HEALTH AND SAFETY SPECIFICATION

TNPA PORT OF DURBAN

STRUCTURAL REPAIRS TO C-BERTH QUAY WALL AT THE PORT OF DURBAN

Summary of Version Control		
Version No.	**Effective date**	**Summary of changes**

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1. DEFINITIONS

For the purpose of the General Health and Safety Specification, the abbreviations or definitions given hereunder shall apply:

"**CR**" refers to the Construction Regulations, 2014
"HSS" refers to this document (the Health and Safety Specification) including any project - specific annexures that the engineers could attach.
"OHSA" refers to the Occupational Health and Safety Act of 1993
"S" refers to a Section in the Occupational Health and Safety Act of 1993
"H&S" refers to Health and Safety
"Regulations" means, specifically, the Construction Regulations, 2014 as issued on 07 February 2014, under the Occupational Health and Safety Act of 1993, but not excluding the other applicable Regulations existing under the Act.
"Site" means the lands and other places, made available by TNPA for the purposes of the Contract on, under, over, in or through which the construction work is to be executed or carried out.

2. INTRODUCTION

2.1 Introduction to the Health and Safety Specification

The HSS does not replace the Construction Regulations, 2014, but is a supplementary specification as required in terms of the Regulations. Partial references to or quotes from the Regulations do not imply that the sections not referred to or quoted from are of lesser importance or are not applicable. The Contractor will remain responsible to fully address the full set of Construction Regulations in his Health and Safety Specification and in his implementation thereof.

TNPA is committed to ensuring that the highest standards of health and safety should prevail throughout TNPA and wherever any activity of construction takes place within its licensed area of supply. This Health and Safety Specification will be included in all tender documents for construction work.

2.2 Purpose of the Health and Safety Specification

The purpose of the HSS is to provide a standard to which Contractors' H&S Plans must be based. The HSS will be applicable to any construction project assigned by TNPA.

2.3 Implementation of the Occupational Health and Safety Specification

This HSS forms an integral part of the Contract, and Contractors are required to make it an integral part of their contracts with subcontractors and suppliers. The prospective Contractors shall allow in their tenders for

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the cost of complying with the requirements of the HSS. Acceptance by the Contractor of the Contract with TNPA shall constitute acknowledgement that the Contractor has familiarised himself with the content of the HSS and that he will comply with all his obligations in respect thereof.

3.0 HEALTH AND SAFETY PROVISIONS

3.1 Scope

This HSS covers the general requirements for addressing and mitigating Occupational Health and Safety related problems, incidents and injuries on projects constructed or executed for TNPA. The scope also addresses legal compliance, hazard identification and risk assessment, promoting a health and safety culture amongst those working on TNPA projects and those affected by the activities taking place in and around them.

The HSS contains clauses that are generally applicable to construction work and imposes controls associated with activities that impact on human health and safety.

The Contractor shall comply with the provisions of the OHSA, all applicable Regulations (including the CR) and this HSS. TNPA and / or its agent will monitor the Contractor's compliance with the requirements of the OHSA and their H&S Plan but will not be responsible to prescribe to the Contractor how such compliance is to be achieved.

3.2 TNPA Rules of Conduct

Contractors, their Sub-Contractors and all employees under their control, including any visitor brought onto site, must adhere to the following Rules of Conduct on site.

NO PERSON MAY:

- Partake, possess or sell drugs or alcoholic beverages on site. Any employee or visitor whose action and demeanour show symptoms of possible narcosis or drunkenness shall be removed from site.
- Indulge in practical jokes, horseplay, fighting or gambling.
- Destroy or tamper with safety devices, symbolic signs or wilfully and unnecessarily discharge fire extinguishers.
- Bring onto site or have in your possession a firearm, lethal weapon.
- Assault, intimidate or abuse any other person.
- Operate construction equipment (vehicles or plant) without the necessary training and authorisation.
- Display insubordination toward any supervisor, foreman or Manager in respect to carrying out of properly issued instructions or orders for health and Safety reasons.
- Enter any area where you have no business unless authorised to do so by the person in charge.
- Negligently, carelessly or wilfully cause damage to property of others.
- Refuse to give evidence or deliberately make false statements during investigations.

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TNPA 11 Safety Rules

Rule 1	Do not come to work in possession or consumption of banned substances or being under the influence of alcohol.
Rule 2	Do not violate traffic rules and do not exceed the prescribed speed limit of 30 km p/h within TNPA premises and 20km p/h on the quay side.
Rule 3	Do not work in the hazardous areas without proper procedure being followed.
Rule 4	Do not work at height where there is a risk of falling without the use of fall protection equipment.
Rule 5	Do not clean or repair any equipment without following isolation or locking out procedure.
Rule 6	Do not stand or work within the demarcated line of the edge of the quay without the life vest/jacket.
Rule 7	Adhere to all railway rules, signs and stay out of the close clearance areas.
Rule 8	Do not enter or work in the confined space alone and without a proper procedure being followed throughout the duration of the task.
Rule 9	Do not stand under the suspended load.
Rule 10	Adhere to all the health and safety basic rules, standards and signals and always wear the required PPE.
Rule 11	Do not tamper with or disable safety devices.

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4. MINIMUM ADMINISTRATIVE REQUIREMENTS TO BE PROVIDED BY CONTRACTOR

4.1 Compensation of Occupational Injuries and Diseases Act 130 of 1993 (COID Act)

The Contractor shall submit a Letter of Good Standing with its Compensation Insurer to TNPA as proof of registration and/or with a licensed compensation insurer. (Public Liability) Sub-Contractors shall therefore submit proof of registration to the Contractor before any work commences on site.

4.2 Hazard Identification and Risk Assessment

Detailed hazard identification and risk assessment processes must be followed for all work to be performed as well as for all associated equipment and facilities as required by the Construction regulation of 2014, regulation 9(1) – (7).
The client will provide a baseline risk assessment informing contractor on the hazards and risks on site. Contractor must ensure that effective procedures and risk assessment systems are in place to control hazards and to mitigate risks to levels that are as low as is reasonably practicable.
The risk assessment processes must be applied to:

- The full life cycle of the project.
- Routine and non-routine activities.
- Planned or unplanned changes (refer to Section 15).
- All employees, sub-contractors, suppliers and visitors; and
- All infrastructure, equipment and materials.

The risk assessment processes and methodologies must be appropriate for the nature and scale of the risks and must be implemented by competent persons.
The process of analyzing and managing risk must include the following:

- Establishing the context of the risk assessment.
- Identifying hazards and determining possible risk scenarios (unwanted events);
- Evaluating risks and assigning ratings (classification).
- Recording the risk analysis in a risk register.
- Managing risks according to their classification (prioritising for action).
- Identifying and implementing control measures (through the application of the Hierarchy of Controls) to ensure that risks are managed to levels that are as low as is reasonably practicable (ALARP).
- Developing action plans for reducing risk levels (where possible).
- Verifying the completion of actions.
- Re-evaluating the risks and classifications as appropriate; and

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- Reviewing and updating the risk register.

4.3 Legal and Other Requirements

The Contractor must comply with the requirements of all applicable legislation as well as Transnet and project-specific standards and procedures as amended from time to time.
The Contractor must compile and maintain a register of all legal and other requirements applicable to the work that will be carried out and / or services that will be provided. This register must be updated regularly to ensure that it remains relevant.
Applicable laws and standards must be appropriately communicated to all employees of the contractor (as well as the employees of any sub-contractors that may be appointed by the contractor) through training, Toolbox Talks, and Daily Safe Task Instructions (refer to Sections 10 and 11).

4.4 Resources, Accountabilities and Responsibilities

The Contractor must adequately allocate resources, responsibility and accountability to ensure the effective implementation, maintenance and continual improvement of the contractor's HEALTH AND SAFETY management system on the projects required by Construction regulation 0f 2014, regulation 7(2)(c)
For each role that carries health and safety accountability and / or responsibilities (including legislative requirements), a role description detailing the accountability and / or responsibilities must be documented.
All appointments (i.e., the assignment of specific SHE responsibilities to individuals in accordance with legal or project requirements) must be done in writing. Documented proof of each appointment (i.e., a signed appointment letter) must be retained.
Contractor should not discharge any legal responsibilities to employees who are not legally appointed.
The contractor must comply with the requirements of all applicable legislation concerning health and safety related appointments and delegations for the project.
An Organogram specific to the project must be documented and maintained. All roles that carry SHE accountability and / or responsibilities must be included, and all individuals that carry health and safety appointments must be clearly identified.
The provision of dedicated professionals on the project must be appropriate for the nature and scale of the work to be carried out.
The contractor is solely responsible for carrying out the work under the contract whilst having the highest regard for the health and safety of all persons on the project site(s).
Health and safety is the responsibility of each and every individual on the project site(s), but in particular, it is the responsibility of the contractor's management team who must set the tone.
Visible commitment is essential to providing and maintaining a safe workplace. The contractor's managers and supervisors at all levels must demonstrate their commitment and support by adopting a risk management approach to all health and safety issues. These individuals must consistently take immediate and firm action to address violations of health and safety rules and must actively participate in day-to-day activities with the objective of preventing harm.
The contractor's management representatives are responsible and accountable for health and safety performance on the project. Key responsibilities include the following:

- Preparing, implementing and maintaining a risk-based Health and Safety Management Plan specific to the work that will be carried out (refer to Section 4).
- Establishing, implementing and maintaining health and safety programmes and procedures to ensure that all work is carried out in compliance with the requirements of this specification, the contract, and all applicable legislation.

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- Establishing, implementing and maintaining effective hazard identification and risk management processes and procedures to ensure that all reasonably foreseeable hazards are controlled in order to minimise risk (refer to Section 6).
- Providing the resources necessary to meet the requirements of this specification (refer to Section 9);
- Ensuring that all contractor employees have clearly defined responsibilities with regard to health and safety, and that these responsibilities are clearly communicated and understood (refer to Section 9).
- Establishing, implementing and maintaining a system for ongoing training and assessment of skills and competence (refer to Section 10).
- Establishing, implementing and maintaining procedures to ensure that only qualified and competent personnel are permitted to work on the project site(s) (refer to Section 10).
- Establishing, implementing and maintaining effective communication and consultative processes concerning health and safety for the duration of the contract (refer to Section 11).
- Maintaining operational control for the protection of all persons on the project site(s) as well as the public (refer to Section 13).
- Establishing, implementing and maintaining effective emergency preparedness and response procedures (refer to Section 14).
- Establishing, implementing and maintaining effective management of change processes and procedures (refer to Section 15).
- Establishing, implementing and maintaining effective incident reporting and investigation processes and procedures (refer to Section 18).
- Establishing, implementing and maintaining effective auditing and inspection processes and procedures (refer to Section 20); and
- Formally reviewing the contractor's Health and Safety Management System annually to ensure that the system continues to be effective in managing health and safety performance and meeting project requirements (refer to Section 21).

All costs associated with meeting these responsibilities shall be borne by the contractor.
Any cost associated with any work stoppage due to non-compliance with a health and safety requirement shall be for the contractor's account.

4.4.1 Contractor Construction Manager

The Contractor must appoint a competent Construction Manager who shall be responsible for the successful and safe completion of all work to be carried out by the contractor as required by the Construction regulations of 2014, regulation 8(1).
The contractor's Project Manager shall be responsible for:

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- Ensuring that a Health and Safety Policy that clearly states the contractor's values and objectives for the effective management of health and safety on the project is in place and is communicated to all contractor and sub-contractor employees.
- Ensuring that all applicable legal and project health and safety requirements are identified and complied with at all times.
- Ensuring that effective hazard identification and risk management processes are established and implemented for all work to be carried out by the contractor.
- Participating in the Baseline Risk Assessment for the contractor's scope of work (prior to site establishment).
- Participating in (and approving) all Task-Based Risk Assessments conducted for the work to be carried out by the contractor.
- Driving the achievement of agreed health and safety objectives.
- Ensuring that the necessary resources are made available for the effective implementation of the contractor's Health and Safety Management Plan.
- Ensuring that all work is adequately and competently supervised.
- Ensuring that all contractor employees have clearly defined responsibilities with regard to health and safety (assigned in writing), and that these responsibilities are clearly communicated and understood.
- Ensuring as far as is reasonably practicable that each contractor and sub-contractor employee is competent to perform his role and has received appropriate workplace health and safety training and instruction.
- Establishing and maintaining effective communication and consultative processes to ensure that all contractor and sub-contractor employees are kept up to date with regard to health and safety information (e.g., Incidents and lessons learnt, leading practices, hazards, risks and control measures, etc.) And that feedback is provided promptly regarding issues and / or concerns raised.
- Participating in the project's Visible Felt Leadership (VFL) programme.
- Chairing monthly Contractor Health and Safety Meetings and attending monthly Site Health and Safety Meetings.
- Implementing programmes that encourage continual improvement and providing recognition for suggestions made by contractor and sub-contractor employees.
- Implementing the contractor's Health and Safety Management Plan and associated Safe Work Procedures.
- Acting consistently and strictly against any contractor or sub-contractor employee who transgresses a health and safety rule or requirement.
- Ensuring that an effective management of change process is in place.

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- Implementing, testing and maintaining an effective Emergency Response Plan for all contractor and sub-contractor activities, and ensuring that the plan is adequately resourced.
- Ensuring that workplace exposure of contractor and sub-contractor employees to hazardous substances or agents is measured and monitored to determine the effectiveness of controls and compliance with legal (and project) requirements.
- Ensuring that all incidents are reported without delay and are investigated thoroughly.
- Participating in investigations into significant incidents.
- Ensuring that accurate health and safety statistics are maintained, and that health and safety performance reports are compiled as required.
- Providing the necessary resources for regular health and safety audits and inspections to be conducted and supporting the auditing process.
- Participating in health and safety audits and carrying out workplace inspections.
- Ensuring that corrective actions (arising from incident investigations, audits, inspections, etc.) Are implemented, and that adequate resources are provided for this purpose; and
- Participating in an annual review of the contractor's Health and Safety Management System.

4.4.2 Contractor Health and Safety Officers

The contractor must appoint a full-time Health and Safety Officer for the duration of the contract who is registered with the SACPCMP (The South African Council for Project Construction Management Professions). The project site(s) (directly or through sub-contractors) must at least appoint two full-time Health and Safety Officers depending on the scope, complexity, budget and high-risk activities involved, as required by the Construction regulations of 2014, regulation 7(2)(c).
The Health and Safety Officer must be on site when work commences at the start of the day and must remain on site until all activities for that day (including the activities of sub-contractors) have been completed. A Health and Safety Officer must be present during all shifts, so if work is carried out over more than one shift per day, the contractor must make provision for an additional Health and Safety Officer.
Each Contractor Health and Safety Officer shall be responsible for:

- Reviewing all applicable legal and project health and safety requirements and providing guidance to contractor and sub-contractor personnel (particularly the contractor's Project Manager) to help ensure compliance at all times.
- Assisting with the implementation of effective hazard identification and risk management processes for all work to be carried out by the contractor.
- Participating in the Baseline Risk Assessment for the contractor's scope of work (prior to site establishment) and ensuring that identified control measures are implemented.
- Participating in all Task-Based Risk Assessments conducted for the work to be carried out by the contractor and ensuring that identified control measures are implemented.

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- Conducting contractor health and safety induction training for all contractor and sub-contractor personnel.
- Compiling and maintaining all health and safety related documents and records required of the contractor.
- Communicating relevant health and safety information to contractor and sub-contractor personnel (e.g., Incidents and lessons learnt, leading practices, hazards, risks and control measures, etc.).
- Carrying out Safety Observations and Coaching (one per day).
- Evaluating (on a daily basis) the content of the Daily Safe Task Instructions (DSTI's) conducted by the contractor's appointed supervisors and attending at least one DSTI each day.
- Attending monthly Contractor and Site Health and Safety Meetings.
- Assisting with the implementation of the contractor's Health and Safety Management Plan and associated Safe Work Procedures.
- Carrying out Planned Task Observations on an ad hoc basis.
- Assisting with the implementation, testing and maintenance of an effective Emergency Response Plan for all contractor and sub-contractor activities.
- Responding to workplace incidents (as appropriate).
- Participating in incident investigations.
- Maintaining accurate health and safety statistics (for the contractor and all sub-contractors), and compiling health and safety performance reports as required
- Auditing the health and safety management system and workplace activities of the contractor and each sub-contractor on a monthly basis to assess compliance with the project health and safety requirements; and
- Tracking and reporting on the implementation of corrective actions (arising from incident investigations, audits, inspections, etc.).

The contractor must ensure that each Health and Safety Officer is adequately equipped to enable him to perform his duties effectively. Each Health and Safety Officer must be provided with the following:

- A computer with access to all necessary systems, including access to e-mail and the internet.
- A mobile telephone on contract or with adequate pre-paid airtime; and
- A vehicle where required or instructed by a nominated project management representative (depending on the size and location of the project site(s)).

A Health and Safety Officer must over and above the SACPCMP registration as an Officer; be computer literate, fluent in English, and must have the following minimum qualifications, training and experience:

- At least 5 years' experience as a Health and Safety Officer on construction projects.
- SAMTRAC, NEBOSH or an equivalent training course with accredited health and safety service provider as a minimum qualification ;

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- Experience and appropriate training with regard to implementing and maintaining a health and safety management system compliant with national legislation or an international standard.
- Experience and appropriate training with regard to construction related hazard identification and risk management processes.
- Competence, experience and relevant training with regard to incident investigation procedures and causation analysis.
- Health and safety auditing experience and training.
- A valid First Aid certificate of competency
- Fire prevention and protection training; and
- A valid Driving Licence (light motor vehicle).
- Registered as a Health and Safety Officer or Health and Safety Manager with SACPCMP depending on the size of the project and on the risk.

Before placing a Health and Safety Officer on the project site(s), the contractor must forward a copy of the person's CV to the nominated project management representative or to the Programme Health and Safety manager for review and acceptance. A proposed candidate may be rejected should he not meet the experience and / or qualification requirements, or due to poor work performance on previous projects.

4.4.3 Contractor Supervisors

The contractor must ensure that all project and / or construction works are supervised at all times by an adequate number of qualified, competent and appointed supervisors who have experience in the type of work being carried out as required by Construction regulations of 2014, regulation 8(7).
No work may be carried out without an appointed supervisor being physically present in the work area and daily safety task instruction.
Each Contractor Supervisor shall be responsible for:

- Ensuring that all work carried out under his supervision is done so in accordance with the requirements of all applicable legislation, rules, standards, specifications, plans and procedures.
- Participating in Baseline and Task-Based Risk Assessments.
- Ensuring that all employees under his supervision are made aware of the hazards, risk scenarios and control measures identified in relevant risk assessments.
- Ensuring that the control measures stipulated in all relevant risk assessments are in place and are implemented fully for all work carried out under his supervision.
- Ensuring that all employees under his supervision conduct pre-task hazard assessments when necessary.
- Driving the achievement of health and safety objectives set for his team.
- Ensuring that the necessary written appointments are in place for each employee under his supervision (e.g., First aider, mobile crane operator, etc.).

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- Ensuring that all employees under his supervision attend all required training.
- Ensuring that no employee carries out any work that he is not competent to perform or has not been appointed to perform.
- Identifying training needs within his team.
- Carrying out Safety Observations and Coaching (one per day).
- Conducting a weekly Toolbox Talk with his team.
- Leading a Daily Safe Task Instruction discussion with his team.
- Attending Health and Safety Meetings as required.
- Maintaining a Health and Safety Management Information Notice Board in the work area for which he is responsible.
- Recording, on a daily basis, a description of the day's activities as well as a breakdown (by occupation) of the personnel on site under his supervision (e.g., 5 bricklayers, 2 carpenters, 3 welders, 22 general workers, and 1 supervisor).
- Ensuring that all Safe Work Procedures applicable to the work carried out under his supervision are adhered to and are fully implemented.
- Maintaining discipline and taking the necessary action whenever an employee under his supervision does not adhere to a rule or requirement.
- Carrying out Planned Task Observations (one per day).
- Ensuring that emergency response procedures are understood by all employees under his supervision and that these procedures are followed in the event of an emergency.
- Reporting all incidents immediately, participating in incident investigations, communicating the lessons learnt to all employees under his supervision, and implementing corrective actions where required; and
- Carrying out workplace health and safety inspections.

Each supervisor must accept these responsibilities in writing as part of his appointment.
Each supervisor must be equipped with a mobile telephone to ensure that effective communication can be maintained for the duration of the contract.

4.4.4 Health and Safety Representatives

The team of employees on site must have a health and safety representative deployed on the project site(s), a Health and Safety Representative must be elected and appointed. Taking into consideration the number of employees deployed, the geographical area in which the work is taking place, the different work disciplines, and the shift pattern (if applicable), the contractor must ensure that an adequate number of Health and Safety Representatives (at a minimum ratio of one Health and Safety Representative per 50 employees) are elected and appointed to effectively represent all site personnel as required by the OHS Act 85 of 1993, section 17 - 18.
Each Health and Safety Representative must attend an accredited training course for health and safety representatives. The cost of this training shall be for the contractor's account.

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The contractor must make the necessary allowances for the Health and Safety Representatives to carry out their duties as specified in the applicable legislation.
The contractor must ensure that an appropriate sticker is affixed to the safety helmet of each Health and Safety Representative for identification purposes.

4.4.5 First Aiders

If 10 or more employees are deployed on the project site(s), at least one trained and competent First Aider must be in place and must be appointed. Taking into consideration the number of employees deployed, the geographical area in which the work is taking place, the different work disciplines, and the shift pattern (if applicable), the contractor must ensure that an adequate number of First Aiders (at a minimum ratio of one First Aider per 50 employees) are in place and have been appointed to administer first aid treatment should this be required.
First Aid training must be done through an accredited training institution. The cost of this training shall be for the contractor's account.
The contractor must ensure that an appropriate sticker is affixed to the safety helmet of each First Aider for identification purposes.

4.5 Project / Site-specific requirements

The following is a list of minimum specific activities and considerations that have been identified but not limited, for the project and site and for which Risk Assessments, Standard Working Procedures (SWP), management and control measures and Method Statements (where necessary) have to be developed by the Contractor

4.6 Induction Training

The Contractor and will undergo induction at TNPA SHE Department prior to work commencing and provision will be made by the Contractor for his sub-Contractors on the following:

The Contractor/Sub-Contractor shall develop and detail a Site Induction Training Programme as part of the Occupational Health and Safety Plan to be submitted to TNPA SHE Department prior to commencement of construction that includes as a minimum:

a) Training related to hazards likely to be encountered on site and control measures that have been developed in response to these hazards.
b) Roles and responsibilities.
c) The requirements of the Health and Safety Plan submitted and approved
d) Address the identified issues in the FIRE safety, Emergency preparedness, Evacuation and Rescue Plan to ensure that all site personnel are aware of procedures in the event of an incident or emergency occurring.
e) All visitors and persons entering the site.

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4.7. Procedure for Booking TNPA Access Permits and SHE Induction Training

The Contractor and every other Contractor appointed to conduct construction work on this project must write an application letter, on a company letterhead, and address it to the Port Security Officer: TNPA Port of Durban requesting for a TNPA access permit. It must be clear in the letter as to what business do Contractor and every other Contractor is appointed to do and what areas require access to in the Port of Durban.

The Contractor and every other Contractor shall provide a clear list of the persons or employees who will require access into the Port on a regular basis, including their names (as provided in their identity documents), ID numbers and/or Passport Numbers (in case of foreigners). Work permits of foreign workers must be provided. Certified copies of Identity Books / Cards and/or Passports [to be **certified at the South African Police Services or eThekwini Municipality Metro Police centres only** and not older than three (3) months] of all employees provided in the list shall also be provided.

Once the TNPA access permit application (refer to Annexure A) is approved, a Contractor and every other Contractor will be notified and the TNPA Security Permit Office will book for all approved employees for a safety (SHE) induction training with the TNPA Risk Department and a date will be issued for such SHE induction training to be attended and a copy of the induction certificate must be handed in at the TNPA Permit Office before the access permit is issued.

The Contractor and every other Contractors must take note that there is a fourteen (14) day turnaround time from the vetting process, attendance of the TNPA SHE induction training and to eventually issue the access permit card. Should any negative matter be found against the contractor employee during the vetting process, after employees' access permits were issued, Contractor and every other Contractors will be informed, and such access permits may be withdrawn. TNPA access permit applications must be hand delivered to the TNPA Security Permit Office, situated at the following address in South Beach: -

Ground floor, suite G1 and G2
TNPA Security Permit Office
45 Bay Terrace Road
South Beach, DURBAN
permitoffice@transnet.net
Jabulani Mkhumbuzi: 031 361 8652

4.8 Reporting of incidents and/or injuries

All incidents in respect of damage to works, property or machinery or injury to persons shall be reported by the Contractor/Contractor SHE Representative to the area supervisor and to the Accident/Incident Investigator.

Minor Injuries and near misses shall also be reported and recorded on the appropriate forms, as they shall be investigated, root cause determined, and corrective action instituted and/or implemented.

In cases of –

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- any person dies
- becomes unconscious
- lose a limb or part thereof
- suffer permanent physical disability
- unable, either to work or to continue with the activity for which he / she was employed to do, for a period of at least fourteen (14) days

A mandatory incident report form (Annexure 1) containing full details of the incident, shall be completed by the appointed Accident / Incident Investigator and submitted to the Site Agent and the Department of Employment and Labour, as contemplated in Section 24 of OHS Act, within 24 hours of the occurrence of the incident

Within 7 days" notice, the incident report must be given in the form of WCL2 to the Provincial Director.

In cases of –

- Major incident
- Dangerous substance spill
- Uncontrolled release of any substance under pressure
- Machinery fracture resulting in flying, falling objects
- Machinery out of control

A mandatory incident report form (Annexure 1), containing full details of the incident, shall be completed by the appointed Accident/Incident Investigator and submitted to the Construction Manager and the Department of Employment and Labour within 24 hours of the occurrence of the incident.

Refer on this with regards to Section 24 of the Act and General Administrative Regulation 8.

The Contractor is required to provide, within 24hrs to TNPA SHE Department, copies of all internal accident / incident investigation reports. As soon as the occurrence of any accident / incident of whatever nature comes to the notice of the Contractor, it shall be reported immediately to any of the following TNPA Officials by means of a flash report (Annexure B) via email to:

- Skhumbuzo.Mgenge@transnet.net 031-361 8531 / 060 569 3736
- Philani.Mbhele@transnet.net 031-361 3783 / 0663056468
- IOD OFFICE 031-361 8950

4.9 Emergency preparedness and response

4.9.1 Emergency response plan

The Contractor shall submit a detailed Emergency Procedure as part of his H&S Plan. The procedure shall detail the following:

- List of key personnel,

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- A contact list of all emergency service providers (Fire department, Ambulance, Police, Medical and Hospital, etc.) must be maintained and be available to site personnel.
- Actions or steps to be taken in the event of the emergency; and
- Information on any hazardous material and its situation on the site
- Information on hazardous material's potential impact or risk on the environment or to humans, and measures to be taken in the event of an accident.
- Emergency procedure(s) shall include, but not be limited to, fire, spills, accidents to employees and injury resulting from the use of hazardous substances, etc.

In the event of an emergency arising, the Contractor shall advise TNPA Durban SHE Department in writing of the incident via flash report (Annexure B), together with a record of any action taken, within 24 hours of the emergency occurring.

4.10 Competence, Training and Awareness

Each employee (including sub-contractor employees) must be suitably trained and competent, and must understand the health and safety hazards, risks and control measures associated with his work as required by the OHS Act 85 of 1993, (14)

The contractor must implement systems and procedures to ensure that:

- The necessary competencies required by employees are identified (by occupation), along with selection, placement and any training requirements.

Please Note: Specific competency profiles and selection criteria (fitness for work) must be developed for all roles where significant health or safety risk exists.
Please Note: A formal training needs analysis must be carried out based on the competency profiles and a training matrix must be developed for the project.
Roles requiring technical certification, registration or licensing are identified and documented, and these roles are filled only by suitably qualified personnel.

- Minimum core health and safety skills required by employees in leadership and supervisory roles are identified and suitable training is provided including hazard identification and risk assessment, incident investigation, and health and safety interactions (i.e., Observation and coaching techniques).
- Competency-based training is provided, and it includes operational controls (procedures and work instructions), management of change, and emergency response.
- All employees hold and maintain the required competencies (including appropriate qualifications, certificates and licences) and are under competent supervision.
- A site-specific induction and orientation programme that highlights health and safety requirements, procedures, and significant hazards, risks and associated control measures is in place for all new employees and visitors (understanding must be assessed).
- Personnel are trained and / or briefed on new or amended standards, rules, safe work procedures, risk assessments, etc.
- Refresher training is carried out as required (e.g., Re-induction following an absence from site);
- Records of education, qualifications, training, experience and competency assessments are maintained on site for all employees; and
- The effectiveness of training is reviewed and evaluated.

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Prior to the commencement of any work, including mobilisation and site set-up activities, the contractor must provide, to the satisfaction of the nominated project management representative, current documentation verifying that the contractor's employees, as well as the employees of any appointed sub-contractors, are competent and have the necessary qualifications, certificates, licenses, job skills, training and experience (as required by this specification and applicable legislation) to safely carry out the work that is to be performed.
The Contractor and sub-contractor must ensure that the following training takes place:

- health and safety induction training pertaining to the hazards prevalent on the site at the time of entry
- information on the dangers related to the misuse of safety devices; and
- information on the procedures to be followed in the case of-
    - an emergency.
    - the malfunctioning of equipment; and
    - the discovery of a suspected defect in the equipment.
    - an instruction on the proper use of body harnesses.

- Training for all operators of construction vehicles and mobile plant.

A contractor must at all times keep on his or her construction site records of the health and safety induction training and such records must be made available on request to an inspector, the client, the client's agent or the principal contractor.

Please Note: Only certified copies of certificates, licenses, etc. Will be accepted.

An Employee Profile (dossier) must be completed for each employee who will be performing work on site. All documentation pertaining to an employee's competence (i.e., certified copies of qualifications, certificates and licenses as well as proof of job skills, training and experience) must be maintained in this dossier.
If it is determined through observation that an employee is not yet competent to carry out a particular task in a safe and capable manner, the employee will be required to cease work immediately and must either be reassigned or be retrained at the contractor's expense.
The contractor must provide proof that the training institutions and trainers that are used are appropriately registered with a governing authority (a trainer's registration certificate or registration number alone will not be adequate). The following must be made available for verification purposes:

- Proof of registration of the training institution including the training programmes that the institution is accredited to provide; and
- For each trainer, proof of competency and registration for the specific training programmes presented.

Foreign qualifications held by employees in health and safety critical roles must be verified against the requirements of local legislation.

4.11 Safe Work Procedures

Procedures to be developed and maintained on site.
The contractor must develop, document and implement Safe Work Procedures for all activities involving significant health or safety risk. These procedures must detail the control measures required to effectively manage the health and safety risks associated with the work activities.
Each Safe Work Procedure must be consistent with the Task-Based Risk Assessment completed for the activity.
Every person engaged in an activity for which a Safe Work Procedure has been developed must receive suitable training on the procedure.

Furthermore, the contractor must develop, document, communicate and implement formal procedures, work instructions and / or programmes for the operation, maintenance, inspection and testing of all plant and equipment (including protective systems and devices) brought onto the project site(s).

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4.12 Toolbox Talks

The contractor must prepare a Toolbox Talk on a weekly basis and must share it with all personnel for which the contractor is responsible (including all sub-contractors). Toolbox Talks must address health and safety issues that are relevant to the work performed on the project site(s) and must include information and / or knowledge sharing, lessons learnt from incidents that have occurred, information concerning specific hazards and / or risks and control measures to prevent injury, etc.
Attendance records must be kept and maintained in the contractor's health and safety file.

4.13 Daily Safe Task Instructions (DSTI's)

A Daily Safe Task Instruction (DSTI) is a pre-start discussion amongst the members of a work team, led by the appointed supervisor, aimed at anticipating hazards and potential risks associated with the activities planned for the day or shift, and ensuring that the necessary control measures are in place to prevent incidents.
At the start of each day or shift, prior to the start of any work, each appointed supervisor must inspect the work area for which he is responsible and ensure that it is safe. He must then conduct a DSTI with his work team specifically concerning the tasks that they will be performing during the course of the day or shift. The relevant Task-Based Risk Assessment for the activity must be used as the basis for the discussion. The correct work method must be reiterated, and the identified hazards, risks and control measures must be discussed with the team (each team member must be given the opportunity to contribute and participate in the discussion).
Any team member arriving late must first be taken through the information that was discussed (work method, hazards, risks and control measures) before being permitted to start working. If the work method changes after activities have already begun, the DSTI must be revisited and updated with the team, and the changes must be signed off by the relevant Contractor Health and Safety Officer.
Every member of the work team must sign the DSTI attendance register. The attendance records must be kept and maintained in the contractor's health and safety file.
The contractor's Health and Safety Officer must evaluate the content of the DSTI's daily to ensure that they are task specific. Furthermore, the Health and Safety Officer must attend at least one DSTI per day prior to the start of work. The Health and Safety Officer may not lead the DSTI discussions, as this is the responsibility of the appointed supervisor.

4.14 Site Meetings

In addition to the Contractor Meetings, the Project will schedule monthly Site Meetings that the contractor must attend. These meetings will be chaired by the Contract Manager and the following persons must be in attendance:

- Contractor management representatives.
- Contractor Health and Safety Officers.
- Contractor Environmental Officer
- Contractor Quality Management
- The Project Health and Safety Manager.
- Project Health and Safety Advisors; and
- Client representatives (ad hoc).

The meeting will address the following as a minimum:

- Feedback from the contractor concerning health and safety performance for the period.
- New incidents for the period and corrective actions taken or to be taken.
- Implementation status of outstanding actions associated with previous incidents.

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- SOC's, PTO's and DSTI's carried out for the period and action required to correct trends identified.
- Results of any audits, inspections or site visits carried out.
- A look ahead to ensure that appropriate health and safety planning and preparation Is done for upcoming work.
- Risk Assessments, Safe Work Procedures, etc. That are outstanding or due for review (as well as the quality of these documents); and
- Any other health and safety related matter.

4.15 Contractor compliance File Requirements

The contractor must compile and maintain a file containing all necessary compliance related documentation. The client should provide construction work permit and to be kept on site at all times. The contents of the file will be audited by a Project SHE Advisor on a monthly basis.
Required documentation includes, but is not limited to, the following:

- Letter of Good Standing from the Workman's Compensation Commissioner (where applicable) must have DOL stamp.
- Proof of Public Liability Insurance.
- Scope of Work under the contract.
- List of Contacts and their Telephone Numbers.
- Health and Safety Policy.
- SHE Management Plan.
- Legal Register.
- Organisational Chart for the project.
- Appointment Letters (appointment of the contracting company, and appointments for all persons with health and safety related responsibilities).
- Notifications to the relevant authorities that construction work is in progress.
- Baseline and Task-Based Risk Assessments.
- Health and Safety Objectives, and associated Improvement Action Plans.
- Safe Work Procedures, Work Instructions and Work Method Statements.
- Planned Task Observations.
- Fall Protection Plan (for work at height).
- A dossier (Equipment Profile) for each fuel-driven vehicle or machine.
- Inspection Registers, Forms and Checklists (e.g., For portable electrical tools, ladders, safety harnesses, light vehicles, mobile equipment, lifting equipment and lifting tackle, first aid boxes, fire extinguishers, etc.).
- PPE Issue Registers.
- Material Safety Data Sheets.
- Emergency Response Procedures.
- Incident Records.
- A dossier (Employee Profile) for each employee containing:
- A copy of the employee's Identity Document or Passport.
- Certificate of Fitness (Pre-Employment Medical Examination).
- Proof of Induction Training.
- Other Training Records.

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- Copies of Qualification Certificates and / or Certificates of Competency; and
- Copies of Licences.
- Meeting Minutes.
- Copies of Inspection and Audit Reports; and
- Daily Safe Task Instructions (DSTI's) and Toolbox Talks.

The contractor must ensure that an equivalent file is compiled and maintained by each appointed sub-contractor.

4.16 Alcohol, Drugs and Other Intoxicating Substances

The contractor must ensure that all personnel under his authority do not at any time enter the site or perform any work whilst under the influence of alcohol, a drug, or any other intoxicating substance.
Selling or possessing drugs, alcoholic beverages or any other intoxicating substance on the site is strictly prohibited.
A drugs and alcohol testing program will be implemented. Persons entering the site will be randomly tested. Any person who tests positive for alcohol or drug consumption will be subject to disciplinary action and shall be permanently removed from the site.
Any person has the opportunity to rather report that he/she is under the influence before accessing the project site – in these case the employee may only be send home for the day by the responsible project manager representative but will then be tested for the following five days (each day) on his return to the project site. If it is found that the same person is frequently reporting that he/she is under the influence before even accessing the project site. It shall be the responsibility of the nominated project management representative to take disciplinary action and remove such a person's form the project site.
Should the actions and / or demeanor of an employee suggest possible narcosis or drunkenness, the employee must be removed from the site. This may be done without testing.
Note: All personnel involved in an incident / accident must immediately be subjected to an alcohol test and a drug test as part of the investigation.

4.17 Firearms, Ammunition and Offensive Weapons

Firearms, ammunition, and offensive weapons of any kind are strictly prohibited. No person may enter /shall not be permitted to enter the site carrying any such item.

4.18 Vehicles

All vehicles brought onto site must meet the safety requirements stipulated in Section 14.6.
Each vehicle to be used on site must be inspected and approved by the nominated project management representative before a site access permit will be issued for the vehicle / equipment.
No vehicle shall be permitted to enter the site unless it is duly authorised. Access permits are vehicle-specific and may not be transferred between vehicles.
The contractor must allow any vehicle that is brought onto site (including privately owned vehicles) to be searched at any time while on the premises, or when entering or leaving the premises.
The contractor is solely responsible for the safety and security of all vehicles (including private vehicles) that he brings onto the site.
All road-going vehicles used by the contractor on the site must be roadworthy and registered with the relevant traffic authority.

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A vehicle will not be permitted to enter the site in an un-roadworthy condition. Access will be denied if, for example:

- The vehicle has a defective exhaust system.
- A serious oil or fuel leak is evident.
- The vehicle has unsafe bodywork or is carrying an unsafe load.
- The vehicle is fitted with extraneous or non-standard equipment.
- Passengers are not seated properly.
- The vehicle is not fitted with a seat belt for each occupant; or
- The vehicle has any obvious mechanical defect.
- Pre-inspection requirements are not met.

Overloaded vehicles will not be permitted to enter the site.
The driver / operator of any vehicle / mobile equipment must carry a copy of his appointment with him at all times. Each driver / operator must:

- Comply with all site / project rules and regulations pertaining to traffic and the safe operation of vehicles / mobile equipment.
- Obey all road signs.
- Obey all instructions given by security or emergency services personnel.
- Remain within the boundaries of the site; and
- Ensure that the vehicle that he is operating is never overloaded, and that loads are always properly secured.

In the interest of safety, only the minimum number of vehicles required by the contractor to complete the work under the contract will be permitted to enter the site.
When not in operation, the contractor's vehicles / mobile equipment must be parked within the boundaries of his lay-down area or yard.

Parking is only permitted in designated parking areas.

All cars are parked on site at the owner's risk.
In the event of a vehicle accident on site, the driver(s) must report the incident immediately and must remain at the scene until a nominated project management representative arrives, or until a nominated project management representative authorises him to leave (unless, of course, the driver requires medical attention).

4.19 Signs and Notices

The contractor must ensure that all required safety signs and notices are prominently displayed in accordance with the applicable legislation and good safety practice.
Signs and notices must be in English as well as any other language(s) commonly spoken on the project site.

All symbolic signs must comply with the applicable national standards.
No person may deface or damage any safety sign or notice. No person may remove or alter any safety sign or notice unless authorised to do so.

The contractor must ensure that all plant and equipment brought onto the site is:

- Appropriate for the type of work to be performed

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- Approved, inspected, tested, numbered and tagged (if appropriate) before being brought onto site
- Properly maintained in accordance with the manufacturer's recommendations; and
- Placed on a register and checked at least once per month or as required by the applicable legislation.

The contractor must supply, at his cost, all items of plant and equipment necessary to perform the work and must maintain all items in good working order.
Should any plant or equipment become inoperable for a period that is having or will have a significant impact on the work schedule, the contractor must, on instruction from the nominated project management representative, remove the out of service plant or equipment and replace it with similar fully operational plant or equipment at no additional cost.

No item of plant or equipment delivered to site for use on the contract may be removed from the site prior to the completion of the contract without approval in writing from the nominated project management representative.

Items of plant or equipment brought onto site by the contractor, or his sub-contractors may be inspected by a nominated project management representative. Should the nominated project management representative determine that any item 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 contractor must, on instruction from the nominated project management representative, immediately remove the item from the site and replace it with a safe and adequate substitute. In such a case, the contractor or his sub-contractor shall not be entitled to additional payments or deadline extensions in respect of any delay caused.

4.20 Barricading

All applicable legislation concerning barricading must be complied with at all times.
Each contractor required to erect barricading on the project site(s) must develop, document and implement Safe Work Procedures that are aligned with the requirements of this standard.
Barricading must be erected to:

- Prevent persons from making contact with an identified hazard.
- Provide warning of the existence of a hazard.
- Prevent unauthorised access (by people, vehicles and mobile equipment) into an area where a hazard exists or where a hazardous activity is being carried out.
- Define the boundaries of a hazardous location and / or restricted area; and
- Allow a work team to perform hazardous tasks without persons unfamiliar with the hazard(s) accessing the area.

Although not limited to these situations, barricading must be erected or installed:

- Around excavations (trenches, pits, etc.) (refer to the Excavation Standard).
- To protect openings and edges (to prevent persons from falling, all openings and edges associated with floors, stairs, and the open sides of buildings and structures during the course of construction must be protected by sturdy, rigid barriers capable of withstanding a force of at least 110 kilograms applied in any direction at any point) (refer to the Working at Heights Standard);
- To prevent access into areas where overhead work is in progress.
- To route vehicles safety through (or around) construction areas; and

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- To protect members of the public who may be in the vicinity of a work or construction site (by preventing access).

In all cases, the erection of barricading must be a temporary measure. It must only remain in place until the hazard is eliminated or the potentially dangerous situation is rectified.

A barricade must present a sturdy physical barrier to entering an area. Therefore, plastic cones, post and chain systems, "danger tape" and "snow netting" will not be accepted as barricading and may only be used for the purposes of low-risk demarcation.

For example, snow netting may be used for the demarcation of lay down areas.

Acceptable forms of barricading include:

- Hoarding panels (no less than one metre in height) that can be securely fastened together to form a fence line may be used. Hoarding panels may be constructed from a variety of materials (e.g., wooden board, steel sheeting, wire mesh on a steel frame, etc.)
- Wire mesh fencing (no less than one metre in height with sturdy posts spaced at intervals of no more than 3 metres) may be used in certain circumstances, e.g., Around excavations.
- Sturdy, rigid, and securely fixed (i.e., bolted, welded, clamped, etc.) Metal guard rails may be used, particularly for protecting openings, holes and edges associated with floors, platforms, walkways, etc. The top rail must be positioned at a height of one metre above the working surface, and a mid-rail must be provided.
- Concrete Jersey barriers must be used for the routing of traffic and when work is being conducted in or alongside a roadway.

Regardless of the type of barricade used, the following requirements must be met:

- The installation, alteration and removal of barricades must be supervised by a competent person.
- The barricading must be uniformly and intelligently configured.
- The barricading must be stable, conspicuous and effective.
- The barricading must completely surround the work or hazardous area.
- General access requirements around the work or hazardous area (such as pedestrian walkways, operational access, or general thoroughfares) must be taken into consideration when erecting a barricade.
- The extent of the area that is barricaded must be kept to a minimum so as not to unnecessarily restrict access to other areas. If access routes to other areas are blocked by the barricade, alternative routes must be identified and signposted
- All barricaded areas must have properly designated points of entry and exit for persons and / or vehicles. Each pedestrian access point must be fitted with a self-closing gate. A sign indicating, "DESIGNATED ACCESS POINT – AUTHORISED PERSONNEL ONLY", must be fitted to each gate.
- Additional signage providing warning of specific hazards (e.g., falling objects, electricity, etc.) Including, "NO UNAUTHORISED ENTRY", must be attached to all gates and, where required, to the barricading itself. The signage must be visible from all angles and must be large enough to be read from a distance of 10 metres.

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- Barricading must be clearly visible at all times (day and night). If necessary, flashing warning lights must be used.
- Tags must be attached to the barricading displaying the name and cell phone number of the person responsible for the barricade and specifying the reason for the barricading and the date on which it is scheduled to be removed.
- Should a person require access to a barricaded area, authorisation must be obtained from the person responsible for the erection of the barricade. The hazards that are present and the Personal Protective Equipment that must be worn within the barricaded area must be communicated to the person seeking access.
- Each barricade must be listed in a register, and each must be inspected daily to ensure that it is still intact and that its positioning is still effective.
- All barricades must be properly maintained and repaired as required.
- When the work has been completed and the hazard has been eliminated, all barricading must be removed without delay. A barricade may not be left in place if no hazard exists.
- Before a barricade is removed (allowing general access), the area must be inspected by the person responsible for the work that was carried out, to ensure that the area is once again safe. If applicable, the person accepting the area back for general use shall do so on completion of his own safety inspection.
- Authorisation to remove (or modify) a barricade may only be granted by the person responsible for the erection of the barricade.

4.21 Personal Protective Equipment

All applicable legislation concerning Personal Protective Equipment (PPE) must be complied with at all times.

As a minimum, the following PPE must be worn by all persons (including visitors) at all times whilst on a project site:

- Safety footwear with steel toe protection.
- Safety glasses (individuals who wear prescription spectacles must be provided with either over-spec safety glasses or prescription safety glasses)
- Safety helmet (hard hat); and
- High visibility protective clothing with reflective taping (long trousers and long-sleeved shirts with collars and cuffs).
- Additional PPE requirements must be determined through hazard identification and risk assessment. This hazard-specific PPE (such as hand protection, hearing protection and respiratory protection) must be worn as required (e.g., when in a certain area, when performing a certain task, or when working with a certain substance).
- The correct PPE must always be worn:
- In accordance with site requirements (as indicated at the entrances to a project site and at the entrances to buildings and / or designated areas on the premises).
- In zoned areas (e.g., noise zones and respirator zones); or
- As required by a Safe Work Procedure, a risk assessment, or a Material Safety Data Sheet (MSDS).

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Each contractor must provide each of his employees with all required PPE (at no cost to the employee). The specific PPE that is provided to a particular employee must be based on the nature of that employee's work and the location in which the work is performed (i.e., must be based on the hazards to which the employee is exposed). PPE requirements for a particular job or for a particular area must be determined through a risk assessment for that job or area.

Any employee who does not have all of the PPE that is required for him to perform his duties safely will not be permitted to work.

Each employee must care for his PPE, maintain it in good condition, and inspect it on a daily basis.
If an item of PPE has worn out, has become damaged, or is found to be defective in any way, it must be replaced by the contractor.

PPE must be stored in accordance with the manufacturer's requirements and / or recommendations.

Each employee must receive training in the use, maintenance and limitations of the PPE that is provided to him and must be made aware of why the PPE is necessary as well as the consequences of not wearing it as instructed (i.e., the potential for injury and / or disciplinary action). Training records must be retained.

Any person who refuses to wear PPE as required must be removed from the site.
Symbolic signs indicating mandatory PPE requirements must be prominently displayed at the entrances to a project site and at the entrances to buildings and / or designated areas on the premises where additional PPE is required. These signs must comply with the applicable national standard (if one exists).

Each contractor must appoint an employee to:

- Control the issuing and replacement of PPE.
- Keep an up-to-date register as proof that items of PPE have been issued to individuals (an employee must sign for the items that he receives);
- Ensure that there is an adequate supply of all required PPE (i.e., maintain PPE stock levels on site); and
- Carry out regular inspections to ensure that PPE is being used correctly, is being maintained in a good, serviceable and hygienic state, and is not being shared between employees.

4.22 Smoking

The contractor must not permit smoking on site except within designated smoking areas selected in accordance with the applicable legislation. Such an area must be clearly demarcated, and the required signage must be displayed.

Any person found smoking or discarding a cigarette butt outside of a designated smoking area may be removed (temporarily or permanently) from site.
In all designated smoking areas, adequate non-combustible commercial ashtrays and / or cigarette butt receptacles (butt cans) must be provided.

Ashtrays and other receptacles provided for the disposal of smoking materials must not be emptied into rubbish bins or any other container holding combustible materials.
"No Smoking" signs must be strictly observed.

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4.23 Housekeeping

The contractor must maintain all work areas in a tidy state, free of debris and rubbish. Unless directed otherwise, the contractor must dispose of all debris, rubbish, spoil and hazardous waste off site in a designated and authorised area or facility. The contractor must familiarise health and safety with the waste management plan for the site including collection and disposal arrangements and must align his waste management activities accordingly.

In cases where an inadequate standard of housekeeping has developed and compromised safety and cleanliness, a nominated project management representative may instruct the contractor to cease work until the area has been tidied up and made safe.

Neither additional costs nor contract deadline extensions will be allowed as a result of such a stoppage. Failure to comply will result in a clean-up being arranged through another service provider at the cost of the non-complying contractor.

The contractor must carry out housekeeping inspections on a weekly basis to ensure maintenance of satisfactory standards. The contractor must document the results of each inspection. These records must be maintained and must be made available to the nominated project management representative on request.
The contractor must implement a housekeeping plan for the duration of the contract ensuring that the site housekeeping is maintained. Furthermore, at the end of every shift, the contractor must ensure that all work areas are cleaned, all tools and equipment are properly stored, and construction rubble is removed.

Where the contractor fails to maintain housekeeping standards, the nominated project management representative may instruct the contractor to appoint a dedicated housekeeping team for the duration of the project at the contractor's expense.
Littering is prohibited.

4.24 Waste Management

Waste may not be disposed of unless the disposal of that waste is authorised by law. The contractor must therefore ensure that all waste that is generated is handled, stored, transported and disposed of in accordance with the requirements of the applicable legislation / local authority.

No waste may be removed from the project site to a waste storage or disposal facility unless that facility has been approved for use by the nominated project management representative.
An adequate number of waste bins and skips must be provided by the contractor and suitable arrangements must be made to ensure that these bins and skis are emptied regularly.
Hazardous wastes must be kept separate from general wastes.

Waste disposal service providers must be approved by the nominated project management representative before any waste is removed from site. These service providers must be audited on a two-yearly basis (or more frequently if deemed necessary based on risk) in order to ensure compliance with legislation and to help ensure that no liabilities accrue to the project.

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4.25 Fitness for Work

The contractor must develop and implement a programme to manage employee fitness for work. All employees working on site for whom the contractor is responsible (i.e., direct employees of the contractor as well as the employees of any appointed sub-contractors) must be subject to this programme.

All safety critical jobs (i.e., roles where fatigue or other causes of reduced fitness for work could lead to serious injury, illness or death to employees, significant equipment / plant damage, or significant environmental impact) must be identified and the risks associated with reduced fitness for work in these roles must be assessed.

A programme to manage these risks must be implemented, and it must include:

- Mechanisms for managing fatigue, stress and lack of fitness.
- An alcohol and other (including prescription, pharmaceutical or illicit) drugs policy that includes testing.
- An Employee Assistance Programme providing confidential access to resources and counsellors; and
- Training and awareness programmes.

Each employee has an obligation to present health and safety fit for work at the start of the day / shift, and to remain fit for work throughout the work period. Reporting for work under the influence of alcohol or any other intoxicating substance will not be tolerated. Any transgression concerning the alcohol and other drugs policy applicable to the project may result in the offending employee's access to the project premises being temporarily or permanently withdrawn.

Alcohol and drug testing on the project premises will be carried out randomly (as employees report for duty and during the course of the day / shift), following significant incidents (all persons involved), and whenever there is reasonable suspicion. Alcohol and drug testing may also be carried out as part of a Pre-Employment Medical Examination.

Sleep deprivation during shift work or from excessive working hours is a known cause of fatigue. Fatigued employees are at increased risk of accidents. Shift system design must consider:

- The effect on worker fatigue.
- The effects of activities carried out during scheduled and overtime hours.
- The impact on sleep cycles of activities such as commuting to and from site; and
- The monitoring and control of working hours.

The contractor is responsible for the administration of the working hours of his employees as well as the employees of any appointed sub-contractors. The maximum working hours per day and the minimum rest times between shifts must be specified in the contractor's Health and Safety Management Plan and must comply with all applicable legislation.

All employees engaged in safety critical jobs must undergo fitness assessments (medical examinations) which must be carried out prior to the commencement of employment on the project, prior to a change in role, periodically based on an employee's individual risk profile, and on termination of employment on the project:

- Pre-Employment Medical Examination – to assess the physical suitability of the person for the role and environment in which he will work (carried out prior to the commencement of employment on the project and prior to induction);

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- Periodic (Surveillance) Medical Examination – to assess the ongoing physical condition of an employee to determine if his role is impacting on his health and whether the employee's fitness level is still adequate for the role he holds (these medical examinations are "risk driven" – the specific protocol followed and the frequency of the examinations will depend on the applicable legal requirements and the employee's individual risk profile as determined by his personal fitness, the nature of his role / duties, and the environment in which he works / occupational health hazards to which he is exposed). The periodic medical assessment programme must include:
  - The identification of modifiable risk factors that may impact fitness for work.
  - Education and support to maintain health or address identified risk factors; and
  - Education and support to help employees regain their fitness for work.
  - Role Change Medical Examination – to assess an employee's physical suitability for a different role and work environment (carried out prior to a change in role / duties)
  - (Post-Employment) Medical Examination – to determine the total physical impact of the work the employee performed (carried out on termination of employment on the project if the employee worked on the project site for more than six months).

Note: The results of an Exit Medical Examination from previous employment will not be accepted as a Pre-Employment Medical Examination.

Note: The medical examinations described above may only be carried out by an occupational medical practitioner (i.e., a medical doctor who holds a qualification in occupational medicine).

A detailed job (role) description and an exposure profile (noise, dust, heat, fumes, vapour, etc.) must be provided for each employee or group of employees. The medical examinations that an employee undergoes must be based on (i.e., the employee's fitness must be assessed against) the information contained in these documents as well as the baseline risk assessment for the work. This information must be made available to the occupational medical practitioner performing the medical examination.

For each role, the medical criteria for fitness must be documented and these must be based on an evaluation of the physical and medical requirements for the role.
Depending on the circumstances, certain vaccinations may need to be provided to employees.
The medical examinations carried out for all drivers and operators must include testing / assessment for medical conditions that could affect the safe operation of vehicles or equipment.

Specific testing / questioning must be carried out to determine if an individual:

- Suffers from epilepsy or any other medical condition deemed to be a risk by the occupational medical practitioner.
- Makes use of chronic medication that could affect performance.
- Is colour-blind; or
- Has poor day or night vision.

The medical examinations carried out for employees that are required to work at height must include testing / questioning to determine if an individual suffers from epilepsy, hypertension (high blood pressure) or any other medical condition deemed to be a risk (with regard to working at height) by the occupational medical practitioner.
Electricians must be tested for Colour-blindness.

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With regard to the placement of new employees:

- Prospective employees must be referred to a suitable occupational medical practitioner (doctor) for a "Pre-Employment Medical Examination".
- If an individual is found to be medically "unfit for placement", the doctor will indicate which work activities cannot be performed by the person.
- The individual may still be employed on the project if his medical restrictions can be accommodated and provided that no legislation is transgressed.

A process must be established to manage medical restrictions that may be placed on an employee. For every employee with a medical restriction, regular follow up visits with the occupational medical practitioner must be arranged to ensure that each case is proactively managed.

An employee in a safety critical job must report (to his supervisor) any condition that might impair his ability to safely perform the duties associated with his role. A mechanism must be in place for such reports to be referred to an occupational medical practitioner to determine if the employee is fit to continue with his work. Proof of all medical examinations (i.e. certificates of fitness signed by an occupational medical practitioner) must be kept on site and these records must be readily available for inspection by the nominated project management representative.

An employee's certificates of fitness must be included in his Personal Profile (dossier). If an Employee Personal Profile (dossier) hasn't already been compiled for a particular employee, then this must be done without delay following the employee's Pre-Employment Medical Examination.
No employee in a safety critical role may commence work on site without proof that he has undergone a Pre-Employment Medical Examination.

Occupational medical examinations and data interpretation may only be carried out by medical practitioners that are appropriately qualified and certified to do so.
Occupational medical data contained in reports to management must be grouped and summarised to ensure that the confidentiality rights of each individual employee are maintained.
All occupational medical data and records must be retained for at least 40 years.

4.26 Fuel / Flammable Liquid Storage and Refuelling

No fuel (diesel, petrol, paraffin, etc.) or any other flammable liquid (paints, solvents, etc.) may be stored on site unless approved in writing by the nominated project management representative.

If the on-site storage of a fuel or a flammable liquid is approved, the contractor must ensure the following:

- The quantity of fuel / flammable liquid to be stored on site must be kept to the minimum that is required.
- The storage area must be located in a well-ventilated area at least 10 metres away from any building, drain, boundary or any combustible material.
- If more than 200 litres of fuel / flammable liquid are to be stored, the tank must be installed / the containers must be positioned within a bund (see Definitions).
- If the fuel / flammable liquid is to be stored in bulk tanks / vessels, then the minimum capacity of the bund must be 110% of the volume of the largest tank /vessel. If many small containers (e.g., 210 litre drums) are to be stored, the bund must be able to contain 25% of the total volume of the stored products.

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- The bund must be impermeable. It must have a solid concrete floor and the walls must be constructed out of brick and must be plastered on the inside.
- The bund must be fitted with a lockable drain valve (for draining away rainwater), which must remain locked in the closed position. The valve may only be opened under supervision and in accordance with a written procedure.
- The fuel / flammable liquid storage area may not be used for the storage of any other materials / equipment and must be kept completely free of all combustible materials (including rubbish, brush and long grass) at all times.
- Access to the storage area must be controlled (wire mesh fencing and gate).
- Appropriate warning signage (i.e., "Flammable Liquid", "No Smoking" and "No Naked Flames") must be prominently displayed at the storage area. The contents and volume of each tank must be indicated.
- In order to contain spillages, the offloading / refuelling bay at the fuel / flammable liquid storage area must have a solid concrete base surrounded by bund walls, ramps or humps and / or spill trenches (covered with steel grating) that lead into a sump.
- Fuel dispensing pumps must be protected against impact damage.
- All fuel / flammable liquid storage tanks and dispensing equipment must be electrically bonded and properly earthed.
- All electrical installations and fittings must be of an approved intrinsically safe type.
- Two 9kg dry chemical powder fire extinguishers must be mounted in an easily accessible position near the entrance gate to the fuel / flammable liquid storage area. Depending on the size of the storage area, additional fire extinguishers may be required to ensure that an extinguisher is no further than 15 metres away from any point on the perimeter of the storage area.
- A fire extinguisher must be at hand wherever refuelling is carried out.
- Smoking or open flames within 10 metres of a fuel / flammable liquid storage / refuelling area is strictly prohibited.
- No petrol- or diesel-powered vehicle or equipment may be refuelled while the engine / motor is running.
- Cellular phones must be switched off in fuel / flammable liquid storage / refuelling areas.
- Spill clean-up kits (containing a suitable absorbent fibre product) must be provided.
- Any spillages must be cleaned up immediately and all contaminated cleaning materials must be disposed of in accordance with the applicable legislation.
- If a flammable liquid is spilt or is leaking from a container / vessel, the area must be cordoned off and appropriate warning signage must be displayed to keep unauthorised personnel away from the affected area. Every effort must be made to contain the spillage. All hot work in the vicinity must be stopped immediately. If the spilt product is volatile and the possibility exists that a vapour cloud may form, or if the leak or spillage cannot be contained or stopped, then appropriate emergency response procedures must be activated (refer to Section 14) including the evacuation of all persons in the vicinity. Suitable firefighting equipment must be positioned ready for use should the spilt product ignite.
- The manual decanting of fuel or a flammable liquid from a large container should only be done using a stirrup pump (or similar) or a purpose-made frame which allows the container / drum to tilt for decanting and then return to the upright position.
- Drip trays must be used wherever required.

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- All tanks, drums, cans, etc. containing flammable liquids must be tightly closed and properly sealed except for when a container is being filled or when a product is being decanted.
- The transport or storage of corrosive or flammable liquids in open containers is strictly prohibited
- Daily-use quantities of fuel (up to a maximum of 20 litres) must be handled in an approved safety can with a flash arresting screen, spring closing lid and spout cover that will safely relieve internal pressure if the can is exposed to fire.
- Where safety cans may be impracticable, only approved metal containers with screw caps may be used. Each container must be clearly labelled to indicate its contents.
- Only small quantities of flammable liquids (paints, solvents, etc.) may be stored within a building. Each product must be kept either in its original container or in an approved container which must be properly sealed. Each container must be clearly labelled to indicate its contents. When not in use, all such containers must be stored in a well-ventilated steel cabinet which must be kept locked to prevent unauthorised access.
- Not even small quantities of flammable liquids may be stored or dispensed in buildings or places of public assembly, in general warehouses, or in buildings containing sources of ignition such as space heaters, cooking devices, open electric motors, motor vehicles, or where welding, cutting, or grinding activities are being carried out.
- Safe Work Procedures must be compiled for the transportation (including delivery), offloading, storage, handling and use of any fuel / flammable liquid on site.
- All personnel that will be required to work with or may come into contact with a flammable liquid must be made aware of the hazards associated with the product and must be thoroughly trained in the safe transportation, use, handling and storage thereof.

4.27 Fire Protection and Prevention

The contractor must compile a Fire Protection and Prevention Plan for the work that will be carried out on site.

The contractor must assess / survey his area of responsibility and identify locations where the risk of fire is high. Cognisance must be taken of the fact that certain locations may need to be designated as high risk due to the presence of large quantities of flammable or combustible materials / substances. For all high-risk areas, the contractor must ensure that additional precautions are taken to prevent fires and strict control is exercised over any hot work (i.e., welding, cutting, grinding, etc.) that is carried out.

The contractor must supply and maintain all required firefighting equipment. The type, capacity, positioning, and number of firefighting appliances must be to the satisfaction of the nominated project management representative and must meet the requirements of the applicable legislation. Fire mains, hydrants and hose reels will rarely be available on site, so use must primarily be made of portable fire extinguishers.

Firefighting equipment, fixed and portable, must be strategically located with a view to being able to rapidly deploy the equipment in order to bring potentially dangerous and destructive fires under control while still in their infancy.

All fire extinguishers (and any other firefighting equipment) placed on site must be:

- Conspicuously numbered.
- Recorded in a register.

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- Visually inspected by a competent person on a monthly basis (the results of each inspection must be recorded in the register and the competent person must sign off on the entries made); and
- Inspected and serviced by an accredited service provider every six months (the nominated project management representative may require that this frequency be increased depending on the environmental conditions (e.g., high dust levels, water, heat, etc.) to which the fire extinguishers are exposed).

Any fire extinguisher that has a broken seal, has depressurised, or shows any sign of damage must be sent to an accredited service provider for repair and / or recharging. Details must be recorded in the register.

Firefighting equipment may not be used for any purpose other than fighting fires. Disciplinary action must be taken against any person who misuses or willfully damages any firefighting equipment.

Access to firefighting equipment, fixed or portable, must be kept unobstructed at all times.
Approved signage must be in place to clearly indicate the location of each permanently mounted fire extinguisher, fire hose reel, etc.
The contractor must ensure that all persons working in / entering his area of responsibility are made aware of where all firefighting appliances and alarm points are located.
The contractor must ensure that his employees (and those of any appointed sub-contractors) are trained in firefighting procedures and the use of firefighting equipment.

The contractor must compile an emergency response procedure detailing the actions that must be taken in the event of a fire or a fire / evacuation alarm (see Section 14).
All personnel working within the contractor's area of responsibility must be trained, and all visitors must be instructed, on this procedure. Copies of the procedure must be prominently displayed in the workplace in all languages commonly used on the site.

A person discovering a fire must extinguish the fire if he can do so safely, and then immediately report the incident to his supervisor. If the person cannot extinguish the fire, he must raise the nearest alarm and then report the fire as quickly as possible to his supervisor, the person responsible for the area, and / or Security.
On hearing a fire / evacuation alarm, all persons must make any operational plant or equipment safe, and then proceed to the nearest emergency assembly point and await instructions.
All incidents of fire (including the use or misuse of any firefighting equipment) must be reported to the nominated project management representative immediately. Used fire extinguishers must be replaced by the contractor without delay.

No hot work (i.e., welding, cutting, grinding, etc.) or any other activity that could give rise to a fire may be performed outside of a designated workshop without a Permit to Work having been issued.
Wherever hot work is being carried out, a fire extinguisher must be at hand. Where the risk assessment determents that it is necessary, a fire watch must be stationed.
Supervisors must carry out workplace inspections regularly to ensure adherence to fire prevention measures and procedures.

At the end of every working period (i.e., before each tea / lunch break and at the end of every shift /day), the workplace must be thoroughly inspected to ensure that no material is left smoldering and no condition / situation exists that could give rise to a fire.

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The contractor must ensure that all supervisors and all employees carrying out or assisting with any hot work or any other activity that could give rise to a fire have been trained in firefighting procedures and the use of firefighting equipment. The training must be conducted by an accredited training provider.

When using electrical equipment, all cables must be in good condition and the nearest convenient socket must be used.
No power socket may be loaded beyond its rated capacity through the use of adaptors, etc.
Makeshift electrical connections are not permitted under any circumstances.
Water-based firefighting equipment must not be used on electrical equipment or burning liquids.

Each vehicle used on site for work purposes and each item of mobile equipment with a diesel or petrol engine must be fitted with a permanently mounted fire extinguisher.
Smoking is only permitted in designated smoking areas. Cigarette ends / butts must be properly stubbed out in the ashtrays provided and never thrown into waste bins.

The contractor must ensure that good housekeeping practices are enforced, as this is crucial to the prevention of fires.
All combustible waste materials must be removed from the workplace on a daily basis (at the end of each shift) and placed in waste receptacles located at least 5 metres away from any structure.
The accumulation of waste materials in out-of-the-way places is prohibited.
Offices, desks, cabinets, etc. must always be kept tidy and uncluttered. Wastepaper bins must be emptied regularly.

The storage of combustible materials under stairways or in attics is prohibited.
The storage of any materials against the exterior of a building or any other structure is prohibited.
All walkways, passages and stairways must be kept clear (i.e., must be unobstructed) at all times, as they may need to be used as a means of escape.
The areas around and the routes to all exits, fire escape doors, fire hydrants, fire hose reels and fire extinguishers must be kept clear (i.e., must be unobstructed) at all times.
"No Smoking" signs must be conspicuously displayed in and around all storage areas / rooms.
Waste may not be burned under any circumstances.

No flammable liquid (such as petrol, acetone, alcohol, benzene, etc.) may be used for starting fires or as a solvent for cleaning clothes, tools, equipment, etc. Only solvents approved by the nominated project management representative may be used for cleaning purposes.

Whenever any work is carried out involving the use of a flammable substance / material, the area must be cordoned off and appropriate warning signage (i.e., “No Unauthorised Entry”, “No Smoking” and “No Naked Flames”) must be displayed.

4.28 Roads

Design, inspection and maintenance requirements must be in place for all roadways.
Every haul road must have two dedicated and clearly demarcated lanes so that vehicles travelling in opposite directions are safely separated (lane demarcation is not applicable to dirt roads).
Systems (such as safety berms) must be in place along roadways and around excavations, dump areas, etc. To prevent vehicles from leaving a roadway or entering a dangerous area.

A storm water management plan must be in place for the site and, in particular, for all roads. Extreme wet weather must be considered. Contractors must ensure that all roads are equipped with drainage system.

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Roads with high risks activities and traffic interface shall be controlled by trained flagman
A dust control plan must be in place for the site and, in particular, for all roads. Where required, contractors must ensure that roads are wetted (using a water cart) at regular intervals and whenever instructed by a nominated project management representative. The over-watering of roads must be prevented.

No road may be closed without permission from a nominated project management representative.
Any large rocks in a roadway must be removed immediately. Any spillage in a roadway must be cleaned up immediately.

Ground pollution (e.g., Oil, diesel or hydraulic fluid spillages) must not, and will not, be tolerated. If substances are spilled on a road or any other portion of the site, the contaminated ground must be dug out and the resulting hole backfilled with clean material which must be suitably compacted. The contaminated soil must be disposed of as required by the applicable legislation.

4.29 Signs and Notices

The contractor must ensure that all required safety signs and notices are prominently displayed in accordance with the applicable legislation and good safety practice.
Signs and notices must be in English as well as any other language(s) commonly spoken on the project site.

All symbolic signs must comply with the applicable national standards.
No person may deface or damage any safety sign or notice. No person may remove or alter any safety sign or notice unless authorised to do so.

4.30 Machinery

The contractor must ensure that all plant and equipment brought onto the site is:

- Appropriate for the type of work to be performed
- Approved, inspected, tested, numbered and tagged (if appropriate) before being brought onto site
- Properly maintained in accordance with the manufacturer's recommendations; and
- Placed on a register and checked at least once per month or as required by the applicable legislation.

The contractor must supply, at his cost, all items of plant and equipment necessary to perform the work and must maintain all items in good working order.
Should any plant or equipment become inoperable for a period that is having or will have a significant impact on the work schedule, the contractor must, on instruction from the nominated project management representative, remove the out of service plant or equipment and replace it with similar fully operational plant or equipment at no additional cost.

No item of plant or equipment delivered to site for use on the contract may be removed from the site prior to the completion of the contract without approval in writing from the nominated project management representative.

Items of plant or equipment brought onto site by the contractor, or his sub-contractors may be inspected by a nominated project management representative. Should the nominated project management representative determine that any item is inadequate, faulty, unsafe or in any other way unsuitable for the safe and

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satisfactory execution of the work for which it is intended, the contractor must, on instruction from the nominated project management representative, immediately remove the item from the site and replace it with a safe and adequate substitute. In such a case, the contractor or his sub-contractor shall not be entitled to additional payments or deadline extensions in respect of any delay caused.

4.31 Facilities

Sanitary conveniences must be provided and maintained at a rate of at least one shower facility for every 30 workers, at least one toilet facility for every 20 workers, separate male and female changing facilities and sheltered eating areas. (Check SANS 10400 Part F).

Where chemical toilets are provided, one toilet for every twenty-five employees must be allocated.
All toilets must be cleaned daily, disinfected and provided with toilet paper.
All employees making use of these facilities have the responsibility to help keep the facilities neat, clean and hygienic.

Washing facilities, including soap and towels, must be made available for use by the contractor's employees.

Drainage from all washing / toilet facilities must be properly designed and constructed to prevent employee exposure to wastewater (and the associated biological hazards). Wastewater may not accumulate or stand in pools at any location on the project site.
Change rooms must be provided and must be kept clean and free from odours at all times.
No chemicals, except those normally used for domestic cleaning of these facilities, may be stored in the facilities.

4.32 Temporary works

A contractor must appoint a temporary works designer in writing to design, inspect and approve the erected temporary works on site before use.

A contractor must ensure that all temporary works operations are carried out under the supervision of a competent person who has been appointed in writing for that purpose.
A contractor must ensure that all temporary works structures are adequately erected, supported, braced; and
A contractor must ensure that, all temporary works structures are adequately erected, supported, braced and maintained by a competent person so that they are capable of supporting all anticipated vertical and lateral loads that may be applied to them, and that no loads are imposed onto the structure that the structure is not designed to withstand.

All temporary works structures are done with close reference to the structural design drawings, and where any uncertainty exists the structural designer should be consulted.
detailed activity specific drawings pertaining to the design of temporary works structures are kept on the site and are available on request to an inspector, other contractors, the client, the client's agent or any employee.

All persons required to erect, move or dismantle temporary works structures are provided with adequate training and instruction to perform those operations safely.
all equipment used in temporary works structure are carefully examined and checked for suitability by a competent person, before being used.

All temporary works structures are inspected by a competent person

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all temporary works structures are inspected by a competent person immediately before, during and after the placement of concrete, after inclement weather or any other imposed load and at least on a daily basis until the temporary works structure has been removed and the results have been recorded in a register and made available on site.

No person may cast concrete, until authorization in writing has been given by the competent person; if, after erection, any temporary works structure is found to be damaged or weakened to such a degree that its integrity is affected, it is safely removed or reinforced immediately.

- adequate precautionary measures are taken in order to—
- secure any deck panels against displacement; and
- prevent any person from slipping on temporary works due to the application of release agents.
- as far as is reasonably practicable, the health of any person is not affected through the use of solvents or oils or any other similar substances.
- upon casting concrete, the temporary works structure is left in place until the concrete has acquired sufficient strength to safely support its own weight and any imposed load and is not removed until authorization in writing has been given by the competent person contemplated in paragraph (a).
- The foundation conditions are suitable to withstand the loads caused by the temporary works structure and any imposed load in accordance with the temporary works design.
- provision is made for safe access by means of secured ladders or staircases for
- a temporary works drawing, or any other relevant document includes construction sequences and methods statements.
- the temporary works designer has been issued with the latest revision of any relevant structural design drawing.
- a temporary works design and drawing is used only for its intended purpose and for a specific portion of a construction site; and
- The temporary works drawings are approved by the temporary works designer before the erection of any temporary works.

No contractor may use a temporary works design and drawing for any work other than its intended purpose.

4.33 Structure

A contractor must ensure that,
all reasonably practicable steps are taken to prevent the uncontrolled collapse of any new or existing structure or any part thereof, which may become unstable or is in a temporary state of weakness or instability due to the carrying out of construction work.

No structure or part of a structure is loaded in a manner which would render it unsafe; and
all drawings pertaining to the design of the relevant structure are kept on site and are available on request to an inspector, other contractors, the client and the client's agent or employee.
An owner of a structure must ensure that.
Inspections of that structure are carried out periodically by competent persons in order to render the structure safe for continued use.
That the inspections contemplated in paragraph (a) are carried out at least once every six months for the first two years and thereafter yearly.
The structure is maintained in such a manner that it remains safe for continued use.

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The records of inspections and maintenance are kept and made available on request to an inspector.

4.34 Inspections/Audits

On a monthly basis, the health and safety management system and workplace activities of the contractor will be audited by a Project Health and Safety Advisor to assess compliance with the project health and safety requirements. Any deviation from these requirements (i.e., non-conformance) that places the health or safety of any person in immediate danger will result in the specific activity being stopped until the non-conformance is corrected.

For each non-conformance determined during any audit, the contractor must identify and implement appropriate corrective actions.

For each corrective action, a responsible person must be designated and an appropriate timeframe (target date) for completion of the corrective action must be specified. Progress on implementing corrective actions (i.e., closing non-conformances) must be monitored and reported on. The implementation of corrective actions will be verified during the monthly audits.

Should it be determined that the contractor's level of compliance is unsatisfactory, all work being performed by the contractor on the project site may be stopped (at the contractor's expense) until an investigation into the reasons for the poor performance has been carried out, a corrective action plan has been developed, and corrective actions have been implemented.

In addition to the audit carried out by the Project Health and Safety Advisor, the contractor must carry out an internal audit on a monthly basis to assess compliance with the project health and safety requirements (including the requirements of this specification and the contractor's Health and Safety Management Plan). Furthermore, the contractor must ensure that each appointed sub-contractor is audited and measured to the same standard. Copies of these audit reports must be submitted to the Project Health and Safety Advisor on a monthly basis.
The contractor must carry out internal health and safety inspections as follows:

- General site health and safety inspections on a daily basis; and
- Inspections of plant, tools and equipment prior to establishment or use on site, and at least monthly thereafter.

All audits and inspections must be carried out by competent persons who have been appointed in writing.

A schedule of planned audits and inspections must be compiled and maintained ensuring that:

- All work areas and all activities are covered at regular intervals.
- All applicable legal requirements are complied with; and
- Areas or activities with significant associated hazards or risks receive greater attention.

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4.35 COVID 19 MANAGEMENT

Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. Therefore, to reduce the impact of COVID-19 outbreak conditions on businesses, employees, customers, and the public, it is important for all employers, including all contractors as they are employers in their own rights, to plan now for COVID-19 – as per directive from the Department of Employment and Labour (DoEL).
staff members. Employers who have not prepared for pandemic events should prepare themselves and their workers as far in advance as possible of potentially worsening outbreak conditions.

Measures in Respect of Workplaces (Construction Sites) to which Public have Access, in terms of Social Distancing

The principal purpose of ensuring proper social distancing is to protect employees from being exposed to the virus through their interaction with the members of the public and to protect members of the public from being exposed to virus through their interaction with employees or any other persons present in such construction site. Depending on what is reasonably practicable, given the nature of the workplace, a Contractor must: -

a) Determine the floor area of the workplace in square meters, taking into account the recommended minimum distance, in order to determine the number of members of the public and employees that may be inside a particular workplace at any given time with adequate space available.
b) Arrange the workplace to ensure that there is a social distance of at least one and a half metres between employees and members of the public of between members of the public; or
c) Put in place physical barriers at counters or provide employees with face shields or visors.
d) If appropriate, undertake symptom screening measures of persons other than its employees entering the workplace with due regard to available technology and any guidelines issued by the Department of Health.
e) If appropriate, noticeably and/or visibly display notices advising persons other than employees entering the workplace or construction site of the precautions they are required to observe while in the workplace.
f) Require members of the public, including suppliers, to wear masks when inside the construction site.
g) Provide hand sanitizer for use by employees and the public at the entrance to the construction site; and
h) Assign and designate an employee, as a Compliance Officer, to ensure that these measures are complied with and that all directions in respect of hygienic conditions and limitation of exposure to persons with COVID-19 are adhered to.

Specific Personal Protective Equipment (PPE) and/or Protective Clothing

A Contractor and every contractor must check regularly on the websites of the of the National Department of Health: https://www.health.gov.za/, National Institute of Communicable: https://www.nicd.ac.za/ and the

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Employee Obligations or Duties

In addition to the duties or obligations of employees under the Occupational Health and Safety (OHS) Act, every employee is obliged or has a duty to comply with measures introduced by their employers, as required by the Direction Issued by the Minister of Employment and Labour in terms of Regulation 4(10) of the

Monitoring and Enforcing the DoEL Direction

If any person fails to comply with the above afore-mentioned DoEL Direction, an inspector may perform any of the functions in Section 29 of OHS Act and exercise any of the powers listed in Section 30 of OHS Act in order to monitor compliance with the DoEL Direction.

In so far as any contravention of the DoEL Direction constitutes a contravention of an obligation or prohibition under the OHS Act, the offences and penalties provided for in Section 38 of OHS Act apply.

An inspector may for the purpose of promoting, monitoring and enforcing compliance with the OHS Act, advise employees and employers of their rights and obligations in terms of the DoEL Direction in accordance with Section 64 of the BCE Act.

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Annexure A

Contractor Registration and Induction

Thank you for your enquiry regarding the TNPA Induction. It is important that you meet all requirements as specified below to allow an efficient booking into this induction. Completion of this form is required before a company or persons can be placed on TNPA's Contractor Register and allowed to commence work for or on behalf of TNPA on any buildings or grounds.

NOTE: ***All other persons or visitors whom does not work for or on behalf of TNPA and does not have a valid purchase order number has to make arrangements with the Other Operating Divisions SHE department for induction.***

COMPANY DETAILS			
Company Name		Date	
Postal Address		Suburb / City Post Code	
Physical Address		Suburb / City Post Code	
Contact Office No:		Contact Cell No:	
Email Address:			

TYPE OF INDUCTION ***(Please select one)***			
☐	New Induction	☐	Re-induction

TNPA CONTACT DETAILS			
TNPA Contact Person:		Position Title	
Phone No:		P/O Number	
Email Address:			

OTHER OPERATING DIVISIONS ***(Select the area below where you will be allocated):***			
☐ TPT	☐ TCP	☐ AGENTS	☐ OTHER
☐ TFR / RME	☐ STEVEDORING	☐ TENANTS	☐

BUSINESS ACTIVITY ***(Select one activity with a cross which one of the below best describes your business):***			
☐ Air Compressors	☐ Construction	☐ Labour Hire	☐ Signage
☐ Air Conditioning	☐ Demolition	☐ Landscaping	☐ Stevedoring
☐ Animal Handlers	☐ Earthmoving	☐ Lawn Mowing	☐ Telecomm. / Data
☐ Architect	☐ Electrical	☐ Lift	☐ Test and Tag Services
☐ Asbestos / Haz. Materials	☐ Emergency Lighting	☐ Locksmith	☐ Tillers
☐ Battery	☐ Engineering Consultant	☐ Painting	☐ Traffic Consultant
☐ Blinds / Curtains	☐ Environmental Consultant	☐ Pest Control	☐ Water Treatment
☐ Brick / Block Laying	☐ Fencing	☐ Plumbing and Gas Fitters	☐ Waste
☐ Building Mgt Systems	☐ Fire Services	☐ Pumps	☐ Other:
☐ Carpet / Vinyl	☐ Fume Cupboards	☐ Refrigeration	_____
☐ Civil Works	☐ Furniture	☐ Roofing	
☐ Cleaning	☐ Generators	☐ Rope Access	
☐ Concreting	☐ Geotechnical Consultant	☐ Scaffolding	

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Once the forms have been completed by the Contractor or their delegate and returned to Risk Department, electronically or in hard copy the applicant will on discretion of the Risk Specialists be booked into and proceed with the induction.

Inductions are done on Mondays, Wednesdays Fridays from 9:00 – 10am only. Kindly notify 24hrs in advance.

If you have any queries regarding these requirements please do not hesitate to contact the TNPA Risk Department on 031-361 8715 / 031-361 8950

Vusi.Sajini@transnet.net

Philani.Mbhele@transnet.net

List of Employees to Work on this Particular Project:

Name and Surname	Identity Number	Position	Company
1.			
2.			
3.			
4.			
5.			
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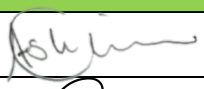
Annexure B

Incident 24 Hour Immediate (Flash Report) Report

Incident Flash Report																							
Tracker Number	*To be filled in by PC or contractor*																						
Contractor or Contractor Name																							
Date		**Time**		**Area**																			
Incident Classification																							
First Aid		Medical No lost time)		Disabling Injury (Lost time)		Fire		Dangerous Occurrence		Near Miss													
Environmental Event		Legal Contravention		Property Damage		Fatality																	
Part of Body Injured																							
Eye		Face		Nose		Leg		Finger		Arm		Knee		Back		Ankle		Multiple					
Incident Category																							
Work at Height		Plant and Equipment		Excavation		Fire		Manual Handling		Electrical		Housekeeping											
Occ. Health		Chemical		Slips/trips/ fall		Lifting		Motor Vehicle Accident		Unsafe Condition*		Unsafe Act*											
Spill		Quantity in Litres			Fauna		Flora		Waste		Land		Air										
Noise		Soil		Non Work Related		**Reason for Non Work Related Classification**																	
Other or * (Specify)																							
Class of Person(s) Involved in Incident																							
Transnet Employee				Labour Broker		Contractor		Sub-Contractor		Supplier of Material		Visitor		Public									
Full Name and Surname		**Unique No. or I.D.**		**Job Title**		**Company**		**Age**		**Length of service**													
1																							
Full Names of Witness(s)																							
1																							
Brief Description of Incident and Treatment Given																							
Immediate Action Taken to Recover Situation																							

Notification to Authority (To whom, date, time and method)	
Date and time set for Investigation	
Reported By	
Date	
Tel No.	
Name and Contact of 16 (2) Appointee	

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	Status	Name and Surname	Signature	Date	Comments
□	Developed by	**Philani Mbhele**		18/09/2026	
□	Reviewed by	**Asanda Dube**		18/09/2026	
□	Approved by	**Dumisani Mkhize**		18/09/2026	

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