



TRANSNET FREIGHT RAIL SAFETY HEALTH AND ENVIRONMENTAL (SHE) COMPLIANCE SPECIFICATIONS FOR CONTRACTORS

CONTRACT NAME:	Provision of Office Cleaning Services	
CONTRACT NUMBER:		
CONTRACT SCOPE:	Cleaning of building floors, painted surfaces, walls, rest rooms, ablutions, kitchens, common rooms, reception areas, entrance hall, offices, workstations, boardrooms, entertainment areas, deep cleaning, vacuuming and other cleaning-related and complementary services. Provide all cleaning machinery, tools and materials. Use of chemicals.	
CONTRACT LOCATION:	Krugersdorp, Luipaardsvlei, Roodepoort and Langlaagte.	
CONTRACT DURATION:	24 Months	
CONTRACT MANAGER:	Allona Majola	
SHE SPECIFICATION APPROVAL		
	NAME:	SIGNATURE:
TFR CONTRACT MANAGER / PROJECT MANAGER /	Allona Majola	 DATE: 29/09/2021
SAFETY SPECIALIST	Mahlatsi Malapane	 DATE: 29 Sep 2021
SAFETY SPECIALIST	Zanele Gumede DATE: 06/10/2021
SAFETY SPECIALIST / MANAGER	Siphiwo Ngqeza	 DATE: 29/09/2021

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1. Introduction

- 1.1 This Safety, Health and Environmental (SHE) specification is Transnet Freight Rail (TFR) minimum requirements to be met by the Contractor when performing work for or on behalf of TFR. They set out the requirements to be followed by the Contractor and subcontractors so that the health and safety of all people’s potentially at risk may receive the same priority as other facets of the contract.
- 1.2 The Contractor shall **develop a SHE plan and prepare a SHE file** based on these requirements, risk assessment as well as all the relevant applicable legislation. The Contractor shall remain accountable for the quality and execution of his health and safety programme for his employees. This specification in no way releases the Contractor from compliance with the relevant legislation.

2 Purpose

- 2.1 The purpose of this specification is to ensure that the The Contractor provides and maintains, as far as reasonably practicable a safe working environment for all employees and the public whilst performing work for or on behalf of TFR.
- 2.2 This specification form an integral part of the contract, and the Contractor shall forward this specification to all its subcontractors at the bidding stage so that they can in turn prepare health and safety plans relating to their operations

3 Scope and Application

- 3.1 This specification is applicable to all contractors, suppliers and all activities and processes carried out for or on behalf of Transnet Freight Rail. The Specification defines the strategies to manage Health and Safety and is a compliance document drawn up in terms of the Occupational Health and Safety Act 85 of 1993, Facilities Regulations GNR.924 of 3 August 2004 and Transnet Contractor Management Procedure.
- 3.2 This specification shall also apply to any subcontractors as employers in their own right. The Contractor shall furnish the TFR Contract Manager with full particulars of such subcontractors and shall ensure that they comply with the OHS Act and Regulations and TFR's safety requirements and procedures.
- 3.3 Every effort has been made to ensure that this specification document is accurate and adequate in all respects. Should it however, contain any errors or omissions they may not be considered as grounds for claims under the contract for additional reimbursement or extension of time, or relieve the Contractor from his responsibilities and accountability in respect of the contract to which this specification document pertains. Any such inaccuracies, inconsistencies and/or inadequacies must immediately be brought to the attention of the TFR Contract Manager.

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4 General

- 4.1 The Contractor and Transnet Freight Rail are individual employers, each in its own right, with their respective duties and obligations set out in the Occupational Health and Safety Act, Act 85 of 1993 (herein referred as the OHS Act) and applicable Regulations.
- 4.2 The Contractor accepts, in terms of the General Conditions of Contract and in terms of the OHS Act, his obligations as an employer in respect of all persons in his employ, other persons on the premises or the Site or place of work or on the work to be executed by him, and under his control. The Contractor shall, before commencement with the execution of the contract work, comply with the provisions set out in the OHS Act, and shall implement and maintain a SHE Plan approved by Transnet Freight Rail, on the site and place of work for the duration of the contract .
- 4.3 The Contractor accepts his obligation with complying to the OHS Act and applicable Regulations notwithstanding the omission of some of the provisions of the OHS Act and the Regulations from this document.
- 4.4 Transnet Freight Rail accepts, in terms of the OHS Act, its obligations as an employer of its own employees working on or associated with the site or place of work, and the Contractor and TFR Contract Manager or his deputy shall at all times, co-operate in respect of the health and safety management of the site, and shall agree on the practical arrangements and procedures to be implemented and maintained during execution of the works
- 4.5 In the event of any discrepancies between any legislation and this specification, the applicable legislation will take precedence.

5. Section 37(2) Agreements

- 5.1 Transnet Freight Rail and the Contractor shall enter into an agreement in terms of section 37(2) of the Occupational Health and Safety Act to the arrangements and procedures between them to ensure compliance by the Contractor with the provisions of the OHS Act.
- 5.2 The agreement shall be completed and signed by the Contractor mandated representative as soon as possible and returned to the relevant TFR Project Manager / TFR Contract Manager for his/her signature on behalf of TFR.
- 5.3 The Contractor shall enter into a Section 37(2) Agreement with their respective sub-contractors. Signed copy of such agreement must be kept on the Contractor's SHE file.

6. Definitions

- 6.1 In this Specification the definitions as listed in the Occupational Health and Safety Act 85 of 1993, Hazardous Chemical Substance Regulation, and Transnet Contractor Management Procedure shall apply, unless the context otherwise indicates: -
- 6.2 "**Contractor**" means, an employer (organisation) or a person who performs **ANY** work and has entered into a legal binding business agreement contract to supply a product or

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provide services to Transnet. This applies to the Suppliers, Vendors, and Consultants, Service providers or Contractors.

- 6.3 **"Fall protection plan"** means a documented plan, which includes and provides for-
- a) all risks relating to working from a fall risk position, considering the nature of work undertaken;
 - b) the procedures and methods to be applied in order to eliminate the risk of falling; and
 - c) a rescue plan and procedures
- 6.4 **"Hazardous Chemical Substance (HCS)"** means any toxic, harmful, corrosive, irritant or asphyxiant substance or a mixture of such substances for which –
- a) an occupational exposure limit is prescribed; or
 - b) an occupational exposure limit is not prescribed; but which creates a hazard to health;
- 6.5 **"Intake"** includes inhalation, ingestion or absorption through the skin or mucous membranes
- 6.6 **"Safety, Health and Environmental (SHE) File"** means a file or other record in permanent form, containing the information required to be kept on site in accordance with the OHS Act and applicable Regulations;
- 6.7 **"Safety, Health and Environmental (SHE) plan"** means a site, activity or contract specific documented plan in accordance with the client's health and safety specification;
- 6.8 **"Risk Assessment"** means a programme to determine any risk associated with any hazard at a work site, in order to identify the steps needed to be taken to remove, reduce or control such hazard;
- 6.9 **"TFR"** means Transnet Freight Rail, a division of Transnet SOC Ltd (Registration No. 1990/000900/30), a public company incorporated in accordance with the company laws of the Republic of South Africa
- 6.10 **"TFR Contract Manager"** TFR employee who is authorised to represent Transnet in terms of the contract and appointed to supervise and/or liaise with the Contractor to ensure that the specifications of the contract are met (with special emphasis on technical specifications, inspection of quality, on health and safety, environment and quantity work). A Contract Manager has the role of executing the plan to achieve the deliverables. (It may includes an Real Estate Manager, Operations Manager, Maintenance Manager, Maintenance Supervisor, Technical Officer, etc.)

7. SHE Policy

- 7.1 The Contractor shall submit a Safety, Health and Environmental Policy signed by their Chief Executive Officer. The Policy must outline objectives and how they will be achieved and implemented by the Contractor.

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8. Letter of Good standing

- 8.1 The Contractor shall submit proof of registration and Letter of Good Standing with the compensation fund or with a licensed compensation insurer as contemplated in the Compensation for Occupational Diseases Act, 1993 (Act No. 130 of 1993) for his company and each of his sub-contractors’.
- 8.2 No Contractor may do any work for TFR without a valid letter of good standing. The Contractor must ensure that the Letter of Good Standing remains valid for the duration of the contract period.
- 8.3 The letter of good standing must reflect the name of the Contractor, registration number and expiry date.

9. Management and Supervision

- 9.1 The Contractor shall submit a SHE organogram outlining the contract SHE management structure including a Supervisor and other relevant appointments/competent persons or the intended appointments where such appointments have not been made.
- 9.2 The Contractor shall, in accordance with the OHS Act and applicable Regulations, make all the necessary appointments of competent persons in writing. Copies should also be retained on the SHE file.

10. SHE Committee Meetings and SHE Representatives

- 10.1 Where required by legislation, the Contractor shall appoint SHE Representative/s in writing after consultation with employees and ensure that they are trained in performing their duties.
- 10.2 SHE Representatives duties shall include inspections of the workplace, taking part in incident investigations, risk assessments, attending SHE Committee meetings etc. Records of monthly inspections of SHE Representatives must be kept on the SHE file.
- 10.3 The number of SHE Representatives appointed shall be on ratio of 1 SHE Representative per 50 employees.
- 10.4 Where it is required by legislation, the Contractor must ensure that a SHE Committee meeting is held monthly and minutes of such meeting shall be recorded and records kept on the SHE file. The Contractor representative and appointed SHE representatives shall attend the monthly SHE Committee meeting.
- 10.5 The TFR Contract Manager or his deputy may attend meetings of the Contractor's health and safety committee as an observer.

11. SHE Audits, Inspections and Contractor Monthly Reports

- 11.1 The TFR Contract Manager or his deputy shall ensure that the Contractor SHE Plan is audited at intervals mutually agreed to between them, but at least once every month to ensure that the SHE Plan is implemented and maintained.

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- 11.2 TFR Safety Officers / Specialists shall at all reasonable times be allowed access to the work sites, the Contractor site offices to inspect the Contractor and its subcontractor's equipment required to provide the service, registers and workplace.
- 11.3 Should any non-compliances or contraventions to the TFR safety requirements, legal requirements, this specification or the contractor's SHE Plan be identified, such non-compliances or contraventions shall be rectified by the contractor at its cost immediately or within a period specified by the TFR Contract Manager, his deputy, or TFR Safety Officers / Specialists.
- 11.4 Should the Contractor refuse or fail to rectify such non-compliances or contraventions, TFR may take remedial action at the Contractor cost as it may deem necessary to ensure the health and safety at the TFR sites at all times.
- 11.5 TFR reserves the right to conduct safety audits without prior warning.
- 11.6 The Contractor shall provide a monthly safety performance report as required by TFR.
- 11.7 The Monthly safety performance report shall be compiled in terms of Annexure 1 or in any format that the Contractor has as long as it includes all items listed in Annexure 1.

12. Training, Competence and Awareness

12.1 Induction Training

- 12.1.1 The Contractor shall ensure that all his employees undergo a TFR SHE Induction with regard to the general hazards prevalent on the site, rules and regulations, and other related aspects before commencing work to acquaint each employee with the safety requirements and operational environment at the Sites. It is the responsibility of the Contractor to inform TFR whenever new employees are appointed after the initial induction was conducted.
- 12.1.2 In addition to the TFR SHE induction, it is the responsibility of the Contractor to develop and implement a site specific SHE Induction programme, a job specific induction programme and a general employee SHE awareness programme, to develop awareness amongst employees on the generic SHE issues associated with the scope of work and the specific environmental issues in question.
- 12.1.3 The Contractor shall ensure that all visitors and suppliers to the site undergo and comply with Contractor site-specific safety induction requirement prior to being allowed access to site. All visitors and suppliers shall sign the attendance register.
- 12.1.4 All visitors and suppliers shall wear the necessary personal protective equipment whilst on site and shall remain in the care of the host who understand the scope of work and associated risks.
- 12.1.5 The Contractor shall maintain comprehensive attendance records of SHE induction training on the SHE file.

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12.2 Competency / Training

- 12.2.1 The Contractor must ensure that all his employees are adequately trained to perform the tasks allocated to them and that there is the requisite amount of supervision at all times to maintain safe work practices and standards.
- 12.2.2 The Contractor shall identify training requirements of employees whose work may have a significant impact on their health and safety or that might create a significant impact upon the environment and ensure that these employees will receive appropriate training. A Training matrix shall be used as a mechanism to manage and control the training of employees.
- 12.2.3 The Contractor shall identify all training needs and incorporate the site specific training into the SHE plan.
- 12.2.4 The Contractor shall be required to ensure that before an employee commences work on the contract that the supervisor in control with responsibility for the employee has informed the employee of his scope of authority and any hazards associated with the work performed. This will include man-job specifications, the discussion of any standard task procedures or hazardous operational procedures to be performed by the employee
- 12.2.5 The Contractor is to ensure that the supervisor has satisfied himself that the employee is conversant with all hazards associated with any work to be performed by conducting task observations.
- 12.2.6 The Contractor must ensure that certificate/s of competence where applicable is/are provided in the SHE File.

12.3 Awareness Training

- 12.3.1 Awareness training required shall be identified for all employees on the contract using the SHE Policy, the SHE Plan, risk assessment, the SHE programmes and procedures.
- 12.3.2 The Contractor shall ensure that a daily safety talk is conducted when employees come on duty. The topic and content discussed of such daily talk shall be recorded in writing and all employees in attendance shall sign the attendance register as proof of attendance.
- 12.3.3 The talk must be brief and concise. Subject topics should be applicable to the job at hand, incidents, accidents and up-and-coming work will be discussed along with suggestions and comments. These meetings can be used as a training meeting with the central idea of educating employees.
- 12.3.4 The Contractor shall ensure that employee who are exposed or may be exposed to hazardous chemical substances are informed and trained in terms of HCS Regulation 3.

13. Health and Safety Plan (SHE Plan)

- 13.1 Potential Contractor submitting tenders shall submit with their tender, a Health and Safety Plan setting out the practical arrangements and procedures to be implemented by him to

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ensure compliance by him with the OHS Act and Regulations, this SHE specification and particularly in respect of: -

- (a) The provision, as far as is reasonably practical, of a working environment that is safe and without risk to the health of his employees in terms of section 8 of the OHS Act;
- (a) the execution of the contract work in such a manner as to ensure in terms of section 9 of the OHS Act that persons other than those in the Contractor's employment, who may be directly affected by the contract work are not thereby exposed to hazards to their health and safety;
- (b) ensuring, as far as is reasonably practical, in terms of section 37 of the OHS Act that no employee or subcontractor of the Contractor does or omits to do any act which would be an offence for the Contractor to do or omit to do.

13.2 The Contractor Health and Safety Plan shall be based on a risk assessment in respect of the hazards to health and safety of his employees and other persons under his control that are associated with or directly affected by the Contractor's activities in performing the contract work and shall establish precautionary measures as are reasonable and practical in protecting the safety and health of such employees and persons.

13.3 The SHE Plan shall include full particulars in respect of: -

- (a) Safety Management Structure arrangements i.e. Appointments to be done and how;
- (b) SHE Organisation arrangements i.e. SHE Committees, SHE Audits, Findings and Corrective Actions
- (c) Risk Management I.e. Risk Assessment frequencies, methodology
- (d) Education and Training i.e. safety induction, site / job specific training arrangements
- (e) Emergency Planning
- (f) Health and Safety Communication i.e. safety talks, incident recall
- (g) Safe working methods and procedures to be implemented i.e. safe work procedures, task observation
- (h) Personal Protective Equipment and Clothing
- (i) Contract Security i.e. site access control and security (**if applicable**)
- (j) SHE Costs (declaration that adequate provision for cost of health and safety have been made in tender price.)
- (k) Occupational Health i.e. Medical Surveillance, First Aid, Welfare Facilities, Substance Abuse testing, Noise, Vibration, Manual Handling, Ergonomics etc.

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- (l) Incident Management i.e. reporting and investigation
- (m) Operational Control
- (n) Review plan of the SHE Plan
- (o) Covid Requirements/Control Measures

- 13.5 The Contractor shall submit a final SHE Plan after awarding of the contract which shall be subject to the TFR Contract Manager's approval and he may, in consultation with the Contractor, order that additional and/or supplementary practical arrangements and procedures be implemented and maintained by the Contractor or that different working methods or safety equipment be used or safety clothing be issued which, in the TFR Contract Manager's opinion, are necessary to ensure full compliance by the Contractor with his obligations as an employer in terms of the OHS Act and Regulations.
- 13.6 The Contractor shall approve the SHE Plan of the subcontractor and further take reasonable steps to ensure that each subcontractor's SHE Plan is implemented and maintained on the site: Provided that the steps taken, shall include periodic audits at intervals mutually agreed to between them, but at least once every month.
- 13.7 The Contractor shall stop any subcontractor from executing any work, which is not in accordance with the Contractor's, and/or sub-contractor's SHE Plan for the site or which poses a threat to the health and safety of persons.
- 13.8 The Contractor shall ensure that a copy of the SHE Plan is available on site for inspection by an inspector, TFR Contract Manager, agent, subcontractor, employee, registered employee organisation, health and safety representative or any member of the health and safety committee.

14. Hazards Identification and Potential Hazardous Situations

- 14.1 The Contractor shall ensure a risk assessment is carried out by a competent person, appointed in writing, before commencement of any work and reviewed during the duration of the contract period. The Risk Assessments shall form part of the Health and Safety Plan to be applied on the site and shall include at least the following:
- (a) The identification of the risks and hazards (including ergonomic risks) that persons may be exposed to;
 - (b) The analysis and evaluation of the hazards identified;
 - (c) A documented plan, including safe work procedures to mitigate, reduce or control the; risks identified;
 - (d) A monitoring and
 - (e) Review plan

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- 14.2 Person conducting such risk assessment use a documented method to analyse and evaluate identified risk and hazards.
- 14.3 The Contractor shall consult with the health and safety committee or, if no health and safety committee exists, with a representative group of employees, on the development, monitoring and review of the risk assessment.
- 14.4 The risk assessment shall be reviewed when there are changes to the operations that may affect the health and safety of persons and may be detrimental to the environment or after an incident.
- 14.5 The Contractor shall ensure that all employees are to be informed, instructed and trained regarding any risks, hazard and related safe work procedures by a competent person as outlined in the risk assessment prior to commencement of work and thereafter at predetermined intervals as outlined in the monitoring plan. Proof of such training shall be kept on the SHE file
- 14.6 The risk assessment shall be available on site for review. Where a risk assessment is not readily available or not communicated to Contractor employees, the activities shall be stopped until such time the Contractor complies.
- 14.7 The Contractor and the TFR Contract Manager shall immediately notify one another of any hazardous or potentially hazardous situations which may arise during performance of the contract.
- 14.8 The Contractor shall be required to analyse his scope of work and define critical activities. For each activity, a risk assessment shall be required which defines systems and safe work procedures that will be used in order to complete the activity safely.

15. Safety, Health and Environmental (SHE) File

- 15.1 The Contractor shall prepare a SHE file and submit to TFR Contract Manager for approval prior to commencement of work on site. The approval time of the file is at least 5 working days.
- 15.2 The file shall include SHE Plan, risk assessment and all documentation required as per this specification, the OHS Act and applicable regulations.
- 15.3 The Contractor shall ensure that a copy of the both his SHE File as well as any sub-contractor's SHE File is kept on site and made available to an inspector of the Department of Labour, the TFR Contract Manager, or sub-contractor upon request.
- 15.4 The Contractor shall hand over a consolidated SHE file to the TFR Contract Manager upon completion of the contract.

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16. Occupational Health

16.1 Medical Surveillance Programme

16.1.1 The Contractor shall ensure that all his and sub-contractor employees have a valid medical certificate of fitness issued by an Occupational Health Practitioner.

16.1.2 Medical certificate of fitness must be available and be kept in the SHE file.

16.2 Substance Abuse

16.2.1 The Contractor shall comply with the Transnet Substance Abuse Policy and Regulation 2A of the General Safety Regulations of the OHS Act. Any transgression of this policy will constitute a breach of the relevant contract and may result in penalties as per the contract between TFR and the Contractor.

16.2.2 The Contractor shall take adequate steps to test its employees in order to ensure that they are not under the influence of alcohol or a drug having a narcotic or other detrimental effect when on duty.

16.2.3 No Contractor employee may be under the influence, possess, sell, offer to other person, use, store, manufacture, transport, distribute, or transfer drugs or alcohol during work hours, on or off TFR premises.

16.2.4 TFR will not tolerate substance abuse or use which put at risk the health and safety of its employees or threatens its services to our stakeholders. It is on this basis that a contractor employee will be considered unfit for work if:

- (a) He/she is subjected to alcohol screening and/or alcohol testing and is found to have alcohol in his/her breathe and/or blood;
- (b) Refuses to undergo substance screening and/or testing;
- (c) He /she produces a positive confirmatory test for any other substances, measured by sample analysis at a registered pathological laboratory and authorised by a medical practitioner; and/or
- (d) Through observation by security personnel or TFR Contract Manager, it is evident that the contractor's physical, emotional, mental or behavioural state reflects that they are intoxicated or under the influence.

16.2.5 Any Contractor employee using medication that has a narcotic effect must declare before work to his / her supervisor.

16.3 First Aid requirements

16.3.1 The Contractor shall ensure that their employees receive prompt first aid treatment in case of injury or emergency. The Contractor must have the necessary equipment and/or facility on site for treatment of injured persons.

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- 16.3.2 The Contractor shall ensure that the first aid box / boxes are available and accessible. More first aid boxes shall be provided if the risks, distance between work teams, or the working environment requires it.
- 16.3.3 Taking into account the type of injuries that are likely to occur on site, the nature of activities performed and the number of employees on site, the Contractor shall ensure that the first aid box contain suitable first aid equipment which includes at least the minimum contents as listed on Annexure 1 of General Safety Regulation (GSR).
- 16.3.4 The Contractor must ensure that trained / certificated first-aid personnel are appointed and be available on site at all times. The ratio of first aiders to employees shall be 1:50.

16.4 Noise

- 16.4.1 The Contractor shall ensure that the requirements of the Noise Induced Hearing Loss Regulations are complied with.
- 16.4.2 The Contractor shall ensure that machinery and equipment are operated at noise levels not exceeding an equivalent level of 85-dB (A) during normal working conditions.
- 16.4.3 Where the noise levels at the Operator position or to employees working in the vicinity exceed an equivalent level of 85-dB (A) during normal working conditions, the Contractor shall take appropriate measures to reduce such levels to an equivalent level of 85-dB (A). The use of Personal Protective Equipment (PPE) should be the last resort.
- 16.4.4 All employees exposed to noise must be trained on the effects of exposure, precautionary measures to be taken to prevent exposure and the correct use of PPE.
- 16.4.5 The Contractor shall ensure that its employees complies to PPE requirements in demarcated noise zones.

16.5 Manual Handling

- 16.5.1 Contractor must reduce risk of injury due to manual handling by using mechanical assistance involving the use of mechanical aids to assist the manual handling operation. Mechanical aids such as hand-powered hydraulic hoists, specially adapted trolleys etc. can be used.
- 16.5.2 Contractor shall ensure all employees involved in manual handling are trained in good lifting techniques.

16.6 Weather precautions

- 16.6.1 In the event of adverse weather (high winds, flooding, storm surge, lightning etc.) or other conditions, the Contractor must institute precautionary measures to protect employees on site.
- 16.6.2 The Contractor shall take steps to prevent heat stroke, dehydration and exhaustion of employees as a result of exposure to excessive heat on site. Such steps may include

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employees taking regular breaks, consuming enough water, provision of sun brims for their hard hats and sun screen to protect them against sun burn.

16.6.3 The Contractor shall take steps to prevent hypothermia or dangerous overcooling of the body as a result of exposure to cold temperatures.

16.7 Welfare facilities for employees

16.7.1 Where such welfare facilities are provided by TFR to the Contractor for the use by their employees and subcontractors, the Contractor must ensure that all such facilities are kept in a clean, hygienic, safe, whole and leak-free condition, and in a good state of repair.

17 Incidents/Occurrences

17.1 All incidents/occurrences referred to in Regulation 9 of General Administration Regulations of the OHS Act, involving the contractor and his sub-contractor on TFR premises, shall be reported to the TFR Contract Manager and Department of Labour as prescribed by the OHS Act.

17.2 TFR must be forwarded with a copy of a report of any investigation, formal inquiry conducted in terms of Section 31 and 32 of the OHS Act into any incident involving the contractor, his sub-contractor, any person or machinery under his control on TFR premises.

17.3 TFR Contract Manager must be informed of the above incidents/occurrences before the end of shift when the incident/occurrence occurred.

17.4 The Contractor shall make available its employees to attend as witnesses when required so by TFR during an investigation into any incident where TFR believes the said contractor employees were witnesses or may assist in the investigation.

17.5 The Contractor shall make available to TFR any documents required to assist in their investigation.

18. SHE Cost

18.1 The Contractor shall ensure that it has made adequate provision for the cost of health and safety measures in the tender offer. The Contractor must ensure that his tender price is inclusive of the cost of health and safety as they will not be invoiced separately.

18.1 The Contractor shall ensure that it's sub-contractors have made adequate provision for the cost of health and safety measures in the tender offer.

19. Personal Protective Equipment (PPE)

19.1 The Contractor shall ensure that all employees are provided with appropriate Personal Protective Equipment (PPE), free of charge, suitable for the type of activities that the employees will perform.

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- 19.2 Such PPE shall be approved by credible institution such as SABS, EN, or AN.
- 19.3 The Contractor shall manage the issuing of PPE and ensure that PPE is used at all times.
- 19.4 The Contractor shall ensure that its employees are trained in the proper use of PPE issued to them.

20. Emergency Evacuation Plan and Procedure

- 20.1 An Emergency Evacuation Plan and Procedure must be drawn up; all staff members of the contractor shall be given awareness training and participate in regular evacuation drills.
- 20.2 The Contractor and its employees shall collaborate and adhere to TFR evacuation drills and requirements.

21. Access Control and Security

- 21.1 The Contractor shall, before commencing any work, obtain from the TFR Contract Manager, a Site Access Certificate executed and signed by him or the relevant TFR personnel, permitting and limiting access to the designated site or place of work by the Contractor.
- 21.2 The Contractor must assess the security risks and implement appropriate measures. All contractors are to strictly adhere to all security requirements on the premises.
- 21.3 The Contractor in collaboration with the TFR Contract Manager will ensure that proper access control is in place and functional at all times onto and out of the site. A form of access control will be issued to Contractor employees who have been inducted and submitted copies of ID documents or work permits (where required).
- 21.4 Contractor shall ascertain from TFR Contract Manager the correct route along which their employees may proceed when coming on or going off shift and direct their employees accordingly.

22. Management of Subcontractors

- 22.1 The Contractor is directly responsible for the actions of his sub-contractors.
- 22.2 The Contractor will also be responsible for initiating any remedial action (recovery plan) that may be necessary to ensure that the sub-contractor complies with all requirements.
- 22.3 The Contractor shall provide any sub-contractor who is making a bid or appointed to perform work, with the relevant sections of the documented SHE specification, who would in turn provide a SHE plan for approval.
- 22.4 The Contractor shall carry out inspection/audits on the sub-contractor to ensure that their SHE plan is being implemented and maintained and submit audit report to TFR Representative.

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- 22.5 The Contractor shall stop any sub-contractor from executing work which poses a threat to the safety and health of persons or detrimental to the environment.
- 22.6 The Contractor shall ensure that the sub-contractors appointed have the necessary competencies and resources to perform the work safely.
- 22.7 The Contractor will be required to enter into a Section 37(2) mandatory agreement between the Contractor and sub-contractor and a copy of each agreement shall be submitted to the TFR Contract Manager

23. Environmental Management

- 23.1 The Contractor shall adhere to all instructions issued by TFR Contract Manager in promotion of environmental management and legal compliance.
- 23.2 The Contractor shall ensure that his or her employees are aware of the procedures to be followed when dealing with spills and leaks, which shall include notifying the relevant authorities and TFR as required in terms of National Environmental Management Act (NEMA), 1998 and National Water Act (NWA), 1998. The Contractor shall ensure that all necessary material and equipment required for use during clean – up/rehabilitation of spills and leaks are available on site at all times. Treatment, remediation and/or rehabilitation of contaminated areas shall be undertaken to the reasonable satisfaction of the TFR Environmental Control Officer or relevant Environmental Specialist.
- 23.3 The Contractor must notify the TFR Contract Manager immediately of any pollution incident. An incident record system shall be maintained on site for inspection by TFR and relevant authorities.
- 23.4 All vehicles and equipment’s shall be kept in good working condition. All leaking equipment’s shall be repaired immediately or removed from site. All vehicles and equipment shall be maintained and not emit excessive noise.
- 23.5 Transportation, handling and storage of all substances classified as hazardous must comply with the provisions of the Hazardous Substances Act, 15 of 1973, relevant Regulations and SANS Codes.
- 23.6 No on-site burying or dumping of waste material shall occur. Waste must be collected by a licensed waste transporting contractor and disposed of at a licensed disposal site. Disposal certificate must be made available to TFR on request.

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24. Operational Safety

24.1 Vehicle Safety

With respect to vehicles, the Contractor must ensure that:

- 24.1.1 They are of an acceptable design and construction, are maintained in a good working order and are used in accordance with their design and the intention for which they were designed.
- 24.1.2 Are operated by a person who has received appropriate training, is certified competent and in possession of proof of competency and is authorised in writing to operate such vehicle.
- 24.1.3 Are operated by a person who has a medical certificate of fitness to operate such a vehicle, issued by an Occupational Health Practitioner.
- 24.1.4 Vehicles used to transport employees have seats firmly secured and adequate for the number of employees to be carried. No employees will be allowed to be transported at the back of LDV's / bakkies unless licensed for such purpose, provided with a seat and safety belt and further that the risk assessment has indicated it to be a low risk.
- 24.1.5 Vehicles must be inspected by the authorised driver on a daily basis using a relevant checklist prior to use and that the findings of such inspection are recorded in a register kept in the vehicle.
- 24.1.6 Tools, material and equipment are secured and separated by means of a physical barrier in order to prevent movement when transported in the same compartment with employees.
- 24.1.7 Those working or operating on public roads comply with the requirements of the National Road Traffic Act, 1996.

24.2 Housekeeping and general safeguarding

- 24.2.1 The Contractor must ensure that good housekeeping practices are continuously implemented on each work site.
- 24.2.2 The Contractor must ensure proper storage of materials and equipment and the removal of scrap, waste and debris at appropriate intervals.
- 24.2.3 The Contractor must ensure that materials required for use, are not placed on the site so as to obstruct means of access to and egress from workplaces, passageways and fire protection equipment.
- 24.2.4 The Contractor must ensure that materials which are no longer required for use do not accumulate on and are removed from the site at appropriate intervals.

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24.2.5 The Contractor shall ensure that the sanitary facility provided for the use of the Contractor is kept in a clean and hygienic condition.

24.3 Stacking and Storage

24.3.1 Where applicable, the Contractor shall ensure that a competent person is appointed in writing with the duty of supervising all stacking and storage of material.

24.3.2 Storage areas provided for the safekeeping of equipment and material are demarcated as storage areas and are kept neat and under control.

24.4 Ladders

24.4.1 A contractor shall ensure that all ladders are numbered, inspected before use and weekly inspections are recorded in a register. A contractor shall ensure that a competent person who carries the above inspections is appointed in writing.

24.5 Fire Precautions

24.5.1 The Contractor must ensure that all appropriate measures are taken to avoid the risk of fire including the prohibition of illegal electrical connections and the use of unsafe electrical appliances.

24.5.2 Work areas are clear, at all times, of any material, which could fuel a fire, combustible materials do not accumulate, oily rags, waste and other substances liable to ignite are without delay removed to a safe place.

24.5.3 Sufficient and suitable storage is provided for flammable liquids, solids and gases.

24.5.4 A thorough inspection is made of the area at the end of any working period to ensure that no material is left at the work site or any situation left in such a manner that a fire or accident could result (all machines, heaters to be turned off at main switches, and cylinders to be closed and hoses deflated).

24.5.5 Sufficient number of employees are trained in the use of fire extinguishing equipment.

24.5.6 There is an effective evacuation plan providing for all persons to be evacuated speedily without panic.

24.5.7 The Contractor must ensure that fire fighting equipment is not used for any purpose other than their intended use.

24.6 Hazardous Chemical Substances (HCS)

24.6.1 The Contractor must ensure that all employees exposed to hazardous chemical substances are trained on the potential source of exposure, potential risk to health caused by exposure and measures to be taken by the contractor and employees against any risk of exposure.

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24.6.2 The Contractor shall ensure that a HCS risk assessment is to be conducted and where it indicates that any employee may be exposed, the contractor shall ensure that monitoring is carried out in terms of regulation 6 and 7 of the Hazardous Chemical Substances Regulations.

24.6.3 Employees exposed to hazardous chemical substances shall be under medical surveillance.

24.6.4 The Contractor shall, in order to avoid the spread of contamination of an HCS, take steps to ensure that the HCS in storage or distributed are properly identified, classified and handled in accordance with SANS 10072 and SANS 10228:

24.6.5 The Contractor shall ensure that a container or a vehicle in which an HCS is transported is clearly identified, classified and packed in accordance with SANS 10228 and SANS 10229

24.6.6 The Contractor shall ensure that any container into which an HCS is decanted, is clearly labelled with regard to the contents thereof.

24.6.7 The Contractor shall ensure that every person who is or may be exposed shall obey a lawful instruction given by or on behalf of the Contractor, regarding:

- (a) the prevention of an HCS from being released;
- (b) the wearing of personal protective equipment;
- (c) the wearing of monitoring equipment to measure personal exposure;
- (d) the reporting for health evaluations and biological tests as required by these regulations;
- (e) the cleaning up and disposal of materials containing HCS;
- (f) housekeeping at the workplace, personal hygiene and environmental and health practices; and
- (g) information and training

24.6.8 The Contractor shall, as far as is reasonably practicable:

- a) recycle all HCS waste;
- b) ensure that all collectable HCS waste is placed into containers that will prevent the likelihood of exposure during handling;
- c) ensure that all vehicles, re-usable containers and covers which have been in contact with HCS waste are cleaned and decontaminated after use in such a way that the vehicles, containers or covers do not cause a hazard inside or outside the premises concerned;

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- d) ensure that all HCS waste which can cause exposure, is disposed of only on sites specifically designated for this purpose in terms of the Environmental Conservation Act, 1989 (Act No. 73 of 1989), in such a manner that it does not cause a hazard inside or outside the site concerned;
- e) ensure that all employees occupied in the collection, transport and disposal of HCS waste, who may be exposed to that waste, are provided with suitable personal protective equipment; and
- f) ensure that if the services of a waste disposal contractor are used, a provision is incorporated into the contract stating that the contractor shall also comply with the provisions of these regulations.

24.7 Equipment Used for cleaning

- 24.7.1 The Contractor shall ensure that all cleaning equipment used are in a good state of repair and are properly maintained
- 24.7.2 The Contractor shall ensure that all cleaning equipment are stored in such a manner that they do not cause a hazard to the safety of persons and block access to fire fighting equipment.

24.8 Cleaning of Facilities

- 24.8.1 The Contractor must ensure that cleaning services are undertaken in such a manner that do not pose a risk to the health and safety of employees and other persons. Control measures must be put in place to prevent persons from slipping from wet floors due to cleaning activities.
- 24.8.2 The Contractor shall ensure that the cleaning activities are only carried out at the allocated cleaning sites and employees are trained on the use of cleaning equipment.
- 24.8.3 The Contractor shall ensure that a system of work is implemented to protect employees from exposure to toilet waste.
- 24.8.4 The Contractor shall have a list of all hazardous chemicals used for cleaning and copies of each chemical’s Material Safety Data Sheet (MSDS). Copies of such a list and MSDS’s shall be available in the SHE File.
- 24.8.5 The Contractor shall ensure that all employees are trained in the use of cleaning chemicals according to the manufacturer’s specification and MSDS. Proof of training must be recorded on register and kept in the SHE file.

24.9 Electrical Equipment

The Contractor must ensure that:

- 24.9.1 Compliance with Electrical Installation Regulations, Electrical Machinery Regulations and regulation 24 of the Construction Regulations and OH&S Act.

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- 24.9.2 Connections are not made to any power supply without the prior written approval of the TFR Contract Manager.
- 24.9.3 All electrical machines, extension cords, portable tools and appliances provided by the Contractor for his own use on the site are in a serviceable condition.
- 24.9.4 Power tools used on the Site are protected by residual current devices approved by TFR Contract Manager and are double insulated.

24.10 Fall Protection Plan

24.10.1 In the event of the risk and hazard identification, as required in terms of clause 14 of this Specification, revealing risks relating to working from an fall risk position the contractor shall cause the designation of a competent person, responsible for the preparation of a fall protection plan;

24.10.2 The Contractor shall implement, maintain and monitor the fall protection plan for the duration of the contract. The Contractor shall also take such steps to ensure the continued adherence to the fall protection plan.

24.10.3 The fall protection plan shall include:-

- (a) a risk assessment of all work carried out from a fall risk position;
- (b) the procedures and methods to address all the identified risks per location;
- (c) the evaluation of the employees physical and psychological fitness necessary to work at fall risk positions;
- (d) the training of employees working from a fall risk positions;
- (e) rescue plan; and
- (f) the procedure addressing the inspection, testing and maintenance of all fall protection equipment

24.11 General Machinery, Tools and Equipment

24.11.1 The Contractor shall ensure that all machinery, tools and equipment are identified, numbered or tagged, listed on an inventory list, are safe to be used and maintained in a good condition.

24.11.2 The Contractor shall ensure that all machinery, tools and equipment to be regularly inspected at least monthly or as required by legislation and risk assessments. Records of such inspections shall be kept on the SHE file.

24.11.3 The Contractor shall ensure that all machinery, tools and equipment are operated by persons who have been trained to operate such machinery, tools or equipment.

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24.11.4 All files and similar tools must be fitted with handles. Tools with sharp points in tool boxes must be protected with a cover.

24.11.5 The Contractor must have a policy on private and make shift tools on site.

24.12 SHE Signage (Symbolic Safety Signs)

24.12.1 The Contractor employees shall comply with all SHE signage posted at various locations of TFR sites

24.13 COVID 19 Requirements

24.13.1 The contractor shall complete and submit to the TFR Contract Manager a declaration stating that the contractor is permitted to operate in terms of the provisions of the Disaster Management Act 2002 (Act No 57 of 2002) and Regulations, Transnet COVID-19 Guidelines, TFR COVID-19 Contractor Safe Operating Procedure and COVID-19 Occupational Health and Safety Measures in Workplaces, COVID-19 (C19 OHS), 2020 and have prepared a COVID-19 Workplace Readiness Plan and shall operate within the regulated permissions and restrictions of applicable lockdown level.

24.13.2 The contractor must ensure that all its employees are trained on the health risks and hazards associated with COVID-19 and what precautionary measures they must follow for the protection of their health, including the proper use and maintenance of PPE. They are prepared and informed regarding updated rules, hygiene and behavioural practices, complete a "return to work interview" with their line manager and sign commitment to maintain social distancing.

24.13.3 The contractor shall ensure that every employee reporting for duty is screened to ascertain whether they have any observable symptoms associated with COVID-19 and require such employee to immediately inform the contractor if he/she experiences such symptoms

24.13.4 Non-essential physical work that requires close contact between workers should be avoided where it is possible to do so.

24.13.5 Where it is practicable, every employee must be issued with own tool for use for the duration of the shift. Tools and equipment in stores should be sanitised before issued and on return to the stores.

24.13.6 Washing hands facilities must be provided on site, and where it is not available, employees should be provided with hand sanitisers. Employees should be encouraged to regularly wash their hands.

24.13.7 Alcohol testing on site should be managed in such a way that no employee is exposed to the virus and contractors must promote personal hygiene. Breathalyzer equipped with disposable mouthpieces shall be used and shall be cleaned and/or disinfected after every use.

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- 24.13.8 All non-essential visitors to site are not allowed, only suppliers are allowed. Suppliers must be advised in advance of the COVID-19 site screening tests and required COVID-19 PPE requirements for the site.
- 24.13.9 Where site meetings are held, only absolutely necessary meeting participants should attend. Social distancing should be maintained.
- 24.13.10 The contractor shall when transporting his employees to TFR premises comply with the applicable regulations which outlines the vehicle capacity that can be utilised.
- 24.13.11 The contractor shall inform the TFR Contract Manager when any of its employees working on TFR premises has been diagnosed with COVID-19. The contractor shall investigate the cause and control failure and review its risk assessment to ensure that the necessary controls and PPE requirements are in place.
- 24.13.12 In addition to any PPE recommended in the Contractor’s risk assessment for COVID-19, the Contractor shall ensure that the minimum PPE as indicated in TFR COVID-19 PPE Requirements are complied with.

24.14 Safety of Employees in the Yards

- 24.14.1 The Contractor shall ensure that its employees take reasonable care when working inside TFR yards and are protected from the risk of being hit by moving trains.
- 24.14.2 The Contractor shall ensure that its employees are made aware of the dangers of Overhead Traction Equipment (OHTe) and complies with the requirements relating to electrical safety.

25. Confidentiality

- 25.1 The Contractor must, at all times, consider all data or information given to him or that is required in connection with the work of the Company, as confidential and not make unauthorized use of it.
- 25.2 He/she must ensure that such data or information is not given to any non-employee of the contractor without written consent of the TFR Contract Manager.
- 25.3 The Contractor shall be aware of the confidentiality of the mentioned information and is compelled to treat it accordingly.
- 25.4 The Contractor must provide adequate physical protection for any confidential documents, etc., which were obtained from TFR in connection with the contract work as well as any copies made thereof.

Contractor Signature.....

Date.....

ANNEXURE 1

CONTRACTORS MONTHLY SHE REPORT

For Month/Year		Name of Contractor	
Name of Contract			
Contract Number	Date of Commencement	Date of Completion	
Number of employees	Man-hours worked this Month	Cumulative (Contract duration man-hours)	Man-hours Since last Lost Time Incident (LTI)
			DIFR

1. Details of SHE Incidents

Incident	This Month	Cumulative(Contract duration)	Short description of major/significant incidents and preventative action taken
Number of fatalities			
Number of disabling incidents			
Number of Medical Treatment Cases			
Number of first aid Cases			
Number of near miss incidents			
Motor vehicle incidents			
Number of environmental incidents			
Positive substance abuse incidents			
Substandard Act/ Conditions observed			
Legal violations observed			

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2. Details of SHE Meetings

Date	No of participants	Major SHE Concerns	Action taken

3. Details of Audits/Inspections

Date	Area / Facility	Findings/Recommendations	Action taken

5. Details of any SHE Promotional activities for the month

Date	Activity	Remarks

6. Safety Communication

Month	Number of Safety talks held	Remarks

Attach separate sheets for further or other details

.....
Name of Contractor Representative

.....
Signature

.....
Date

Contractor Signature.....

Date.....