



## **CONSTRUCTION HEALTH AND SAFETY SPECIFICATION**

# **REPAIRS TO DOCUMENT STORAGE CONTAINERS IN THE DBSA CAMPUS**

### **DETAILS**

**SUPERVISION BY THE CLIENT  
DBSA – DEVELOPMENT BANK OF SOUTHERN AFRICA**

**SUPERVISION BY THE PRINCIPAL CONTRACTOR  
TBA**

# **DBSA**

## **TABLE OF CONTENTS**

- 1. INTRODUCTION**
- 2. SCOPE OF HEALTH & SAFETY DOCUMENT**
- 3. PURPOSE**
- 4. DEFINITIONS**
- 5. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT**
  - 5.1 Organizational Structure of EHSMS Responsibilities
  - 5.2 Communication & Liaison
- 6. INTERPRETATION**
- 7. RESPONSIBILITIES**
  - 7.1 Client
  - 7.2 Principal Contractor and other Contractors
- 8. SCOPE OF WORK**
- 9. HEALTH AND SAFETY FILE**
- 10. OH&S GOALS AND OBJECTIVES AND ARRANGEMENTS FOR MONITORING AND REVIEWING PERFORMANCE**
- 11. IDENTIFICATION OF HAZARDS & DEVELOPMENT OF RISK ASSESSMENTS, STANDARD WORKING PROCEDURES (SWP) & METHOD STATEMENTS**
- 12. ARRANGEMENTS FOR MONITORING AND REVIEW**
  - 12.1 Periodical Audit by Client or its Agent;
  - 12.2 Other Audits & Inspections by Client or Agent;
  - 12.3 Incident Investigation and reporting;
  - 12.4 Review;
  - 12.5 Site Rules and other Restrictions;
  - 12.6 Training;
  - 12.7 Incident Investigation; and
  - 12.8 SHE Representatives and SHE Committees.
- 13. PROJECT/SITE SPECIFIC REQUIREMENTS**
- 14. OUTLINED DATA, REFERENCES & INFORMATION ON CERTAIN AND/OR SPESIFIC OBLIGATORY REQUIREMENTS TO ENSURE COMPLIANCE**



- 15. THE PRINCIPAL CONTRACTOR'S GENERAL DUTIES**
- 16. THE PRINCIPAL CONTRACTOR'S SPECIFIC DUTIES**
- 17. THE PRINCIPAL CONTRACTOR'S SPECIFIC DUTIES REGARDING HAZARDOUS ACTIVITIES**
- 18. GENERAL NOTES TO THE PRINCIPAL CONTRACTOR**
- 19. HOUSE KEEPING**
- 20. LOCKOUT SYSTEMS - ELECTRICAL**
- 21. INCIDENT INVESTIGATION**
- 22. GENERAL**
- 23. IMPORTANT LISTS AND RECORDS TO BE KEPT**



## 1. INTRODUCTION

- 1.1. In terms of Construction Regulation 5(1) (b) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), DBSA – Development Bank of Southern Africa, as the Client and/or its Agent on its behalf, shall be responsible to prepare Health & Safety Specifications for any project and provide any Principal Contractor who is making a bid or appointed to perform work for the Client and/or its Agent on its behalf with the same.
- 1.2. The Principal Contractor and contractors shall be responsible for the Health & Safety Policy for the site in terms of Section 7 of the Act and in line with Construction Regulation 7 as well as the Health and Safety Plan for the project.
- 1.3. This 'Health and Safety Specifications' document is governed by the "Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), hereinafter referred to as 'The Act'. It should be noted that no single Act or its set of Regulations be read in isolation. Furthermore, although the definition of Health and Safety Specifications stipulates 'a documented specification of all health and safety requirements pertaining to associated works on a construction site, so as to ensure the health and safety of persons', it is required that the entire scope of the Labour Legislation, including the Basic Conditions of Employment Act be considered as part of the legal compliance system. With reference to this specification document this requirement is limited to all health, safety and environmental issues pertaining to the site of the project as referred to here-in. Despite the foregoing it is reiterated that environmental management shall receive due attention.
- 1.4. Due to the wide scope and definition of construction work, every construction activity and site will be different, and circumstances and conditions may change even on a daily basis. Therefore, due caution is to be taken by the Principal Contractor and contractors when drafting the Health and Safety Plan based on these Health and Safety Specifications.
- 1.5. Prior to drafting the Health and Safety Plan, and in consideration of the information contained here-in, the contractor shall set up a Risk Assessment Program to identify and determine the scope and details of any risk associated with any hazard at the construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard. *This Risk Assessment and the steps identified will be the basis or point of departure for the Health and Safety Plan.* The Health and Safety Plan shall include documented 'Methods of Statement' (see



definitions under Regulation 1 of Construction Regulations) detailing the key activities to be performed in order to reduce as far as reasonably practicable, the hazards identified in the Risk Assessment.

- 1.6. Every effort has been made to ensure that this specification document is accurate and adequate in all respects. Should it however, contain any errors or omissions they may not be considered as grounds for claims under the contract for additional reimbursement or extension of time, or relieve the Principal Contractor and contractors from his responsibilities and accountability in respect of the project to which this specification document pertains. Any such inaccuracies, inconsistencies and/or inadequacies must immediately be brought to the attention of the Agent and/or Client.

## 2. **SCOPE OF HEALTH AND SAFETY SPECIFICATION DOCUMENT**

The Health and Safety Specifications pertaining to the project **REPAIRS TO DOCUMENT STORAGE CONTAINERS IN THE DBSA CAMPUS**.

These specifications are contained in the index and intend to specify the normal and specific requirements of **DBSA – Development Bank of Southern Africa** pertaining to the health and safety matters (including the environment) applicable to the project in question. These Specifications should be read in conjunction with the OHS Act 85, 1993 and its Regulations with specific reference to the Construction Regulations. This will also include any Safety Standards which were or will be promulgated under the Act or incorporated into the Act and be in force or come into force during the effective duration of the project. The stipulations in this specification, as well as those contained in all other documentation pertaining to the project, including contract documentation and technical specifications shall not be interpreted, in any way whatsoever, to countermand or nullify any stipulation of the Act, Regulations and Safety Standards which are promulgated under, or incorporated into the Act.

## 3. **PURPOSE**

The purpose of this specification document is to provide **TBA** (and Contractor) with any information other than the standard conditions pertaining to construction sites which might affect the health and safety of persons at work and of persons in connection with the use of plant and machinery. It further aims to protect persons other than its employees against any potential



hazards to their health and safety arising out of or in connection with the activities of persons at work during the construction work for **DBSA – Development Bank of Southern Africa**.

- 3.1 To brief the Principle and Contractor on the significant health and safety requirements and aspects of the project. This shall include the provision of the following information and requirements namely:
  - a) safety considerations affecting the site of the project and its environment;
  - b) health and safety aspects of the associated structures and equipment;
  - c) required submissions on health and safety matters required from the Principal Contractor(and Contractor);
  - d) and the Principal Contractor’s (Contractors) health and safety plan.
- 3.2 To serve to ensure that the Principal Contractor (Contractors) is fully aware of what is expected from them with regards to the Occupational Health and Safety Act, 85 of 1993 and the Regulations made there-under including the applicable safety standards, and in particular in terms of Section 8 of the Act.
- 3.3 To inform the Principal Contractor that the Occupational Health and Safety Act, 85 of 1993 in its entirety shall apply to the contract to which this specification document applies. The Construction Regulations promulgated on 7 February 2014 and incorporated into the above Act by Government Notice R 84, published in Government Gazette 37305 shall specifically apply to all persons involved in the construction work pertaining to this project.

#### 4. DEFINITIONS

**“Purpose of the Act”** –To provide for the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work; to establish an advisory council for occupational health and safety; and to provide for matters connected therewith.

**“Agent”** –means a competent person who acts as a representative for a client;



**“Client”** –means any person for whom construction work is performed;

**"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;

**"Construction site"** means a work place where construction work is being performed;

**"Construction supervisor"** means a competent person responsible for supervising construction activities on a construction site;

**"Construction work"** means any work in connection with -  
the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure; or  
the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system; or the moving of earth, clearing of land, the making of excavation, piling, or any similar civil engineering structure or type of work;

**“Contractor”** –means an employer who performs construction work;

**"Designer"** means-

- (a) a competent person who-
  - (i) prepares a design;
  - (ii) checks and approves a design;
  - (iii) arranges for a person at work under his or her control to prepare a design, including an employee of that person where he or she is the employer; or
  - (iv) designs temporary work, including its components;
- (b) an architect or engineer contributing to, or having overall responsibility for a design;
- (c) a building services engineer designing details for fixed plant;
- (d) a surveyor specifying articles or drawing up specifications;



(e) a contractor carrying out design work as part of a design and building project; or an interior designer, shop-fitter or landscape architect;

**“Health and Safety File”** –means a file, or other record containing the information by the Construction Regulations;

**“Health and Safety Plan”** –means a site, activity or project specific documented plan in accordance with the client’s health and safety specification;

**“Health and Safety Specification”** –means a site, activity or project specific document prepared by the client pertaining to all health and safety requirements related to construction work;

**“Method Statement”** –means a document detailing the key activities to be performed in order to reduce as reasonably as practicable the hazards identified in any risk assessment;

**"Principal contractor"** means an employer appointed by the client to perform construction work;

**“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, reduce or control such hazard.

## 5. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT

### 5.1 Organizational Structure of EHSMS Responsibilities

All responsibilities fall under the legal requirement of legal appointment letters – each responsible person must have an appointment letter.

ROLE	RESPONSIBILITIES
Client Client Agent	<b>The Client and/or its Agent</b> shall ensure that the Principal Contractor, appointed in terms of Construction Regulation 5(1) (l), implements and maintains the agreed and approved Health and Safety Plan. Failure on the part of the Client or Agent to comply with this requirement will not relieve the Principal Contractor from any duties under the Act and Regulations.





CEO – Principle Contractor	<b>The Chief Executive Officer</b> of the Principal Contractor in terms of Section 16 (1) of the Act to ensure that the Employer (as defined in the Act) complies with the Act. The pro forma Legal Compliance Audit may be used for this purpose by the Principal Contractor or his/her appointed contractor.
Person responsible for Health and Safety Section 16(2)	All OHS Act (85 /1993), <b>Section 16 (2)</b> appointee/s as detailed in their respective appointment forms shall regularly, in writing, report to management on health and safety matters or deviations identified during routine or ad hoc inspections/ audits. All reports shall be made available to the principal Contractor to become part of their site records (Health & Safety File).
Construction Manager Or Assistant	<b>The Construction Manager and Assistant</b> Construction Supervisor/s appointed in terms of Construction Regulation 8 shall regularly, in writing, report to their managers on health and safety matters or deviations identified during inspections. All reports shall be made available to the principal Contractor to become part of site records (Health & Safety File). This manager must be registered with SACPCMP.
SHE Representatives	<b>All Health and Safety Representatives (SHE-Reps)</b> shall act and report as per Section 18 of the Act. She Representatives shall inspect and monitor activities on a daily basis and report finding to the Client and Health and Safety manager immediately. These safety representatives have the right to stop any unsafe work or work due to unsafe conditions and report findings and reason immediately to _____ (Company Name) Management.
Other Legal Appointees	<b>Further (Specific) Supervision Responsibilities for OH&amp;S</b> Several appointments or designations of responsible and /or competent people in specific areas of construction work are required by the Act and Regulations. The following competent appointments, where applicable, in terms of the Construction Regulations are required to ensure compliance to the Act, Regulations and Safety Standards.

LEGAL APPOINTMENTS AS REQUIRED IN THE CONSTRUCTION REGULATIONS			
Item	Construction Regulation	Appointment	Responsible Person
1.	5(1)(h)	Principal contractor for each phase or project	Client
2.	7(c)(v)	Contractor	Principal Contractor
3.	7(2)(c)	Contractor	Contractor
4.	8(1)	Construction Manager	Principal Contractor
5.	8(2)	Construction Manager sub-ordinates	Principal Contractor
6.	8(6)	Construction Safety Officer	Principal Contractor & Contractor
7.	9(1)	Person to carry out risk assessment	Principal Contractor & Contractor



8.	9(4)	Trainer/Instructor	Principal Contractor & Contractor
9.	10(1)(a)	Fall protection planner	Principal Contractor & Contractor
10.	13(1)(a)	Excavation supervisor	Principal Contractor & Contractor
11.	13(2)(b)(ii)(bb)	Professional engineer or technologist	Principal Contractor & Contractor
12.	13(2)(k)	Explosives expert	Principal Contractor & Contractor
13.	14(1)	Supervisor demolition work	Principal Contractor & Contractor
14.	14(2) + (3)	Demolition expert	Principal Contractor & Contractor
15.	14(11)	Explosives expert	Principal Contractor & Contractor
16.	16(1)	Scaffold supervisor	Principal Contractor & Contractor
17.	17(1)	Suspended platform supervisor	Principal Contractor & Contractor
18.	17(2)(c)	Compliance plan developer	Principal Contractor & Contractor
19.	17(8)(c)	Suspended platform expert	Principal Contractor & Contractor
20.	17(13)	Outrigger expert	Principal Contractor & Contractor
21.	19(8)(a)	Material hoist inspector	Principal Contractor & Contractor
22.	18(1)(a)	Rope access supervisor	Principal Contractor & Contractor
23.	20(1)	Bulk mixing plant supervisor	Principal Contractor & Contractor
24.	20(2)	Bulk mixing plant operator	Principal Contractor & Contractor
25.	21(2)(b)	Explosive actuated fastening device expert	Principal Contractor & Contractor
26.	21(2) (g) (i)	Explosive actuated fastening device controller	Principal Contractor & Contractor
28.	22(e)	Tower crane operator	Principal Contractor & Contractor
29.	23(1)(d)(i)	Construction vehicle and mobile plant operator	Principal Contractor & Contractor
30.	23(1)(k)	Construction vehicle and mobile plant inspector	Principal Contractor & Contractor
31.	24(d)	Temporary electrical installations inspector	Principal Contractor & Contractor
32.	24 (e)	Temporary electrical installations controller	Principal Contractor & Contractor
33.	28 (a)	Stacking and storage supervisor	Principal Contractor & Contractor



34.	29 (h)	Fire equipment inspector	Principal Contractor & Contractor
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**This list may be used as a reference or tool to determine which components of the Act and Regulations would be applicable to a particular site, as was intended under paragraph 3 & 4 of the Chapter “Introduction” (page 4) above. This list shall not be assumed to be exclusive or comprehensive.**

5.2 Communication & Liaison

- 5.2.1 Communication between the Employer, the Principal Contractor, Contractors, Project manager, Architect and other concerned parties shall take place in the SHE Committee or Project meeting;
- 5.2.2 In addition to the above, communication may be directed to the Client or Client Agent, in writing, as and when the need arises;
- 5.2.3 The workforce may consult on Health and Safety matters with their Supervisor or She Representative;
- 5.2.4 The Principal Contractor shall be responsible for the dissemination of all relevant Health and Safety information to Contractors and other Contractors e.g. design changes agreed with the Client and its Agent; instruction issued by the Client agent, exchange of information between Contractors, the reporting of hazardous/dangerous conditions/situations etc.

**6. INTERPRETATION**

- 6.1 The Occupational Health and Safety Act and all its Regulations, with the exception of the Construction Regulations, distinguish between the roles, responsibilities and functions of employers and employees respectively. It views consultants and contractors as employees of the “owner” of a construction or operational project, the “owner” being regarded as the employer. Only if formally agreed to by way of the written agreement in this regard between the “owner(s)” and consultant and /or between the “owner(s)” and the contractor(s), will these assumptions be relinquished in favour of the position agreed upon between the relevant parties;
- 6.2 In terms of the Construction Regulations the “**owner**”, in terms of its instructions, operates (has to operate) in the role of client as per relevant definition;



- 6.3 The **contractors** working for the “client” are seen to be in two categories, i.e. the Principal Contractor and Contractors. The Principal Contractor has to take full responsibility for the health and safety on the site of the relevant project / contract. This includes monitoring health and safety conditions and overseeing administrative measures required by the Construction Regulations from all contractors on the project site;
- 6.4 **Contractors** are required to operate under the control (in terms of all health and safety measures which are covered in the Construction Regulations) of the Principal Contractor. Where, for the work the **Principal Contractor** will have to execute himself, practical health and safety measures are applicable, he will also be subject to the relevant requirements with which Contractors have to comply. The Principal Contractor will, however, not have to actually fulfill such requirements in respect of any of the work / functions of any Contractors on the site for which he has been appointed as Principal Contractor. However, he has to monitor / oversee such processes, ensuring that the requirements are complied with and that the required appointments / evaluations / inspections / assessments and tests are done and that the records are duly generated and kept as prescribed in the Construction Regulations. This has to feature clearly in the Principal Contractor’s Health and Safety Plan.

## 7. RESPONSIBILITIES

### 7.1 Client

- a) The Client or the appointed Client Agent will appoint each Principal Contractor for this project or phase/section of the project in writing for assuming the role of Principal Contractor as intended by the Construction Regulations;
- b) The Client or the appointed Client Agent shall discuss, negotiate and approve the contents of the specified project health and safety plan submitted by the Principal and Contractor;
- c) The Client or his Agent will take reasonable steps to ensure that the health and safety plan of the Principle and Contractor is correctly implemented and maintained. Periodical audits agreed between the client and the principal and any contractor (audits to take place at least every 30 days CR5.1 (o)) shall be conducted to monitor the compliance;
- d) The Client or his appointed Agent on his behalf, will prevent the Principal Contractor and/or the Contractor from commencing or continuing with construction work should the Principal Contractor and/or the Contractor at any stage in the execution of the works be found to:



- have failed to have complied with any of the administrative measures required by the Construction Regulations in preparation for the construction project or any physical preparations necessary in terms of the Act;
- have failed to implement or maintain their health and safety plan;
- have executed construction work which is not in accordance with their health and safety plan;
- have acted in any way which may pose a threat to the health and safety of any person(s) present on the site of the works or in its vicinity, irrespective of him/them being employed or legitimately on the site of the works or in its vicinity.

## 7.2 Principal Contractor

- a) The Principal Contractor shall accept the appointment under the terms and Conditions of Contract. The Principal Contractor shall sign and agree to those terms and conditions and shall, before commencing work, notify the Department of Labour of the intended construction work in terms of Regulation 3 of the Construction Regulations. Annexure B of this Specification contains a “Notification of Construction Work” form. The Principal Contractor shall submit the notification in writing prior to commencement of work and inform the Client or his Agent accordingly;
- b) The Principal Contractor shall ensure that he is fully conversant with the requirements of this Specification and all relevant health and safety legislation. This Specification is not intended to supersede the Act nor the Construction Regulations or any part of either. Those sections of the Act and the Construction Regulations which apply to the scope of work to be performed by the Principal Contractor in terms of this contract (entirely or in part) will continue to be legally required of the Principal Contractor to comply with. The Principal Contractor will in no manner or means be absolved from the responsibility to comply with all applicable sections of the Act, the Construction Regulations or any Regulations proclaimed under the Act or which may perceivable be applicable to this contract;
- c) The Principal Contractor shall provide and demonstrate to the Client a suitable and sufficiently documented health and safety plan based on this Specification, the Act and the



Construction Regulations, which shall be applied from the date of commencement of and for the duration of execution of the works. This plan shall, as appendices, include the health and safety plans of all Contractors for which he has to take responsibility in terms of this contract;

- d) The Principal Contractor shall provide proof of his registration and good standing with the Compensation Fund or with a licensed compensation insurer prior to commencement with the works;
- e) The Potential Principal Contractor shall, in submitting his tender, demonstrate that he has made provision for the cost of compliance with the specified health and safety requirements, the Act and Construction Regulations. (Note: This shall have to be contained in the conditions of tender upon which a tenderer's offer is based.);
- f) The Principal Contractor shall consistently demonstrate his competence and the adequacy of his resources to perform the duties imposed on the Principal Contractor in terms of this Specification, the Act and the Construction Regulations;
- g) The Principal Contractor shall ensure that a copy of his health and safety plan is available on site and is presented upon request to the Client, the Client's agent, an Inspector, Employee or Contractor;
- h) The Principal Contractor shall ensure that a health and safety file, which shall include all documentation required in terms of the provisions of this Specification, the Act and the Construction Regulations, is opened and kept on site and made available to the Client or Inspector upon request. Upon completion of the works, the Principal Contractor shall hand over a consolidated health and safety file to the Client;
- i) The Principal Contractor shall, throughout execution of the contract, ensure that all conditions imposed on his Contractors in terms of the Act and the Construction Regulations are complied with as if they were the Principal Contractor; and



- j) The Principal Contractor shall from time to time evaluate the relevance of the Health and Safety Plan and revise the same as required, following which revised plan shall be submitted to the Client and/or his/her Agent for approval.

## 8. SCOPE OF WORK

These specifications are applicable to the specific scope of work pertaining **REPAIRS TO DOCUMENT STORAGE CONTAINERS IN THE DBSA CAMPUS** project as detailed in the tender documents.

The Client or its Agent will provide a scope of work to the Principal Contractor.

As a result of the inherent generic nature of the Health and Safety Specifications document, specific relevant information on the project must be provided and it may be necessary to draft the required information under this paragraph on a separate attached document.

If at any time after commencement of the project changes are brought about to the design or construction, sufficient health and safety information and appropriate resources are to be made available to the Principal Contractor to execute the work safely. **TBA** –shall for the duration of the project make available SHE Representatives on a daily basis to inspect the workplace.

According to Construction Regulation 7(1) (c) (ii) all potential contractors submitting tenders must make provision for the cost of health and safety measures during the construction process. When submitting a tender the Principal Contractor shall therefore, make provision for the cost of health and safety measures in terms of their documented Health and Safety Plan and **DBSA – Development Bank of Southern Africa** Health and Safety Specifications. The cost shall be clearly specified and quantified within the tender document under a section for health and safety. *The Health and Safety Plan is therefore to be included with the Tender documents when Tenders are invited for the Project.*

## 9. HEALTH AND SAFETY FILE

The Principal Contractor must, in terms of Construction Regulation 7(2) (b), keep a Health & Safety File on site at all times that must include all documentation required in terms of the Act and Regulations and must also include a list of all Contractors on site that are accountable to the Principal Contractor and the agreements between the parties and details of work being done. A more detailed list of documents and other legal requirements that must be kept in the Health and Safety File is attached as an addendum to this document.



**IMPORTANT:**

The Health and Safety File will remain the property of the Client and/or its Agent on its behalf throughout the period of the project and shall be consolidated and handed over to the Client and/or its Agent on its behalf at the time of completion of the project.

**10. OH&S GOALS AND OBJECTIVES AND ARRANGEMENTS FOR MONITORING AND REVIEWING OH&S PERFORMANCE**

The Principal Contractor is required to maintain an acceptable disabling incident frequency rate (DIFR) and report monthly on their performance to the Client or its Agent.

**11. IDENTIFICATION OF HAZARDS AND DEVELOPMENT OF RISK ASSESSMENTS, STANDARD WORKING PROCEDURES (SWP) AND METHOD STATEMENTS**

The Principal Contractor is required to perform risk assessments, compile Standard Working Procedures (SWP) and Method Statements for each activity executed in the contract or project (see 4. below "Project/Site Specific Requirements").

The identification of hazards is over and above the hazards identification program and those hazards identified during the drafting of the Health and Safety Plan.

**12. ARRANGEMENTS FOR MONITORING AND REVIEW**

**12.1 Periodical Audit by Client or its Agent**

The Client and/or its Agent on its behalf will be conducting Periodic Audits at times agreed with the Principal Contractor to comply with Construction Regulation 7(1) (c) (vii) to ensure that the principal Contractor has implemented, is adhering to and is maintaining the agreed and approved OH&S Plan (audits must be done at least once every 30 days).

**12.2 Other audits and inspections by client or agent.**

The Client or its Agent reserves the right to conduct any ad hoc audits and inspections as it deems necessary.

A representative of the Principal Contractor and the relevant Health and Safety Representative(s) (SHE-Reps) must accompany the Client and/or its Agent on all Audits





and Inspections and may conduct their own audit/inspection simultaneously. Each party will, however, take responsibility for the results of his/her own audit/inspection results. The Client or its Agent may request a copy of the Principle Contractor SHE Committee meeting minutes, reflecting possible recommendations made by that committee to the employer for reference purposes.

### **12.3 Incident Investigation and Reporting**

12.3.1 The Principal Contractor shall report all incidents where an employee is injured on duty to the extent that he/she:

- Dies;
- becomes unconscious;
- loses a limb or part of a limb;
- is injured or becomes ill to such a degree that he/she is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he/she was usually employed.

or where:

- a major incident occurred;
- the health or safety of any person was endangered (this could be a near miss);
- where a dangerous substance was spilled;
- the uncontrolled release of any substance under pressure took place;
- machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects;
- machinery ran out of control.

to the Provincial Director of the Department of Labour within seven days and at the same time to the Client or its Agent.

Refer in this regard to Section 24 of the Act & General Administrative Regulation 8.



12.3.2 The Principal Contractor is required to provide the Client and/or its Agent on its behalf with copies of all statutory reports required in terms of the Act and the Regulations;

12.3.3 The Principal Contractor is required to provide the Client and/or its Agent on its behalf with a monthly “SHE Risk Management Report”;

12.3.4 The Principal Contractor is required to provide a.s.a.p. the Client and/or its Agent on its behalf with copies of all internal and external accident/incident investigation reports including the reports contemplated in 12.7, 12.8.2, 15, 16, 17, 21 and 22 below. As soon as the occurrence of any accident/incident of whatever nature comes to the notice of the Principal Contractor, it shall be reported immediately to any of the following:

- Project Manager / Client Agent; and
- Health and Safety Manager / OHS Officer.

## **12.4 Review**

- The Principal Contractor is to review the Hazard Identification, Risk Assessments and Standard Work Processes at each Construction Planning and Progress Report meeting as the construction work develops and progresses. Each time changes are made to the designs, plans and construction methods and processes. These items must be reviewed;
- The Principal Contractor must provide the Client and/or its Agent on its behalf, other Contractors and all other concerned parties with copies of any changes, alterations or amendments as contemplated in the above paragraph.

## **12.5 Site Rules and other Restrictions**

### **12.5.1 Site OH&S Rules**

The Principal Contractor must develop a set of site-specific Health and Safety Rules that will be applied to regulate the Health and Safety Plan and associated aspects of the construction project.



When required for a site by law, visitors and non-employees upon entering the site shall be issued with the proper Personal Protective Equipment (PPE) as and when necessary.

### **12.5.2 Security Arrangements**

- The Principal Contractor must establish site access rules and implement and maintain these throughout the construction period. Access control must include the rule that non-employees shall at all times be provided with fulltime supervision while on site;
- Additional Access Rules may be imposed by the Project Manager or Client Agent in the interest of the safety of **TBA** employees, visitors and customers;
- The Principal Contractor must develop a set of Security rules and procedures for their allocated site and maintain these throughout the construction period. These security rules must be submitted to the Client for approval. Additional security measures or rules may be specified for risk minimisation purposes;
- If not already tasked to the H&S Officer appointed in terms of Construction Regulation 8(6), the Principal Contractor must appoint a competent Emergency Controller who must develop contingency plans for any emergency that may arise on site as indicated by the risk assessments. These must include a monthly practice/testing programme for the plans e.g. January: trench collapse, February: flooding etc. and practiced/tested with all persons on site at the time, participating.

### **12.6 Training**

The contents and syllabi of all training required by the Act and Regulations including any other related or relevant training as required must be included in the Principal Contractor's Health and Safety Plan and Health and Safety File.



### **12.6.1 General Induction Training**

All employees of the Principal and other Contractors must be in possession of proof of General Induction training;

### **12.6.2 Site Specific Induction Training**

All employees of the Principal and other Contractors must be in possession of Site Specific Occupational Health and Safety Induction or other qualifying training.

### **12.6.3 Other Training**

- All operators, drivers and users of construction vehicles, mobile plant and other equipment must be in possession of valid licenses and proof of training;
- All employees performing jobs requiring specific training in terms of the OHS Act 85, 1993 and Regulations must submit proof of such training;
- Occupational Health and Safety Training Requirements: (as required by the Construction Regulations and as indicated by the Health and Safety Specification Document & the Risk Assessment/s and recommendations by the Health and Safety Committee):
  - General Induction (Section 8 of the Act);
  - Site/Job Specific Induction (also visitors) (Sections 8 & 9 of the Act);
  - Site/Project Manager;
  - Construction Supervisor;
  - OH&S Representatives (Section 18 (3) of the Act);
  - Training of the Appointees indicated in 12.6.1 & 12.6.2 above;
  - Operation of Cranes (Driven Machinery Regulations 18 (11));
  - Operators & Drivers of Construction Vehicles & Mobile Plant (Construction Regulation 23);
  - Basic Fire Prevention & Protection (Environmental Regulations 9 and Construction Regulation 29);
  - As a minimum basic First Aid to be upgraded when necessary (General Safety Regulations 3);



- Storekeeping Methods & Safe Stacking (Construction Regulation 28);
- Emergency, Security and Fire Coordinator.

## **12.7 Incident Investigation**

The Principal Contractor is responsible to oversee the investigation of all incidents. This will include first aid, medical treatment by a doctor and hospital or clinic cases. (General Administrative Regulation 9).

All incidents must be recorded in the Accident/Incident Register. (General Administrative Regulation 9).

The Principal Contractor is responsible for the investigation of all incidents as described in Section 24 (1) (b) & (c) of the Act and keeping a record of the results of such investigations including the corrective action to prevent similar incidents in future.

The Principal Contractor is responsible for the investigation of all road traffic accidents relating to the construction site and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.

Notwithstanding the requirements of Section 24 of the Act, All incidents shall be investigated and reported on in writing, irrespective of whether such incident gave rise to injury or damage.

## **12.8 SHE Representatives and SHE Committees**

### **12.8.1 Designation of SHE Representatives**

- Where the Principal Contractor employs more than 20 persons (including the employees of the Contractors) he has to appoint a minimum of one SHE Representatives, then he must appoint one for every 50 employees or part thereof. (*OHS Act 85, 1993 - Section 17 and GAR 6; 7.*);
- These SHE Representatives shall be designated in writing.



**12.8.2 Duties and Functions of the H&S Representatives** *(This is based on the Construction norms and is not an exhaustive list)*

- The Principal Contractor must ensure that the designated SHE Representatives conduct a formal weekly inspection of their respective areas of responsibility using a checklist. All findings must be reported to the Principal Contractor. The reports shall be submitted to the Health and Safety Committee for action. Record shall be kept in the form of minutes;
- SHE Representatives must take part in incident investigations;
- SHE Representatives shall be members of at least one SHE Committee and attend all the SHE Committee meetings.

**12.8.3 Establishment of H&S Committee(s)**

The Principal Contractor must establish H&S Committees consisting of designated H&S Representatives together with a number of Employers Representatives appointed as per Section 19(3) that are not allowed to exceed the number of H&S Representatives on the committee. The persons nominated by the employer on an H&S Committee must be designated in writing for such period as may be determined by him. The H&S Committee shall co-opt advisory (temporary) members (who are not allowed to vote on issues discussed) and determine the procedures of the meetings including the chairmanship.

Legally, the H&S Committee must meet minimum every 3 months but it is advised that they meet at least once a month and consider, at least, the following Agenda for the *first meeting*. Thereafter the H&S Committee shall determine its own procedures as per the previous paragraph.

**Agenda:**

- 1) Opening and determining of chairmanship (only when necessary);
- 2) Facilities and Hygiene;
- 3) Housekeeping ;
- 4) Incidents and incident investigation; and
- 5) Inspection checklists and Registers:



- a. H&S Rep. Inspections;
  - b. Matters of First Aid;
  - c. Scaffolding;
  - d. Ladders;
  - e. Excavations;
  - f. Portable Electric Equipment;
  - g. Fire Equipment;
  - h. Explosive Power Tools;
  - i. Power Hand tools;
  - j. Incident Investigation reports;
  - k. Pressure Equipment and vessels under pressure;
  - l. Personal Protective Equipment.
- 6) Safety Statistics;
  - 7) Health and Safety Awareness / Training / Posters and Symbolic signs;
  - 8) First Aiders and First Aid equipment;
  - 9) Demarcation of work- /hazardous-/safe areas/walkways;
  - 10) Safety Suggestions;
  - 11) Environmental Management;
  - 12) General;
  - 13) Date of Next Meeting; and
  - 14) Closing

### **13. PROJECT/SITE SPECIFIC REQUIREMENTS**

The following is a list of specific activities and considerations that have been identified for the project and site and for which Risk Assessments, Standard Working Procedures (SWP), management and control measures and Method Statements (where necessary) have to be developed by the Principal Contractor:



### **Remove All Containers on Site for Repairs**

- Lifting and transporting containers.

### **Repair All Damaged Areas in the Container**

- Welding, cutting, or grinding.

### **Supply and Install Floor Rubber Mat for All Containers & Extraction Fans**

- Cutting and installing mats,
- Installing extraction fans.

### **Paint All Containers (Inside and Outside) & Brand All Three Containers with DBSA Logo**

- Painting inside containers,
- Painting exterior surfaces,
- Applying logos.

### **Waterproof All Document Containers & Install Front Rain Shelters**

- Sealing and waterproofing,
- Assembling and installing.

**Task Activities undertaken in the execution of the above-mentioned work , and need to be addressed by the Principal Contractor in the safety plan and include the following:**

- Remove all containers on site for repairs.
- Repair all damaged areas in the container.
- Supply and installation floor rubber mat for all containers inside.
- Supply and install extraction fans and each container must have 4 extractors.
- Paint all containers in and outside.
- Brand all three containers with DBSA Logo.
- Supply and install LED solar lights for all three containers.
- All three document containers must be water proved.





- Front door must have steel stairs.
- All containers must have front rain shelter.
- All containers must have 2years workmanship warrantee (provide document proof)

**13.1 The following are in particular requirements depending on scope of works and will form a basis for compliance audits.**

1. Administrative and Legal Requirements;
2. Education, Training & Promotion;
3. Public Safety and Emergency Preparedness;
4. Personal Protective Equipment;
5. Housekeeping;
6. Scaffolding, Formwork & Support work;
7. Ladders;
8. Electrical Safeguarding;
9. Emergency Procedures /Fire Prevention and Protection;
- 10.Excavations and Demolition;
- 11.Tools;
- 12.Cranes and other driven machinery;
- 13.Personnel and Material Hoists;
14. Transport and Materials Handling;
- 15.Site Plant and Machinery;
- 16.Stacking and Storage Site/ Yards/ Site Workshops Specifics;
- 17.Health and Hygiene; and
- 18.Facilities.

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

**Administrative & Legal Requirements**

OHS Act Section/ Regulation	Subject	Requirements
Construction. Regulation	Application for	Department of Labour must be notified by the client and by the

# DBSA

3 & 4	construction work permit Notice of carrying out Construction work	contractor. Copy of Notice available on Site. Work permit to be displayed at the entrance.
General Admin. Regulation 4	Copy of OH&S Act (Act 85 of 1993)	Updated copy of Act & Regulations available on site. Readily available for perusal by employees.
COID Act Section 80	Registration with Compensation Insurer	Written proof of registration/Letter of good standing available on Site
Construction. Regulation 5(1)	SHE Specification and Program	SHE Spec received from Client and/or its Agent SHE Program developed and updated.
Section 8(2)(d) of the OHS Act and Regulation 5(1) of the Construction. Regulation 7	Hazard Identification & Risk Assessment	Identifications of hazards/Recorded Risk Assessment and – Plan drawn up/Updated Risk Assessment Plan available on Site Employees/Contractors informed/trained
Section 16(2)	Assigned duties (Managers)	Responsibility of complying with the OH&S Act assigned to other person/s by CEO.
Construction. Regulation 8(1)	Designation of Person Responsible on Site	Competent person appointed in writing as Construction Manager with job description
Construction. Regulation 8(2)	Designation of Assistant for above	Competent person appointed in writing as Assistant Construction Manager with job description
Section 17 & 18 General Administrative Regulations 6 & 7	Designation of SHE Representatives	More than 20 employees - one H&S Representative, one additional H&S Rep. for each 50 employees or part thereof. Designation in writing, period and area of responsibility specified in terms of GAR 6 & 7 Meaningful H&S Rep. reports. Reports actioned by Management.
Section 19 & 20 General Administrative Regulations 5	Health & Safety Committee/s	SHE Committee/s established. All SHE Reps shall be members of SHE Committees Additional members are appointed in writing. Meetings held monthly, Minutes kept. Actioned by Management.
Section 37(1) & (2)	Agreement with Mandatories/ Contractors	Written agreement with Contractors List of Contractors displayed. Proof of Registration with Compensation Insurer/Letter of Good Standing (COID) Construction Manager designated Written arrangements regarding SHE Reps and Committee (OHS Act Section 17,18) Written arrangements for First Aid (COID)
Section 24 & General Admin. Regulation 8 COID Act Sect.38, 39 & 41	Reporting of Incidents (Dept. of Labour)	Incident Reporting Procedure displayed. All incidents in terms of Sect. 24 reported to the Provincial Director, Department of Labour, within 3 days. (Annexure 1?)(WCL 1 or 2) and to the Client and/or its Agent on its behalf Cases of Occupational Disease Reported Copies of Reports available on Site Record of First Aid injuries kept
General Admin. Regulation 9	Investigation and Recording of Incidents	All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by investigator designated in writing. Copies of Reports (Annexure 1) available on Site

# D B S A

		Tabled at H&S Committee meeting Action taken by Site Management.
Construction. Regulation 10	Fall Prevention & Protection	Competent person appointed to draw up and supervise the Fall Protection Plan Proof of appointees competence available on Site Risk Assessment carried out for work at heights Fall Protection Plan drawn up/updated and available on Site
Construction. Regulation 16	Scaffolding	<b>Competent persons appointed in writing to:</b> - erect scaffolding (Scaffold Erector/s) - act as Scaffold Team Leaders - inspect Scaffolding weekly and after inclement weather (Scaffold Inspector/s) Written Proof of Competence of above appointees available on Site Copy of SABS 085 available on Site Risk Assessment carried out Inspected weekly/after bad weather. Inspection register/s kept
Construction. Regulation 24/Electrical Machinery Regulations 9 & 10/ Electrical Installation Regulations	Inspection & Maintenance of Electrical Installation & Equipment (including portable electrical tools)	<b>Competent person appointed</b> in writing to inspect/test the installation and equipment. Written Proof of Competence of above appointee available on Site. Inspections: - Electrical Installation & equipment inspected after installation, after alterations and quarterly. Inspection Registers kept Portable electric tools, electric lights and extension leads must be uniquely identified/numbered. Weekly visual inspection by User/Issuer/Storeman. Register kept.
Construction Regulation 25	Use of temporary storage of flammable liquids on construction site	Flammable liquids must be stored in a way that it does not cause a fire or explosion hazard, and that the workplace is well ventilated. Suitable notices to be posted.
Construction Regulations 26	Water environments	If construction is performed over on in close proximity of water, then provision must be made to prevent persons from falling into water and have a rescue plan in case of such incident happening to prevent drowning.
Construction Regulation 27	Housekeeping	Suitable housekeeping measures must be implemented to reduce the risk of injuries and damage to the structures, machinery, etc. Debris must be removed with a chute from a high place. Construction area must be fenced off.
Construction. Regulation 28/ General Safety Regulation 8(1)(a)	Designation of Stacking & Storage Supervisor.	<b>Competent Person/s</b> with specific knowledge and experience designated to supervise all Stacking & Storage Written Proof of Competence of above appointee available on Site
Construction. Regulation 29/ Environmental Regulation 9	Designation of a Person to Co-ordinate Emergency Planning and Fire Protection	Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution and fire prevention measures Emergency Evacuation Plan developed: - Drilled/Practiced - Plan & Records of Drills/Practices available on Site Fire Risk Assessment carried out All Fire Extinguishing Equipment identified and on <i>register</i> .

# D B S A

		Inspected weekly. And inspection register kept. Serviced annually
Construction Regulation 30	Employees Facilities	The contractor must provide and maintain in hygienic condition facilities for employees that include: <ul style="list-style-type: none"> <li>• Showers (1 for every 15 employees)</li> <li>• Sanitary facilities for each sex (1 for every 30 employees)</li> <li>• Changing facilities for each sex</li> <li>• Sheltered eating areas</li> </ul>
General Safety Regulation 3	First Aid	Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed) First Aid freely available Equipment as per the list in the OH&S Act. One qualified First Aider appointed for every 50 employees. (Required where more than 10 persons are employed) List of First Aid Officials and Certificates Name of person/s in charge of First Aid box/es displayed. Location of First Aid box/es clearly indicated. Signs instructing employees to report all Injuries/illness including first aid injuries
General Safety Regulation 2	Personal Safety Equipment (PPE)	PPE Risk Assessment carried out Items of PPE prescribed/use enforced Records of Issue kept Undertaking by Employee to use/wear PPE. PPE remains property of Employer, and is not to be removed from the premises GSR 2(4)
General Safety Regulation 9	Inspection & Use of Welding/Flame Cutting Equipment	<b>Competent Person/s</b> with specific knowledge and experience designated to Inspect Electric Arc, Gas Welding and Flame Cutting Equipment Written Proof of Competence of above appointee available on Site All new vessels checked for leaks, leaking vessels NOT taken into stock but returned to supplier immediately Equipment identified/numbered and entered into a register Equipment inspected weekly. Inspection Register kept Separate, purpose made storage available for full and empty vessels
Hazardous Chemical Substances (HCS) Regulations Construction Regulation 25	Control of Storage & Usage of HCS and Flammables	<b>Competent Person/s</b> with specific knowledge and experience designated to Control the Storage & Usage of HCS (including Flammables) Written Proof of Competence of above appointee available on Site Risk Assessment carried out Register of HCS kept/used on Site Separate, purpose made storage available for full and empty containers
Construction. Regulation 23	Construction Vehicles and Earth Moving Equipment	Operators/Drivers appointed to: <ul style="list-style-type: none"> <li>- Carry out a daily inspection prior to use</li> <li>- Drive the vehicle/plant that he/she is competent to operate/drive</li> </ul>



		Written Proof of Competence of above appointee available on Site. Record of Daily inspections kept
General Safety Regulation 13A	Inspection of Ladders	<b>Competent person</b> appointed in writing to inspect Ladders Ladders inspected at arrival on site and weekly thereafter. Inspections register kept. Application of the types of ladders (wooden, aluminum etc.) regulated by training and inspections and noted in register

### Education & Training

Subject	Requirement
Company OH&S Policy Section 7(1)	Policy signed by CEO and published/Circulated to Employees Policy displayed on Employee Notice Boards Management and employees committed.
Company/Site SHE Rules (Section 13(a))	Rules published Rules displayed on Employee Notice Boards Rules issued and employees effectively informed or trained: written proof Follow-up to ensure employees understand/adhere to the policy and rules.
Induction & Task Safety Training (Section 13(a))	All new employees receive SHE Induction Training. Training includes Task Safety Instructions. Employees acknowledge receipt of training. Follow-up to ensure employees understand/adhere to instructions.
General SHE Training (Section 13(a))	All current employees receive specified SHE training: written proof Operators of Plant and Equipment receive specified training Follow-up to ensure employees understand/adhere to instructions.





### Public Safety, Security Measures & Emergency Preparedness

Subject	Requirement
Notices & Signs	Notices & Signs at entrances / along perimeters indicating <b>“No Unauthorized Entry”</b> . Notices & Signs at entrance instructing visitors and non - employees what to do, where to go and where to report on entering the site/yard with directional signs. e.g. <b>“Visitors to report to Office”</b> Notices & Signs posted to warn of overhead work and other hazardous activities. e.g. <b>General Warning Signs</b>
Site Safeguarding	Nets, Canopies, Platforms, Fences etc. to protect members of the public passing / entering the site.
Security Measures	Access control measures/register in operation Security patrols after hours during weekends and holidays Sufficient lighting after dark Guard has access to telephone/ mobile/other means of emergency communication
Emergency Preparedness	Emergency contact numbers displayed and made available to Security & Guard Emergency Evacuation instructions posted up on all notice boards (including employees' notice boards) Emergency contingency plan available on site/in yard





# D B S A

Emergency Drill and Evacuation	Doors open outwards/unobstructed Emergency alarm audible all over (including in toilets) Adequate No. of employees trained to use Fire Fighting Equipment. Emergency Evacuation Plan available, displayed and practiced.
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## Personal Protective Equipment

Subject	Requirement
PPE needs analysis	Need for PPE identified and prescribed in writing. PPE remain property of Employer, not to be removed from premises GSR 2(4)
Head Protection 	All persons on site wearing Hardhats including Contractors and Visitors (where prescribed)
Foot Protection 	All employees on site wearing Safety Footwear including Gumboots for concrete / wet work and non-slip shoes for roof work. Visitors to wear same upon request or where prescribed
Eye and Face Protection 	<u>Eye and Face (also Hand and Body) Protection</u> (Goggles, Face Shields, Welding Helmets etc.) used when operating the following: <ul style="list-style-type: none"> <li>• Jack/ Kango Hammers</li> <li>• Angle / Bench Grinders</li> <li>• Electric Drills (Overhead work into concrete / cement / bricks)</li> <li>• Explosive Powered tools</li> <li>• Concrete Vibrators / Pokers</li> <li>• Hammers &amp; Chisels</li> <li>• Cutting / Welding Torches</li> <li>• Cutting Tools and Equipment</li> <li>• Guillotines and Benders</li> <li>• Shears</li> <li>• Sanders and Sanding Machines</li> <li>• CO2 and Arc Welding Equipment</li> <li>• Skill / Bench Saws</li> <li>• Spray Painting Equipment etc.</li> </ul>
Hearing Protection 	<u>Hearing Protectors</u> (Muffs, Plugs etc.) used when operating the following: <ul style="list-style-type: none"> <li>• Jack / Kango Hammers</li> <li>• Explosive Powered Tools</li> <li>• Wood/Aluminum Working Machines e.g. saws, planers, routers</li> </ul>

# D B S A

<p>Hand Protection</p> 	<p>Protective Gloves worn by employees handling / using:</p> <ul style="list-style-type: none"> <li>• Cement / Bricks / Steel / Chemicals</li> <li>• Welding Equipment</li> <li>• Hammers &amp; Chisels</li> <li>• Jack / Kango Hammers etc.</li> </ul>
<p>Respiratory Protection</p> 	<p>Suitable/efficient prescribed <u>Respirators</u> worn correctly by employees handling / using:</p> <ul style="list-style-type: none"> <li>• Dry cement</li> <li>• Dusty areas</li> <li>• Hazardous chemicals</li> <li>• Angle Grinders</li> <li>• Spray Painting etc.</li> </ul>
<p>Fall Prevention Equipment</p> 	<p>Suitable <u>Safety harnesses</u> / Fall Arrest Equipment correctly used by persons working on / in unguarded, elevated positions e.g.:</p> <ul style="list-style-type: none"> <li>• Scaffolding</li> <li>• Riggers</li> <li>• Lift shafts</li> <li>• Edge work</li> <li>• Ring beam edges etc.</li> </ul> <p>Other methods of fall prevention applied e.g. catch nets</p>
<p>Protective Clothing</p> 	<p>All jobs requiring protective clothing (Overalls, Rain Wear, Welding Aprons etc.) Identified and clothing worn.</p>
<p>PPE Issue &amp; Control</p>	<p>Identified Equipment issued free of charge.          All PPE maintained in good condition. (Regular checks).          Workers instructed in the proper use &amp; maintenance of PPE.          Commitment obtained from wearer accepting conditions and to wear the PPE.          Record of PPE issued kept on H&amp;S File.          PPE remain property of Employer, not to be removed from premises GSR 2(4)</p>

## Housekeeping

Subject	Requirement
Scrap Removal System	<p>All items of Scrap/Unusable Off-cuts/Rubble and redundant material removed from working areas on a regular basis. (Daily)</p> <p>Scrap/Waste removal from heights by chute/hoist/crane.</p> <p>Nothing thrown/swept over sides.</p> <p>Scrap disposed of in designated containers/areas</p> <p>Removal from site/yard on a regular basis.</p>
Stacking & Storage	<p><u>Stacking:</u></p> <ul style="list-style-type: none"> <li>* Stable, on firm level surface/base.</li> <li>* Prevent leaning/collapsing</li> <li>* Irregular shapes bonded</li> <li>* Not exceeding 3x the base</li> <li>* Stacks accessible</li> <li>* Removal from top only.</li> </ul>

# DBSA

(See Section 1 for Designation & Register)	<p><u>Storage:</u></p> <ul style="list-style-type: none"> <li>* Adequate storage areas provided.</li> <li>* Functional – e.g. demarcated storage areas/racks/bins etc.</li> <li>* Special areas identified and demarcated e.g. flammable gas, cement etc.</li> <li>* Neat, safe, stable and square.</li> <li>* Store/storage areas clear of superfluous material.</li> <li>* Storage behind sheds etc. neat/under control.</li> <li>* Storage areas free from weeds, litter etc.</li> </ul>
Waste Control/Reclamation	<p>Re-usable off-cuts and other re-usable material removed daily and kept to a minimum in the work areas.</p> <p>All re-usable materials neatly stacked/stored in designated areas. (Nails removed/bent over in re-usable timber).</p> <p>Issue of hardware/nails/screws/cartridges etc. controlled and return of unused items monitored.</p>
Contractors (Housekeeping)	Contractors required to comply with Housekeeping requirements.

## Working at Heights

Subject	Requirement
Openings	Unprotected openings adequately guarded/fenced/barricaded/catch nets installed

## Scaffolding / Formwork / Support Work

Subject	Requirement
Access/System Scaffolding	<ul style="list-style-type: none"> <li>• Foundation firm / stable</li> <li>• Sufficient bracing.</li> <li>• Tied to Structure/prevented from side or cross movement</li> <li>• Platform boards in good condition/sufficient/secured.</li> <li>• Handrails and toe boards provided.</li> <li>• Access ladders / stairs provided.</li> <li>• Area/s under scaffolding tidy.</li> <li>• Safe/unsafe for use signs</li> <li>• Complying with OH&amp;S Act/SABS 085</li> </ul>
Free Standing Scaffolding	<ul style="list-style-type: none"> <li>• Foundation firm / stable</li> <li>• Sufficient bracing.</li> <li>• Platform boards in good condition/sufficient/secured.</li> <li>• Handrails and toe boards provided.</li> <li>• Access ladders / stairs provided.</li> <li>• Area/s under scaffolding tidy.</li> <li>• Safe/unsafe for use signs</li> </ul>



# D B S A

	<ul style="list-style-type: none"> <li>• Height to base ratio correct</li> <li>• Outriggers used /tied to structure where necessary</li> <li>• Complying with OH&amp;S Act/SABS 085</li> </ul>
Mobile Scaffolding	<ul style="list-style-type: none"> <li>• Foundation firm / stable</li> <li>• Sufficient bracing.</li> <li>• Platform boards in good condition/sufficient/secured.</li> <li>• Handrails and toe boards provided.</li> <li>• Access ladders / stairs provided.</li> <li>• Area/s under scaffolding tidy.</li> <li>• Safe/unsafe for use signs</li> </ul>
Mobile Scaffolding	<ul style="list-style-type: none"> <li>• Wheels / swivels in good condition</li> <li>• Brakes working and applied.</li> <li>• Height to base ratio correct.</li> <li>• Outriggers used where necessary</li> <li>• Complying with OH&amp;S Act/SABS 085</li> </ul>
Suspended Scaffolding	<ul style="list-style-type: none"> <li>• Outriggers securely supported and anchored.</li> <li>• Correct No. of steel wire ropes used.</li> <li>• Platform as close as possible to the structure.</li> <li>• Handrails on all sides</li> <li>• All winches / ropes / cables / brakes inspected regularly and replaced as prescribed</li> <li>• Scaffolding complies with OHS Act (Act 85/93)</li> <li>• Winch(es) maintained by competent person(s)</li> </ul>
Formwork / Support Work	<ul style="list-style-type: none"> <li>• All components in good condition.</li> <li>• Foundation firm / stable.</li> <li>• Adequate bracing / stability ensured.</li> <li>• Good workmanship / uprights straight and plumb.</li> <li>• Good cantilever construction.</li> <li>• Safe access provided.</li> <li>• Areas under support work tidy.</li> <li>• Same standards as for system scaffolding.</li> </ul>
Special Scaffolding	<ul style="list-style-type: none"> <li>• Special Scaffolding e.g. Cantilever, Jib and Truss-out scaffolds erected to an acceptable standard and inspected by specialists.</li> </ul>
Edges & Openings	<ul style="list-style-type: none"> <li>• Edges barricaded to acceptable standards.</li> <li>• Manhole openings covered / barricaded.</li> <li>• Openings in floor / other openings covered, barricaded/fenced.</li> <li>• Stairs provided with handrails.</li> <li>• Lift shafts barricaded / fenced off.</li> </ul>

## Ladders

Subject	Requirement
Physical Condition / Use & Storage	<ul style="list-style-type: none"> <li>• Stepladders - hinges/stays/braces/stiles in order.</li> <li>• Extension ladders - ropes/rungs/stiles/safety latch/hook in order.</li> <li>• Extension / Straight ladders secured or tied at the bottom / top.</li> <li>• No joined ladders used</li> <li>• Wooden ladders are never painted except with varnish</li> <li>• Aluminum ladders NOT to be used with electrical work</li> </ul>



	<ul style="list-style-type: none"> <li>• All ladders stored on hooks / racks and not on ground.</li> <li>• Ladders protrude 900 mm above landings / platforms / roof.</li> <li>• Fixed ladders higher than 5 m have cages/Fall arrest system</li> </ul>
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**Electricity (as part of, or additional to the manual “Safety & Switching Procedures for Electrical Installations”**

Subject	Requirement
Electrical Distribution Boards & Earth Leakage	<ul style="list-style-type: none"> <li>• Color coded / numbered / symbolic sign displayed.</li> <li>• Area in front kept clear and unobstructed.</li> <li>• Fitted with inside cover plate / openings blanked off / no exposed “live” conductors / terminals/Door kept close</li> <li>• Switches / circuit breakers identified.</li> <li>• Earth leakage protection unit fitted and operating.</li> <li>• Tested with instrument: Test results within 15 – 30 milliamps</li> <li>• Aperture/Opening/s provided for the plugging in and removal of extension leads without the need to open the door</li> <li>• Apertures and openings used for extension leads to be protected against the elements and especially rain</li> </ul>
Electrical Installations & Wiring	<p>Temporary wiring / extension leads in good condition / no bare or exposed wires. Earthing continuity / polarity correct: <b>Looking at the open connectors to connect the wiring, the word “Brown” has the letter ‘R’ in it, so the <u>b’R’own</u> wire connects to the ‘R’ight hand connector. “Blue” has the letter ‘L’ in it, so the <u>b’L’ue</u> wire connects to the ‘L’eft hand connector.</b> Cables protected from mechanical damage and moisture. Correct loading observed e.g. no heating appliance used from lighting circuit etc. Light fittings/lamps protected from mechanical damage/moisture. Cable arrestors in place and used inside plugs</p>
Physical condition of Electrical Appliances & Tools	<p><u>Electrical Equipment and Tools:</u> (includes all items plugging in to a 16 Amp supply socket)</p> <ul style="list-style-type: none"> <li>• Insulation / casing in good condition.</li> <li>• Earth wire connected/intact where not of double insulated design</li> <li>• Double insulation mark indicates that no earth wire is to be connected.</li> <li>• Cord in good condition/no bare wires/secured to machine &amp; plug.</li> <li>• Plug in good condition, connected correctly and correct polarity.</li> </ul>

**Emergency and Fire Prevention and Protection**

Subject	Requirement
Fire Extinguishing Equipment	<p>Fire Risks Identified and on record <u>The correct and adequate Fire Extinguishing Equipment available for:</u></p> <ul style="list-style-type: none"> <li>• Offices</li> <li>• General Stores</li> </ul>

# D B S A

	<ul style="list-style-type: none"> <li>• Flammable Store</li> <li>• Fuel Storage Tank/s and catchment well</li> <li>• Gas Welding / Cutting operations</li> <li>• Where flammable substances are being used / applied.</li> <li>• * Equipment Easily Accessible</li> </ul>
Maintenance	Fire equipment checked minimum monthly, serviced yearly
Location & Signs	<u>Fire Extinguishing Equipment:</u> <ul style="list-style-type: none"> <li>• Clearly visible</li> <li>• Unobstructed</li> <li>• Signs posted including “No Smoking” / “No Naked Lights” where required. (Flammable store, Gas store, Fuel tanks etc.)</li> </ul>
Storage Issue & Control of Flammables (incl. Gas cylinders)  <div style="text-align: center;">  </div>	Storage Area provided for flammables with suitable doors, ventilation, bund etc. <ul style="list-style-type: none"> <li>• Flammable store neat / tidy and no Class A combustibles. Decanting of flammable substances carried out in ignition free and adequately ventilated area. Container bonding principles applied</li> <li>• Only sufficient quantities issued for one task or one day's usage</li> <li>• Separate, special gas cylinder store/storage area.</li> <li>• Gas Cylinders stored / used / transported upright and secured in trolley/cradle/structure and ventilated.</li> <li>• Types of Gas Cylinders clearly identified as well as the storage area and stored separately.</li> <li>• Full cylinders stored separately from empty cylinders.</li> <li>• All valves, gauges, connections, threads of all vessels to be checked regularly for leaks.</li> <li>• Leaking acetylene vessels to be returned to the supplier <b>IMMEDIATELY</b>.</li> </ul>
Storage, Issue & Control of Hazardous Chemical Substances (HCS)  <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> <li>• HCS storage principles applied: products segregated</li> <li>• Only approved, non-expired HCS to be used</li> <li>• Only the prescribed PPE shall be used as the minimum protection</li> <li>• Provision made for leakage/spillage containment and ventilation</li> <li>• Emergency showers/eye wash facilities provided</li> <li>• HCS under lock &amp; key controlled by designated person</li> <li>• Decanted/issued in containers as prescribed with information/warning labels</li> <li>• Disposal of unwanted HCS by accredited disposal agent</li> <li>• No dumping or disposal of any HCS on or inside the storage area or anywhere else on the project site</li> <li>• All vessels or containers to be regularly checked for leaks</li> </ul>

## Tools

Subject	Requirement
Hand Tools	<u>Shovels / Spades / Picks:</u> <ul style="list-style-type: none"> <li>• Handles free from cracks and splinters</li> <li>• Handles fit securely</li> </ul>



	<ul style="list-style-type: none"> <li>• Working end sharp and true</li> </ul> <p><u>Hammers:</u></p> <ul style="list-style-type: none"> <li>• Good quality handles, no pipe or reinforcing steel handles.</li> <li>• Handles free from cracks and splinters</li> <li>• Handles fit securely</li> </ul> <p><u>Chisels:</u></p> <ul style="list-style-type: none"> <li>• No mushroomed heads / heads chamfered</li> <li>• Not hardened</li> <li>• Cutting edge sharp and square</li> </ul> <p><u>Saws:</u></p> <ul style="list-style-type: none"> <li>• Teeth sharp and set correctly</li> <li>• * Correct saw used for the job</li> </ul>
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**Transport & Materials Handling Equipment**

Subject	Requirement
Site Vehicles	<ul style="list-style-type: none"> <li>• All Site Vehicles, Dumpers, Bobcats, Loaders etc.; checked daily before use by driver / operator.</li> <li>• Inventory of vehicles used/operated on site</li> <li>• Inspection by means of a checklist / results recorded.</li> <li>• No persons riding on equipment not designed or designated for passengers.</li> <li>• Site speed limit posted, enforced and not exceeded.</li> <li>• Drivers / Operators trained / licensed and carrying proof.</li> <li>• No unauthorized persons allowed to drive / operate equipment.</li> </ul>

**Plant & Storage Yards/Site Workshops Specifics**

Subject	Requirements
Section 8(2)(1) General Machinery Regulation 2(1): Supervision of the Use & Maintenance of Machinery	<ul style="list-style-type: none"> <li>• Person/s with specific knowledge and experience designated in writing to supervise the Use &amp; Maintenance of Machinery.</li> <li>• Critical items of Machinery identified/numbered/placed on register/inventory.</li> <li>• Inspection/maintenance schedules for abovementioned.</li> <li>• Inspections/maintenance carried out to above schedules.</li> <li>• Results recorded.</li> </ul>
General Machinery Regulation 9(2): Notices re. Operation of Machinery	<ul style="list-style-type: none"> <li>• Schedule D Notice posted in Work areas.</li> </ul>
Pressure Equipment Regulation 13(1)(b): Supervision of the Use & Maintenance of Vessels under Pressure or Pressure Equipment	<ul style="list-style-type: none"> <li>• Person/s with specific knowledge and experience designated in writing to supervise the Use &amp; Maintenance of Pressure Equipment.</li> <li>• Pressure Equipment identified/numbered/placed on register/Manufacturers plate intact.</li> <li>• Inspection/maintenance carried out according to schedule.</li> <li>• Results recorded/Test certificates available.</li> </ul>

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Lock-out Procedure	Lock-out procedure in operation
Ergonomics	<ul style="list-style-type: none"> <li>• Ergonomics survey conducted – results on record.</li> <li>• Survey results applied.</li> </ul>
Demarcation & Color Coding	<ul style="list-style-type: none"> <li>• Demarcation principles applied</li> <li>• All services, pipes, electrical installation, stop-start controls, emergency controls etc. colour coded to own published or SABS standard</li> <li>• Employees trained to identify colour coding</li> </ul>
Portable & Bench Grinders	<ul style="list-style-type: none"> <li>• Area around grinder clear/trip/slip free</li> <li>• Bench grinders mounted securely/grinder generally in good condition/No excessive vibration</li> <li>• On/Off switch/button clearly demarcated/accessible</li> <li>• Adequate guards in place</li> <li>• Tool rest – secure/square/max. 2 mm gap, perpendicular to drive shaft</li> <li>• Stone/disk - correct type and size/mounted correctly/dressed</li> <li>• Use of Eye protection enforced</li> </ul>
Battery Storage & Charging	<ul style="list-style-type: none"> <li>• Adequately ventilated, ignition free room/area/no smoking sign/s</li> <li>• Batteries placed on rubber/wooden surface</li> <li>• Emergency shower/eye wash provided</li> <li>• No acid storage in area</li> <li>• Prescribed methods in place and adhered to when charging batteries</li> </ul>
Ancillary Lifting Equipment	<ul style="list-style-type: none"> <li>• Chain Blocks/Tirfors/jacks/mobile gantries etc. identified/</li> <li>• numbered on register</li> <li>• Chains in good condition/links no excessive wear/checked daily</li> <li>• Lifting hooks – throat pop marked/safety latch fitted</li> <li>• SWL/MML marked/displayed</li> </ul>
Presses/Guillotines/Shears	<p>Only operated by trained/authorised persons</p> <p>Interlocks/lock-outs fitted/PPE worn or used at all times</p>

## Workplace Environment, Health and Hygiene

Subject	Requirement
Lighting	Adequate lighting in places where work is being executed e.g. stairwells and basements. Light fittings placed / installed causing no irritating/blinding glare. Stroboscopic effect eliminated (not only reduced) where moving objects or machinery is used
Ventilation	Adequate ventilation / extraction / exhausting in hazardous areas e.g. chemicals / adhesives / welding / petrol or diesel/ motors running and in confined spaces / basements.
Noise	Tasks identified where noise levels exceeds 85 dB at any one time. All reasonable steps taken to reduce noise levels at the source. Hearing protection used where noise levels could not be reduced to below 85 dB.
Heat Stress	Measures in place to prevent heat exhaustion in heat stress problem areas e.g. steel decks, when the WBGT index reaches 30. (See Environmental Regulation 4) Cold drinking water readily available at all times.
Ablutions	Sufficient hygiene facilities provided - 1 toilet per 30 employees (National Building Regulations prescribe chemical toilets for Construction sites) <ul style="list-style-type: none"> <li>• Toilet paper available.</li> <li>• Sufficient showers provided.</li> </ul>



	<ul style="list-style-type: none"> <li>• Facilities for washing hands provided.</li> <li>• Soap/cleaning agent available for washing hands.</li> <li>• Means of drying hands available.</li> <li>• Lock-up changing facilities / area provided.</li> <li>• Ablution facilities kept hygienic and clean.</li> </ul>
Eating / Cooking Facilities	<p>Adequate storage facilities provided.          Weather protected eating area provided, separate from changing area.          Refuse bins with lids provided.          Facilities kept clean and hygienic.</p>
Pollution of Environment	<p>Measures in place to minimize dust generation.          Accumulation or littering of empty cement pockets, plastic wrapping / bags, packing materials etc. prevented. Spillage / discarding of oil, chemicals and diesel into storm water and other drains or into existing or newly dug holes/cavities on site expressly prohibited.</p>
Hazardous Chemical Substances	<p>All substances identified and list available e.g. acids, flammables, poisons etc.          Material Safety Data Sheets (MSDS) indicating hazardous properties and emergency procedures in case of incident on file and readily available.          Substances stored safely.          Expiry dates meticulously checked where applicable.</p>

**15. THE PRINCIPAL CONTRACTOR’S GENERAL DUTIES**

The Principal Contractor shall at all times ensure his status of an “employer” as referred to in the Act, and will abide by his/her responsibilities, duties and functions as per the requirements of the Act and Regulations with specific reference to Section 8 of the Act.

The Principal Contractor shall keep, and on demand make available, a copy of the Act on site at all times and in addition to that he/she will introduce and maintain a file titled “Health and Safety File”, or other record in permanent form, which shall contain all relevant aspects and information as contemplated in the Construction Regulations. He/she will make this file available to the client or his representative whenever necessary or on request to an interested party.

**16. THE PRINCIPAL CONTRACTOR’S SPECIFIC DUTIES**

The Principal Contractor’s specific duties in terms of these specifications are detailed in the Construction Regulations as published under government notice No. 84 dated 7 February 2014.

The Principal Contractor is specifically referred to the following elements of the Construction Regulations:

- Regulation No. 1 - Definitions
- Regulation No. 2 - Scope of application
- Regulation No. 3 - Application for construction work permit



- Regulation No. 4 - Notification of construction work
- Regulation No. 5 - Duties of client
- Regulation No. 6 - Duties of designer
- Regulation No. 7 - Principal Contractor and Contractor
- Regulation No. 8 - Management and supervision of construction work
- Regulation No. 9 - Risk Assessment for construction work
- Regulation No. 10 - fall protection
- Regulation No. 23 - Construction vehicles and mobile plant
- Regulation No. 24 - Electrical installations and machinery on construction sites
- Regulation No. 25 - Use and temporary storage of flammable liquids on construction sites
- Regulation No. 26 - Water environments
- Regulation No. 27 - Housekeeping and general safeguarding on construction sites
- Regulation No. 28 - Stacking & Storage on construction sites
- Regulation No. 29 - Fire precautions on construction sites
- Regulation No. 32 - Approved Inspection authorities
- Regulation No. 33 - Offences and penalties

The Principal Contractor shall ensure compliance to the Act and its Regulations and specifically to the above regulations, and document each record in the Health and Safety File.

## **17. THE PRINCIPAL CONTRACTOR'S SPECIFIC RESPONSIBILITIES WITH REGARDS TO HAZARDOUS ACTIVITIES**

The following activities are identifiable as hazardous in terms of the Construction Regulations.

The contractor shall execute the activities in accordance with the following Construction Regulations and other applicable regulations of the Act:

- Regulation No. 10 - Fall protection
- Regulation No. 16 - Scaffolding
- Regulation No. 23 - Construction vehicles and mobile plant.
- Regulation No. 24 - Electrical installations and machinery on construction sites
- Regulation No. 25 - Use and temporary storage of flammable liquids on construction sites
- Regulation No. 26 - Water environments



Regulation No. 27 - Housekeeping on construction sites

Regulation No. 29 - Fire precautions on construction sites.

All of the above requirements will be read in conjunction with the relevant regulations and health and safety standards as required by the Act. All documents and records required by the Construction Regulations will be kept in the Health and Safety File and will be made available at any time when required by the client or his representative, or on request to an interested party.





## 18. GENERAL NOTES TO THE PRINCIPAL CONTRACTOR

### Legal Framework and obligations

The more important Acts and relevant subordinate/secondary legislation as well as other (inter alia Local Government) legislation that also apply to the State as well as to State owned buildings and premises: -

- (i) The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises";
- (ii) The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended and the municipal by-laws and any special requirements of the local supply authority;
- (iii) The Fire Brigade Services Act 1987, Act 99 of 1987 as amended;
- (iv) The National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended and relevant proclaimed Regulations (SABS 0400);
- (v) The Post Office Act 1958 (Act 44 of 1958) as amended;
- (vi) The Electricity Act 1984, Act 41 of 1984;
- (vii) The Regulations of Local Gas Board(s), including Publications of the SABS Standards and Codes of Practice, with specific reference to GNR 17468 dated 4<sup>th</sup> October 1997;
- (viii) Legislation pertaining to water usage and the environment;
- (ix) Legislation governing the use of equipment, which may emit radiation (e.g. X-Rays etc.)
  - Common Law

### Legal Liabilities

Common Law and Legislation

Based on two main criteria –

- Would the reasonable person have foreseen the hazard?  
**That is a reasonable person in that specific position, taking experience, qualifications, authority, position in the organization etc. into consideration**
- Would the reasonable person have taken precautionary measures (action) to prevent or limit the hazard?

Negligence can be proven on failure on **any** or **both** of the above criteria

(There may not necessarily be a relationship between criminal and civil liability!)



## 19. HOUSE KEEPING

Good housekeeping will be maintained at all times as per Construction Regulation No. 27. Poor housekeeping contributes to three major problems, namely, costly or increased accidents, fire or fire hazards and reduction in production. Good housekeeping will enhance production time.

Particular emphasis is to be placed on the following crucial elements of a construction site:

- Phase priorities and production/plant layout;
- Enclosures;
- Pits, openings and shoring;
- Storage facilities;
- Effective, sufficient and maintained lighting or illumination;
- Principal sources of injuries e.g. stairways, runways, ramps, loose building material;
- Oil, grease, water, waste, rubble, glass, storm water;
- Color coding;
- Demarcations;
- Pollution;
- Waste disposal;
- Ablution and hygiene facilities; and
- First aid.

This list must not be taken to be exclusive or exhaustive!

In promotion of environmental control all waste, rubble, scrap etc, will be disposed of at a registered dump site and records will be maintained. Where it is found to be impractical to use a registered dump site or it is not available, the Principal Contractor will ensure that the matter is brought to record with the client or his representative, after which suitable, acceptable alternatives will be sought and applied.

Dross and refuse from metals, and waste matters or by-products whose nature is such that they are poisonous or capable of fermentation, putrefaction or constituting a nuisance shall be treated or disposed of by methods approved of by an inspector.



**NOTE:** No employer (Principal Contractor) shall require or permit any person to work at night or after hours unless there is adequate, suitable artificial lighting including support services in respect of Health and Safety.

## **20. LOCKOUT SYSTEMS - ELECTRICAL**

A system of control shall be established in order that no unauthorized person can energize a circuit, open a valve, or activate a machine on which people are working or doing maintenance, even if equipment, plant or machinery is out of commission for any period, thus eliminating injuries and damage to people and equipment as far as is reasonably practicable.

Physical/mechanical lock-out systems shall be part of the safety system and included in training. Lockouts shall be tagged and the system tested before commencing with any work or repairs.

## **21. INCIDENT INVESTIGATION**

Inspection and reporting is the best way in which a responsible contractor can control his area of responsibility. All incidents therefore, irrespective of whether it gave rise to loss, injury, damage or not, shall be investigated and the results recorded in the Health and Safety File.

## **22. GENERAL**

The project under control of the Principal Contractor shall be subject to periodic health and safety audits that will be conducted by the client at intervals agreed upon between the Principal Contractor and the client, provided such intervals will not exceed periods of one month. The Principal Contractor is to ensure that he/she and all persons under his control on the construction site shall adhere to the above specifications, as non-conformance will lead to the client taking action as directed by Construction Regulation 5.1(q). The Principal Contractor should note that he/she shall be held liable for any anomalies including costs and resulting deficiencies due to delays caused by non-conformance and/or non-compliance to the above Health and Safety Specifications and the Health and Safety Plan based on these specifications.

## **23. IMPORTANT LISTS AND RECORDS TO BE KEPT**

The following are lists of several records that are to be kept in terms of the Construction Regulations.

The lists are:



- List of appointments;
- List of record keeping responsibilities; and
- Inspection checklist.

These lists and documents are to be used as a point of reference to determine which components of the Act would be applicable to a particular site or task or project, as was intended under paragraph 1 (“Preamble”) above.

### 23.1 LIST OF APPOINTMENTS

See point 5.1 of appointment needed

### 23.2 LIST OF RECORD KEEPING RESPONSIBILITIES

ITEM	CR	RECORD TO BE KEPT	RESPONSIBLE PERSON
1.	3(2)	Application for construction work permit to Provincial Director – Annexure 1, where applicable Available on site	Client
2.	4(2)	Notification to the Provincial Director – Annexure 2, where applicable Available on site	Client
3.	5(1)(m)	Copy of Principal Contractor’s Health & Safety Plan Available on request	Client
4.	7(d)	Copy of Principal Contractor’s Health & Safety Plan As well as each Contractor’s Health & Safety Plan Available on request	Principal Contractor
5.	7(b)	Health and Safety File opened and kept on site (including all documentation required i.t.o. OHS & Regulations Available on request	Every Contractor
6.	7(e)	Consolidated Health and Safety File handed to Client on completion of Construction work. To include all documentation required i.t.o. OHS & Regulations and records of all drawings, designs, materials used and similar information on the structure	Principal Contractor
7.	7(f)	Comprehensive and Updated List of all Contractors on site, the agreements between the parties and the work being done Included in Health and Safety file and available on request	Principal Contractor
ITEM	CR	RECORD TO BE KEPT	RESPONSIBLE PERSON
8.	8(6)	Keep record on the Health and Safety File of the input by Construction Safety Officer [CR 6 (7)] at design stage or on the Health and Safety Plan	Contractor



9.	9(1)	Risk Assessment - Available on site for inspection	Contractor
10.	7 (5)	Proof of Health and Safety Induction Training	Every Employee on site
11.	10(3)	Construction Manager [CR 8(1)] has latest updated version of Fall Protection Plan [CR 10(1)]	Contractor
12.	11(2)(b)	Record of inspections of the structure [First 2 years – once every 6 months, thereafter yearly] - Available on request	Owner of Structure
13.	11(2)(c)	Maintenance records - safety of structure - Available on request	Owner of Structure
14.	13(2)(h)	Record of excavation inspection - On site available on request	Contractor
15.	17(11)	Suspended Platform inspection and performance test records Kept on site available, on request	Contractor
16.	19(8)(c)	Material Hoist daily inspection entered and signed in record book kept on the premises	Contractor
17.	19(8)(d)	Maintenance records for Material Hoist - Available on site	Contractor
18.	20(8)	Records of Batch Plant maintenance and repairs On site available for inspection	Contractor
19.	21(2)(g)(ii)	Issuing and collection of cartridges and nails or studs (Explosive Powered Tools) recorded in register – recipient signed for receipt as well as return	Contractor
22.	23(1)(k)	Findings of daily inspections (prior to use) of Construction Vehicles and Mobile Plant	Contractor
23.	24(d)	Record of temporary electrical installation inspections [once a week] and electrical machinery [daily before use] in a register and kept on site	Contractor
24.	29(l)	Fire Evacuation Plan	Contractor

### 23.3 INSPECTION CHECKLIST

EMPLOYER DETAILS	
Employer:	
Registered Name of Enterprise:	
Trade Name of Enterprise:	
Company Registration No.:	
SARS Registration No.:	
UIF Registration No.:	
COIDA Registration No.:	
Relevant SETA for EEA purposes:	
Industry Sector:	
Bargaining Council:	
Contact Person:	
Address of Premises:	
Postal Address:	
Telephone Number:	



Fax Number:	
E-mail Address:	
Chief Executive Officer:	

Chief Executive Officer Address:	
Competent Person:	
Maximum power demand: in KW	
Health and Safety Representatives:	
Activities, products manufactured and/ services rendered:	
Raw materials, materials and chemical/ biological substances:	
Total Number of Employees:	Male: Female:

**CONTRACTOR INFORMATION**

Contractors:	
Site Address:	
Contracts Manager:	
Managing Director:	
Competent Persons:	
CR16: SCAFFOLDING:	
CR17: SUSPENDED SCAFFOLDING:	
CR19(6): MATERIAL HOIST (S):	
CR20(1): BULK MIXING PLANT:	
CR10(1)(a): FALL PROTECTION:	
CR13(1)(a): EXCAVATION WORK:	
CR14: DEMOLITION WORK:	
CR21(2)(b): EXPLOSIVE ACTUATED FASTENING DEVICES:	
CR28(a): STACKING	

**INSPECTION SHEET**

SECTION/REGS	ITEM CHECKED	N/A	YES	NO
<b>APPOINTMENTS</b>				
CR8(1)	Supervisor:			
CR8(2)	Assistant Supervisor:			
S17(1)	Health & Safety Representative: (ratio)			



S19(1)	Health & Safety Committees			
CR 14(1)	Demolition Supervisor			

<b>DOCUMENTS</b>				
GAR 9(1)	Records of Incidents			
GAR 4	Copy of the Act			
GAR 7	Safety Reps Report			
GAR 8	Safety Committee Minutes			
DMR 18(7)	Lifting Machinery Log (Crane)			
CR 3(3)	Application for construction work permit			
CR 4	Notification of Construction Work			
CR 9(2)	Risk Assessment			
CR 9(9)(e)	Proof of the Health & Safety Induction Training			
CR 13(13)(h)	Inspection of Excavation (Records)			
CR 22(g)	Crane Operator Medical Certificate			
CR 23(11)	Mobile Plant Operator Medical Certificate			
CR 20(9)	Batch Plant Repairs & Maintenance Records			
CR24(d)	Temporary Electrical Installation Record			
CR 7(1)(b)	Health & Safety File			
CR 17(11)	Suspended Platforms' Performance Records			
CR 19(b)& (c )	Material Hoists Record Book			
	Scaffolding Log Book			
CR 7(8)	Medical Certificate of Fitness			
CR 23(1)(l)	Construction Vehicle & Mobile Plant Register			
CR 24(d)	Electrical Installation & Machinery Register			
<b>INCIDENTS</b>				
GAR 8(1) S24	Reported			
GAR 9(1)	Recorded, Investigated and action taken			
<b>PUBLIC SITE</b>				
FR 2(1)	Sanitary Facilities			
CR 30(1) (c)	Changing Facilities for each sex			
NB Notice	Pedestrian warning			
<b>PERSONAL SAFETY EQUIPMENT</b>				
GSR 2(3)	Items Issued:			
GSR 2(3)	Items Required:			



S23	(What is the payment on each item?)			
<b>SAFETY PLANS</b>				
FIRST AID				
GSR 3(6)	Name(s) of First Aider(s):			
CR 5(1)(b)	Client's Health & Safety Specification			
CR7(1)(b)	Principal's contractor H&S Plan			

<b>FIRE HAZARD &amp; PRECAUTIONS</b>				
GSR 4	Flammables used, waste, hot work, diesel, fuel, gas			
ER 9(1)	Portable Extinguishers			
<b>ELECTRICAL INSTALLATIONS &amp; MACHINERY</b>				
CR24	Guarding & PPE to Electrical Installations			
<b>ILLUMINATION</b>				
ER 3(6)	Dangerous Places and signage as well			
ER 3	Housekeeping			
ER6(2)(b),(c),(d)	Clear space storage			
ER6(3)	Disposal of waste			
<b>EXCAVATIONS</b>				
CR 13(3)(l)	Barricades (plus illumination!)			
CR 13(3)(c)	Safe Depth Shoring/Bracing			
CR 13(1)(a)	Monitored			
CR 13(3)(h)	Excavation Inspection Record			
<b>GUARDING</b>				
ER 6(2)(f)	Floor Openings (plus illumination!)			
	Floor slab sides, Shafts (plus illumination!)			
<b>SITE EQUIPMENT</b>				
GSR 13A(a)	Ladders condition, secured			
SANS 10085	Scaffold condition, secured			
SANS 10085	Platforms no. of boards condition Support 1.25. Toe Boards			
SANS 10085	Hand Rails			
<b>SITE MACHINES</b>				
DMR 3(2)(3)	Circulars, guards, riving knives			
DMR 2(a)	Mixers guarded			
<b>ELECTRIC POWER</b>				
EMR 6(1)	Supply Board, condition E.L Relay Test			
GMR 3(1)	Condition of Tools, Leads, Plugs, etc			
<b>LIFTING MACHINE/TACKLE</b>				



# D B S A

DMR 18(8)	Lifting of persons			
DMR 18(8)	Condition, Securing of Load			
<b>EXPLOSIVE ACTUATED FASTENING DEVICE</b>				
CR 23(1)	Safe Use and Storage			
IMPROV	Warning Notice			

<b>ROOF WORK</b>				
CR 10(1)	Safety equipment & precautions			
CR 10(2)	Fall protection plan			
CR 10(3)	Updated fall protection plan			
<b>CEMENT</b>				
AR 10(a)	Suitable Tools			

## ACCEPTANCE

Confirmation and Acceptance	Signature	Date
I _____ confirm that I have read and understood the Health and Safety Specifications as set out above.		
I _____ confirm that I have read and understood and confirm my intention to comply with all the legal requirements.		
I _____ confirm my acceptance and understanding of the assigned responsibilities and duties involved.		