

# HEALTH AND SAFETY SPECIFICATION FOR CONSTRUCTION WORK/PROJECTS AT THE PORT OF DURBAN

<b>Prepared by:</b> Skhumbuzo Mgenge Risk Manager		<b>Date:</b> 24-07-2015
<b>Supported by:</b> Simphiwe Mazibuko Environmental Manager		<b>Date:</b>
<b>Approved by:</b> Simphiwe Mbuli SHE Manager		<b>Date:</b>

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## **1. DEFINITIONS**

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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 & Safety Act of 1993

**"S"** refers to a Section in the Occupational Health & Safety Act of 1993

**"H&S"** refers to Health and Safety

**"Agent"** means a competent person who is appointed by the Directorate in terms of Regulation 5 (6) of the Regulations.

**"Client"** means the Transnet National Port Authority (TNPA), Port of Durban.

**"Regulations"** means, specifically, the Construction Regulations, 2014 as issued on 07 February 2014, under the Occupational Health & 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.

**"Principal Contractor" and "Contractor"** shall be as defined in the Construction Regulations.

## **2. INTRODUCTION**

### **2.1 Introduction to the General Health and Safety Specification**

This Health & Safety Specification (HSS) is published in terms of the Occupational Health & Safety Act of 1993 (OHSA), Construction Regulations 2014, Regulation 5(b).

The HSS (or any project specific version thereof) 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 Principal Contractor will remain responsible to fully address the full set of Construction Regulations in his Health and Safety Plan 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 & Safety Specification will be included in all tender documents for construction work. It may be supplemented on various projects by a specific Health & Safety Specification that deals with health & safety issues relevant to that specific project only.

TNPA can appoint an Agent who will be responsible for the implementation of the Regulations, including approval of all Principal Contractors' H&S Plans based on the HSS, for the auditing of the Principal Contractors' implementation thereof, and for maintaining the document control associated with the HSS.

### **2.2 Purpose of the Generic Health and Safety Specification**

The purpose of the HSS is to provide a standard to which Principal 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**

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This HSS forms an integral part of the Contract, and Principal Contractors are required to make it an integral part of their contracts with subcontractors and suppliers. The prospective Principal Contractors shall allow in their tenders for the cost of complying with the requirements of the HSS. Acceptance by the Principal Contractor of the Contract with TNPA shall constitute acknowledgement that the Principal Contractor has familiarised himself with the content of the HSS and that he will comply with all his obligations in respect thereof.

### **3.0 GENERIC 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 Principal 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 Principal Contractor's compliance with the requirements of the OHSA and their H&S Plan, but will not be responsible to prescribe to the Principal Contractor how such compliance is to be achieved.

#### **3.2 Application for work a permit (CR 3)**

TNPA who intends to carry out construction work must obtain a permit from the Provincial Director of the Department Of Labour prior to the commencement of Work.

This will allow the Provincial Director to inspect certain health and safety documents and to satisfy himself the TNPA has taken the necessary precautions to ensure that the work, as far as reasonably practicable, can be carried out safely.

This requirement is in addition to the previous notification of construction work required of a Contractor, in certain circumstances.

A permit will only be required if the Work will:

- ✚ Exceed 180 days;
- ✚ Involve more than 1800 person days of Work;
- ✚ Include a contract for the work which work is of a value equal to or exceeding thirteen million rand or is for the Construction Industry Development Board grading level 6.

A permit required for this nature of work will only be necessary to obtain 18 months after the commencement of these regulations (7 August 2015).

The Provincial Director must issue a construction work permit in writing to perform construction work contemplated in sub regulation (1) within 30 days of receiving the construction work permit application and must assign a site specific number for each construction site.

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A site specific number contemplated in sub regulation (3) must be conspicuously displayed at the main entrance to the site for which that number is assigned.

A construction work permit contemplated in this regulation may be granted only if -

- ✚ the fully completed documents contemplated in regulation 5(1)(a,) baseline risk assessment and (b) a suitable, sufficiently documented and coherent site specific health and safety specification for the intended construction work based on the baseline risk assessment contemplated in paragraph (a); have been submitted; and
- ✚ proof in writing has been submitted - that the client complies with regulation 5(5) with regard to the registration and good standing of the Principal Contractor as contemplated in regulation 5(1)(j); and that regulation 5(1)(c), (d), (e), (f), (g) and (h) has been complied with.

TNPA must ensure that the Principal Contractor keeps a copy of the construction work permit contemplated in sub regulation (1) in the occupational health and safety file for inspection by an inspector, the Client, the Client's authorised agent, or an employee.

No construction work contemplated in sub regulation (1) may be commenced or carried out before the construction work permit and number contemplated in sub regulation (3) have been issued and assigned.

A site specific number contemplated in sub regulation (3) is not transferrable.

A permit of this nature will not have to be obtained if the work carried out is in relation to a single storey dwelling for a client who intends to reside in such dwelling.

### **3.3 Duties of TNPA (CR 5)**

- 1) Prepare a baseline risk assessment for an intended construction work project.
- 2) Prepare a suitable, sufficiently documented and coherent site specific health and safety specification for the intended construction work based on the baseline risk assessment contemplated in paragraph (1).
- 3) Provide the designer with the health and safety specification contemplated in paragraph (2).
- 4) Ensure that the designer takes the prepared health and safety specification into consideration during the design stage.
- 5) Ensure that the designer carries out all responsibilities contemplated in regulation 6.
- 6) Include the health and safety specification in the tender documents.
- 7) Ensure that the potential Principal Contractors submitting tenders have made adequate provision for the cost of health and safety measures.
- 8) Ensure that the Principal Contractor to be appointed has the necessary competencies and resources to carry out the construction work safely.

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- 9) Take reasonable steps to ensure co-operation between all Contractors appointed by the TNPA to enable each of those Contractors to comply with these Regulations.
- 10) Ensure before any work commences on a site that every Principal Contractor is registered and in Good Standing with the Compensation Fund or with a licensed Compensation Insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993).
- 11) Appoint every Principal Contractor in writing for the project or part thereof on the construction site.
- 12) Discuss and negotiate with the Principal Contractor the contents of the Principal Contractor's Health and Safety plan contemplated in regulation 7(1), and must thereafter finally approve that plan for implementation.
- 13) Ensure that a copy of the Principal Contractor's Health and Safety plan is available on request to an employee, inspector or Contractor.
- 14) Take reasonable steps to ensure that each Contractor's Health and Safety plan contemplated in regulation 7(1)(a) is implemented and maintained.
- 15) Ensure that periodic Health and Safety audits and document verification are conducted at intervals mutually agreed upon between the Principal Contractor and any Contractor, but at least once every 30 days.
- 16) Ensure that a copy of the Health and Safety audit report contemplated in paragraph (15) is provided to the Principal Contractor within seven days after the audit.
- 17) Stop any Contractor from executing a construction activity which poses a threat to the health and safety of persons which is not in accordance with TNPA's Health and Safety specifications and the Principal Contractor's Health and Safety plan for the site.
- 18) Where changes are brought about to the design or construction work, make sufficient health and safety information and appropriate resources available to the Principal Contractor to execute the work safely; and
- 19) Ensure that the Health and Safety file contemplated in regulation 7(1)(b) is kept and maintained by the Principal Contractor.
- 20) Where TNPA requires additional work to be performed as a result of a design change or an error in construction due to the actions of TNPA; TNPA must ensure that sufficient safety information and appropriate additional resources are available to execute the required work safely.
- 21) Where a fatality or permanent disabling injury occurs on a construction site, TNPA must ensure that the Contractor provides the Provincial Director with a report contemplated in Section 24 of the Act, in accordance with regulations 8 and 9 of the General Administrative Regulations, 2013, and that the report includes the measures that the Contractor intends to implement to ensure a safe construction site as far as is reasonably practicable

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- 22) Where more than one Principal Contractor is appointed as contemplated in sub regulation (1)(k), the client must take reasonable steps to ensure co-operation between all Principal Contractors and Contractors in order to ensure compliance with these Regulations.
- 23) Where a construction work permit is required as contemplated in regulation 3(1), TNPA must, without derogating from his or her Health and Safety responsibilities or liabilities, appoint a competent person in writing as an Agent to act as his or her representative, and where such an appointment is made the duties that are imposed by these Regulations upon TNPA, apply as far as reasonably practicable to the Agent so appointed.
- 24) Where notification of construction work is required as contemplated in regulation 4(1), TNPA may, without derogating from his or her Health and Safety responsibilities or liabilities, appoint a competent person in writing as an Agent to act as his or her representative, and where such an appointment is made the duties that are imposed by these Regulations upon TNPA, apply as far as reasonably practicable to the Agent so appointed: Provided that, where the question arises as to whether an Agent is necessary, the decision of an inspector is decisive.
- 25) An agent contemplated in sub regulations (5) and (6) must -
- manage the health and safety on a construction project for TNPA; and
  - be registered with a statutory body (SACPCMP) approved by the Chief Inspector as qualified to perform the required functions; (*Commencement date of Regulation 5(7)(b): 7 August 2015*)

### **3.4 TNPA Rules of Conduct**

Principal 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.

#### **YOU MAY NOT:**

- ✚ 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.

### **TNPA 11 Life-Saving Rules**



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- 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 40 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.

### **3.5 Designer Duties (CR 6)**

The designer of a structure must -

- 1) Ensure that safety standards are complied with in relation to design – SANS standards.
- 2) Consider the TNPA’s Health and Safety specifications.
- 3) Prepare a report prior to tender which sets out: all relevant Health and safety information about the design which may affect pricing, the geo-technical aspects and the loading that the structure can withstand.
- 4) Inform TNPA in writing of any known or anticipated dangers or hazards relating to the construction work and make available all relevant information required for the safe execution of the work upon being designed or when the design is subsequently altered.
- 5) Refrain from including anything in the design of the structure necessitating the use of dangerous procedures or materials hazardous to the Health and Safety of persons, which can be avoided by modifying the design or by substituting materials.
- 6) Consider future hazards (maintenance) and make provision for these in the design.
- 7) Conduct necessary inspections if mandated by TNPA - note that if not, the agent must do these.
- 8) Stop any unsafe work during inspections.
- 9) Consider ergonomics.

### **Temporary Works (CR 12)**

The designer of temporary works must ensure that -

- 1) All temporary works are adequately designed so that it will be capable of supporting all anticipated vertical and lateral loads that may be applied.
- 2) The designs of temporary works are done with close reference to the structural design drawings issued by the Contractor, and in the event of any uncertainty consult the Contractor.

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- 3) All drawings and calculations pertaining to the design of temporary works are kept at the office of the temporary works designer and are made available on request by an inspector.
- 4) The loads caused by the temporary works and any imposed loads are clearly indicated in the design.

### **3.6 Principal Contractors'/Contractors' Duties (CR 7)**

- 1) A Principal Contractor must –
  - a) Provide and demonstrate to the client a suitable, sufficiently documented and coherent site specific Health and Safety plan, based on TNPA's documented health and safety specifications contemplated in regulation 5(1)(b), which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the Principal Contractor as work progresses.
  - b) Open and keep on site a Health and Safety file, which must include all documentation required in terms of the Act and these Regulations, which must be made available on request to an inspector, TNPA; TNPA's agent or a Contractor; and
  - c) On appointing any other Contractor, in order to ensure compliance with the provisions of the Act-
    - i) Provide Contractors who are tendering to perform construction work for the Principal Contractor, with the relevant sections of the Health and Safety specifications contemplated in regulation 5(1)(b) pertaining to the construction work which has to be performed;
    - ii) Ensure that potential Contractors submitting tenders have made sufficient provision for Health and Safety measures during the construction process;
    - iii) Ensure that no Contractor is appointed to perform construction work unless the Principal Contractor is reasonably satisfied that the Contractor that he or she intends to appoint, has the necessary competencies and resources to perform the construction work safely;
    - iv) Ensure prior to work commencing on the site that every Contractor is registered and in Good Standing with the Compensation fund or with a licensed Compensation insurer as contemplated in the Compensation for Occupational Injuries and Diseases Act, 1993;
    - v) Appoint each Contractor in writing for the part of the project on the construction site;
    - vi) Take reasonable steps to ensure that each Contractor's health and safety plan contemplated in sub regulation (2)(a) is implemented and maintained on the construction site;
    - vii) Ensure that the periodic site audits and document verification are conducted at intervals mutually agreed upon between the Principal Contractor and any Contractor, but at least once every 30 days;

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- viii) Stop any Contractor from executing construction work which is not in accordance with the TNPA's health and safety specifications and the Principal Contractor's Health and Safety plan for the site or which poses a threat to the health and safety of persons;
- ix) Where changes are brought about to the design and construction, make available sufficient health and safety information and appropriate resources to the Contractor to execute the work safely; and
- x) Discuss and negotiate with the Contractor the contents of the health and safety plan contemplated in sub regulation (2)(a), and must thereafter finally approve that plan for implementation;
- d) Ensure that a copy of his or her Health and Safety plan contemplated in paragraph (a), as well as the Contractor's Health and Safety plan contemplated in sub regulation (2)(a), is available on request to an employee, an inspector, a Contractor, TNPA or TNPA's agent;
- e) Hand over a consolidated health and safety file to TNPA upon completion of the construction work and must, in addition to the documentation referred to in sub regulation (2)(b), include a record of all drawings, designs, materials used and other similar information concerning the completed structure;
- f) In addition to the documentation required in the Health and Safety file in terms of paragraph (c)(v) and sub regulation (2)(b), include and make available a comprehensive and updated list of all the Contractors on site accountable to the Principal Contractor, the agreements between the parties and the type of work being done; and
- g) Ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an Occupational Health Practitioner in the form of Annexure 3.

## **Sub-Contractors**

2) A Contractor must prior to performing any construction work -

- a) Provide and demonstrate to the Principal Contractor a suitable and sufficiently documented Health and Safety plan, based on the relevant sections of TNPA's Health and Safety specification contemplated in regulation 5(1)(b) and provided by the Principal Contractor in terms of sub regulation (1)(a), which plan must be applied from the date of commencement of and for the duration of the construction work and which must be reviewed and updated by the Contractor as work progresses;
- b) Open and keep on site a health and safety file, which must include all documentation required in terms of the Act and these Regulations, and which must be made available on request to an inspector, TNPA; TNPA's Agent or the Principal Contractor;
- c) Before appointing another Contractor to perform construction work be reasonably satisfied that the Contractor that he or she intends to appoint has the necessary competencies and resources to perform the construction work safely;

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- d) Co-operate with the Principal Contractor as far as is necessary to enable each of them to comply with the provisions of the Act; and
- e) As far as is reasonably practicable, promptly provide the Principal Contractor with any information which might affect the Health and Safety of any person at work carrying out construction work on the site, any person who might be affected by the work of such a person at work, or which might justify a review of the health and safety plan.

3) Where a Contractor appoints another Contractor to perform construction work, the duties determined in sub regulation CR 7 (1)(b) to (g) that apply to the Principal Contractor apply to the Contractor as if he or she were the Principal Contractor.

4) A Principal Contractor must take reasonable steps to ensure co-operation between all Contractors appointed by the Principal Contractor to enable each of those Contractors to comply with these Regulations.

5) No Contractor may allow or permit any employee or person to enter any site, unless that employee or person has undergone Health and Safety induction training pertaining to the hazards prevalent on the site at the time of entry.

6) A Contractor must ensure that all visitors to a construction site undergo health and safety induction pertaining to the hazards prevalent on the site and must ensure that such visitors have the necessary personal protective equipment.

7) A Contractor must at all times keep on his or her construction site records of the health and safety induction training contemplated in sub regulation (6) and such records must be made available on request to an inspector, TNPA; TNPA's agent or the Principal Contractor.

8) A Contractor must ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an Occupational Health Practitioner in the form of Annexure 3.

## **4. MINIMUM ADMINISTRATIVE REQUIREMENTS**

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

The Principal 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 Principal Contractor before any work commences on site.

### **4.2 Notification of Intention to Commence Construction Work (CR 4)**

A Contractor who intends to carry out any construction work, other than work contemplated in regulation 3(1), must at least 7 days before that work is to be carried out notify the Provincial Director in writing in a form similar to Annexure 2 if the intended construction work will -

- ✚ include excavation work;
- ✚ include working at a height where there is risk of falling;
- ✚ include the demolition of a structure; or
- ✚ include the use of explosives to perform construction work.
- ✚ A Contractor who intends to carry out construction work that involves construction of a single storey dwelling for a client who is going to reside in such dwelling upon completion, must at

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least 7 days before that work is to be carried out notify the provincial director in writing in a form similar to Annexure 2

The Principal Contactor/Contractors shall ensure that a stamped copy of notification is kept in the Health and Safety file on site for inspection by the Department of Labour inspector or TNPA H&S representative and or Project Manager.

## **4.3 Principal Contractor/Contractors H&S Plan (CR 7)**

- 1) The specification, as set out in this portion, is known as the Health and Safety Specification for Construction work to be carried out by the Principal Contractor as per Construction Regulations promulgated on 7 February 2014.
- 2) Information herein addressed might affect the Health and Safety of employees or persons carrying out the construction work. The Contractor shall ensure that it is fully conversant with the requirements of this Specification.
- 3) This Specification is not intended to supersede the OHS Act of 1993 nor the Construction Regulations 2014. Those sections of the OHS Act of 1993 and the Construction Regulations 2014 which apply to the scope of the work to be performed by the Contractor in terms of this contract continue to be a legal requirement of the Contractor.
- 4) The Principal Contractor will be appointed in writing to be in overall control of the construction site.
- 5) A Health and Safety Plan must be submitted by the Principal Contractor to TNPA or the TNPA's Agent containing all the relevant documents as required by this Specification and terms of the provisions of this Specification, the OHS Act of 1993 and the Construction Regulations 2014 (Construction Regulation 7).
- 6) A Health and Safety Plan must also be submitted by the Sub-Contractor to the Principal Contractor containing all the relevant documentation as required by this specification and terms of the provisions of this Specification, the OHS Act of 1993 and the Construction Regulations 2014 – Construction Regulation 7 (c).
- 7) The Health and Safety Plan shall be submitted before commencement of any work on site.
- 8) The Health and Safety Plan must be approved by TNPA's SHEQ Department. Any alterations required in the Plan shall be done before commencement of work.
- 9) Should the scope of work changes during the construction period, alterations to the plan shall be done accordingly.
- 10) The Health and Safety Plan provide for by the Principal Contractor may be adjusted by the TNPA to suit the requirements.
- 11) The approved Health and Safety Plan will be implemented on the construction site.
- 12) The Health and Safety Plan of the Principal Contractor shall include all relevant health and safety plans of Contractors and sub-Contractors on site. The Contractor shall, through execution of the Contract,

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ensure that all sub-Contractors have similar Health and Safety Plans in place which must be available on Site.

- 13) The execution of the Health and Safety plan shall be documented in the form of a Health and Safety File which shall contain items as described elsewhere in this Specification. A large file (lever arch file) shall be used with a clear index and dividers. Numbering and items shall be done clearly with numbers as specified elsewhere.
- 14) The File shall be available at all times and kept on site and made available for inspection by an inspector, TNPA SHEQ Department or Principal Contractor.
- 15) The Contractor will only be allowed to start work once the submitted Health and Safety Plan is approved by the TNPA or the TNPA's Agent.

#### **4.4 Appointments, Management and Supervision of Construction Work (CR 8)**

- 1) A Principal Contractor must in writing appoint one full-time competent person as the Construction Manager with the duty of managing all the construction work on a single site, including the duty of ensuring occupational health and safety compliance, and in the absence of the Construction Manager an alternate must be appointed by the Principal Contractor.
- 2) A Principal Contractor must upon having considered the size of the project, in writing appoint one or more assistant Construction Managers for different sections thereof: Provided that the designation of any such person does not relieve the Construction Manager of any personal accountability for failing in his or her management duties in terms of this regulation.
- 3) Where the Construction Manager has not appointed assistant Construction Managers as contemplated in sub regulation (2), or, in the opinion of an inspector, a sufficient number of such assistant Construction Managers have not been appointed, that inspector must direct the Construction Manager in writing to appoint the number of assistant Construction Managers indicated by the inspector, and those assistant Construction Managers must be regarded as having been appointed under sub regulation (2).
- 4) No Construction Manager appointed under sub regulation (1) may manage any construction work on or in any construction site other than the site in respect of which he or she has been appointed.
- 5) A Contractor must, after consultation with the client and having considered the size of the project, the degree of danger likely to be encountered or the accumulation of hazards or risks on the site, appoint a full-time or part-time Construction Health, Safety & Environmental Officer in writing to assist in the control of all health, safety and environmental related aspects on the site: Provided that, where the question arises as to whether a construction health and safety officer is necessary, the decision of an inspector is decisive.
- 6) No Contractor may appoint a Construction Health, Safety & Environmental Officer to assist in the control of all health, safety and environmental aspects on the site unless he or she is reasonably satisfied that the Construction Health, Safety & Environmental Officer that he or she intends to appoint is registered with a statutory body approved by the Chief Inspector and has necessary competencies and resources to assist the Contractor.

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- 7) A Construction Manager must in writing appoint Construction Supervisors responsible for Construction activities and ensuring Occupational Health, Safety Environmental compliance on the construction site.
- 8) A Contractor must, upon having considered the size of the project, in writing appoint one or more competent employees for different sections thereof to assist the Construction Supervisor contemplated in sub regulation (7), and every such employee has, to the extent clearly defined by the Contractor in the letter of appointment, the same duties as the construction supervisor: Provided that the designation of any such employee does not relieve the construction supervisor of any personal accountability for failing in his or her supervisory duties in terms of this regulation.
- 9) Where the Contractor has not appointed an employee as contemplated in sub regulation (8), or, in the opinion of an inspector, a sufficient number of such employees have not been appointed, that inspector must instruct the employer to appoint the number of employees indicated by the inspector, and those employees must be regarded as having been appointed under sub regulation (8).
- 10) No Construction Supervisor appointed under sub regulation (7) may supervise any construction work on or in any construction site other than the site in respect of which he or she has been appointed: Provided that if a sufficient number of competent employees have been appropriately designated under sub regulation (7) on all the relevant construction sites, the appointed construction supervisor may supervise more than one site.

## **4.5 Health and Safety File**

The following documentation shall be in the Health and Safety File of the Principal Contractor and Sub-Contractors:

### **CONTRACTOR**

1) **Site Specific Organogram of reporting structure.**

This document must provide all persons appointed in terms of OHS Act No. 85 of 1993 including contact details. (rev, date, approval)

2) **Contractor scope of work information** (Company Profile)

3) **Notification of Construction Work to the Department of Labour:** Document to display required information as per OHS Act No.85 of 1993 – Construction Regulations Annexure A, Must carry the stamp of acceptance from the Department of Labour.

4) **Valid Letter of Good Standing with FEM/WCA:** And proof of relevant insurances to carry out work.

### **MANAGEMENT PLANS**

5) **Copy of reference documents:**

Health, Safety and Environmental Specification

Including a signed register of communication to Managers, Supervisors & Safety Officers

6) Contractor Health & Safety Plan correlating with TNPA Health and Safety Specification

7) Contractors Health and Safety Policy signed by CEO

8) Contractors Incident Management Plan

9) Site Specific Emergency Plan

10) Contractors Traffic Management Plan (if applicable)

11) Contractor Environmental Management Plan correlating with TNPA Environmental Plan

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- 12) Procedure for handling Hazardous Chemical Substances and Applicable MSDS.  
13) List of Contractors (Sub-Contractors)

### **APPOINTMENTS**

- 14) **Fully completed Appointments of the following but not limited to:**

<b>OH&amp;S Act Reference</b>	<b>Appointment</b>	<b>Note</b>
16(1)	Chief Executive Officer	a
16(2)	Persons assigned functions to assist the Chief Executive Officer (if required)	
17	Health and Safety Representative	b
19	Health and Safety Committee Member (if there are 2 or more H&S reps there will be a H&S committee)	
-	Chairperson of Health and Safety Committee	
GSR 3	First Aiders	
GSR 5(1)	Person that pronounces & certifies a confined space safe for the duration of work being conducted (applicable for confined spaces)	
DMR 17(2)	Goods Hoist Inspector	
GAR 9(2)	Incident / Accident Investigator	
DMR18(11)	Lifting Machinery Operator (Appointment or Permit)	
DMR18(5)	Lifting Machinery Inspector	
DMR 18(10)(e)	Lifting Tackle Inspector	
EMR 9	Portable Electrical Equipment Inspector	
VUP 10	Portable Gas Container Inspector	
VUP 13(1)(b)	Pressure Vessels Inspector	
Lifts, Escalators & Passenger Conveyor Regulations (6)(1)	Competent Person to examine and maintain lift, escalator or passenger conveyor	
HCS 3(3)	Hazardous Chemical Substances Co-coordinator	
Asbestos Regulation 21	Person registered as an Asbestos Contractor (Asbestos AIA) by the Department of Labour	
CR 5(1)(k)	Appointment of the Contractor by the Employer	
CR 7(1)(c)(1)	Subcontractors Appointment by the Contractor	
CR 8(1)	Construction Manager appointed by the Contractor's OH&S Act Section 16(2) assignee	c
CR 8(2)	Assistant Construction Manager appointed by the Contractor's OH&S Act Section 16(2) assignee	c
CR 8(5)	Construction Health and Safety Officer	d
CR 9(1)	Person to Compile Risk Assessments	d
CR 10(1)(a)	Competent person to compile Fall Protection Plan	d
CR 12(1)	Designer of Temporary Works	
CR 12(2)	Operations Supervisor for Temp Works	
CR 13(1)(a)	Excavation Supervisor - Note: must be competent to certify in writing that the excavation does not require shoring or bracing.	
CR 14(1)	Demolition Supervisor	
CR 16(1)	Operations Supervisor for Scaffolds	
CR 17(1)	Operations Supervisor for Suspended Platforms	
CR 17(2)	Competent Person to conduct Performance Test for Suspended Platforms	
CR 18(1)(a)	Rope Access Works Supervisor	
CR 19(8)(a)	Material Hoist Inspector	
CR 20(1)	Bulk Mixing Plant Supervisor	
CR 21(2)(g)(i)	Explosive Actuated Fastening Devices Controller	



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CR 23(1)(d)(i)	Authorized Operator of Construction Vehicles / Mobile Plant	
CR 24(c)	Electrical Installations Supervisor. Regulation (d) also requires an inspector but does not require a written appointment	
CR 28(a)	Stacking & Storage Supervisor	
CR 29(h)	Fire Equipment Inspector - must inspect FFE according to manufacturer's instructions.	
-	Emergency Planning Co-coordinator	
-	Fire Official	
-	Environmental Officer	e

Notes to the appointments listed above:

Number	Notes
a	Section 16(1) creates a legal presumption, and therefore no appointment is required. The Contractor shall provide the full names, contact telephone number and business address of the Chief Executive Officer.
b	<p>Required Competencies:</p> <ul style="list-style-type: none"> <li>✚ General health and safety training</li> <li>✚ Health and Safety Representative Training</li> <li>✚ Hazard identification and Risk assessment Training</li> <li>✚ Incident investigation and root cause analysis</li> </ul>
c	<p>Required Competencies:</p> <ul style="list-style-type: none"> <li>✚ Three years applicable experience in construction management</li> <li>✚ General Health and Safety course</li> <li>✚ OH&amp;S Act and Regulations course, as applicable (latest version of the Act and Regulations)</li> <li>✚ Incident Investigation and Root Cause Analysis</li> <li>✚ Hazard Identification and Risk Assessment Training</li> <li>✚ Job Observations training</li> <li>✚ Attended an accredited supervisor's safety course</li> </ul> <p>If the Commencement date precedes the date of issue of this Schedule (Rev. <b>1</b>), the Contractor shall have a period of three months to comply with the above competency requirements; except to the extent required by applicable Law in which case immediate compliance is required.</p>

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d	<p>In determining the number of appointed competent Construction Health and Safety Officers to the number of employees, the nature and scope of work being performed shall be taken into consideration. A minimum average ratio of 1 Construction Health and Safety Officer to 50 employees shall be applied.</p> <p>Typical Qualifications:</p> <ul style="list-style-type: none"> <li>✚ National Diploma in Safety Management or Environmental Health or;</li> <li>✚ A recognised safety certification (minimum: of 2 weeks training) (e.g. SAMTRAC/Modern SHEQ Management course) and registration and accreditation from a recognised Health and safety professional body South African Council for the Project and Construction Management Professions (SACPCMP)</li> </ul> <p>Typical Competencies:</p> <ul style="list-style-type: none"> <li>✚ OH&amp;S Act and regulations (latest version of the Act and regulations);</li> <li>✚ COID Act (latest version of the Act);</li> <li>✚ Incident investigation and root cause analysis;</li> <li>✚ Hazard identification and Risk assessment Training;</li> <li>✚ Fall protection plan</li> <li>✚ H&amp;S Auditing;</li> <li>✚ Environmental recognised course;</li> <li>✚ Emergency Preparedness coordination training</li> </ul>
e	<p>The Contractor shall appoint and provide a full time, suitably qualified and competent Environmental Officer (EO) for the duration of the Contract, with a minimum average ratio of 1 EO per 500 employees</p>

- 15) Proof of firefighting training CR 29(h) & list of firefighting team members.
- 16) Elevated work training (Rescue/ Safety harnesses) – accredited Training (*If applicable*)
- 17) Fall Protection Plan by competent person / Rescue equipment (*If applicable*)
- 18) Baseline Risk Assessment indicating the full scope of work and risk profile – High risk task inventory registers to be attached.
- 19) (HIRA) Risk Assessment (Method Statement, Safe Work Procedure) to be generated for each specific task to be performed on the project i.e.: Site establishment, confined spaces, working at heights, working near water, excavations etc. Note: before establishment they can supply what they will start with – site establishment, fencing, clear & grub...so only request what is relevant at the time.
- 20) PPE Policy and most recent issue register.

## **INDUCTION**

- 21) **Induction application forms completed for every employee of the Contractor performing work on site; The following shall be attached:**
  - ✚ Employee scope of work;
  - ✚ Proof of site specific induction;
  - ✚ Copy of ID Document;
  - ✚ Legal Letter of Appointment;
  - ✚ Abbreviated CV for Managers, Supervisors & Safety Officers (If not previously included);
  - ✚ Proof of competence i.e.: Artisans, drivers, operators etc.;
  - ✚ Valid medical certificate of fitness done by an Occupational Health Practitioner

## **REGISTERS**

- 22) **Copy of equipment registers to be used with copy of each item's inspection checklist. Copy**

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**of nominated responsible person to conduct monthly inspections and proof of their competency. All other statutory registers as required by the OHS Act No. 85 of 1993.**

- ✚ **Accident / Incident Register (Annexure 1 of the General Administrative Regulations)**
- ✚ Site visitors register
- ✚ OH&S Representatives Inspection Register
- ✚ Form/Support work Inspection
- ✚ Demolition Inspections
- ✚ Designer's Inspection of Structures Record
- ✚ Batch Plant Inspections
- ✚ Arc & Gas Welding & Flame Cutting Equipment Inspections
- ✚ Construction Vehicles & Mobile Plant Inspections
- ✚ Electrical Installation and Machinery Inspections
- ✚ Fire Equipment Inspection & Maintenance
- ✚ First Aid
- ✚ Hazardous Chemical Substances
- ✚ Lifting Tackle and Equipment Inspections
- ✚ Inspection of Cranes
- ✚ Inspection of Ladders
- ✚ Inspection of Vessels under Pressure
- ✚ Machinery Inspections
- ✚ Drivers/Operators of Mobile Plant/Construction Vehicles Daily Inspections
- ✚ Accommodation of traffic daily inspection book
- ✚ Excavation Inspection Register
- ✚ Hand tools Inspection register
- ✚ Barricading Inspection Register
- ✚ Traffic Inspection Register
- ✚ Mobile Toilet Inspection Register
- ✚ Daily Risk Assessment and Toolbox Talk
- ✚ PPE Inspection Register
- ✚ First Aid kit Inspection Register
- ✚ Portable electrical Equipment Register
- ✚ Pneumatic Tool Register
- ✚ Compressor Checklist
- ✚ Ladder Inspection Register
- ✚ Working at Height Equipment Register

23) **Section 37(2)** mandatory agreement between client - Contractor and Contractor - sub Contractor. As well as:

- ✚ **CR 5.1(k)** Principle Contractor appointment
- ✚ **CR 7(1)(c)(v)** Sub Contractor appointment

24) Training Matrix (Management and Supervisors)

25) Copy of the OHS act, COID and Construction Regulation 2014

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The Health & Safety File shall be handed over TNPA on completion of the contract. It must contain all the documentation handed to the Contractor by any subcontractors together with a record of all drawings, designs, materials used and other similar information concerning the completed project.

#### **4.6 Risk Assessments (CR 9)**

- 1) The Principal Contractor as well as all other Contractors shall appoint a competent person in writing to carry out a risk assessment before any construction work is started.
  - a) the identification of the risks and hazards to which persons may be exposed to;
  - b) an analysis and evaluation of the risks and hazards identified based on a documented method;
  - c) a documented plan and applicable safe work procedures to mitigate, reduce or control the risks and hazards that have been identified;
  - d) a monitoring plan; and
  - e) a review plan.
- 2) A Contractor must ensure that as far as is reasonably practicable, ergonomic related hazards are analysed, evaluated and addressed in a risk assessment.
- 3) The Principal Contractor shall ensure all risk assessments submitted to TNPA DURBAN SHEQ Department for approval prior to commencement of work.
- 4) TNPA DURBAN SHEQ Department will stop any work if such work is not conducted in terms of the recommendations of the risk assessment.
- 5) Copies of the Risk Assessment shall be made available on site for inspection  
All employees shall be informed, instructed and trained by an appointed competent person regarding all hazards and work related procedures.
- 6) A Risk Assessment communication register shall be displayed with each Risk Assessment done to prove communication of the assessment to the relevant workers.
- 7) A Contractor must ensure that copies of the risk assessments of the relevant site are available on site for inspection by an inspector, TNPA/s agent, any Contractor, any employee, a representative trade union, a health and safety representative or any member of the health and safety committee.
- 8) A Contractor must review the relevant risk assessment-
  - (a) where changes are effected to the design and or construction that result in a change to the risk profile; or
  - (b) when an incident has occurred

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## **4.7 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 Principal Contractor:

- ✚ Clearing & Grubbing of the Area/Site
- ✚ Site Establishment including:
  - Office/s
  - Secure/Safe Storage and storage areas for materials, plant & equipment
    - Ablution facilities
    - Sheltered dining area
    - Vehicle access to the site
- ✚ Dealing with existing Structures.
- ✚ Location of existing Services
- ✚ Installation & Maintenance of Temporary Construction Electrical Supply, Lighting and Equipment
- ✚ Adjacent Land uses/Surrounding property exposures
- ✚ Boundary & Access control/Public Liability Exposures (Remember: the Employer is also responsible for the OH&S of non-employees affected by his/her work activities.)
- ✚ Health risks arising from neighboring as well as own activities and from the environment e.g. threats by dogs, bees, snakes, lightning, allergies etc.
- ✚ Exposure to Noise
- ✚ Exposure to Vibration
- ✚ Protection against dehydration and heat exhaustion
- ✚ Protection from wet & cold conditions
- ✚ Use of Portable Electrical Equipment including:
  - Angle grinder
  - Electrical Drilling machine
  - Skill saw
- ✚ Excavations including:
  - Ground/soil conditions
  - Trenching
  - Shoring
  - Drainage
  - Daily inspections
- ✚ Welding including:
  - Arc Welding
  - Gas welding
  - Flame Cutting
  - Use of LP Gas torches and appliances
- ✚ Loading & Offloading of Trucks
- ✚ Aggregate/Sand and other Materials Delivery
- ✚ Manual and Mechanical Handling
- ✚ Lifting and Lowering Operation
- ✚ Driving & Operation of Construction Vehicles and Mobile Plant including:
  - Trenching machine
  - Excavator
  - Bomag Roller

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- Plate Compactor
- Front End Loader
- Mobile Cranes and the ancillary lifting tackle
- Parking of Vehicles & Mobile Plant
- Towing of Vehicles & Mobile Plant
- ✚ Use and Storage of Flammable Liquids and other Hazardous Substances – TNPA/or its Agent on its behalf to be informed of this prior to commencing of the project
- ✚ Layering and Bedding of trench floor
- ✚ Installation of Pipes in trenches
- ✚ Backfilling of Trenches
- ✚ Protection against Flooding
- ✚ Gabion work
- ✚ Protection from Overhead Power Lines
- ✚ As discovered by the Principal Contractor’s hazard identification exercise
- ✚ As discovered from any inspections and audits conducted by TNPA and/or its Agent on its behalf or by the Principal Contractor or any other Contractor on site
- ✚ As discovered from any accident/incident investigation.

## **4.8 Induction Training**

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

The Principal 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 SHEQ 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.

The Principal Contractor/Sub-Contractor shall evaluate all persons undertaking the site induction. Training through a written test to ensure that inductees have an understanding of the OHS requirements in terms of the Occupational Health and Safety Act 1993 for the contract at hand. The written tests shall be signed and dated by the person undertaking the induction training to attest to their understanding and be retained by the Principal Contractor/Sub-Contractor as a record that the training has been done and completed.

## **4.9 Health and Safety Training**

The Principal Contractor/Contractor shall ensure that all Contractor’s Personnel working on the Project Site (or on other places, if any, as may be specified under the Contract as forming part of the Site) are adequately trained in the type of work / tasks to be performed. This training shall extend to include relevant procedures, hazard identification and risk assessment. Contractor’s Personnel shall have the appropriate

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qualifications, certificates and tickets, and shall work under competent supervision. Copies of records of appropriate training and qualifications for all employees shall be kept and maintained.

## **4.10 Arrangements for Monitoring and Reporting**

The Principal Contractor shall carry out daily safety inspections on the site (or more frequent, where so required in the Regulations), and shall take steps to rectify any unsafe condition of which he is aware.

## **4.11 TNPA Audits**

TNPA SHEQ Department and/or its Agent on its behalf will be conducting Periodic Audits at intervals mutually agreed upon between the Principal Contractor and any other Contractor, but at least every 30 days. Audit reports will be distributed within 7-10 days after the audit.

## **4.12 First Aid**

### **SMI Board**

The Contractor shall provide a Safety Management Information Board (sandwich board) where a register of daily safety talks, risk assessment, project manager/supervisor contact no's, any notices, site regulations concerning safe working practices and information on the location of the nearest first aid station and first aider, can be conspicuously displayed to all staff. The size of the notice board shall be at least 600mm x 800mm.

Ensure persons at work receive prompt first aid treatment.

## **4.13 First Aid Box and Equipment**

- ✚ If more than 5 employees at workplace, Principal Contractor/Contractor must provide a first aid box.
- ✚ Minimum contents of a first aid box are in Annexure of GSR 3.
- ✚ If more than 10 employees at a work place, one person in every 50 persons must be in possession of certificate of competency in first aid and one in every 100 persons in an office environment must be in possession of certificate of competency in first aid.
- ✚ First aider, in work place where there is a high risk substances or toxic, corrosive or similar substances used, he/she must be trained in the applicable first aid and emergency procedure.
- ✚ Affix a notices or signs that indicate the location of the first aid box and the name of person in charge of the first aid box must be displayed.
- ✚ Ensure an employee with an open wound, cut, sore or similar injury is not working in a work place where a high risk substances or toxic, corrosive or similar substances are being used before the injury has been cleaned with soap and water or with a diluted disinfectant.
- ✚ Provide an eyewash fountain or similar facilities where employees are exposed to a potential of eye injury through contact with biological or chemical substances.
- ✚ An eyewash fountain must be provided in the immediate vicinity of affected workplace.
- ✚ Employees trained in the use of the eyewash fountain.
- ✚ Provide a fast-reacting deluge-shower if employee is or can be exposed to a potential hazard of injury to or absorption through the skin as a result of contact with a high-risk substance or toxic, corrosive or similar substances. Fast-reacting deluge-shower located in the immediate vicinity of the workplace.

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## **4.14 Hazard Notices**

The Contractor shall display hazard notices in all areas where hazardous conditions prevail or may occur.

## **4.15 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 Principal 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.

### ***In cases of –***

- ✚ any person dies
- ✚ becomes unconscious
- ✚ lose a limb or part thereof
- ✚ suffer permanent physical disability
- ✚ unable for 14 days to work

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 Labour (Section 24) 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 Labour within 24 hours of the occurrence of the incident.

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

The Principal Contractor is required to provide within 24hrs TNPA SHEQ Department with 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 Principal Contractor, it shall be reported immediately to any of the following by means flash report (Annexure H) via email to:

- ❖ [Skhumbuzo.Mgenge@transnet.net](mailto:Skhumbuzo.Mgenge@transnet.net) 031-361 8531
- ❖ [Anesh.Harisinker@transnet.net](mailto:Anesh.Harisinker@transnet.net) 031-361 8323
- ❖ [Jasmin.Sithaldeen@transnet.net](mailto:Jasmin.Sithaldeen@transnet.net) 031-361 8948
- ❖ [Donovan.Govender@transnet.net](mailto:Donovan.Govender@transnet.net) 031-361 8402
- ❖ [Mthandeni.Sibisi@transnet.net](mailto:Mthandeni.Sibisi@transnet.net) 031-361 8793
- ❖ [Bongiwe.Gegana@transnet.net](mailto:Bongiwe.Gegana@transnet.net) 031-361 3847



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- ❖ [Mondli.Cele@transnet.net](mailto:Mondli.Cele@transnet.net) 031-361 3783
- ❖ [Sibusiso.Ngomane@transnet.net](mailto:Sibusiso.Ngomane@transnet.net) 031-361 8375
- ❖ [Sne.Mtalane@transnet.net](mailto:Sne.Mtalane@transnet.net) 031-361 8402
- ❖ [Anu.Nair@transnet.net](mailto:Anu.Nair@transnet.net) 031-361 8950

#### **4.16 Emergency preparedness and response**

##### **Emergency response plan**

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

- List of key personnel,
- 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 Principal Contractor shall advise TNPA Durban SHEQ Department in writing of the incident via flash report (Annexure H), together with a record of any action taken, within 24 hours of the emergency occurring.

##### ***If based on site for longer than 6 months –***

- ✚ The Principal Contractor/Contractor shall develop his own emergency response plan for both work areas and office areas and submit this plan to the appointed Construction Manager for approval. The plan shall be amended as required by the Construction Manager. The Principal Contractor shall ensure that all Contractor's and personnel are aware of and trained in the execution of the emergency plan.
- ✚ Periodic emergency drills will be undertaken by TNPA Fire Department. The Principal Contractor/Contractor shall also initiate his own emergency drills, with the co-operation, and subject to the approval of the Construction Manager. Details of such drills shall be recorded and such records shall be made available on request.
- ✚ The Principal Contractor/Contractor shall be responsible for ensuring that his emergency plan is reviewed annually, and after every incident which caused the emergency plan to be activated. Any changes made shall be briefed to all persons affected and the information provided to the Construction Manager.

#### **4.17 Fire Precautions**

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- ✚ Where required by the TNPA SHEQ Department, the Principal Contractor shall provide, at strategic positions on the site, portable fire equipment, which shall be serviced regularly, in accordance with the manufacturer's recommendations.
- ✚ Safety signage shall be prominently displayed in all areas where fire equipment is located. The Principal Contractor shall arrange for the training of the relevant personnel, in the use of fire extinguishers.
- ✚ A register shall be kept on all Acetylene and Oxygen cylinders used on site.
- ✚ Condition of components, sub-components and safety components – e.g. Flame back arrestors, shall be listed in the register and signed by the construction supervisor at regular intervals as required with time and date stamp.
- ✚ Acetylene, Oxygen and LP Gas cylinders shall be stored in suitable places to minimise the risk of fire;
- ✚ Suitable storage to be provided for all flammable liquids e.g. petrol, diesel, paints and thinners;
- ✚ Smoking shall be prohibited in the workplace and notices posted accordingly;
- ✚ Smoking areas with sand buckets or ash trays will be demarcated when site is established;
- ✚ Sufficient and suitable fire fighting equipment shall be provided and placed in strategic positions in the workplace (on vehicles and other positions as dimmed necessary);
- ✚ A Register shall be kept on type and number of equipment for each site in the Health and Safety File;
- ✚ A competent person shall inspect all fire fighting equipment;
- ✚ A sufficient and adequate number of employees shall be trained in the use of fire fighting equipment;
- ✚ A Register shall be kept in the Health and Safety File on site bearing the names of employees and type of fire fighting training received and completed with dates of training and training provider's name;
- ✚ Suitable and sufficient signs shall be erected in the workplaces indicating all escape routes;
- ✚ Escape routes shall be kept clear – a copy of the Evacuation plans shall be kept in the Health and Safety File as part of Induction Training provided;
- ✚ Combustible materials shall not accumulate on site;
- ✚ A siren is installed and sounded in the event of FIRE.

## **4.18 Personal Protective Equipment (Clothing)**

The Principal Contractor/Contractor shall provide the necessary personal protective equipment for its employees in hazardous areas, appropriate to the nature of the hazard. This procedure must be included in the H&S Plan. A copy of the register of PPE issues must be filed with the H&S Plan.

### **Hard Hats**

All employees of the Contractor shall wear hard hats in areas where appropriate hazard notices are displayed. The Construction Manager shall have rights to ban certain colours if they are similar to the TNPA's identifying colours. Hard hats shall not be painted or otherwise defaced.

### **Colours**

- Red - Fire Fighter
- Pink - First Aider
- White - Professional Team/Management
- Blue - Supervisor
- Yellow - Workers

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Green - SHE Representatives

## **Eye Protection**

Suitable eye protection shall be worn in areas where appropriate hazard notices are displayed or where grinding, chipping, breaking, drilling, arc welding, cutting with oxy-acetylene equipment or similar activities are taking place.

## **Hearing Protection**

Suitable hearing Protection shall be worn in areas where appropriate hazard notices are displayed.

## **Foot Wear**

All employees of the Contractor shall wear undamaged, laced-up safety boots or safety shoes suitable for the intended purpose in prescribed areas where appropriate hazard notices are displayed.

## **Gloves**

All employees of the Contractor shall wear suitable protective gloves in areas where appropriate hazard notices are displayed or when handling hot or hazardous materials or chemicals.

## **Clothing**

All employees of the Contractor shall wear suitable protective clothing when working in proximity of machinery, power tools, hazardous materials or chemicals.

## **Lifesaving jackets/floating devises**

Working in close proximity of quay side edges (3m from edge) or within yellow painted line, lifesaving/jackets equipment shall be used.

The Principal Contractor shall clearly outline the procedures to be followed when PPE or Clothing is:

- ✚ Lost or Stolen
- ✚ Worn Out or Damaged

## **4.19 Signage and Notices**

The use of colour codes, symbolic signs and notices are means of communication whereby information is visually conveyed to people and also provides early warning of dangers. Safety signs provide for immediate recognition of danger, information, actions allowed or not allowed and procedures that have to be followed.

There are 5 types of safety signs:

- 1) Black triangle on yellow background => WARNING
- 2) Red circle on white background => PROHIBITORY
- 3) White on blue background => MANDATORY
- 4) White on green background => INFORMATION

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5) Red square on white background => FIRE

The following signs shall be provided for on site:

- ✚ Traffic control signs - ROAD CLOSED
- DETOUR
- DIRECTION ARROWS
- ✚ Warning signs -DANGER – MEN AT WORK
- ✚ Prohibitory signs -NO ENTRY
- ✚ Fire - POSITION OF EQUIPMENT ARROWS
- ✚ First Aid - INFORMATION SIGNS

All signs shall be new or in good condition and approved by the Construction Manager.

- ✚ All temporary signs shall be mounted on portable supports to facilitate moving.
- ✚ Defective or missing items shall be replaced immediately.
- ✚ All signs shall be inspected at twice a day.

## **4.20 Permit to Work**

The Contractor shall prior to commencing with any job on site ensure that they have obtained the necessary permit from TNPA representatives.

Permits may possibly include the following;

- ✚ Hot work
- ✚ Isolation and lock-out
- ✚ Confined spaces
- ✚ Permit to work
- ✚ Excavation

## **5. OCCUPATIONAL SAFETY**

### **5.1 Barricading and Demarcation**

The Construction site shall be barricaded completely to prevent pedestrians and vehicles from entering the construction area.

Protection around the site must be in the form of a physical barrier and appropriate signage to prevent the public from entering the area.

A physical barrier will be a fence at least 1 meter high. Danger tape is not considered a physical barrier. A danger tape is considered as a signage only.

It is advised to use a 1.2m high Day-Glo mesh (barrier netting) to prevent pedestrians on pavements to enter the construction area.

### **5.2 Fall protection (CR 10)**

1) A Contractor must-

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- a) designate a competent person to be responsible for the preparation of a fall protection plan;
  - b) ensure that the fall protection plan contemplated in paragraph (a) is implemented, amended where and when necessary and maintained as required; and
  - c) take steps to ensure continued adherence to the fall protection plan.
- 2) A fall protection plan contemplated in sub regulation (1), must include-
- a) a risk assessment of all work carried out from a fall risk position and the procedures and methods used to address all the risks identified per location;
  - b) the processes for the evaluation of the employees' medical fitness necessary to work at a fall risk position and the records thereof;
  - c) a programme for the training of employees working from a fall risk position and the records thereof;
  - d) the procedure addressing the inspection, testing and maintenance of all fall protection equipment; and
  - e) a rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following the incident.
- 3) A Contractor must ensure that a Construction Manager appointed under regulation 8(1) is in possession of the most recently updated version of the fall protection plan.
- 4) A Contractor must ensure that-
- a) all unprotected openings in floors, edges, slabs, hatchways and stairways are adequately guarded, fenced or barricaded or that similar means are used to safeguard any person from falling through such openings;
  - b) no person is required to work in a fall risk position, unless such work is performed safely as contemplated in sub regulation (2);
  - c) fall prevention and fall arrest equipment are-
    - (i) approved as suitable and of sufficient strength for the purpose for which they are being used, having regard to the work being carried out and the load, including any person, they are intended to bear; and
    - (ii) securely attached to a structure or plant, and the structure or plant and the means of attachment thereto are suitable and of sufficient strength and stability for the purpose of safely supporting the equipment and any person who could fall; and

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- d) fall arrest equipment is used only where it is not reasonably practicable to use fall prevention equipment.
- 5) Where roof work is being performed on a construction site, the Contractor must ensure that, in addition to the requirements set out in sub regulations (2) and (4), it is indicated in the fall protection plan that-
- a) the roof work has been properly planned;
  - b) the roof erectors are competent to carry out the work;
  - c) no employee is permitted to work on roofs during inclement weather conditions or if any conditions are hazardous to the health and safety of the employee;
  - d) all covers to openings and fragile material are of sufficient strength to withstand any imposed loads;
  - e) suitable and sufficient platforms, coverings or other similar means of support have been provided to be used in such a way that the weight of any person passing across or working on or from fragile material is supported; and
  - f) suitable and sufficient guard-rails, barriers and toe-boards or other similar means of protection prevent, as far as is reasonably practicable, the fall of any person, material or equipment.

## **5.3 Structure (CR 11)**

- 1) A Contractor must ensure that-
- a) 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;
  - b) no structure or part of a structure is loaded in a manner which would render it unsafe; and
  - c) all drawings pertaining to the design of the relevant structure are kept on site and are available on request to an inspector, other Contractors, TNPA/s agent or employee.
- 2) An Owner of a structure must ensure that-
- a) inspections of that structure are carried out periodically by competent persons in order to render the structure safe for continued use;
  - b) that the inspections contemplated in paragraph (a) are carried out at least once every six months for the first two years and thereafter yearly;
  - c) the structure is maintained in such a manner that it remains safe for continued use;
  - d) the records of inspections and maintenance are kept and made available on request to an inspector.

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## **5.4 Temporary works (CR 12)**

- 1) A Contractor must appoint a temporary works designer in writing to design, inspect and approve the erected temporary works on site before use.
- 2) 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.
- 3) A Contractor must ensure that-
  - a) 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;
  - b) 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;
  - c) 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, TNPA/s agent or any employee;
  - d) all persons required to erect, move or dismantle temporary works structures are provided with adequate training and instruction to perform those operations safely;
  - e) all equipment used in temporary works structure are carefully examined and checked for suitability by a competent person, before being used;
  - f) 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;
  - g) no person may cast concrete, until authorization in writing has been given by the competent person contemplated in paragraph (a);
  - h) 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;
  - i) adequate precautionary measures are taken in order to-
    - (i) secure any deck panels against displacement; and
    - (ii) prevent any person from slipping on temporary works due to the application of release agents;

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- j) 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;
  - k) 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);
  - l) 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.
  - m) provision is made for safe access by means of secured ladders or staircases for all work to be carried out above the foundation bearing level;
  - n) a temporary works drawing or any other relevant document includes construction sequences and methods statements;
  - o) the temporary works designer has been issued with the latest revision of any relevant structural design drawing;
  - p) a temporary works design and drawing is used only for its intended purpose and for a specific portion of a construction site; and
  - q) the temporary works drawings are approved by the temporary works designer before the erection of any temporary works.
- 4) No Contractor may use a temporary works design and drawing for any works other than its intended purpose.

## **5.5 Excavation (CR 13)**

Definition - make (a hole or channel) by digging. Extract (material) from the ground by digging.

- 1) An excavation could be a hole or trench of any size and shape.
- 2) A Risk Assessment must be done prior to making an excavation.
- 3) The following must be taken into consideration when conducting the Risk Assessment
  - ✚ Depth of the excavation;
  - ✚ Length of the excavation;
  - ✚ Type of soil;
  - ✚ Sloping of sides of excavation to maximum angle of repose;
  - ✚ Shoring and bracing required;
  - ✚ Existing services;
  - ✚ Barricading and demarcation.

### **Depth of the excavation**

- 1) Should an excavation be more than chest deep (1.5m), it must be adequately shored or braced.



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- 2) Slopes or trenches shall be as flat as possible, 1 x vertical to 2x horizontal must be considered maximum for dry conditions. In wet conditions, either a much lower slope shall be used or if space is a constraint, shoring and de-watering shall be applied.
- 3) A competent person shall be appointed to supervise excavation work.
- 4) Stability evaluation of ground must be done and a certificate shall be issued.
- 5) A plan for prevention of persons being trapped due to collapse shall be provided by Contractor.
- 6) The design of shoring shall be documented by Contractor in the Health and Safety File as provided by the competent designer of shoring.
- 7) The maximum loading of sides of an excavation must be documented in a suitable format.
- 8) If adjacent structures and buildings are present and can be affected, a design and construction of supporting details shall be represented.
- 9) Provision shall be made for access routes to the excavation. Routes shall not be more than 6m away from the worker.
- 10) Contractor must establish all local services in area of excavations.
- 11) Plan of local services shall be documented in the Health and Safety File.

***Local services include:***

*Telkom, Gas, Water, Electricity supplies and other similar services.*

- 12) Inspection shall be done on all bracing and shoring on a
  - ✚ daily basis
  - ✚ prior to each shift
  - ✚ after every blasting operation
  - ✚ after an unexpected fall of ground
  - ✚ after substantial damage to supports
  - ✚ after rain
- 13) An inspection register shall be completed by the Excavation Inspector during each and every inspection.
- 14) Excavations shall be fenced at least 1meter high and as close to the excavation as possible – when accessible by public or other employees or adjacent to public roads or thoroughfares.
- 15) Protection around excavations must be in the form of a physical barrier to prevent persons from falling into the excavation. Danger tape on its own is not considered as a barrier.
- 16) Excavations must be provided with clearly visible boundary indicators and illuminated at night or where/when visibility is poor.
- 17) Precautionary measures in terms of Confined Spaces must be met and employees must be declared fit and not claustrophobic. Refer to General Safety Regulations 2003.

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## **5.6 Demolition Work (CR 14)**

- 1) A Contractor must appoint a competent person in writing to supervise and control all demolition work on site.
- 2) A Contractor must ensure that before any demolition work is carried out, and in order to ascertain the method of demolition to be used, a detailed structural engineering survey of the structure to be demolished is carried out by a competent person and that a method statement on the procedure to be followed in demolishing the structure is developed by that person.
- 3) During a demolition, the competent person contemplated in sub regulation (1) must check the structural integrity of the structure at intervals determined in the method statement contemplated in sub regulation (2), in order to avoid any premature collapses
- 4) A Contractor who performs demolition work must-
  - a) with regard to a structure being demolished, take steps to ensure that-
    - (i) no floor, roof or other part of the structure is overloaded with debris or material in a manner which would render it unsafe;
    - (ii) all reasonably practicable precautions are taken to avoid the danger of the structure collapsing when any part of the framing of a framed or partly framed building is removed, or when reinforced concrete is cut; and
    - (iii) precautions are taken in the form of adequate shoring or other means that may be necessary to prevent the accidental collapse of any part of the structure or adjoining structure;
  - b) ensure that no person works under overhanging material or a structure which has not been adequately supported, shored or braced;
  - c) ensure that any support, shoring or bracing contemplated in paragraph (b), is designed and constructed so that it is strong enough to support the overhanging material;
  - d) where the stability of an adjoining building, structure or road is likely to be affected by demolition work on a structure, take steps to ensure the stability of such structure or road and the safety of persons;
  - e) ascertain as far as is reasonably practicable the location and nature of electricity, water, gas or other similar services which may in any way be affected by the work to be performed, and must before the commencement of demolition work that may affect any such service, take the steps that are necessary to render circumstances safe for all persons involved;
  - f) cause every stairwell used and every floor where work is being performed in a building being demolished, to be adequately illuminated by either natural or artificial means;

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- g) cause convenient and safe means of access to be provided to every part of the demolition site in which persons are required to work; and
  - h) erect a catch platform or net above an entrance or passageway or above a place where persons work or pass under, or fence off the danger area if work is being performed above such entrance, passageway, or place so as to ensure that all persons are kept safe where there is a danger or possibility of persons being struck by falling objects.
- 5) A Contractor must ensure that no material is dropped to any point, which falls outside the exterior walls of the structure, unless the area is effectively protected.
- 6) No person may dispose of waste and debris from a high place by a chute unless the chute-
- a) is adequately constructed and rigidly fastened;
  - b) if inclined at an angle of more than 45 degrees to the horizontal, is enclosed on its four sides;
  - c) if of the open type, is inclined at an angle of less than 45 degrees to the horizontal;
  - d) where necessary, is fitted with a gate at the bottom end to control the flow of material; and
  - e) discharges into a container or an enclosed area surrounded by barriers.
- 7) A Contractor must ensure that every chute used to dispose of rubble is designed in such a manner that rubble does not free-fall and that the chute is strong enough to withstand the force of the debris travelling along the chute.
- 8) A Contractor must ensure that no equipment is used on floors or working surfaces, unless such floors or surfaces are of sufficient strength to support the imposed loads.
- 9) Where a risk assessment indicates the presence of asbestos, a Contractor must ensure that all asbestos related work is conducted in accordance with the Asbestos Regulations, 2001, promulgated by Government Notice No. R. 155 of 10 February 2002.
- 10) Where a risk assessment indicates the presence of lead, a Contractor must ensure that all lead related work is conducted in accordance with the Lead Regulations, 2001, promulgated by Government Notice No. R.236 of 28 February 2002.
- 11) Where the demolition work involves the use of explosives, a method statement must be developed in accordance with the applicable explosives legislation, by an appointed person who is competent in the use of explosives for demolition work and all persons involved in the demolition works must adhere to demolition procedures issued by the appointed person.
- 12) A Contractor must ensure that all waste and debris are as soon as reasonably practicable removed and disposed of from the site in accordance with the applicable legislation.

## **5.7 Tunnelling (CR 15)**

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No person may enter a tunnel, which has a height dimension of less than 800 millimetres

## **5.8 Scaffolding (CR 16)**

- 1) All scaffolding must be in compliance to SABS 085.
- 2) A competent person shall be appointed in writing to supervise the erection of all scaffolding operations. The scaffolding erected shall have the required accredited qualifications for scaffold erecting.
- 3) A competent Scaffold Inspector shall be appointed in writing to inspect the erected scaffolds and shall not be same person as the Erector.
- 4) An inspection register on scaffolding shall be kept in the Health and Safety File.
- 5) A copy of the SABS 085 as amended shall be available on site and kept in the Health and Safety File.

## **5.9 Ladders**

- 1) Ladders used shall be undamaged and are of sound construction.
- 2) Ladders must be numbered and placed on a register and inspected on a monthly basis by an appointed Ladder Inspector.
- 3) Ladders are to be secured during use. If it is necessary to use a ladder before it can be secured, a second person must hold it steady at all times. Place the ladder's feet on a level base – wooden blocks or bricks are not to be used!
- 4) Ladders are not to be used as scaffolds or work platforms.
- 5) When used as access to trenches and work areas, the ladder must extend 1m above the step off point and be placed at an angle where the base of the ladder is  $\frac{1}{4}$  of the ladder height away from the base of the structure – and must be fitted with non-skid devices.
- 6) Ladders must not be used nearer than 3m to any exposed electrical power source and never in substations or on electrical installation work.
- 7) Ladders are not to be used in a horizontal position.
- 8) Maintain a 3-point contact by keeping two hands and one foot or two feet and one hand on the ladder at all times.
- 9) Do not carry objects in your hands while on a ladder.
- 10) Ladders must be fitted with non-skid devices at the bottom ends and hooks or similar devices at the upper ends.
- 11) Ladders with damaged stiles, or damaged or missing rungs should never be used.

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- 12) Ladders must never be fastened together to increase the reach.
- 13) Wooden ladders must never be painted.

## **5.10 Suspended Platforms (CR 17)**

- 1) A Contractor must appoint a competent person in writing who must ensure that all suspended platforms work operations are carried out under his or her supervision and that all suspended platform erectors, operators and inspectors are competent to carry out their work.
- 2) No Contractor may use or permit the use of a suspended platform, unless-
  - a) the design, stability and construction thereof comply with the safety standards incorporated for this purpose into these Regulations under section 44 of the Act;
  - b) he or she is in possession of a certificate of system design issued by a professional engineer, certificated engineer or a professional technologist for the use of the suspended platform system; and
  - c) he or she is, before the commencement of the work, in possession of an operational compliance plan developed by a competent person based on the certificate of system design contemplated in subparagraph (b) and applicable to the environment in which the system is being used, which operational compliance plan must include proof of the-
    - (i) appointment of the competent person contemplated in sub regulation (1);
    - (ii) competency of erectors, operators and inspectors;
    - (iii) operational design calculations, which must comply with the requirements of the system design certificate;
    - (iv) performance test results;
    - (v) sketches indicating the completed system with the operational loading capacity of the platform;
    - (vi) procedures for and records of inspections having been carried out; and
    - (vii) procedures for and records of maintenance work having been carried out.
- 3) A Contractor making use of a suspended platform system must submit a copy of the certificate of system design contemplated in sub regulation (2)(b), including a copy of the operational design calculations contemplated in sub regulation 2(c)(iii), sketches and test results, to the provincial director before commencement of the use of the system and must further indicate the intended type of work that the system will be used for.

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- 4) A Contractor must submit a copy of the certificate of system design in the manner contemplated in sub regulation (3) for every new project.
  
- 5) A Contractor must ensure that the outriggers of each suspended platform-
  - a) are constructed of material of adequate strength and have a safety factor of at least four in relation to the load it is to carry; and
  - b) have suspension points provided with stop devices or other effective devices at the outer ends to prevent the displacement of ropes.
  
- 6) A Contractor must ensure that-
  - a) the parts of the building or structure on which the outriggers of a suspended platform are supported, are checked by means of calculations to ensure that the required safety factor is adhered to without risk of damage to the building or structure;
  - b) the suspension wire rope and the safety wire rope are separately connected to the outrigger;
  - c) each person on a suspended platform is provided with and wears a body harness as a fall prevention device, which must at all times be attached to the suspended platform;
  - d) the hand or power driven machinery to be used for the lifting or lowering of the working platform of a suspended platform is constructed and maintained in such a manner that an uncontrolled movement of the working platform cannot occur;
  - e) the machinery referred to in paragraph (d) is so situated that it is easily accessible for inspection;
  - f) the rope connections to the outriggers are vertically above the connections to the working platform; and
  - g) when the working platform is suspended by two ropes only, the connections of the ropes to the working platform are of a height above the level of the working platform to ensure the stability of the working platform.
  
- 7) A Contractor must ensure that a suspended platform-
  - a) is suspended as near as possible to the structure to which work is being done to prevent as far as is reasonably practicable horizontal movement away from the face of the structure;
  - b) is fitted with anchorage points to which workers must attach the lanyard of the safety harness worn and used by the worker, and such anchorage connections must have sufficient strength to withstand any potential load applied to it; and
  - c) is fitted with a conspicuous notice easily understandable by all workers working with the suspended platform, showing-

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- (i) the maximum mass load;
- (ii) the maximum number of persons; and
- (iii) the maximum total mass load, including load and persons, which the suspended platform can carry.

## 8) A Contractor must cause-

- a) the whole installation and all working parts of a suspended platform to be thoroughly examined by a competent person in accordance with the manufacturer's specification;
- b) the whole installation to be subjected to a performance test as determined by the standard to which the suspended platform was manufactured;
- c) the performance test contemplated in paragraph (b) to be done by a competent person appointed in writing, with the knowledge and experience of erection and maintenance of suspended platforms or similar machinery, and who must determine the serviceability of the structures, ropes, machinery and safety devices before they are used, every time suspended platforms are erected; and
- d) the performance test contemplated in paragraph (b) of the whole installation of the suspended platform to be subjected to a load equal to that prescribed by the manufacturer or, in the absence of such load, to a load of 110 per cent of the rated mass load, at intervals not exceeding 12 months and in such a manner that every part of the installation is stressed accordingly.

## 9) A Contractor must, in addition to sub regulation (8), cause

every hoisting rope, hook or other load-attaching device which forms part of the suspended platform to be thoroughly examined in accordance with the manufacturer's specification by the competent person contemplated in sub regulation (8) before they are used every time they are assembled, and, in cases of continuous use, at intervals not exceeding three months.

## 10) A Contractor must ensure that the suspended platform supervisor contemplated in sub regulation (1), or the suspended platform inspector contemplated in sub regulation (8)(c), carries out a daily inspection of all the equipment prior to use, including establishing whether-

- a) all connection bolts are secure;
- b) all safety devices are functioning;
- c) all safety devices are not tampered with or vandalized;
- d) the total maximum mass load of the platform is not exceeded;
- e) the occupants in the suspended platform are using body harnesses which have been properly attached;

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- f) there are no visible signs of damage to the equipment; and
  - g) all reported operating problems have been attended to.
- 11) A Contractor must ensure that all inspection and performance test records are kept on the construction site at all times and made available to an inspector, TNPA/s Agent or any employee upon request.
- 12) A Contractor must ensure that all employees required to work or to be supported on a suspended platform are-
- a) medically fit to work safely in a fall risk position or such similar environment by being in possession of a medical certificate of fitness;
  - b) competent in conducting work related to suspended platforms safely;
  - c) trained or received training, which includes at least-
    - (i) how to access and egress the suspended platform safely;
    - (ii) how to correctly operate the controls and safety devices of the equipment;
    - (iii) information on the dangers related to the misuse of safety devices; and
    - (iv) information on the procedures to be followed in the case of-
      - (aa) an emergency;
      - (bb) the malfunctioning of equipment; and
      - (cc) the discovery of a suspected defect in the equipment; and
    - (v) instructions on the proper use of body harnesses.
- 13) A Contractor must ensure that where the outriggers of a suspended platform are to be moved, only persons trained and under the supervision of the competent person effect such move, within the limitation stipulated in the operational compliance plan contemplated in sub regulation (2)(c), and that the supervisor must carry out an inspection and record the result thereof prior to re-use of the suspended platform.
- 14) A Contractor must ensure that the suspended platform is properly isolated after use at the end of each working day in such a manner that no part of the suspended platform presents a danger to any person thereafter.

## **5.11 Rope Access Work (CR 18)**

- 1) A Contractor must-



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- a) appoint a competent person in writing as a rope access supervisor with the duty of supervising all rope access work on the site, including the duty of ensuring occupational health and safety compliance in relation to rope access work: Provided that the appointment of any such person does not relieve the Construction Manager of any personal accountability for failing in his management duties in terms of this regulation;
  - b) ensure that all rope access work on the construction site is carried out under the supervision of a competent person; and
  - c) ensure that all rope access operators are competent and licensed to carry out their work.
- 2) No Contractor may use or allow the use of rope access work unless-
- a) the design, selection and use of the equipment and anchors comply with the safety standards incorporated for this purpose into these Regulations under section 44 of the Act; and
  - b) he or she is in possession of a site specific fall protection plan developed by a competent person applicable to the specific work and environment prior to the commencement of the work, including records of maintenance and inspections of all the equipment used for the work operations.
- 3) A Contractor must ensure that adequate measures are in place to allow rescue procedures to commence immediately in the event of a fall incident taking place.

## **5.12 Material Hoist (CR 19)**

- 1) A Contractor must ensure that every material hoist and its tower have been constructed in accordance with the generally accepted technical standards and are strong enough and free from defects.
- 2) A Contractor must ensure that the tower of every material hoist is-
  - a) erected on firm foundations and secured to the structure or braced by steel wire guy ropes, and extends to a distance above the highest landing to allow a clear and unobstructed space of at least 900 millimetres for over travel;
  - b) enclosed on all sides at the bottom, and at all floors where persons are at risk of being struck by moving parts of the hoist, except on the side or sides giving access to the material hoist, with walls or other effective means to a height of at least 2100 millimetres from the ground or floor level; and
  - c) provided with a door or gate at least 2100 millimetres in height at each landing, and that door or gate must be kept closed except when the platform is at rest at such a landing.
- 3) A Contractor must cause-
  - a) the platform of every material hoist to be designed in a manner that it safely contains the loads being conveyed and that the combined mass of the platform and the load does not exceed the designed lifting capacity of the hoist;

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- b) the hoisting rope of every material hoist which has a remote winch to be effectively protected from damage by any external cause to the portion of the hoisting rope between the winch and the tower of the hoist; and
  - c) every material hoist to be provided with an efficient brake capable of holding the platform with its maximum load in any position when power is not being supplied to the hoisting machinery.
- 4) No Contractor may require or permit trucks, barrows or material to be conveyed on the platform of a material hoist and no person may so convey trucks, barrows or material unless those articles are secured or contained in a manner that displacement thereof cannot take place during movement.
  - 5) A Contractor must cause a notice, indicating the maximum mass load which may be carried at any one time and the prohibition of persons from riding on the platform of the material hoist, to be affixed around the base of the tower and at each landing.
  - 6) A Contractor of a material hoist may not require or permit any person to operate a hoist, unless the person is competent in the operation of that hoist.
  - 7) No Contractor may require or permit any person to ride on a material hoist.
  - 8) A Contractor must ensure that every material hoist-
    - a) is inspected on daily basis by a competent person appointed in writing by the Contractor and such competent person must have the experience pertaining to the erection and maintenance of material hoists or similar machinery;
    - b) inspection contemplated in paragraph (a), includes the determination of the serviceability of the entire material hoist, including guides, ropes and their connections, drums, sheaves or pulleys and all safety devices;
    - c) inspection results are entered and signed in a record book by a competent person, which book must be kept on the premises for that purpose;
    - d) is properly maintained and the maintenance records in this regard are kept on site.

## **5.13 Piling**

The Principal Contractor/Contractor shall ensure that piling, (where required) is undertaken by a specialist Contractor or a Contractor with proven record in the type of work to be performed. A safe working procedure shall be submitted as part of the H&S Plan, for approval by TNPA Durban Project Leader before commencement of this work.

## **5.14 Electrical installations and machinery (CR 24)**

- 1) A Contractor must, in addition to compliance with the Electrical Installation Regulations, 2009, and the Electrical Machinery Regulations, 1988, promulgated by Government Notice No. R. 1593 of 12 August 1988, ensure that-

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- a) before construction commences and during the progress thereof, adequate steps are taken to ascertain the presence of and guard against danger to workers from any electrical cable or apparatus which is under, over or on the site;
- b) all parts of electrical installations and machinery are of adequate strength to withstand the working conditions on construction sites;
- c) the control of all temporary electrical installations on the construction site is designated to a competent person who has been appointed in writing for that purpose;
- d) all temporary electrical installations used by the contractor are inspected at least once a week by a competent person and the inspection findings are recorded in a register kept on the construction site; and
- e) all electrical machinery is inspected by the authorized operator or user on a daily basis using a relevant checklist prior to use and the inspection findings are recorded in a register kept on the construction site.

## **5.15 Use and temporary storage of flammable liquids**

- 1) Where flammable liquids are being used, applied or stored at the workplace concerned, it is done in a manner that does not cause a fire or explosion hazard, and that the workplace is effectively ventilated;
- 2) No person smokes in any place in which flammable liquid is used or stored, and the contractor must affix a suitable and conspicuous notice at all entrances to any such areas prohibiting such smoking;
- 3) An adequate amount of efficient fire-fighting equipment is installed in suitable locations around the flammable liquids store with the recognized symbolic signs;
- 4) Only the quantity of flammable liquid needed for work on one day is taken out of the store for use;
- 5) All containers holding flammable liquids are kept tightly closed when not in actual use and, after their contents have been used up, are removed from the construction site and safely disposed of;
- 6) Where flammable liquids are decanted, the metal containers are bonded and earthed; and
- 7) No flammable material, including cotton waste, paper, cleaning rags or similar material is stored together with flammable liquids.

## **5.16 Water Environments**

A contractor must ensure that where construction work is done over or in close proximity to water, provision is made for-

- ✚ preventing persons from falling into water; and

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- ✚ the rescuing of persons in danger of drowning.

A contractor must ensure that where a person is exposed to the risk of drowning by falling into the water, the person is provided with and wears a lifejacket.

## **5.17 Housekeeping and general safeguarding (CR 27)**

A contractor must, in addition to compliance with the Environmental Regulations for Workplaces, 1987, promulgated by Government Notice No. R. 2281 of 16 October 1987, ensure that suitable housekeeping is continuously implemented on each construction site, including-

- ✚ the proper storage of materials and equipment;
- ✚ the removal of scrap, waste and debris at appropriate intervals;
- ✚ ensuring that materials required for use, are not placed on the site so as to obstruct means of access to and egress from workplaces and passageways;
- ✚ ensuring that materials which are no longer required for use, do not accumulate on and are removed from the site at appropriate intervals;
- ✚ ensuring that waste and debris are not disposed of from a high place with a chute, unless the chute complies with the requirements set out in regulation 14(6);
- ✚ ensuring that construction sites in built-up areas adjacent to a public way are suitably and sufficiently fenced off and provided with controlled access points to prevent the entry of unauthorized persons; and
- ✚ ensuring that a catch platform or net is erected above an entrance or passageway or above a place where persons work or pass under, or fencing off the danger area if work is being performed above such entrance, passageway, or place so as to ensure that all persons are kept safe in the case of danger or possibility of persons being struck by falling objects.

## **5.18 Stacking and Storage (CR 28)**

- 1) A Contractor must, in addition to compliance with the provisions for the stacking of articles in the General Safety Regulations, 2003, ensure that-
  - ✚ a competent person is appointed in writing with the duty of supervising all stacking and storage on a construction site;
  - ✚ adequate storage areas are provided;
  - ✚ there are demarcated storage areas; and
  - ✚ storage areas are kept neat and under control.

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## **5.19 Fire precautions (CR 29)**

A contractor must, in addition to compliance with the Environmental Regulations for Workplaces, 1987, ensure that-

- a) all appropriate measures are taken to avoid the risk of fire;
- b) sufficient and suitable storage is provided for flammable liquids, solids and gases;
- c) smoking is prohibited and notices in this regard are prominently displayed in all places containing readily combustible or flammable materials;
- d) in confined spaces and other places in which flammable gases, vapours or dust can cause danger-
  - ✚ only suitably protected electrical installations and equipment, including portable lights, are used;
  - ✚ there are no flames or similar means of ignition;
  - ✚ there are conspicuous notices prohibiting smoking;
  - ✚ oily rags, waste and other substances liable to ignite are without delay removed to a safe place; and
  - ✚ adequate ventilation is provided;
- e) combustible materials do not accumulate on the construction site;
- f) welding, flame cutting and other hot work are done only after appropriate precautions have been taken to reduce the risk of fire;
- g) suitable and sufficient fire-extinguishing equipment is placed at strategic locations or as may be recommended by the Fire Chief or local authority concerned, and that such equipment is maintained in a good working order;
- h) the fire equipment contemplated in paragraph (g) is inspected by a competent person, who has been appointed in writing for that purpose, in the manner indicated by the manufacturer thereof;
- i) a sufficient number of workers are trained in the use of fire-extinguishing equipment;
- j) where appropriate, suitable visual signs are provided to clearly indicate the escape routes in the case of a fire;
- k) the means of escape is kept clear at all times;
- l) there is an effective evacuation plan providing for all-

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- ✚ persons to be evacuated speedily without panic;
- ✚ persons to be accounted for; and
- ✚ plant and processes to be shut down; and

m) a siren is installed and sounded in the event of a fire.

## **5.20 Hazardous Chemical Substance (HCSR)**

- 1) The Contractor shall provide suitable and adequate protective equipment when working in an area where hazardous chemicals and materials are being used.
- 2) The Contractor shall ensure that its employees have familiarised themselves with the hazardous material data sheets applicable to the specific site as well as the location of fire fighting equipment, safety showers/baths and other washing facilities prior to commencement of work. Material Safety Data Sheets shall be provided with all chemical use and filed in the Health and Safety File.

### **Examples:**

- ✚ Paint
- ✚ Brake fluid
- ✚ Diesel
- ✚ Petrol
- ✚ Thinners

## **5.21 Asbestos (when applicable) (AR)**

- 1) The Principal Contractor is responsible for ensuring that all work involving asbestos complies with the Asbestos Regulations.
- 2) Any Contractor involved in asbestos work must obtain temporary registration as an asbestos contractor from the Department of Labour.
- 3) Written safe work procedures and the relevant risk assessments must govern all asbestos work.
- 4) An asbestos contractor must provide exposed employees with the necessary training and information regarding asbestos, as well as the necessary personal protective equipment.
- 5) Wetting down and low speed cutting techniques must be employed wherever possible to prevent airborne asbestos.
- 6) Should any asbestos work involving friable asbestos (e.g. lagging or insulation) which falls under the definition of Demolition work, defined under the Asbestos Regulation, an Approved Inspection Authority (AIA) must be utilised to carry out air monitoring plus a decontamination unit must also be provided.

## **5.22 Confined space (GSR)**

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- 1) The Contractor must implement and comply with OH& S Act - General Safety Regulation 5.
- 2) Enclosed space work necessitates a Confined Space Permit. This may only be obtained from the authorized person nominated in writing and after approval by the TNPA Durban Representative.
- 3) The responsibility for Safe Procedure, both at the time of entry and during the entire operation of entering and working in confined spaces, rests with the Contractor. The Contractor is sure that adequate steps have been taken to eliminate or control hazards. Before working in an area which contains dust, the area is to be ventilated and hosed down to settle and dampen the dust.
- 4) The Contractor must provide all necessary equipment to manage confined spaces, including all necessary monitoring and rescue equipment (such as tripods, breathing equipment and the like).
- 5) The Contractor must ensure all persons working in a confined space or managing entry to a confined space are appropriately trained.

**Compulsory:** Continuous monitoring, trained rescue teams, radio communication and adequate ventilation.

## **6. PLANT, MACHINERY AND EQUIPMENT**

### **6.1 Bulk Mixing Plant (CR 20)**

- 1) A Contractor must ensure that the operation of a bulk mixing plant is supervised by a competent person who has been appointed in writing and is-
  - a) aware of all the dangers involved in the operation thereof; and
  - b) conversant with the precautionary measures to be taken in the interest of health and safety.
- 2) No person supervising or operating a bulk mixing plant may authorize any other person to operate the plant, unless that person is competent to operate a bulk mixing plant.
- 3) A Contractor must ensure that the placement and erection of a bulk mixing plant complies with the requirements set out by the manufacturer and that such plant is erected as designed.
- 4) A Contractor must ensure that all devices to start and stop a bulk mixing plant are provided and that those devices are-
  - ✚ placed in an easily accessible position; and
  - ✚ constructed in a manner to prevent accidental starting.
- 5) A Contractor must ensure that the machinery and plant selected is suitable for the mixing task and that all dangerous moving parts of a mixer are placed beyond the reach of persons by means of doors, covers or other similar means.
- 6) No person may remove or modify any guard or safety equipment relating to a bulk mixing plant, unless authorized to do so by the appointed person contemplated in sub regulation (1).

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- 7) A Contractor must ensure that all precautionary measures stipulated for confined spaces as determined in the General Safety Regulations, 2003, are complied with when entering any silo.
- 8) A Contractor must ensure that a record is kept of all repairs or maintenance to a bulk mixing plant and that the record is available on site to an inspector, TNPA/s Agent or any employee.

## **6.2 Explosive actuated fastening device (CR 21)**

- 1) The user is provided with and uses suitable protective equipment.
- 2) Trained in the operation, maintenance and use of such a device.
- 3) The explosive actuated fastening device is provided with a protective guard around the muzzle end, which effectively confines any flying fragments or particles.
- 4) The firing mechanism is so designed that the explosive actuated fastening device, will not function unless
  - ✚ it is held against the surface with a force of at least twice its weight; and
  - ✚ the angle of inclination of the barrel to the work surface is not more than 15 degrees from a right angle.
- 5) Only use cartridges suited for the relevant explosive actuated fastening device.
- 6) Inspected daily and controlled by a competent person who has been appointed in writing.
- 7) When not in use, an explosive actuated fastening device and its cartridges are locked up in a safe place, which is inaccessible to unauthorized persons.
- 8) Not stored in a loaded condition.
- 9) Warning notice is displayed in a conspicuous manner in the immediate vicinity wherever an explosive actuated fastening device is used.
- 10) Recorded in a register by a competent person and that the recipient has accordingly signed for the receipt thereof as well as the returning of any spent and unspent cartridges.

## **6.3 Construction vehicles and mobile plant (CR 23)**

- 1) The Contractor shall ensure that drivers of motor vehicles are in possession of a driver's licence, valid for the class of vehicle which they are required to drive and shall produce the licence upon request.
- 2) The Contractor shall not permit any driver to be in control of a vehicle while under the influence of alcohol, drugs or other substance.



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- 3) All vehicles of the Contractor shall display a name board bearing the Contractor's name. Hired vehicles shall bear an identifying sticker.
- 4) *A register shall be kept of workers operating construction vehicles and mobile plant.*
- 5) The register shall contain proof of training of operators to operate construction vehicles and mobile plant, certification of competency and authorisation of operators to operate machinery, vehicles and plant.
- 6) Names of operators and their relevant training with date and time stamps – together with name of course instructor shall be kept in the Health and Safety File on site.
- 7) Physical and psychological fitness shall be proved by way of a medical certificate of fitness (*issued by a registered Occupational Medical Practitioner*) of the said operators before allowing operators to operate machinery, vehicles or plant.
- 8) Each and every driver shall be trained on risks associated with their trade and safety procedures to mitigate the risks.
- 9) All construction vehicles and mobile plant must be of acceptable design and construction and used according to their design.
- 10) All construction vehicles and mobile plant must be maintained in good working order.
- 11) Registers of all vehicles and plant shall be kept on site together with names of operators responsible for each.
- 12) The register shall report all maintenance activities performed on these vehicles and plant as well as signatures certifying condition of the vehicles as in a good working order.
- 13) All requirements on the vehicles and mobile plant with regard to safety and health shall be inspected and certified.

***These requirements include:***

- ✚ portable fire extinguishers mounted in specified positions on construction vehicles – 2kg DCP Fire extinguisher;
- ✚ safety belts and harnesses;
- ✚ inspection for leaking fuel or gasses which can cause a fire hazard;
- ✚ safe and suitable means of access;
- ✚ adequate signalling or other control arrangement to guard against the dangers relating to movement of vehicles and plant;

***Attention must be paid to –***

- ✚ Turn indicators
- ✚ Stop lights x2 – where poor visibility conditions warrant
- ✚ Reverse siren or acoustic device
- ✚ Head lights x2 – where poor visibility conditions warrant
- ✚ Rotating amber flashing with lens height of at least 200mm and an output of at least 100Watts on roof or other visible position
- ✚ Warning boards mounted at least 1.5m above ground level to be clearly visible
- ✚ Inspections of appropriate structures fitted to protect the operator from falling material or from being crushed should the vehicle or mobile plant overturn
- ✚ Appropriate seats must be firmly secured and adequate in number on vehicles used to transport employees

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During use of Construction vehicles or mobile plant, the following rules shall be adhered to:

- ✚ Construction vehicles or mobile plant must be prevented from falling into excavations, water or any other area lower than the working surface. This protection must consist of adequate edge protection e.g. guard rails and/or crash barriers.
- ✚ No person shall be allowed to or require to ride on any Construction Vehicle or Mobile Plant in a position otherwise than a safe place provided for on the construction vehicle or mobile plant as designed for that purpose.
- ✚ The construction site must be organised in such a way that as far as is reasonably practical, pedestrians and vehicles can move safely and without risk to health and safety.
- ✚ Traffic routes shall of sufficient size, sufficient in number and in suitable positions to be used safely by construction vehicles, mobile plant and pedestrians.
- ✚ Each and every route shall be indicated by suitable signs for reasons of safety and health.
- ✚ No tools and/or materials shall be transported in the same compartment as the operators/drivers/employees unless the said are secured against movement during transportation.
- ✚ All Construction Vehicles and Mobile Plant left unattended at night adjacent to a freeway in normal use or adjacent to construction areas where work is in progress, shall have appropriate lights or reflectors, or barricades equipped with appropriate lights or reflectors in order to identify the location of the vehicles or plant.
- ✚ Bulldozers, scrapers, loaders and other similar mobile plant are, when being repaired or when not in use, fully lowered or blocked with controls in a neutral position, motors stopped and brakes set.
- ✚ Reflective indicators must be provided to workers in the form of reflective yellow jackets or vests as specified and worn by workers working on/or adjacent to public roads.

#### **6.4 Cranes (CR 22)**

A contractor must, in addition to compliance with the Driven Machinery Regulations, 1988 ensure that where tower cranes are used-

- 1) they are designed and erected under the supervision of a competent person;
- 2) a relevant risk assessment and method statement are developed and applied;
- 3) the effects of wind forces on the crane are taken into consideration and that a wind speed device is fitted that provides the operator with an audible warning when the wind speed exceeds the design engineer's specification;
- 4) the bases for the tower cranes and tracks for rail-mounted tower cranes are firm, level and secured;

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- 5) the tower crane operators are competent to carry out the work safely; and
- 6) the tower crane operators have a medical certificate of fitness to work in such an environment, issued by an occupational health practitioner in the form of Annexure 3

## **6.5 Vessels under pressure and gas bottles**

The Principal Contractor shall comply with Pressure Equipment Regulations, including:

- ✚ Providing competency and awareness training to the operators;
- ✚ Providing PPE or clothing;
- ✚ Providing and maintaining appropriate signage in areas where VUP are used;
- ✚ Inspecting equipment regularly and keeping records of inspections;
- ✚ Providing appropriate fire fighting equipment (Fire Extinguishers).

## **6.6 Welding, Flame- Cutting, Soldering and similar operations**

- ✚ Persons doing flame cutting or welding fully instructed in the safe use of the equipment.
- ✚ Persons doing flame cutting or welding effectively protected.
- ✚ Leads and electrode holders insulated.
- ✚ Workplace effectively partitioned.
- ✚ Effective ventilation provided and maintained where welding or flame cutting is done in confined spaces Masks or hoods maintaining a supply of safe air for breathing provided where welding or flame cutting is done in confined spaces.
- ✚ No electrical welding in a damp, wet place, inside metal vessels or in contact with large amount of metal unless:
  - Insulation of the leads is in sound condition
  - Electrode holder is in sound condition
  - Welder is insulated by boots, gloves and rubber mats
  - One other trained person remains in attendance during operations in case of emergency
  - Trained fire watch/es to oversee the work and remain onsite for a further 30 minutes after completion of work.
- ✚ No Hot work to be carried out without a Hot work Permit from TNPA Fire Services.
- ✚ No welding or flame cutting, grinding, soldering or similar work conducted in or on any tank, drum, vessel or similar objects unless such container is open or the rise in pressure cannot

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render dangerous.

- ✚ No welding or flame cutting, grinding, soldering or similar work is conducted in or on any tank, drum, vessel or similar objects where the container contains a substance that may ignite or explode under heat.
- ✚ No welding or flame cutting, grinding, soldering or similar work conducted in or on any tank, drum, vessel or similar objects where the container contains a substance that may react to form dangerous or poisonous substance, unless a person competent to pronounce on the safety thereof has certified in writing that any danger has been removed.
- ✚ When hot work (welding, cutting, brazing or soldering operations) is carried out at places other than workplaces designed for hot work proper and adequate fire precautions must be taken.

## **6.6 Public safety and Security measures**

The Principal Contractor shall ensure that each person working on or visiting a site, and the general public in the vicinity of the construction site, shall be made aware of the dangers likely to arise from onsite activities and the precautions to be observed to avoid or minimise those dangers.

- ✚ Notices & Signs at shall be posted at entrances and or along perimeters indicating **"No Unauthorised Entry"**.
- ✚ Notices & Signs at entrance instructing visitors and non - employees what to do, where to go and where to report on entering the site/yard with directional signs. e.g. **"Visitors to report to Office"**
- ✚ Notices & Signs posted to warn of overhead work and other hazardous activities. e.g. **"General Warning Signs"**

## **Security measures**

- 1) Access shall be controlled by having a sign in register in operation.
- 2) Security patrols after hours and weekends
- 3) There must be sufficient lighting after dark
- 4) Security guards has access to a telephone or other means of emergency communication

## **7. OCCUPATIONAL HEALTH AND HYGIENE**

### **7.1 Occupational Health**

The Principal Contractor/Contractor shall ensure that all employees working for or on behalf of the organisation are medical fit and these tests shall include the minimum (baseline): audiometric, lung function and vision tests.

- ✚ Regular monitoring should be done to ensure validation of medical fitness certificates.
- ✚ Records should be kept for 40 years.
- ✚ Exit medicals to be conducted and records kept when employees leave employment.

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- ✚ Copies to form part of the H&S file.
- ✚ Adequate lighting in places where work is being executed e.g. stairwells and basements.
- ✚ Light fittings placed / installed causing no irritating/blinding glare.
- ✚ Adequate ventilation / extraction / exhausting in hazardous areas e.g. chemicals / adhesives / welding / petrol or diesel/ motors running and in confined spaces / basements.
- ✚ Tasks identified where noise exceeds 85dB (A).
- ✚ All reasonable steps taken to reduce noise levels at the source.
- ✚ Hearing protection used where noise levels could not be reduced to below 85dB (A).
- ✚ Measures in place to prevent heat exhaustion in heat stress problem areas e.g. steel decks, when the WBGT index reaches 30. (See Environmental Regulation 4)
- ✚ Cold drinking water readily available when extreme temperatures are experienced.

## **7.2 Occupational Hygiene**

Occupational exposure is a major problem and all Contractors must ensure that proper health and hygiene measures are put in place to prevent exposure to these hazards.

Measures in place to minimize dust generation.

Accumulation of empty cement pockets, plastic wrapping / bags, packing materials etc. prevented.  
Spillage / discarding of oil, chemicals and diesel into storm water and other drains prevented

## **7.3 Employee Facilities**

- 1) A contractor must, in addition to the construction site provisions in the Facilities Regulations, 2004, promulgated by Government Notice No. R. 924 of 3 August 2004, provide at or within reasonable access of every construction site, the following clean, hygienic and maintained facilities:
  - ✚ Shower facilities after consultation with the employees or employees representatives, or at least one shower facility for every 15 persons;
  - ✚ at least one sanitary facility for each sex and for every 30 workers;
  - ✚ changing facilities for each sex; and
  - ✚ sheltered eating areas.

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- 2) A contractor must provide reasonable and suitable living accommodation for the workers at construction sites who are far removed from their homes and where adequate transportation between the site and their homes, or other suitable living accommodation, is not available.

## **7.4 Alcohol and Drugs**

TNPA has a Zero tolerance policy. Breathalysing tests are done randomly by TNPA Security, no person will be allowed on site if found he/she blows positive.

Any person suspected of being under the influence of alcohol or other drugs must be sent home immediately, report back the next day for a preliminary inquiry. All contractors must follow a disciplinary procedure

No alcohol and other drugs will be allowed on TNPA site. No person may be under the influence of alcohol or any other drugs while on the construction site.

Any person on prescription drugs must inform his/her Supervisor, who shall in return report this to the Construction Manager.

Any person from suffering from any illness/condition that may have a negative effect on his/her safety performance must report this to his /her Supervisor and/or Construction Manager

## **8. ANNEXURES**

- A – Declaration
- B – Notification of Construction
- C – Section 37(2) Agreements
- D – Site Access Certificate
- E - SHEQ Policy
- F – Induction booking form
- G – Flash report
- H – Project/Site specific requirements

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# HEALTH AND SAFETY SPECIFICATION



## **Annexure A**

### **Declaration of Acceptance**

I, \_\_\_\_\_ the Contractor, do hereby declare that my Company  
 \_\_\_\_\_ acknowledges having read and understood the  
 conditions contained in this document and, furthermore the content will be communicated to the employees  
 and that all employees agree to abide by these conditions.

<b>Representatives</b>	<b>Name and Surname</b>	<b>Signature</b>	<b>Date</b>
Construction Manager ( Contractor)			
Assistant Construction Manager (Contractor)			
SHE Officer (Contractor)			
Project Manager TNPA			
H&S Specialist TNPA			

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# HEALTH AND SAFETY SPECIFICATION



## **Annexure B**

### **ANNEXURE 2** **OCCUPATIONAL HEALTH AND SAFETY ACT, 1993**

#### **Regulation 4 of the Construction Regulations, 2014**

#### **NOTIFICATION OF CONSTRUCTION WORK**

---

---

**1(a) Name and postal address of principal contractor:**

\_\_\_\_\_

**(b) Name and tel. no of principal contractor's contact person:**

\_\_\_\_\_

**2. Principal contractor's compensation registration number:**

\_\_\_\_\_

**3. (a) Name and postal address of client:**

\_\_\_\_\_

**(b) Name and tel. no of client's contact person or agent:**

\_\_\_\_\_

**4. (a) Name and postal address of designer(s) for the project:**

\_\_\_\_\_

**(b) Name and tel. no of designer(s) contact person:**

\_\_\_\_\_

**5. Name and telephone number of principal contractor's construction supervisor on site appointed in terms of regulation 8(1).**

\_\_\_\_\_

**6. Name/s of principal contractor's construction sub-ordinate supervisors on site appointed in terms of regulation 8(2).**

\_\_\_\_\_



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# HEALTH AND SAFETY SPECIFICATION



**7. Exact physical address of the construction site or site office:**

\_\_\_\_\_

**8. Nature of the construction work:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. Expected commencement date:**

\_\_\_\_\_

**10. Expected completion date:**

\_\_\_\_\_

**11. Estimated maximum number of persons on the construction site:**

**Total:** \_\_\_\_\_ **Male:** \_\_\_\_\_ **Female:** \_\_\_\_\_

**12. Planned number of contractors on the construction site accountable to the principle contractor: \_\_\_\_\_**

**13. Name(s) of contractors already selected:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Principal Contractor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Client's Agent (where applicable)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Client**

\_\_\_\_\_  
**Date**

- THIS DOCUMENT IS TO BE FORWARDED TO THE OFFICE OF THE DEPARTMENT OF LABOUR **PRIOR TO COMMENCEMENT** OF WORK ON SITE.
- **ALL PRINCIPAL CONTRACTORS** THAT QUALIFY TO NOTIFY MUST DO SO EVEN IF ANOTHER PRINCIPAL CONTRACTOR ON THE SAME SITE HAD DONE SO PRIOR TO THE COMMENCEMENT OF WORK.

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# HEALTH AND SAFETY SPECIFICATION



**Annexure C**

## Site Access Certificate

Access to (Area) :	
Name of Contractor/Builder :	
Contract/Order No.:	

The contract works site / area described above are made available to you for the carrying out of associated work in terms of your contract / order with (Company):

\_\_\_\_\_

Kindly note that you are at all times responsible for the control and Safety of the Works Site, and for persons under your control having access to the site.

As from the date hereof you will be responsible for compliance with the requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) as amended, and all conditions of the Contract pertaining to the site of the works as defined and demarcated in the contract documents including the plans of the site or work areas forming part thereof.

*Signed* : \_\_\_\_\_ *Date* : \_\_\_\_\_  
**PROJECT MANAGER**

\_\_\_\_\_

### ACKNOWLEDGEMENT OF RECEIPT

<b>Name of Contractor / Builder:</b>	
--------------------------------------	--

I, \_\_\_\_\_ do hereby acknowledge and accept the duties and obligations in respect of the Safety of the site / area of Work in terms of the Occupational Health and Safety Act 85 of 1993 and or any other legislation and regulations applications.

**Name** : \_\_\_\_\_ **Designation** : \_\_\_\_\_

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# HEALTH AND SAFETY SPECIFICATION



**Signature :** \_\_\_\_\_ **Date :** \_\_\_\_\_

**Annexure D**

**WRITTEN AGREEMENT ON  
OCCUPATIONAL HEALTH AND SAFETY**

In accordance with the provision of Section 37(2)  
of the Occupational Health and Safety Act 85 of 1993

**AS ENTERED INTO BY AND BETWEEN**

Transnet National Port Authority

\_\_\_\_\_  
(hereinafter referred to as “the Employer”)

**AND**

\_\_\_\_\_  
(hereinafter referred to as “the Mandatory”)

**Compensation Fund Number:** \_\_\_\_\_

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# HEALTH AND SAFETY SPECIFICATION



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- 3. APPOINTMENTS AND TRAINING**
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- 6. COOPERATION**
- 7. WORK PROCEDURES**
- 8. HEALTH AND SAFETY MEETINGS**
- 9. COMPENSATION REGISTRATION**
- 10. MEDICAL EXAMINATIONS**
- 11. INCIDENT REPORTING AND INVESTIGATION**
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# HEALTH AND SAFETY SPECIFICATION



## 1. REPORTING

- 1.1 The Mandatory and/or his designated person appointed in terms of Section 16(2) of the Occupational Health and Safety Act 85 of 1993 ("the OHS Act") shall report to the Risk Manager and/or a Project Manager and/or a representative designated by the Employer prior to commencing the work at the premises.

## 2. WARRANTY OF COMPLIANCE

- 2.1 In terms of this agreement the Mandatory warrants that he agrees to the arrangements and procedures as prescribed by the Employer and as provided for in terms of Section 37(2) of the OHS Act for the purposes of compliance with the Act.
- 2.2 The Mandatory further warrants that he and/or his employees undertake to maintain such compliance with the OHS Act. Without derogating from the generality of the above, or from the provisions of the said agreement, the Mandatory shall ensure that the clauses as hereunder described are at all times adhered to by himself and his employees.
- 2.3 The Mandatory hereby undertakes to ensure that the health and safety of any other person on the premises is not endangered by the conduct and/or his nominated Chief Executive Officer.

## 3. APPOINTMENTS AND TRAINING

- 3.1 The Mandatory shall appoint competent persons as per Section 16(2) of the OHS Act. Any such appointed person shall be trained on any occupational health and safety matter and the OHS Act provisions pertinent to the work is to be performed under his responsibility. Copies of any appointments made by the Mandatory shall immediately be provided to the Employer.
- 3.2 The Mandatory shall further ensure that all his employees are trained on the health and safety aspects relating to the work and that they understand the hazards associated with such work being carried out on the premises. Without derogating from the foregoing, the Mandatory shall, in particular, ensure that all his users or operators of any materials, machinery or equipment are properly trained in the use of such materials, machinery or equipment. . They shall further ensure that they attend Induction offered by Risk department prior to commencement of work on site
- 3.3 Notwithstanding the provisions of the above, the Mandatory shall ensure that he, his appointed responsible persons and his employees are at all times familiar with the provisions of the OHS Act, and that they comply with the provisions of the Act.

## 4. SUPERVISION, DISCIPLINE AND REPORTING

- 4.1 The Mandatory shall ensure that all work performed on the Employer's premises are done under strict supervision and that no unsafe or unhealthy work practices are permitted.

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# HEALTH AND SAFETY SPECIFICATION



Discipline regarding health and safety matters shall be strictly enforced against any of his employees regarding non-compliance by such employee with any health and safety matters.

- 4.2 The Mandatory shall further ensure that his employees report to him all unsafe or unhealthy work situations immediately after they become aware of the same and that he in turn immediately reports these to the Employer and/or his representative.

## 5. ACCESS TO THE OHS ACT

- 5.1 The Mandatory shall ensure that he has an updated copy of the OHS Act on site at all times and that this is accessible to his appointed responsible persons and employees, save that the parties may make arrangements for the Mandatory and his appointed responsible persons and employees to have access to the Employer's updated copy/copies of the Act.

## 6. COOPERATION

- 6.1 The Mandatory and/or his responsible persons and employees shall provide full co-operation and information if and when the Employer or his representative inquiries into occupational health and safety issues concerning the Mandatory. It is hereby recorded that the Employer and his representative shall at all times be entitled to make such inquiry.
- 6.2 Without derogating from the generality of the above, the Mandatory and his responsible persons shall make available to the Employer and his representative, on request, all and any checklists and inspection registers required to be kept by him in respect of any of his materials, machinery or equipment.

## 7. WORK PROCEDURES

- 7.1 The Mandatory shall, after having established the dangers associated with the work performed, develop and implement mitigation measures to minimize or eliminate such dangers for the purpose of ensuring a healthy and safe working environment. The Mandatory shall then ensure that his responsible persons and employees are familiar with such mitigation measures.
- 7.2 The Mandatory shall implement any other safe work practices as prescribed by the Employer and shall ensure that his responsible persons and employees are made conversant with and adhere to such safe work practices.
- 7.3 The Mandatory shall ensure that work for which a permit is required by the Employer is not performed by his employees prior to the obtaining of such a permit.

## 8. HEALTH AND SAFETY MEETINGS

- 8.1 If required in terms of the OHS Act, the Mandatory shall establish his own health and safety committee(s) and ensure that his employees, being the committee members, hold health and safety representatives to attend the Employer's health and safety committee meetings.

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# HEALTH AND SAFETY SPECIFICATION



## 9. COMPENSATION REGISTRATION

9.1 The Mandatory shall ensure that he has a valid proof of registration with the Compensation Commissioner, as required in terms of the Compensation for Occupational Injuries and Diseases Act 130 of 1993, and that all payments owing to the Commissioner are discharged. The Mandatory shall further ensure that the cover remain in force while any such employee is present on the premises.

## 10. MEDICAL EXAMINATIONS

10.1 The Mandatory shall ensure that all his employees undergo routine medical examinations and that they are medically fit for the purposes of the work they are to perform.

## 11. INCIDENT REPORTING AND INVESTIGATION

11.1 All incidents referred to in Section 24 of the OHS Act shall be reported by the Mandatory to the Department of Labour and to the Employer. The Employer shall further be provided with copies of any written documentation relating to any incident.

11.2 The Employer retains an interest in the reporting of any incident as described above as well as in any formal investigation and/or inquiry conducted in terms of section 32 of the OHS-Act into such incident.

## 12. SUBCONTRACTORS

12.1 The Mandatory shall notify the Employer of any subcontractor he may wish to perform work on his behalf on the Employer's premises. It is hereby recorded that all the terms and provisions contained in this clause shall be equally binding upon the subcontractor prior to the subcontractor commencing with the work. Without derogating from the generality of this paragraph:

12.1.1 The Mandatory shall ensure that training as discussed under appointments and training, is provided prior to the subcontractor commencing work on the Employer's premises.

12.1.2 The Mandatory shall ensure that work performed by the subcontractor is done under his strict supervision, discipline and reporting.

12.1.3 The Mandatory shall inform the Employer of any health and safety hazards and/or issue that the subcontractor may have brought to this attention.

12.1.4 The Mandatory shall inform the Employer of any difficulty encountered regarding compliance by the subcontractor with any health and safety instruction, procedure and/or legal provision applicable to the work the subcontractor performs on the Employer's premises.

## 13. SECURITY AND ACCESS

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# HEALTH AND SAFETY SPECIFICATION



- 13.1 The Mandatory and his employees shall enter and leave the premises only through the main gate(s) and/or checkpoint(s) designated by the Employer. The Mandatory shall ensure that employees observe the security rules of the Employer at all times and shall not permit any person who is not directly associated with the work from entering the premises.
- 13.2 The Mandatory and his employees shall not enter any area of the premises that is not directly associated with their work.
- 13.3 The Mandatory shall ensure that all materials, machinery or equipment brought by him onto the premises are recorded at the main gate(s) and/or checkpoint(s). Failure to do this may result in a refusal by the Employer to allow the materials, machinery or equipment to be removed from the premises.

## 14. FIRE PRECAUTIONS AND FACILITIES

- 14.1 The Mandatory shall ensure that an adequate supply of fire-protection and first-aid facilities are provided for the work to be performed on the Employer’s premises, save that the parties may mutually make arrangements for the provision of such facilities.
- 14.2 The Mandatory shall further ensure that all his employees are familiar with fire precautions at the premises, which included fire-alarm signals and emergency exits, and that such precautions are adhered to.

## 15. ABLUTION FACILITIES

- 15.1 The Mandatory shall ensure that an adequate supply of ablution facilities are provided for his employees performing work on the Employer’s premises, save that the parties may mutually make arrangements for the provision of such facilities.

## 16. HYGIENE AND CLEANLINESS

- 16.1 The Mandatory shall ensure that the work site and surround area is at all times maintained to the reasonably practicable level of hygiene and cleanliness. In this regard, no loose materials shall be left lying about unnecessarily and the work site shall be cleared of waste material regularly and on completion of the work.

## 17. NO NUISANCE

- 17.1 The Mandatory shall ensure that neither he nor his employees undertake any activity that may cause environmental impairment or constitute any form of nuisance to the Employer and/or his surroundings.
- 17.2 The Mandatory shall ensure that no hindrance, hazard, annoyance or inconvenience is inflicted on the Employer, another Mandatory or any tenants. Where such situations are unavoidable, the Mandatory shall give prior notice to the Employer.

## 18. INTOXICATION NOT ALLOWED



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# HEALTH AND SAFETY SPECIFICATION



18.1 No intoxicating substance of any form shall be allowed on site. Any person suspected of being intoxicated shall not be allowed on the site. Any person required to take medication shall notify the relevant responsible person thereof, as well as the potential side effects of the medication.

## 19. PERSONAL PROTECTIVE EQUIPMENT

19.1 The Mandatory shall ensure that his responsible persons and employees are provided with adequate personal protective equipment (PPE) for the work they may perform and in accordance with the requirements of General Safety Regulation 2 (1) of the OHS Act. The Mandatory shall further ensure that his responsible persons and employees wear the PPE issued to them at all material times.

## 20. PLANT, MACHINERY AND EQUIPMENT

20.1 The Mandatory shall ensure that all the plant, machinery, equipment and/or vehicles he may wish to utilize on the Employer's premises is/are at all times of sound order and fit for the purpose for which it/they is/are attended to, and that it/they complies/comply with the requirements of Section 10 of the OHS Act.

20.2 In accordance with the provisions of Section 10(4) of the OHS Act, the Mandatory hereby assumes the liability for taking the necessary steps to ensure that any article or substance that it erects or installs at the premises, or manufactures, sells or supplies to or for the Employer, complies with all the prescribed requirements and will be safe and without risks to health and safety when properly used.

## 21. NO USAGE OF THE EMPLOYER'S EQUIPMENT

21.1 The Mandatory hereby acknowledge that his employees are not permitted to use any materials, machinery or equipment of the Employer unless the prior written consent of the Employer has been obtained, in which case the Mandatory shall ensure that only those persons authorized to make use of same, have access thereto.

## 22. TRANSPORT

22.1 The Mandatory shall ensure that all road vehicles used on the premises are in a roadworthy condition and are licensed and insured. All drivers shall have relevant and valid driving licenses and vehicle shall carry passengers unless it is specifically designed to do so. All drivers shall adhere to the speed limits and road signs on the premises at all times.

22.2 In the event that any hazardous substances are to be transported on the premises, the Mandatory shall ensure that the requirements of the Hazardous Substances Act 15 of 1973 are complied with fully all times.

## 23. CLARIFICATION

23.1 In the event that the Mandatory requires clarification of any of the terms or provisions of this agreement, he should contact the Risk Manager of the Employer.

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# HEALTH AND SAFETY SPECIFICATION



## 24. DURATION OF AGREEMENT

24.1 This agreement shall remain in force for the duration of the work to be performed by the Mandatory and/or while any of the Mandatory’s employees are present on the Employer’s premises.

## 25. HEADINGS

The headings as contained in this agreement are for reference purposes only and shall not be construed as having any interpretative value in themselves or as giving any indication as to the meaning of the contents of the paragraphs contained in this agreement.

### Thus done and signed

at \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
**For and on behalf of the Employer**

\_\_\_\_\_  
**For and on behalf of the Mandatory**

### Witnesses:

1. \_\_\_\_\_
2. \_\_\_\_\_

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# HEALTH AND SAFETY SPECIFICATION



## **Annexure E**

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# HEALTH AND SAFETY SPECIFICATION



## SAFETY, HEALTH, ENVIRONMENTAL AND QUALITY RISK MANAGEMENT POLICY STATEMENT

### Mission

**To provide efficient freight transportation on a sustainable basis that enhances the interests of our stakeholders, while improving Safety, Health, Environmental and Quality ("SHEQ") Risk Management**


### Commitment

**Transnet SOC Ltd ("Transnet")** as the custodian of rail, ports and pipeline businesses, while committed to the competitiveness of the South African economy by contributing to reduce the cost of doing business in South Africa, will integrate SHEQ Risk Management to its core business activities and, as part of such integration undertakes to:

- Comply, as a minimum, with all applicable Safety, Health and Environmental legislation, regulations as well as international Protocols and Codes ratified by the Republic of South Africa;
- Provide and maintain appropriate resources to identify and manage SHEQ risks and support the development and implementation of relevant best practice systems such as ISO 14001, ISO 9001 and OHSAS 18001;
- Manage and mitigate SHEQ risks inherent to Transnet to be within legally acceptable limits;
- Promote a SHEQ Risk Management culture;
- Communicate transparently to promote dialogue with the relevant stakeholders and integrate SHEQ Risk Management performance in its triple bottom line reporting process in accordance with global sustainability principles;
- Provide necessary support and information, including this Policy, to relevant stakeholders to facilitate ongoing SHEQ Risk Management competence and awareness;
- Make all employees, including contractors, aware of this Policy and ensure that they accept their duty and responsibility to take appropriate care for their own health and safety and also that of fellow employees and any other person who may be affected by their actions at work;
- Monitor and audit SHEQ Risk Management systems to ensure effectiveness, efficiency and continuous improvement throughout Transnet; and
- Review the SHEQ Risk Management Policy as circumstances dictate to ensure continued effectiveness and relevance.

### Responsibility and Accountability

Transnet recognises its ultimate responsibility and accountability for SHEQ Risk Management in its capacity as the employer and that all the employees of Transnet, including contractors, have a role to play in delivering on the commitments set out in this Policy.

Signed:   
**Brian Molefe**  
 Group Chief Executive

Date: 24.11.11.

## Annexure F

## 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 SHEQ 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 <i>(Please select one)</i>			
<input type="checkbox"/> New Induction	<input type="checkbox"/> Re-induction		
TNPA CONTACT DETAILS			
TNPA Contact Person:		Position Title	
Phone No:		P/O Number	
Email Address:			
OTHER OPERATING DIVISIONS <i>(Select the area below where you will be allocated):</i>			
<input type="checkbox"/> TPT	<input type="checkbox"/> TCP	<input type="checkbox"/> AGENTS	<input type="checkbox"/> OTHER
<input type="checkbox"/> TFR / RME	<input type="checkbox"/> STEVEDORING	<input type="checkbox"/> TENANTS	<input type="checkbox"/>
BUSINESS ACTIVITY <i>(Select one activity with a cross which one of the below best describes your business):</i>			
<input type="checkbox"/> Air Compressors	<input type="checkbox"/> Construction	<input type="checkbox"/> Labour Hire	<input type="checkbox"/> Signage
<input type="checkbox"/> Air Conditioning	<input type="checkbox"/> Demolition	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Stevedoring
<input type="checkbox"/> Animal Handlers	<input type="checkbox"/> Earthmoving	<input type="checkbox"/> Lawn Mowing	<input type="checkbox"/> Telecomm. / Data
<input type="checkbox"/> Architect	<input type="checkbox"/> Electrical	<input type="checkbox"/> Lift	<input type="checkbox"/> Test and Tag Services
<input type="checkbox"/> Asbestos / Haz. Materials	<input type="checkbox"/> Emergency Lighting	<input type="checkbox"/> Locksmith	<input type="checkbox"/> Tillers
<input type="checkbox"/> Battery	<input type="checkbox"/> Engineering Consultant	<input type="checkbox"/> Painting	<input type="checkbox"/> Traffic Consultant
<input type="checkbox"/> Blinds / Curtains	<input type="checkbox"/> Environmental Consultant	<input type="checkbox"/> Pest Control	<input type="checkbox"/> Water Treatment
<input type="checkbox"/> Brick / Block Laying	<input type="checkbox"/> Fencing	<input type="checkbox"/> Plumbing & Gas Fitters	<input type="checkbox"/> Waste
<input type="checkbox"/> Building Mgt Systems	<input type="checkbox"/> Fire Services	<input type="checkbox"/> Pumps	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Carpet / Vinyl	<input type="checkbox"/> Fume Cupboards	<input type="checkbox"/> Refrigeration	
<input type="checkbox"/> Civil Works	<input type="checkbox"/> Furniture	<input type="checkbox"/> Roofing	
<input type="checkbox"/> Cleaning	<input type="checkbox"/> Generators	<input type="checkbox"/> Rope Access	
<input type="checkbox"/> Concreting	<input type="checkbox"/> Geotechnical Consultant	<input type="checkbox"/> Scaffolding	

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## PERSON/S BEING INDUCTED *(Please print clearly)*

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 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 8950 / 8715

[Anu.Nair@transnet.net](mailto:Anu.Nair@transnet.net)

[Claudette.Alexander@transnet.net](mailto:Claudette.Alexander@transnet.net)

OFFICE USE				
	Status	Name and Surname	Date	Comments
<input type="checkbox"/>	Approved by			
<input type="checkbox"/>	Rejected by			

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# HEALTH AND SAFETY SPECIFICATION



Name and Surname	Identity Number	Position	Company
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

## **Annexure G**

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# HEALTH AND SAFETY SPECIFICATION



## Incident 24 Hour Immediate Report

Incident Flash Report													
<b>Tracker Number</b>		<i>To be filled in by PC or contractor</i>											
<b>Principal Contractor or Contractor Name</b>													
<b>Date</b>		<b>Time</b>				<b>Area</b>							
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 & 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		<b>Reason for Non Work Related Classification</b>							
<b>Other or * (Specify)</b>													
Class of Person(s) Involved in Incident													
Transnet Employee		Labour Broker		Principal Contractor		Sub-Contractor		Supplier of Material		Visitor		Public	
<b>Full Name and Surname</b>			<b>Unique No. or I.D.</b>			<b>Job Title</b>			<b>Company</b>			<b>Age</b>	<b>Length of service</b>
1													
<b>Full Names of Witness(s)</b>													
1													
Brief Description of Incident & Treatment Given													
Immediate Action Taken to Recover Situation													
<b>Notification to Authority (To whom, date, time and method)</b>													
<b>Date &amp; time set for Investigation</b>													
<b>Reported By</b>													
<b>Date</b>													
<b>Tel No.</b>													
<b>Name and Contact of 16 (2) Appointee</b>													