


SHE SPECIFICATION PRASA TECHNICAL				
File Ref	ENGINEERING_LIB-#803-v1-SHE_Specification_PRASA_Technical_SHE			
Creation Date	2021.11.07		Last Edit Date	2022.06.17
Doc No.	803-V2	Author	Hermína Monama	Page 1 of 59
Version	Ver. 1	Approved	Jackie Moshe	



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TECHNICAL DIVISION

PRASA SHE SPECIFICATION

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PRASA TECHNICAL



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OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

1. Introduction

This OHS specification is been compiled in line with the requirements of Occupational Health and Safety Act 85 of 1993 and construction regulation promulgated in 2014 and all its subsequent regulations

The purpose of this procedure is to set out the minimum legislative and organizational requirements that are applicable to Principal Contractors working at PRASA sites and premises

This specification objective is to ensure that the principal contractor entering into a contract with PRASA herewith refers to as PRASA achieves and maintain an acceptable level of occupational health and safety performance and compliance on this project.

This document forms an integral part of the contract between PRASA (client) and the principal contractor. The Principal contractor should make it part of any contract/s that they may have with other contractors and/or suppliers as far as this project is concerned.

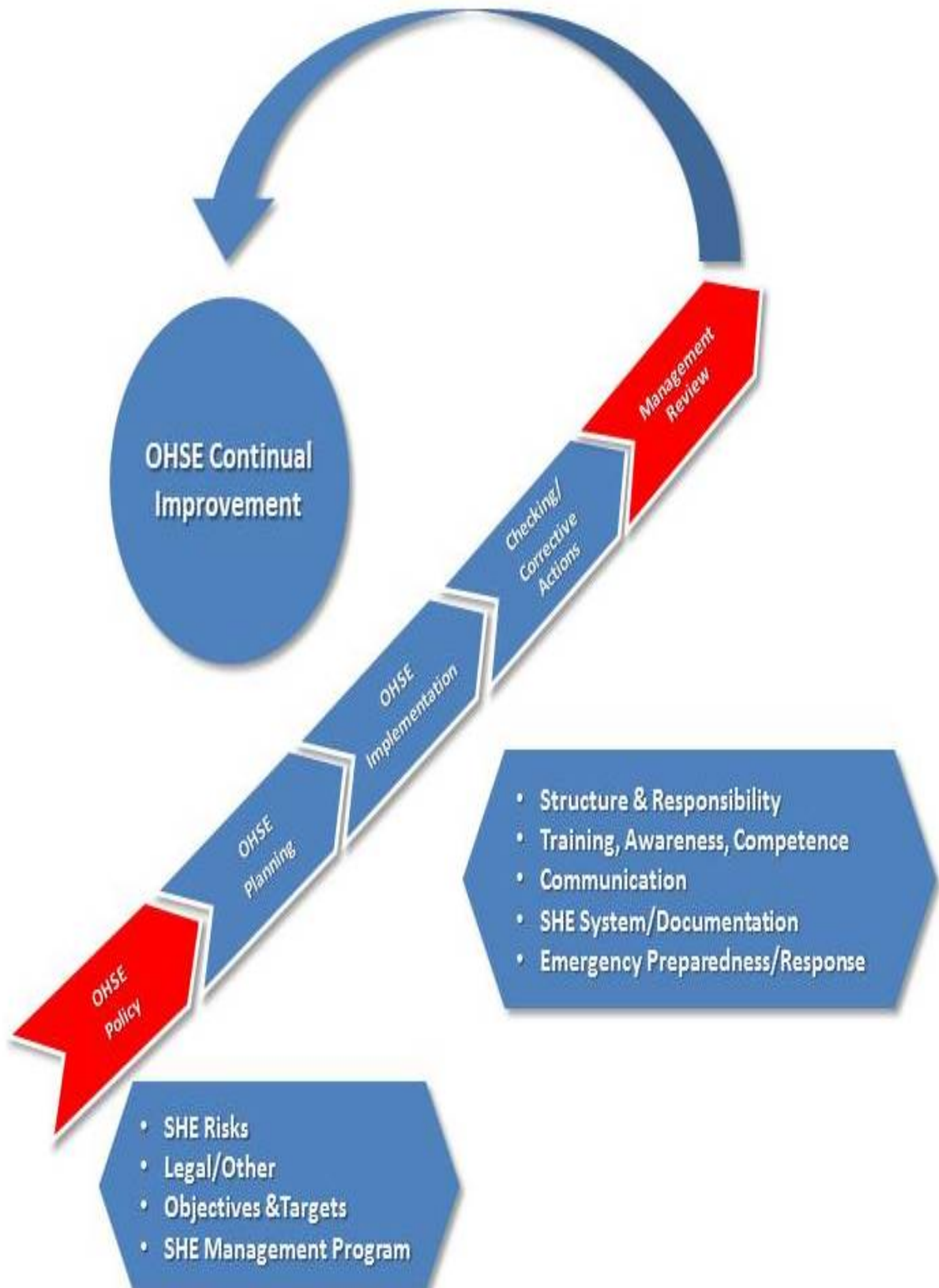
Compliance with this document does not absolve the principal contractor from complying with any other minimum legal requirements and the principal contractor remains responsible for the health and safety of his employees, those he entered into agreement with as well as any persons on adjacent properties as far as it relates to the construction activities.

The principal contractor has to demonstrate to PRASA that it has a suitable and sufficiently documented Occupational health and safety plan including programs as well as the necessary competencies, experience and resources to perform the construction work safely.

OHS Management and quality management system and principles will always follow the requirements of international standard Iso 14001 and OHSAS 18001. Construction safety management will therefore follow the Best practices for benchmarking purpose where quality will not be compromised. Refers to sketch below:

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2. Scope

These specifications are applicable to the specific scope of work pertaining to the PRASA Technical project as detailed in the tender documents

This document defines the minimum OHS management requirements that are to be implemented by the Principal contractor / Contractors for the management of Occupational Health and Safety on the project.

Acts of Parliament, Orders, Regulations, By-Laws and requirements of local or other authorities, which are applicable to the project, must be complied with,

This specification will be updated with all Regulations, Codes of Practice, Guide Notes and Directives issued from time to time by means of Government Gazette.

It is therefore of utmost important for the contractors to familiarize themselves with the requirements of this OHS specification, Procedures, Policies and Practices applicable during construction of the project.

This specification covers the health and safety requirements to be fulfilled by the contractor to ensure a continued safe and healthy environment for all employees, subcontractors, client personnel and any other person who might be affected by construction activities.

This OHS specification shall be read with the Occupational Health and safety act 85 of 1993 as amended and its regulation and standards including Railway Safety Regulator Act 16/2002 , National Environmental Management Act and all its regulations.

The specification will provide the requirements that the principal contractors and other contractors will have to comply with in order to reduce the risks associated with the abovementioned contract work and that may lead to incidents causing injury and/or ill health, to a level as low as reasonably practicable.

The aim of this document is to present the safety aspects that need to be controlled and managed on the project.

This specification covers the health and safety requirements to be fulfilled by the contractor to ensure a continued safe and healthy environment for all employees, subcontractors, client personnel and any other person who might be affected by construction activities.

Any contractor interested in submitting a bid in response to PRASA formal tender for, shall prepare, and include a draft occupational health and safety plan based on this specification and the OHSACT in its tender submission to ensure compliance with Construction Regulation 5 for safe execution of the project.

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3. Project

These specifications are applicable to the specific scope of work pertaining to the PRASA Technical project as detailed in the tender documents,

4. Nature of Contractual relationship

The Principal Contractor shall acknowledge that the relationship between himself/herself and PRASA is for the provision of services as an independent contractor and not as an employee of PRASA, in terms of the Labour Relations Act, Act 66 of 1995 (as amended). The Principal Contractor and/or its' employees shall in no way be deemed/or regarded as employees of PRASA.

The Principal Contractor will be fully accountable for his/her sub-contractors in terms of contractual conditions.

The Principal Contractor shall acknowledge that the contract constitutes an agreement in terms of Section 37(2) of the Occupational Health and Safety Act, whereby all responsibilities for health and safety matters relating to the contractor and/or its staff, the work that they are to perform on the premises/plant and the equipment that they use shall be the responsibility of the Principal Contractor.

5. The Principal Contractor must ensure that they comply with:

- Maintenance of safe railway operations during any construction activities
- Correct application of process control and compliance with design documentation, use of construction and installation practices and procedures consistent with the intent of the design
- Access control to construction site and protection of site and workers.
- Compliance to construction operations and management.
- Procedures to ensure use of approved and current plans and specifications
- Safe operation as per the design and manufacturing processes
- Maintenance of high standard of housekeeping during construction and installation
- Correct decommissioning and disposal of equipment and waste material generated during construction.

NB: A detailed OHS plan, file, methodology submitted by Principal Contractor will be assessed based on this OHS specification/Spk7/2 etc to make sure all the

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structures of the specification and other standard are complied with.

6. Normative references Applicable to projects

Parties using this document shall apply the most recent edition of the documents listed below:

- Occupational Health and Safety Act, Act 85 of 1993
- National Railway Safety Regulator Act 16 of 2002
- Labour Relations Act, Act 66 of 1995 (as amended)
- Mines Health and Safety Act, Act 29 of 1996
- Compensation for Occupational Injuries and Diseases Act, Act 130 of 1993 (COID)
- Covid19 Regulations
- Construction regulation 2014
- National Environmental Management Act, Act 107 of 1998
- PRASA Safety Health and Environment (OHSE) Policy
- SPK7 1-2
- The Reporting, Recording, Investigation, Costing and follow-up of Incidents/Accidents
- Environmental Management Plan Procedure
- Standard for a Fall Arrest System
- Medical Surveillance
- Railway Safety Management - SANS 3000-4:2011
- Railway Safety Management - SANS 3000-1:2009
- Railway Safety Management - SANS 3000-2-1:2008
- Railway Safety Management - SANS 3000-2-2:2008
- Railway Safety Management - SANS 3000-2-3:2008

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- Railway Safety Management – ARP084 Railway Safety Management - SANS 10405:2009

7. List of abbreviations

Agent Occupational Health, Safety and Environmental Agent for PRASA (Pr.CHSA)

BOQ Bill of Quantities

BRA Baseline Risk Assessment

CHS Construction Health and Safety

CHSO Construction H&S Officer

CM Construction Manager

CPM Construction Project Manager

CR Construction Regulations (Gazette 10113 of 7/02/2014)

DMR Driven Machinery Regulations

DoL Department of Labour

GAR General Administration Regulations

GSR General Safety Regulations

HIRA Hazard Identification Risk Assessment

SHE Safety, Health and Environment

OHSA Occupational Health and Safety Act No. 85 of 1993 (as amended)

OHSS Occupational Health and Safety Specification

PC Principal Contractor

PM Programme Manager

Pr. Eng Professional Engineer

PPE Personal Protective Equipment

RHCS Regulations for Hazardous Chemical Substances

RE Resident Engineer

RSR Railway Safety Regulator

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SABS South African Bureau of Standards (Authority)

SACPCMP South African Council for the Construction and Project Management Professions

8. Definitions

The following words or abstract shall be interpreted to have the following meanings:

- a. **Client** means any person for whom construction work is performed; (PRASA)
- b. **Construction Regulations** means the Occupational Health and Safety Act's, No 85 of 1993, new Construction Regulations that came into effect in 2014;
- c. **Contract** means the terms and conditions agreed to between the Parties in writing.
- d. **Contractor** means an employer, as defined in section 1 of the Act, who performs construction work and includes principal contractors.
- e. **Contractor's employee** means any or all of the following:
 - i. Any person employed by the Contractor or a Sub-Contractor, including the Contractor's responsible person.
 - ii. Any person, other than an employee of PRASA, who carries out work or performs any task on Site for or on behalf of the Contractor or any Sub-Contractor.
 - iii. Any principal, partner, shareholder, director, consultant, executive, manager, staff member or employee of the Contractor or any Sub-Contractor or any Contractor's employee, for any reason whatsoever.
- f. **Health and Safety file** means a file or other record in permanent form, containing all the safety and health information required as contemplated in the construction regulation.
- g. **Health and Safety plan** means a documented plan by the contractor, which addresses hazards, identified and include safe work procedures to mitigate, reduce or control the hazards identified.
- h. **Health and safety specification** means a documented specification of all health and safety requirements pertaining to the associated works on a construction site, so as to ensure the health and safety of persons on site. Contractor must be read in conjunction with the construction regulation/OHS Act and other related directives. (This document)

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- i. **Occupation:** An authorisation granted by Transnet or PRASA'S maintenance for work to be carried out under specified conditions on, over under or adjacent to railway lines.
- j. **Occupation Between Trains:** workings/construction happening during train movement where a permit has been issued.
- k. **Principal Contractor** means an employer, as defined by Section 1 of the OHSACT who performs construction work and is appointed
- l. **Risk Assessment** means a programmed to determine 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.
- m. **Sub-Contractor** means any person appointed by the Contractor as a Sub-contractor in terms of the Contract.

9. Application of Occupational health and safety Specification

9.1 Hazard identification and risk assessment: Development of risk assessments

Every principal contractor performing construction work at PRASA shall, before the commencement of any construction work or work associated with the aforesaid construction work and during such work, ensure that risk assessments are undertaken by a competent person, appointed in writing, and the risk assessments shall form part of the occupational health and safety plan and be implemented and maintained.

Risk Assessment means a program to determine any risk associated with any hazards at a construction site/workplace.

Effective risk management principals can ensure the non-interruption of business process and ensuring a clean product or services

For each hazardous situation encountered the following information must be recorded.

- A description of the hazardous situation
- The potential risks of the hazard identified
- Hazards categorization
- Severity of the risk assessed
- Decision criterion on the Risks
- Recommendations/ Actions on how to effectively correct or mitigate the identified health and safety hazards/risk taking into consideration legal and other requirements
- A documented safe working procedures for training and development and empowerment of employees in terms of competency so as to mitigate, reduce or control the risks and hazards identified.

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- A plan to review the risk assessments as the work progresses and when changes in scope of work occur.

9.2 Review of risk assessments

The principal contractor is required to review the risk assessments under the following circumstances

- When changes in design or scope are made
- When new risks emerged
- When new technology, process or machinery introduced
- After incidents
- When new employees are introduced.

Reviewed Risk Assessment must be approved by a contractor Project Manager and kept on safety file with the date and the Risk Assessment team member and their signature.

9.3 Legal Requirements

All Contractors entering into a contract with the PRASA shall, as a minimum requirement, comply with the -


- OHS Act and a current, up-to-date copy of the OHS ACT 85 of 93 and its Regulations must be available on site at all times;
- Compensation for Occupational Injuries and Diseases Act, No 130 of 1993 (COID Act). The principal contractor will be required to submit a letter of registration and “good-standing” from the Compensation Commissioner.
- Basic Condition of Employment Act

9.4 Operational Structure and responsibilities

9.4.1 Overall supervision and responsibility for occupational health and safety

- The principal contractor appointed in terms of Construction Regulation 4(1) (c) is responsible to implement and maintain the occupational health and safety plan approved by PRASA.
- The 16(1) appointee of the principal contractor as employer is to ensure that compliances with the OHS Act is maintained at all times.
- The 16.1 appointee may delegate his or her duties to his or her subordinate 16.2 to ensure compliance with the requirements of the OHS act 85/93

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- The construction supervisor and assistant construction supervisor(s) appointed in terms of Construction Regulation 6 are responsible for supervising the construction work and in specific to ensure that all work undertaken comply with the requirements of the OHS Act, its Regulations and PRASA's specifications.

9.4.2 Roles and Responsibilities for management of occupational health and safety

The principal contractor shall appoint designated competent employees and/or other competent persons as outlined in the following list of Roles and Responsibility in terms of the act, to assist with the operational responsibilities for occupational health and safety:

Appointment description	Appointment required in terms of
Construction vehicle, mobile plant and machinery supervisor	Construction Regulation 21
Construction manager	Construction Regulation 8(1)
Assistant construction manager	Construction Regulation 8(2)
Construction supervisor	Construction Regulation 8(7)
Assistant construction supervisor	Construction Regulation 8(8)
Construction health and safety officer	Construction Regulation 8(5&6) REGISTERED with SACPCMP
Construction vehicle, mobile plant, and machinery supervisor	Construction Regulation 23
Covid 19 compliance officer	COVID-19 Directives
Drivers of construction vehicles and operators of plant	Construction Regulation 23
Electrical installation and appliances inspector	Construction Regulation 24
Emergency, security, and fire coordinator	Construction Regulation 29
Excavation supervisor	Construction Regulation 13
Fall protection supervisor.	Construction Regulation 10
First-aiders	General Safety Regulation 3
Firefighting equipment inspector	Construction Regulation 29

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Flagmen	PRASA Safety Specification
Hazardous chemical substances supervisor	Hazardous Chemicals Substances Regulations 10
Incident investigator	General Administrative Regulation 9
Ladder inspector	General Safety Regulation 13(a)
Lifting machines and equipment inspector	Construction Regulation 22
Occupational health and safety committee	OHSACT Section 19
Occupational health and safety representatives	OHSACT Section 17
Person responsible for machinery	General Machinery Regulation 2
Risk assessor	Construction Regulation 9(1)
Scaffolding supervisor	Construction Regulation 16
Stacking and storage supervisor	Construction Regulation 28
Traffic management supervisor	OHSACT Section 9(1)
Train Control officer	OHSACT Section 9(1)

These appointments must be in writing and the responsibilities clearly stated together with the period for which each appointment is made. This information must be communicated to and agreed with the appointees.

Copies of appointments must be submitted to PRASA together with concise CV's of the appointees as part of the principal contractor's health and safety plan and if appointed copies of the appointments included in the occupational health and safety file. All competency appointments must be supported by relevant qualification.

9.4.3 Designation of occupational health and safety representatives

Where the principal contractor employs more than 20 persons [including the employees of other contractors (sub-contractors)] he has to appoint one occupational health and safety representative for every 50 employees or part thereof. General Administrative Regulation 6 requires that the election, appointment and subsequent designation of the occupational health and safety representatives be executed in consultation with employee representatives or employees. (Section 17 of the OHS ACT 85/93 as well as General Administrative Regulation 6 and 7, Basic condition of employment ACT))

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Occupational health and safety representatives have to be designated in writing and the designation must include the area of responsibility of the person and term of the designation.

9.4.4 Duties and functions of the occupational health and safety representatives (Section 19 of the OHS ACT 85 of 93)

- a. The principal contractor must ensure that the designated occupational health and safety representatives conduct a weekly inspection of their respective areas of responsibility, using a checklist, and report thereon to the principal contractor.
- b. Occupational health and safety representatives must be included in accident and/or incident investigations.
- c. Occupational health and safety representatives must attend all occupational health and safety committee meetings.

9.4.5 Appointment of occupational health and safety committee (sect 19 of OHS Act 85 of 93)

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 a 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 and determine the procedures of the meetings including the chairmanship.

The H&S Committee must meet minimum monthly 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) Minutes of Previous Minutes
- 3) Observations
- 4) Program and Safety considerations
- 5) Hygiene
- 6) Housekeeping improvement
- 7) Incidents & Accidents / Injuries
- 8) Registers:
 - a. H&S Rep. Inspections
 - b. Matters of First Aid
 - c. Scaffolding

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- d. Ladders
- e. Excavations
- f. Portable Electric Equipment
- g. Fire Equipment
- h. Explosive Power Tools
- i. Power Hand tools
- j. Incident Report Investigation
- k. Pressure Vessels
- l. Personal Protective Equipment
- 9) Safety performance Evaluations
- 10) Education & Safety promotion program
- 11) First Aid Officials and training in First Aid
- 12) Demarcation of work- /hazardous-/safe areas/walkways
- 13) Posters and signage
- 14) Environmental preservation and conservation
- 15) Specific training programmes
- 16) General
- 17) Date of Next Meeting
- 18) Closing

9.4.6 Construction health and safety officer


All project requires the appointment of a full-time construction health and safety officer, appointed in terms of Construction Regulation 8(5). This appointee should be duly registered and in good standing with a statutory body approved by the Chief Inspector as is required by Construction Regulation 8(6).

The South African Council for Project and Construction Management Professions (SACPCMP) is currently the statutory body responsible for the professional registration of construction health and safety officers and a copy of the appointee's SACPCMP's registration certificate should be submitted as part of the principal contractor's health and safety plan and also be readily available in the health and safety file to be kept and maintained on site.

10. Mandatory

PRASA will enter into agreement with appointed Principal contractor and principal contractor shall enter into agreement with his own subcontractor in terms of OHS Act section 37/2.

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10.1 Occupational health and safety file

The contractor must implement a SHE working file where all records generated during the project will be filed. This file must always be available on site for any PRASA official or its OHSE Agents to inspect

Safety file shall be submitted to PRASA Risk with the following minimum contents :

	SUBMISSION/REQUIREMENTS	Submitted? Yes or Not Applicable
1	This Specification	
2	Project Scope as per tender document	
3	<i>Notification to be in the form of annexure 2 as per CR 2014, fully completed and must have Stamp from DOL</i>	
4	Valid letter of Good standing in Principal Contractor's name	
5	Employee list, with their ID copies, workpermits and Next of Kin contacts in case of emergency	
6	Organizational structure – relevant to the scope of work.	
7	SHE Policy – signed by the most senior person in the company	
8	SHE plan in line with this specification. To be acknowledged by PRASA project team	
9	Covid19 plans as per current regulations.	
10	Risk Assessments <ul style="list-style-type: none"> • Department to provide a baseline risk assessment for the project to the contractor as per CR2014. • Contractor to provide a detailed risk assessment based on scope of work (activity based). • Contractor should also provide COVID -19 risk assessment. 	
11	Tool Register	
12	SHE inductions – Own company and Metrorail Inductions	
13	Proof of medical surveillance – done by an Occupational Health Practitioner	
14	Appointments <ul style="list-style-type: none"> • All appointment letters to be in line with OHSAct and applicable regulations. • Appointments should include COVID -19 officer. Each appointment to be accompanied by proof of competency as per CR 2014 section 1 definitions "Competent person"	

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	SUBMISSION/REQUIREMENTS	Submitted? Yes or Not Applicable
15	Tool inspections Inspection template of all tools to be on file. The inspections template must be linked to the tool list provided.	
16	PPE Matrix A document indicating the contractor's positions and the applicable PPE to each position as per risk assessment outcome	
17	PPE Records Proof that the employee was issued with the necessary PPE	
18	Training Records All other training records applicable to the scope.	
19	Method Statement A detailed description of how work will be performed.	
20	Safe Working Procedure Working instructions.	
21	Toolbox Talks Proof that the system exists. Contractor to maintain this system throughout his duration of contract	
22	Equipments Maintenance (Calibrations, Safe Working load certificates etc)	
23	Chemical substances list All chemical to be used by the contractor to be documented and filed included on file.	
24	MSDS and training as per chemical list above	
25	Proof of training on MSDS	
26	ON site plans (excavations, demolitions, working on heights, etc)	
27	Sub-contractors declarations	

NB.:

The Principal Contractor shall hand over a consolidated health and safety file to the Project Manager and/or Consultant upon completion of the Construction Work and shall in addition to documentation mentioned in the Act and applicable Regulations include a record of all drawings, designs, materials used and other similar information concerning the completed structure, and all other applicable records.

PRASA will conduct and evaluation of the principal contractor's occupational health and safety file from time to time.

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10.2 Occupational health and safety Key Performance Indicators

The principal contractor shall display Month and Year to date LIFR and TIFR and report on this to PRASA on a monthly basis.

10.3 Notification of construction work

As per requirements laid down in Construction Regulation 4, the principal contractor to notify the Department of Labour of the intention to carry out construction work and use the attached (Annexure A) for that matter. A copy of the notification must be held on the occupational health and safety file and a copy must also be forwarded to PRASA for record purposes.

10.4 Construction Permit

As per construction regulation 4, where the project falls within the required CIBD grading, PRASA Shall appoint and OHSE Agent (Pr CHSA) to apply for construction permit.

10.5 Medical surveillance certificates

As required by Construction Regulation 7(1)(g), the principal contractor must ensure that all employees have a valid medical certificate of fitness specific to the construction work to be performed. These certificates must be issued by an occupational health practitioner in the form of Annexure 3 (i.e. Annexure 3 in the Construction Regulations).

10.6 Training, awareness and competence

The contents and syllabi of all training required by the OHS ACT 85/93 and Regulations must be included in the principal contractor's occupational health and safety plan.

10.7 General induction training

All members of the contractor's site management as well as all the persons appointed as responsible for occupational health and safety in terms of the Construction and other Regulations will be required to attend a general induction session.

All employees of the principal and other contractors must be in possession of proof of general induction training.

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10.8 Site-specific induction training

The principal contractor will be required to develop a contract work project specific induction training based on the risk assessments for the contract work and train all employees and other sub-contractors and their employees in this.

All employees of the principal and other contractors must be in possession of proof that they have attended a site-specific occupational health and safety induction training at all times.

10.9 Other training

All operators, drivers and users of construction vehicles, mobile plant and other equipment must be in possession of valid proof of training and where applicable licenses.

All employees in jobs requiring training in terms of the OHS Act and Regulations must be in possession of valid proof of training.

Occupational health and safety training requirements [as required by the Construction Regulations and as indicated by the occupational health and safety specification and the risk assessment(s)] . –

10.10 Awareness and promotion

The principal contractor is required to have a promotion and awareness programme in place to create an occupational health and safety culture within employees. The following are some of the methods that may be used:

- Toolbox talks
- Posters
- Competitions
- Suggestion schemes
- Participative activities such as employee “occupational health and safety circles”.

10.11 Safety Symbolic Notices and signs

Every Principal Contractor shall display relevant notices and signs on the construction site as well as

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10.12 Competence

The principal contractor shall ensure that his and other contractors' employees appointed are competent and that all training required doing the work safely and without risk to health of their or other persons, has been successfully completed before work commences.

The principal contractor shall ensure that follow-up and refresher training is conducted on a regular basis as well as the contract work progresses and the work situation changes.

Records of all training must be kept on the occupational health and safety file for auditing purposes.

11. Communication

The following arrangements will apply-

- i. Occupational health and safety communication between PRASA, the principal contractor, the other contractors, the designer and other concerned parties will be through the occupational health and safety committee.
- ii. In addition to the above, communication may be directed to PRASA's Risk Manager or Project Manager as soon as the need arises.
- iii. Consultation with the workforce on occupational health and safety matters will be through their supervisors, occupational health and safety representatives, the occupational health and safety committee and their elected trade union representatives, if any.
- iv. The principal contractor will be responsible for the dissemination of all relevant occupational health and safety information to the other contractors, for example design changes agreed with PRASA and the designer, instructions by PRASA and/or his agent, exchange of information between contractors, the reporting of hazardous and/or dangerous conditions and/or situations etc.
- v. The principal contractor will be required to do site safety walks with PRASA and/or his agent on a basis to be determined and agreed between the parties.
- vi. The principal and other contractors will be required to conduct toolbox talks with their employees on a weekly basis and records of these must be kept on the occupational health and safety file. Employees must

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acknowledge the receipt of toolbox talks which record must, likewise be kept on the occupational health and safety file.

- vii. The principal contractor's most senior manager on site will be required to attend all site's occupational health and safety meetings.
- viii. PRASA or his agent and the principal contractor will agree of the dates, times and venues of the occupational health and safety meetings.

12. Checking, reporting and corrective actions

12.1 Monthly compliance assessment by Client [Construction Regulation 5(1)(0)]

PRASA will be conducting a monthly assessment to comply with Construction Regulation 5(1)(o) and to confirm that the principal contractor has implemented and is maintaining the agreed and approved occupational health and safety plan.

12.2 Other assessments and inspections by PRASA

PRASA reserves the right to conduct other ad-hoc assessments and inspections as deemed necessary. This could include among others site safety walks.

12.3 Conducting an assessment/Audit

A representative of the principal contractor (Construction Health and Safety Officer and Construction Manager/Supervisor) must accompany PRASA on all assessments and inspections and may conduct his/her own inspection at the same time. Each party will, however, take responsibility for the results of his/her own assessment and/or inspection.

12.4 Contractor's assessments and inspections

The principal contractor is to conduct his own internal assessments and inspections to verify compliance with his own occupational health and safety plan and management system as well as the requirements of this specification and the compliance of other contractors under his/her control.

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12.5. Inspections by SHE representatives

Occupational health and safety representatives must conduct their monthly inspections of their areas of responsibility and submit the deviation to the attention of the supervisor. The monthly report is thereafter tabled during OHS committee meeting. All other appointees as mentioned as per **Roles and Responsibility** must conduct inspections and report thereon as specified in their appointments as follows:

- Critical Inspection, this is conducted before any machinery is brought into motion including vehicle, plant and machinery drivers,
- Area inspection
- Legal Inspection.

12.6 Recording and review of inspection results

All the results of the abovementioned inspections must be in writing, reviewed at occupational health and safety committee meetings, endorsed by the chairperson of the meeting and placed on the occupational health and safety file.

12.7 Reporting of inspection results

The principal contractor is required to provide PRASA with a monthly report on safety and health performance on site (such report format

13. Incident reporting and investigation

13.1 Reporting of accidents and incidents

In addition to any statutory obligations, the Contractor shall, as soon as possible, report to the Agent/Resident Engineer/ Project Manager and or and Employer's insurance department every occurrence on the Works or the Site which causes damage to property, or injury or death to persons including the Contractors employees.

The principal contractor must 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

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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
- 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 Resident Engineer/Project Manager/OHSE Agent or PRASA Risk Manager within one hour and to the Provincial Director of the Department of Labour within seven calendar days from date of incident (Section 24 of the OHSACT and General Administrative Regulation 8), except that, where a person has died, has become unconscious for any reason or has lost a limb or part of a limb or may die or suffer a permanent physical defect, the incident must be reported to both the Client and the Provincial Director of the Department of Labour forthwith by telephone, telefax or e-mail. All other reports should still be completed and provided as required.

Contractor shall inform Continuous Safety Monitors (appointed Occupational Health & Safety Consultant) about all incidents and accidents within 8 hours. The Consultant/Engineers shall have the right to make any enquiries, either on the Site or elsewhere, as to the cause and results of any such occurrence and the Contractor shall make available to the Consultant the necessary facilities for carrying out such enquiries.

Covid Cases should be dealt as per Covid19 regulations as issued.

Injury types

- a) The number of fatal incidents.
- b) The number of diagnosed and reported occupational diseases.
- c) The number of disabling injuries.
- d) The number of medical incidents.
- e) The number of first aid incidents.

Incident types

- a) The number of electrical contact incidents.
- b) The number of public incidents.
- c) The number of vehicle incidents.

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d) The number of environmental incidents.

e) The number of damage incidents.

f) The number of near-miss incidents.

The Principal Contractor shall, briefly, provide the relevant details for each incident reported monthly.

13.2 Incident investigation

The principal contractor is responsible for the Investigation of all incidents that happen and are involving or in connection with the construction activities where employees, visitors and or member of community are affected.

Incident:

- All temporally Disabling injuries
- All fatalities
- Motor Accidents
- Minor Injuries
- First Aid cases
- Near Hit/miss etc

Investigation criteria to be used please refers to the attached Annexure B, REQUIRED DOCUMENTATION PER INCIDENT CATEGORY CHECKLIST

The results of the investigation to be entered into the accident or incident register.

All incident investigation must include the action and preventative measures to be applied and make available to any person on request.

PRASA reserves the right to hold its own investigation into an incident or call for an independent external investigation.

14. Occupational Health and Safety practice and control

14.1 Emergency preparedness plan and response

14.1.1 The principal contractor must appoint a competent person to act as emergency controller and/or coordinator.

14.1.2 The principal contractor must conduct an emergency identification exercise and establish what emergencies could

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possibly develop. He/she must then develop detailed contingency plans and emergency procedures, taking into account any emergency plan that PRASA may have in place.

14.1.3 The principal contractor and the other contractors must hold regular practice drills of contingency plans and emergency procedures to test them and familiarize employees with them.

14.2 First-aid

14.2.1 The principal contractor must provide first-aid equipment (including a stretcher) and have qualified first-aider(s) on site as required by General Safety Regulation 5 of the OHS ACT 85 of 93.

14.2.2 The contingency plan of the principal contractor must include arrangements for the speedily and timeously transportation of injured and/or ill person(s) to a medical facility or of getting emergency medical aid to person(s) that may require.

14.2.3 The principal contractor must have firm arrangements with his other contractors in place regarding the responsibility of the other contractors injured and/or ill employees.

14.3 Security

14.3.1 Fencing and Access Control at Site Camp

The Principal Contractor must fence off construction site camp to prevent unauthorised entry and disruptions.

The site must be fenced off as follows

- The fence of minimum of 1.6 meters high
- The contractor is required to maintain fencing intact for the duration of the project
- Lockable gates with warm body security must be provided at the site entrance to ensure control of visitors.

14.3.2 **Access to the site** must be monitored and controlled with laid down rules implemented and maintained throughout the duration of the construction. A sign displaying an unauthorized person not permitted must be available.

14.3.2 The principal contractor must develop a set of project applicable security rules and procedures and maintain these throughout the construction period.

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14.4. Traffic Management during construction

Where construction work is undertaken in, next to or close to a public road, the use of appropriate as well as a sufficient number of road signs is of paramount importance to protect employees against traffic and to warn all road users of the presence of construction work as well as construction employees/risks/vehicles.

The principal contractor shall ensure that appropriate as well as a sufficient number of road signs are posted to protect employees against traffic and to warn all road users of the presence of construction work as well as construction employees/vehicles. These signs shall be repeated and utilized, where appropriate, as actual construction work is approached.

Where construction work includes excavations in or next to a public road, warning lights or visible boundary indicators should be provided after dark or when visibility is poor.

The maintenance of all signage and especially those that is suitable after dark should be duly managed.

Where appropriate duly trained flag persons should be deployed a good distance ahead of areas where traffic is deviated, or lanes closed off. These flag persons should be managed assertively to ensure that they add optimal value, and should they not do so they should be retrained and if necessary, replaced.

The community liaison officers (CLOs) should also be sensitized on the optimal management of traffic and the risks involved and then be instructed to increase community awareness through talking to all stakeholders including the distribution of suitable information brochures.

15. Fall protection (Construction regulation 10)

- 15.1 A pre-emptive risk assessment will be required for any work to be carried out above two metres from the ground or any floor level and will be classified as "work in elevated positions".
- 15.2 As far as is practicable, any person working in an elevated position will work from a stable platform, ladder or other device that is safe if person is working at ground level and whilst working in this position be wearing a single belt with lanyard to prevent the person falling from the platform, ladder or other device utilized. This safety belt will be, as far as is possible, secured to a point away from the edge over which the person might fall and the lanyard must be of such a

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length and strength that the person will not be able to move over the edge.

- 15.3 The person will be provided with a full body harness that will be worn and attached above the wearer's head at all times and the lanyard must be fitted with a shock absorbing device or the person must be attached to a fall arrest system such as life line that is approved by OHSE Agent/Risk Management
- 15.4 If necessary provision of extra measures should be applied such as catch net.
- 15.5 All lanyard should be load tested yearly, proof of such to be kept in a safety file on site.

16. Structures

The principal contractor must ensure that:

- 16.1 Only skilled employees are allowed to erect structures and that the skills of these employees are being verified at regular intervals.
- 16.2 Steps are taken to ensure that no structure becomes unstable or collapses due to construction work being performed on it or in the vicinity of it.
- 16.3 No structure is overloaded to the extent where it becomes unsafe.
- 16.4 Contractor responsible person verify receive from the designer the following information:
 - Information on known or anticipated hazards relating to the construction work and the relevant information required for the safe execution of the construction work.
 - A geo-scientific report (where applicable).
 - The load the structure is designed to bear.
 - The methods and sequence of the construction process etc.

17. Access scaffolding

Access scaffolding must be erected, used and maintained safely in accordance with Construction Regulation 14 and SABS 085 entitled (or as per their respective latest amendments)

Detailed consideration must be given to all scaffolding to ensure that it is properly planned to meet the working requirements, designed to carry the necessary loadings and maintained in a sound condition. It must also be

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ensured that there is sufficient material available to erect the scaffolding properly.

Scaffolding must be erected, altered or dismantled by person(s) who has/has adequate training and experience in this type of work or under the continuous supervision of such a person.

18. Lifting equipment

Lifting equipment must be designed and constructed in accordance with the manufactures/designers specifications as well as generally accepted technical standards and operated, used, inspected and maintained in accordance with the manufactures requirements as well as that of the Driven Machinery Regulation 23 of the OHS ACT 85/93:

The Driven Machinery Regulation requires that:

- a. Lifting equipment be clearly and conspicuously marked with the maximum mass load (MML) that it is designed to carry safely. When the MML varies with the conditions of use, the table of maximum loads should be used by the driver/operator;
- b. Each winch on a lifting machine must at all time have, at least, three full turns of rope on the drum when the winch has been run to its lowest limit;
- c. Lifting equipment be fitted with a brake or other applicable device capable of holding the MML. This brake or device must automatically prevent the downward movement of the load when the lifting power is interrupted;
- d. Lifting equipment fitted with a load limiting device that automatically arrest the lift when the load reaches its highest safe position or when the mass of the load is greater than the MML;
- e. Every chain or rope on a lifting machine that forms an integral part of the machine must have a factor of safety as prescribed by the manufacturer of the machine and where no standard is available the factor of safety must be:
 - Chains – 4 (four)
 - steel wire ropes - 5 (five)
 - fibre ropes - 10 (ten)
- f. Every hook or load attaching device must be designed such or fitted with a device that will prevent the load from slipping off or disconnecting;
- g. Every lifting machine must be inspected and load tested by a competent person every time it has been dismantled and re-erected and every 12 months after that. The load test must be in accordance with the manufacturers prescription or to 110% of the MML in addition all ropes, chains, hooks or other attaching devices, sheaves, brakes

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and safety devices forming an integral part of a lifting machine must be inspected every 6 months by a competent person;

- h. All maintenance, repairs, alterations and inspection results must be recorded in a log book and each lifting machine must have its own log book; and
- i. No person may be lifted by a lifting machine not designed for lifting persons unless in a cradle approved by an inspector of the Department of Labour.

19. Machine Operators

The following requirements will apply to machine operators:

- a. Only certified and/or competent employees may be allowed to operate any machinery.
- b. Every lifting machine operator must be trained specifically for the type of lifting machine that he or she is operating.
- c. Contractor to ensure all plant are used as per user instructions
- d. Operators must be medically certified.

20. Construction vehicles and mobile plant

An audit for construction vehicles and mobile plant will be conducted and inspected by PRASA as part of Safety file requirement, prior to being allowed on a project site and suppliers of hired vehicles, plant and equipment will be required to comply with this specification as well as the OHS ACT and Regulations.

Construction vehicles and mobile plant must be:

- a. Road worthy and valid registration documents
- b. Of acceptable design and construction;
- c. Maintained in good working order;
- d. Used in accordance with their design and intention for which they were designed;
- e. Operated and/or driven by trained, competent and authorized operators/drivers.
- f. Provided with safe and suitable means of access;
- g. Fitted with adequate signaling devices to make movement safe including reversing;
- h. Excavations and other openings must be provided with sufficient barriers to prevent construction vehicles and mobile plant from falling into same;
- i. Provided with roll-over protection;

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- j. Inspected daily before start-up by the driver, operator and/or user and the findings recorded in a register/log book;
- k. Fitted with two head and two tail lights that is in good working condition whilst operating under poor visibility conditions; and
- l. Used for transporting persons must have seats firmly secured and sufficient for the number of persons being transported.

Operators and drivers of construction vehicles and mobile plant must be in possession of a valid medical fitness certificate declaring the operator and/or driver physically and psychologically fit to operate or drive construction vehicles and mobile plant.

No loose tools, material etc. is allowed in the driver and/or operators compartment/cabin nor in the compartment in which any other persons are transported.

No person may ride on construction vehicles and mobile plant except for in a safe place designed and provided for this purpose.


The construction site must be organized to facilitate the movement of construction vehicles and mobile plant in such a manner that pedestrians and other vehicles are not obstructed.

Construction vehicles and mobile plant left unattended after hours adjacent to roads and areas where there is traffic movement must be fitted with lights, reflectors or barricades to prevent moving traffic from a sudden emergency, or to come into contact with the parked construction vehicles and mobile plant.

In addition construction vehicles and mobile plant left unattended after hours must be parked with all buckets, booms etc. full lowered, the emergency brakes engaged and, where necessary, the wheels chocked, the transmission in neutral and the motor switched off and the ignition key removed and stored safely.

All construction vehicles and mobile plant daily inspection records must be kept in the occupational health and safety file.

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21. Electrical installations

The installation of temporary electricity for construction use shall be in accordance with Construction Regulation 22 and the Electrical Installation Regulations.

The principal contractor must ensure that:

- Existing services are located and marked before construction commences and during the progress thereof;
- Where the abovementioned is not possible, employees with jackhammers etc. are protected against electric shock by the use of suitable protective equipment e.g. rubber mats, insulated handles etc;
- Electrical installations and -machinery are sufficiently robust to withstand normal working conditions on site;
- Temporary electrical installations must be inspected at least once per week by a competent person and a record of the inspections kept on the occupational health and safety file;
- Electrical machinery used on a construction site must be inspected daily before start-up by the competent driver/operator or any other competent person and a record of the inspections kept on the occupational health and safety file; and
- A competent person appointed in writing must control all temporary electrical installations.

22. Electrical and mechanical lockout

An electrical and mechanical lockout procedure must be developed by the principal contractor and submitted to PRASA for approval before construction commences. All contractors on site must adhere to this lockout procedure.

23. Use and storage of flammables

The principal contractor must ensure that:

- No person is required or permitted to work in a place where there is the danger of fire or an explosion due to flammable vapors being present unless adequate precautions is taken;
- No flammables is used or applied e.g. in spray painting, unless in a room or cabinet or other enclosure specially designed and constructed for the purpose unless there is no danger of fire or explosion due to the application of adequate ventilation;
- The workplace is effectively ventilated. Where this cannot be achieved:
 - Employees must wear suitable respiratory equipment
 - No smoking or other sources of ignition is allowed in the area

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- The area is conspicuously demarcated as “flammable”
- d. Flammables stored on a construction site are stored in a well-ventilated, reasonably fire-resistant container, cage or room that is kept locked with access control measures in place and sufficient fire fighting equipment installed and fire prevention methods practiced for example proper housekeeping;
- e. Flammables stored in a permanent flammable store are stored so that no fire or explosion is caused i.e.:
 - Stored in a locked and well-ventilated reasonably fire resistant container, cage or room conspicuously demarcated as “Flammable Store – No Smoking or Naked Lights”
 - The flammables store to be constructed of two-hour fire retardant walls, door and roof and separated from adjoining rooms or workplaces by means of a two-hour fire retardant fire wall
 - Adequate and suitable fire fighting equipment installed around the flammables store and marked with the prescribed signs
 - All electrical switches and fittings to be of a flameproof design
 - Any work done with tools in a flammable store or work areas to be of a non-sparking nature
 - No Class A combustibles such as paper, cardboard, wood, plastic, straw etcetera to be stored together with flammables
 - The flammable store to be designed and constructed to, in the event of spillage of liquids in the store, to contain the full quantity + 10% of the liquids stored
 - A sign indicating the capacity of the store to be displayed on the door
- f. Only one day's quantity of flammable is to be kept in the workplace;
- g. Containers (including empty containers) to be kept closed to prevent fumes/vapors from escaping and accumulating in low lying areas;
- h. Metal containers to be bonded to earth whilst decanting to prevent build-up of static forces; and
- i. Welding and other flammable gases to be stored segregated as to the type of gas and empty and full cylinders.

24. Housekeeping

The principal contractor must ensure that:

- Housekeeping is continuously implemented and maintained;
- Materials and equipment is properly stored;
- Scrap, waste and debris is removed regularly;
- Materials placed for use are placed safely and not allowed to accumulate or cause obstruction to the free-flow of pedestrians and vehicular traffic;

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- Waste and debris not to be removed by throwing from heights but by chute or crane;
- Where practicable, construction sites are fenced off to prevent entry of unauthorized persons;
- Catch platforms or -nets are erected over entry and exit ways or over places where persons are working to prevent them being struck by falling objects;
- An unimpeded work space is maintained for every employee;
- Every workplace is kept clean, orderly and free of tools and the likes that are not required for the work being done;
- As far as is practicable, every floor, walkway, stair, passage and gangway is kept in good state of repair, skid-free and free of obstruction, waste and materials;
- The walls and roof of every indoor workplace be sound and leak-free; and
- Openings in floors, hatchways, stairways and open sides of floors or buildings are barricaded, fences, boarded over or provided with protection to prevent persons from falling.

24.1 Stacking and storage

The principal contractor must ensure that:

- A competent person is appointed in writing to supervise all stacking and storage in a construction site;
- Adequate storage areas are provided and demarcated;
- The storage areas are kept neat and under control;
- The base of any stack is level and capable of sustaining the weight exerted on it by the stack on upper level;
- The items in the lower layers can support the weight exerted by the top layers;
- Cartons and other containers that may become unstable due to wet conditions are kept dry;
- Pallets and containers are in good condition and no material is allowed to spill out;
- The height of any stack does not exceed 3 times the base unless stepped back at least half the depth of a single container at least every fifth tier or the approval of an inspector of the Department of Labour has been obtained to build the stacks higher with the aid of a machine. (The operator of the machine must be protected against items falling from overhead or off the stack and no items may overhang);
- The articles that make up a single tier are consistently of the same size, shape and mass;

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- Structures for supporting stacks are structurally sound and able to support the mass of the stack;
- No articles are removed from the bottom of the stack first but from the top tier first;
- Anybody climbing onto a stack can and does do it safely and that the stack is sufficiently stable to support him or her;
- Stacks that are in danger of collapsing are broken down and restacked;
- Stability of stacks are not threatened by vehicles or other moving plant and machinery;
- Stacks are built in a header and stretcher fashion and that corners are securely bonded;
- Persons climbing onto stacks do not approach unguarded moving machinery or electrical installations.

24.2 Storage of flammable and hazardous chemicals

The Contractor shall develop, implement and maintain a HCS management system to enable the supply of information (risks and precautions) on substances hazardous to health, which will be used during the execution of the Contract Works. This information shall be included in the Contractor's method statement.

The contractor must ensure that each HCS has a copy of 16 points MSDS that will form the base for training.

The Contractor shall ensure that whenever HCS procured for site, such substances shall be properly identified and stored in a safe manner as per MSDS.

The Contractor shall display notices/signs/pictograms in a visible position near the entrance of the storage area to identify the toxic substances.

23.3 Fire prevention and protection

The principal contractor must ensure that:

- a. The risk of fire is avoided;
- b. Sufficient and suitable storage of flammables is provided;
- c. Sources of ignition is obviated wherever flammable or highly combustible material is present in the workplace, for example:
 - Notices prohibiting smoking is displayed and enforced
 - Welding and flame cutting is only allowed under controlled conditions that includes written hot work permits

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- Only spark-free hand and power tools are used
- No grinding, cutting and shaping of ferrous metals are allowed using electrically driven power tools that produces sparks
 - Flameproof switches and fittings are to be used in the flammable atmosphere
 - Good housekeeping is maintained to prevent the accumulation of unnecessary combustibles
 - Adequate ventilation is maintained
 - Adequate and suitable fixed and portable fire fighting equipment are provided and maintained in good working order.
- d. Maintenance must include:
 - Regular inspections by a competent person appointed in writing and records of such inspections should be kept in the occupational health and safety file
 - Annual inspection and service by an accredited service provider
- e. All employees are instructed in the use of the fire fighting equipment and know how to attempt to extinguish a fire;
- f. A sufficient number of employees are appointed and trained to act as an emergency team to deal with fires and other emergencies;
- g. Employees are informed regarding emergency evacuation procedures and escape routes;
- h. Emergency escape routes are kept clear at all times and clearly marked;
- i. Evacuation assembly points are demarcated and made known to employees;
- j. Evacuation and emergency drills practiced to ensure that all persons are vigilance about that
- k. Roll call is held after evacuation to account for all employees and to ensure that no-one including visitors have been left behind; and
- l. A clearly audible, to all persons on site, siren or alarm is fitted and regularly tested.

25. General Hygiene Facility and Cleanliness

The Contractor shall ensure that the Site and surrounding area is at all times maintained to a reasonably practicable level of hygiene and cleanliness. In this regard, no loose materials shall be left lying around unnecessarily and the Site shall be cleared of waste material regularly and on completion of the Contract Works. Waste bins must be allocated.

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25.1 Toilets

- The provision of toilets for each gender
- Chemical toilets are allowed and cleaning schedule must be submitted.
- Toilets have to be provided at a ratio of at least 1 toilet per 15 employees.
- Toilets to be separated per gender, appropriate affixed.

25.2 Showers

When necessary, the Principal contractor must ensure he provide showers for the use of his employees, and he shall -

- provide running hot and cold or premixed hot and cold water for the washbasins and showers;
- ensure that the walls of that part of a room in which there are showers, are smooth and impermeable, and that the floor thereof is slip-free and sloped for effective drainage; and

ensure that where showers are provided in a room with windows, such windows are glazed in obscure glass or similar material.

24.3 Change rooms

Some form of screened off changing facility must be provided separately for each gender

provide a conspicuous sign at the entrance to a changing room to indicate the gender of the persons for whom the changing room is intended;

24.4 Eating facility

Some form of eating facility sheltered from the sun, wind and rain must be provided i.e gazebo or container with chairs.

26. Personal protective equipment

NB; The appointed contractor must ensure that their employees are identifiable by means of the colour of the overall and name tag on their overall. Colour RED should be avoided on all PPE

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The contractor shall proactively identify all hazards in the workplace and assess them on an ongoing basis. The decision criteria must be decided either to accept the risk or remove them intention being to protect employees and make it possible for them to work safely and without risk to health under those hazardous conditions.

Personal protective equipment are the last resort after engineering and other method are applied.

The principal contractor shall maintain the PPE and enforce, instructs and trains the employees in the use of the equipment and ensures that the prescribed PPE is used.

The principal contractor may not deduct any fee from employees for buying of PPE unless the following conditions exist:

- Where the employee requests additional issue;
- Where the employee has abused or neglected the use of PPE
- Where the employee has lost the equipment due to negligence.

The following are typical examples of PPE

- Overalls
- Hand/footwear



Safety Hat



- Eye/face protection.



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26.1 Portable electrical tools and equipment

Portable electrical tools and equipment includes every unit that takes electrical power from a 15 amp plug point and is moved around for use in the workplace such as drills, saws, grindstones, portable lights and electrical appliances such as fridges, hotplates, heaters, etc must be inspected and maintained to the same standards as portable electrical tools and appliances. They must all be in a register

The use, inspection and maintenance of portable electrical tools and equipment must be governed by the following:

- Regular inspections by a competent person appointed in writing;
- Inspection results must be recorded in a register;
- Only competent authorized persons are allowed to use portable electrical tools and equipment; and
- The correct protective equipment is worn/used whilst operating portable electrical tools and equipment.

This equipment -

- Must be maintained in good condition at all times to prevent an electrical shock to the user;
- The main source should incorporate an earth leakage protection device or receive power through a double wound transformer or be double insulated and clearly marked as such; and
- All equipment must be fitted with a switch to allow for safe and easy starting and stopping.

26.2 Portable lights

The following requirements apply to portable lights:

- Must be fitted with a robust non-hygroscopic non-conducting handle;
- Live metal parts which may become live must be protected against contact;
- The lamp must be protected by a strong guard;
- The cable lead-in must withstand rough handling;
- A register be kept for each piece of equipment with findings of regular inspections undertaken to evaluate the condition of these lights;
- Inspections must be undertaken that concentrate on at least the plug, cord, switch and any obvious faults; and
- When used in wet/damp/metal container conditions, it must be protected.

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27. Public health and safety

The principal contractor is responsible for ensuring that community and visitors affected by the construction work are made aware of the risk exposure likely to arise from construction work:

Visitors;

The surrounding community; and

Appropriate signage must be posted to this effect and all employees on site must be instructed to ensure that non-employees are protected at all times.

All visitors entering the site must receive and undergone a site specific risk based induction.

Covid19 protocols to be observed at all times.

28. Hazardous chemical substances

The principal contractor must ensure that:

- a. Employees receive the necessary information and training to be able to use and store hazardous chemical substances safely;
- b. Employees obey lawful instructions regarding:
 - The wearing and use of protective equipment
 - The use and storage of hazardous chemical substances
 - The prevention of the release of hazardous chemical substances
 - The wearing of exposure monitoring and measuring equipment
 - The cleaning up and disposal of materials containing hazardous chemical substances
 - Housekeeping, personal hygiene and the protection of the environment
- c. The risk assessments required in terms of Construction Regulation 7 include employee exposure to hazardous chemical substances and that the necessary measures be taken to protect persons from being detrimentally affected by hazardous chemical substances present or used in the workplace;
- d. Suppliers provide the necessary information in the form of a material safety data sheet regarding hazardous chemical substances required to ensure the safe use and storage of that substances;
- e. A list of all HCS on site must be drawn in a alphabetical order and each HCS must have specific MSDS and it must be known to employees.
- f. Hazardous chemical substances containers be clearly marked as to the contents and main hazardous category e.g. "Flammable" or "Corrosive" and the reference number of the hazardous chemical substances on the list indicated above;

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- g. Hazardous chemical substances for example asbestos dust is not cleared by using compressed air but should be vacuumed;
- h. No person eats or drinks in a hazardous chemical substances environment
- i. HCS waste is disposed safely as per environmental management plan requirements.

29. Excavations/Piling

Excavations deeper than 1,5 m in depth, the principal contractor must submit a method statement to PRASA for approval before commencing with the excavation and the permit to proceed will be issued once the risk assessment and method statement is approved.

Excavation work has to comply with the following:

- 29.1 Excavation work must be carried out under the supervision of a competent person who has been appointed in writing.
- 29.2 Before excavation work begins the stability of the ground must be evaluated.
- 29.3 Whilst excavation work is being performed, the appointed excavation supervisor must take reasonable steps to prevent any person from being buried or trapped by a collapsing wall, fall or dislodgement of material.
- 29.4 No person may be required or permitted to work in an excavation that has not been adequately shored or braced.
- 29.5 Where the excavation is in stable material or where the sides of the excavation are sloped back to at least the maximum angle of repose measured relative to the horizontal plane, shoring or bracing may be left out but only after written permission has been obtained from the appointed competent person.
- 29.6 Shoring and bracing must be designed and constructed to safely support the sides of the excavation and prevent it from collapsing.
- 29.7 Where uncertainty exists regarding the stability of the soil the opinion of a competent professional engineer or professional technologist must be obtained whose opinion will be decisive. The opinion must be in writing and signed by the engineer or technologist as well as the appointed excavator.

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29.8 No load or material may be placed near the edge of an excavation if it is likely to cause a collapse of the excavation, unless suitable shoring has been installed to be able to carry the additional load.

29.9 Neighbouring /adjoining buildings, structures or roads that may be affected or endangered by the excavation must be suitably protected.

29.10. Every excavation must be provided with means of access that must be within 6 meters of any employee within the excavation at any time.

29.11. The location and nature of any existing services such as water, electricity, gas, telkom optic fibre wire, signal cable etc must be established before any excavation is commenced with and any service that may be affected by the excavation must be protected and made safe for employees working in or near in the excavation.

29.12 Every excavation, including the shoring and bracing or any other method to prevent collapse, must be inspected by the appointed competent person:

Daily before work commences

After every blasting operation

After an unexpected collapse of the excavation or part thereof

After substantial damage to any support

After rain

29.13 The results of any inspections must be recorded in a register kept on site.

29.14 Every excavation accessible to the public or that is adjacent to a public road or thoroughfare or that threatens the safety of persons, must be adequately barricaded or fenced off to at least one meter high and as close to the excavation perimeter as practicable.

Entrances to excavation see Confine space requirements

Method statement and Risk Assessment must be handed prior to commencement of any piling activity.

Geotech must be engaged for soil testing purpose and the result discussed with all concern parties

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30. Tunneling activities

The principal contractor must ensure that:

- Tunneling activities are carried out under the supervision of a competent person with at least ten years practical experience in tunneling work who has been appointed in writing.
- All tunneling activities comply with the Tunneling Regulations as published under the Mine Health and Safety Act (No 29 of 1996), as amended.
- No person is allowed to enter a tunnel which has a height dimension of less than 800 mm.

31. Working in confined spaces

31.1 Ventilation

The concentration of gas in a confined space must be tested by means of measuring equipment (Gas Monitor) prior to work commence and ventilation should be done for at least 15 minutes by blower to neutralize concentration of gas or any substances. If possible locate the source of any such substances and isolate. All open manholes must be barricaded and protected at all times.

Before signing off the permit the responsible person must confirm that all the employees are accounted for and ensure that all the manholes are properly closed and barricading removed.

31.2 Entering a manhole

Person entering the confine space or manhole must wear a safety harness, fully operational gas monitor. A lifeline must be attached to the safety harness and a person on the surface must be in continuous contact with the person in the manhole.

Depending with the condition on the confine space a rotational work practices must be introduced if and no person shall remain within a confined space or manhole for a longer period

Should the alarm sound on the gas monitor, the employees must exit the confined space or manhole and the immediate area must also be evacuated immediately. The area must be properly ventilated and re-tested before re-entering the confined space or manhole.

Employees must be provided with flameproof lighting when entering deep manholes or manholes with flammable gases. No hot work,

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smoking or unprotected electrical apparatus which may cause sparks shall be permitted in any manhole or confine space.

31.3 General

All employees working in confined spaces or manholes must be issued with fully functioning gas monitoring equipment and safety harnesses as well as self-rescuers where applicable.

Where over-pumping between manholes is involved, only leak free pumping machines and conveyance tubes must be used and allowed.

31.4 Safety equipment

All teams must be issued with fully functional gas monitoring equipment and safety harnesses and self-rescuers where applicable. All employees must be trained (including refresher training on a continuous basis) in the use thereof.

31.5 General records

The following records shall be implemented and maintained by the principal contractor:

- Confined space entry permits
- Confined space entry registers
- Safety harness registers

31.6 Training

- Training shall be provided by principal to employees before work commence in a confined space.
- Awareness in terms of that must be discussed frequently with all employees.

32. Form and support work

- Form and support work must be carried out under the supervision of competent person designated in writing.
- Form and support work structures must be so designed, erected, supported, braced and maintained that it will be able to support any vertical or lateral loads that may be applied.
- No load may be imposed onto the structure that the structure is not designed to carry.

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- d. Form and support work must be erected in accordance with the structural design drawings for such form and support work and if there is any uncertainty, the designer must be consulted before proceeding with the erection/use of the form and support work.
- e. All drawings pertaining to the form and support work must be kept available on site.
- f. All equipment used in the erection of form and support work must be checked by a competent person before use.
- g. The foundation or base upon which the form and support work is erected must be able to bear the weight and keep the structure stable.
- h. Employees erecting form and support work must be trained in the safe work procedures for the erection, moving and dismantling of the form and support work.
- i. Safe access and emergency escape must be provided for employees.
- j. A competent person must inspect the form and support work structures that have been erected before, during and after pouring of concrete or the placing of any other load and thereafter daily until the form and support work is stripped. The results of all inspections must be recorded in a register kept on site.
- k. The form and support work must be left in place until the designated competent person has authorized its stripping in writing.
- l. Any damaged form and support work must be repaired and/or rectified without delay.
- m. Deck panels must be secured against displacement.
- n. The slipping of employees and other persons on release agents on deck panels must be prevented at all times.
- o. Employees' health must be protected against the use of solvents, oils or other similar substances.

33. Demolition Work

- 32.1 Demolition work must be carried out under the supervision of a competent person who has been appointed in writing.
- 32.2 A detailed structural engineering survey of the structure to be demolished must be carried out and a method statement on the procedure to be followed in demolishing the structure must be developed by a competent person, before any demolition may be commenced.
- 32.3 As demolishing progresses the structural integrity of the structure must be checked at intervals as determined in the method statement by the appointed competent person in order to prevent any premature collapse.
- 32.4 Steps must be taken to ensure that where a structure is being demolished:

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- a. no floor, roof or any other part of the structure is overloaded with debris or material that would make it unsafe;
 - b. precautions are taken to prevent the collapse of the structure when any frame or support is cut or removed;
 - c. shoring or propping is applied where necessary;
 - d. no employee is required or allowed to work under unsupported overhanging material; and
 - e. the stability of an adjacent building, structure or road is maintained at all times.
- 32.5 The location and nature of any existing services such as water, electricity, gas etcetera must be established before any demolition is commenced with and any service that may be affected by the demolition must be protected and made safe for employees and other persons.
- 32.6 Every stairwell in a building being demolished must be adequately illuminated.
- 32.7 Convenient and safe means of access must be provided.
- 32.8 A catch platform or net must be erected over every entrance to the building or structure being demolished where the likelihood exists of material or debris falling on employees and/or persons entering and leaving and every other area where the likelihood exists of material or debris falling on employees and/or persons must be fenced or barricaded
- 32.9 No material may be dropped on the outside of the building unless the area into which it is dropped is fenced off or barricaded.
- 32.10 Waste and debris may only be disposed of from a height in a chute with the following design:
- a. adequately constructed and rigidly fastened;
 - b. inclined >45 degrees and enclosed on all four sides;
 - c. fitted with a gate or control mechanism to control the flow of material that may not freefall down the chute;
 - d. discharged into a container or a barricaded area; and
 - e. demolition equipment may only be used on floors or slabs that are able to support it.
- 32.11 Asbestos related work must be conducted to the requirements of the Asbestos Regulations promulgated under the OHS ACT and in particular Asbestos Regulation 21, i.e.:
- a. demolition of asbestos may only be carried out by a registered (with the Department of Labour) asbestos contractor;
 - b. all asbestos materials likely to become airborne must be identified; and
 - c. a plan of work must be submitted for approval to an Approved Asbestos Inspection Authority (AIA), whom is approved by the Department of Labour, 30 days prior to commencement of demolishing work unless the plan was drawn up by an AIA and a

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signed (by all parties) copy is submitted to the Department of Labour 14 days before commencement of the demolishing.

32.12 During demolition work:

- a. all asbestos containing material must be disposed of safely;
- b. employees must be issued with appropriate PPE and the proper use thereof enforced; and
- c. after the demolition has been completed the area/premises must be thoroughly checked to ensure that all asbestos waste has been removed.

32.13 No employee is allowed to:

- a. use compressed air or permit the use of compressed air to remove asbestos dust from any surface or employee or person;
- b. smoke, eat, drink or keep food or beverages in an area not specifically designated for this; and
- c. apply asbestos by spraying.

32.14 Lead related work must be conducted to the requirements of the Lead Regulations promulgated under the OHS ACT 85/93.

33.15 Where demolition works will involve the use of explosives, a method statement must be developed by a competent person in accordance with applicable explosives legislation.

34. Transportation of Personnel

34.1 Any vehicle used to transport employees must have seats firmly secured and adequate for the number of employees to be carried.

34.2 The principal contractor shall not allow employees to be transported in a goods vehicle unless the portion of the vehicle in which the employees are being conveyed is enclosed to a height of –

- a. at least 350 mm above the surface on which employees are seated;
or
- b. at least 900 mm above the surface on which employees are standing, in a manner and with a material of sufficient strength to prevent employees from falling from such vehicle when it is in motion.

35. Cleaning and Rehabilitation of site

The Contractor shall keep the Site clean and tidy for the duration of the Contract and upon termination of the Contract for whatsoever reason the Contractor shall clean and rehabilitate the Site to the satisfaction of PRASA. The Polluter Pay

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Principal will be applied PRASA if contractors do not comply with this requirement.

36. Intergraded Health, safety and Environmental policy

The principal contractor has to provide PRASA, as an annexure to the health and safety plan, with a detailed health and safety policy outlining the principal contractor's stance on and principals adopted for health and safety. Policy to be signed by the most senior person. Policy to be inducted to all employees.

37. Cost for health and safety measures during the construction process

To enable PRASA to comply with Construction Regulation 5 all potential principal contractors submitting tenders have to demonstrate to PRASA that sufficient provision has been made for the cost to implement the health and safety plan proposed by the principal contractor to meet the requirements of this health and safety specification as well as that of the OHS ACT and its Regulations.

A detailed schedule of costs has to be included in the health and safety plan submitted as part of the potential principal contractor's tender document. Failure by the principal contractor to adhere to this requirement will force PRASA to reject the tender in terms of Construction Regulation. Refer to the OHS/SHE part of the Bill of Quantities (BOQ)/Schedule of payments for guidance on pricing for Occupational Health and Safety

TECHNICAL DIVISION

38. Rail Safety Requirements

ABSTRACT FROM SANS 30001-1

38.1 WORKING CLOSE TO RAIL LINES/OHTE


The contractor shall Identify all the risks prior to any work in the vicinity of a rail track, platform and on the structure. Remember that trains have the right of way at the station and at any other places it is of utmost important to observe those conditions and manage them.

Rail equipment cannot change direction, and requires long stopping distances.

Remember, a train is wider than the tracks on both sides don't take chances.

Contractor shall provide his/her flagmen to guard his employees while working between trains, live sections or as and when determined by PRASA.

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WORKING CLOSE TO RAIL LINES/OHT AND ON THE PLATFORM



With references to Appendix A above the areas highlighted IN RED on the sketch are regarded as critical, highly Risky and work in that area is highly restricted to ANY PERSON ATTEMPTING TO DO ANY WORK IN THAT VICINITY UNLESS A WRITTEN OCCUPATION OR PERMIT IS GRANTED.

1. No Person or contractor employees are allowed to work next to Rail or OHT
2. No person is allowed to jump, walk or even work at this area without and official Granted occupation by client
3. Any equipment brought on site must Comply with the requirements of SPK/7
 - 3.1 All step ladders and scaffold to be used on the station must be approved and must be earthed
 - 3.2 Proper arrangement must be in place before any equipment or tools is brought to site

38.2 Operations of mobile and tower crane within the vicinity of the station/OHT cable

1. A method statement clearly indicating procedural controls must be submitted prior to any of such activities begins and Where work is performed at the line or on height less three meter clearances such methodology will refers and approval on these regards will be given
A methodology for the erection of tower crane must be submitted as well.
The crane and other equipment on the vicinity of the station must be earthed

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39. COVID 19 PLAN

Section 14 of the Occupational Health and Safety, (OHS) Act obliges employees to take reasonable care for health and safety of him- or herself and others who may be affected by their acts or omissions. This obliges employees to comply with any duty or requirement imposed by the employer or any other person by OHS Act to co-operate with the employer or person to enable that duty or requirement to be performed or complied with. Employees are also required by OHS Act to carry out lawful orders and obey the health and safety rules and procedures laid down by is employer or by anyone authorized by his employer in the interest of health and safety

Principal contractor shall therefore do the following:

- Include Covid Management as part of the SHE plan
- Covid19 Management to be in compliance to the latest Covid19 regulations as issued by the government.
- All employees and non-employees to be screened with non-contact thermometers.
- Take body temperature of anybody stepping on or stepping off site
- Should the body temperature be above 37 degrees Celsius, the employee will be asked to return home for self-isolation or will be referred to a clinic or testing centre close to them.
- All employees and support staff will be provided with the standard PPE in regulation with the COVID-19 pandemic 3ply cloth masks, face- shields, gloves etc.
- No employees or visitors shall be allowed access to site should they not be wearing their face masks
- Reduction of visitors to be implemented on site
- Tools to be sanitized frequently
- Sanitisers to be placed at the entrance and in common areas.
- Monitor site access points to enable social distancing (at least 1.5M apart)
- Risk Register to include Management of covid19 on sites.

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NB: this document should be read with the SPK7/2

ANNEXURE A


. INCIDENT INVESTIGATION MATRIX

REQUIRED DOCUMENTATION FOR OCCURANCE OF SERIOUSE INCIDENT CATEGORY CHECKLIST

Name of injured person		Contractor Name	
Date		Site/Area	
Time		Manager	
Incident number		Supervisor	

NO	TABLE OF CONTENTS	MI	DI/AD	FATAL	COMPL
1	Signatures of responsible people (Supt – GM)				
2	Management Summary/ SHE Committee Documents:				
3	Initial injury report				
4	Injury report				
5	Investigation report				
6	Root Cause Analysis & Cost report				
7	Actions report				
8	Follow up				
	Portfolio of evidence				
9	Copy of ID Photo and ID number (WCC purposes)				
10	Photos and or sketch/ drawing				
11	Statements				
12	HIRA				
13	Effective Task Observation				
14	Safe Work Procedure				
15	Proof of competency				
16	Investigator Competency				
17	Health and Safety Rep report: Last 3 Months				
18	Health, Safety and Environment Committee meeting minutes: last 3 months.				
	Legal Appointment letters: As OHS Specification				
19	Senior Manager(16.2)				
20	Site Agent				
21	Supervisor				
22	Health and Safety Rep				
23	Annexure 1 (AD& DI)				
24	WCL 2				
25	SAPD reference number				
26	Statement of Explanatory photographs				
27	Photos signed by photographer				
28	Statement of photographer				
29	Statement of Medical personnel who attend to the deceased.				

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	Note: Equipment Damages must also be investigated via the				
	Root Cause Analysis process.				

ANNEXURE B

OFFICIAL DOCUMENT FOR INTERNAL

REPORT OF SERIOUS OHS&E INCIDENT OCCURANCE

	Personal Injury	Principal Contractor's Name			
	Environmental Impact	Sub-Contractor Name			
	Fire	Date of Occurrence:			
	Production Loss	Time of Occurrence:			
	Property Damage	Name of Injured:		Age:	
	Other Incidents	Employee Category		Full /Part Time employment	

Description of what occurred:


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Root Cause of Incident:

Actions/Interim or final countermeasures:

Attach latest Risk Register to address this incident with mitigation put in place

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ANNEXURE D

LIST OF LEGAL APPOINTMENTS

Appointment description	Appointment required in terms of	Responsibility
Construction Health and Safety Agent	Construction regulation 5	PRASA
Construction manager	Construction Regulation 8(1)	Contractor
Assistant construction manager	Construction Regulation 8(2)	Contractor
Construction supervisor	Construction Regulation 8(7)	Contractor
Assistant construction supervisor	Construction Regulation 8(8)	Contractor
Construction health and safety officer	Construction Regulation 8(5&6) REGISTERED with SACPCMP	Contractor
Construction vehicle, mobile plant, and machinery supervisor	Construction Regulation 23	Contractor
Covid 19 compliance officer	COVID-19 Directives on OHS 2020	Contractor
Drivers of construction vehicles and operators of plant	Construction Regulation 23	Contractor
Electrical installation and appliances inspector	Construction Regulation 24	Contractor
Emergency, security, and fire coordinator	Construction Regulation 29	Contractor
Excavation supervisor	Construction Regulation 13	Contractor
Fall protection supervisor.	Construction Regulation 10	Contractor
First-aiders	General Safety Regulation 3	Contractor
Firefighting equipment inspector	Construction Regulation 29	Contractor
Flagmen	PRASA Safety Specification	Contractor
Hazardous chemical substances supervisor	Hazardous Chemicals Substances Regulations 10	Contractor
Incident investigator	General Administrative Regulation 9	Contractor
Ladder inspector	General Safety Regulation 13(a)	Contractor
Lifting machines and equipment inspector	Construction Regulation 22	Contractor
Occupational health and safety committee	OHSACT Section 19	Contractor

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Occupational health and safety representatives	OHSACT Section 17	Contractor
Person responsible for machinery	General Machinery Regulation 2	Contractor
Risk assessor	Construction Regulation 9(1)	Contractor
Scaffolding supervisor	Construction Regulation 16	Contractor
Stacking and storage supervisor	Construction Regulation 28	Contractor
Traffic management supervisor	OHSACT Section 9(1)	Contractor
Train Control officer	OHSACT Section 9(1)	Contractor



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ANNEXURE E

INSPECTION CHECKLIST

Contractor Particulars	
Contractors:	
Site Address:	
Contracts Manager:	
Managing Director:	
Competent Persons:	
CR14: SCAFFOLDING:	
CR15: SUSPENDED SCAFFOLDING:	
CR17(6): MATERIAL HOIST (S):	
CR18(1): BATCH PLANT:	
CR8(1)(a): FALL PROTECTION:	
CR11(1)(1): EXCAVATION WORK:	
CR12: DEMOLITION WORK:	
CR19(2)(b): EXPLOSIVE POWER TOOLS	
CR26(a): STACKING	


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SECTION/REGS	ITEM CHECKED	N/A	YES	NO
	APPOINTMENTS			
CR6(1)	Supervisor:			
CR6(2)	Assistant Supervisor:			
S17(1)	Health & Safety Representative: (ratio)			
S19(1)	Health & Safety Committees			
CR 12(1)	Demolition Director			
OHS	Covid compliance Officer			
	DOCUMENTS			
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)	Notification of Construction Work			
CR 7(2)	Risk Assessment			
CR 7(9)(e)	Proof of the Health & Safety Induction Training			
CR 11(13)(h)	Inspection of Excavation (Records)			
CR 20(g)	Crane Operator Medical Certificate			
CR 21(11)	Mobile Plant Operator Medical Certificate			
CR 18(9)	Batch Plant Repairs & Maintenance Records			
CR22(d)	Temporary Electrical Installation Record			
CR 5(7)	Health & Safety File			
CR 15(11)	Suspended Platforms' Performance Records			
CR 17(b)& (c)	Material Hoists Record Book			
IMPROV NOTICE	Scaffolding Log Book			
CR 21(1)(d)(ii)	Medical Certificate of Fitness			
CR 21(1)(I)	Construction Vehicle & Mobile Plant Register			
CR 22(d)	Electrical Installation & Machinery Register			
	INCIDENTS			
GAR 8(1) S24	Reported			
GAR 9(1)	Recorded Investigated Action Taken			
	PUBLIC SITE			
FR 2(1)	Sanitary Facilities			
CR 28(1) (c)	Changing shelt for each gender			


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SECTION/REGS	ITEM CHECKED	N/A	YES	NO
CR 25(d)	Perimeter fence & no admittance			
CR 25(e)	Overhead protection netting/falling objects			
NB Notice	Pedestrian warning			
	PERSONAL SAFETY EQUIPMENT			
	Items Issued:			
GSR 2(3)	Items Required:			
	SAFETY PLANS			
	FIRST AID			
GSR 3(6)	Name(s) of First Aider(s):			
CR 4(1)(3)	Client's Health & Safety Specification			
CR5	Principal's contractor H&S Plan			
	FIRE HAZARD & PRECAUTIONS			
GSR 4	Flammables used, waste, hot work, diesel, fuel, gas			
ER 9(1)	Portable Extinguishers			
	ELECTRICAL INSTALLATIONS & MACHINERY			
CR22	Guarding & PPE to Electrical Installations			
	ILLUMINATION			
ER 3(6)	Dangerous Places and signage as well			
	Housekeeping			
ER6(2)(b),(c),(d)	Clear space storage			
ER6(3)	Disposal of waste			
	EXCAVATIONS			
CR 11(3)(l)	Barricades (plus illumination!)			
CR 11(3)(c)	Safe Depth Shoring/Bracing			
CR 11(1)(a)	Monitored			
CR 11(3)(h)	Excavation Inspection Record			
	GUARDING			
ER 6(2)(f)	Floor Openings (plus illumination!)			
	Floor slab sides, Shafts (plus illumination!)			
	SITE EQUIPMENT			

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GSR 13A(a)	Ladders condition, secured			
IMPROV	Scaffold condition, secured			
	Platforms no. of boards condition Support 1.25. Toe Boards			
IMPROV	Hand Rails			
	SITE MACHINES			
DMR 3(2)(3)	Circulars, guards, riving knives			
DMR 2(a)	Mixers guarded			
	ELECTRIC POWER			
EMR 6(1)	Supply Board, condition E.L Relay Test			
GMR 3(1)	Condition of Tools, Leads, Plugs, etc			
	LIFTING MACHINE/TACKLE			
DMR 18(8)	Lifting of persons			
DMR 18(8)	Condition, Securing of Load			
	EXPLOSIVE POWERED TOOLS			
CR 19(1)	Safe Use and Storage			
IMPROV	Warning Notice			
	ROOF WORK			
CR 8(1)	Safety equipment & precautions			
CR 8(2)	Fall protection plan			
CR 8(3)	Updated fall protection plan			
	ASBESTOS CEMENT			
AR 10(a)	Suitable Tools			

Accepted by : _____

Position _____
Senior personnel(16.1/2)

Contractor _____