

PART C3: SCOPE

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C3.1 Scope

Occupational Hygiene Surveys

1 DESCRIPTION OF THE *SERVICES*

1.1 Executive overview

Transnet Pipelines (*hereafter referred to as "The Employer"*) requires the services of an Approved Inspection Authority (AIA) registered with the Department of Employment and Labour to conduct Occupational Hygiene Surveys in facilities listed under clause 3 of this scope of work. The Employer operates in varied environments countrywide, and the health and wellbeing of its employees is of paramount importance to the organization.

1.2 Employers Objective

The Employer wishes to secure the services of a registered AIA which will identify and assess all occupational hazards and risks to employees within the company. The intention in doing this is to anticipate, evaluate and control environmental stressors in the workplace. The service required will be for a period of four (4) years, alternating in Tables 1 and 2 below.

2 DELIVERABLES

2.1 Occupational hygiene surveys according to the full scope are to be conducted in the following facilities:

Year 1	Year 2	Year 3	Year 4
Klerksdorp Operations	Ladysmith Operations	Klerksdorp Operations	Ladysmith Operations
Alrode Workshop and Stores	Secunda Operations	Alrode Workshop and Stores	Secunda Operations
Alrode Operations	Witbank Operations	Alrode Operations	Witbank Operations
Langlaagte Operations	Tarlton Operations (including Rail/Road)	Langlaagte Operations	Tarlton Operations (including Rail/Road)
Airport Operations	Rustenburg Pump Station	Airport Operations	Rustenburg Pump Station
Waltloo Operations	Sasolburg Operations	Waltloo Operations	Sasolburg Operations
Kendal Pump Station	Coalbrook Operations	Kendal Pump Station	Coalbrook Operations
Newcastle Pump Station	Refractionator Plant	Newcastle Pump Station	Refractionator Plant
Empangeni Workshop	Jameson Park Terminal	Empangeni Workshop	Jameson Park Terminal
Howick Pump Station	Ladysmith Workshop and Stores	Howick Pump Station	Ladysmith Workshop and Stores
Hilltop Pump Station	Pinetown Workshop	Hilltop Pump Station	Pinetown Workshop
Faculty of Pipelines (Pinetown)	National Operations Centre, Pinetown	Faculty of Pipelines (Pinetown)	National Operations Centre, Pinetown
Island View Terminal		Island View Terminal	
Durban Operations		Durban Operations	
Head Office		Head Office	

Table 1

*NB The sites listed in **Table 1** above are subject to change should there be any changes within the operational environment.

The following surveys are to be conducted within each of the facilities in **Table 1** where applicable:

- **Occupational Health Risk Assessments and Hazardous Chemical Substances Risk Assessments**
As per the various Regulations framed under the Occupational Health and Safety Act, 1993. The Transnet Operational Risk Assessment template is required to be used for this exercise.
- **Hazardous Chemical Substances Monitoring**
Dusts, Fumes, Gases, Mists, Vapours etc. as per the:
 - i) Regulation 5 of the Regulations for Hazardous Chemical Substances R1179)
 - ii) General Safety Regulations, Regulation 5;
 - iii) Environmental Regulations for Workplaces.
- **Noise Evaluation Surveys**
As per the Noise-Induced Hearing Loss Regulations, 2003 and TPL's Hearing Conservation Management Plan.
- **Environmental Noise Evaluation Surveys**

- **Lighting Evaluation Surveys**
Day / Night and Specialised Lighting as per the Environmental Regulations for Workplaces, Regulation 3 (Lighting).
- **Emergency Lighting** (Where applicable)
- **Ventilation Evaluation Surveys**
As per the Environmental Regulations for Workplaces, Regulation 5 (Ventilation).
- **Thermal Stress Evaluation Surveys**
Heat Stress, Cold Stress, Ventilation and as per the Environmental Regulations for Workplaces, Regulation 2 (Thermal Requirements).
- **Hazardous Biological Agents**
 - As per the Regulations for Hazardous Biological Agents, 2001 and amendments.
 - Compliance to infectious diseases protocols as per South African regulations at the time of surveillance and as amended.
- **Health Facilities Surveys**
Kitchens, Canteens, Change Rooms etc., as required by the Facilities Regulations.
- **Ergonomics Risk Assessment and Survey of Implementation**
As per the Ergonomics Regulations (2019) as set out in the Occupational Health and Safety Act (1993) as amended.
- **Vibration Assessment**
 - As per SANS 2631-1:1997 - Mechanical vibration and shock — Evaluation of human exposure to whole-body and segmental vibration or other applicable legislation / standard.(Select scenario per facility)
- **Thermographic Survey** – *to be carried out on facilities/equipment which emit heat and could possibly create a fire risk (Electrical Distribution Boards, ICT Server Infrastructure etc.)*
- **Asbestos Survey** – to be carried out as per the Asbestos Regulations in Years 3 and 4 for all sites.

2.2 **Unmanned stations as listed in Table 2 below will be undertaken relative to a limited scope given the decreased level of exposure of limited stressors within those facilities:**

Year 1	Year 2	Year 3	Year 4
Bethlehem	N/A	Bethlehem	N/A
Duzi	N/A	Duzi	N/A
Fort Mistake	N/A	Fort Mistake	N/A
Hillcrest	N/A	Hillcrest	N/A
Kroonstad	N/A	Kroonstad	N/A
Magdala	N/A	Magdala	N/A
Mahlabathini	N/A	Mahlabathini	N/A
Meyerton	N/A	Meyerton	N/A
Mnambithi (PS5)	N/A	Mnambithi (PS5)	N/A
Mngeni	N/A	Mngeni	N/A
Mooi River	N/A	Mooi River	N/A
Quagga	N/A	Quagga	N/A
Scheepersnek	N/A	Scheepersnek	N/A

Standerton	N/A	Standerton	N/A
Van Reenen	N/A	Van Reenen	N/A
Volkstrust	N/A	Volkstrust	N/A
Wilge	N/A	Wilge	N/A

Table 2

*NB The sites listed in **Table 2** above are subject to change should there be any changes within the operational environment.

The following surveys are to be conducted within each of the facilities in **Table 2** where applicable:

- **Occupational Health Risk Assessments and Hazardous Chemical Substances Risk Assessments**
As per the various Regulations framed under the Occupational Health and Safety Act, 1993. The Transnet Operational Risk Assessment template is required to be used for this exercise.
- **Hazardous Chemical Substances Monitoring**
Dusts, Fumes, Gases, Mists, Vapours etc. as per the:
 - i) Regulation 5 of the Regulations for Hazardous Chemical Substances R1179)
 - ii) General Safety Regulations, Regulation 5;
 - iii) Environmental Regulations for Workplaces.
- **Lighting Evaluation Surveys**
Day / Night and Specialised Lighting as per the Environmental Regulations for Workplaces, Regulation 3 (Lighting).
- **Ventilation Evaluation Surveys**
As per the Environmental Regulations for Workplaces, Regulation 5 (Ventilation).
- **Hazardous Biological Agents**
 - As per the Regulations for Hazardous Biological Agents, 2001 and amendments.
 - Compliance to infectious diseases protocols as per South African regulations at the time of surveillance and as amended.
- **Health Facilities Surveys**
Kitchens, Canteens, Change Rooms etc., as required by the Facilities Regulations.
- **Ergonomics Risk Assessment and Survey of Implementation**
As per the Ergonomics Regulations (2019) as set out in the Occupational Health and Safety Act (1993) as amended.
- **Thermographic Survey** – *to be carried out on facilities/equipment which emits heat and could possibly create a fire risk (Electrical Distribution Boards, ICT Server Infrastructure etc.)*
- **Asbestos Survey** – to be carried out as per the Asbestos Regulations in Years 3 and 4 for all sites.

2.2.1 *From the date of site survey, the associated reports must be delivered within 4 months; reports are to be made available electronically. Where a specific stressor criterion is not present or applicable dependent on the site, the report is to reflect a statement as such. Applicable valid calibration certificates for equipment utilised for surveys must be included as annexure to each report. A single multi-report format must be effected per site with the Health Risk Assessments conducted and supplied in a format prescribed by **The Employer.***

2.3 **The Employer Obligations**

- 2.3.1 **The Employer** will ensure relevant personnel are available to assist the **Consultant's** team during each survey.
- 2.3.2 Upon award, **The Employer** will provide the successful tenderer with a list of proposed dates for each survey over the contract period. A planning meeting with the **Consultant** will be effected after award of the contract to finalise the schedule.

2.4 **Contract Performance Management**

- 2.4.1 Supplier performance against contract requirements will be monitored monthly for the duration of each surveillance exercise undertaken. The monitoring criteria will cover deliverables from both **The Employer** and the **Consultant** as agreed at the commencement of the contract.

3 **HEALTH AND SAFETY COMPLIANCE OBLIGATIONS**

- 3.1 The **Consultant** shall at all times comply with Safety, Health and Environmental requirements prescribed by the relevant legislation as well as the Transnet Contractor Management Procedure (TIMS-GRP-PROC-014) as they may apply to the scope of services. The **Consultant** shall comply with the provisions of the Occupational Health and Safety Act, 85 of 1993 and relevant regulations as amended. The **Consultant** performs duties of the employer and is in every respect responsible for compliance with the provisions of the act. The **Consultant** will be responsible for the safety, health and environmental rules that **The Employer** may require to be implemented. The **Consultant** shall ensure that no employees or persons working on his/her behalf are allowed to enter any **The Employer** site, unless that employee or person has undergone safety, health and environmental induction pertaining to the hazards prevalent to the site at the time of entry. The **Consultant** shall ensure that all employees working on site have valid medical certificates of fitness specific to the scope of work to be performed and issued by an occupational health practitioner. Before establishing or entering any Transnet site, the **Consultant** shall submit a Safety, Health and Environmental Compliance file for review and approval by **The Employer** and will be subjected to a site-specific Health and Safety Induction.
- 3.2 SHE Compliance File Requirements:
- 3.2.1 Valid Letter of Good Standing with the Compensation Fund;
- 3.2.2 Signed 37(2) Agreement;
- 3.2.3 Valid medical certificates of fitness;
- 3.2.4 Applicable Legal Appointments:
- 3.2.4.1 **16.1**
- 3.2.4.2 **16.2**
- 3.2.5 Consultant ID copies (NKP requirement)
- 3.2.6 Abbreviated CV's and proof of competency
- 3.2.7 Certified copies of personnel registered with Southern African Institute of Occupational Hygiene (SAIOH) in the category of Occupational Hygiene Technologist and Occupational Hygienist.

4. **SECURITY SCREENING**

- 4.1 The **Contractor** will be expected to go through security screening prior to be given access to Transnet premises.
- 4.2
- 4.3 The following documents are needed from the company: -

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- 4.3.1 Company registration number.
 - 4.3.2 CIPC registration.
 - 4.3.3 Company TAX clearance TCS Pin.
 - 4.3.4 Copies of ID of directors.
 - 4.3.5 Fingerprints of directors (Use SAP 91) to be found at local SAPS. Original fingerprints must be submitted.
 - 4.3.6 Copies of ID of employees who will be working on site.
 - 4.3.7 Fingerprint of employees who will be working on site (Use SAP 91) to be found at local SAPS. Original fingerprints must be submitted.

Note: Please take note that SSA takes 3- 4 weeks for screening to take place once all required documentation has been submitted.

All documents for security screening to be submitted to me for hand deliver to State Security Agency, fingerprints must be original not copies.

5 LIST OF REFERENCES

- 5.1 Occupational Health and Safety Act 85 of 1993 and its related Regulations as amended
- 5.2 Relevant SANS standards
- 5.3 Other relevant legislation, regulations and applicable standards as amended.
- 5.4 Transnet Contractor Management Procedure (TIMS-GRP-PROC-014)

6 PROCUREMENT

5.1 The *Consultant's* Invoices

5.1.1 The invoice states the following:

- Invoice addressed to Transnet Limited;
- Transnet Limited's VAT No: 4720103177;
- Invoice number;
- The *Consultant's* VAT Number; and

5.1.2 The invoice contains the supporting detail:

A bill format as per the tender document indicating previously paid, paid to date and amount due for the month.

The invoice is presented either by post or by hand delivery.

5.1.3 Invoices submitted by post are addressed to:

Position: Manager: SHEQ (South)

By e-mail.

5.1.4 Invoices submitted by hand are presented to:

Position: Manager: SHEQ (South)

Durban

The invoice is presented as an original.