

**PART III****INTRODUCTION****PROPOSED NEW UPGRADING AND ALTERATIONS FOR SOUTH AFRICAN POLICE SERVICES IN VICTORIA WEST POLICE STATION, NORTHERN CAPE: MECHANICAL INSTALLATION****1. SCOPE**

The following installations shall be specified under this section of the project specification:

- a) Retro fit all existing 100/150/200l geysers with heat pumps.
- b) Supply and installation of kitchen and toilet extraction.

All the installations shall be complete in all respects, and the contractor shall allow for the completion and successful operation of the complete systems, irrespective of whether every separate item is specified or not.

In certain cases the position of equipment is shown schematically on the drawings. In these instances the exact positions will be determined on site.

**2. DESIGN CRITERIA**

<b>DESIGN DATA</b>	
Outdoor summer temperatures	33.9 °C Db/ 15.6 °C Wb
Outdoor winter temperatures	-3.3 °C Db/ -5.9 °C Wb
Indoor conditions	22 °C ±1.5 °C Db/ 50 % RH
Altitude above sea level	1300 m

**3. APPLICABLE STANDARDS**

- SANS 1125: Room air conditioners and heat pumps
- SANS 10147: Code of Practice for Refrigeration systems, including plants associated with air conditioning systems
- SANS 60335-2-40: Household and similar electrical appliances – Safety. Part 2 – 40: Particular requirements for electrical heat pumps, air conditioners and dehumidifiers
- SANS 10142-1-2003: The wiring of premises Part 1: Low-voltage installations
- SABS 1453: Copper tubes for medical gas and vacuum services
- SANS 10400: The National Building Regulations
- The Occupational Health and Safety Act, Act No. 85 of 1993
- Mine and Industrial Regulations, Government notices
- Local Municipal Regulations and Ordinances
- Fire Department Regulations
- All special conditions, specifications or codes of practice specified hereinafter.

**4. MATERIALS AND WORKMANSHIP**

Only material of the best quality, which has been approved by the Engineer, shall be used.

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Where applicable all material shall be in accordance with the relevant standard specifications of the South African Bureau of Standards.

As far as possible only material of South African origin shall be used.

All materials shall be new, undamaged and free from rust or other defects. Only material of the best quality, which has been approved by the Engineer, shall be used.

The contractor shall, upon the request of the engineer, furnish him/her with documentary proof to his/her satisfaction that the materials are of the quality specified. Samples shall be supplied by the contractor, free of charge, on the request of the Engineer.

The complete installation shall be carried out according to latest modern engineering practice.

The Engineer reserves the right to reject any work or part thereof that, according to his/her judgement, does not meet the highest standard of material and workmanship and to enforce replacement of the work at the expense of the contractor.

#### 5. RATING OF EQUIPMENT

All equipment shall be selected to be operated well within the manufacturer's ratings. Equipment offered for use beyond these limits will not be considered.

The contractor shall supply a schedule of ALL equipment offered by him detailing the make, model, size/capacity/rating, electrical requirements and material of construction where applicable to the Engineer for approval before his installation commences or equipment is ordered. Any deviations from the specification shall be clearly highlighted.

#### 6. DRAWINGS

The dimensions and positions of equipment shown on the engineer's drawings are schematic and for bid purposes only. The drawings are not suitable for manufacturing purposes. The responsibility for dimensional and layout accuracy remains with the contractor. The exact positions will be pointed out on site where necessary.

The following drawings shall be submitted by the contractor to the consulting engineer for approval:

- a) *Builder's work drawings* - All building requirements are to be indicated on these drawings to meet the dimensional requirements of the equipment and materials to be installed by the contractor.
- b) *Mechanical shop drawings* - These are shop and equipment layout drawings required for the manufacture and installation of equipment, showing detailed dimensions.
- c) *Electrical wiring and control drawings* - These include distribution board layouts, circuit diagrams, interconnection diagrams, and cable and equipment schedules.

Any work done by the contractor without any approved drawing shall be at the contractor's own risk, and any changes required shall conform to the contract documents or to co-ordinate his work with other services, shall be for the account of the contractor.

The approval of drawings by the consulting engineer shall not relieve the contractor of his responsibilities to carry out the work in terms of the contract documents.

The mechanical and electrical drawings shall be updated, by the contractor, during the contract period and shall be included in the Operating and Maintenance Manual at the end of the contract period as "as-built" drawings.

#### 7. OPERATING AND MAINTENANCE MANUALS

Three copies of operating and maintenance manuals shall be supplied and forwarded to the Engineer.

These manuals shall consist of the following:

- a) Paper prints of all approved "as-built" drawings and diagrams where applicable.
- b) Comprehensive literature of the different components of the installation.

- c) Manufacturer's catalogue.
- d) A list of agents and/or suppliers including a contact person, telephone number, fax number, physical address, postal address and an e-mail address if applicable.
- e) Start-up and shut-down procedures.
- f) Prescriptions for routine tests which must be performed by the user together with the time when such tests must be performed.
- g) Schedule of apparatus and equipment complete with model numbers, optional extras, modifications, electrical requirements, etc.
- h) Detailed monthly, quarterly, bi-annual or annual preventative maintenance procedures where applicable.
- i) All relevant commissioning data as well as test certificates.
- j) List of spares for all equipment.
- k) A comprehensive trouble shooting list for all the equipment

The operation manuals must be sturdily bound in a strong hard cover. Material in the manual must be clear, legible and well arranged and provided with an index.

The above manuals must be available three weeks before practical completion of the installation and practical completion shall be considered without these manuals.

#### 8. **GUARANTEE**

All equipment supplied and work done according to this specification shall be guaranteed against defective material and poor workmanship for a period of one year, commencing on the date of practical completion of the project.

#### 9. **SCAFFOLDING AND PLANT**

All plant required for the execution of the contract shall be supplied by the contractor.

The contractor shall provide his own scaffolding. For installation purposes the bidder shall allow for his own lifting equipment, cranes, etc. which may be necessary to complete the installation

#### 10. **DAMAGE AND PROTECTION OF WORKS**

The contractor shall take all precautions necessary for the protection of life, equipment and property in connection with the works during installation.

The contractor shall be held completely responsible for any damage to equipment during transport and installation as well as any damage to the building, and shall repair any such damage at his own expense.

Equipment delivered to site shall be stored in a well-protected area where it cannot be damaged by either the weather or other trades.

#### 11. **FINISHING AND TIDYING**

In view of the intense concentration of construction activities likely to be experienced during the contract period, progressive and systematic finishing and tidying will form an essential part of this contract. On no account must spoil, rubble, materials, equipment or unfinished operations be allowed to accumulate in such a manner as to unnecessarily impede the activities of other. In the event of this occurring, the Employer shall have the right to withhold payment for as long as may be necessary in respect of the relevant works in the area(s) concerned without prejudicing the rights of others to institute claims against the contractor on the ground of unnecessary obstruction.

Finishing and tidying must be done on a daily basis and not simply be left to the end of the contract. All finishing and tidying shall be carried out to the best advantage of the project as a whole.

## 12. TESTING

The units shall be tested and operated to meet the performance figures and duties as specified. All safety features and interlocks will be tested.

## 13. COMMISSIONING

The units shall be commissioned in accordance with the manufacturers specifications. The results of all checks and measurements shall be recorded in writing. Commissioning records shall be handed over to the engineer prior to the first acceptance of the installation. The commissioning records shall also be included in the operating and maintenance manuals.

## 14. SUPERVISORY STAFF AND IDENTIFICATION

At all times while on the premises all artisan and labourer members of the contractor's staff will wear clothing adequately marked with the relevant contractor's name.

The work shall be done by, or at times be under the personal supervision of a qualified artisan (or qualified technician) in the respective trade.

## 15. HEAT PUMP INSTALLATION

Supply and retrofit the existing 100/150/200l electric water geysers with new heat pump installations complete with all valves, copper pipes, wiring and coupling to plumbing pipes.

### Heat pump specifications:

Domestic heat pumps:

Description	HP1	HP2
Heating Capacity	3.5kW	5.5kW
Water Heater Size	100/150l	200/250l
Rated Power	900W	1.5kW
Rated Current	4.5A	6.0A
Hot Water Output	75l/h	110l/h
Net Weight	48kg	55kg
Power Supply	220-240V/1P/50Hz	
Heat Exchanger	Shell and Tube	
Refrigerant Gas	R407C	
Max. Water Temp.	55°C	
Air Temp.	-10°C to 43°C	
Water Connection	3/4 " BSP Female	
IPX Rating	IPX4	

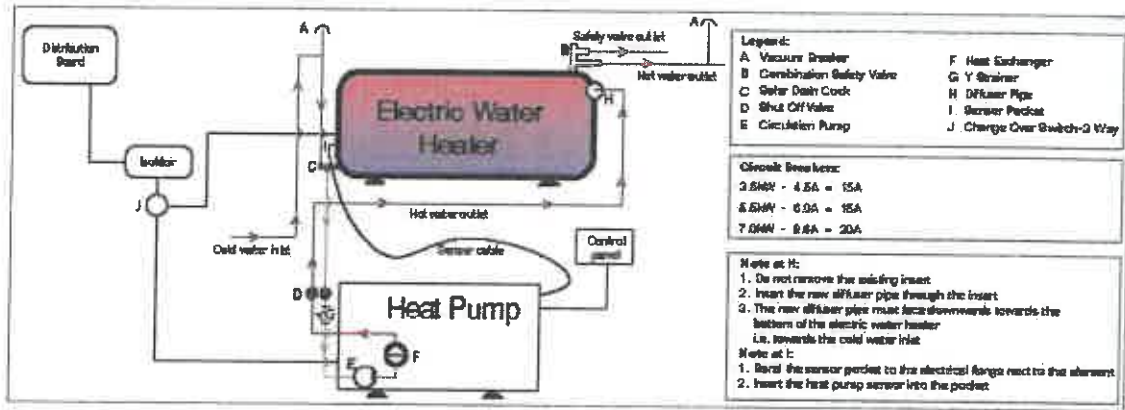
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Intelligent Defrosting	Yes
Electronic Expansion Valve	Yes
Noise Level	<50dB (A)

The heat pump must be complete with control panel, assembly wall bracket, safety combination valve, drain cock combination valve, 2 x lever ball valves, Y-strainer, sensor pocket and diffuser pipe.

The installer must be a plumber and the warranty is carried by the installer.

**Installation diagram of a heat pump system:**



**16. SCHEDULE OF PARTICULARS**

This part of the specification shall be fully completed by the Tenderer. Failure to do so may invalidate the tender. Information not provided shall imply that the equipment offered complies with the specifications, written or implied. The Engineer has the right to order removal and replacement of any equipment not conforming to the written or implied specifications.

The Contractor shall ensure that all performance specifications can be verified on request. Verification may include physical tests which the Contractor shall then do at his own cost. All performance specifications shall be provided at the site conditions.

DESCRIPTION	UNIT	HP1	HP2		
Make / manufacturer					
Type & Model no.					
Rate Power	kW				
Hot water output	l/h				
Other					

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**APPOINTMENT OF CONTRACTOR FOR REPAIRS AND RENOVATIONS  
OF VICTORIA WEST POLICE STATION IN NORTHERN CAPE PROVINCE**

**BID: 19/1/9/1/91TB(22)**

**PART C**

**CONTRACT**

**PART C 3**

**OCCUPATIONAL HEALTH AND SAFETY**

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# HEALTH & SAFETY SPECIFICATION

## FOR CAPITAL WORKS AND PLANNED MAINTENANCE PROJECTS MANAGED ON BEHALF OF SOUTH AFRICAN POLICE SERVICE (THE "CLIENT")

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### 1. PREAMBLE

In terms of Construction Regulation 5(1) (b) of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), South African Police Service, as the Client must prepare a suitable, documented and coherent site specific health and safety specification for the intended construction work based on the baseline risk assessment

The Client's further duties are as described in The Act and the Regulations made thereunder. The Principal Contractor shall be responsible for the Health & Safety Policy for the site in terms of Section 7 of the Act and in line with Construction Regulation 7 as well as the Health and Safety Plan for the project.

This 'Health and Safety Specifications' document is governed by the "Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), hereinafter referred to as 'The Act'. Notwithstanding this, cognizance should be taken of the fact that no single Act or its set of Regulations can be read in isolation. Furthermore, although the definition of Health and Safety Specifications stipulates 'a documented specification of all health and safety requirements pertaining to associated works on a construction site, so as to ensure the health and safety of persons', it is required that the entire scope of the Labour legislation, including the Basic Conditions of Employment Act be considered as part of the legal compliance system. With reference to this specification document this requirement is limited to all health, safety and environmental issues pertaining to the site of the project as referred to here-in. Despite the foregoing it is reiterated that environmental management shall receive due attention.

Due to the wide scope and definition of construction work, every construction activity and site will be different, and circumstances and conditions may change even on a daily basis. Therefore, due caution is to be taken by the Principal Contractor when drafting the Health and Safety Plan based on these Health and Safety Specifications. Prior to drafting the Health and Safety Plan, and in consideration of the information contained here-in, the contractor shall set up a Risk Assessment Program to identify and determine the scope and details of any risk associated with any hazard at the construction site, in order to identify the steps needed to be taken to remove, reduce or control such hazard. *This Risk*

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*Assessment and the steps identified will be the basis or point of departure for the Health and Safety Plan.*

The South African Police Service is tasked to provide accommodation and operational facilities to a very large proportion of its members. A very large number of State employees and public users of the facilities and the services provided there-in directly interacts with the facilities provided by the well-being, health and safety of a great number of people. This Department thus has directly or indirectly, an impact on the Republic of South Africa as well as the National Parliament.

In this a high premium is to be placed on the health and safety of the most valuable assets of the South African Police Service. These are its personnel, the personnel of its Clients and the physical assets of which it is the custodian and may also include the public as well. The responsibilities the Department and relevant stakeholders have toward its employees and other people present in the facilities or on the sites are captured further in this specification document. These responsibilities stem from both moral, civil and a variety of legal obligations. The Principal Contractor is to take due cognizance of the above statement.

Every effort has been made to ensure that this specification document is accurate and adequate in all respects. Should it however, contain any errors or omissions they may not be considered as grounds for claims under the contract for additional reimbursement or extension of time, or relieve the Principal Contractor from his responsibilities and accountability in respect of the project to which this specification document pertains. Any such inaccuracies, inconsistencies and/or inadequacies must immediately be brought to the attention of the Agent and/or Client.

### 2. SCOPE OF HEALTH AND SAFETY SPECIFICATION DOCUMENT

These Specifications should be read in conjunction with the Act, the Construction Regulations and all other Regulations and Safety Standards which were or will be promulgated under the Act or incorporated into the Act and be in force or come into force during the effective duration of the project. The stipulations in this specification, as well as those contained in all other documentation pertaining to the project, including contract

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documentation and technical specifications shall not be interpreted, in any way whatsoever, to countermand or nullify any stipulation of the Act, Regulations and Safety Standards which are promulgated under, or incorporated into the Act.

### 3. PURPOSE

The South African Police Service is obligated to implement measures to ensure the health and safety of all people and properties affected under its custodianship or contractual commitments, and is further obligated to monitor that these measures are structured and applied according to the requirements of these Health and Safety Specifications.

The purpose of this specification document is to provide the relevant Principal Contractor (and his /her contractor) with any information other than the standard conditions pertaining to construction sites which might affect the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; and to protect persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work during the carrying out of construction work for the South African Police Service. The Principal Contractor (and his /her contractor) is to be briefed on the significant health and safety aspects of the project and to be provided with information and requirements on inter alia:

- a) Safety considerations affecting the site of the project and its environment;
- b) Health and safety aspects of the associated structures and equipment;
- c) submissions on health and safety matters required from the Principal Contractor (and his /her contractor); and
- d) the Principal Contractor's (and his /her contractor) health & safety plan.

To serve to ensure that the Principal Contractor (and his /her contractor) is fully aware of what is expected from him/her with regard to the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and the Regulations made there-under including the applicable safety standards, and in particular in terms of Section 6, 7 and 8 of the construction regulation (2014).

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- (a) the erection, maintenance, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure;
- (b) the installation, erection, dismantling or maintenance of a fixed plant where such work includes the risk of a person falling;
- (c) the construction, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system or any similar civil engineering structure; or
- (d) the moving of earth, clearing of land, the making of an excavation, piling, or any similar type of work;

**Construction Work Permit** – means a document issued by the Provincial Director of Department of Labour

**"Contractor"** – means an employer, as defined in Section 1 of the Act, who performs construction work and includes Principal Contractors.

**"Contract Amount"** Financial value of the contract at the time of the award of the contract, exclusive of all allowance and any value added tax or sales tax which the law requires the employer to pay to the contractor.

**"Practical Completion Certificates"** A certificates issued in terms of a contract by the employer, signifying that the whole of the construction works have reached a state of readiness for occupation or use for the purposes intended, although some minor work may be outstanding.

**"Accident"** – means unplanned occurrence that happens due to the unsafe condition and may cause injury to a person, damage to the property, material, plant, equipment and the environment;

**"Hazard"** – means anything including work activities and practices with the potential to cause harm;

**"Risk"** – means the likelihood that harm will occur and the subsequent consequences.

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To inform the Principal Contractor that the Occupational Health and Safety Act, 1993 (Act 85 of 1993) in its entirety shall apply to the contract to which this specification document applies. The Construction Regulations promulgated on 07 February 2014.

### 4. DEFINITIONS - The most important definitions in the Act and Regulations pertaining to this specification document are hereby extracted.

**"Purpose of the Act"** – To provide for the health and safety of persons at work and the health and safety of persons in connection with the use of plant and machinery; the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work; to establish an advisory council for occupational health and safety; and to provide for matters connected therewith.

**"Health & Safety Specification"** – means a document that includes information required under the construction regulation and obtained from the clients & designers during the early planning & design stage for a specific project on a specific site for use by the contractors when preparing their tenders or bids to clients.

**"Health & Safety Plan"** – means a site, activity or project documented plan in accordance with the clients health and safety specification

**"Agent"** – means any person who acts as a representative for a client;

**"Client"** – means any person for whom construction work is performed;

**"Construction Health & Safety Agent (SACPCMP)"** – The person or entity appointed by the client through the Agent and who has a full authority and obligation to act on the clients behalf in terms of the construction regulations;

**"Construction Work"** is defined as any work in connection with –

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**"Risk assessment"** – means a process to determine any risk associated with any hazard at a construction site in order to identify the steps needed to be taken to mitigate, reduce or control such hazards.

**Health and Safety File** – means a file, or other record containing the information in writing required by Construction Regulations.

### 5. OCCUPATIONAL HEALTH & SAFETY MANAGEMENT

#### 5.1 Structure and Organization of OH&S Responsibilities

##### 5.1.1. Overall Supervision and Responsibility for OH&S

- a) The Client and/or its Agent on its behalf to ensure that the Principal Contractor, appointed in terms of Construction Regulation 5(1)(k), implements and maintains the agreed and approved H&S Plan. Failure on the part of the Client or Agent to comply with this requirement will not relieve the Principal Contractor from any one or more of his/her duties under the Act and Regulations.
- b) The Chief Executive Officer of the Principal Contractor in terms of Section 16 (1) of the Act to ensure that the Employer (as defined in the Act) complies with the Act. The pro forma Legal Compliance Audit may be used for this purpose by the Principal Contractor or his/her appointed contractor.
- c) All OH&S Act (85 /1993), Section 16 (2) appointees as detailed in his/her/their respective appointment forms to regularly, in writing, report to their principals on matters of health and safety per routine and ad hoc inspections and on any deviations as soon as observed, regardless of whether the observation was made during any routine or ad hoc inspection and to ensure that the reports are made available to the principal Contractor to become part of site records (Health & Safety File).
- d) The Construction Supervisor and Assistant Construction Supervisor/s appointed in terms of Construction Regulation 8 to regularly, in writing, report to their principals on matters of health and safety per routine and ad hoc inspections and on any

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deviations as soon as observed, regardless of whether the observation was made during any routine or ad hoc inspection and to ensure that the reports are made available to the principal Contractor to become part of site records (Health & Safety File).

- e) All Health and Safety Representatives (SHE-Reps) shall act and report as per Section 18 of the Act.

**5.1.2 Required appointments as per the Construction Regulations:-**

Item	Regulation	Appointment	Responsible Person
1.	3.	Application Construction work permit	Client
2.	5(1)(k)	Principal contractor for each phase or project	Client
3.	5(5)	Construction Health & Safety Agent	Client
4.	7.(1)(c)	Contractor	Principal Contractor
5.	7(3)	Contractor	Contractor
6.	8(1)	Construction manager	Contractor
7.	8(2)	Assistance Construction manager	Contractor
8.	8(5)	Construction Safety Officer	Contractor
9.	8(7)	Construction Supervisor	Contractor
10.	8(8)	Responsible employee	Contractor
11.	9(1)	Competent risk assessor	Contractor
12.	10(1)	Fall protection planner	Contractor
13.	12(1)	Temporal work designer	Contractor
14.	12(2)	Supervisor of temporal work operation	Contractor
15.	12(3)(F)	Competent temporary works inspector	Contractor
16.	13(1)(a)	Excavation supervisor	Contractor
17.	13(2)(k)	Competent person in the use of explosive for excavations	Contractor
18.	14(1)	Competent demolition supervisor	Contractor
19.	14(11)	Explosives expert	Contractor
20.	16(1)	Scaffold supervisor	Contractor
21.	17(1)	Suspended platform supervisor	Contractor
22.	18(1)a	Rope access Supervisor	Contractor

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5.2.3 Consultation with the workforce on OH&S matters will be through their Supervisors and H&S Representatives ('SHE - Reps')

5.2.4 The Principal Contractor will be responsible for the dissemination of all relevant OH&S information to the other Contractors e.g. design changes agreed with the Client and/or its Agent on its behalf and the Designer, instructions by the Client and/or his/her agent, exchange of information between Contractors, the reporting of hazardous/dangerous conditions/situations etc.

**6. INTERPRETATION**

- a) The Occupational Health and Safety Act and all its Regulations, with the exception of the Construction Regulations, distinguish between the roles, responsibilities and functions of employers and employees respectively. It views consultants and contractors as employees of the "owner" of a construction or operational project, the "owner" being regarded as the employer.
- b) (The position taken by the Construction Regulations is that the "owner", in terms of its instructions, operates (has to operate) in the role of client as per relevant definition. The contractors working for the "client" are seen to be in two categories, i.e. the Principal Contractor and Contractors.
- c) The Principal Contractor has to take full responsibility for the health and safety on the site of the relevant project / contract. This includes monitoring health and safety conditions and overseeing administrative measures required by the Construction Regulations from all contractors on the project site.

**7. RESPONSIBILITIES**

**7.1 Client**

- a) The Client or his appointed Agent on his behalf will appoint each Principal Contractor for this project or phase/section of the project in writing for assuming the role of Principal Contractor as intended by the Construction Regulations.

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23.	19(8)(a)	Material hoist inspector	Contractor
24.	20(1)	Bulk mixing plant supervisor	Contractor
25.	21(2)(b)	Explosive actuated fastening device inspector	Contractor
26.	21(2)(g)	Explosive actuated fastening device cartridge, nails and studs: issuer & collector	Contractor
27.	23 (1)	Operator : construction vehicle and mobile plant	Contractor
28.	28 (a)	Stacking and storage supervisor	Contractor
29.	29 (h)	Fire equipment inspector	Contractor
		<b>OTHER APPOINTMENTS</b>	
	<b>ACT /REGULATION</b>	<b>APPOINTMENT</b>	
1	16(1)	CEO	
2	16(2)	Deputy CEO	
3	17	Health and safety representatives	
4	19	Health and Safety committee members	
5	37(2)	Mandatory agreement	
6	GAR 9(2)	Incident investigator	
7	GSR 3	Competent First aider	
8	GSR 5(1)	Competent Confined space inspector	
9	DMR 18(5)(a)	Lifting machine inspector	
10	DMR 16(5)(a)	Lifting machine entity	
11	GMR 2	Supervisor of machinery	

**5.2 Communication, Participation & Consultation**

5.2.1 Occupational Health & Safety matters/issues shall be communicated between the Employer, the Principal Contractor, the other Contractors, the Designer and other concerned parties shall be through the H&S Committee or other means determined by the client.

5.2.2 In addition to the above, communication may be directly to the Client or his appointed Agent, verbally or in writing, as and when the need arises.

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b) The Client or his appointed Agent on his behalf shall discuss and negotiate with the Principal Contractor the contents of the health and safety plan of the both Principal Contractor and Contractor for approval.

c) The Client or his appointed Agent on his behalf will take reasonable steps to ensure that the health and safety plan of both the Principal Contractor and Contractor is implemented and maintained. The steps taken will include periodic audits at intervals of at least once every month.

d) The Client or his appointed Agent on his behalf, will prevent the Principal Contractor and/or the Contractor from commencing or continuing with construction work should the Principal Contractor and/or the Contractor at any stage in the execution of the works be found to:

- have failed to have complied with any of the administrative measures required by the Construction Regulations in preparation for the construction project or any physical preparations necessary in terms of the Act;
- have failed to implement or maintain their health and safety plan;
- have executed construction work which is not in accordance with their health and safety plan; or
- act in any way which may pose a threat to the health and safety of any person(s) present on the site of the works or in its vicinity, irrespective of him/them being employed or legitimately on the site of the works or in its vicinity.

**7.2 Principal Contractor**

- a) The Principal Contractor shall accept the appointment under the terms and Conditions of Contract. The Principal Contractor shall sign and agree to those terms and conditions and shall, before commencing work, notify the Department of Labour of the intended construction. Annexure 2 of this construction regulation contains a "Notification of Construction Work" form. The Principal Contractor shall submit the notification in writing prior to commencement of work and inform the Client or his Agent accordingly.

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- b) The Principal Contractor shall ensure that he is fully conversant with the requirements of this Specification and all relevant health and safety legislation.
- c) The Principal Contractor will in no manner or means be absolved from the responsibility to comply with all applicable sections of the Act, the Construction Regulations or any Regulations proclaimed under the Act or which may perceptible be applicable to this contract.
- d) The Principal Contractor shall provide and demonstrate to the Client a suitable and sufficiently documented health and safety plan based on this Specification, the Act and the Construction Regulations, which shall be applied from the date of commencement of and for the duration of execution of the works. This plan shall, as appendices, include the health and safety plans of all Sub-contractors for which he has to take responsibility in terms of this contract.
- e) The Principal Contractor shall provide proof of his registration and good standing with the Compensation Fund or with a licensed compensation insurer prior to commencement with the works.
- f) The Potential Principal Contractor shall, in submitting his tender, demonstrate that he has made provision for the cost of compliance with the specified health and safety requirements, the Act and Construction Regulations. (Note: This shall have to be contained in the conditions of tender upon which a tenderer's offer is based.)
- g) The Principal Contractor shall consistently demonstrate his competence and the adequacy of his resources to perform the duties imposed on the Principal Contractor in terms of this Specification, the Act and the Construction Regulations.
- h) The Principal Contractor shall ensure that a copy of his health and safety plan is available on site and is presented upon request to the Client, an Inspector, Employee or Sub-contractor.
- i) The Principal Contractor shall ensure that a health and safety file, which shall include all documentation required in terms of the provisions of this Specification, the Act

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- c) H&S responsibilities: Prior to accepting the H&S agent appointment from clients, H&S agents need to ensure that they brief clients fully on the client's particular responsibilities in terms of the OH&SA of 1993 and Construction Regulations as amended from time to time. In the absence of acceptance by clients of these responsibilities, H&S agents will not be able to adequately meet their own H&S responsibilities and duties.
- d) H&S information: H&S agents must provide the designer or design team with all H&S information to enable them to conduct a design HIRA to identify the significant hazards that need to be included in the H&S specification. This information may be gathered from multiple sources such as, for example, discussion with the client, previous historical use of the site or facility, previous surveys and investigations and past H&S files.

## 8. SCOPE OF WORK

These specifications are applicable to the specific scope of work pertaining to the above-mentioned project as detailed in the tender documents.

Construction Regulation 5(1)(g) determines that potential contractors submitting tenders have made adequate provision for the cost of health and safety measures during the construction process. The Principal Contractor shall on tendering make provision for the cost of health and safety measures in terms of his/her documented Health and Safety Plan and measures based on these Health and Safety Specifications during the period of the project. The cost shall be duly quantified and clearly identified for such identifiable purpose.

## 9. PREPARING A HEALTH & SAFETY PLAN

- (a) The level of detail required for a H&S plan will depend on how complex the workplace is (in particular, the number of contractors at the workplace at any one time) and the risks involved in the work. The plan must be easily accessible in a construction site and it must be clearly understood by management, supervisors & workers on construction site.

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and the Construction Regulations, is opened and kept on site and made available to the Client or Inspector upon request. Upon completion of the works, the Principal Contractor shall hand over a consolidated health and safety file to the Client.

- j) The Principal Contractor shall, throughout execution of the contract, ensure that all conditions imposed on his Sub-contractors in terms of the Act and the Construction Regulations are complied with as if they were the Principal Contractor.
- k) The Principal Contractor shall from time to time evaluate the relevance of the Health and Safety Plan and revise the same as required, following which revised plan shall be submitted to the Client and/or his/her Agent for approval.

## 7.3 Contractor

The contractor must demonstrate to the Principal Contractor that he has the Necessary competencies and resources to perform the construction work safely.

## 7.4 Construction Health & Safety Agent (SACPCMP)

The construction Health & Safety Agent act as a link between the client, Principal Contractor and the project team members with respect to health & Safety. They are Required to ensure that the client carry out its H&S responsibilities in terms of Legislation as well as to co-ordinate and ensure good H&S practices are maintained Throughout the duration of the project. In many cases this role starts from project Initiation to project close-out.

- a) H&S competence: In the event that the client is unable to satisfy the requirements of the Construction Regulations for whatever reasons, the construction H&S agent may be appointed to perform these functions on behalf of the client. Given the need to appoint a registered construction H&S agent that is competent and adequately resourced with respect to H&S matters.
- b) H&S goals: It is important that the construction H&S agents demonstrate clearly to clients how they are going to contribute to the achievement of any client H&S goals and objectives. They should also set their own H&S goals.

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- (b) The plan must be implemented, maintained and kept up to date during the construction of the project.

- (c) The principal contractor should prepare a H&S plan that includes

- project information;
- client requirements for H&S management on the project; Environmental restrictions and existing on-site risks arrangements, imposed by others or developed by the principal contractor, to control significant site H&S risks; H&S file & project H&S review.

- (d) The H&S plan should include the following information:

- details of the client, that is the person commissioning the construction work, for example their name, representative and contact details; details of the principal contractor;
- details of the construction project, for example address of the workplace, anticipated start and end date and a brief description of the type of construction work that the H&S plan will cover;
- details on how subcontractors will be managed and monitored, including how the principal contractor intends to implement and ensure compliance with the H&S plan such as checking on the performance of subcontractors and how non-compliance will be handled; and
- details on how the risks associated with falls, falling objects, moving plant, electrical work and all high risk construction work that will take place on a construction project will be managed.

- (e) The H&S plan should also include information on:

- the provision and maintenance of a hazardous chemicals register, safety data sheets and hazardous chemicals storage;
- the safe use and storage of plant;
- the development of a construction project traffic management plan;
- obtaining and providing essential services information – electrical, gas, telecom, water and similar services;

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- workplace security and public safety; and
- ensuring workers have appropriate licences and training to undertake the construction work.

(f) The H&S plan must contain:

- a general description of the type of work activities involved in the project and not just a description of the facility to be constructed;
- the project program or schedule details, including start and finish dates, showing principal activities;
- details of client, design team, principal contractor, subcontractors, and major suppliers; and
- extent and location of relevant existing records, surveys, site investigation and geotechnical reports, 'as-built' plans, H&S files.

## 10. HEALTH AND SAFETY FILE

- a) The H&S file is a document prepared by the principal contractor containing important project H&S information for use by the owner of the completed structure after construction has been completed.
- b) The principal contractor is responsible for producing an H&S file. It contains important project H&S information for use by the owner of the completed structure after construction has been completed. It is essential that the process of compiling the file commences as early as possible to ensure sufficient time to gather the required information.
- c) The Principal Contractor must, in terms of Construction Regulation 7(2) (b), keep a Health & Safety File on site at all times that must include all documentation required in terms of the Act and Regulations and must also include a list of all Contractors on site that are accountable to the Principal Contractor and the agreements between the parties and details of work being done. A more detailed list of documents and other legal requirements that must be kept in the Health & Safety File.

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5(1)(n) to ensure that the principal Contractor has implemented, is adhering to and is maintaining the agreed and approved OH&S Plan.

- a) A representative of the Principal Contractor and the relevant Health and Safety Representative(s) (SHE-Reps) must accompany the Client and/or its Agent on its behalf on all Audits and Inspections and may conduct their own audit/inspection at the same time. Each party will, however, take responsibility for the results of his/her own audit/inspection results. The Client and/or its Agent on its behalf may require to be handed a copy of the minutes of the previous Health and Safety Committee meeting reflecting possible recommendations made by that committee to the Employer for reference purposes.

### 11.1.2 Health & Safety incident/accident reporting & investigations

- a) The Principal Contractor shall report all incidents where an employee is injured on duty to the extent that he/she:
- dies
  - becomes unconscious
  - loses a limb or part of a limb
  - is injured or becomes ill to such a degree that he/she is likely either to die or to suffer a permanent physical defect or likely to be unable for a period of at least 14 days either to work or continue with the activity for which he/she was usually employed

OR where:

- a major incident occurred
- the health or safety of any person was endangered
- where a dangerous substance was spilled
- the uncontrolled release of any substance under pressure took place
- machinery or any part of machinery fractured or failed resulting in flying, falling or uncontrolled moving objects

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d) The contractor must ensure that the client's format and layout of the H&S file is adhered to. The contractor must identify the responsible person that will prepare the H&S file and who will be responsible for the drafting of as-built drawings. The contractor must establish procedures:

e) The Health and Safety File will remain the property of the Client and/or its Agent on its behalf throughout the period of the project and shall be consolidated and handed over to the Client and/or its Agent on its behalf at the time of completion of the project.

## 11. OH&S GOALS AND OBJECTIVES AND ARRANGEMENTS FOR MONITORING AND REVIEWING OH&S PERFORMANCE

The Principal Contractor is required to maintain an acceptable disabling incident frequency rate (DIFR) and report on this to the Client and/or its Agent on its behalf on a monthly basis.

### 11.1 IDENTIFICATION OF HAZARDS AND DEVELOPMENT OF RISK ASSESSMENTS, STANDARD WORKING PROCEDURES (SWP) AND METHOD STATEMENTS

The Principal Contractor is required to develop Risk Assessments, Standard Working Procedures (SWP) and Method Statements for each activity executed in the contract or project.

The identification of hazards is over and above the hazards identification programme and those hazards identified during the drafting of the Health and Safety Plan.

#### 11.1.1 Monthly Audit by Client and/or its Agent.

The Client and/or its Agent on its behalf will be conducting Periodic Audits at times agreed with the Principal Contractor Audit to comply with Construction Regulation

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vi. Machinery ran out of control, to the Provincial Director of the Department of Labour within seven days and at the same time to the Client and/or its Agent on its behalf.

b) The Principal Contractor is required to provide the Client and/or its Agent on its behalf with copies of all statutory reports required in terms of the Act and the Regulations.

c) The Principal Contractor is required to provide the Client and/or its Agent on its behalf with a monthly "SHE Risk Management Report".

d) The Principal Contractor is required to provide a.s.a.p. the Client and/or its Agent on its behalf with copies of all internal and external accident/incident investigation reports. The Principal Contractor is responsible to oversee the investigation of all accidents/incidents where employees and non-employees were injured to the extent that he/she/they had to receive first aid or be referred for medical treatment by a doctor, hospital or clinic. (General Administrative Regulation 9)

(e) The results of the investigation to be entered into the Accident/Incident Register listed above. (General Administrative Regulation 9)

(f) The Principal Contractor is responsible for the investigation of all non-injury incidents as described in Section 24 (1) (b) & (c) of the Act and keeping a record of the results of such investigations including the steps taken to prevent similar incidents in future.

(g) The Principal Contractor is responsible for the investigation of all accidents relating to the construction site and keeping a record of the results of such investigations including the steps taken to prevent similar accidents in future.

(h) Notwithstanding the requirements of Section 24 of the Act, ALL incidents shall be investigated and reported on in writing, irrespective of whether such incident gave rise to injury or damage.

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(j) **Reporting Of Near-Misses**

- South African Police Service views the reporting of near misses as a critical component in creating a positive health and safety awareness culture on site.
- South African Police Service retains the right to enforce the reporting of near misses within 24 hours of occurrence.

**12. Review**

The Principal Contractor is to review the Hazard Identification, Risk Assessments and Standard Work Processes at each Production Planning and Progress Report meeting as the construction work develops and progresses and each time changes are made to the designs, plans and construction methods and processes.

The Principal Contractor must provide the Client and/or its Agent on its behalf, other Contractors and all other concerned parties with copies of any changes, alterations or amendments as contemplated in the above paragraph.

**12.1 Site Rules and other Restrictions**

**a) Site OH&S Rules**

The Principal Contractor must develop a set of site-specific OH&S rules that will be applied to regulate the Health and Safety Plan and associated aspects of the construction. When required for a site by law, visitors and non-employees upon entering the site shall be issued with the proper Personal Protective Equipment (PPE) as and when necessary.

- H&S Representatives must form part of the incident/accident investigating team.

**12.1.3 Establishment of H&S Committee(s)**

- The Principal Contractor must establish H&S Committees consisting of designated H&S Representatives together with a number of Employers Representatives appointed as per Section 19(3) that are not allowed to exceed the number of H&S Representatives on the committee.
- The persons nominated by the employer on a H&S Committee must be designated in writing for such period as may be determined by him. The H&S Committee shall co-opt advisory (temporary) members and determine the procedures of the meetings including the chairmanship.
- The H&S Committee must meet minimum monthly and consider, at least, an agreed Agenda for the first meeting. Thereafter the H&S Committee shall determine its own procedures.

**12.1.4 Training & Awareness**

The contents and syllabi of all training required by the Act and Regulations including any other related or relevant training as required must be included in the Principal Contractor's Health and Safety Plan and Health and Safety File.

**a) Training & Induction**

All employees performing work or task on site that potentially impact on H&S must be competent & have the necessary appropriate education, training & experience.

All the training must be closely aligned with the risk profile of the project; procedures must be put in place to ensure that all workers are aware of the consequences of their work activities & benefits of improved H&S performance.

All employees of the Principal and other Contractors must be in possession of proof of General Induction training

**b) Security Arrangements**

The Principal Contractor must establish site access rules and implement and maintain these throughout the construction period. Access control must include the rule that non-employees shall at all times be provided with fulltime supervision while on site. The Principal Contractor must develop a set of Security rules and procedures and maintain these throughout the construction period.

If not already tasked to the H&S Officer appointed in terms of Construction Regulation, the Principal Contractor must appoint a competent person who must develop contingency plans for any emergency that may arise on site as indicated by the risk assessments.

**12.1.1 Appointment of Health & Safety Representatives**

**a) H&S Representatives('SHE – Reps')**

Where the Principal Contractor employs more than 20 persons (including the employees of other Contractors (sub-contractors) he has to appoint one H&S Representatives for every 50 employees or part thereof. (Section 17 of the Act and General Administrative Regulation 6. & 7.)

H&S Representatives must be appointed in writing and the designation shall be in accordance with the Collective Agreement as concluded between the parties as is required in terms of General Administration Regulation 6.

**12.1.2 Duties and Functions of the H&S Representatives**

- The Principal Contractor must ensure that the designated H&S Representatives conduct at least a weekly inspection of their respective areas of responsibility using a checklist developed by a Principal Contractor.
- The report must be consolidated and submitted to the Health & Safety Committee.

**b) Site Specific Induction Training**

All employees of the Principal and other Contractors must be in possession of Site Specific Occupational Health and Safety Induction or other qualifying training.

**c) Other Training**

All operators, drivers and users of construction vehicles, mobile plant and other equipment must be in possession of valid proof of training.

**13. PROJECT/SITE SPECIFIC REQUIREMENTS**

The following is a list of specific activities and considerations that have been identified 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 & grabbing the area/site
- Site establishment
- Dealing with existing structures
- Location of existing services
- Boundary & Access control/Public liability exposures
- Protection against heat exhaustion, dehydration, wet & cold conditions
- Dealing with HIV & aids other related diseases
- Use of portable electrical & explosive tools
- Any Excavation work and Demolition work
- Any welding work
- Loading & offloading of trucks
- Driving & operations of Construction vehicles & mobile plant
- Temporal works and
- Construction work as defined in the construction regulation 2014

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14. OUTLINED DATA, REFERENCES AND INFORMATION ON CERTAIN AND/OR SPECIFIC OBLIGATORY REQUIREMENTS TO ENSURE COMPLIANCE

Administrative & Legal Requirements

OH&S Act/Regulation	Subject	Requirements
Construction Regulation 5	Notice of carrying out Construction work	<ul style="list-style-type: none"> <li>Department of Labour notified</li> <li>Copy of Notice available on Site</li> </ul>
General Admin. Regulation 4	Copy of OH&S Act (Act 85 of 1993)	<ul style="list-style-type: none"> <li>Updated copy of Act &amp; Regulations on site.</li> <li>Readily available for access in all offices.</li> </ul>
COID Act Section 80	Registration with Compensation Insurer.	<ul style="list-style-type: none"> <li>Written proof of registration/letter of good standing available on Site</li> </ul>
Construction Regulation 5 3(1)	H&S Specification & Programme	<ul style="list-style-type: none"> <li>H&amp;S Spec received from Client and/or its Agent on its behalf</li> <li>OH&amp;S programme developed &amp; updated regularly</li> </ul>
Section 8(2)(d) Construction Regulation 9	Hazard Identification & Risk Assessment	<ul style="list-style-type: none"> <li>Hazard Identification carried out/Recorded</li> <li>Risk Assessment and – Plan drawn up/Updated</li> <li>RA Plan available on Site</li> <li>Employers/ Sub-Contractors informed/trained</li> </ul>
Section 15(2)	Assigned duties (Managers)	<ul style="list-style-type: none"> <li>Responsibility of complying with the OH&amp;S Act assigned to other persons by CEO.</li> </ul>
Construction Regulation 3(1)	Designation of Person Responsible on Site	<ul style="list-style-type: none"> <li>Competent person appointed in writing as Construction Supervisor with job description</li> </ul>
Construction Regulation 4(2)	Designation of Assistant for above	<ul style="list-style-type: none"> <li>Competent person appointed in writing as Assistant Construction Supervisor with job description</li> </ul>
Section 17 & 18 General Administrative Regulations 6 & 7	Designation of Health & Safety Representatives	<ul style="list-style-type: none"> <li>More than 20 employees - one H&amp;S Representative, one additional H&amp;S Rep. for each 50 employees or part thereof.</li> <li>Designation in writing, period and area of responsibility specified in terms of OHS 6 &amp; 7</li> <li>Meaningful H&amp;S Rep. reports.</li> <li>Reports actioned by Management.</li> </ul>

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Section 15 & 20 General Administrative Regulations 5	Health & Safety Committees	<ul style="list-style-type: none"> <li>H&amp;S Committee/s established.</li> <li>All H&amp;S Reps shall be members of H&amp;S Committee</li> <li>Additional members are appointed in writing.</li> <li>Meetings held monthly. Minutes kept.</li> <li>Actioned by Management.</li> </ul>
Section 37(1) & (2)	Agreement with Mandatories/ (Sub-)Contractors	<ul style="list-style-type: none"> <li>Written agreement with (Sub-)Contractors</li> <li>List of SubContractors displayed.</li> <li>Proof of Registration with Compensation Insurer/letter of Good Standing</li> <li>Construction Supervisor designated</li> <li>Written arrangements re. H&amp;S Reps &amp; H&amp;S Committee</li> <li>Written arrangements re. First Aid</li> </ul>
Section 24 & General Admin. Regulation 8 COID Act Sect.38, 39 & 41	Reporting of Incidents (Dept. of Labour)	<ul style="list-style-type: none"> <li>Incident Reporting Procedure displays</li> <li>All incidents in terms of Sect. 24 reported to the Provincial Director, Department of Labour, within 3 days. (Annexure 1)(WCL 1 or 2) and to the Client and/or its Agent on its behalf</li> <li>Cases of Occupational Disease Reported</li> <li>Copies of Reports available on Site</li> <li>Record of First Aid Injuries kept</li> </ul>
General Admin. Regulation 9	Investigation and Recording of Incidents	<ul style="list-style-type: none"> <li>All injuries which resulted in the person receiving medical treatment other than first aid, recorded and investigated by investigator designated in writing.</li> <li>Copies of Reports (Annexure 1) available on Site</li> <li>Tabled at H&amp;S Committee meeting</li> <li>Action taken by Site Management</li> </ul>
Construction Regulation 10	Fall Prevention & Protection	<ul style="list-style-type: none"> <li>Competent person appointed to draw up the Fall Protection Plan</li> <li>Proof of appointees competence available on Site</li> <li>Risk Assessment carried out for work at heights</li> <li>Fall Protection Plan drawn up/updated</li> <li>Available on Site</li> </ul>
Construction Regulation 20 Driven Machinery	Cranes & Lifting Machines/ Equipment	<ul style="list-style-type: none"> <li>Competent person appointed in writing to inspect Cranes, Lifting Machines &amp; Equipment</li> <li>Written Proof of Competence of above appointees available on Site.</li> </ul>

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Regulations 18		<ul style="list-style-type: none"> <li>Cranes &amp; Lifting tackle identified/numbered</li> <li>Register kept for Lifting Tackle</li> <li>Log Book kept for each individual Crane</li> <li>Inspection: - All cranes - daily by operator</li> <li>- Tower Cranes - after erection/annually</li> <li>- Other cranes - annually by comp. person</li> <li>- Lifting tackle (slings/ropes/chain slings etc.) - daily or before every new application</li> </ul>
General Safety Regulation 8(1)(a)	Designation of Stacking & Storage Supervisor.	<ul style="list-style-type: none"> <li>Competent Person/s with specific knowledge and experience designated to supervise all Stacking &amp; Storage</li> <li>Written Proof of Competence of above appointees available on Site</li> </ul>
Construction Regulation Environmental Regulation 6	Designation of a Person to Co-ordinate Emergency Planning And Fire Protection	<ul style="list-style-type: none"> <li>Person/s with specific knowledge and experience designated to co-ordinate emergency contingency planning and execution and fire prevention measures</li> <li>Emergency Evacuation Plan developed:                             <ul style="list-style-type: none"> <li>Drilled/Practiced</li> <li>Plan &amp; Records of Drills/Practices available on Site</li> </ul> </li> <li>Fire Risk Assessment carried out</li> <li>All Fire Extinguishing Equipment identified and on register.</li> <li>Inspected weekly. Inspection Register kept</li> <li>Serviced annually</li> </ul>
General Safety Regulation 3	First Aid	<ul style="list-style-type: none"> <li>Every workplace provided with sufficient number of First Aid boxes. (Required where 5 persons or more are employed)</li> <li>First Aid freely available</li> <li>Equipment as per the list in the OH&amp;S Act.</li> <li>One qualified First Aider appointed for every 50 employees. (Required where more than 10 persons are employed)</li> <li>List of First Aid Officials and Certificates</li> <li>Name of persons in charge of First Aid boxes clearly displayed.</li> <li>Location of First Aid boxes clearly indicated.</li> <li>Signs instructing employees to report all Injuries/Illness including first aid injuries</li> </ul>

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General Safety Regulation 2	Personal Safety Equipment (PSE)	<ul style="list-style-type: none"> <li>PSE Risk Assessment carried out</li> <li>Items of PSE prescribed/enforced</li> <li>Records of issue kept</li> <li>Undertaking by Employee to use/wear PSE</li> <li>PSE remain property of Employer, not to be removed from premises GSR 2(4)</li> </ul>
General Safety Regulation 9	Inspection & Use of Welding/Flame Cutting Equipment	<ul style="list-style-type: none"> <li>Competent Person/s with specific knowledge and experience designated to inspect Electric Arc, Gas Welding and Flame Cutting Equipment</li> <li>Written Proof of Competence of above appointees available on Site</li> <li>All new vessels checked for leaks, leaking vessels NOT taken into stock but returned to supplier immediately</li> <li>Equipment identified/numbered and entered into a register</li> <li>Equipment inspected weekly. Inspection Register kept</li> <li>Separate storage made available for full and empty vessels</li> </ul>
General Safety Regulation 13A	Inspection of Ladders	<ul style="list-style-type: none"> <li>Competent person appointed in writing to inspect Ladders</li> <li>Ladders inspected at arrival on site and weekly thereafter. Inspections register kept</li> <li>Application of the types of ladders (wooden, aluminium etc.) regulated by training and inspections and noted in register</li> </ul>
General Safety regulation 13B	Ramps	<ul style="list-style-type: none"> <li>Competent person appointed in writing to supervise the erection &amp; inspection of Ramps. Inspection register kept.</li> <li>Daily inspected and noted in register</li> </ul>

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## 15. THE PRINCIPAL CONTRACTOR'S GENERAL DUTIES

- The Principal Contractor shall at all times ensure his status of an "employer" as referred to in the Act, and will abide by his/her responsibilities, duties and functions as per the requirements of the Act and Regulations with specific reference to Section 8 of the Act.
- The Principal Contractor shall keep, and on demand make available, a copy of the Act on site at all times and in addition to that he/she will introduce and maintain a file titled "Health and Safety File", or other record in permanent form, which shall contain all relevant aspects and information as contemplated in the Construction Regulations. He/she will make this file available to the client or his representative whenever necessary or on request to an interested party.
- The project under control of the Principal Contractor shall be subject to periodic health and safety audits that will be conducted by the client at intervals agreed upon between the Principal Contractor and the client, provided such intervals will not exceed periods of one month.
- The Principal Contractor is to ensure that he/she and all persons under his control on the construction site shall adhere to the above specifications.
- The Principal Contractor should note that he/she shall be held liable for any anomalies including costs and resulting deficiencies due to delays caused by non-conformance and/or non-compliance to the above Health and Safety Specifications and the Health and Safety Plan based on these specifications.

## 16. THE PRINCIPAL CONTRACTOR'S SPECIFIC DUTIES

The Principal Contractor's specific duties in terms of these specifications are detailed in the Construction Regulations as published under government notice 07 February 2014, stipulated in Section 7.

## 17. THE PRINCIPAL CONTRACTOR'S SPECIFIC RESPONSIBILITIES WITH REGARD TO HAZARDOUS ACTIVITIES

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- d. The National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as amended and relevant proclaimed Regulations (SABS 0400)
- e. The Post Office Act 1958 (Act 44 of 1958) as amended
- f. The Electricity Act 1984, Act 41 of 1984
- g. The Regulations of Local Gas Board(s), including Publications of the SABS Standards and Codes of Practice, with specific reference to GNR 17468 dated 4<sup>th</sup> October 1997
- h. Legislation pertaining to water usage and the environment
- i. Legislation governing the use of equipment, which may emit radiation (e.g. X-Rays etc.)
- j. Common Law

## 19. HOUSEKEEPING

Good housekeeping will be maintained at all times as per Construction Regulation No. 27. Poor housekeeping contributes to three major problems, namely, costly or increased accidents, fire or fire hazards and reduction in production. Good housekeeping will enhance production time.

In promotion of environmental control all waste, rubble, scrap etc, will be disposed of at a registered dump site and records will be maintained. Where it is found to be impractical to use a registered dump site or it is not available, the Principal Contractor will ensure that the matter is brought to record with the client or his representative, after which suitable, acceptable alternatives will be sought and applied.

Dross and refuse from metals, and waste matters or by-products whose nature is such that they are poisonous or capable of fermentation, putrefaction or constituting a nuisance shall be treated or disposed of by methods approved of by an inspector.

NOTE: No employer (Principal Contractor) shall require or permit any person to work at night or after hours unless there is adequate, suitable artificial lighting including support services in respect of Health and Safety.

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The following examples of activities are identifiable as hazardous in terms of the Construction Regulations. The contractor shall execute the activities in accordance with the following Construction Regulations and other applicable regulations of the Act:

- Fall protection
- Structures
- Excavation work
- Demolition work
- Scaffolding
- Construction vehicles & mobile plant.
- Water environments
- Housekeeping on construction sites
- Fire precautions on construction sites.

This list must not be taken to be exclusive or exhaustive! All of the above requirements will be read in conjunction with the relevant regulations and health and safety standards as required by the Act. All documents and records required by the Construction Regulations will be kept in the Health and Safety File and will be made available at any time when required by the client or his representative, or on request to an interested party.

## 18. GENERAL NOTES TO THE PRINCIPAL CONTRACTOR

### Legal Framework

Part of legal obligations

The more important Acts and relevant subordinate/secondary legislation as well as other (inter alia Local Government) legislation that also apply to the State as well as to State owned buildings and premises: -

- a. The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises"
- b. The Local Government Ordinance 1939 (Ordinance 17 of 1939) as amended and the municipal by-laws and any special requirements of the local supply authority
- c. The Fire Brigade Services Act 1987, Act 99 of 1987 as amended

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## 20. FACILITIES

The site establishment plan shall make provision for:

### 20.1 Dining room facilities

The contractor shall make provision for adequate dining room facilities for his employees on site.

### 20.2 Change rooms

The contractor shall make provision for adequate change rooms for his employees on site.

### 20.3 Ablution facilities

The contractor shall make provision for adequate ablution facilities for his employees on site.

### 20.4 Smoking Areas

Designated smoking areas shall be established by Principal Contractor

### 20.5 Drinking Water Facilities

The provision of drinking water facilities shall be negotiated between the Contractor and client.

### 20.6 Equipment Compliance Certificates

Before equipment is brought on site valid certificates of compliance issued by a competent person shall be presented. The equipment includes but shall not be limited to:

- i. lifting equipment and lifting tackle
- ii. power driven machinery
- iii. electrical equipment
- iv. testing and monitoring equipment

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**20.7 Barricading**

All barricading shall be of the rigid type unless the use of non-rigid barricading has been approved in writing by South African Police Service Project Manager. The contractors' barricading standard shall be included in the Health and Safety Plan.

Where more than one contractor is working on a site, the fixed barricading shall be clearly marked with the company's name, site contact person as well as the contact number/s.

**20.8 Erection of Structures for Logistic Support**

Prior to site establishment South African Police Service shall approve the contractor's site plan.

South African Police Service shall approve all structures erected for logistical support by the contractor. These structures include fences, workshops, tool sheds, offices, ablution facilities, etc.

**20.9 Salvage Yard Management**

Depending on the site specific arrangements and procedures, South African Police Service may provide the salvage yard and the resources to manage it.

The salvage yard management shall conform to safety, health and environmental requirements. The contractors are required to move the equipment from the place of work to the salvage yard.

**20.10 Fall Arrest and Prevention Equipment**

Approved fall prevention equipment shall be used at heights of less than 2.0 metres. Above heights of 2.0 metres fall prevention equipment shall include fall arrest Equipment. Users of fall arrest equipment shall, amongst other things be trained in what an appropriate load bearing point is for connecting fall prevention equipment. Any deviation from this requirement shall be negotiated and agreed with South African Police Service in writing.

- 1) an evaluation of the method of the work to be conducted
- 2) the method statement on the procedure to be followed in performing the task shall be developed
- 3) the risk assessment will also include activities like:
  - i. Transportation of passengers and goods to and from site
  - ii. Site establishment
  - iii. Physical and mental capabilities of employees
  - iv. Others as may be specified.
- 4) the hazards as listed in the paragraph – Site Specific Health and Safety Hazards
- 5) a review plan for risk assessments shall provide for:
  - i. the quarterly review of all applicable risk assessments
  - ii. the review of an assessment if there is reason to believe that the previous assessment is no longer valid, or there has been a change in a process, work methods, equipment or procedures and working conditions
  - iii. Risk assessment/s to be reviewed if the outcome of incident investigations and audits etc. requires such action.

A pre - task risk assessment shall be conducted in writing on every task and be facilitated by the team leader. All risk assessments and pre-task risk assessments shall be filed and be available on site.

**b) Risk Profile**

All contractors shall submit a risk profile of the work to be conducted with their Health and Safety Plan.

**c) Risk Based Inspection Program**

The inspection programme shall be risk based. The inspection plan shall form part of the Health and Safety Plan.

**20.11 Hazardous Chemical Substances Waste Removal**

South African Police Service shall provide a facility to collect all hazardous chemical waste material. The contractor shall provide adequately marked and sealable containers to transport the hazardous chemical waste from the source to the approved South African Police Service disposal point.

**20.12 Personal Protective Equipment (PPE)**

Personal protective equipment issued shall be specific to the risks associated with the work to be performed and specific to conditions on site and shall comply with South African National Standards (SANS).

**21. LOCKOUT SYSTEMS**

A system of control shall be established in order that no unauthorized person can energize a circuit, open a valve, or activate a machine on which people are working or doing maintenance, even if equipment, plant or machinery is out of commission for any period, thus eliminating injuries and damage to people and equipment as far as is reasonably practicable.

Physical/mechanical lock-out systems shall be part of the safety system and included in training. Lockouts shall be tagged and the system tested before commencing with any work or repairs.

**22. IMPORTANT LISTS AND RECORDS TO BE KEPT**

The following are lists of several records that are to be kept in terms of the Construction Regulations. The lists are:

- i. List of appointments
- ii. List of record keeping responsibilities
- iii. Inspection checklist







**a) Contractor Risk Assessment Process**

The risk assessment process shall include:

**IMPORTANT CONTACT DETIALS**

(FOR HEALTH & SAFETY ASPECTS ONLY)

The contractor is to add all the important contact information about essentials services, support and assistance.

	SERVICE	NUMBER	CONTACT PERSON
	Hospital		
	Ambulance		
	Water Electricity		
	Police		
	Fire Brigade		
	Engineer		

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ADD OTHER IMPORTANT HEALTH & SAFETY CONTACT DETAILS AS MAY BE FOUND NECESSARY.

SECTION 37(2) AGREEMENTS  
CONCLUDED BETWEEN  
SOUTH AFRICAN POLICE SERVICE  
(Hereinafter referred to as South African Police Service)

AND

.....  
(Name of contractor/supplier/Agent)

I, ..... [insert name of contractor/supplier] do hereby acknowledge that ..... [insert name of contractor/supplier] is an employer in his/her own right, with duties as prescribed in the Occupational Health and Safety Act No. 85 of 1993 ("the Act"), as amended, and agree to ensure that all work will be performed and/or machinery or plant used in accordance with the provisions of the Act.

I undertake that ..... [insert name of contractor/supplier] shall strictly adhere to, and ensure that his/her employees adhere to, the provisions of the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

I have been provided with SHE specifications for project/service ..... [insert brief details of project/service, for example, name, contract/project number] .....and will comply with the requirements set out in these.

I accept and agree that the SHE specifications constitute arrangements and procedures between ..... [insert name of contractor/supplier/Agent Safety Manager/Safety Officer] and South African Police Service which will ensure compliance by ..... [insert name of contractor/supplier] with the provisions of the Act, as contemplated in section 37(2) of the Act.

This agreement constitutes the sole agreement between the parties, and no variation, modification, or waiver of any of the provisions of this agreement or consent to any departure from these shall, in any manner, be of any force or effect, unless confirmed in writing and signed by both parties, and

such variation, modification, waiver, or consent shall be effective only in the specific instance and for the specific purpose and to the extent for which it was made or given.

This agreement is signed on behalf of the parties, each signatory to this warranting that he/she has the requisite authority to do so.

Signed this ..... day of ..... 20 ..... at  
..... (Place)

(Full name)..... (Signature) ..... on

behalf of ..... (Supplier/contractor/Agent)  
Contractor Responsible Manager (responsible for signing the South African Police Service contract on behalf of the contractor)

- Witnesses  
1. ....  
2. ....

Signed this ..... day of ..... 20.....  
at ..... (Place)  
(Full name)..... (Signature)..... on

Behalf of South African Police Service.  
(Contracts and/or Project Manager or South African Police Service representative)

- Witnesses  
1. ....  
2. ....

PROJECT: .....  
(full name AND site address of project)  
(and full or proper description of project)

WCS NO: ..... (works control system number)

SUPERVISION BY THE SOUTH AFRICAN POLICE SERVICE:

Mr /Ms/Me ..... CONSTRUCTION PROJECT MANAGER  
(add full details of the project manager)

Mr /Ms/Me ..... CONSTRUCTION MANAGER  
(add full details )

Mr /Ms/Me ..... AGENT:  
(full particulars of agent)

SUPERVISION BY THE PRINCIPAL CONTRACTOR:

PRINCIPAL CONTRACTOR: (full particulars of principle contractor / contractor)

Mr /Ms/Me ..... CONSTRUCTION HEALTH & SAFETY OFFICER  
(add full details and contact of this officer)

Mr /Ms/Me ..... CONSTRUCTION HEALTH & SAFETY MANAGER  
(add full details of this officer)

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Mr /Ms/Me

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CONSTRUCTION MANAGER  
(add full details of the head of the project)

.....  
.....