

	NTCSA Specification Guideline For Contracts and Contractor OHS Requirements for High Risk Projects	Document Identifier	559-1624821993	Rev	0
		Effective Date	July 2024		
		Review Date	July 2027		

Project Name: Provision of Environmental Waste Management Services in NTCSA Northern Grid

Project Address: NTCSA Northern Grid

Scope of the project:

High Level Scope of Work

The scope of work entails the provision of environmental waste management services for a period of three (3) years for NTCSA Northern Grid sites on an as and when basis.
A maximum number of four (4) suppliers will be appointed out of the evaluation process. Two (2) suppliers for each to provide services for each section below. The contracts with the service providers will span over a period of thirty-six months on an “as and when required” basis

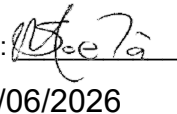
Ntcsa Contract's/ Project Manager

Ntcsa's Health and Safety Manager

Name: Calvin Teffo

Name: Mankwena Moela

Signature: 

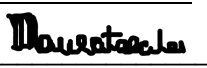
Signature: 

Date: 25 June 2026

Date: 30/06/2026

Ntcsa's Safety Officer

Name: Mashilo Taueatsoala

Signature: 

Date: 24 June 2025

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1. Introduction

Transmission Division is part of Ntcsa Group that is mandated for the planning, operating and maintaining transmission assets throughout their economic life, provides access to an interconnected transmission system and influences customer demand and behaviour.

Transmission Division develop optimal plans and engineering solutions for the expansion, maintenance and refurbishment of the power transmission network as well as providing a technology and asset management service to ensure that the integrated power system is reliable, adequate and secure.

The Division execute projects related to the capital expansion, strengthening and refurbishment of transmission assets as well as construction management of transmission networks required for the integration of new generators and loads. Ensure a reliable and sustainable transmission network through operating, maintaining and commissioning of new assets.

Ntcsa's responsibility and commitment is to ensure a safe working environment is in line with its Safety, Health, Environmental and Quality Policy, along with legislative obligations.

This OHS specification is Ntcsa the minimum requirements which are required to be met for the specific contract and for the duration of the contract period by contractors and where required, the delivery organisation.

The contractor is expected to develop an OHS plan which meets these requirements as well as all the relevant applicable legislation they conform to.

Transmission Division (NTCSA) in no way assuming the contractor's legal responsibilities. The contractor is and remains accountable for the quality and the execution of his/her health and safety programme for his/her employees and appointed contractor employees.

This OHS specification reflects minimum requirements and should not be construed as all encompassing.

Note 1: All the requirements listed hereunder are in relation to the contract and do not supersede or replace any organizational OHS requirements.

Where requirements listed are already in place, then the organisational requirements must be taken in cognisance of and listed in the respective OHS plans. If there are any additional Ntcsa and or legislative requirements listed in the OHS specification, then these must be addressed.

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2. Supporting Clauses

2.1 Scope

This OHS specification lists the legislative and Ntcsa requirements and where applicable, any requirements pertaining to Local Authorities / Municipal by-laws / Environmental legislation that must be met by the contractor.

2.1.1 Purpose

This document provide guidance for a standardised approach to the compilation of OHS specifications throughout Transmission Division for contracts, (Other type of contracts can be used such as NEC/FIDIC etc)

2.1.2 Applicability

This OHS specification shall be applicable to any contracting organisation who intends tendering for the contract.

2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs, but not limited to:

2.2.1 Normative

- [1] Basic Conditions of Employment Act No 75 of 1997.
- [2] Occupational Health and Safety Act and Regulations No 85 of 1993.
- [3] National Environmental Management Act 107 of 1998.
- [4] National Road Traffic Act 93 of 1996.
- [5] 32-37 Ntcsa Substance Abuse Procedure.
- [6] 240-62196227 Life- saving Rules
- [7] 32-95 Environmental, Occupational Health and Safety Incident Management Procedure
- [8] 32-727 SHEQ Policy
- [9] 32- 418 Working at Heights Procedure
- [10] 240-62946386 Vehicle and Driver Safety Management Procedure
- [11] 32-520 Risk Assessment procedure
- [12] Plant Safety Regulations / The Operating Regulations for High Voltage Systems (ORHVS) - 240-114967625

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2.2.2 Informative

- [1] Tobacco Products Control Act 83 of 1993 (Updated 2011.05.19)
- [2] SANS 1186 Symbolic Safety Signs
- [3] Constitution of the Republic of South Africa No 108 of 1996
- [4] DMN 34-110 Operating A Vehicle Mounted Crane
- [5] DMN 34-1981 Excavations.
- [6] All applicable SANS

2.3 Definitions

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Definition	Explanation
Appointed contractor	Means a contractor appointed by the principal contractor
Baseline risk assessment	(32-520) baseline operational risks refer to the health and safety risks associated with all standard processes and routine activities in the business
Business unit (BU)	(32-296) means any defined unit within the Ntcsa environment, operating as a business under a particular cost-centre number. In the context of this document and in terms of health and safety, any reference to a BU includes a defined unit within any Ntcsa division and its subsidiaries
Client	(OHS Act) Ntcsa representative (Internal – Asset Owner), also referred to as the contract administrator/custodian or agent or project manager (as defined in the contract). He/she is the person responsible for ensuring that the works or services are executed in terms of the contract, as well as adherence to legislation pertaining to the contract.
Competent person	(OHS Act) means any person having the knowledge, training, experience, and qualifications, specific to the work or task being performed, provided that, where appropriate, qualifications and training are registered in terms of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995)
Contractor	(OHS Act) means an employer as defined in section 1 of the Act who performs contracted work and includes principal contractors
Construction work	Any work in connection with a. the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure. b. the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or the moving of earth, clearing of land, the making of excavation, piling or any similar civil engineering structure or type of work.
Consultant	means a person providing professional advice
Controlled disclosure	controlled disclosure to external parties (either enforced by law or discretionary)
Employee	(OHS Act) means, subject to the provisions of subsection (2), any person who is employed by or works for an employer and who receives or is entitled to receive any remuneration or who works under the direction or supervision of an employer or any other person
Employer	(OHS Act) means, subject to the provisions of subsection (2), any person who employs or provides work for any person and remunerates that person or expressly or tacitly undertakes to remunerate him/her, but excludes a TES (ex labour broker) as defined in section 1(1) of the Labour Relations Act 1956 (Act No. 28 of 1956)

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Definition	Explanation
Environment	(32-94) means: a. the land, water, and atmosphere of the earth; b. micro-organisms and plant and animal life; and c. any part or combination of (a) and (b) and the interrelationships among and between them, and the physical, chemical, aesthetic, and cultural properties and conditions of the foregoing that influence human health and well-being
Environmental Management plan	A detailed plan of action prepared to ensure that recommendations for enhancing or ensuring positive impacts and limiting or preventing negative environmental impacts are implemented during the life-cycle of a project. This Environmental Management Plan should preferably form part of Ntcsa's Environmental Management System
Ntcsa requirements	Ntcsa requirements flowing from directives, policies, standards, procedures, specifications, work instructions, guidelines, or manuals
Fall protection plan	(OHS Act) means a documented plan of all risks relating to working from an elevated position, considering the nature of work undertaken, and setting out the procedures and methods to be applied in order to eliminate the risk
Hazard	(OHS Act) means a source of, or exposure to, danger
Hazard identification	(OHS Act) means the identification and documenting of existing or expected hazards to the health and safety of persons, which are normally associated with the type of construction work being executed or to be executed
Health and safety file	(OHS Act) means a file or other record in permanent form, containing the information required in relation to the contract.
Health and safety plan	(OHS Act) means a document plan that addresses hazards identified and includes safe work procedures to mitigate, reduce, or control hazards identified
Health and safety specification	(OHS Act) means a document specification of all health and safety requirements pertaining to associated to a contract, so as to ensure the health and safety of persons.
Health and safety requirements	means comprehensive health and safety requirements for a contract, project, site, and scope of work. This specification is intended to ensure the health and safety of persons, both workers and the public, and the duty of care to the environment. The health and safety requirements must be specific to each contract, project, site, and scope of work
Lifesaving Rules	(240-62196227) a rule that, if not adhered to, has the potential to cause serious harm to people
Medical Certificate of fitness	(OHS Act) means a certificate valid for one year, issued by an occupational health practitioner, issued in terms of the regulations, whom shall be registered with the Health Professions Council of South Africa
Medical surveillance	(OHS Act) means a planned programme or periodic examination (which may include clinical examinations, biological monitoring, or medical tests) of employees by an occupational health practitioner or, in prescribed cases, by an occupational medicine practitioner
Method statement	(OHS Act) means a written document detailing the key activities to be performed in order to reduce, as reasonably as practicable, the hazards identified in any risk assessment

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Definition	Explanation
Organisation	may be defined as a group of individuals (large of small) that is cooperating under the direction of executive leadership in accomplishment of certain common objects
Pre-job meetings	(34-227) means a meeting that is held prior to the commencement of the day's work and that is attended by all the relevant employees associated with the work task
Principal contractor	(In the text of this document) Means an employer, as defined in section 1 of the OHS Act, who intends to tender for or has signed a contract with Ntcsa for services rendered.
Provincial director	(OHS Act) means the provincial director as defined in Regulation 1 of the General Administrative Regulations under the Act
Responsible Manager	Is a Manager of a department, section or operating/business unit who has been appointed as part of the Ntcsa delegation of authority process with the aim to assist the applicable 16(2) assigned person in executing his/her duties in terms of the Occupational Health and Safety Act
Risk assessment	(OHS Act) means a programme to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to remove, reduce, or control such hazard.
Safe Work Procedure	Please define it
Site	(34-228) means an Ntcsa department, unit, complex, building, specific project, work site, or the site where agents, clients, principal contractors, contractors, suppliers, vendors, and service providers provide a service to Ntcsa, directly or indirectly
Service provider	any private person or legal entity that provides any service(s) to Ntcsa for compensation
Subsidiary	(32-94) an enterprise controlled by another (called the parent) through the ownership of greater than 50% of its voting stock
Supplier	(32-1034) means a natural or legal person who renders a service and may include the following current or potential supplier vendor, contractor, consultant
Task	(34-227) a segment of work that requires a set of specific and distinct actions for its completion
Toolbox talks	(34-227) where the team leader, after conducting pre-task planning, shares all the tasks at hand and discusses task allocation, the identified risks, and the control measures with all his/her team members on site before commencing a specific task and documenting the agreed strategy. (This shall be done to ensure common understanding of the tasks, risks, and control measures required.)
The Act	(OHS Act) means the Occupational Health and Safety Act No. 85 of 1993, as amended, and the Regulations thereto
Visitor	any person visiting a workplace with the knowledge of, or under the supervision of, an employer.

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2.4 Abbreviations

Abbreviation	Description
AIA	Approved Inspection Authority
BU	Business Unit
GCE	Group Chief Executive
GE	Group Executive
CNC	(Ntcsa) Customer Network Centre
CR	Construction Regulations of the OHS Act
COID Act	Compensation for Occupational Injuries and Diseases Act
DMR	Driven Machinery Regulations
DoLE	Department of Labour and Employment (Inspection and Enforcement services – Provincial office)
EAP	Employee Assistance Program
EP	Emergency Preparedness
ERfW	Environmental Regulations for Workplaces
GAR	General Administrative Regulations
GSR	General Safety Regulations
HCA	Hazardous Chemical Agents
MD	Managing Director
LDV	Light Delivery Vehicle
LoG	(COID) Letter of Good Standing
SDS	Safety Data Sheets
NEMA	National Environmental Management Act
OHS Act	Occupational Health and Safety Act and Regulations, 85 of 1993
SACPCMP	South African Council for the Project & Construction Management Professions
SABS	South African Bureau Standard
SANS	South African National Standard

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2.6 Roles and Responsibilities

2.6.1 Commitment

Visible commitment is essential to providing a safe work environment at all levels (from GCEO, GE, GM, Senior Managers, Middle Managers, Managers, Professionals, Bargaining Unit etc) must demonstrate their commitment by being proactively involved in the day-to-day operations, in particular the Occupational Health and Safety aspects of any project / contract. Legislation requires that each employee must take reasonable care of themselves and their fellow workers, from management level down to the lowest employee level.

2.6.2 Principal contractors.

Note 1: Most of the roles and responsibilities listed apply to both principal contractors and any appointed contractors. Where some of the listed do not apply to both, then the specific responsibilities will be listed and titled. The contractors shall:

1. Carry out all duties as listed in section 8, 9 and 10, the various other regulations that form part of the OHS Act, Regulation 7 of the Construction Regulations, Ntcsa and other requirements.
2. The principal contractor must notify the provincial director of the Department of Labour in writing of all construction work if it falls within the scope of Regulation 4 of the Construction Regulations (if this has not been arranged and or done by the client/agent);
3. Carry accountability and responsibility for the safety and health of their employees and their appointed contractors within their working area, as contemplated by section 37(2) of the OHS Act;
4. Shall keep a record of all employees including the appointed contractor employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Ntcsa Project Manager.
5. Ensure that all their appointees are made aware of their accountabilities and responsibilities in terms of their appointment and that they advise and assist these appointees in the execution of their duties.
6. Ensure that the minimum legislative, regulatory and Ntcsa OHS requirements are complied with on all work sites.
7. Give the Ntcsa project managers and line managers / responsible managers their full participation and cooperation.
8. Compile a OHS (health and safety) file where all relevant health and safety records must be kept for each work site.

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9. The principal contractor must hand over a consolidated (to include any appointed contractor files) health and safety file to the Ntcsa project manager on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed.
10. Contractors must hand over a consolidated (to include any appointed contractor files) health and safety file to the principal contractor on completion of the project. This is to include all drawings, designs, lists of materials used and other applicable information about the completed project, as well as the list of appointed contractors, the agreement, and the type of work completed.
11. The principal contractor must provide the project manager with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company. Similarly, the principal contractor must provide the Ntcsa project manager with all the valid letters of good standing from their appointed contractors.
12. Contractors must provide the principal contractor with a certified copy of his/her Compensation Commissioner's valid letter of good standing before the commencement of work and any future renewal letters obtained during the project for record-keeping purposes. The letter of good standing shall reflect the name of the contractor's company.
13. Appoint competent staff to perform the project work and ensure that all employees are trained in the health and safety aspects relating to such work and that the employees understand the hazards associated with all other work being carried out on the project.
14. Ensure that all employees are conversant with all relevant work procedures and that they adhere to such procedures. Similarly (without removing the appointed contractors' responsibilities), ensure that their appointed contractors and their employees are conversant with all relevant work procedures and that they adhere to such procedures.
15. Co-ordinate the activities of all the appointed contractors in the interests of safety and health;
16. Ensure that potential contractors (whom they intend appointing) submitting tenders have made detailed provision for the cost of safety and health measures throughout the project.
17. Stop his /her employees and any appointed contractors if project work is not in accordance with the health and safety plan or if such work poses a threat to the health and safety of persons or a risk of degradation to the environment.
18. Take reasonable steps to ensure cooperation between all their appointed contractors.
19. Only appoint contractors to do work, if satisfied that the contractor has the necessary competencies and resources to perform the work safely.

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20. Appoint full-time competent employees in writing to supervise the performance of all specified work throughout the contract period.

Note 2: No work may commence and or continue without the presence of the appointed project manager or project supervisor during performance of the contracted work.

21. Ensure that the supervisor or manager do not supervise work on any site other than the site for which such supervisor has been appointed for.

Note 3: In determining the number of appointed competent supervisors, the nature and scope of work being performed, shall be taken into consideration.

Note 4: If a sufficient number of competent employee(s) have been appointed to assist the construction supervisor, the construction supervisor may supervise more than one site.

22. Appoint a full or part time safety officer or construction safety officer (registered with SACPCMP) in writing.

23. Not victimise or dismiss employees, by virtue of the employee divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements;

24. Follow a process of disciplinary action if any of their employees or their appointed contractor employees have transgressed any of the requirements of the health and safety specification, safety and health plans, site rules or any other requirements.

25. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.

26. Before the commencement of any work, conduct risk assessments which shall include public safety. This should be done by a competent person appointed in writing with a view to identify hazardous and potentially hazardous work operations.

27. Ensure that pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task or not.

28. Take prime responsibility for all aspects of environmental management associated with the project activity for which they are responsible.

29. Provide any appointed contractor who is making a bid or is appointed to perform work on Ntcsa's behalf, with the relevant sections of the documented Ntcsa's SHE Specification.

30. Principal contractors are required to approve appointed contractor's health and safety plans if they meet all the requirements.

31. Must ensure that an organisation medical surveillance programme for the duration of the contract is in place and maintained.

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32. Prior to having pre-employment and periodic medicals fitness examinations conducted, person/man job specifications must be compiled and handed to the occupational health practitioner.
33. Ensure that pre-employment, periodic and exit medicals are carried out on their employees. Medical assessments must be conducted by a registered Occupational Health Practitioner. During the pre-employment medical, where employees will be required to work at heights, they will also be required to undergo the required employee physical and psychological fitness examinations.
34. Ensure, prior to the commencement of construction work, that all persons involved in the project work, as well as the appointed contractors, have received a health and safety induction training session. Similarly, ensure that all visitors to site undergo the site's induction training.
35. Ensure, prior to the commencement of construction work or contracted work, that all their employees involved in the project work, as well as the appointed contractors, have received task-specific training.
36. Issue risk-based personal protective equipment (PPE) as a measure of last resort to their employees, inspect such equipment regularly and ensure recipients of PPE are trained in the proper use, care and where necessary, the maintenance of PPE;

Note 5: should the principal contractor or his/her appointed contractors entertain visitors on site, they will be held responsible for the provision and wearing PPE.

37. Erect their own site huts, temporary buildings, storage areas, toilets, fencing, and any other structure as may be required. Any such structures shall be positioned and erected in compliance with any instructions from the Ntcsa project manager and the relevant site safety and fire prevention requirements;
38. On completion of the work remove all structures erected by them, and where required by law rehabilitate the environment.
39. Where performing work with the environment, ensure that minimal damage is done and that where an Environment Management Plan is in place, then adhere to the plan.
40. Respect the rights of landowners/lessors and the preservation of their registered activities.
41. Must have a substance abuse program which must be in line with the requirements of the OHS Act.
42. Ensure that no alcohol or other intoxicating substances are brought on to or remains on the work sites.

Note 6: Ntcsa will not tolerate the presence of anyone who is or who appears to be under the influence of alcohol or any other intoxicating substance whilst performing work for them or on any work site.

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43. Ensure that all equipment and tools used comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these;
44. Ensure that all incidents are reported and investigated timeously by competent incident investigators.
45. Be involved in all of their appointed contractor's investigations.
46. Establish health and safety committees, hold such committee meetings on all sites, and ensure that appointed contractors participate in their health and safety meetings.
47. Chair their own health and safety committee meetings and record such meetings.
48. Appoint enough health and safety representatives in terms of legislative requirements and ensure that the appointed contractors appoint health and safety representatives for their work sites.
49. When appointing contractors, advise the project manager in writing timeously and obtain his/her approval prior to them commencing work.
50. Shall keep a record of all employees including the appointed contractor's employees, including date of induction, relevant skills and licenses and be able to produce this list at the request of the Ntcsa Project Manager.

2.6.3 Construction Managers / Supplier

Note 1: No work may commence and or continue without the appointed supervisor or manager during the performance of the contracted work.

1. Not supervise construction work on any construction site other than the site they have been appointed to supervise;
2. Assist the contractor and/or the appointed safety officer in conducting site induction training for new staff and site visitors;
3. Instruct and train all employees under their control on any hazardous and related work procedures, before any work commences and thereafter, at such times as may be determined by a risk assessment;
4. Ensure that the minimum legislative and Ntcsa SHE requirements are complied with on all work sites;
5. Stop any construction work that is not in accordance with the safety and health plan or if such work poses a threat to the safety and health of persons or a risk of degradation to the environment;
6. Ensure that risk-based personal protective equipment (PPE) has been issued and employees wear/use the PPE as instructed.
7. Inspect such PPE on a regular basis and record the inspections;
8. Ensure that all incidents are reported to the client and are investigated.
9. Be involved in all investigations that occur within their area of responsibility.

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10. Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor.
11. Ensure that employees under their control are conversant with all relevant work procedures and that they adhere to such procedures;
12. Before the commencement of any work, where possible, assist in the conducting of risk assessments and ensure that appropriate mitigating measures have been considered and implemented.
13. Ensure that daily or pre-task risk assessments are conducted and documented daily and prior to the starting of any new task, irrespective of whether it is a repetitive task. Ensure that the team are involved in the abovementioned risk assessments;
14. Hold tool box talks at the start of each day/ task to discuss health and safety issues as well as confirming the requirements of the daily risk assessments;
15. Ensure that all appropriate precautions are taken to protect persons (visitors, members of the public, and other contractors) present at work or in the vicinity of a construction site against all risks that may arise from such site.
16. Ensure that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to contract management;
17. Ensure that all equipment and tools used on site comply with OHS Act requirements with respect to condition, use, care, storage, maintenance, and the management of these.
18. Ensure that they and their contractor managers give clear and unambiguous instructions for the project work, to the employees for whom they are responsible for.
19. Not victimise their employees by virtue of their employees divulging health and safety information or suspecting such information has been divulged, in the interests of health and safety requirements (reference – section 26 of the OHS Act).
20. Where any work is performed which involves the environment, ensure that minimal damage is done to the environment and that where an Environment Management Plan is in place, then the plan adhere to the plan.
21. Stop any employee or contractor from performing construction work which is not in accordance with the principal contractor's and or appointed contractors health and safety plan which poses a threat to the health and safety of persons.

2.6.4 Contractor site supervisor or Contract Supervisor

Must:

1. Be competent to perform the required supervisory tasks;
2. Ensure their employees and all appointed contractors (comply with the required statutory and Ntcsa project requirements;
3. Inspect all work done by the Contractors to ensure adherence to Ntcsa's standards and specifications
4. Conduct follow-up inspections to ensure findings are closed out and preventative action is in place.
5. Monitor contractors for adhere to statutory requirements and safety standards.
6. Monitor contractors overall SHE performance on site in order to achieve excellent results
7. Ensuring a Safe working environment is established and maintained by the contractor for the elimination of unsafe acts by all people whilst on the project site.

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8. Discuss all SHE related problems with the relevant contractor management timeously in the first instance and thereafter the Ntcsa project manager in the second instance relating to procedure requirements, non-conformances identified, corrective actions, audits and inspection schedules.
9. Ensuring that quality records are maintained in accordance with legislative and Ntcsa requirements;
10. Continual liaison between the principal contractor, appointed contractors and employees.
11. Ensures that employees and appointed contractors are aware of latest standards, procedures, work instructions and safety regulations issued by Ntcsa:
12. Conduct site Inspections for compliance to OHS requirements and compiles the relevant inspection reports.
13. Submit the observation reports to the relevant management.
14. Have meaningful participation in the project statutory health and safety committee meetings.
15. Participate in all appointed contractor incident investigations.
16. Participate in the principal contractors emergency preparedness planning.
17. Ensure that their own employees and those of any appointed contractor are competent to perform the tasks assigned.
18. Issue site instructions on behalf of the principal contractor where and when the appointed contractors deviate from safety requirements.
19. Assist the principal contractor with the handing over process, in particular, OHS file and relevant documentation.

2.6.5 Employees

Must:

1. Be responsible for their own safety and health and that of their co-workers;
2. Co-operate with their employer to meet all of the employer's as well as legislative and Ntcsa requirements;
3. Familiarise themselves with their responsibilities during induction and awareness training sessions, some of which are:
 - a. familiarising themselves with their workplaces and safety and health procedures;
 - b. working in a manner that does not endanger them or cause harm to others;
 - c. ensuring that the work area is kept tidy;
 - d. reporting all incidents and near misses;
 - e. protecting fellow workers against injury by performing job observations;
 - f. reporting unsafe acts and unsafe conditions;
 - g. reporting any situation that may become dangerous; and
 - h. carrying out lawful orders and obeying safety and health rules;
4. Who become aware of any person disregarding a safety notice, instruction, or regulation, immediately report this to the person concerned. If the person persists, stop that person from working, and report the matter to contractor management and/or Ntcsa's project manager or supervisor immediately.
5. Not damage, alter, remove, render ineffective, or interfere with anything that has been provided for the protection of the site or for the health and safety of persons this includes any guarding of machinery or equipment.
6. Obey any safety signs and always adhere to any site demarcation.

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7. When entering or leaving the site, do so via the official designated access/departure routes. Where reflective jackets/bibs are required to be worn, wear them.
8. Be subjected to any disciplinary action, if having transgressed any of the requirements of the health and safety site rules, Ntcsa requirements, company requirements, or legislative requirements.
9. Avoid any act that may endanger their own health and safety or that of fellow employees, members of the public, or visitors who may be affected by their acts and/or omissions at work.
10. Have the right to obtain proper information from their employer regarding health and safety risks and measures related to the work processes.
11. Use facilities placed at their disposal and not misuse anything provided for their own protection or that of others.
12. Have the right to remove themselves from danger when they have good reason to believe that there is an imminent and danger to their health and safety and have the duty to inform their supervisor immediately of such danger.
13. Report to their supervisor (in the first instance), the principal contractor (in the second instance), and/or the Ntcsa project manager, any substandard acts and/or conditions that have come to their attention and that have not been rectified or acted on by their contractor management timeously.
14. Have the right and the duty at any workplace to participate in ensuring healthy and safe working conditions, to the extent of their control, over the equipment and methods of work adopted.
15. Maintain the surrounding area of the work site in a neat and tidy condition.
16. Have meaningful participation in regular health and safety meetings.
17. Have the right to refuse to perform or continue to perform any task/job on the grounds of health, safety, and environmental concerns.
18. When given instructions, understand the instructions and be permitted to clarify those instructions.

2.6.6 Contractor Health and Safety officer

1. Promote a OHS culture within the organisations involved in the project / contract.
2. The contractor's safety and health officer shall assist in the control of all health and safety-related matters on the sites.
3. Be involved in the developing the project OHS plan.
4. Be in constant liaison and cooperate with Transmission OHS professionals responsible for providing them with a health and safety service.
5. Ensure that this OHS specification is adhered to by his/her principal contractor and is submitted to any appointed contractors.
6. Be involved in the organisation's incident investigations
7. Participate in the organisation's statutory and non-statutory health and safety committee's meetings.
8. Conduct/Facilitate organisational, site and visitor induction training.
9. Stop any employee or contractor from performing construction work which is not in accordance with the principal contractor's and or appointed contractors' health and safety plan which poses a threat to the health and safety of persons.

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10. Monitor that no alcohol or other intoxicating substances are brought on to, or remains on, the premises / work sites and that no employee remains on site if he/she is under the influence. Furthermore, report such instances to construction manager
11. Ensure that employees are made conversant with the requirements, procedures and processes for breathalyser and drug testing while entering and/or being on any Ntcsa work site by Ntcsa.
12. Carry out audits and or inspections on their contractors at least monthly and any appointed contractors on instructions of their contractor;

13. Monitor the frequent behaviour observations of employees under their control at least monthly and any appointed contractors on instructions of their contractor.

14. 2.5 Related/Supporting Documents

15. Ntcsa OHS Act section 37 (2) agreement to be signed at procurement prior the signing of the NEC contract it is the responsibility of the project manager to ensure that the 37(2) agreement is signed, and a copy be kept in the contractor file at procurement.

3. Specification

3.1 Scope of work

Extend the 132 kV busbar.
Equip a new 1 x 132 kV feeder bay (for IPP integration).

All the civil works (i.e., columns and equipment foundations) and some steelwork (i.e., columns, beams, surge arrester supports & CT supports) have already been constructed and erected as part of the previous Spencer -Letaba 132kV Feeder Bay Project (Project unique ID: NSPE14P03). The outstanding work will be completed as part of this project, i.e., erecting the outstanding steelwork, installing the outstanding VT Support Cap and the remaining 132 kV equipment as well as stringing of the feeder bay and the extended 132kV busbar and reconnection of the busbar VT's

A copy of the scope of works must be retained by the contractor.

Note: The contractor who will be awarded this contract will be known as the “principal contractor” and any contractor appointed by the principal contractor will be known as the “appointed contractor”.

3.2 Legal Compliance

3.2.1 Section 37(2) (Legal) Agreement

A section 37(2) agreement must be signed between Ntcsa and the principal contractor

The signed section 37(2) Agreement must be retained by both parties

A copy of all the agreements must form part of the respective contractor's OHS file.

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3.2.2 Hazardous work by children (Child Labour)

The constitution of the Republic of South Africa, in the “Bill of Rights” is clear on the rights of children, especially when it comes to:

1. being protected from exploitative labour practices;
2. not to be required or permitted to perform work or provide services that
 - i. are inappropriate for a person of that child’s age; or
 - ii. place at risk the child’s well-being, education, physical or mental health or spiritual, moral or social development;

and the Basic Conditions of Employment Act, Chapter six Section 43 “Prohibition of employment of children”.

Before resorting to the use of child labour, due consideration must be given to the rights of the child in terms of the constitution. Where work is being performed which is not prohibited in terms of the constitution, then such work must be conducted in terms of the OHS Act “Regulations on Hazardous Work by Children in South Africa” with emphasis on paragraph 2 Purpose and Interpretation. Ntcsa does not condone the use of child labour and therefore all effort must be exercised and child labour should not be used.

3.2.3 OHS Act

The principal contractor and appointed contractors shall have an up to date copy of the OHS Act and regulations which will be available to all employees.

All contractors will comply with all the legislative requirements, Ntcsa requirement, and other requirements, pertaining to this contract being:

The principal contractor and all appointed contractors will comply with all the legislation pertaining to this project being, but not limited to:

- The Constitution of the Republic of South Africa (particularly Section 24 of the Bill of Rights).
- Occupational Health and Safety Act 1993 (Act 85 of 1993) and its Regulations.
- National Environmental Management Act 1998 (Act 107 of 1998).
- Environment Conservation Act 1989 (Act 73 of 1989).
- National Water Act 1998 (Act 36 of 1998).
- Civil and Building Work Act.
- National Road Traffic Act 93 of 1996.
- Compensation for Occupational Injuries and Diseases Act.
- SANS Standards –Contractor shall use the relative standards applicable to the project.

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3.3 Ntcsa Requirements

All contractors shall, before commencement of the project ensure that all their employees are familiar with the relevant Ntcsa OHS documentation that is applicable to contract services.

3.4 Construction Professional Registration

The principal contractor and all appointed contractors shall be registered in their respective levels as professionals in terms of the requirements of the SACPCMP as per CDIB Grade applicable requirements.

The SACPCMP web address is <http://www.sacpcmp.org.za>

- Construction Safety Officers are required to register as professionals with the SACPCMP as per Construction regulations 8(6)
- Construction Managers are required to register as professionals with the SACPCMP as per CIDB Grade 7 - 9
- Construction agents are required to register as a professional with the SACPCMP.

3.5 Notification of Construction Work

The principal contractor shall notify the relevant Department of Employment and Labour's Labour Centre of the intention of carrying out any construction work as defined in Construction Regulations 4.

The notification form of construction work is listed as an annexure to the construction regulations of the OHS Act. A copy of the notification letter shall be kept on the H&S file and shared with the client.

3.6 SHEQ Policy

OHS Policy (SHE/SHEQ policy) is a statement of intent and a commitment by the organisation's GCE/CE /MD and senior management in relation to the relevant OHS roles and responsibilities, the achievement of their strategic objectives, values of integrity, customer satisfaction, excellence, and innovation.

The principal contractor and all appointed contractors, if already not in place, will be required to compile an organisational SHEQ policy in line with their OHS responsibilities. The policy must be signed by the organisation's GCE/ CE/MD or the appointed assistant to the GCE/ CE/MD OHS Act Section 16(2). The policy must be displayed in a prominent place within the workplace. A copy of the policy must be filed in the contractor OHS files and attached as an annexure in the OHS Plan.

3.7 COID

The principal contractor and all his/her appointed contractors shall be registered with an appropriate employment compensation commissioner and have available a valid letter of good standing (LoG)

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from such commissioner. The obligation lies with the contractors to ensure that the LoG remain valid throughout the contract period. A copy of the LoG must be filed in the contractor OHS files.

3.8 Costing for SHE within the Project

The costing for OHS must be itemised based on the overall scope of the project (i.e.) Training, provision of PPE, safety equipment purchases etc.

3.9 Statutory Appointments

For the duration of the contract, the principal contractor and all appointed contractors shall appoint competent employees who will meet the requirements of the OHS Act. Where appointments are made, contractors shall ensure that the appointees have been suitably trained and or informed of their responsibilities before getting them to accept such appointment. The relevant statutory appointments shall be made in accordance with the requirements of the OHS Act which includes the requirement of a competent person being appointed in the relevant roles. The statutory appointments should include but not limited to the following:

- OHS Act Construction Regulation 8(1) - Construction Manager (Full time)|
- OHS Act Construction Regulation 8(7) – Assistant Construction Supervisor
- OHS Act Construction Regulation 8(5) – Construction Health and Safety Officer
- OHS Act General Administrative Regulation 9(2) – Incident Investigator
- OHS Act Section 19 (3) - Health and Safety Committee Member
- OHS Act Section 19(6)(a) – Co-opted Health and Safety Committee member
- OHS Act Hazardous Chemical Substances Regulation 3(3) Hazardous Chemical Substances Co-coordinator
- OHS Act, Section 17 – Health and Safety Representative.
- OHS Act General Machinery Regulation 2(1) – Supervision of Machinery
- OHS Act Construction Regulation 7(1)(c)(v) Appointment of a Contractor (if appointing subcontractors)
- OHS Act Construction Regulation 9(1) - Person to Compile Risk Assessments
- OHS Act Construction Regulation 10(1) - Competent Person to Compile Fall Protection Plan
- OHS Act: Pressure Equipment Regulations 11 & 12 Portable Gas Container Inspector
- OHS Act: Construction Regulations 11(1) Person to Supervise Excavation Work
- OHS Act: Construction Regulations 16(1) Scaffolding Supervisor

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- OHS Act: Construction Regulations 23(1)(d)(i) Construction Vehicle and Mobile Plant Operator
- OHS Act: Construction Regulations 24(c) Electrical Installations and Machinery on construction sites
- OHS Act: Construction Regulations 28(a) Stacking and Storage Supervisor on Construction sites
- OHS Act: Construction Regulations 29(h) Firefighting Equipment Inspector
- OHS Act General Safety Regulations 3(4) – First Aider/s

3.9.1 Non-statutory appointments

- Ntcsa requirement – Emergency Planning Co-coordinator
- Ntcsa requirement - Chairperson of Health and Safety Committee

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3.10 Ntcsa Life-saving Rules

1. Ntcsa views health and safety in high esteem and encourages that any organisation who performs work for Ntcsa in Ntcsa adopt the same view.
2. Five Life-saving rules have been developed that will apply to all Ntcsa Employees, agents, consultants, and **contractors**. Failure to adhere to these rules by any Ntcsa employee or employee of a Principal Contractor or appointed contractor will be considered a serious transgression. These rules are being implemented to prevent serious injury or death of any employee, labour broker or contractor working in any area within Ntcsa.
3. If any contractual work will be performed on any Ntcsa premises (including delivery of any product), then the rules **shall be obeyed** by any contractor and their employees.

The rules are:

RULE	DESCRIPTION OF RULE
Rule 1	OPEN, ISOLATE, TEST, EARTH, BOND, AND/OR INSULATE BEFORE TOUCH (That is plant, any plant operating above 1000 V)
Rule 2	HOOK UP AT HEIGHTS Working at height is defined as any work performed above a stable work surface or where a person puts himself/herself in a position where he/she exposes himself/herself to a fall from or into.
Rule 3	BUCKLE UP No person may drive any vehicle on Ntcsa business and/or on Ntcsa premises: Unless the driver and all passengers are wearing seat belts.
Rule 4	BE SOBER No person is allowed to be under the influence of intoxicating liquor or drugs while on duty
Rule 5	PERMIT TO WORK Where an authorisation limitation exists, no person shall work without the required permit to work.

Ntcsa will take a stance of zero tolerance on these rules.

Non-compliance to a Life Saving rule will be considered serious misconduct and will lead to serious disciplinary action, which may include dismissal.

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This is to ensure that every person who works on or visits an Ntcsa returns home safely to his or her family.

3.11 Substance Abuse

1. Alcohol and substance abuse poses a significant threat to any business, more so in industrial incidents and the driving of vehicles. Ntcsa is therefore, entitled to take reasonable steps to ensure that intoxicated persons are identified and prevented from entering Ntcsa.
2. General Safety Regulation 2A is clear on the legal stance regarding intoxication.
3. The alcohol and drug permissible level is 0%.
4. All contractors shall comply with Ntcsa's procedure 32-37 ("Substance Abuse Procedure"), considering that this is an Ntcsa Life-saving Rule number 4: BE SOBER", this means anyone entering the Ntcsa will be subjected to ad hoc alcohol testing.
5. Contractors are encouraged to compile their own manual and to carry out regular alcohol testing of their own employees. The legislative alcohol level is deemed to be zero.
6. Test records must be treated as "Confidential" and filed in the employees' personal file.

3.12 Contractor organisational Structure

3.12.1 Principal Contractor Organogram

The principal contractor must provide an organisational organogram related to this contract, depicting all the levels of responsibility from the GCE/CE/MD down to the supervisors responsible for the contract. List the relevant positions held, names of appointees and legal appointments.

The principal contractor must ensure that all appointed contractors comply with this requirement. The principal contractor is responsible for keeping copies of all the organograms' as well as submitting them with the OHS plan. All organograms shall be updated timeously when appointments are changed.

This diagram must be kept up to date and filed in the project OHS files.

3.12.2 Appointed Contractor/s Organogram

1. Appointed contractors are required to compile their company organogram for the project, listing the reporting structure from their GCE/CE/MD down to their project supervisors. The diagram must list the names, positions held and any appointments made.
2. This diagram must be kept up to date, a copy of which must be given to the principal contractor and a copy filed in the relevant project OHS files.
3. This diagram must be kept up to date and filed in the project OHS files.

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3.13 Risk assessment (refer to 32-520)

It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to carry out risk assessments, to establish which risks and hazards are attached to the health and safety of persons due to any work which is performed, any article or substance which is, handled, stored, transported. A risk assessment is defined as an identification of the hazards present in an organisation and an estimate of the extent of the risks involved, taking into account whatever precautions are already being taken.

It is essentially a three stage process:

- identification of all hazards;
- evaluation of the risks;
- Measures to control the risks.

Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk assessments. Risk assessments for long term processes should be periodically reviewed and updated. Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks must be performed. Daily or issue based or task specific or on the job risk assessments must be conducted at the place where work is to be performed/ conducted to allow managers and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence. For example, if a job / task is extended over a day or halted due to inclement weather.

Guidelines for actual steps involved in a job/task specific risk assessment are:

- Each activity is listed;
- Specific hazards are identified and listed against each activity;
- The magnitude of each risk is rated as Low. Medium or High;
- All known documentary and supervisory controls are listed. For instance: What safe work procedures exist for ladders;
- The relevance, effectiveness and sufficiency of these controls are assessed;
- In the event of insufficient or deficient controls for the particular activity, steps to be taken to rectify this shall be recorded, and safe working procedures drawn up;
- Persons responsible for implementing and supervising the task shall be identified, nominated and duly assigned;
- Persons responsible for monitoring the task and carrying out the planned job observation must be nominated;
- Completed risk assessment shall be handed to the Ntcsa project manager representative for comment and approval.

The relevant section of the risk assessment shall be issued with a Transmittal Note to the Supervisor nominated as the responsible person; and the names of workmen who have received instruction on the work content and the sequence of the activities listed in the risk assessment shall be recorded,

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and their competence established. This instruction shall be done through an interpreter if required and recorded on the Pre-Job Brief (Daily Safe Task Instructions), with reference to applicable Risk Assessments.

3.14 Safe work procedures / method statements

Method statements / written safe work procedure are control measures used to prevent an incident from occurring during the execution of the project. A written safe work procedure/ method statements provide guidance how to execute the task safely. A safe working procedure should be written when:-

- a. Designing a new job or task;
- b. Changing a job or task;
- c. Introducing new equipment or substances; and

The safe working procedure should identify:

- d. The supervisor for the task or job and the employees who will undertake the task;
- e. The tasks that are to be undertaken that pose risks;
- f. The equipment and substances that are used in these tasks;
- g. The control measures that have been built into these tasks;
- h. Any training or qualification needed to undertake the task;
- i. The personal protective equipment to be worn;
- j. Actions to be undertaken to address safety issues that may arise while undertaking the task.

3.15 Roof work (refer to 32- 418)

Where roof work is to be performed, a risk assessment must be carried out prior to climbing on to the roof to determine the hazards (stability, suitability strength etc.), consequences of climbing and control measures that are required.

3.16 Construction Sites

Note1:No area is to be stripped of vegetation to create firebreaks, to prevent or make fires. No open fires are allowed on site. The contractor must ensure that operations are in compliance with statutory requirements at all times.

1. The contractor must develop a fire safety procedure for the construction site prior to commencing work. The procedure must take into consideration the size of the site/s, the type of work performed and number of combustible materials. Cognisance of OHS Act CR 29 must be made.
2. It must be developed in accordance with the hot work permit of the Ntcsa Plant Safety Regulations, Ntcsa Fire Risk Management requirements and all other applicable Regulations. All workers entering and working in the construction site need to be trained in fire safety and any duties they are required to perform.

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3. A suitable fire warning system for alerting site personnel of fire shall be provided, and capable of being heard in all areas of the site.
4. Appropriate portable extinguishers must be available on the construction site and in cases of hot work, be readily available at the location.
5. Storage of combustible and flammable liquid in the construction site is not permitted unless stored in approved flammable cabinets or outdoors away from the buildings.
6. Site Smoking Restrictions must be enforced. No open flames are permissible and where hot work is performed, the work areas must be cleared of any combustibles prior to commencement of work.

3.17 Fire Equipment and maintenance

1. All firefighting equipment's that have been provided shall:
 - a. Be clearly labelled
 - b. Conspicuously numbered
 - c. Entered in a register
 - d. Inspected monthly by a competent person
2. Tested and serviced at recommended intervals by an accredited supplier
3. Results entered in the register and signed by competent person.

3.18 Flammable and Combustible Liquids

1. Proposals to store fuel on site must have written approval from the Ntcsa Project Manager. The volumes of fuel allowed to be stored will depend on site conditions and Statutory Regulations.
2. A maximum storage of 40 litres of fuel is allowed to be stored. Anything greater than 40 litres to be stored in a flammable/combustible liquid store.
3. Adequate numbers of dry chemical fire extinguishers, each with a minimum capacity of 4.5 kg, shall be provided, installed and maintained.
4. All fuel storage areas must comply with the following requirements: -
 - a. Storage should be well clear of buildings.
 - b. Storage areas must be kept free from all combustible materials.
 - c. All Safety signs must be prominently displayed i.e.
 - Flammable Liquid.
 - No Smoking.
 - No open flames.
 - d. Adequate firefighting equipment must be available.
5. Diesel tanks are to be installed in a bunded area; bunded area must be able to contain 110% of tank capacity.
6. Bunded area shall be of a concrete or steel construction and lined with a leak proof sealing material.

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7. Bunded area shall have a drain valve.
8. No other material/equipment shall be stored in the bunded area.

3.18.1 Refuelling at the construction site

Except for construction vehicles and mobile equipment, before a machine is refuelled, the motor must be stopped. Refuelling shall take place at designated safe areas and appropriate warning signs installed. Suitable drip trays must be used to prevent spillage at the filling nozzle.

3.19 First Aid and Equipment

1. The requirements of the OHS Act GSR 3 must be observed.
2. First aid appointments must be made to meet the requirements, this includes construction sites. Appointees must be trained to level 2. It is good practice for all employees to be trained to at least level 1.
3. When appointing employees for work sites, cognisance must be taken into account the type of work performed, the distance teams are working apart and the terrain to be covered if an emergency should arise.
4. A list of emergency numbers must be displayed on the notice boards and made accessible for all employees.
5. Principal Contractor must ensure that his /her employees and appointed contractor employees are familiar with the emergency numbers.
6. Contractors shall have one first aid box for the first 5 persons and thereafter one for every 50 or team of workers on site or part thereof, taking into account the type of work performed and the distance between teams.
7. More first aid boxes shall be provided in accordance with the risk assessment. Boxes must be available and accessible for the immediate treatment of injured persons at the workplace.
8. For offices, signs indicating where the first aid box or boxes are kept as well as the name and contact details of the First Aider of such first aid box or boxes shall be erected.
9. The Principal Contractor and appointed contractor shall ensure that alternative arrangements be made for incidents occurring after working hours.

3.19.1 First Aid Boxes and equipment

The following is a list of minimum contents of a first aid box:

- Item 1: Wound cleaner/antiseptic (100ml).
- Item 2: Swabs for cleaning wounds.
- Item 3: Cotton wool for padding (100 g).
- Item 4: Sterile gauze (minimum quantity 10).
- Item 5: 1 Pair of forceps (for splinters).
- Item 6: 1 Pair of scissors (minimum size 100 mm).

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- Item 7: 1 Set of safety pins.
- Item 8: 4 Triangular bandages.
- Item 9: 4 Roller bandages (75 mm X 5 m).
- Item 10: 4 Roller bandages (100 mm X 5 m).
- Item 11: 1 Roll of elastic adhesive (25 mm X 3 m).
- Item 12: 1 Non-allergenic adhesive strip (25 mm X 3 m).
- Item 13: 1 Packet of adhesive dressing strips (minimum quantity, 10 assorted sizes).
- Item 14: 4 First aid dressings (75 mm X 100 mm).
- Item 15: 4 First aid dressings (150 mm x 200 mm).
- Item 16: 2 Straight splints.
- Item 17: 2 Pairs large and 2 pairs medium disposable latex gloves.
- Item 18: 2 CPR mouth pieces or similar devices.

A content check list must be available with all boxes and boxes shall be checked on a regular basis, kept clean and dust free.

3.20 OHS Communication Systems

Principal Contractor/s and their appointed contractors must develop a communication strategy outlining how they intend to communicate OHS issues to their staff, the mediums they will employ and how they will measure the effectiveness of their OHS communication. Below is a brief on how communication should take place. Where project meetings are conducted on site, OHS shall be included as a standing agenda point and minutes of these meetings shall be available on site at all times. Minutes of meeting must be compiled and filed in the relevant OHS files. All employees shall have access to these minutes. Attendance register shall be kept for all the health and safety meetings.

3.20.1 Statutory Health and Safety Committees

1. The principal contractor shall establish statutory health and safety committee in terms of Section 19 of the OHS Act, Act. Similarly, appointed contractors shall establish their own statutory health and safety committee.
2. All appointed contractors shall be members of the principal contractor's safety committee.
3. The Committee shall meet to discuss OHS issues concerning the current work being performed, training, upcoming work and OHS requirements, incidents and lessons learned specific OHS problems, safety performance, action plans and other relevant OHS issues. Listed below is a preferred agenda.
4. OHS representatives for a workplace shall be members of the relevant workplace safety committees (Refer to Section 19 (2) (a) of the OHS Act).
5. The number of persons nominated by employer must not be more than the Health and Safety Representatives on that specific statutory health and safety committee. (Refer to Section 19(2)(c) of the OHS Act)

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6. A statutory health and safety committee meeting shall be held at least 3 monthly (where medium to high-risk work is involved, more frequent if required), and all appointed members of the committee shall attend the meeting.
7. Statutory health and safety committees may make recommendations to the principal contractor and the project manager and the Inspector at DoEL.
8. All health and safety committees shall discuss all projects related OHS Act Section 24 and 25 incidents and other notified serious incidents.
9. Health and safety committees shall follow up on incident investigation recommendations and shall keep record of all recommendations made by the committee.
10. Statutory health and safety committees may make recommendations for the revision of current standards, procedures and practices.
11. The principal contractor and appointed contractors shall ensure that statutory and non-statutory health and safety committees carry out their duties.
12. The chairperson of the health and safety committees shall be selected and appointed by the contractor. The appointed chairperson must be competent to chair meetings and be able to make informed decisions.

3.20.2 Non-statutory health and safety committees

1. Where there are large worksites, then non-statutory sub-committee must be established within that worksite to assist with the communication of health and safety related matters between the statutory health and safety committee and the workplace.
2. The duties and responsibilities of the non- statutory health and safety committees will be the same as the statutory safety committee
3. Non-statutory health and safety committee meeting shall be held at least monthly (where medium to high-risk work is involved, more frequent if required), and all appointed members of the committee shall attend the meeting

3.20.3 Agenda

1. The following serves as the guideline for the OHS Committee meeting agenda.
 - List of agenda items:
 - Matters arising from previous minutes
 - Matters arising from Contractor's OHS meetings.
 - Audit results and feedback
 - Review Health and Safety Representative Inspection Reports
 - Review
 - Incident investigation reports
 - Non-Conformances
 - Announcements (near miss/injury/damage)

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- Follow up on recommendations made by the employer in incident investigation reports
- Accident Prevention – Safety Promotion
 - Planned Job Observations
 - OHS Training
 - Protective clothing and equipment
 - Incident Announcements / Recall
- Forthcoming High hazard activities.
- Non-conformances.
- Housekeeping.
- Work permits.
- Work procedures.
- Hazardous materials / substances.
- Fire Prevention
- Occupational Hygiene Assessments, Health Risks and Actions
- Security
- Construction vehicles and mobile equipment
- Rules, Instructions
- Public Safety
- Environmental Management
- Emergency Preparedness
- Statistics report
- Closure

3.20.4 Minutes and action items for all health and safety committee meetings

1. Minutes and record of action items shall be kept of all health and safety committee meetings.
2. Action column with target dates and responsible person shall be clearly visible on the minutes and shall be completed during the meeting.
3. Statutory health and safety committee meeting minutes and record of action items shall be kept for the duration of the project or a minimum period of three years.
4. Non-statutory health and safety committee meeting minutes shall be kept for the duration of the project.

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5. All other meeting minutes where OHS is on the agenda, shall be kept for the duration of the project.
6. The original copy of the minutes and record of the action items must be signed by the chairperson.

3.20.5 Toolbox talks / Daily team talks / pre task planning

1. A meeting must be held prior to the commencement of the day's work with all relevant personnel associated with the work task in attendance. The activities, relevant procedures, associated hazards, safety measures, i.e. the task risk assessments shall be discussed. All employees shall partake and sign the specific briefing as part of that specific team pre-job brief form undertaking that they have an understanding of the tasks, risks and control measures required.
2. Where possible, toolbox talks can be included in the pre-job brief meetings. If this does not occur, then weekly toolbox talks must be conducted. The toolbox talk topics will be based on SHE issues pertaining to the construction site and or the project. The topic contents shall be in writing. Attendance registers with the topic listed shall be kept.

3.21 OHS Training I guess it suffice to indicate that the appointed contractor/service provider shall appoint competent personnel

1. The principal contractor, when making a bid for this project shall provide a breakdown list of the OHS training requirements. Similarly, appointed sub-contractor must provide the same requirements when bidding with the principal contractor.
2. The scope of training includes but is not limited to the type of work being performed and the relevant procedures. Additional to the requirements, will be that the principal contractor and appointed contractors must have the appropriate qualifications, certificates and employees should always be under competent supervision.
3. Where legislative and Ntcsa recommended appointments are made, the relevant training shall be given to those appointees prior to the acceptance of those appointments.
4. When there is an amendment to the Acts and/or to the regulations, OHS specification and OHS plan, all affected staff shall undergo the applicable refresher training.
5. Appropriate time must be set aside for training (induction and other) of all employees.
6. Records of all training and qualifications of all contractor employees must be kept on the OHS file.

3.21.1 Induction training

1. The principal contractor shall ensure that all his / her employees, appointed contractors and their employees have undergone the Ntcsa Safety Contractor Management induction training prior to commencing work on site.
2. Attendance registers must be completed of any induction training given, which must indicate that they have received and understood the induction training.

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3. Prior to attending the induction training, all employees must undergo a pre-employment medical examination and found fit for duty. A copy of the certificate of fitness must be kept in the OHS file on site for the duration of the project.
4. All employees and visitors on site shall carry the proof of induction training.

3.21.2 Site specific induction training

The principal contractor shall ensure that all his / her employees and appointed contractor employees undergo site specific work induction with regard to the approved project OHS plan, general hazards prevalent on the construction site, construction risk assessment, rules and regulations, and other related aspects. The induction training should also include identification of sensitive features such as wetlands/vlei areas, red data species, graves, etc.

3.21.3 Visitors to site induction

1. Visitors to the site shall be required to undergo and comply with the principal contractor's site-specific safety induction prior to being allowed access to site.
2. All visitors must remain in the care and custody of a person (host) who has been properly inducted. No visitors are permitted to undertake any work onsite, of any nature.
3. Visitors who have completed site induction must be provided with a record of proof of Induction training.

3.21.4 General training

The principal contractor will be required to ensure that before an employee commences work on the project, the respective supervisor informs the employee of his scope of authority, the hazards associated with work as well as the control measures to be taken. This will include man-job specifications, the discussion of any task procedures or hazardous operational procedures to be performed by the employee. The Principal Contractor is to ensure that the supervisor has satisfied himself that the employee understands the hazards associated with any work to be performed by conducting task/job observations.

3.22 Contractor Site Establishment (Facilities Regulations must be complied with)

1. Principal contractor's site facilities should be managed at all times.
2. Prior to establishing a project site, a site plan is required to be drawn listing position of all buildings, amenities, storage and stacking areas. The appropriate colour coding and demarcation of storage and stacking areas must be carried out.
3. Where, working in the field and material is stored at the work sites, then proper stacking and storage shall be carried out.
4. When compiling the site plan, cognisance must be taken to the establishment of the site camp, ablution facilities and dining area in relation to one another and away from stacking and storage areas

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3.22.1 Site roads

1. When planning, sufficient areas must be allocated for parking of construction vehicles and mobile equipment's as well as roadways for ease of manoeuvrability of these vehicles.
2. Sufficient width roads to be provided and adequate space is to be allowed for large vehicles traversing the sites.

3.22.2 Construction vehicle safety

1. It is the responsibility of the driver to ensure:
 - a. Their passengers wear seat belts whilst the vehicle is in motion.
 - b. Comply with all traffic road rules, safety, direction and speed signs.
 - c. Ensure that vehicle loads are properly secured prior to moving off.
 - d. Ensure that vehicles are not overloaded.
2. No drivers or operators may text, talk on cell phones or two way radios whilst driving, unless a hands free kit is used.
3. All drivers of construction vehicles are to have valid medical fitness certificates.
4. Each Project site that is enclosed by demarcation will have system/ process to manage vehicle access to site.
5. Contractor must maintain their vehicles in a roadworthy condition and a vehicle license must always be valid.
6. Drivers of light vehicles must avoid stopping or parking in the vicinity of machines. At least 30 (thirty) meters must be left clear between such a vehicle and such a machine
7. Contractor vehicles can be subject to inspections by the Client/Agent's representative. Vehicles which are not roadworthy will not be permitted to be used on the project.
8. Drivers/operators shall be responsible for the travel-worthiness of all loads conveyed by them. Precautions shall be taken to secure all loads properly. Loads projecting from vehicles shall be securely loaded and in daytime a red flag and during darkness a red light or red reflective material shall be attached to the extreme end of such projecting material.

3.23 Housekeeping and Order

1. All contractors shall maintain a high standard of housekeeping within their sites and vehicles for the duration of the project.
2. Prompt disposal of waste materials, scrap and rubbish is essential.
3. Materials/objects shall not be left unsecured in elevated areas –falling objects may cause serious injuries/fatalities.
4. Nails protruding through timber shall be bent over or removed so as not to cause injury.
5. All packaging material including boxes, pallets, crates, etc. to be removed from the work area immediately.

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6. On completion of his / her work, the contractor is responsible for clearing his / her work area of all materials, scrap, temporary buildings and building bases to the satisfaction of the client/agent.
7. In cases where an inadequate standard of housekeeping has developed, compromising safety and cleanliness, anyone has the responsibility to bring it to the attention of the principal contractor in the first instance and the Ntcsa project/site manager in the second instance.
8. The Ntcsa Project/Site Manager has the right to instruct the principal contractor and appointed contractors to cease work until the area has been tidied up and made safe. Neither additional costs nor extension of time to the contract shall be allowed as a result of such a stoppage. Failure to comply with this requirement will result into site cleaning by another cleaning contractor company at the cost of the principal contractor.
9. The principal contractor shall carry out regular safety/housekeeping inspections (at least weekly) to ensure maintenance of satisfactory standards. The principal contractor shall document the results of each inspection and shall maintain records for viewing.

3.23.1 Stacking

1. Before stacking any material, the contractors or their employees must consult the contract manager for authorisation to use such an area for stacking purposes. This is to prevent haphazard arrangements.
2. Adequate care must be taken by the contractor to ensure that storage and stacking is carried out correctly and safely.
3. Correct shelf stacking must be carried out, heavy and bulky on the bottom, light and small on top.

3.24 Workplace Signage and Colour Coding

1. Symbolic safety signage shall be displayed where it is required by legislation.
2. All symbolic safety signage shall conform to the requirements of SANS standard 1186.
3. Signs shall be positioned to be seen from most positions within the work sites / areas.
4. All signage must always be clear and be replaced timeously when worn out.
5. Contractors establishing sites must erect a company sign at their site offices to reflect the name and contact details of the: Construction Supervisor; Health and Safety Manager/Practitioner; First Aider; Health and Safety Representative and Evacuation warden.
6. The location of every first aid box; fire extinguisher and emergency exit is to be clearly indicated by means of a sign.
7. When using, an explosive power tool the appropriate signage shall be erected, warning people of its use.
8. Contractors shall provide signage where work is conducted and where unauthorised entry is prohibited and/or where alerting and cautioning passers-by to be aware of potential dangers.

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9. The meanings of the appropriate symbolic signage must be discussed during induction training and toolbox talks.
10. Where possible, within workshops, work areas and established premises, the appropriate sign indicating the meaning of symbolic safety signs must be displayed.

3.25 Tools and Equipment

1. Contractors shall ensure that all tools and equipment are identified, safe to be used and is maintained in a good condition.
2. Contractors shall ensure that all tools and equipment are listed on an inventory list, be regularly inspected at least monthly or as required by legislation and risk assessments. The equipment should be numbered or tagged so that it can be properly monitored and inspected.
3. Where applicable, tools and equipment must have the necessary approved test or calibration documentation prior to being brought onto the project and the records shall form part of the OHS plan. Maintenance calibration shall be undertaken in terms of the manufacturer's requirements.
4. All fuel driven equipment must be properly maintained in accordance with the manufacturer's recommendations and legal requirements.
5. Ntcsa reserves the right to inspect tools or items of equipment brought to site by contractors for use on this project.
6. Should Ntcsa personnel find any item that is inadequate, faulty, unsafe or in any other way unsuitable for the safe and satisfactory execution of the work for which it is intended, the Ntcsa personnel shall advise the contractor in writing and the contractor shall forthwith remove the item from site and replace it with a safe and adequate substitute.

Note: In such cases, the contractor shall not be entitled to extra payments or extensions of time in respect of delay caused by Ntcsa's instructions.

7. Where defective tools and equipment's are identified, such tools and equipment shall be removed out of site immediately, locked away to prevent further use until such time as the tool or piece of equipment has been repaired.
8. Contractors shall ensure that the appropriate records are kept for all tools and equipment used on the project. Such tools and equipment's shall be subjected to regular inspections.

3.25.1 Hand tools

1. All hand tools (hammers, chisels, spanners, etc.) must be recorded on a register and inspected by the construction supervisor monthly as well as by users prior to use.
2. Tools with sharp points in toolboxes must be protected with a cover.
3. All files and similar tools must be fitted with handles.
4. No makeshift tools are permissible on the project.

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3.26 Ladders

1. Ladders used shall conform to the requirements of GSR 13A and used in terms of GSR 6.
2. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
3. The ladder wheels, brakes and platform must be in good condition.
4. All metal parts to be in good condition, no cracks.
5. Non-slip devices must be in good condition and no paint to be on wooden ladders
6. Climbing irons are permitted to be used in place of ladders on condition that the requirements of GSR 6 are not compromised and from an electrical point of view not damage any cabling. The working at heights risk assessment must indicate the use of climbing irons.
7. Employees using climbing irons shall be suitably trained in the use, care and maintenance of such climbing irons.
8. When using climbing irons, the appropriate rope grab fall prevention system shall be used.
9. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down ladders.
10. The appropriate head protection, with chin strap shall be worn by employees working from a ladder or with climbing irons.
11. A detailed inspection of all ladders shall be conducted monthly by a competent person and every time prior to climbing by employees using such ladders. The inspection check lists must be filed in the site OHS files.

3.27 Scaffolding

1. Scaffolding use shall conform to the requirements of CR 14, Ntcsa procedure 32-418 and used in terms of GSR 6.
2. The requirements for using a scaffold platform shall be determined by the work at heights risk assessment.
3. All scaffolding that will be used shall conform to the SANS standard 10085 and the requirements of CR 16 shall be carried out.
4. Scaffolding shall be erected and inspected by the competent personnel.
5. The appropriate training for scaffold users shall be conducted prior to climbing on to the scaffold.
6. The correct fall protection equipment shall be worn and used whilst climbing up, working from and climbing down the scaffolds.
7. A detailed inspection of all scaffolding shall be conducted monthly by a competent person and every time prior to climbing by employees using such scaffolding. The inspection check lists must be filed in the site OHS files.

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3.28 Auditing

3.28.1 Approval and compliance of principal contractor OHS plan

The Contractor's OHS Plan will be audited against compliance checklist so as to verify compliance to the requirements of the Ntcsa OHS specifications. Once there is compliance only then will the principal contractors OHS plan be approved by the client The implementation of the OHS Plan shall be assessed / audited by Ntcsa personnel on a regular basis. This will include physical conditions evaluation.

3.28.2 Ntcsa Project OHS audits

Ntcsa shall evaluate all contractors' OHS performance on an ongoing basis against the legal, Ntcsa requirements, OHS specification and the contractors OHS plans.

Note: Ntcsa reserves the right to conduct unannounced audits on contractors

There will be monthly audits conducted by Ntcsa on the principal contractor/s and/or appointed contractors. These audits shall be attended by the contractor's site manager or his representative.

If there are any findings / non-compliance identified as serious in these audits, an activity will be stopped for that specific Principal Contractor and appointed contractor. Refer to section on "Work Stoppage" in this OHS Specification.

3.28.1 Contractor audits

Principal Contractors are required to conduct internal audits on both their employees and their appointed contractors on the implementation of their OHS Plan on a monthly basis or when the scope of work changes. A summary of the findings and the proposed corrective actions shall be submitted to Ntcsa project manager within one week after completion of the audit. Where appointed contractors are audited by the principal contractor a copy of the audit report shall be submitted to the appointed contractor within 7 days of the audit.

3.29 Smoking

The national smoking policy must be observed, and smoking is permitted in designated areas only (Ntcsa Smoking Procedure 32-36).

3.30 Cellular Phones

The national requirements regarding the use of cellular phones must be observed, in particular when driving and or operating mobile equipment and or machinery.

3.31 Occupational Health, Hygiene and Rehabilitation

All contractors are required to develop an Occupational Health, Hygiene and Rehabilitation program. The program is intended to ensure that the risks to health are identified and controlled.

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3.31. Medical Surveillance

Note: Ntcsa will only accept medical surveillances conducted by an Occupational Health Practitioner who holds a qualification in occupational health as conducted only within the Republic of South Africa.

1. Principal contractors must ensure that their employees and their appointed contractor employees have a medical surveillance program whereby their employees undergo entry, periodic and exit medical fitness examinations.
2. For the appropriate medical examinations to be conducted, each employee must have a person job specification, which must indicate the description of work, list of hazards and potential occupational exposure limits, physical hazards and required physical attributes.
3. Medical fitness certificates shall be renewed annually for employees who are working on site. This shall be maintained until completion of the contract. Periodic medical shall be based on individual risk related to scope of works or tasks to be performed.
4. The Principal Contractor must ensure that his / her employees and appointed contractor employees have undergone pre-entry medical examination before starting work on the contract.
5. The principal contractor shall provide a documented process for managing those employees who are issued with a conditional certificate of fitness.

3.32 Pre-Existing / Current Medical Condition

Disclosure of pre-existing injuries or medical conditions

What is a pre-existing condition – The OHS Incident Management Definitions and Classification Parameters Standard (240- 131838225) which defines pre -existing medical condition/medical impairment as an incident arising out of, and during, employment shall be considered:

- a) non-work-related if the incident arises solely because of a pre-existing medical condition/medical impairment and if a worker without such a condition/medical impairment would not have suffered such an incident; or
- b) work-related if the incident arises where the pre-existing condition/medical impairment may have been a contributing factor.

Note 1: the decision about the impact/implication of such pre-existing medical condition/medical impairment must be confirmed by an Ntcsa Doctor.

Note 2: contractors are to follow their own processes and procedures for classification. At a minimum, the decision about the impact/implication of such pre-existing medical condition/medical impairment must be confirmed by an occupational medicine practitioner (as defined in the OHS Act, section 1).

Pre-existing medical conditions can include health issues such as cancer, diabetes, lupus, depression, acne, hypertension, asthma, arthritis, ulcerative [Allergies] colitis etc or just about any other health condition such as previous medical operational condition in any part of the body.

An injury are any old injuries that existed prior to the work injury that may or may not have fully healed. Some workplace environments could aggravate pre-existing conditions even if they would

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not necessarily have caused a new condition in an otherwise healthy individual. Examples may include amongst others, traumatic injury worsening back pain, joint pain (condition), sore neck, knee injuries etc.

A prospective employer / Supplier expectations/ duties

A prospective employer / supplier shall:

- request a prospective worker to disclose all pre-existing injuries or medical conditions existing during the period of the employment process that could reasonably be expected to be aggravated by performing their employment related duties
- request disclosure in writing and this request must be accompanied by details of the nature of the duties that are subject to the employment
- advise prospective workers that if they knowingly supply false or misleading information, they will not be entitled to compensation or damages under the Compensation for Occupational Injuries and Diseases Act, Act 130 of 1993 for any event that aggravates the non-disclosed pre-existing injury or condition.
- ensure that pre-existing or current condition is part of:
 - ✓ Individual employment contract.
 - ✓ Because the contract defines the terms and conditions of employment
 - ✓ Included in the employment induction
 - ✓ Person Job Specification shall be developed to have a portion where the individual when visiting the occupational medical practitioner, it has been completed by the employer, employee and the medical practitioner can complete the document.
 - ✓ The employee shall reveal any pre-existing or current medical condition to the Occupational Medical Practitioner prior the assessment
 - ✓ Part of toolbox talk at least monthly, and awareness conducted more often, and
 - ✓ Records shall be kept.

A prospective contractor employee duty

A prospective employee must, where requested in writing by a prospective employer, disclose all pre-existing injuries or medical conditions of which they are aware of, that could reasonably be expected to be aggravated by performing the employment related duties. If the prospective employee is engaged before making the disclosure (or being requested to make the disclosure), his or her entitlement to compensation is unaffected.

However, if the prospective employee does not disclose pre-existing medical condition or injury, this may have an impact on the future management of incidents in particular the work relatedness or not of an incident which may be attributed or not to pre-existing conditions

Key considerations for employers

Employers considering implementing changes to their employment conditions and processes in relation to these amendments shall note:

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- it is the prospective employer's duty to request disclosure of pre-existing injuries or medical conditions from prospective workers during the pre-employment, periodic and post screening process, and such information shall be kept confidential
- when providing details of the nature of the duties that are subject to the employment, it is important that this information is accurate and provides specific details of the nature of the duties. The prospective employee must receive information that will enable them to make an informed decision about whether their pre-existing injury or condition might be aggravated by the duties
- if the Workers' Compensation Commissioner has previously provided a copy of the employee's claims history summary the employer shall not:
 - disclose to anyone else the contents of or information contained in the summary
 - give access to the document to anyone else
 - use the contents of or the information contained in the summary for any purpose other than for the purposes of the employment process (penalties apply).
- changes to employment conditions and processes should be made in consultation with the employer's human resources or advisor and employee representative. Employers who may have queries concerning equal employment condition and processes should seek independent advice
- employers shall keep accurate records relating to this disclosure as this information will be requested where applicable during the claims determination process.

The employer shall follow their own disciplinary procedure and share the outcome with the client.

Note:

- The employer shall ensure that the employees are not exposed or expected to execute an activity that will exacerbate the pre-existing or current medical condition. Risk assessment shall be conducted to determine the area where the individual shall be expected to execute the duties.
- The pre-existing or current medical condition shall be applicable to new or current employees within a specific employer.
- The employer shall manage all the pre-existing or current medical condition (this include referrals medical conditions) as per legal requirements as all information shall be kept private and confidential all the time.

3.32 Working at Heights

3.32.1 General Requirements

Wherever reasonably practicable, preference is given to the performance of work at ground level as opposed to the elevated position. Where work in an elevated position is necessary, preference is given to fall prevention measures such as, but not limited to, effective barricading and the use of work platforms. Persons may only work from a fall risk position if a site-specific fall protection plan is in place and correctly implemented and consists of the following:

1. All appointments for the fall protection plan developer and implementer are in place.

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2. Baseline risk assessment, which is specific and incorporates the working at height risk assessment, as well as the site-specific risk assessment, has been completed for the work to be conducted.
3. Safe working procedure/task analysis and work instructions, approved by a competent person, are in place.
4. A fall rescue plan, along with necessary equipment and trained rescuers, is in place.
5. Appropriate training, as determined by the risk assessment, has been provided.
6. Appropriate height safety equipment and personal protective equipment have been issued to the individual.
7. There are equipment inspection procedures and up-to-date inspection records.
8. Individuals are medically fit to work at height, and records of this are kept.
9. A site-specific risk assessment is performed.

While work is in progress, adequate warning signs and/or barricades shall be used in all areas where there is a risk of persons being injured by materials or equipment falling from the work area. Barricades should be continuous and easily visible.

A drop zone shall be established with appropriate warning signs and barricading, warning personnel below of workers above and potential falling objects.

Every employer shall ensure that work at height is:

1. properly planned;
2. directly appropriately supervised; and
3. carried out in a manner that is, as far as is reasonably practicable, safe and that its planning includes the selection of work equipment.

3.33 Risk Assessments

It is a legal requirement in terms of Section 8 (2)(d) of the OHS Act for an employer to carry out risk assessments, to establish which risks and hazards are attached to the health and safety of persons due to any work which is performed, any article or substance which is, handled, stored, transported. A risk assessment is defined as an identification of the hazards present in an organisation and an estimate of the extent of the risks involved, considering whatever precautions are already being taken. It is essentially a three-stage process:

- identification of all hazards;
- evaluation of the risks;
- Measures to control the risks.

Risk assessments are required to be maintained. This means that significant changes to a process or activity, or any new process or activity should be subjected to a risk assessment and that if new hazards come to light during the work process, then these should also be subjected to risk

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assessments. Risk assessments for long term processes should be periodically reviewed and updated. Method statements or written safe work procedures are an effective method as information and record of the way jobs / tasks must be performed. Daily or issue based or task specific or on the job risk assessments must be conducted at the place where work is to be performed/ conducted to allow managers and employees to assess any inherent risks that could have been overlooked during the initial risk assessment or any changes that might have occurred in a period of absence. For example, if a job / task is extended over a day or halted due to inclement weather.

3.34 Safe Work Procedures and Practices / Safe Operating

There must be written safe work procedures for all activities, the safe work procedures must be aligned with the risk assessments.

3.35 Personal Protective Equipment Requirements

1. The Principal contractor must provide a detailed programme that includes the issuing, maintenance and replacement of PPE for all his employees and appointed contractors on site.
2. All contractors shall comply with the requirements of GSR 2 of the OHS Act.
3. The risk-based PPE matrix must be compiled detailing the types of PPE that is required to be issued to employees performing the respective tasks.
4. Where there are unusual instances where particular activities require additional type of PPE, then a risk assessment must be conducted where such PPE requirements will be identified, and the issuing be carried out.
5. All contractors shall ensure that their visitors wear and use the correct PPE whilst on worksites.
6. Where PPE is required and visitors are not in possession of, then it is the individual contractor's responsibility to provide the PPE.
7. All PPE purchased and used by all contractor employees including visitors must comply with the relevant SANS standards.
8. Where deemed as a requirement, then high visibility vests shall be worn.

3.36 Incident Investigation

All incidents shall be investigated in terms of OHS Act General Administrative Regulations 8 and 9, using Ntcsa Procedure 32-95 as a reference, and where injuries as contemplated in sections 24 and 25 have been sustained, be reported to the Department of Labour.

Contractors shall use the standard General Administrative Regulation Annexure 1 "Recording of an Incident" form for all incident investigation reports. The objective of incident investigation should not only be a legal requirement but should establish why and how the incident occurred and find out the real root cause of the incident and to decide on precautionary measures that are required to address the root cause to prevent any further recurrences of the same or similar incidents.

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3.37 Emergency Management

The art of emergency preparedness and response is to minimise the effects of any emergency and to restore normal activities as soon as practical. The contractor must familiarise themselves with the Ntcsa emergency response plan and procedure. Periodic emergency drills must be undertaken to test the effectiveness of the plan. This must be recorded and provided on request.

3.38 Non-Conformance and Compliance

1. Any non-compliance to any health and safety requirement in this OHS specification is subject to discipline in terms of the Ntcsa Procurement and Supply Management Procedure.
2. Principal contractors are required to implement a non-conformance procedure (if not already in place) for issuing to contractors for transgressions. The procedure can include “quality” related non-conformance issues. Similarly, appointed contractors must implement a non-conformance procedure.
3. The procedure for the issuing and closing off of non-conformance reports shall be strictly adhered to.
4. Contractor project management must monitor the close out non-conformances issued, in not doing so; any recommendations made may not be implemented.
5. Where non-conformances are issued by Ntcsa then one of the close-out steps of the procedure will be for the offender to be called by the responsible project manager to explain the non-conformance issued and what plan is in place to prevent a recurrence of the non-conformance.
6. Should the contractor fail to provide adequate PPE to their employees for the tasks being performed and/or to visitors; failure to enforce the wearing of such PPE will be viewed as a transgression of the legislative and Ntcsa requirements.

3.39 OHS File

1. An OHS file means a file or other record in permanent form, containing the information about the safety and health management system during construction and all information relating to the post-construction phase after handover to the client, so that the client can maintain the works in a healthy and safe way.
2. All contractors are required to keep a OHS file on every project site. If there is more than one site per project, a file per site shall be kept at that site. Contractors may keep additional files at their head office as additional records. The OHS file shall be maintained by all the contractors on their construction sites and shall be available on request for audit and inspection purposes.
3. The OHS file shall consist of the requirements in terms of the project’s safety specification, the contractor’s safety and health plans.
4. The sequence of filing the documentation must be kept in the same sequence as listed in this OHS specification and the OHS plan.
5. Each record shall be separated by partitions to afford easy identification and access. Each partition must be labelled.

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6. On completion of the construction work/project, the principal contractor must hand over a consolidated health and safety file to the project manager. The principal contractor must also hand over all drawings, designs, lists of materials used, and other applicable information about the completed structure, as well as the list of subcontractors, the agreement, and the type of work completed.
7. In case where the project is extended, should the documentation in the OHS files become cumbersome, the older documentation must be archived in boxes which shall be correctly labelled and be available for auditing purposes. The archived documentation must be handed over at the completion of the project.

3.40 Work Stoppage

1. Any person may stop any activity where an unsafe act or unsafe condition that poses or may pose an imminent threat to the safety and health of an individual or create a risk of degradation of the environment. This includes any unauthorised work or service performed by, or legally or contractually non-compliant acts or omissions by, any contractor contracted to work at that site.
2. Work stoppages that are initiated due to OHS concerns, non-compliance, or poor performance related to the contractor's works or services shall not warrant any financial compensation claim lodged against Ntcsa where the contractor has not met the requirements defined legally or contractually.
3. Where stoppages are carried out, the required non-conformance report shall be raised.
4. All work stoppages ideally should be investigated and documented by contract custodians.

3.41 Hours of Work

The requirements of the Basic Conditions of Employment Act, Chapter Two "Regulation of Working Time" must be adhered to. All contractors are required to maintain an accurate record of time worked by each employee.

3.41.1 Normal work

All work conducted on site shall fall within the legal requirements in accordance with the Basic Conditions of Employment Act. Contractors will notify their Ntcsa Supervisor or project manager of any work that needs to be performed after hours according to the agreed arrangements. (The application needs to be submitted timeously). Where applicable, the notification should include proof of application, for overtime, to the Department of Labour full name and /or the letter of approval from the Department of Labour.

3.41.2 Night work

Appropriate Risk Assessment shall be conducted and submitted for consideration and all legislative requirements shall be adhered to.

When night work is to be performed; contractors shall provide sufficient lighting to enable the entire work site to be illuminated to a degree that employees will not work in dark (un-illuminated) or dimly lit areas. Care must be exercised as not to use few lights with high light intensives as this will cause night blindness.

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If work is continuing from day light into night, at dusk, a toolbox talk must be held where all employees will be advised of the hazards of night work and the extra precautions which require to be taken, i.e. poor housekeeping, stepping on uneven ground, stepping into holes etc.

3.41.3 Overtime the 3.41.1 mention the element of 3.41.3, combine or avoid duplication where possible

When overtime is required to be performed, the appointed contractors shall inform the principal contractor of such action. The principal contractor shall inform the Ntcsa project manager of such function. Contractors shall be aware of the effects of human fatigue and regulate overtime accordingly. The baseline risk assessment must be reviewed to include the management of overtime work.

3.42 Omissions from Safety and Health Requirements Specification

By drawing up this OHS specification Ntcsa has endeavoured to address the most critical aspects relating to OHS issues in order to assist the contractor to adequately provide for the health and safety of employees on site.

Should Ntcsa not have addressed all SHEQ aspects pertaining to the work that is tendered for, the contractor needs to include it in the OHS plan and inform Ntcsa of such issues when signing the contract.

3.43 Contract Sign-Off

On completion of the project, all appointed contractors shall close out their project documentation; OHS files and forward such to the principal contractor. The principal contractor shall likewise close out his/her project documentation and OHS files and forward such to the Ntcsa project manager.

OHS File Handover checklist shall be used to prepare all the documents/records to be handed over to the client or through electronic storage such as USB or via Zendto must be used

Acceptance

Null.

4. Revisions

Date	Rev.	Compiler	Remarks
2023/11/01	0	Mathula Thulare	New document
		Vusi Mthimunye	

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Date	Rev.	Compiler	Remarks
		Bongani Mabena	

1. Supplier Risk Category

*** Please note that this is a guideline on how services may be categorised.**

High risk	Medium risk	Low risk
1 Works, which may include but not limited to the following: • Installation of equipment, for example transformers • Outage work • Line construction • All work conducted at heights • Demolition work • Excavation work • Blasting • Scaffolding • Building and modification of infrastructure • Lifting equipment • Support work • Rigging • Tunnelling work	1. Maintenance • Vehicle maintenance • Disconnection and reconnection of customers 2. Transportation • Transportation of goods (low-risk loads) 3. Services • Emergency services • Fire and emergency equipment maintenance • Technical consulting (done on any of the Ntcsa sites) • Consultants installing electronic equipment in the office and at sites (phones, computers, screens)	1. Low risk (including work not conducted at heights) • Labour broking or providing staff (admin/office-based/ professional services) • Cleaning services (not conducted at heights) • Gardening or landscaping • Supply, delivery and maintenance of electronic equipment (iPads, phones, computers, laptops, screens) • Waste disposal 2. Supply, transportation and delivery Note: Only if the commodity/goods/products are being delivered to Ntcsa premises or sites. • Consumables and other miscellaneous items

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• Batch plant • Explosive power tools • Civil work • Modification of plant or similar structures • Construction of roads • Using mobile plant • Construction of storage facilities for waste, fuel, oil, vehicles and hazardous substances 2. Maintenance work • Live line work • Plant maintenance • Line maintenance • Ashing, including emergency ashing • Coal lashing • PF leaks • Boiler maintenance • Transformer maintenance • Electrical switching • Crane operation • Refurbishment • Sandblasting • Cleaning of dams 4. Transportation • Employee transportation • Coal transportation • Goods transportation (abnormal/high-risk loads) • Haz-chemical and dangerous goods transportation • Equipment transportation • Driving • Heavy-duty transport and rigging • Waste (including hazardous waste and medical waste) 5. Manufacturing/supply and delivery Note: Only if the commodity/goods/products are being delivered to Ntcsa premises or sites. • Conductors • Scaffolding • MV motors • Handling of transmission/distribution poles		• Stationery and printing • Catering 4. Any scope of work that includes delivery or collection to any of the Ntcsa premises or sites: 3. Services (Only where the services are performed or rendered on Ntcsa premises or sites) • Consulting and auditing (admin-based) • Professional services • Training and coaching/mentoring • Event management (consulting, planning and logistics) • Cleaning services (offices, ablution facilities etc) • Meter reading
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- Fuel, oil and hazardous substances 4. Services - Security - Consulting (not office-based); that is, engineers working on site or individuals having access to plant - Events management (erection of stages and equipment) - Industrial cleaning services - Aviation chartering 5. Vegetation management - Tree felling - Bush clearing 6. Other works - Cleaning up of spills and site rehabilitation (depending on scale/scope of work) - Diving or where work is executed in/on/around water and the risk of drowning exists - Light-bulb crushing - Working at ash dams - Working with asbestos material - Working with radioactive materials - Waste disposal		
Corresponding non-negotiable minimum OHS requirements that tenderers have to address and respond to when submitting tender returnables		
- Annexure B - Health and Safety plan/OHS manual - H&S costing - Baseline OHS risk assessment - Valid letter of good standing or equivalent (LOGs) - OHS policy (must be signed) - Proof of OHS competency	- Annexure B - OHS plan / OHS manual - Baseline OHS risk assessment - H&S management costing - Proof of OHS competency - Valid letter of good standing or equivalent - OHS policy (must be signed) OR - ISO45001 certificate - Valid letter of good standing or equivalent	- Annexure B - OHS plan / OHS manual - Baseline OHS risk assessment - Valid letter of good standing or equivalent - OHS policy (must be signed) OR - ISO 45001 certificate

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		Valid letter of good standing or equivalent
Corresponding non-negotiable minimum OHS requirements that suppliers have to submit for the purpose of OHS evaluation in order to be registered on the Ntcsa vendor database (For local and international companies)		
- Baseline OHS risk assessment - Valid letter of good standing OR - OHS tender evaluation report	- Baseline OHS risk assessment - Valid letter of good standing OR - OHS tender evaluation report	- Valid letter of good standing OR - OHS tender evaluation report

2. Construction work as defined in Construction Regulations, 2014

Annotation: Tender returnable for work that is classified as construction work.

High risk	Medium risk	Low risk
- Health and Safety plan/OHS manual - H&S costing - Baseline OHS risk assessment - Valid letter of good standing or equivalent (LOGs) - OHS policy (must be signed) - Proof of OHS competency - SACPCMP for safety professionals (Full-time)	- OHS plan / OHS manual - Baseline OHS risk assessment - H&S management costing - Proof of OHS competency - Valid letter of good standing or equivalent - OHS policy (must be signed) - Proof of OHS competency - SACPCMP for safety professionals (indicate Part-time or Full-time)	- OHS plan / OHS manual - Baseline OHS risk assessment - Valid letter of good standing or equivalent - OHS policy (must be signed) - Proof of OHS competency - SACPCMP for safety professionals (indicate Part-time or Full-time)

The list of services and commodities listed in the above-mentioned categories is merely the foremost list and is not exhaustive. For any other services and commodities that are not included in the above categories, a risk assessment must be conducted by the project manager/project leader/contract

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manager/end-user, together with the responsible OHS functionary, in order to apply the correct risk category. The OHS requirements are applicable to local and international companies.

Ntcsa requires that an organisation that provides services or conduct work for or on behalf of Ntcsa must be COID registered/compliant and therefore must submit a letter of good standing with the Compensation Fund or with a licensed compensation insurer, i.e. Rand Mutual Assurance Company and Federal Employer's Mutual Association. The letter of good standing must reflect the name of the company. Only an employer that has obtained a certificate of exemption from the Department of Labour will be exempted from this requirement. Ntcsa will also accept a policy of insurance obtained from a mutual association for the full extent of contractor/supplier's potential liability in terms of the COID Act.

The COID Act provides that where a mandatory procures the services of a contractor/labour broker such contractor/labour broker must register with the Commission and pay assessments. Failure to register or pay the assessments means that the mandatory/client is deemed to be the employer of the contractor/labour broker's employees.

However, for the COID letter, the following will prevail for tender purposes only in case a letter of good standing is not submitted

Contractor/supplier can submit the following:

- An insurance letter equivalent to a COID letter as surety. It should cover accidental death and disability cover to the minimum value of R500 000 (Applicable to companies that do not have employees)
- Proof of assessment by the Compensation Commissioner and proof of correlating payment by supplier
- For international suppliers, the equivalent from the country of origin of the supplier. For a supplier whose country does not issue such certificate equivalent to COID, the relevant legislation must be submitted. However, if the supplier has offices in South Africa and has employed South African citizens, a COID certificate must be submitted.

3. Conditions for supplier registration

As part of Ntcsa's Supplier Management System, it is now a requirement for all contractors/suppliers who wish to undertake work for Ntcsa to undergo an occupational health and safety. (OHS) evaluation process.

3.1 Joint venture

- a) All submitted documents should reflect the name of the joint venture.
- b) The joint venture company name shall be reflected on the LOGs letter/ documents or each company must submit its individual COID letter:

4. OHS Requirements Explanation

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Requirements	Explanation
1. Acknowledgement of Ntcsa's OHS rules and requirements (Annexure B)	Ensure that all applicable rules and requirements are referenced in this form in order for the supplier to acknowledge and comply with them. Ensure that this completed form is included in the enquiry procurement package. To be signed and submitted by the tenderer.
2. Baseline OHS Risk Assessment	Refers to the OHS hazards/aspect and risks/impact that are identified and assessed before the inception of a new project and commencement of operations. The baseline risk assessment shall include both routine and non-routine tasks.
3. Competency	A person who, in respect to the work that has to be done, has the required training, knowledge and experience, and, where applicable, qualifications relevant to that work or task. Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualifications Framework Act, No 67 of 2008, those qualifications and training must be regarded as the required qualifications and training, and is familiar with the Act and applicable regulations made under the Act. - First aider (If or when applicable) - OHS professional (If or when applicable) - Incident investigator (If or when applicable)
4. Health and Safety plan	Means a site, activity or project documented plan in accordance with the clients OHS requirements. The plan must be scope or project based. The plan must reflect an organised system (method statements, processes, resources etc) which the supplier will comply with and enforce to manage the OHS risk during the lifecycle of the project. This can also be in the form of an OHS manual.
5. Valid letter of good standing	Registration with the Compensation Commissioner (COID) or a licenced mutual company or an equivalent of it (for international bidders). If a company has only one employee (CEO, owner), the supplier shall submit an insurance letter that covers accidental death and disability to the value of R500 000 as a minimum.
6. OHS policy	A statement of intention by the employer which provides a framework for setting OHS objectives to improve OHS performance and also emphasises management commitment to employees' wellbeing and duty of care to the environment.
7. Costing for Health and Safety,	Has the tenderer submitted costing for OHS management activities? OHS costing must reflect the amount of funds that will be allocated for OHS when the project commences (This is a breakdown of the bulk OHS costing in the bill of quantities) and it should be based on the scope of work and the associated risk. The items to be included are not limited to the following: PPE, OHS training, OHS professionals, First aid equipment, Ablution facilities, Safety signs, safety campaigns or interventions, OHS equipment/instruments, Medical examinations etc

5. Development Team

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- Vusi Mthimunya
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