

## HEALTH AND SAFETY SPECIFICATIONS

### PARTICULARS OF PROJECTS

Project: SA Tourism

Site Address: Bojanala House, 90 Protea Rd, Chislehurst, Johannesburg

### HEALTH AND SAFETY SPECIFICATIONS COMPILED BY

Name: Gerhard Potgieter

SACPCMP: CHSM/171/2016

### SCOPE OF WORKS

Internal refurbishment of offices

### ACKNOWLEDGEMENT

Gerhard Potgieter  
Compiled and Issued



Signature

14/09/2025

Date

Received By

Signature

Date

This specification has been prepared, in accordance with the requirements of the Occupational Health and Safety Act (Act 85 of 1993) read with the Construction Regulations 2014, to assist all contractors in providing for a health and safety management system which complies with the requirements of the client, without derogating from the contractor's legal obligations. Thus, contractors will remain responsible for ensuring the health and safety of their employees and comply with the Occupational Health and Safety Act (Act 85 of 1993) as amended, and its regulations.

The project has as its driving force the creation of a construction environment in which the achievement of "Zero Harm" is not only possible, but very real. To this end, this specification will be the benchmark against which all contractors' Health and Safety Plans will be measured. Health and Safety Plans which do not comply with the requirements contained in this specification will be rejected and contractors not be allowed to commence with any works until such time as these have been reviewed satisfactorily.

Comprac Gauteng, as the appointed Health and Safety Agents, in their representation of the client, recommends buy-in from all stakeholders into a singular management approach, that follows the following principles:

- Integration of the line accountability of management staff and workers on site
- That all incidents are preventable
- Visible leadership is imperative at all levels
- Sound non-negotiable world class standards and procedures
- Zero tolerance for unsafe conditions and actions

This Health and Safety Specification sets out the interpretation of the Occupational Health and Safety Act (Act 85 of 1993) and its regulations, and specifying specific measurables, along which the contractors' compliance with legislative requirements are to be implemented on the construction site.

Upon the successful awarding of the tender to the contractor, the contractor will be required to present the designated Safety Risk Specialist of Comprac Gauteng with your written **site-specific** Health and Safety Plan, indicating how the contractor plans to manage the construction project while ensuring the health and safety of all stakeholders of the project (within the limitations of the "reasonably practicable" principle), comply with the requirements of this Health and Safety Specification and comply with all local, provincial and national legislation applicable to the realization of the project. ***For this purpose, the contractor is prompted that generic Health and Safety Plans, which do not address this specification's requirements and/or project-specific conditions, will not be approved.***

Once the contractor's Health and Safety Plan is approved and commencement of construction works granted, Comprac Gauteng will supervise the health and safety aspects of the project on behalf of the client. For this purpose, Comprac Gauteng has been mandated to:

- Conduct a health and safety site inspection once per FORTNIGHTLY
- Conduct a documentation verification audit once per MONTHLY
- Attend project progress meetings and provide feedback to the project professional team of health and safety conditions on the construction site

Through Comprac Gauteng's appointment as Health and Safety Agent, the designated Safety Risk Specialist is empowered to stop any construction work that comes to their attention that poses a threat to the health and safety of persons, activities that does not conform to the requirements of this Health and Safety Specification or does not conform to the requirements of the contractor's Health and Safety Plan.

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## **1. Introduction and Background**

In terms of Construction Regulation 5(1)(b) of the Occupational Health and Safety Act (Act 85 of 1993), the client of a construction project, is required to prepare and document a suitable and site-specific Health and Safety Specification for the intended construction work and provide said Specification to any potential Principal Contractors tendering on the project, who will on successful award of the project be required to compile a site-specific Health and Safety Plan to the client for review and approval.

This Health and Safety Specifications document is compiled by Comprac Gauteng on behalf of the client as Health and Safety Agents appointed by the client under the provisions of Construction Regulation 5(5) and (6) for inclusion in tender documents and the construction contract.

By compiling this Health and Safety Specification, the client and their agent have endeavored to identify and address foreseeable and critical aspects of the construction work relating to health and safety. Should the client and/or principal contractor become aware of aspects or occurrences not fully addressed in this document through change of conditions, change of design and/or general omission, they are to bring it to the attention of their designated Safety Risk Specialist immediately for revision of the Health and Safety Specifications.

This Health and Safety Specification should be read in conjunction with the applicable legislation and used as a guideline for the client's interpretation of applicable legislation, benchmarking of compliance requirements and specifying requirements that are vague, open-ended or left to interpretation in legislation. It is therefore redundant to note that should this Specification not directly address a specific situation in the anticipated construction work, the legislative requirements on the situations will be the minimum requirement for compliance.

Heading and divisions within this specification is for convenience of reading only and does not affect the interpretation and validity of requirements prescribed herein.

## **2. Legal References**

The Principal Contractor's attention is drawn to their general obligation under law to comply with all local, provincial and national legislation applicable to their business activities at their cost and the client and/or their agent is fully entitled to test their compliance with such legislation without the requirement to specify or require compliance with said legislation.

Special attention is drawn to the following legislation (as amended and replaced from time to time), which is commonly applicable to construction projects, however this does not limit the Principal Contractor's duty to comply with all legislation and is not an exhaustive list.

- The Occupational Health and Safety Act, Act 85 of 1993 and its regulations
- The Compensation for Occupational Injuries and Diseases Act, Act 130 of 1993
- The Project and Construction Professions Act, Act 48 of 2000
- The National Road Traffic Management Act, Act 93 of 1996
- The National Environmental Management Act, Act 107 of 1998
- The Immigration Act, Act 13 of 2002
- The National Building Regulations and Building Standards Act, Act 103 of 1977

### **3. Scope of Works**

This Health and Safety Specification has been compiled according to the scope of work and related information regarding anticipated construction work available at time of issuing hereof. At time of compilation, the scope of works of the project entailed:

Internal refurbishment of offices

Should the client and/or principal contractor become aware of aspects or occurrences not fully addressed in this document through change of conditions, change of design and/or general omission, they are to bring it to the attention of their designated Safety Risk Specialist immediately for revision of the Health and Safety Specifications.

### **4. General Requirements**

#### **4.1 General Requirements of Principal Contractors**

As the principal contractor assumes full control of the construction site through the Works Contract entered with the client, the duties described in Section 8(2)(g) of the Occupational Health and Safety Act apply in full to the principal contractor. None of the additional requirements specified in this document reduces the principal contractor's duty and responsibility for the health and safety of his employees, subcontractor employees or persons not directly related to the construction work. These requirements are also excluded from the definition of connivance as described in Section 37 of the Occupational Health and Safety Act.

Without derogating from the principal contractor's duties under law, the principal contractor will further comply with the following requirements during the construction work:

- The principal contractor will appoint a competent person as Construction Manager under Construction Regulation 8(1) before commencement of any activities on the construction site, who will be present on site at all times that any activity is occurring on site, unless a competent person have been appointed as Assistant Construction Manager under Construction Regulation 8(2), who will assume full responsibility for all activities on site at times that the Construction Manager is not on site.

The following will be minimum criteria when considering the competence of the intended/appointed Construction Manager:

Experience: 3 years in a Construction Manager / Site Agent / Construction Supervisor position  
Knowledge: Proven experience in respect of works involving renovation and refurbishment  
Qualifications: An appropriate tertiary qualification

- If the principal contractor performs any construction work itself, the principal contractor will consider the size and complexity of the construction work active on site and appoint a sufficient number of competent persons as Construction Supervisors under Construction Regulation 8(7) and 8(8) to supervise construction work on site.

- The principal contractor will consider the size and complexity of the construction work and appoint a FULL-TIME Construction Health and Safety Officer, who is registered with the South African Council for Project and Construction Management Professions (SACPCMP) in an appropriate category.
- The principal contractor will consider the nature and complexity of the portions of construction work subcontracted to subcontractors and prescribed their requirements in respect of appointment of Construction Health and Safety Officers by their subcontractors. The criteria for appointment of Construction Health and Safety Officers by subcontractors will be included in the principal contractor's Health and Safety Plan.
- The principal contractor will enter into an agreement under Section 37(2) of the Occupational Health and Safety Act (*commonly referred to as a Mandatory Agreement*) before commencement of construction work. This agreement will be provided by the client for signature of the principal contractor.
- The principal contractor will accept the appointment as Principal Contractor under Construction Regulation 7(1)(c)(v) before commencement of construction work. This appointment will be provided by the client for signature of the principal contractor.
- The principal contractor will submit a copy of their valid Letter of Goodstanding with the Compensation Fund or another approved insurer before commencement of construction work.
- The principal contractor will compile a *site-specific* Health and Safety Plan and submit said Plan to Comprac Gauteng as appointed Health and Safety Agents for approval on behalf of the client. Approval of the Health and Safety Plan will depend on compliance to applicable legislation, this specification and general norms accepted in the construction industry in South Africa at the time of review.
- The principal contractor will ensure that Safe Work Procedures are documented for all construction activities before conducting such activities, which will be available for inspection by the client, their agent or an Inspector from the Department of Employment and Labour.
- The principal contractor will ensure that each subcontractor opens and maintains a Construction Health and Safety File on the construction site, which they will audit for purpose of document verification each once per month.
- On completion of the construction project, the principal contractor will ensure that a consolidated Construction Health and Safety File is compiled and delivered to the client for safekeeping. An index of the required documents for the consolidated CHS file is attached to this specification as *Annexure C*.

#### 4.2 General Requirements of Principal Contractor towards Contractors on Site

As the employer of subcontractors on the construction project, the Principal Contractor assumes the responsibilities of the employers in relation to mandataries as described in Section 37(2) of the Occupational Health and Safety Act and takes responsibility for their acts or omissions within the restraints of the said Section.

Without derogating from the principal contractor's duties under law, the principal contractor will further comply with the following requirements during the construction work:

- The principal contractor will ensure that any subcontractor they intend to appoint has made sufficient provision for the cost of compliance with health and safety legislation and requirements of these specifications before appointing such subcontractor.
- The principal contractor will appoint each subcontractor in writing according to Construction Regulation 7(1)(c)(v), with the accompanying duties and responsibilities.
- The principal contractor will ensure continued compliance with legislation and these specifications by their subcontractors for the duration of the entire construction project, and any penalties and/or reprimands for non-compliance by a subcontractor will be issued to the principal contractor with the intention that they advance such penalties and/or reprimands to their subcontractors.

#### 4.3 General Requirements of all Persons on Site

As the organization in control of the construction site under Section 8(2)(g) of the Occupational Health and Safety Act, the principal contractor will determine rules for access to the construction site by persons.

Without derogating from the principal contractor's duties under law, the principal contractor will further comply with the following requirements during the construction work:

- The principal contractor will ensure that all persons wanting to access the construction site undergo health and safety induction training prior to accessing the construction site. Each person will carry proof of induction on their person while on the construction site. The induction training will be specific to the construction project.
- The principal contractor will take reasonable steps to ensure that no person enters the construction site while under the influence of alcohol or any other intoxicating substance.
- The principal contractor will ensure that copies of identity documents are readily available on the construction site for all persons working on the construction site. In the case of foreign workers, the principal contractor will ensure that copies of the persons' valid work permit or other authorizing document are available on site and that reasonable steps have been taken to confirm validity of copies presented.
- The principal contractor will ensure that copies of medical certificates of fitness are readily available on the construction site for all persons working on the construction site and that reasonable steps have been taken to confirm validity of the copies presented.
- The principal contractor will ensure that all persons on site are equipped with and utilize appropriate personal protective equipment as per the risks associated with that persons activity on site.

## **5. Administrative Requirements**

Without derogating from the principal contractor's duties under law, the principal contractor will further comply with the following minimum administrative requirements during the construction work:

### **5.1 Notification of Construction Work**

Unless in possession of a Construction Work Permit issued by the Department of Employment and Labour under the provisions of Construction Regulation 3, the principal contractor will submit a notification of construction work to the Department of Employment and Labour at least 7 days prior to commencement of construction work.

### **5.2 Competence of Principal Contractor Responsible Persons**

The principal contractor will conduct an assessment of all responsible persons appointed under various legislative appointments for the construction project and prescribe minimum requirements in respect of competencies, certifications and registrations required for each appointment in order to satisfy their criteria as "competent person". This assessment and its findings will be documented in a Training Matrix included in the Health and Safety Plan.

The definition of competent as noted in the Construction Regulations 2014 will apply in accessing a person's competence for the applicable designation they have been appointed in.

### **5.3 Baseline Risk Assessment**

The principal contractor will conduct and document their own, independent of the client agent's, a Baseline Risk Assessment, which will analyze anticipated construction activities associated with designs as at the time of submission.

### **5.4 General Record Keeping**

The principal contractor will open and maintain a Construction Health and Safety File, which will be kept on site at all times of activity on the construction site and will contain all records of activities performed in compliance with legislation and this specification. The principal contractor will extend this requirement of a Construction Health and Safety File to their subcontractors.

The Construction Health and Safety File for the principal contractor and their subcontractors will remain on construction site for the entire duration of construction work until completion of ALL works and consolidation the files for submission of the client.

### **5.5 Injury and Incident Reporting and Investigation**

The principal contractor will maintain statistics of all incidents experienced on the construction site, which will include the total person hours worked by the principal contractor and their subcontractors and a classification of all incidents as "Near Miss", "Property Damage", "First Aid Case", "Medical Treatment Case", "Lost Time Injury" and "Fatality". Definitions of each classification will be according to definitions described in the Occupational Health and Safety Act and its regulations, commonly accepted definitions in the construction industry in South Africa or instructions from the client's Health and Safety Agent.

The designated Comprac Gauteng Safety Risk Specialist will be contacted telephonically for any incident that requires the summoning of an ambulance to the construction site for treating an injured person on the construction site. Further instructions for inclusion in distribution of investigation reports as required by the Occupational Health and Safety Act and its regulations will be taken from the Comprac Gauteng Safety Risk Specialist.

#### 5.6 Offenses and Penalties

Appropriate and proportional penalties could be issued by the client and their Health and Safety Agent for continued non-compliance with applicable legislation, the principal contractor's Health and Safety Plan and/or this Specification.

Consequential damages experienced by the principal contractor and/or their subcontractors due to appropriate and proportional actions taken by the client or their Health and Safety Agent in the interest of enforcing compliance with applicable legislation, the principal contractor's Health and Safety Plan and/or this Specification, will be solely for the cost of the principal contractor and the client and/or Health and Safety Agent does not carry any liability for damages experienced by the principal contractor due to such actions.

#### 5.7 Cost of Compliance

As an employer in their own right, the principal contractor bears all costs caused by compliance with applicable legislation as a cost of business. Additional costs caused by the provision of this Specification should be included in the tender submission for the project. Any costs reasonably incurred for compliance with applicable legislation and compliance with this Specification following commencement of construction work, is for the principal contractor's account.

#### 5.8 Communication

The principal contractor will ensure that the following activities are conducted towards compliance with Section 13 of the Occupational Health and Safety Act:

- The content of the Construction Health and Safety File will be discussed with all workers on site, who will sign attendance registers for acknowledgement of communication of relevant documentation, such as policies, procedures and legislation.
- All Risk Assessments, Method Statement, Safe Work Procedures, Fall Protection Plans and similar management plans will be discussed with workers involved in the various activities, with the workers acknowledging said communication by signing a specific attendance register.
- A Toolbox Talk will be presented to the workers on site at least weekly discussing requirements in respect of activities prevalent on the site at the time of the Toolbox Talk, with the workers acknowledging presentation of the Toolbox Talk by signing an attendance register.
- A Daily Safe Task Instruction (DSTI) will be presented to the workers on site every morning discussing the day's activities and the accompanying activities requirements, with the workers acknowledging presentation of the DSTI by signing an attendance register.

- Understanding of communicated requirements through various platforms will be assessed by the principal contractor by conducting Planned Task Observations (PTO) on at least 2 activities each week and recording the findings of said Planned Task Observations (PTO) on an appropriate form.
- A Health and Safety Committee will be established for the project, which would meet at least once per month with the meeting attended by at least one person appointed under Construction Regulation 8(2) and the Health and Safety Representative for the principal contractor and each contractor on site.

## **6. Personal Protective Equipment (PPE)**

The principal contractor will ensure that an assessment is conducted of Personal Protective Equipment (PPE) required as a last resort preventative measure for the various tasks associated with the construction work. The findings of said assessment will be documented on an appropriate matrix.

All issued PPE will comply with the requirements of the appropriate SANS standard for that article.

## **7. Client-Identified Risks and Potential Hazardous Situations**

### **7.1 Client-Identified Hazards & Risks**

Comprac Gauteng, on behalf of the Client, have prepared a Baseline Risk Assessment describing potential hazards and risks associated with anticipated activities known at the time of compilation. The principal contractor will ensure that these risks are included in their Baseline Risk Assessment and Health and Safety Plan with adequate preventative measures prescribed therein.

### **7.2 Unforeseen Hazards & Risks**

Comprac Gauteng, on behalf of the Client, have endeavored to adequately address all anticipated hazards and risks associated with the planned construction work. However, should the principal contractor become aware of a hazard and/or risk which is not sufficiently addressed in this Specification due to oversight, change of works methodology, change of design or whatever other reason, they are to bring it to the attention of the designated Safety Risk Specialist for revision of this Specification and guidance on preventative measures required.

## **8. Site Operation Planning Requirements**

### **8.1 Hazard Identification and Risk Assessment**

Without derogating from the principal contractor's duties under law, the principal contractor will further comply with the following minimum requirements in relation to Hazard Identification and Risk Assessment during the construction work:

The contractor will demonstrate the implementation and maintenance of a risk assessment procedure that includes:

- Conducting a Baseline Risk Assessment at the start of works which includes an analysis of all anticipated activities anticipated during construction work, as well as the implementation of its requirements and criteria for its revision.
- Conducting a Task-Specific Risk Assessment, as a minimum, for all activities determined to be of high or critical risk during the Baseline Risk Assessment before commencing said activity, as well as the implementation of its requirements and criteria for its revision.
- Conducting an Issue-Based Risk Assessment, as a minimum, for all activities not anticipated during the Baseline Risk Assessment process before commencing said activity, as well as the implementation of its requirements and criteria for its revision.

## 8.2 Site Establishment and Safeguarding of Construction Site

Without derogating from the principal contractor's duties under law, the principal contractor will further comply with the following minimum requirements in relation to establishment and safeguarding of the construction site:

The principal contractor will ensure that appropriate signage bearing health and safety related information is displayed around and on the construction site and at the entrance to the construction site. Signage displayed at the entrance to the construction site will include at least the following: "no unauthorized entry", "report to the site office", direction to the site office, "beware of excavations", "beware of overhead work", appropriate PPE to be worn on the construction site and contact information for principal contractor management for emergency purposes.

The principal contractor will establish appropriate measures to ensure that there is no build-up of soil, mud and construction materials on public roads and walkways impacted by the construction site.

The principal contractor will prepare a Traffic Management Plan prior to commencement of activities of this construction site. This plan will include measures regarding at least the following:

- Designation of roadways and pedestrian walkways that will adequately separate vehicular and pedestrian traffic on and around the construction site.
- Details of traffic diversions that will be affected in order to safely move vehicles and pedestrians into and from the construction site, which will include the nature and placement of appropriate signage.
- Relevant permits, permissions and wayleaves that will be required and obtained before commencement of activities affecting public roads and roadways.

Adequate fencing, barricading and enclosures will be erected and gates and openings controlled to prevent unauthorized access to the construction site.

### 8.3 Emergency Preparedness

Without derogating from the principal contractor's duties under law, the principal contractor will further comply with the following minimum requirements in relation to preparedness for various emergency situations of the construction site:

The principal contractor will prepare and implement an Emergency Plan prior to the commencement of activity on site. This plan will prescribe appropriate actions to be taken in various emergency situations that could potentially arise in the course of work of this specific project and site. This plan will further include:

- A list of key personnel to be contacted in times of emergency with their contact information
- Contact information for the local emergency services

The Emergency Plan will include site-specific measures for promptly and speedily transporting an ill or injured person from the construction site to an appropriate medical facility for further treatment in situations that require said intervention.

Further to the Emergency Plan, the principal contractor will prepare an Evacuation Plan, which persons on site will follow in order to orderly evacuate the construction site during applicable emergency situations. This plan will include a drawing / lay-out of the construction site with acceptable evacuation routes indicated thereon.

### 8.4 Work at Heights

Without derogating from the principal contractor's duties under law, the principal contractor will further comply with the following minimum requirements in relation to working in fall risk positions of the construction site:

The principal contractor will prepare a Fall Protection Plan prior to the commencement of activities on the construction site. This plan will address any aspects of workers working in a fall risk position. For the purposes of this Specification, excavations and embankments are also considered fall risk positions.

### 8.5 Roof Work - GENERAL

Without derogating from the principal contractor's duties under law, the principal contractor will further comply with the following minimum requirements in relation to roof work:

The principal contractor will demonstrate planning that has been conducted towards safe completion of any anticipated roof work. This planning will include identifying and assessing appropriate anchor points and attachment points for any fall protection equipment that are to be used in the construction work.

## 8.6 Scaffolding

Without derogating from the principal contractor's duties under law, the principal contractor will further comply with the following minimum requirements in erection, use and dismantling of scaffolding:

All scaffolding will be inspected and declared safe by a scaffold inspector certified by a SETA-accredited institution. Inspections to be conducted weekly thereafter until the scaffolds are dismantled.

The principal contractor will ensure that all scaffolding is erected, maintained and dismantled by workers certified in the erection and dismantling of scaffolding. The certification will be valid and from a SETA-accredited institution.

No person that does not hold a legal appointment on the CHS file will be allowed to make any alterations or additions to existing scaffold towers.

Any scaffold that cannot be assembled according to the diagrams and examples of the SANS 10085-1 will be classified as a "Special Scaffold" and will require the appointment of a competent Temporary Works Designer as described in the section "Temporary Works – Formwork".

## 8.7 Construction Plant and Lifting Machinery

Without derogating from the principal contractor's duties under law, the principal contractor will further comply with the following minimum requirements in relation to use of construction plant and lifting machines on the construction site:

The principal contractor will implement a system on site to inspect and approve any construction plant or lifting machines on its initial arrival at the construction site and only allowing approved construction plant and lifting machines onto the construction site.

The principal contractor will, and require from each of its sub-contractors using construction plant and lifting machines on the construction site to, designate a single person as being responsible to supervise all construction plant and lifting machines on the construction site, whose responsibility will include ensuring that inspections are conducted on plant at the required intervals, that findings of these inspections are recorded and faults reported during these inspections are repaired immediately. The person designated should be sufficiently competent to determine the criticality of reported faults or take advice from a competent person and prevent plant determined to be unsafe for use to not work of the construction site.

## 8.8 Installation, refurbishment and commissioning of electrical installations

Without derogating from the principal contractor's duties under law, the principal contractor will further comply with the following minimum requirements in relation to installation and commissioning of an electrical system:

The principal contractor will develop and implement a suitable and sufficient lock-out procedure to ensure that at no time is any work conducted on live electrical installations and components. If the principal contractor appoints a competent trade contractor to perform the electrical works, the principal contractor will require said electrical lock-out procedure from the appointed trade

contractor and will not approve said procedure unless it provides adequately for approval by the principal contractor's Construction Manager appointed under Construction Regulation 8(1) of any works conducted on electrical components or installations not made safe before conducting the work.

#### **8.9 Temporary Electrical Installations**

Without derogating from the principal contractor's duties under law, the principal contractor will further comply with the following minimum requirements in relation to installation, commissioning and use of a temporary electrical installation:

The principal contractor will develop and implement a suitable and sufficient lock-out procedure to ensure that at no time is any work conducted on live electrical installations and components. If the principal contractor appoints a competent trade contractor to perform the temporary electrical works, the principal contractor will require said electrical lock-out procedure from the appointed trade contractor and will not approve said procedure unless it provides adequately for approval by the principal contractor's Construction Manager appointed under Construction Regulation 8(1) of any works conducted on electrical components or installations not made safe before conducting the work.

The principal contractor will develop and implement on the construction site, a set of rules for the use of the temporary electrical installation by the general staff on the construction site, which would include rules such as what equipment is allowed to be connected to the installation, who will be responsible for keeping the temporary electrical installation locked and secured and the process to be followed for performing maintenance and expansion/reduction of the installation.

The principal contractor will ensure that any temporary electrical installation has an individualized Certificate of Compliance issued by a competent person for each distinct installation.

#### **8.10 Use of hazardous Chemical Substances**

Without derogating from the principal contractor's duties under law, the principal contractor will further comply with the following minimum requirements in relation to use of hazardous chemical substances:

The principal contractor will ensure that all Material Safety Data Sheets (MSDS) are kept on file on site and the safety measures prescribed on said MSDS are implemented on site.

The principal contractor will ensure that all practicable measures are implemented on site to prevent skin contact (including on hands) with hazardous chemical substances.

#### **8.11 Hours of Work**

After-hours and weekend work may only be conducted with the prior approval of the Client.

The following factors will influence the approval of after-hours and weekend work:

- Competent supervision being present on site for the entire duration of after-hour and/or weekend work.
- The principal contractor having demonstrated a history of adequate supervision, control of works and workers and similar performance during normal working hours.

#### 8.12 Labour-only Contractors

The principal contractor will assume duties and responsibilities of the employer in respect of workers appointed on the construction site through a labour-only contractor (commonly referred to as “*labour brokers*”) and all health and safety related measures required for these workers will be satisfied by the principal contractor as if they were employees of the principal contractor.

#### 8.13 Work in an Active Office Environment

Without derogating from the principal contractor’s duties under law, the principal contractor will further comply with the following minimum requirements in respect of public safety:

The principal contractor will demonstrate adequate planning on measures to be implemented during the construction works aimed at protecting members of the public against all hazards associated with the construction work.

#### 8.14 Visitor and Public Safety

Without derogating from the principal contractor’s duties under law, the principal contractor will further comply with the following minimum requirements in relation to safeguarding visitors and members of the public against hazards associated with construction work:

The principal contractor will establish a safe area immediately at the site entrance where visitors and members of the public can be received, undergo safety induction briefing and associated activities prior to accessing the general construction area.

The principal contractor will ensure that a suitable quantity of spare required Personal Protective Equipment is kept, maintained and available to visitors for use in accessing the construction site.

### 9. Occupational Health and Ergonomics

#### 9.1 Industrial Hygiene

The principal contractor is urged to familiarize themselves with the Environmental Regulations for Workplaces of 1987.

#### 9.2 Noise-Induced Hearing Loss

The principal contractor is urged to familiarize themselves with the Noise-Induced Hearing Loss Regulations of 2003.

### 9.3 Ergonomics

The principal contractor is urged to familiarize themselves with the Ergonomics Regulations of 2018.

### 9.4 Alcohol and Intoxicating Substances

The principal contractor will prepare a Substance Abuse Procedure that will address site access rules and procedure to follow in respect of workers under the influence of alcohol or other intoxicating substances.

### 9.5 Occupational Health Assessments

The principal contractor is urged to familiarize themselves with the requirements of the Construction Regulations of 2014 and the Driven Machinery Regulations of 2015 as it applies to medical fitness assessments and Certificates of Fitness.

## 10. Environmental Management

Without derogating from the principal contractor's duties under law, the principal contractor will further comply with the following minimum requirements in relation to safeguarding the environment:

### 10.1 Construction Site Ablution Facilities

The principal contractor will ensure that any ablution facilities provided to the staff on the construction site is of suitable size and design that prevents the release of human waste (fecal and urinary) from being spilled or discharged into the environment.

### 10.2 Dust Management

Without derogating from the principal contractor's duties under law, the principal contractor will further comply with the following minimum requirements in relation to the generation of dust on the construction site or from the construction works:

The principal contractor will develop and implement a plan to manage the generation and control of dust on the site and in the construction works.

### 10.3 Waste Management

The principal contractor will ensure that waste generated on the construction site is separated into, at least, the following categories of waste and disposed of separately: General Waste and Hazardous Waste.

General waste will be removed from site by a suitable service provider, with documentary evidence being available for inspection as to the quantity removed.

Hazardous waste will be removed from site by an accredited hazardous waste management service provider, who will remove hazardous waste from site to an appropriately accredited hazardous waste facility, with documentary evidence being available for inspection as to the nature and quantity of hazardous waste removed from the construction site.

## ANNEXURE A – HEALTH & SAFETY COSTING GUIDELINES

The Construction Regulations 2014 requires that the contractor demonstrate to the client / principal contractor that sufficient provision has been made for the cost of maintaining health and safety measures during the construction project. This costing breakdown is a guideline for said provision and allows costs to be extracted from the general Bill of Quantities.

This schedule excludes costs to be carried by appointed sub-contractors, as the sub-contractor would be required to demonstrate their own compliance to the principal contractor.

| ITEM                                         | QUANT | UNIT COST | TOTAL COST |
|----------------------------------------------|-------|-----------|------------|
| <b>1. Human Resources</b>                    |       |           |            |
| Health & Safety Manager                      |       |           |            |
| Health & Safety Coordinator                  |       |           |            |
| Health & Safety Officer                      |       |           |            |
| Full-time Health & Safety Representative     |       |           |            |
| General Labour                               |       |           |            |
| External Auditor / Consultant                |       |           |            |
| Provision for Site Specific Training         |       |           |            |
| Medical Certificates of Fitness              |       |           |            |
| <b>2. Site Establishment</b>                 |       |           |            |
| Site Fencing                                 |       |           |            |
| Provision of Ablution Facilities             |       |           |            |
| Provision of Eating Facilities               |       |           |            |
| Flammable Liquids Store                      |       |           |            |
| Gate Watchman                                |       |           |            |
| Security Services / Officer                  |       |           |            |
| Road Traffic Signs                           |       |           |            |
| Fire Extinguishers                           |       |           |            |
| First Aid Box / Equipment                    |       |           |            |
| <b>3. Communication</b>                      |       |           |            |
| Site Entrance Sign Boards                    |       |           |            |
| Site General Signage                         |       |           |            |
| Notice Boards                                |       |           |            |
| <b>4. Fall Prevention &amp; Protection</b>   |       |           |            |
| Edge Protection Barricading                  |       |           |            |
| Lifelines                                    |       |           |            |
| Other:                                       |       |           |            |
| Other:                                       |       |           |            |
| <b>5. Excavations</b>                        |       |           |            |
| Edge Barricading                             |       |           |            |
| Shoring/Bracing                              |       |           |            |
| Other:                                       |       |           |            |
| Other:                                       |       |           |            |
| <b>6. Personal Protection Equipment</b>      |       |           |            |
| Hard Hats                                    |       |           |            |
| Safety Spectacles / Eye Protection           |       |           |            |
| Disposable Ear Plugs / Hearing Protection    |       |           |            |
| Disposable Dust Masks / Breathing Protection |       |           |            |
| Two-piece Conti-suits                        |       |           |            |
| Reflective Vests                             |       |           |            |
| Gloves -Type:                                |       |           |            |
| Safety Boots – Type:                         |       |           |            |
| Fall-arrest Harnesses                        |       |           |            |

## **ANNEXURE B – LIST OF DELIVERABLES FOR TENDER SUBMISSION CONSIDERATION**

The Construction Regulations 2014 requires:

Construction Regulation 5 – Duties of Client:

(1) A client must –

- (g) ensure that potential principal contractors submitting tenders have made adequate provision for the cost of health and safety measures;
- (h) ensure that the principal contractor to be appointed has the necessary competencies and resources to carry out the construction work safely;

For this purpose, potential principal contractors submitting tenders are required to provide the following documents as part of their tender submission in order to assess compliance with these requirements on behalf of the client:

1. Current and valid Letter of Good Standing with Compensation Fund or other accredited insurer in terms of Compensation for Occupational Injuries and Diseases (COID) Act
2. Curriculum Vitae of proposed Construction Manager to be appointed under Construction Regulation 8(1)
3. Template document for the appointment of Construction Manager under Construction Regulation 8(1)
4. Curriculum Vitae of proposed Construction Health and Safety Officer to be appointed under Construction Regulation 8(5)
5. Template document for the appointment of Construction Health and Safety Officer under Construction Regulation 8(5)
6. Health and Safety Policy (Policy to be descriptive on Management Participation, Pro-active Planning in relation to Health and Safety and Safety Culture with the contracting firm)
7. Health and Safety Incident Statistics for the past 3 years
8. Selection Process for selecting Sub-contractors for appointment

In assessing the tender submission in relation to the above requirements on behalf of the client, Comprac Gauteng will submit a report in this regard for consideration by the client in determining appropriate potential principal contractor to appoint to the project.

### **ANNEXURE C – SAFETY FILE INDEX**

1. Principal Contractor Appointment – Construction Regulation 5(1)(k)
  2. Mandatary Agreement – OHS Act S37(2)
  3. Letter of Good Standing with Compensation Insurer
  4. Medical Certificates of Fitness in accordance with Annexure 3 of Construction Regulations
  5. Proof of Induction Training
  6. Organogram of Legal Appointments & List of Employees
  7. Legal Appointments with competencies
  8. Health and Safety Specification
  9. Risk Assessments
  10. Fall Protection Plan
  11. Health and Safety Plan
  12. Safe Work Procedures
  13. Proof of Public Liability Insurance
  14. Method Statements
  15. SHEQ-Related Policies
  16. Environmental Management Plan
  17. Incident / Accident Management Control
  18. Certificates of conformity of all lifting machines and equipment
  19. Checklists and Registers
  20. Hazardous Chemical Substances Register (with Material Safety Data Sheets)
  21. Copy of OHS Act and Construction Regulations
  22. Emergency Plan with Emergency Contact Numbers
  23. PPE Issue Register
  24. Tool Inventories and Checklists
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