibration sticker is affixed to the equipment, clearly indicating the calibration date and the next due date.
10. Any unsafe condition shall be reported immediately to the client and the Principal Contractor shall take immediate steps to prevent employees or members of the public from gaining access to the dangerous installation and the area surrounding it.
11. The Principal Contractor shall appoint a competent person to inspect all portable electrical tools, including leads. The letter of appointment and template of this inspection register shall be included in the H&S Plan.
12. The Principal Contractor shall include a method statement for the safe use of portable electrical tools, including the management of the hazards of extension leads.
13. Where temporary installations are installed a COC for these installations shall be included in the H&S File.
14. Where applicable, the contractor shall include any 'electrical dangerous work procedure' in the H&S Plan.

#### **34.Ladders**

1. Ladders shall be compliant to the statutory requirements.
2. Ladders shall only be used for the purpose for which they are designed.
3. Ladders shall be identified, inspected regularly and the record of the inspection shall be kept in the H&S file.
4. A-frame ladders shall have a patent spreader bar system.
5. Ladders shall extend at least 90 cm above any level or opening accessed with the ladder.
6. No vertical ladders shall be accessed by any person unless firmly attached at the bottom and top or held in place by a fixed installation or a buddy.

#### **35.Storage and use of flammable liquids**

1. No flammable substance must be stored on site unless these are stored in a flammable store or cage; no other materials shall be stored in the flammable store.
2. Where required, the H&S plan shall include a method detailing the safe use, storage, decanting and spill controls for all flammable liquids used or stored on site.
3. Storage management must comply with Environmental legislation.

#### **36.Hazardous- Chemical Substances**

1. With respect to hazardous chemical substances used, the contractor shall ensure that:
  - a. All MSDS are included in the H&S file
  - b. A HCS risk assessment is included in the H&S plan
  - c. The safe use, storage, emergency procedures and safe disposal of hazardous substances are addressed in a method statement/s, included in the H&S Plan.
  - d. Proof of competency and signed letters of appointment of the person responsible for chemical handling, is included in the H&S file.
2. Any hazardous chemical substance intended to be applied on site during the project (i.e. after approval of the H&S Plan) shall be subject to an issue-based risk assessment and method statement, which must be presented to the client Agent prior to the substance being introduced on site.

### **37. Housekeeping, Stacking, Storage and Drop Zones**

1. The Principal Contractor shall appoint a person responsible for general housekeeping and stacking and storage of materials and equipment on the entire site.
2. A method statement for the safe management of the drop zone shall be included in the H&S file.
3. A method statement for the safe lowering of materials shall be included in the H&S file.
4. All deliveries of building materials shall be controlled by the appointed person for stacked areas agreed with the client.

### **38. Waste**

1. The Principal Contractor shall appoint a person responsible for site-wide control & removal of scrap, waste and debris;
2. No hazardous waste, combustible materials and containers shall accumulate on the construction site;
3. The Principal Contractor shall document a waste management method statement in the H&S file.
4. Designated waste areas should be identified on site.
5. Waste management must comply with the Environmental legislation.
6. All waste skips removed from site must be recorded and a proof of final deposit at a registered waste site (waste disposal certificate) must be on record in the H&S file.
7. Waste bins for domestic waste must:
  - a. Be placed at all eating areas
  - b. Have a functional lid, which prevents windblown dust and entry by monkeys
  - c. Be emptied daily.

### **39. Occupational Health**

1. The H&S file shall include:
  - a. All medical certificates of fitness for all employees working on the site, a list of all employees on site must be generated by the principal contractor and updated on a monthly basis. This list should include all sub-contractor as well.
2. The Principal Contractor and every contractor shall ensure that a person-job specification (PJS) is issued for each job title on the construction site. The PJS specification should be sent with each employee to the occupational medical practitioner in order for the medical testing and assessment to be relevant to the statutory requirements and the risk exposures.
3. All contractors shall use that occupational health examinations, medical surveillance and certificate of fitness are conducted for all employees working on the project.

### **40. Access, traffic management and camp site**

1. All employees of all contractors working at the construction site shall access the site camp before works commence.
2. No employee shall be transported together with goods or tools.
3. All construction vehicles operating on site must comply with the requirements of the National Road Traffic Act, 1996.
4. All activities planned to occur in the campsite shall be risk assessed and planned; this includes risk controls for the parking of staff- and visitor's vehicles, parking of mobile plant and machinery, dedicated storage areas, planned and compliant stacking practices, traffic controls, including the safe separation of pedestrian (employee) transport from risk areas.



5. Every construction vehicle shall:
  - a. Be in serviceable condition and safe.
  - b. Be inspected by a competent person daily and the result of the inspection logged in a register kept in the vehicle.
  - c. Where non-conformities are identified, these shall be subject to immediate and documented appropriate corrective action.
  - d. Have a serviced portable fire extinguisher installed at all times.
  - e. Be operated by a competent driver appointed in writing; the driver shall:
    - i. Be in possession of a conforming driver's license;
    - ii. Be in certified medically fit as a driver.

**ANNEXURE A**

**Acknowledgement of the H&S Specification by Principal Contractor**

Construction Health & Safety Specification

Issued in terms of the Occupational Health and Safety Act, 1993

Construction Regulations, 2014

I \_\_\_\_\_ representing Principal Contractor have satisfied myself with the content of this Construction Occupational Health and Safety Specification and shall ensure that the Principal Contractor, all contractors and sub-contractors and all employees on site comply with it.

_____	_____
Signature of Principal Contractor	Date
_____	_____
Signature of Agent	Date

This document must be signed and returned to the Pr. Construction Health and Safety Agent.

**ANNEXURE B**

**Client Baseline Risk Assessment (find attached)**